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

March 16, 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

MINUTES

Council Members Present: Allen Blackmon *[who entered the meeting late at approximately 4:09 p.m. during the Fleet Operations Department presentation]*, Brian Carnes, Terry Graham, Steve Harper, Larry Honeycutt *who left the meeting early at approximately 5:54 p.m.]* Charlene McGriff *[who entered the meeting late at approximately 1:37 p.m. during the Parks and Recreation Department presentation.],* and Billy Mosteller.

Council Members Absent: Two Council Members (Allen Blackmon and Charlene McGriff) joined the meeting late after it was already in progress and one Council Member (Larry Honeycutt) left the meeting early.

Staff Members/Others present: Dennis Marstall, County Administrator; Sherrie Simpson, Clerk to Council; Jeff Catoe, Public Services Director; Veronica Thompson, Financial Services Director; Kimberly Belk, Budget Director; and various Department Heads and staff that joined and then left the meeting at various times throughout the meeting; the press; and citizens.

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 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 regular meeting of County Council to order at approximately 1:00 p.m.

Welcome and Recognition - Chairman Steve Harper

Chairman Steve Harper welcomed everyone to the meeting.

Pledge of Allegiance and Invocation - Council Member Larry Honeycutt

Larry Honeycutt led the Pledge of Allegiance to the American Flag and delivered the Invocation.

Approval of Agenda

Brian Carnes moved to approve the agenda. Seconded by Billy Mosteller. Motion Passed 5-0.; Absent: Blackmon, McGriff

Citizens Comments

The following citizens signed up for and spoke during Citizens Comments: None.

The following citizens submitted electronic, written comments for Citizens Comments: None.

Discussion and Action Items

Dennis Marstall stated that a portion of this meeting would be dedicated to a budget workshop. He noted that some items were presented during the Council Retreat on January 21, 2022, but that the information had been updated for Council. Mr. Marstall highlighted his approach to the budget process. He explained that he viewed the budget document as: 1) a spending plan; 2) a communications plan; and 3) a prioritization plan. He noted that he was looking forward to feedback from Council during the next budget workshops.

Fiscal Year 2023 Department Budget Request Presentations - Kim Belk

Dennis Marstall explained that the County had already moved to a $12.00 per hour minimum pay and that he wanted Council to know that his priority this budget year was implementation of the classification and compensation plan. He further explained that the Department requests that they would hear today had not yet been filtered by County staff, but that they would be evaluated before being added to his final budget. He stated that each Department had two slides to present, which would provide Council with a high level view of the overall requests for the upcoming budget year. He noted that the first slide from each Department highlighted their growth and that the second slide outlined their budget request(s) for the upcoming fiscal year. He explained that he viewed the budget document as a prioritization plan, a communications plan and a spending plan. He noted that Council had an updated Power Point presentation *[which was updated from the one in the agenda packet]* at their seats and that updated Power Point is attached as Schedule A to the written minutes in the Clerk to Council's office.

Kim Belk reviewed the Budget Goals and Flow of Growth chart included in the updated power point presentation that is attached as Schedule A to the written minutes in the Clerk to Council's office. Next, each Department head or staff member presented two slides, with the first slide being a review of their department's growth impact data and each Department's growth impact data information can be found in the updated Power Point presentation that is attached as Schedule A to the written minutes in the Clerk to Council's office. They then made their budget request(s) for the upcoming fiscal year and those requests are as follows:

The first Departmental presentation was from Ryan Whitaker of Risk Management. He explained that he was not requesting any additional funds in his budget but that he was asking to keep $15,000.00 in Special Projects again this year, which would be used for an online database and for personal protective equipment (PPE).

Next, Lisa Robinson from Human Resources explained that her Department was asking for a Human Resource Specialist, an increase to upgrade NEOGOV Insight and Onboarding and an increase to upgrade TextMyGov.

Next, Kim Belk explained that the Procurement Director, Cathy McDaniel, was absent and that she would be presenting for her. She further explained that the Procurement Department did not have any new requests for the upcoming budget year.

Next, Jim Kiley from GIS explained that he was requesting an increase in operating expenses so that he could obtain a contract with the South Carolina State aerial photography and so he could update the Pictometry Flight 2024 contract.

