

Council Members

District 1: Terry Graham
District 2: Charlene McGriff
District 3: Billy Mosteller, Secretary
District 4: Larry Honeycutt
District 5: Steve Harper, Chair
District 6: Allen Blackmon
District 7: Brian Carnes, Vice-Chair

**County Administrator**

Dennis Marstall

County Attorney

John K. DuBose III

Clerk to Council

Sherrie Simpson

April 13, 2022

1:00 PM

**101 North Main Street
Lancaster, SC 29720**

**LANCASTER COUNTY COUNCIL
COMMITTEE OF THE WHOLE
County Council Chambers, County Administration
Building, 101 North Main Street, Lancaster, SC 29720**

**BUDGET WORKSHOP AND COMMITTEE OF THE
WHOLE AGENDA**

1. **Call to Order - Chairman Steve Harper**
2. **Welcome and Recognition - Chairman Steve Harper**
3. **Pledge of Allegiance and Invocation - Council Member Billy Mosteller**
4. **Approval of Agenda**
[deletion and additions of non-substantive matter]
5. **Special Presentations**
 - a. Recognition of County Employees with 28 or More Years of Service to the County - Dennis Marstall, County Administrator
 - Showcase of County Employees as part of April's National County Government month, with the 2022 Theme of *Counties THRIVE*
6. **Citizens Comments**
[Lancaster County Council welcomes comments and input from citizens who may not be able to attend Council meetings in person. Written comments may be submitted via mail to ATTN: Sherrie Simpson, Post Office Box 1809, Lancaster, SC, 29721, by email to Sherrie Simpson at ssimpson@lancastersc.net or by online submission by selecting the "Citizens Comments" quick link located on the County website homepage at <https://www.mylancastersc.org/>. Comments must be no longer than approximately 3 minutes when read aloud. Comments received will be acknowledged during the Citizens Comments portion of the meeting. Comments will need to be received prior to 4:00 p.m. on the day before the meeting. Please use the same link above in order to submit input/comments for Public Hearings.]
7. **Discussion and Action Items**
 - a. Fiscal Year 2023 Budget Discussion - Dennis Marstall/Kim Belk
 - b. ARPA funded projects and Renovations at the Barnett Building - Dennis Marstall

- c. Parks and Recreation Update and Indian Land Old EMS Building Use - Dennis Marstall/Hal Hiott
- d. Bailes Ridge Corporate Park Phase II Infrastructure Discussion - Jamie Gilbert
- e. Discussion of Proposed Interim Unified Development Ordinance (UDO) - Rox Burhans
- f. Ordinance 2022-1799 regarding Amending the County Code Related to Certain Departments
Ordinance Title: An Ordinance To Amend The Lancaster County Code Related To Certain Departments To Provide Lancaster County Increased Flexibility In The Organizational Structure Of Lancaster County Government - *Deferred to the April Committee of the Whole Meeting at the March 28, 2022 County Council Meeting. - Dennis Marstall*

8. **Citizen Comments**

[If Council delays until end of meeting]

9. **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 agendas are posted at the Lancaster County Administration Building and are available on the Website: www.mylancastersc.org

*Meetings are live streamed and can be found by using the following link:
https://mylancastersc.org/government/lancaster_county_council/County_Council_Meetings.php*

Agenda Item Summary

Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Dennis Marstall / Administration

Department: Administration

Date Requested to be on Agenda: 4/13/2022

Issue for Consideration:

April is National County Government month, with the 2022 theme of *Counties THRIVE*. At each meeting in April, the County Administrator will be recognizing how our employees in Lancaster County are thriving.

Points to Consider:

During this meeting, the County Administrator will be recognizing County employees who have been employed with the County for 28 years or more. The County has 16 employees that fall into this category and their years of service show that the County has truly dedicated employees.

Funding and Liability Factors:

This is for employee recognition purposes only.

Council Options:

This is for employee recognition and information for Council and citizens.

Recommendation:

N/A

Agenda Item Summary

Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Kimberly Belk / Budget Director

Department: Finance

Date Requested to be on Agenda: 4/13/2022

Issue for Consideration:

Information regarding the operating and capital budget for fiscal year 2022-2023.

Points to Consider:

The Fiscal Year 2023 Administrator's Recommended Budget will be focused on priorities that meet the following goals:

- Efficient and Effective Services
- Innovation and Technology
- Investment in the future/Forward thinking
- Promote Professionalism and Customer Service

Staff is working now to finalize the Administrator's Recommended Budget which will be presented to Council on April 28. Ahead of that discussion, today Council will receive a brief update on revenue projections to date with more information to follow as data becomes more available.

In addition to revenue, staff will revisit the personnel budget discussion by providing updated cost information on the compensation plan implementation and summarizing the requested positions (attached). Total cost of requested positions is over \$4.8 million. Operating and Capital requests are provided in summary attachments as well. Total of operating requests is just under \$1.7 million and capital has been updated to approx. \$17.4 million since the last meeting. This is due to removing the Sheriff's Evidence Storage Facility which will be funded through ARPA.

Funding and Liability Factors:

This information will be utilized in crafting the FY2023 Budget.

Council Options:

This is for information only to solicit preliminary feedback on Council prior to the budget presentation on April 28.

Recommendation:

N/A

ATTACHMENTS:

Description	Upload Date	Type
FY2023 Summary of Requested Positions	4/8/2022	Presentation
FY2023 Capital Budget Requests	4/7/2022	Presentation
FY2023 Operating Budget Requests	4/7/2022	Presentation
Budget Powerpoint Presentation	4/8/2022	Presentation

First Tier

Dept.	Request	Justification/Notes	Full Cost
Legal	Attorney	Position will allow the County to have in-house Counsel and over time reduce the need to use third party legal services which should increase efficiency and effectiveness in handling customer needs. Partial costs will be offset by reduction in outside counsel.	\$171,660
Legal	Paralegal	Position will support the in-house attorney and reduce the workload on current staff to research and assess legal matters. Will handle increasing number of requests under FOIA. Partial costs offset by reduction in outside counsel.	\$69,985
Administration	Administrative Assistant	Position will support both Administration and legal. It will allow the Deputy Clerk to Council to become its own position to support the Clerk to Council with added boards and increased workloads it.	\$66,220
Administration	Project Manager	The number of upcoming building and renovation projects has increased dramatically especially with the ARPA funding now available. Soon the County will begin work on the Regional Park and the Detention Center is underway now. In order to save time and money by having County representation and oversight that's needed on all of these projects, one project manager will not be enough.	\$118,955
Communications & Marketing	Communications Director	The Communications and Marketing Dept. is a new department that will be proposed in the Fiscal Year 2023 budget. This position will be able to increase customer service by directing this new team as they help promote County events and services, provide notification of changes, act as a liaison to the media, and create unified messaging across County departments.	\$118,940
Airport	FT Assistant Manager	Due to the difficulty of finding someone with the appropriate qualifications that is willing to work PT, this is a request to make the Airport Assistant Manager a FT position in order to attract qualified applicants.	\$65,070
EMS	Paramedic	Request related to the EMT classes being taught in LCSD. Only a paramedic can teach this class which will require reassignment of a current paramedic to teach the class, resulting in the need to replace said paramedic now teaching and no longer running calls.	\$87,470

Dept.	Request	Justification/Notes	Full Cost
EMS	Recruitment/Retention Officer	Currently funded by a grant, this request is to fund the position with county dollars due to the grant expiring. Coordinates recruitment and retention efforts, contacts all new applicants for screening, schedules interviews, coordinates new hire orientations, coordinates employee check off for unit clearance, attends public events to speak about EMS, coordinates team building events and activities.	\$99,100
Fire	3 teams of 2 firefighters	As recommended by the Fitch Fire Study, this request is for 3 teams consisting of 2 firefighters per team stationed in areas of the county based on heat map call concentrations.	\$533,540
Human Resources	HR Specialist	Funded for an entire year but only effective beginning 01/2023, this position is requested in order to replace the Public Relations Coordinator position that is planned to move to the new Communications dept. With the increase in employees and turnover, an additional employee with specific qualifications related to HR issues is needed to assist the Director. Duties would include creating, implementing, and evaluating HR policies, procedures, and structure, managing insurance benefits, designing and implementing training and development plans, assisting in the creation and implementation of employee performance review program, identify hiring needs, assist with department budget, and respond to employee inquiries with resolution in a timely and professional manner. Money from 07/2022 - 01/2023 would be used to fund a FT temp employee to train with current payroll administrator planning to retire in the near future.	\$75,605
IT	Information Security Officer	Position needed in order to have a fully functioning IT department. Role will combat cybersecurity threats coming into the county. Will oversee all county training and help us move to being cybersecurity compliant. Costs will be partially offset by a reduction in the VCIO contract.	\$111,865
IT	IT Technician I	Position needed in order to have a fully functioning IT department. Position will serve as the first point of contact for users throughout the organization. Costs will be partially offset by a reduction in the VCIO contract.	\$72,480
IT	Jr Network Engineer	Position needed in order to have a fully functioning IT department. Position will support the Network Engineer and provide an escalation point for helpdesk when network issues arise. Costs will be partially offset by a reduction in the VCIO contract.	\$91,630

Dept.	Request	Justification/Notes	Full Cost
IT	Jr System Engineer	Position needed in order to have a fully functioning IT department. Position will support the Lead System Engineer and take ownership of Active Directory while also serving as escalation point for helpdesk related to any server issues. Costs will be partially offset by a reduction in the VCIO contract.	\$91,630
IT	Lead System Engineer	Position needed in order to have a fully functioning IT department. Position will run and support all server infrastructure and applications for the county. Costs will be partially offset by a reduction in the VCIO contract.	\$118,280
Parks & Recreation	Athletic Program Supervisor	Position dedicated to programming for youth, adults, and seniors at ILRC due to the expansion of current facility. Recruits and retains coaches and officials, scheduling of games and officials, payroll for program officials/staff, inventory and equipment purchasing, receipting funds, registering participants, and other duties as assigned. Needed to maintain current service levels in IL.	\$127,870
Parks & Recreation	Athletic Program Supervisor	Position dedicated to programming for youth, adults, and seniors at Walnut Creek Park. Recruits and retains coaches and officials, scheduling of games and officials, payroll for program staff/officials, inventory and equipment purchasing, receipting funds, registering participants, and other duties as assigned. Needed to maintain current service levels in IL.	\$77,870
Parks & Recreation	Athletic Park Superintendent	Position assigned to IL. Supervises all athletic programs and staff, creates work schedule for IL, manages all field/park rentals and day of tournament operations for WCP and Harrisburg Complex. Coordinates with park maintenance staff on schedules and field specifications for tournaments and events, responsible for IL concession operations, and payroll for program officials/staff. This position is needed to maintain current service levels in IL.	\$135,610
Parks & Recreation	Heath Springs Facility Coordinators (2)	PT position for new Heath Springs Rec Park soon scheduled to come online. Responsible for opening and closing facility, supervising practices, games and tournaments, report any maintenance needs, and assist in keeping facility clean while open.	\$43,420
Parks & Recreation	IL Facility Coordinators (2)	PT position for new Harrisburg Athletic Complex soon scheduled to come online. Responsible for opening and closing facility, supervising practices, games and tournaments, report any maintenance needs, and assist in keeping facility clean while open.	\$43,420

