

Council Members

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

**County Administrator**

Dennis E. Marstall

County Attorney

Ginny L. Merck-Dupont

Clerk to Council

Sherrie Simpson

April 10, 2024

1:00 PM

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

LANCASTER COUNTY COUNCIL
County Council Chambers, County Administration
Building, 101 North Main Street, Lancaster, SC 29720

WORKSHOP MINUTES

Council Members Present: Allen Blackmon, Brian Carnes, Steve Harper, Jose Luis (*who joined via Teams during the Departmental Presentations for General Services*), Billy Mosteller, Charlene McGriff.

Council Members Absent: Terry Graham.

Staff Members/Others present: Dennis Marstall, County Administrator; Ginny Merck-Dupont, County Attorney; Sherrie Simpson, Clerk to Council; Stephany Snowden, Deputy County Administrator; Sabrena Harris, Chief Financial Officer; Jamie Privuznak, Budget Director; Lisa Parker, Human Resources Director; Debbie Hardin, Human Resources Generalist; Chris Clouden, Parks and Recreation Director; Scott Hernandez, Information Technology Director; Brenda Thompson, Communications and Marketing Director; Ryan Whitaker, Risk Manager; Jeff Catoe, Public Services Director; Alan Williams, Animal Shelter Director; Brandon Elliott, Fleet Operations Director; Daniel Hammond, Building Maintenance Director; Terrance Barr, Stormwater Director; Darin Robinson, Building Director; Allison Hardin, Development Services Director; Jennifer Page, Delinquent Tax Collector; Brad Carnes, Assessor; Brittany Grant, Register of Deeds Director; Cathy McDaniel, Procurement Director; Adrienne Coleman, Deputy Treasurer; Suzette Murphy, Auditor; Jeff Hammond, Clerk of Court; Dr. April Williams, Library Director; Brian Fulk, Economic Development Director; various elected officials; various Department Heads; various employees; and citizens. The Elected Officials and Department Heads joined the meeting prior to their presentation and then left after their presentation was complete.

A quorum of Lancaster County Council was present for the meeting. The following press were notified of the meeting by e-mail in accordance with the Freedom of Information Act: *The Lancaster News*, *Kershaw News Era*, *The Rock Hill Herald*, 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 within the required length of time. The power point presentation utilized during the meeting is attached to the written minutes in the Clerk to Council's office.

Call to Order - Chairman Steve Harper

Chairman Steve Harper called the Budget Workshop to order at approximately 1:06 p.m.

Welcome and Recognition - Chairman Steve Harper

Chairman Steve Harper welcomed everyone to the meeting.

Pledge of Allegiance and Invocation - Council Member Billy Mosteller

Billy Mosteller led the Pledge of Allegiance to the American Flag and delivered the Invocation.

Approval of the Agenda

Brian Carnes moved to approve the agenda. Seconded by Charlene McGriff. The motion to approve the agenda Passed by a vote of 5-0; Absent: Graham, Luis.

Discussion and Action Items

Opening Budget Remarks - Dennis Marstall

Dennis Marstall thanked Council for attending the first budget workshop and reviewed a power point presentation that reviewed his fiscal year 2025 approach to the budget and the impact of growth on the various County departments. The power point is attached as Schedule A to the written minutes in the Clerk to Council's office.

Review of Audit - Sabrena Harris

Sabrena Harris provided an overview of the fiscal year 2023 annual audit via the County power point presentation that is attached to the written minutes in the Clerk to Council's office. She provided prior years' general fund comparisons for revenues and expenses, and unassigned fund balance; reviewed financial performance highlights for revenues, expenses; and explained preparations for fiscal year 2025. Council and staff discussed the County's bond rating, airport funding carry over and how that would affect the upcoming budget, revenue projections, and that it was important to use the audit to look for revenue sources, trends, and changes to fund balance over time. They also discussed the County's need for an Enterprise Resource Planning (ERP) system and how it would help the County.

Departmental Presentations for General Services

Jamie Privuznak oriented Council to their binders and handouts.

Debbie Hardin, assisted by Lisa Parker, reviewed the Human Resources Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. She explained that their department was asking for a new position, increases in salary for existing staff, increases in travel and training, and increases in contractual services. She explained that the software package they are requesting would help them work with their current NEOGOV software. Council and staff discussed targeted staff increases versus across the board increases versus merit increases. The Human Resources staff also discussed that it was more important for their department to fund a new employee rather than current staff increases due to their workload.

Chris Clouden reviewed the Parks and Recreation Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. He explained that their department was asking for funding for seven new positions, funding for a master plan, funding for pursuing non-profit partnerships, funding for routine playground maintenance and gymnasium wall padding, and funding for the retrofit of lighting for the Springdale and Buford Recreation Complexes so that lights do not have to be turned off manually by staff. Council and staff discussed payment for summer daycare, whether the County could convert tennis courts to pickleball courts, and the need for staff to provide participation numbers for the various parts of the County in

order to justify their requests for increases.

Council took a break in the meeting starting at approximately 2:05 p.m. and returned to Chambers and resumed the meeting at approximately 2:12 p.m. During that time, Jose Luis joined the meeting via Teams.