Next, Hal Hiott with Parks and Recreation explained that they were adding several new facilities to their Department and so they needed staff to run those facilities. Charlene McGriff entered the Committee of the Whole meeting during this presentation at approximately 1:37 p.m. Hal Hiott explained that his Department was requesting the following additional staff: two full time athletic program supervisors, one full time athletic park superintendent for Indian Land, two recreation center supervisors, eight part time facility coordinators, one full time custodian and receptionist for the Indian Land Recreation Center, one full time recreation program supervisor for the Indian Land Recreation Center, and three full time park maintenance crew workers. He noted that the amounts of money for the personnel requests included both the salary and equipment for the position. He also explained that the Department was asking for an increase in operating expenses due to inflation and for an increase in capital expenses for equipment replacement, for field lighting and fencing, and for renovations of the old Indian Land EMS station. Council and staff discussed the Regional Park and potential renovations for the old EMS station at the Indian Land Recreation Center.

Next, Scott Hernandez explained that the Information Technology (IT) Department's contract with VC3 would end in May of 2023. He further explained that his requests for personnel would be so that the County could start bringing those contracted employees in house. He noted that he was requesting a Cybersecurity Administrator, a Server Administrator, a Junior Server Administrator, a Junior Network Administrator and an IT Helper. He explained that he was also asking for an increase in his operating budget for training, software, maintenance and support for cybersecurity initiatives from the prior year and for software and training budget increases and for renewal of contracts and support. He also noted that the Department was requesting an increase in the operating budget due to 6 IT related Department Projects that effect 5 other County Departments. He asked that the capital budget remain the same in order to maintain the annual computer lifecycle plan. Dennis Marstall provided Council with a handout of the proposed Information Technology Organization Chart 2022 and that Chart is attached as Schedule B to the written minutes in the Clerk to Council's office. Dennis Marstall explained to Council that the orange colored positions on the chart were already County funded positions and the yellow colored positions on the chart were new positions, some of which may not be fully funded until 2023.

Next, Jennifer Page with the Delinquent Tax/Records/Passports Department explained that their office had been able to streamline their operations, which would result in a $15,000.00 savings. She noted that she was requesting that those proposed cuts be used for a reclassification of a current position which would result in a promotion for a current staff member in her office. She further explained that she was requesting a new full time Records Specialist I position, but that she would be using the revenue increase from processing passports to pay for the position.

Next, Brad Carnes with the Assessor's Office explained that his goal was to fully implement the qPublic website so that all citizen data would be available on line. He explained that his overall budget was dropping because the upcoming year was not a reassessment year and so his Department would not have the need for excess supplies that would typically be needed to support that project. However, he noted that he was asking to keep an additional $8,904.00 in operating costs due to an increase in the annual service contract for the Patriot Software Contract and the qPublic Website Contract. However, he noted that the qPublic Website Contract increase would also include enhanced website functionality that would provide online applications and GIS layers.

Next, Brittany Grant, Register of Deeds, explained the importance of accuracy in the Register of Deeds Office. Therefore, she explained that, she was requesting a new position for a Deputy Register of Deeds, which would need to include furniture and equipment. She also explained that she was asking for an increase in operating expenses due to a software contract renewal that would upgrade the server for the Register of Deeds office.

Next, Auditor Suzette Murphy discussed the importance of employee compensation and the need to bring employees up to their minimum salaries based on the classification and compensation study. She explained that she did not have any new budget requests for the year beyond supporting the implementation of the compensation study. She did note that the Auditor's office would eventually need more room because, per State law, they cannot digitize the Homestead applications.

Next, Treasurer Carrie Helms explained that she was asking for an increase in her personnel budget and she explained that the requested, additional $17,354.00 would be used to reclassify a staff position for a salary increase and to bring the Treasurer's salary up to the minimum. She also explained that the Treasurer's Department had one volunteer that helped them during real estate season.

Next, Veronica Thompson, Chief Financial Officer, explained that the Finance Department was not making any new budget requests for the upcoming year. She reviewed the duties of the Finance Department.