Dept.	Request	Justification/Notes	Full Cost
Parks & Recreation	Lancaster Facility Coordinator	PT position for new Springdale Athletic Complex soon scheduled to come online. Responsible for opening and closing facility, supervising practices, games and tournaments, report any maintenance needs, and assist in keeping facility clean while open.	\$21,710
Parks & Recreation	ILRC Facility Coordinator	PT position for ILRC. Responsible for opening and closing facility, supervising practices, games and tournaments, report any maintenance needs, and assist in keeping facility clean while open.	\$26,770
Parks & Recreation	Building Maintenance Tech II	Request for a FT custodian at ILRC. With additional space scheduled to come online, someone dedicated to ILRC full-time is needed. Would perform routine custodial and building maintenance tasks under general supervision.	\$89,640
Parks & Recreation	Recreation Program Supervisor	Non-athletic programming position for youth, adults, and seniors at ILRC. Oversees and manages plans for after school program, summer day camp, senior programming, and special events. Currently a PT position but a FT position is needed with the ILRC expansion.	\$47,153
Parks & Recreation	Indian Land Recreation Center Facility Coordinator	FT position needed for the expanding ILRC. Answers the phone, greets the public, collects program registrations, facility rentals applications, facilitates daily program check ins, and other administrative duties as assigned.	\$39,035
Parks & Recreation	Crew Worker	FT position assigned to IL. Responsible for general upkeep and maintenance and preparation of fields and grounds.	\$71,605
Parks & Recreation	Facility Coordinator AJ Rec. Center	PT position assigned to the walking club at AJRC. Responsible for opening and closing the facility and supervising the leisure activities that take place along with reporting any maintenance needs.	\$16,690
Parks & Recreation	Facility Coordinator Buford Rec. Center	PT position assigned to the walking club at BRC. Responsible for opening and closing the facility and supervising the leisure activities that take place along with reporting any maintenance needs.	\$16,690
Registration & Elections	Election Workers	PT help due to the anticipation of mandated early voting by the state. Early voting will be Monday-Saturday 8:30-6 for the two weeks prior to election day. Will need approximately 10 people per location (3 locations).	\$50,250
Roads	Grounds Worker	Request for an additional seasonal employee to help maintain the grounds related to additional properties.	\$33,555

Dept.	Request	Justification/Notes	Full Cost
Delinquent Tax/Records	Records Clerk/Passport Acceptance Agent	FT position to assist the current records clerk/acceptance agent. Assistance is needed in the records division and allowing for all day passport walk-ins will allow for this position to be paid for through the increase in revenue generated by accepting more passport applications.	\$50,040
Planning	Assistant Planning Director	Position requested based on development activity trend data and staffing comparisons with peer communities.	\$127,180
Planning	Code Enforcement Officer	Position requested to be split with the Auditor's office to supplement the checking of vehicle tags to ensure proper registration of vehicles due to increases in population attributed to new residents moving into the county. Splitting the position with the Auditor's office will provide revenue to help support the position.	\$83,795
Planning	Summer Interns	Two temporary interns for a duration of 4 months @ \$13.50/hr.	\$13,935
Stormwater	Stormwater Engineer	FT position due to increased project loads in the SMS4 and to minimize Terrance's active construction sites field inspection responsibilities	\$147,545
Sheriff	Investigator (1/2)	FT Investigators due to the increase in population growth and anticipated future growth patterns,	\$98,686
Sheriff	Patrol Deputies (3/4)	FT Deputies due to the increase in population growth and anticipated future growth patterns	\$257,415
Detention Center	Correctional Officers (2/4)	Request to ensure proper staffing based on a report conducted by Robert Benfield at the SCAC. According to the report, 2 additional correctional officers are needed. This request is for 4 due to needing to prepare for the increased staffing needs once the new detention center comes online.	\$140,673
Detention Center	Detention Center Maintenance Technician	Request to have a maintenance technician dedicated to the detention center. Due to the age of the facility, the requests for maintenance are frequent and needs are not being met by the current maintenance staff.	\$57,700
		Total	\$3,710,687

Second Tier			
Dept.	Request	Justification/Notes	Full Cost
Parks & Recreation	Crew Worker	FT position assigned to Central crew. Responsible for general upkeep, maintenance, and preparation of fields and grounds.	\$71,605
Parks & Recreation	Crew Worker	FT position assigned to South crew. Responsible for general upkeep, maintenance, and preparation of fields and grounds.	\$71,605
IT	Assistant IT Director	Position needed in order to have a fully functioning IT department. Assist with day to day operations and serve as department lead when Director is absent.	\$138,512
IT	Jr Security Administrator	Position needed in order to have a fully functioning IT department. Position will support the Information Security Officer with analyzing all incoming data and check for threats. With the replacement of the network, there will be an huge intake of logging and information. The position will also lay the foundation for the county to purchase an in-house SEIm to aggregate all logging for all systems.	\$92,630
IT	Programmer	Position needed in order to have a fully functioning IT department. Position will help maintain all county databases as well as write custom programs to help automate and simplify county programs and applications.	\$110,865
Sheriff	Public Information Officer	Currently PIO duties are split among multiple people. Requests related to FOIA and from the media have increased along with our use of social media. Having a dedicated PIO would allow for those people currently doing these duties to focus on their primary assignments.	\$81,250
Sheriff	Patrol Deputies (1/4)	FT Deputies due to the increase in population growth and anticipated future growth patterns	\$85,805
Sheriff	Investigator (1/2)	FT Investigators due to the increase in population growth and anticipated future growth patterns,	\$98,686
Sheriff	Administrative Assistant	FT position dedicated to supporting the investigations unit at the Sheriff's Office. COVID created a backlog of cases along with increases in the number and complexity of criminal cases. This has strained the investigations unit and this position will allow for administrative tasks to be performed by an admin staff person rather than by an already overburdened deputy.	\$60,030
Detention Center	Correctional Officers (2/4)	Request to ensure proper staffing based on a report conducted by Robert Benfield at the SCAC. According to the report, 2 additional correctional officers are needed. This request is for 4 due to needing to prepare for the increased staffing needs once the new detention center comes online.	\$140,673

Dept.	Request	Justification/Notes	Full Cost
EMS	Operations Coordinator	New position in EMS to help control preventative issues, daily staffing of units, daily inspections of stations, secession planning for future Operations Manager or Director, direct shift supervisor of supervision, and fill in where needed during emergency situations.	\$113,155
Register of Deeds	Deputy Register of Deeds	FT position to support the Register of Deeds due to the increase in instrument counts related to county growth.	\$91,405
Total			\$1,156,221

Fiscal Year 2022-2023 Capital Requests

	Capital	Recurring	Notes
Recreation			
Sod Cutter	5,000	300	
Tractor	40,000	1,500	
Replacement UTV	20,000		
Replacement UTV	20,000		
Renovation to ILEMS	350,000		Includes batting cages and kitchen
Field Lighting Addition	300,000	6,000	
Fencing at WCP	80,000		
Endowment	50,000		
IT			
Workstation Replacement	220,000		
Plotter for GIS	33,500		
Register of Deeds Monitor	3,500		
Standardized Badging	51,195		
Toughbooks/Mounts	22,030		Coroner
Toughbooks/Phones	10,650		EOC
Registration & Elections			
Voting Machines	140,040	2,130	
Communications and Marketing			
Equipment, Furniture	24,370		

Fiscal Year 2022-2023 Capital Requests

	Capital	Recurring	Notes
Administration			
Office Renovation	75,000		
Sheriff			
CSI Equipment	17,520		
SWAT/Crowd Control PPE	20,000		
Vehicles	2,212,974		
Painting/Carpeting	10,000		
Parking Lot	10,000		
Detention Center			
Doors and Windows	275,789		
Painting	15,000		
Fire Commision			
Vehicle Replacement	84,000		
Cost increase for brush truck	10,000		
Lancaster County Fire			
Truck	152,290		
EMS			
New Logistics Van	43,000		
Ambulances	750,000		
Kitchen	30,000		

Fiscal Year 2022-2023 Capital Requests

	Capital	Recurring	Notes
911/Public Safety Communications			
Call Center refurbishment/Backup Center project	80,000		Money to fund any refurbishment costs can get up to 80% reimbursed
Refurbishment/Replacement of furniture consoles	335,000		
Clerk of Court			
Audio Visual Equipment Upgrade	180,000		
Airport			
GPS Power Unit	90,000		
Fuel Farm	1,000,000		
0 turn mower	11,610		
Miscellaneous	30,000		
Terminal	3,300,000		
Animal Shelter			
Trailer	3,500		
Fleet			
Replacement	463,792		
Tire Machine	20,000		
Fleet Operations Facility	5,000,000		

Fiscal Year 2022-2023 Capital Requests			
	Capital	Recurring	Notes
Roads			
Dump Truck	200,000	5,500	
Backhoe	200,000	2,500	
Grapple Loader	205,000	1,500	
Tractor	35,000	850	
Solid Waste			
Refuse Cans Replacement	45,000		
Roll off Truck	221,000		
Convenience Site Upgrades	160,000		
Stormwater			
Truck	55,000	4,100	
Henry Harris Culvert	500,000		
Building upfit	160,000		
Furniture	12,500		Potential new office space
Total	17,383,260	24,380	

Fiscal Year 2022-2023 Operating Requests

	Recurring	One-time	Notes
Non-Departmental			
Property and Liability Insurance	154,153		
Direct Assistance			
Solicitor	128,687		\$104,301 grant replacement; \$18,000 Case management system; \$6386 career ladder
Public Defender	24,698		\$17302 for career ladder and COLA; \$7,396 travel & training
Soil and Water Conservation	1,861		Cost of living for employee and tort liability increase
Clemson Extension	1,000		Janitorial Contract increase
Historic Commission	6,050		10% increase
Administration			
Strategic Plan		100,000	
Risk Management			
Special Projects	15,000		PPE, supplies, online database
Human Resources			
Neogov	10,215		Onboarding software
Textmygov	9,000	3,600	Tool to send and receive feedback/reminders on services
GIS			
State aerial consortium	60,668		Fly every other year; run in 2023
Pictometry Contract Increase	7,715		3 year contract, year 2

Fiscal Year 2022-2023 Operating Requests

	Recurring	One-time	Notes
Recreation			
Training	10,000		
Building Renovations	5,000		
Advertising	2,000		
Maintenance Supplies	10,000		
Maintenance Parks	20,000		
Lease-Copiers	3,000		
Swimming Pools	5,000		
Softball-Adult	1,800		
Cheer	1,700		
Soccer	3,400		
Swim Team	600		
Special Events	4,800		
Basketball	2,000		
Football-Youth	2,490		
After School/Summer Day Camp	4,895		
Senior Services	8,800	New Service	
Leisure Services	1,000	New Service	
IT			
Detention Center Camera Maintenance	43,680		
Email Signature	6,696		
Server Backups	39,600		
Computer Imaging Software	11,070		
Security Awareness Training	6,300		
Web Filtering	13,740		
Multifactor Authentication	38,527		
Adobe	5,000		