Scott Hernandez reviewed the Information Technology Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. He explained that their department was asking for funding for four new positions, funding for salary adjustments for high performance, funding for increases in training and software maintenance, funding for seven special projects, and funding for yearly hardware replacements. He noted that their department had decreased their funding for contractual services and utilities. He also reviewed the interdepartmental requests for software increases, new software, and new hardware. Council and staff discussed the need for Ipads for Fire Rescue and the County's increase in cybersecurity.

Brenda Thompson reviewed the Communications and Marketing Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. She explained that their department was asking for funding increases for branding opportunities, for public education campaigns and for employee engagement. Council and staff discussed the need for their department to have a software that would help keep citizens informed and to have a new website. They also discussed the importance of the Civics 101 class and the need for a community newsletter.

Ryan Whitaker reviewed the Risk Management Department highlights from 2023 and reviewed his budget requests for 2024 via the County power point presentation. He explained that his department was asking for funding for a salary increase for the director, funding for a new software for employee emergency notifications, and funding for a new software module for employee training that would connect with Human Resources. Billy Mosteller thanked Ryan Whitaker for his work.

Ginny Merck-Dupont reviewed the Legal Services Department highlights from 2023 and reviewed her budget requests for 2024 via the County power point presentation. She explained that her budget showed a decrease but that she was asking for a small increase for supplies and utilities. There was no discussion from Council.

Departmental Presentations for Public Services

Jeff Catoe reviewed the Airport Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. He explained that this department was asking for an increase in gasoline expenses, an increase in building and ground maintenance, and increases for new supplies for the new terminal building. Council and staff discussed the need for a second position at the Airport, the Airport's fuel capacity, fuel costs at the Airport, the budget shortfalls at the Airport, and how to get the community excited about the County Airport.

Alan Williams reviewed the Animal Shelter highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. He explained that this department was asking for funding for a new position, funding increases for staff salaries, and funding increases for medical supplies. Allen Blackmon stated that he does not receive citizen complaints regarding the Animal Shelter. Council and staff discussed whether portable kennels would be a good idea for expanding the capacity at the Shelter and Alan Williams noted that the Shelter needs additional staff help rather than more capacity. Council and staff noted that the Shelter was most likely receiving more animals due to the bad economy.

Brandon Elliott reviewed Fleet Operation Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. He explained that their department actually had an overall decrease in the budget due to one-time costs for vehicle replacement having been expended and removed. However, he noted that the department was asking for funding increases in vehicle maintenance and for employee training and travel. He noted that their department wanted to implement the Telematics program, which began as a trial with the Sheriff's Department, in all County departments as it saves time and helps prioritize requests. There was no discussion from Council.

Daniel Hammond reviewed the Building Maintenance Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. He explained that their department was requesting an increase in funding for maintenance service agreements and for contractual services for supplies. Council and staff discussed that the Building Maintenance Department has an impressive job completion date, with most jobs being completed within 24 hours or less.

Jeff Catoe reviewed the Road Maintenance Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. He explained that the Department was requesting to reclassify a position and increase the salary and was requesting a new part-time position. Additionally, he noted that the Department was requesting an increase in funding for stone, office renovations, and additional traffic calming studies. Furthermore, he explained that the Department was requesting the following new equipment: a dump truck trade-in, a new F-750 dump truck, a new trailer, and a new CAT D-4 Dozer Truck. Council and staff discussed the reclassification of the Director of Facilities' position.

Jeff Catoe reviewed the Capital Project Sales Tax (CPST) 2 and 3 (County Transportation Committee) budget from 2023 and reviewed their budget requests for 2024 via the County power point presentation. He explained that they were asking for funding increases for contractual services, for County road paving, and for State road paving for CPST 2 and for funding increases for contractual services and for County road paving, but for a decrease in State road paving for CPST 3. There was no discussion from Council.

Jeff Catoe reviewed the Solid Waste Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. He explained that the Department was requesting two new full-time positions and an increase for overtime pay. Additionally, he noted that the Department was requesting an increase in funding for contractual services for disposal, for refuse case replacement, and for convenience site upgrades. Furthermore, he explained that the Department was requesting to purchase a new refuse truck. Council thanked the staff for the good services to the County.

Council took a break in the meeting starting at approximately 3:26 p.m. and they returned to Chambers and resumed the meeting at approximately 3:48 p.m.

Departmental Presentations for Development Services

Terrance Barr reviewed the Stormwater Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. He explained that this department was asking for a new pick-up truck, staff increases in pay and a local match for the Henry Harris Road culvert special project. Council and staff discussed the Stormwater fees for surrounding Counties, the need for existing staff pay increases, and that Council wanted to see the revenue projections for the Department based on the current rooftop fee.

Darin Robinson reviewed the Building Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. He explained that the Department was asking for staff pay increases. He reviewed the fee schedule changes for the department. There was no discussion from Council.

Allison Hardin reviewed the Planning and Zoning Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. She explained that these departments were requesting two new staff positions: a full-time grant writer and a full-time transportation planner. Council and staff discussed whether there was a need for a full-time grant writer and, if a grant writer was funded, whether it should be housed in a specific department or not so that it could be used by all departments.