Next, Sheriff Barry Faile, explained that the call volume for the Sheriff's Department had increased. He explained that, for the Sheriff's Department, he was requesting additional funds for the career ladder in order to stay competitive with other agencies and for the following additional personnel: 4 patrol deputies, 2 investigators, a Public Information Officer, and an Administrative Assistant. He also noted that he had a grant decrease for the Victim's Advocate position so he was asking the County to pick up that $12,816.00 in salary costs. He explained that he was requesting increases in operating costs for a one time purchase of Crime Scene Investigation equipment, for advanced training, for replacement of SWAT and crowd control equipment, and for special projects for the parking lot, carpet and paint. He further explained that he was requesting an increase in his capital budget in order to replace 43 vehicles and to build an evidence storage warehouse.

For the Detention Center, Sheriff Faile explained that he was requesting additional funds for the career ladder in order to stay competitive with private industry and for the following additional personnel: 4 Officers and a Maintenance Technician. He explained that he was requesting $15,000.00 in additional operating funds for contractual services for painting and that he was requesting $275,789.00 in additional capital funds for windows and doors that were currently in disrepair. Sheriff Faile explained that he was providing Council with 9 pages of handouts to justify his requests and those handouts are attached as Schedule C to the written minutes in the Clerk to Council's office.

Next, Darren Player explained that the Fire Commission was requesting additional funds in their operating and capital budgets due to an increased need for personal protective equipment (PPE), for pricing increases for vehicle maintenance, for pricing increases for general maintenance and contractual services, for renewal increases for annual accidental death/disability, for a requested $1,000.00 availability per station and for a request for an additional F-550 pickup, which would be a truck replacement.

For Fire Rescue, Darren Player explained that a forty percent increase in funds was being requested and that the request was tied to the Fitch Fire Study, which recommended increased teams of firefighters. He explained that he was requesting an additional 3 teams of 2 firefighters and Pick Up Trucks for the 3 new teams. He further explained that he was requesting additional funds for a F-8 vehicle replacement and for training, uniforms and equipment increases. He noted that he was also requesting additional funds for salary increases for the 3 county-funded firefighter positions at the City of Lancaster.

For Emergency Management, Darren Player explained that this Department was asking for a one and a half percent increase in their budget for a part time planner, for increases in training, travel and dues, for increases in daily supplies, for increases in uniform costs, for an increase in the UPS maintenance Agreement and for an increase in contractual services.

Next, Monica Graham delivered the EMS Department presentation in Director Clay Catoe's absence. She explained that EMS was asking for the additional following personnel: an Operations Coordinator and a Paramedic - Instructor for the new High School EMT Program. She also explained that the Department was asking for $82,094.00 for recruitment and retention of staff and she noted that they supported the implementation of the classification and compensation study. She stated that the Department was asking for increases in their operating and capital budgets for two new EMS ambulances, a logistics van and for increases in medical supplies usage and costs.

Next, Karla Deese explained that the Coroner's Office was asking for increases in their operating and capital budgets for two trucks, for a radio for a new hire, for laptops for all Deputy Coroners so they can work in the field, for mandated training, for supplies increases and for stretcher battery replacements.

Next, Robert Purser explained that the overall budget request for the 911 Tariff Fund decreased. However, he noted that he was asking for operating costs of $16,800.00 for the SEGRA Circuit monthly billing and for $80,000.00 to remain in the special projects budget for the upcoming fiscal year.

For Public Safety Communications, Robert Purser explained that he was requesting an increase in the capital budget in the amount of $335,000.00. He explained that the request was for a Call Center Upgrade for furniture and flooring replacement. He explained that the telecommunications job was very high stress and that sometimes they needed a place to decompress. He noted that the old furniture could be used by the school telecommunications class and that that class was going to help them with recruitment. Robert Purser explained that their Department supported better and increased starting pay for employees because that would help them with recruitment. Council and staff discussed the critical need for updated and nice furniture for the employees at Public Safety Communications. They also discussed that the high school was starting a telecommunications class at the vocational school soon.

Council took a break in the meeting, which began at approximately 3:28 p.m. The meeting resumed at approximately 3:40 p.m.