Fiscal Year 2022-2023 Operating Requests

	Recurring	One-time	Notes
Microsoft License Increase	17,700		
Training for new employees	2,500		
Software increases	18,130		
Sheriff Evidence Management	26,000		
Veterans Affairs			
Parade Insurance Increase	150		
Registration & Elections			
Advertising	1,800		
Supplies	5,000		
Communications and Marketing			
Training	4,000.00		
Supplies	3,000.00		
Utilities	3,000.00		
Maintenance Service Agreements	12,000.00		Software, social media engagement tool, and annual website fees
Contractual Services		53,000.00	Updating print materials; website changes
Advertising	10,000.00		
Special Projects-Promotions	8,000.00		Special event participation
Lease- Copiers	4,000.00		
Sheriff			
Training	10,000		

Fiscal Year 2022-2023 Operating Requests

	Recurring	One-time	Notes
Emergency Management			
Maintenance Service Agreements	2,500		
Supplies	500		
Training	2,000		
Uniforms	500		
 Fire Commission			
Insurance Increase	5,000		
Matching Funds for Stations	19,000		
Equipment matching	60,000		
Vehicle maintenance	5,000		
Testing services for various equipment	6,000		
Maintenance of equipment	5,000		
 Lancaster County Fire			
Vehicle Maintenance	6,000		
Gas	6,000		
Equipment replacement	5,000		
Uniforms	5,000		
Training	5,000		
City funding	40,000		Contractual agreement for 3 firefighters with the City
 EMS			
Medical Supplies	50,000		

Fiscal Year 2022-2023 Operating Requests

	Recurring	One-time	Notes
Coroner			
Training	2,500		
Supplies	2,000		
Equipment-Stretcher battery	5,000		Stretchers handed down from EMS
 911/Public Safety Communications			
SEGRA Circuit Billing	16,800		Dual redundancy circuit for new consoles
 Clerk of Court			
Utilities	9,200		Dedicated internet circuit for Solicitor and Public Defender
 Animal Shelter			
Vaccination costs	5,000		
 Fleet			
GPS Tracking Agreement	9,600		
 Roads			
Stone Supplies	50,000		
Contractual Services	275,000		More full-depth patching; storm drain repairs
 Solid Waste			
Contractual	50,000		Grinding

Fiscal Year 2022-2023 Operating Requests

	Recurring	One-time	Notes
Stormwater			
Print	(2,000)		
Outreach Supplies	2,500	Outreach events	
Rent	40,000	Potential new office space	
Planning			
Carolina Thread Trail Grant Match		35,000	
Traffic Impact Analysis Study Increase	50,000		
Demolition	70,000		
Assessor			
Maintenance Contract Increases	8,904	Software Agreements	
Register of Deeds			
BIS Software Contract Increase	4,000		
Total	1,616,429	191,600	



Budget Discussion

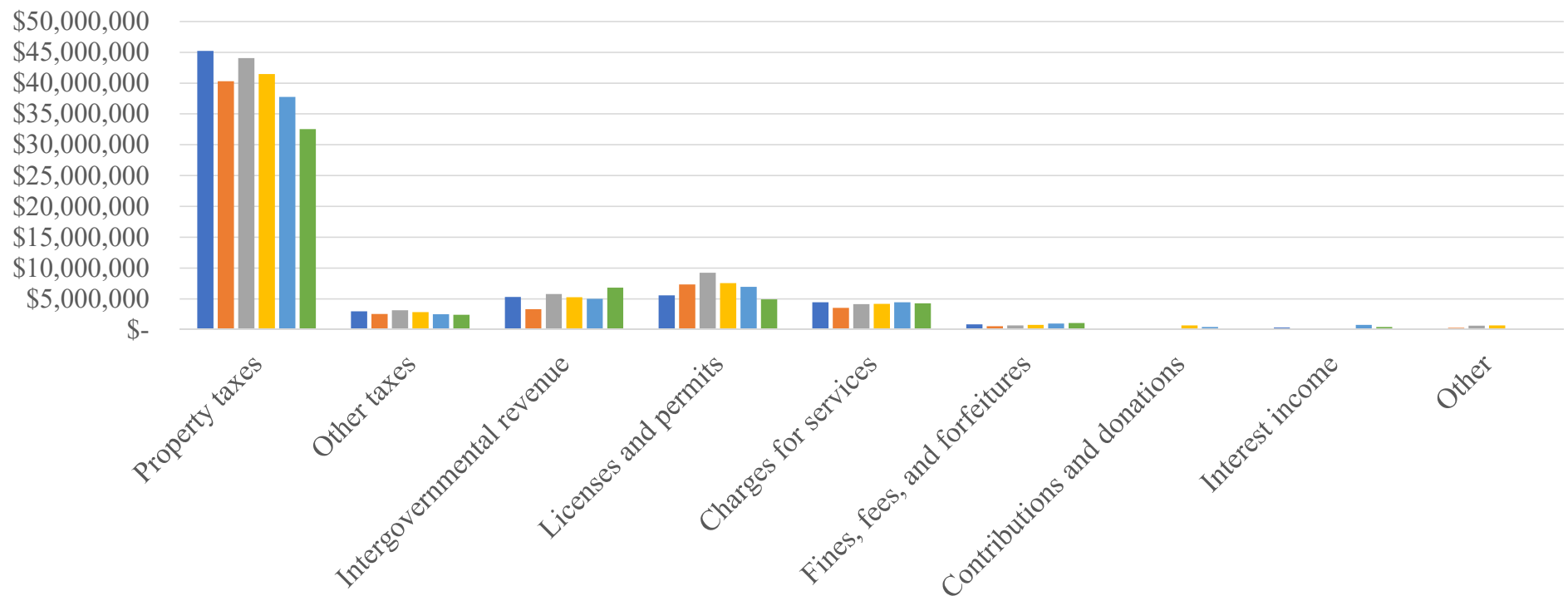
As Presented at the
Committee of the Whole
Meeting 4/13/2022

Budget Goals

- Efficient and Effective Services
 - Maximize Taxpayer Support
 - Communications and Marketing
 - Vehicles pass down / Stretchers pass down
- Innovation and Technology
 - Text 911
- Investment in the future/Forward thinking
- Promote Professionalism and Customer Service
 - Appropriately compensated employees
 - Good benefits
 - Good office environment/facilities
 - Good equipment
 - Professional development/training

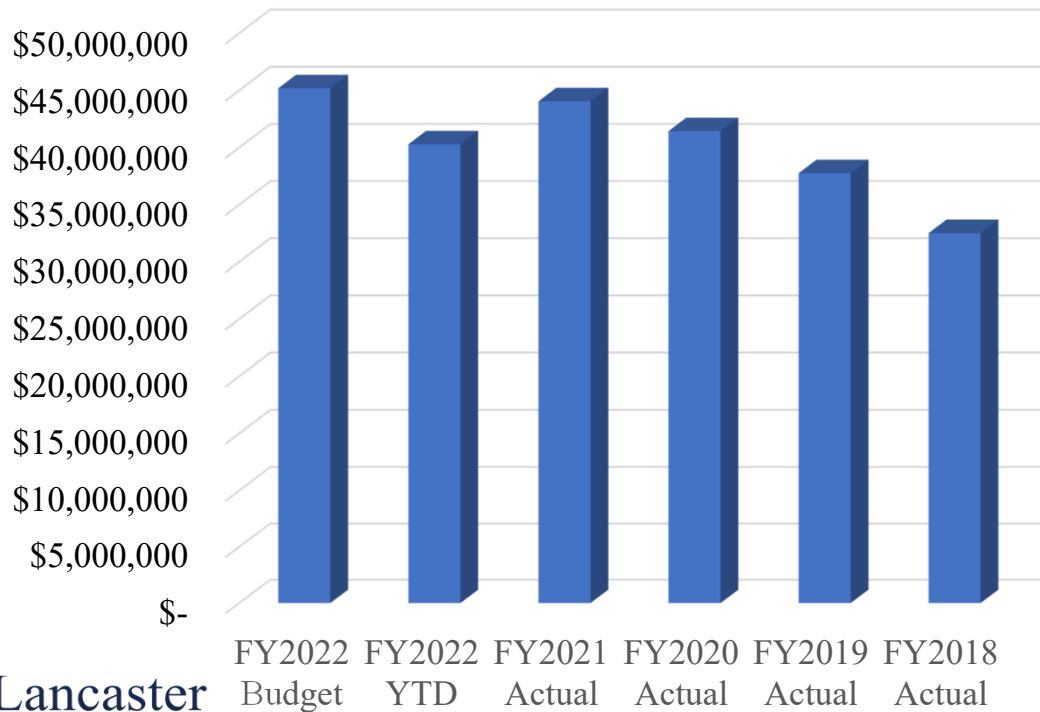
Current Revenue Update

General Fund Revenue by Source



Current Revenue Update

Property taxes



- Anticipated property tax revenue will be within 1-2% of budget by end of current year.
- Currently projected to exceed total budget revenue by \$6 million in the general fund
 - Largely attributed to building permits

Revenue Update

- Mil Value
 - Current Year: \$409,344
 - Estimated: \$425,717
- Current Millages—105.8
 - Operating 84.3
 - County Debt 8.5
 - Capital Improvement 4.8
 - USC-L 4.6
 - Courthouse Security 3.6
- CPI—4.7%

General Fund Preliminary Estimates for FY2023

- Property Tax Growth--
\$2,000,000 (ad valorem, vehicles, FILOT, etc.)
- Local Government Fund:
\$500,000

Personnel Budget Update

- Salary updates
 - Cost to minimum/midpoint--\$1.2 million
 - Cost of Living (2%) and Performance Evaluation System (1%)--\$755,545
 - Health insurance--\$450,000
 - Sheriff's Office and Detention Center career ladder--\$801,220
 - Total estimated cost: \$3,225,000
- Total Requested Positions (handout attached):
 - 62 requests
 - \$4,866,907

Operating Budget Update

- Summary of Requests:

Training	42,300
Supplies	111,000
Equipment	75,500
Utilities	18,200
Rent	40,000
Maintenance	51,000
Contractual Services	634,183
Direct Assistance	162,296
Insurance	159,303
Advertising	13,800
Special Projects	177,000
Maintenance Service Agreements	282,962
Miscellaneous	40,485
Total	1,808,029

- Major requests include:
 - Creation of Communications/Marketing Department
 - \$275,000 for patching and storm drain repairs for roads
 - \$154,153 property & liability insurance increase
 - \$128,687 Solicitor's Office increase

Major Capital Considerations for FY2023

Total Capital Requests: \$17,407,640

Capital Improvement Fund

- Equipment Replacement Requests--\$4,426,766
 - Sheriff Vehicle Replacement \$2.2 million of that

Bond Issuance

- Fleet Operations--\$5 million
- Detention Center

General Fund

- Equipment--\$905,600
 - Vehicles--\$195,290
- Building/facility upgrades--\$2,035,000
- Other--\$50,000

Stormwater Fund

- Infrastructure--\$500,000
- Building/Facility Upgrade--\$160,000
- Equipment--\$55,000

Major Capital Considerations for FY2023

- Items for General Fund Fund Balance Use
 - IT workstations \$220,000
 - Christmas Bonus \$333,715
 - Airport Terminal--\$3.3 million

June 30, 2021	\$39,617,495
Assigned in FY2022 Budget	\$(5,419,504)
Airport Terminal	\$(3,853,715)
Remaining Balance	\$30,344,276

Next Steps

- Staff will continue reviewing and analyzing budget requests
 - Department notifications of recommendations April 20-21
- Recommended Budget Presentation April 28th
- First reading will be on May 9th

Agenda Item Summary

Ordinance # / Resolution #: Resolution 1194-R2022
Contact Person / Sponsor: Dennis Marstall / Administration
Department: Administration
Date Requested to be on Agenda: 4/13/2022

Issue for Consideration:

Consideration of the Barnett Building and other projects to be funded through American Rescue Plan Act (ARPA) funding.