Departmental Presentations for Financial Services and Other Services

Jennifer Page reviewed the Delinquent Tax Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. She explained that this department was asking to reclassify an existing position to a Deputy Tax Collector. She further noted that if approved, the position would be hired from

within the Department's existing staff. She also noted that she was cross-training all staff in the Department. Council and staff discussed the Department's good job performance on their increasing work in the area of passports in the Records Department.

Brad Carnes reviewed the Assessors Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. He explained that the Department was requesting funding for a mobile home audit program, which he noted needed to be completed as part of reassessment, and for an increase in contracts for existing software costs. There was no discussion from Council.

Brittany Grant reviewed the Register of Deeds Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. She noted that the Department was not asking for any increases to their budget, but were not looking at any decreases either. There was no discussion from Council regarding her presentation.

Cathy McDaniel reviewed the Procurement Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. She noted that the Department had no changes to their budget. There was no discussion from Council.

Adrienne Coleman, Deputy Treasurer, reviewed the Treasurers Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. She explained that the department was requesting a new part-time administrative assistant, which would be an upgrade from a seasonal worker to a permanent part-time worker. She further noted that the department was asking for an increase in their number of copies for their annual copier lease. There was no discussion from Council.

Suzetter Murphy reviewed the Auditors Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. She explained that the Department was requesting for pay increases for existing staff and an increase for the annual contract for their current software. She noted that the department was also realigning the contract for the QPublic software into their budget, which is the correct department for that line item. Council and staff discussed the QPublic software program.

Jeff Hammond introduced Mike Watkins, who is running unopposed for the Clerk of Court position. He reviewed the Clerk of Court, Circuit Court, and Family Court Department highlights from 2023 and their budget requests for 2024 via the County power point presentation. He explained that these departments did not have any changes to their budgets and that they were not asking for anything. There was no discussion from Council.

Dr. April Williams reviewed the Library Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. She noted that the department was not asking for any increases in their budget. She also noted that 18,240 people attended Library programs last year. Council and staff discussed the types of programs that citizens and card holders attended.

Brian Fulk reviewed the Economic Development Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. He noted that the department did not have any new requests for the upcoming budget year.

Sabrena Harris reviewed the Finance Department highlights from 2023 and reviewed their budget requests for 2024 via the County power point presentation. She noted that the department was asking for a full-time deputy and a full-time grants coordinator. She also noted that the department was asking for funding for Accounts Payable automation software in order to streamline the invoice payment process. Council and staff discussed the need for the Enterprise Resource Planning (ERP) system and the difference between a grant writer and grant coordinator. Ms. Harris also reviewed the non-departmental expenses and debt service via the County power point presentation.

Discussion of Operating Budget - Dennis Marstall and Sabrena Harris

Sabrena Harris provided a revenue update for all funds, the general fund, and for ad valorem taxes via the County

power point presentation. She also provided an update on millage and provided comparisons on historic millage. She then provided a handout with an updated summary of all departmental requests for fiscal year 2025 and that handout is attached as Schedule B to the written minutes in the Clerk to Council's office. She also provided, via the County power point, a summary of all departmental new position requests, a summary of requests from other funds, and a summary of external agency requests for fiscal year 2025. Charlene McGriff requested that Council provide money for non-profits on a rotating basis starting in fiscal year 2025-2026. Dennis Marstall reviewed State legislation that would possibly affect the County's operating budget via the County power point presentation. He also reviewed other factors that might affect the County's operating budget, such as current discussions on the proposed transportation tax, the proposed fire millage, the capital project sales taxes, and the American Rescue Plan Act (ARPA) fund spend down and close outs. He then reviewed the impact on the budget for utilities, gas, software increases, health insurance increases, possible cost of living increases, possible merit pay increases, State legislation increases, Enterprise Resource Planning (ERP) system funding, and departmental requests for salary increases and salary adjustments and new positions.

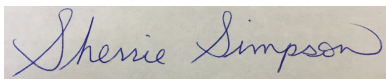
Transportation Funding Proposal Recommendations from the County Transportation Committee (CTC) - Jeff Catoe

Dennis Marstall and Jeff Catoe reviewed an updated power point presentation with Council regarding the Lancaster County Road Funding Proposal, which includes the recommendations from the County Transportation Committee (CTC). The updated power point presentation, that includes a history of capital projects sales tax revenue and revenue projections for the capital projects sales tax, is attached as Schedule C to the written minutes in the Clerk to Council's office. Council asked for a list of municipal roads that would be included in the proposal. Dennis Marstall explained that County staff was recommending a fifteen year plan to Council. He also explained that he would be visiting the municipalities to explain the proposal.

Adjournment

Brian Carnes moved to adjourn the Budget Workshop. Seconded by Allen Blackmon. The motion to adjourn the meeting Passed by a vote of 6-0.; Absent: Graham. There being no further business, the Budget Workshop adjourned at approximately 6:07 p.m.

Respectfully Submitted:



Sherrie Simpson
Clerk to Council

Approved by Council on May 13, 2024



Billy Mosteller, Secretary