The next Departmental presentation was given by Jeff Hammond, Clerk of Court. He explained that he was asking for an additional $9,200.00 in the Clerk of Court's operating budget in order to provide the Solicitor and Public Defender with a dedicated internet circuit, which would be an increase in the utility line item. He explained that he was also asking for $179,451.00 in the capital budget for a family court audio / visual upgrade.

Next, Kim Belk explained that the Magistrates could not be in attendance at the meeting and so she would be presenting on their behalf. She noted that their Department was asking for $25,268.00 in salary adjustments in order to provide pay equality among the magistrates.

Next, Interim Probate Judge Mary Rathel explained that her overall budget request was actually decreasing due to a decrease in a software maintenance service agreement. She explained that she was not making any new budget requests for the upcoming year because she wanted to take time to review what the Department needed and to assess how the Department might be able to improve services. She and Council discussed whether there was a backlog at the Probate Court and she explained that there was.

Next, Paul Moses, Airport Manager, explained that the Airport was requesting a full time Assistant Airport Manager. He further explained that the Airport was asking to increase their operating budget by $30,000.00 for miscellaneous repairs that may be needed on the underground storage tanks. He also noted that the Airport was requesting $1,101,610.00 in their capital budget to purchase a Ground Power Unit (GPU), a zero turn mower and to purchase/implement an above ground fuel farm since the current underground equipment was antiquated. Paul Moses and Council discussed how the GPU would generate revenue and they discussed the positive and negative aspects of underground versus above ground fuel tanks.

Next, Alan Williams, the Animal Shelter Director, explained that this year was the first year that the Animal Shelter had been in their new building and that the year had been a learning experience for staff. He stated that his Department was asking for a $5,000.00 increase for medical supplies due to increased costs for medicine and they were asking for a dual axle trailer to haul animal food, which they buy in bulk in Pageland at a reduced cost. Larry Honeycutt asked what the County could do about animal cruelty and Alan Williams explained that abuse and cruelty would be handled through the Animal Control Department and that the Animal Shelter just worked to help any animals that were brought in to the shelter.

Next, Brandon Elliott, Director of Fleet Operations, explained that his biggest request was for vehicle replacement, but that the Department also needed a new passenger tire machine and a geotab tracking system to use in tracking vehicles' locations and speed. Kim Belk discussed the vehicle replacement schedule for the County. She noted that EMS, Fire and the Sheriff have their own replacement schedules. Allen Blackmon entered the meeting during this Department discussion at approximately 4:09 p.m.

Next, Daniel Hammond, Director of Building Maintenance, explained that he was not asking for any changes to his Department's budget and was just asking that it remain the same for the upcoming budget year. Steve Harper asked if he agreed with funding a maintenance person at the Detention Center and he said that he did.

Next, Jeff Catoe, the Public Works Director, explained that, for the Roads and Bridges Department, he was requesting an additional grounds crew employee for 30 hours per week. He further explained that Roads and Bridges was requesting an increase in their operations budget for increases in contractual services for road maintenance for full depth asphalt patching and for stone usage increases. He also noted that the Department was requesting an increase in their capital budget in order to purchase the following equipment: 3 new dump trucks, a grapple loader, a compact tractor and a backhoe. He explained that the equipment would be used during ice storms but also for everyday projects.

Next, Jeff Catoe explained that the County did not have a landfill. He stated that the consultant had started on the Solid Waste Assessment and would be reporting to Council regarding those results later in the year. He noted that the Solid Waste Department was requesting additional funds for overtime, which they feel is necessary due to trend data. He also explained that the Department was requesting an additional $220,000.00 in the operating/contractual budget for increased debris grinding due to the Department of Health and Environmental Control (DHEC) permit volume, for site improvements for paving and for buildings, and for fencing at the Indian Land site due to thefts. He also stated that the Department was requesting $266,000.00 in the capital budget to purchase the following equipment: 3 refuse cans/containers and a new roll off truck. Council and staff discussed the County Transportation Committee's budget. Allen Blackmon asked about the increase in tonage for solid waste and whether the County was getting extra tonage from North Carolina. Jeff Catoe explained that the Solid Waste Assessment study should answer that question.