Points to Consider:

The County has been allocated \$19,037,682 in federal ARPA funds and has committed \$12,271,656 to date.

County Administration presented the second batch of prioritized projects at the March 14 Council Regular Meeting. County Council requested additional information on one of those projects: the Barnett Building Renovations, plus talked about some other potential projects to be funded including Sheriff's vehicles, non-profit groups and amenities for the new regional county park.

The Barnett Building is approx. 50,000 square feet. The Council has previously approved funding for building renovations which totaled approx. \$1.2 million. This funded various improvements including roof replacement which was offset by insurance, mold remediation, plumbing repairs, window and lighting replacement, vinyl replacement, flooring repair and replacement, as well as HVAC upgrades and other renovation costs, including the installation of a climate controlled, IT server room.

In evaluating the renovations needed for the Barnett Building, primarily to establish offices for the Information Technology staff, it was determined the building has significant flooring issues, where several sections of the subfloor on the second floor will need to be replaced, due to water damage incurred because of roof leaks prior to the County taking ownership of the building. In addition, the one operating elevator of the two in the building will need repairs. These two expenses, plus the desire to gut the whole second floor and open the space up from its current configuration of multiple offices, is anticipated to exceed the million dollars requested for renovations. The focus now would be to just use the one million dollars requested for the project and only do the elevator work and limited renovations for IT office space, leaving much of the building unoccupied. There are other options, including not using ARPA funds and bonding a full renovation project or some combination of funding sources.

In addition to the requested Barnett funding, Councilmembers have mentioned other projects than what has been recommended by County Administration, to be considered for funding with these federal funds. This would be the opportunity to discuss any other projects that Council would like County Administration to obtain more information or discuss any items on the current list that Council would like to see removed from consideration.

Given the supply chain issues and long implementation times for ARPA projects, County Administration wants to keep bringing projects forward to ensure we meet federal timelines for the use of funds. All ARPA funding has to be obligated by December 31, 2024.

Funding and Liability Factors:

The Barnett project total is \$1 million. If this project is authorized, \$13,271,656 will have been obligated, leaving \$5,766,026. County Administration will continue to bring forward more projects from the prioritized list or consider additional Council requests with this remaining funding.

Council Options:

Authorize the Barnett project presented for funding or not.

Recommendation:

Authorize the Barnett project and allocate \$1 million in ARPA funds.

ATTACHMENTS:

Description	Upload Date	Type
List of approved ARPA projects and recommended projects to be funded	4/8/2022	Backup Material

Remaining Prioritized Projects			
Department	Project	Cost	Notes
Multiple	Barnett Building Renovations	1,000,000	Finish renovations at the Barnett Building to allow for more county departments to locate there and accommodate space needs in other facilities.
Sheriff	Embedded Mental Health Services	375,000	Provide contracted mental health services to public safety departments/employees.
Registration and Elections	New and Expanded Facility	1,500,000	New requirements with early voting locations has put a strain on space needs for this department. They need to have a space to adequately run their operations and early voting.
Emergency Management	Storage Warehouse	1,000,000	Storage space for stockpile of personal protective equipment and supplies including gloves, masks, gowns, etc.
Building Maintenance	Water Fountain Replacement	48,000	Replacement of 40 current water fountains across County facilities with a water bottle feature to help reduce the spread of germs.
Risk Management	Personal Protective Equipment (PPE)/Supplies	50,000	Two years of PPE and covid supplies including gloves, masks, and disinfectants.
Stormwater	Ander Vincent Culvert Replacement	900,000	Ander Vincent overtops frequently. This would improve culvert efficiencies to minimize flooding. It may need to be supplemented with stormwater funds to complete the project.

Department	Project	Cost	Notes
EMS	Mass Transport Bus	1,500,000	The bus would allow EMS to treat/transport up to 20 patients at a time which would keep them from pulling units from stations across the County when a response for multiple patients is required.
	Nonprofits/Community Program	100,000	Allow for external community groups with eligible uses to submit for funding.
	Contingency	293,026	
		6,766,026	

Approved Projects			
Department	Project	Cost	Notes
IT & Administration	Audio Visual Upgrades in Chambers	69,260	Audio visual system replacement including the microphones, sound and live stream video equipment in Council Chambers to provide better citizen service during meetings both in person and virtually.
IT	County-wide Network Overhaul	1,895,680	The overhaul would address underperforming firewalls and switches which cause slow load times to the internet and internal servers, memory has been maxed out and reduces the capacity for remote work back into the network. We would have an enterprise strength solution that meets user
IT & Sheriff	Bandwidth and Remote Operations Upgrade	657,375	The office also has needs for more bandwidth and remote operations upgrade including hardware which will help increase functionality for officers in the field or administrative staff working remotely.
IT	Remote Workstations	43,000	Laptops and docking stations which would allow for more remote work capabilities
IT	Administration Building Security Upgrades	63,900	Replacement of current system to include motion sensors, cameras and the burglar alarm to increase building security for employees and citizens.
911 Communications	Avigilon Camera System	50,295	Replacement of malfunctioning camera system which has some cameras completely down right now.

Department	Project	Cost	Notes
Register of Deeds & Assessor	Digital Records Indexing	125,000	A collaborative project which would expand and cleanup some of the digital records that our citizens access on the website. This would provide more of a one-stop shop with access to digitized deed and plat index books with less clicking back and forth between the two departments.
IT & GIS	GIS Server Replacement	43,115	These are some of the oldest servers we have left. They are currently at maximum storage capacity. The funding is for three virtual servers.
Procurement	Vendor Software	34,435	Replacement of the current software as it is failing to meet the needs of vendors as well as project evaluators.
IT & Airport	Airport Internet Capability	20,800	Extend the fiber from the road to the airport terminal for greater internet speed which currently runs very slow and struggles to meet basic needs for staff and visitors.
Coroner	Building Expansion	1,770,000	Expansion of their current office space due to significant increases in caseload and complexity of cases.
Lancaster County Water and Sewer District	Water/Sewer Infrastructure	500,000	Wastewater Hannah's Creek upsize phase 1a
Multiple	Premium Pay	1,329,800	Certain employees in the Coroner's Office, EMS, Fire Rescue and Emergency Management, Public Safety Communications, Sheriff's Office and Detention Center, and Solid Waste received a retroactive payment for 300 hours worked at \$10.00 per hour.

Department	Project	Cost	Notes
EMS/Coroner's Office	PAPR Masks	377,928	Powered Air Purifying Respirators for EMS and Coroner's Office employees.
Multiple	Glass Barriers	65,000	Installation of glass barriers at remaining locations within the County Administration Building.
LACH	Temporary Housing Shelter	334,213	Temporary Homeless Shelter and Housing Relocation Project.
Multiple	HVAC Unit Replacement	1,310,000	Replacement of outdated units at various County Facilities to help reduce spread of viral infections such as COVID.
Administration	Badge controller for Administration Building	34,855	Replace current controller with one capable of handling all doors within the building.
Sheriff	Decontamination Shower	93,000	Construction of both male and female facilities to protect employees.
Sheriff	Wall construction	14,000	Construction of a wall between front desk and records to prevent contamination from lobby area.
EMS	Headquarters Bay Construction	400,000	The bay would allow for an additional unit to be at headquarters to be used as a backup as needed. Also includes cost for storage of requested bus.
Recreation	Springdale Parking Lot Reclamation and Addition	1,100,000	Reclamation as well as the addition of parking at Melvin Steele with the increased use of parks facilities which grant a safe outdoor space for citizens during the pandemic.

Department	Project	Cost	Notes
Sheriff	Evidence Storage	1,440,000	Expansion of evidence storage is needed with an increased population and more evidence being collected, the Sheriff's
Clerk of Court	Public Defender's Office Addition	500,000	Addition due to the increased staff over the last few years and to allow for future growth.
		12,271,656	

Unfunded Requests			
Department	Project	Cost	Notes
Sheriff	Administrative Assistant-Case Management	95,964	Removes an administrative assistant for the investigations division to focus on case file preparation and speed up case delivery to the Solicitor.
Sheriff	Personal Protective Equipment/Supplies	13,500	Removes PPE and supplies for the department.
Emergency Management	Storage Warehouse	913,000	Removes a portion of the request for a storage warehouse.
Stormwater	Water Quality and Roadway Improvements	3,070,000	Removes Calvin Hall, Black Horse Run and Man O War for culvert replacement.
	Total	4,092,464	

Agenda Item Summary

Ordinance # / Resolution #:

Contact Person / Sponsor: Dennis Marstall County Administrator / Hal Hiott, Parks and Recreation Director

Department: Administration

Date Requested to be on Agenda: 4/13/2022

Issue for Consideration:

Receive information on the status of the parks and recreation facilities projects and receive a proposal to renovate the Old EMS station in front of the Indian Land Recreation Center.

Points to Consider:

Several parks and recreation capital projects are advancing, with soccer complexes nearing completion. Parks and Recreation staff will provide a project update, as well as provide information related to the old EMS building located in front of the Indian Land Recreation Center.

At the March 13, Council meeting, a concern was raised by several councilmembers about the condition of the Old EMS facility that is located in front of the renovation project for the Indian Land Recreation Center. The main concern is to not have an eyesore in front of the nice and newly renovated recreation center. Council asked the County Administrator to evaluate the old EMS station and make a recommendation as to whether or not to tear it down or invest money to fix it up.

The plans and funding for the Indian Land Recreation Center include painting the old EMS facility to match the renovated facility, as well as do landscaping around the facility for a cohesive look among the buildings. However, this does not include painting or replacing the old EMS building roof, which is blue, to match the grey or black of the new Recreation Center roof.

If the building were to be demolished, the County would not be able to expand onto the Indian Land Recreation Center to add more space. In addition, to replace this facility at another location in the Indian Land area would be at least a \$1.5 million dollar expense for land and construction.

After touring the facility and discussions with Parks and Recreation staff, there is strong interest in maintaining the old EMS building and convert it to revenue-generating parks and recreation space.

Parks and Recreation staff is proposing to use the two Ambulance Bays for batting cages and other purposes and renovate the other community space, with Kitchen, to hold recreation classes (yoga, pilates, other) and use for other programming.

The County Administrator recommends maintaining the facility and investing in a new roof (current one is 30 years old) and have it match the roof color of the recreation center, plus renovate the facility to be a revenue generating operation for parks and recreation.

Funding and Liability Factors:

A new roof for the facility is estimated to cost \$45,000 if done by the current contractor with the existing renovation project.

Renovation of the rest of the facility would be approximately \$400,000 to configure the facility for recreation programs and community event space with kitchen and bathrooms, plus appropriate air conditioning.

Council Options:

This is for information and feedback purposes only.

Recommendation:

Provide input and feedback on renovating the old EMS building at the Indian Land Recreation Center.

Agenda Item Summary

Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Jamie Gilbert, Lancaster County Department of Economic Development

Department: Economic Development

Date Requested to be on Agenda: 4/13/2022

Issue for Consideration:

Establishing Bailes Ridge Corporate Park -- Phase II and determining the best land use and zoning for certain parcels located in Indian Land.

Points to Consider:

The Indian Land area of Lancaster County is a highly desirable and sought after location for light industrial uses.

The area is home to operations for Blythe Company, ClickFold Plastics, Frameport America, Honeywell, Keer America, McClancy Seasoning, REMBE and Unique Loom, along with several corporate headquarters facilities.

Interest in the area has been strong from domestic and international companies; however, successful economic development of industrial properties, residential development pressures and rezoning decisions over the past decade have resulted in the absorption or loss of over 600 acres of light industrial land in Indian Land and other properties that could have been viable for light industrial development.

Consider the following:

- The tremendously successful 300-acre Bailes Ridge Corporate Park has just 26 acres remaining for development.
- The 135 acre MacMillan Industrial Park has no land available for development.
- 131 acres of light industrial zoned property on US 521 was recently rezoned for The Exchange, a mixed use residential/commercial project.
- Demand among light manufacturers looking to locate in Lancaster County is strong. The preferred location for most small to medium size manufacturers is often Indian Land.
- The area south of Bailes Ridge Corporate Park lends itself to light industrial development.
- Infrastructure is available in the immediate area but there will need to be road upgrades (Yarborough Road)/construction, and water/sewer lines for businesses seeking to locate in the area.
- Future light industrial development in Indian Land will require the rezoning of sites which will likely be adjacent to residential uses.

Finding locations to accommodate the many new light industrial projects that have a strong desire to be in Indian Land has become extremely difficult. The Economic Development Department has been looking for some time for new locations in the community that are suitable for light industrial development. One location is the area south of Bailes Ridge Corporate Park. The area is served by Old Bailes Road, Yarborough Road, Old Yarborough Road and Possum Hollow. It is an opportune location for Phase II of the Bailes Ridge Corporate Park.

The area is approximately 164 acres and is zoned Low Density Residential. As recently as 2019, property owners in the area had been open to selling their property for light industrial uses. Currently the property is under contract to a developer who is seeking to construct a residential subdivision that would require Medium Density Zoning.

In November, Economic Development engaged the civil engineering firm Kimley-Horn to analyze this area in order to determine

how the property could best be developed for industrial users. The analysis was based on the area's topography, wetlands, creeks and other factors. The Kimley-Horn team prepared two site plans that included a proposed road network, lots and build-out. According to Kimley-Horn the area has the potential to accommodate approximately 1,300,000 square feet of new light industrial space.

Based on Kimley-Horn's plans, LCDED believes that area south of Bailes Ridge Corporate Park is the optimal location for future light Industrial development in Indian Land.

At the February 2022 Committee of the Whole Meeting, LCDED and Kimley-Horn presented the industrial opportunities the site affords for industrial development. In March 2022, County Council members participated in a tour of the northern area of Lancaster County to see in person current and future planned developments, as well as locations that could be developed in the future. One of those locations with the area studied for Bailes Ridge Corporate Park Phase II.

Lancaster County Department of Economic Development (LCDED) has obtained information on the infrastructure and associated costs, both offsite and onsite, needed to support over 1.3 million square feet of light manufacturing space on at Bailes Ridge Corporate Park Phase II.

This information will be presented to Council, along with options for development of the area. Based on what Council has seen and the new information that will be provided, LCDED and Development Services are seeking guidance on how the Council would like to proceed with development of the Bailes Ridge Corporate Park Phase II area.

Funding and Liability Factors:

The new Infrastructure costs are substantial and will likely be cost prohibitive for light industrial developers unless the costs can be reduced through grants, county participation, assessment fees, some type of special purpose tax district, mixed development, etc.

There will need to be some level of funding committed by Lancaster County for infrastructure development. The costs will vary depending on the size of the development and other participants that can offset these costs.

Council Options:

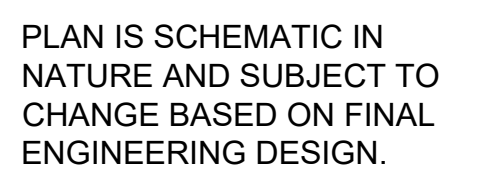
Determine the best long term zoning and land use in the Indian Land Area, as it relates to industrial and residential use and decide whether or not the Council wants to establish the Bailes Ridge Corporate Park, Phase II and with or without county funding support.

Recommendation:

Provide County staff with input and feedback on identifying land for industrial use in the Indian Land area and the concept of creating a Bailes Ridge Corporate Park -- Phase II.

ATTACHMENTS:

Description	Upload Date	Type
Overall Concept Plan for Bailes Ridge Corporate Park Phase II	4/7/2022	Backup Material
Concept Plan AND Onsite/Offsite Utilities for Bailes Ridge Corporate Park Phase II	4/7/2022	Backup Material
Zoom Picture of Utilities for Bailes Ridge Corporate Park Phase II	4/7/2022	Backup Material
Zoom Picture #2 of Utilities for Bailes Ridge Corporate Park Phase II	4/7/2022	Backup Material



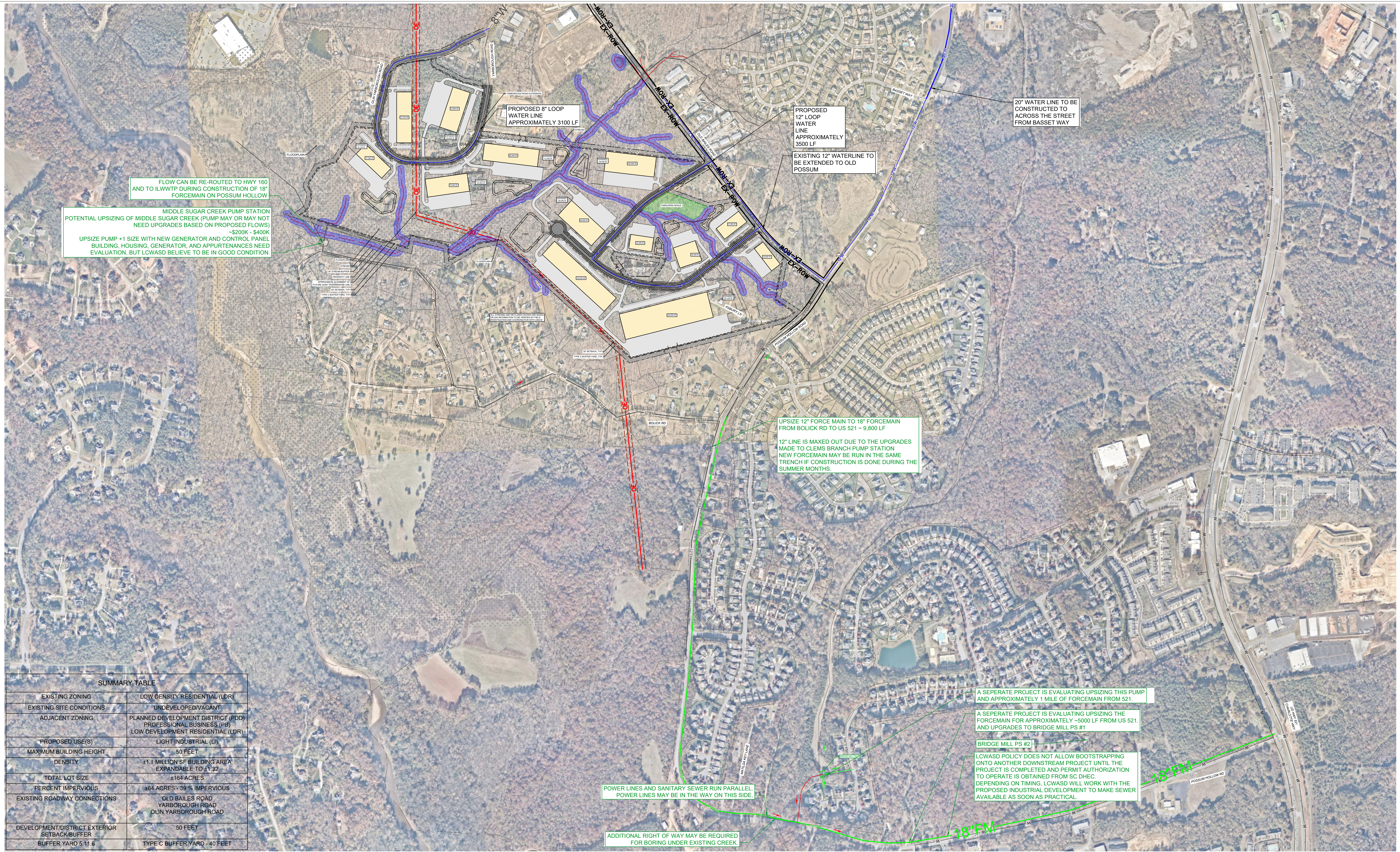
PAVEMENT DESIGN
 2.0" TYPE C SURFACE COURSE
 4.0" TYPE C INTERMEDIATE COURSE
 8.0" A.B.C.

SECTION VIEW
 80' RIGHT OF WAY
 31' ROADWAY SECTION

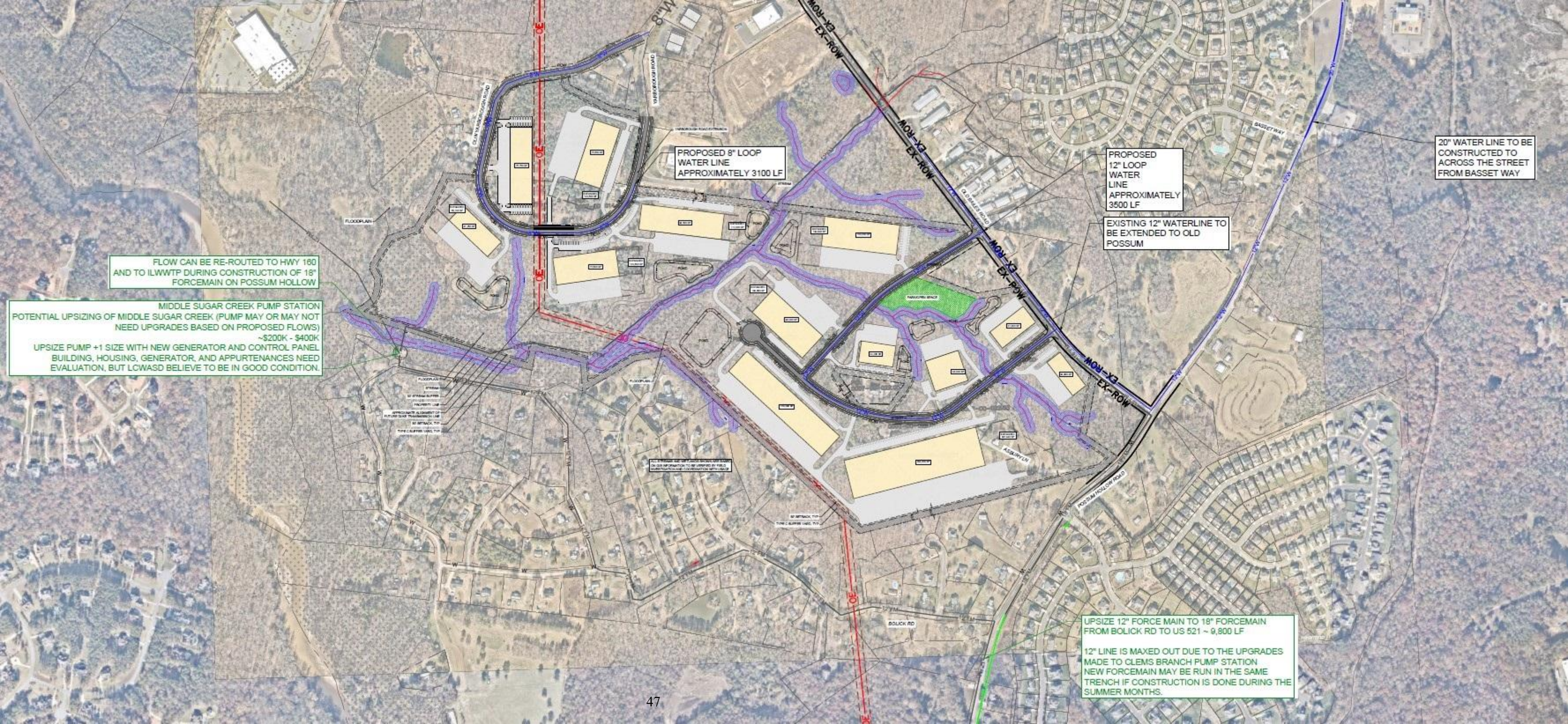
NOTES:

1. NORMAL CROWN OF 2% UNLESS OTHERWISE DIRECTED BY DIRECTOR OF ENGINEERING.
2. PAVEMENT DESIGN SHALL BE THE GREATER AS SHOWN OR AS DETERMINED BY A CBR ANALYSIS.
3. SWALE SYSTEM DESIGNED TO CARRY AT LEAST THE 25 YEAR STORM.
4. VELOCITY WITHIN THE SWALE SHALL BE NON-EROSIVE.
5. DETAILED DRAINAGE CALCULATIONS REQUIRED.
6. ROADSIDE DITCHES SHALL BE LINED WITH NORTH AMERICAN GREEN SC 150BN OR APPROVED EQUAL.

DETAIL No.
R6 MODIFIED
 SHEET 1 OF 2



SUMMARY TABLE	
EXISTING ZONING	LOW DENSITY RESIDENTIAL (LDR)
EXISTING SITE CONDITIONS	UNDEVELOPED/VACANT
ADJACENT ZONING	PLANNED DEVELOPMENT DISTRICT (PDD) PROFESSIONAL BUSINESS (PB) LOW DEVELOPMENT RESIDENTIAL (LDR)
PROPOSED USE(S)	LIGHT INDUSTRIAL (LI)
MAXIMUM BUILDING HEIGHT	50 FEET
DENSITY	±1.1 MILLION SF BUILDING AREA EXPANDABLE TO ±1.32
TOTAL LOT SIZE	±164 ACRES
PERCENT IMPERVIOUS	±64 ACRES - 39 % IMPERVIOUS
EXISTING ROADWAY CONNECTIONS	OLD BAILES ROAD YARBOROUGH ROAD OLIN YARBOROUGH ROAD
DEVELOPMENT/DISTRICT EXTERIOR SETBACK/BUFFER	50 FEET
BUFFER YARD 5.11.6	TYPE C BUFFER YARD - 40 FEET



PROPOSED 8" LOOP
WATER LINE
APPROXIMATELY 3100 LF

PROPOSED
12" LOOP
WATER
LINE
APPROXIMATELY
3500 LF

EXISTING 12" WATERLINE TO
BE EXTENDED TO OLD
POSSUM

20" WATER LINE TO BE
CONSTRUCTED TO
ACROSS THE STREET
FROM BASSET WAY

FLOW CAN BE RE-ROUTED TO HWY 160
AND TO ILWWTP DURING CONSTRUCTION OF 18"
FORCEMAIN ON POSSUM HOLLOW

MIDDLE SUGAR CREEK PUMP STATION
POTENTIAL UPSIZING OF MIDDLE SUGAR CREEK (PUMP MAY OR MAY NOT
NEED UPGRADES BASED ON PROPOSED FLOWS)
~\$200K - \$400K
UPSIZING PUMP +1 SIZE WITH NEW GENERATOR AND CONTROL PANEL
BUILDING, HOUSING, GENERATOR, AND APPURTENANCES NEED
EVALUATION, BUT LCWASD BELIEVE TO BE IN GOOD CONDITION.

FLOODPLAIN
STORM
10' STORM BUFFER
PROPOSED
APPROXIMATE ALIGNMENT OF
FUTURE 18" TRANSMISSION LINE
10' RETRACTION
PIPE CULVERT UNDER R/W

THIS AREA IS BEING REVIEWED FOR
CONSTRUCTION TO BE REVIEWED BY FIELD
SURVEYORS AND COORDINATION WITH USGS

10' RETRACTION
TYPE C BUFFER UNDER R/W

UPSIZING 12" FORCE MAIN TO 18" FORCEMAIN
FROM BOLICK RD TO US 521 ~ 9,800 LF

12" LINE IS MAXED OUT DUE TO THE UPGRADES
MADE TO CLEMS BRANCH PUMP STATION
NEW FORCEMAIN MAY BE RUN IN THE SAME
TRENCH IF CONSTRUCTION IS DONE DURING THE
SUMMER MONTHS.

UPSIZE 12" FORCE MAIN TO 18" FORCEMAIN
FROM BOLICK RD TO US 521 ~ 9,800 LF

12" LINE IS MAXED OUT DUE TO THE UPGRADES
MADE TO CLEMS BRANCH PUMP STATION
NEW FORCEMAIN MAY BE RUN IN THE SAME
TRENCH IF CONSTRUCTION IS DONE DURING THE
SUMMER MONTHS.

A SEPERATE PROJECT IS EVALUATING UPSIZING THIS PUMP
AND APPROXIMATELY 1 MILE OF FORCEMAIN FROM 521.

A SEPERATE PROJECT IS EVALUATING UPSIZING THE
FORCEMAIN FOR APPROXIMATELY ~5000 LF FROM US 521.
AND UPGRADES TO BRIDGE MILL PS #1

BRIDGE MILL PS #2

LCWASD POLICY DOES NOT ALLOW BOOTSTRAPPING
ONTO ANOTHER DOWNSTREAM PROJECT UNTIL THE
PROJECT IS COMPLETED AND PERMIT AUTHORIZATION
TO OPERATE IS OBTAINED FROM SC DHEC.
DEPENDING ON TIMING. LCWASD WILL WORK WITH THE
PROPOSED INDUSTRIAL DEVELOPMENT TO MAKE SEWER
AVAILABLE AS SOON AS PRACTICAL.

POWER LINES AND SANITARY SEWER RUN PARALLEL.
POWER LINES MAY BE IN THE WAY ON THIS SIDE.

ADDITIONAL RIGHT OF WAY MAY BE REQUIRED
FOR BORING UNDER EXISTING CREEK.

48

18" FM

18" FM

POSSUM HOLLOW RD

US HWY 521
CONCRETE HWY

Agenda Item Summary

Ordinance # / Resolution #: N/A

Contact Person / Sponsor: Rox Burhans, Development Services Director

Department: Planning

Date Requested to be on Agenda: 4/13/2022

Issue for Consideration:

Briefing on the proposed Interim Ordinance amending the County's Unified Development Ordinance, and receipt of direction to staff ahead of the Planning Commission meeting of May 17, 2022.

Points to Consider:

The proposed Interim Ordinance is intended to provide the County with a regulatory tool to help manage larger and/or more complex development projects until the full UDO rewrite is completed.

The proposed ordinance establishes three Flex Districts (Residential, Non-Residential, and Mixed Use) to address the County and development community's desire for both flexibility in the regulatory process, while also providing predictability by virtue of having a binding master plan accompany rezoning approvals. The Interim Ordinance is also intended to encourage collaboration between the County and developers in the design process to help resolve regulatory challenges and achieve high quality developments.

The Interim Ordinance will also reclassify the five Mixed-Use Districts as legacy districts and eliminate or modify the Cluster Subdivision Overlay District.

Please refer to the attached memo for more information.

Funding and Liability Factors:

N/A

Council Options:

Provide direction to staff ahead of the Planning Commission meeting of May 17, 2022.

Recommendation:

N/A

ATTACHMENTS:

Description	Upload Date	Type
Summary Memo	4/7/2022	Letter



DATE: April 6, 2022

TO: Dennis Marstall, County Administrator

FROM: Rox Burhans, Development Services Director

RE: DRAFT UNIFIED DEVELOPMENT ORDINANCE (UDO) INTERIM ORDINANCE OVERVIEW

Lancaster County has recently received an updated draft of the Interim UDO Ordinance (IO) from our consultants at White and Smith. As you know, the IO is intended to help the County better manage the high volume of larger development requests that are anticipated to come forward, while also addressing some of the fundamental flaws in the existing UDO until the full ordinance rewrite is complete (approx. 18-24 months). While the IO will need to be continuously refined throughout the adoption process, the updated draft better reflects the underlying structure that had been outlined by staff and previously discussed with Council. The following will briefly summarize the IO.

ORDINANCE STRUCTURE AND TERMINOLOGY

The IO is generally organized on a non-proscriptive model that will utilize the existing UDO structure and standards for its content. With the exception of the Mixed-Use districts and the Cluster Subdivision Overlay (CSO), the existing zoning districts and development standards (such as MDR District) will generally stay in place. Proscriptive ordinances, such as the Highway Corridor Overlay District, contain a lengthy list of specific standards that a project must comply with in order to be approved.

Developers requesting to be rezoned under the IO will identify the existing zoning district that most closely aligns with their development proposal. They will then create a binding master plan for their project around the selected existing district and the few specific standards contained in the IO. The IO enables developers to request flexibility (subject to Council approval) from specific development standards (with defined parameters) that may inhibit developing of an innovative or otherwise high-quality project. This process also affords the County the opportunity to request the developer exceed the existing (and highly flawed) UDO standards to ensure the project meets the County's standard of quality and/or addresses a community concern. The terms "flex or flex district" in the ordinance are representative of the envisioned collaboration between the County and a developer in the strict application of the UDO with the goal of delivering a high-quality project for the community.

IMPACT ON EXISTING ORDINANCES

As previously discussed, the IO envisions a repeal of the multiple Mixed-Use districts as it has become clear they are not delivering the types of projects envisioned with adoption of the existing UDO. While the current IO envisions a repeal of the CSO, there may be other alternatives to this approach if desired by Council that can be discussed at the Committee of the Whole meeting. All other existing zoning districts will remain unchanged in the UDO.

IMPORTANCE OF ORDINANCE

As previously discussed, the IO is intended to provide Council with a more robust tool to help manage the larger development projects that are anticipated to be proposed prior to adoption of the full UDO rewrite. It is also intended to help address fundamental flaws in the existing UDO that are preventing seemingly common development types from occurring (e.g. townhomes, etc.), while also creating the ability for projects likely deemed highly desirable by the Council to be built. The IO will also provide a binding master plan so the Council and citizens have a clear picture of what will be built when a property is rezoned.

Agenda Item Summary

Ordinance # / Resolution #: Ordinance 2022-1799

Contact Person / Sponsor: Dennis Marstall / Administration and John DuBose/County Attorney

Department: Administration

Date Requested to be on Agenda: 4/13/2022

Issue for Consideration:

Adopt updated ordinance related to specified County departments.

Points to Consider:

Before the new Administrator began his duties in October 2021, the former Administrator had reviewed the County codes pertaining to County staffing.

In looking at the County's staffing and organizational structure, there are many archaic code sections that need to be cleaned up to address contemporary terminology and staffing structures and provide the County Administrator with more flexibility in organizing staff functions.

Based upon Council discussion at the March 28th meeting, the draft ordinance has been further tweaked to eliminate the Deputy County Administrator position and add the new titled position of Assistant County Administrator. It also codifies Council's ability to contract directly for legal services, without time limits.

Attached is a draft Ordinance for County Council input as the County Administrator begins to tweak and adjust the organizational structure under his purview.

This is the first action of anticipated more steps that will need to be taken to update the County Code to address outdated positions and terminology, as well as create a county department structure that is best prepared to address the rapid growth and future service delivery models of the County.

Funding and Liability Factors:

N/A

Council Options:

Adopt the proposed changes for 10 County Departments or not.

Recommendation:

Adopt the noted changes related to 10 departments or functions of the County to clarify reporting structure and departmental roles to assist the County Administrator in structuring the organization to better address growth and the future needs of the County.

ATTACHMENTS:

Description	Upload Date	Type
Ordinance 2022-1799	4/7/2022	Ordinance

STATE OF SOUTH CAROLINA

)

ORDINANCE NO. 2022- 1799

COUNTY OF LANCASTER

)

~~Indicates Matter Stricken~~

Indicates New Matter

AN ORDINANCE

**TO AMEND THE LANCASTER COUNTY CODE
RELATED TO CERTAIN DEPARTMENTS TO PROVIDE LANCASTER COUNTY
INCREASED FLEXIBILITY IN THE ORGANIZATIONAL STRUCTURE OF
LANCASTER COUNTY GOVERNMENT**

WHEREAS, the Lancaster County Administrator (“County Administrator”), pursuant to SC Code 4-9-630, is charged with the statutory power and duty to direct and coordinate operational agencies and administrative activities of the county government; and

WHEREAS, the County Administrator, pursuant to SC Code 4-9-620, shall be responsible for the administration of all departments of the county government which the Council of Lancaster County (“County Council”) council has the authority to control; and

WHEREAS, the County Administrator intends to review and amend the organizational structure of Lancaster County departments and divisions to increase efficiency of county operations and the services provided to the citizens of Lancaster County; and

WHEREAS, the County Council wishes to amend the County Code to provide the County Administrator increased flexibility in reviewing and organizing county departments and divisions; and

WHEREAS, County Council finds that it should remove certain prescriptive and restrictive language from the County Code to provide greater flexibility to the County Administrator in organization of county departments and divisions.

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

Section 1. Section 2-82 of the Lancaster County Code is hereby amended as follows:

Sec. 2-82. - ~~Office created; functions.~~ Assistant County Administrator

~~The position of deputy county administrator is hereby created.~~ The assistant county administrator shall be appointed by and serve at the pleasure of the county administrator. The assistant county administrator shall assist the county administrator in all aspects of his duty and shall have primary oversight of such divisions/departments as may be assigned by the county administrator.

In the absence or incapacitation of the county administrator the assistant county administrator shall have those powers and duties provided for in S.C. Code 1976, § 4-9-620 et seq. and such other powers and duties as may be required by the council.

(Ord. No. 1610, § 1, 10-28-2019)

Section 2. Section 2-91 of the Lancaster County Code is hereby amended as follows:

Sec. 2-91. - ~~Office created; functions.~~ Chief Financial Officer

~~The office of director of finance is herein established. The director of finance~~ chief financial officer, under the direction of the county administrator, will perform administrative work in planning, organizing, coordinating, and directing ~~the accounting, financing, purchasing, data processing and cost control activities of the county such departments as may be assigned by the county administrator.~~ The ~~director of finance~~ Chief Financial Officer shall perform any additional duties assigned him or her by the county administrator.

(Ord. No. 23, 10-3-77; Ord. of 2-7-83; Ord. No. 851, 9-24-07)

Section 3. Section 2-101 through 2-105 of the Lancaster County Code are hereby amended as follows:

Sec. 2-101. - Selection.

The county administrator shall appoint a qualified attorney to serve as county attorney. The county attorney shall serve at the pleasure and discretion of the county administrator and the salary of the county attorney shall be determined by the county administrator.

(Ord. No. 1327, 2-9-2015; Ord. No. 1327(Rev.), 8-24-2015)

Sec. 2-102. - Status as employee.

The county attorney is an employee of the county, unless otherwise contracted by the county administrator, but not an officer of the county and has no authority except that specifically authorized by the county administrator or county council.

(Ord. No. 1327, 2-9-2015; Ord. No. 1327(Rev.), 8-24-2015)

Reserved

Sec. 2-103. - Duties.

The ~~office of the~~ county attorney, under the direction of the county administrator, provides the delivery and coordination of legal services for the county; processing and managing tort claims; handling county litigation through direct representation or coordination of retained counsel; prosecution of code and zoning violations and vehicle forfeitures; court appearances; representation before regulatory agencies; processing public finance and economic development tax issues; attendance at conferences and meetings; legal opinions; legal research; drafting ordinances, resolutions, interpretation of council rules; monitoring new legislation and compliance requirements. Provide legal consultation with county departments, elected officials, and certain boards and commissions. Provide labor and employment advice on human resource issues. Involved professionally with the South Carolina Bar, Lancaster County Bar, SCAC, SCACA and IMLA.

(Ord. No. 1327, 2-9-2015; Ord. No. 1327(Rev.), 8-24-2015)

Sec. 2-104. - Authorization required for use of other attorney.

No county agency, commission, board, department, committee, utility district, service district or fire district shall employ an attorney other than the county attorney unless specifically authorized by the county administrator. County council may, at any time, retain contractual legal services.

(Ord. No. 1327, 2-9-2015; Ord. No. 1327(Rev.), 8-24-2015)

Cross reference— Historical commission legal counsel, § 2-318; airport commission legal counsel, § 3-28; farmers' market commission legal counsel, § 13-28; volunteer fire commission legal counsel, § 14-28; planning and development commission legal counsel, § 25-31; board of assessment appeals legal counsel, § 28-49.

Sec. 2-105. - Other legal representation.

Notwithstanding any conflicting employee policy of Lancaster County relating to outside employment, the county attorney ~~shall be considered~~, if employed as a full-time employee, and shall not solicit, accept or participate in any legal representation other than that associated with the duties and responsibilities of county attorney.

(Ord. No. 1327(Rev.), 8-24-2015)

Reserved

Section 4. Section 2-121 of the Lancaster County Code is hereby amended as follows:

Sec. 2-121. - ~~Office created; appointment; term.~~ Register of Deeds

~~There is hereby created the office of register of deeds, which shall be and shall function as a department of Lancaster County. The department~~ register of deeds office shall be headed by the register of deeds, ~~who shall be appointed in accordance with Section 30-5-12 of the South Carolina Code of Laws whose position is hereby created and authorized.~~ The term of office of the register of deeds shall be at the pleasure of the county council.

(Ord. No. 983, § 1, 5-4-09)

Section 5. Section 2-258 of the Lancaster County Code is hereby amended as follows:

Sec. 2-258. - Procurement director.

- (a) ~~There is created the position of~~ The procurement director, under the direction of the county administrator, who shall be the county's chief procurement officer for procurement and contract services. The procurement director shall report to the general services division director.
 - (b) The procurement director shall not incur any obligation on behalf of the county if sufficient funds have not been appropriated by the county council.
 - (c) Responsibilities of the procurement director include, but are not limited to: directing the day-to-day operations of the procurement department, including the supervision of staff and the review of their work; ensuring compliance with applicable policies, laws, and regulations; administering and maintaining the procurement card program for the county; establishing standard contract clauses for use in contracts, solicitations, and purchase orders; conducting contract negotiations and contract administration; attending staff, committee, and council meetings as needed; coordinating the disposal of all surplus property and equipment; assisting grant recipients in ensuring proper procurement procedures are followed; maintaining a complete record of all purchasing transactions; conducting pre-bid conferences and bid openings; handling bid advertisements, logging bids, and posting notice of awards and rejection notices as needed; properly maintaining records of all bid information; establishing and updating a bidders list; assisting county government entities with writing bid specifications; developing, reviewing, and updating procurement and contract procedures to ensure effective and efficient operations; receiving and responding to inquiries from county government entities and vendors regarding procurement procedures; and providing instruction and guidance to county government entities and officials.
- (1) ~~Directing the day to day operations of the procurement department, including the supervision of staff and the review of their work;~~

- ~~(2) Ensuring compliance with applicable policies, laws, and regulations;~~
- ~~(3) Administering and maintaining the procurement card program for the county;~~
- ~~(4) Establishing standard contract clauses for use in contracts, solicitations, and purchase orders;~~
- ~~(5) Conducting contract negotiations and contract administration;~~
- ~~(6) Attending staff, committee, and council meetings as needed;~~
- ~~(7) Coordinating the disposal of all surplus property and equipment;~~
- ~~(8) Assisting grant recipients in ensuring proper procurement procedures are followed;~~
- ~~(9) Maintaining a complete record of all purchasing transactions;~~
- ~~(10) Conducting pre-bid conferences and bid openings;~~
- ~~(11) Handling bid advertisements, logging bids, and posting notice of awards and rejection notices as needed;~~
- ~~(12) Properly maintaining records of all bid information;~~
- ~~(13) Establishing and updating a bidders list;~~
- ~~(14) Assisting county government entities with writing bid specifications;~~
- ~~(15) Developing, reviewing, and updating procurement and contract procedures to ensure effective and efficient operations;~~
- ~~(16) Receiving and responding to inquiries from county government entities and vendors regarding procurement procedures; and~~
- ~~(17) Providing instruction and guidance to county government entities and officials.~~

- (d) The procurement director is authorized to develop, prepare and publish rules, regulations, manuals, guidelines, interpretations and other directives to aid in the implementation and use of the Lancaster County Procurement Code.

(Ord. No. 1677, § 1, 9-14-20)

Section 6. Sections 11-21 through 11-24 of the Lancaster County Code are hereby amended as follows:

Sec. 11-21.—Replacement of civil defense chairman; office created. Office of Emergency Management

The position of civil defense chairman as established by section 44-308 of the Code of Laws of South Carolina, 1962, is hereby abolished and there is hereby created as the successor of the position the office of the emergency management preparedness coordinator. The Director of the Office of Emergency Management shall be a county employee hired by the County Administrator.

(Ord. No. 83, 6-10-82; Ord. of 1-10-83)

Sec. 11-22. - Purpose of ~~o~~Office of Emergency Management.

The purpose of the office of emergency management preparedness coordinator shall be to prevent, prepare, and manage emergencies, disaster, and other incidents ~~coordinate civil defense~~

and emergency planning in the county and adjacent areas, including establishment in the county of civil defense plans in accordance with state guidelines, and to coordinate local volunteer fire departments.

(Ord. No. 83, 6-10-82; Ord. of 1-10-83)

~~Cross reference—Fire prevention, Ch. 14.~~

Sec. 11-23.

~~Sec. 11-23.—Appointment.~~

~~The emergency preparedness coordinator shall be a county employee of department head level hired by the administrator.~~

~~(Ord. No. 83, 6-10-82; Ord. of 1-10-83)~~

~~Cross reference—Departments of county government, generally, § 2-131 et seq.~~

Reserved

~~Sec. 11-24.—Duties.~~

~~The emergency preparedness coordinator shall perform such duties as assigned by the administrator. The administrator may prepare a job code description for the emergency preparedness coordinator to specify more exactly his duties.~~

~~(Ord. No. 83, 6-10-82; Ord. of 1-10-83)~~

Reserved

Section 7. Section 14-75 of the Lancaster County Code is hereby amended as follows:

Sec. 14-75. - Fire marshal's office.

The ~~LCFM~~ Lancaster County Fire Marshall (LCFM) will operate out of the office of the Lancaster County Fire Rescue Service. ~~Until such time as sufficient staffing is available, the~~ The function of the office shall be to review new commercial structure plans and inspect those buildings and premises as often as may be necessary for the purpose of ascertaining and causing to be corrected any conditions which could cause fire, endanger life from fire, or any violations of the provisions of this article and any other law or ordinance affecting fire safety.

~~When staffing is at a sufficient level, the~~ The LCFM, or his duly authorized agent, shall inspect ~~all~~ commercial buildings and premises as often as may be necessary for the purpose of ascertaining and causing to be corrected any conditions which could cause fire, endanger life from fire, or any violations of the provisions of this article and any other law, ordinance, or statutorily adopted code affecting fire safety. The fire marshal ~~will report administratively to the~~

~~fire service deputy director, and~~ will serve as the authority having jurisdiction (AHJ) on all code related issues, questions, and decisions. The fire marshal's decisions may be appealed to the fire board of appeals.

(Ord. No. 921, § I, 6-2-08)

Section 8. Section 25-41 of the Lancaster County Code is hereby amended as follows:

Sec. 25-41. - ~~Creation, function and duties.~~ Planning

- (a) ~~Through this section, the county council creates the Lancaster County Planning Department. This~~ The planning staff is charged with creating, revising, and periodically updating the comprehensive plan(s) for Lancaster County ~~and its three (3) municipalities.~~ In addition to the duties involved in gathering data and maintaining the comprehensive plan, the planning staff will be involved in the following activities directly associated with implementing the comprehensive plan:
- ~~(1) Regional studies.~~
 - ~~a. Transportation network.~~
 - ~~b. Water supply.~~
 - ~~c. Sewage treatment.~~
 - ~~d. Solid waste.~~
 - ~~(2) Small area/focal point studies.~~
 - ~~a. Police and fire protection.~~
 - ~~b. Hospitals and public health.~~
 - ~~c. Recreation.~~
 - ~~(3) Capital programming.~~
 - ~~a. General government.~~
 - ~~b. Education.~~
 - ~~c. Libraries and cultural facilities.~~
 - ~~(4) Environmental planning.~~
 - ~~(5) Housing and redevelopment.~~
 - ~~(6) Grantsmanship.~~
 - ~~(7) Special projects.~~
 - ~~(8) Research:~~
 - ~~(1) Census data.~~
 - ~~(2) Database.~~
 - ~~(3) Budget and policy analysis.~~
 - (1) Regional studies of the transportation network, water supply, sewage treatment, and solid waste.

- (2) Small area/focal point studies related to police and fire protection, hospitals and public health, and recreation.
- (3) Capital programming for general government, education, and libraries and cultural facilities.
- (4) Environmental planning.
- (5) Housing and redevelopment.
- (6) Grantsmanship.
- (7) Special projects.
- (8) Research of census data, database, and budget and policy analysis.
- (9) Provide growth management strategies ~~to all councils~~ (i.e. zoning and subdivision changes).
- (10) Comment on rezonings, annexations, major subdivisions, major developments, and all topics that are related to and have impact on the Lancaster County comprehensive planning process.
- (b) By separate ordinance, the county council will consider and adopt changes to the Unified Development Ordinance.
- (c) Should a municipality in Lancaster County desire to have planning services performed by Lancaster County such an arrangement shall be by an Intergovernmental Agreement, ratified by both governing bodies.

(Ord. No. 234, § 6, 5-23-94)

Section 9. Section 25-61 of the Lancaster County Code is hereby amended as follows:

Sec. 25-61. - ~~Created, function and duties.~~ Building

- (a) ~~Through this section, the county council creates the Lancaster County Building Department. This~~ The Building staff shall perform the daily enforcement activities associated with the following ordinances, codes, and topics:
 - (1) Issuing: construction permits, mobile home permits, mobile home de-title permits, application for Building Code appeals, monument or pole sign permits.
 - (b) Performing: building codes inspection, building codes enforcement, construction plan reviews, investigation and verification of appeals, mobile home de-title inspections.

(c) Administering building codes.

~~(1) Issuing:~~

- ~~a. Construction permits.~~
- ~~b. Mobile home permits.~~
- ~~c. Mobile home de-title permits.~~
- ~~d. Application for Building Code appeals.~~
- ~~e. Monument or pole sign permits.~~

~~(2) Performing:~~

- ~~a. Building codes inspection.~~
- ~~b. Building codes enforcement.~~
- ~~c. Construction plan reviews.~~
- ~~d. Investigation and verification of appeals.~~
- ~~e. Mobile home de-title inspections.~~

~~(3) Administering:~~

- ~~a. Building codes.~~

(d) ~~The building staff shall serve as the enforcement staff to the towns of Heath Springs and Kershaw, and enforce only those ordinances and codes that have been duly adopted by the respective councils. Should a municipality in Lancaster County desire to have building services performed by Lancaster County such an arrangement shall be by an Intergovernmental Agreement, ratified by both governing bodies.~~

(e) By separate ordinance, the county council will consider and adopt building and construction codes to be enforced by the building department.

(Ord. No. 234, § 7, 5-23-1994; Ord. No. 2017-1458, § 1, 9-12-2017)

Section 10. Section 2-82 of the Lancaster County Code is hereby amended as follows:

Sec. 25-71. - ~~Created, function and duties.~~ Zoning

(a) ~~Through this section, the county council creates the Lancaster County Zoning Department. This~~ The Zoning staff shall perform the daily enforcement activities associated with the following ordinances, codes, and topics:

- (1) Issuing: mobile home moving permits, mobile home change of ownership, application for zoning appeals and variances, use/occupancy permits, septic tank permits.

(2) Performing: Unified Development Ordinance code inspections, Unified Development Ordinance enforcement, site plan reviews, investigation and verification of Unified Development Ordinance appeals and variances, etc.

(3) Administering the flood damage prevention ordinance.

~~(1) Issuing:~~

- ~~a. Mobile home moving permits.~~
- ~~b. Mobile home change of ownership.~~
- ~~c. Application for zoning appeals and variances.~~
- ~~d. Use/occupancy permits.~~
- ~~e. Septic tank permits.~~
- ~~f. Alarm permits.~~

~~(2) Performing:~~

- ~~a. Unified Development Ordinance code inspections.~~
- ~~b. Unified Development Ordinance enforcement.~~
- ~~c. Site plan reviews.~~
- ~~d. Investigation and verification of Unified Development Ordinance appeals and variances, etc.~~

~~(3) Administering:~~

- ~~a. Flood damage prevention ordinance.~~

~~(b) The zoning staff shall serve as the enforcement staff to the towns of Heath Springs and Kershaw, and enforce only those ordinances and codes that have been duly adopted by the respective councils. Should a municipality in Lancaster County desire to have zoning services performed by Lancaster County such an arrangement shall be by an Intergovernmental Agreement, ratified by both governing bodies.~~

~~(c) By separate ordinance, the county council will consider and adopt changes to the Unified Development Ordinance.~~

(Ord. No. 2017-1458, § 2, 9-12-2017)

Section 3. Severability.

If any section, subsection or clause of this ordinance is held to be unconstitutional or otherwise invalid, the validity of the remaining sections, subsections and clauses shall not be affected.

Section 4. Conflicting Provisions.

To the extent this ordinance contains provisions that conflict with provisions contained in the Lancaster County Code or other County ordinances, the provisions contained in this ordinance supersede all other provisions and this ordinance is controlling.

Section 5. Effective Date.

This ordinance is effective upon third reading.

AND IT IS SO ORDAINED, this ____ day of _____, 2022.

LANCASTER COUNTY, SOUTH CAROLINA

Steve Harper, Chair, County Council

Billy Mosteller, Secretary, County Council

ATTEST:

Sherrie Simpson, Clerk to Council

First Reading:
Second Reading:
Third Reading:

Approved as to form:

John DuBose, County Attorney