Next, Robin Ghent with Veterans Affairs explained that their Department was requesting an increase in the personnel budget in order to bring the Deputy up to their minimum salary, to change the job classification of the Administrative Assistant to Benefits Counselor and to give the Director a raise after 16 years of service. She also explained that the Department was requesting a $150.00 increase in their operating budget for the upcoming year due to the increased cost for insurance for the Veterans Day Parade.

Next, April Williams, Library Director, explained that the Library was not requesting any new funding for the upcoming year and thanked Council for their support with the upgrades for all 3 libraries during the Capital Project Sales Tax process. She also noted that the Library offers free Notary services.

Next, Jamie Gilbert with the Economic Development Department explained that his Department was actually going to decrease their budget for the upcoming year by $13,000.00 due to a reduction in general supplies, food, advertising, printing, equipment and postage. Council and Jamie Gilbert discussed the lack of product in the County for economic development and he explained that the two things that Council could do to support his department would be to assist with water and sewer infrastructure along the Highway 9 corridor and to find additional light industrial land in Indian Land.

Next, Mary Ann Hudson with Registration and Elections explained that their Department's requests were in response to early voting implications. She explained that they were requesting additional funds to hire staff for early voting, but she explained that the State would reimburse the County for $13,000.00 of these costs. She further explained that they were requesting the following additional funding in their budget: (1) $140,000.00 in their capital budget to purchase additional voting machines; and (2) $7,130.00 in operating costs for increases in supplies and maintenance on the new machines.

Next, Scott Edgar with Stormwater/Engineering and Environmental Services explained that their Department was requesting another Stormwater Inspector. He also noted that DHEC was expanding the stormwater service area for the County. He further explained that the Stormwater Department was requesting an increase in both their operating and capital budgets for the following items: a new three-quarter ton truck, public outreach supplies, rent for a larger building, new office upfit and bridge upsizing for Henry Harris Road. He explained that some of the requests were due to the lease being up soon for their office in Indian Land.

Next, Darren Robinson with the Building Department explained that their Department was requesting additional funding for personnel for job reclassifications, pay compaction issues, a promotion and for merit increases. He also explained that they wanted to increase the fee schedule for the following fees: (1) to take the fee for the $6,000.00 Mechanical Gas Pack Change-Out from $37.00 to $55.00; (2) to take the fee for the $1,000.00 200 AMP Electrical Service Upgrade from $20.00 to $30.00; (3) to take the fee for the $3,500.00 Replace Entire House Water Pipe Plumbing for $25.00 to $35.00; and (4) to add a new fee for "High Impact" building inspections for only the Commercial R-2 (Multi-family Apartments) and I (Institutional) classified occupancies, which they propose would be a 5% additional fee amount to affected Building permit fees. He explained that the first three fees had not been changed since 1994 and that the new fee was due to the heavy burden on the inspection staff for those high impact inspections. Finally, he noted that the Building Department has provided better services to citizens now than in the last 5 years.

And lastly, Rox Burhans, Development Services Director, explained that the Planning and Zoning Department was requesting additional funding in personnel for reclassification and salary adjustments and for the following additional personnel: for a Compliance Officer or similar position, for an Assistant Director and for summer interns. He explained that they had inventoried the nuisance violations in the County and found that these violations generate a lot of work for staff to resolve. Council and Rox Burhans discussed issues for recruiting staff. Rox Burhans explained that the Department was also requesting an additional $155,000.00 in their operating budget for a possible increase in demolition/nuisance abatement, an increase for transportation support and a grant match for a possible cross-state trail design.

Capital Improvement Plan Discussion - Kim Belk

Kim Belk provided a review of the Capital Improvement Plan, which she did via the updated power point presentation attached as Schedule A to the written minutes in the Clerk to Council's office. She noted that the Departments' had submitted requests for 43 capital projects for the upcoming budget, which included vehicles, equipment, building construction/renovations, facility upgrades and infrastructure, among other items. She reviewed the various possible funding sources.

Council and staff discussed the County's vehicle replacement policy. Dennis Marstall reviewed the handout entitled "Sheriff Vehicle Replacement Information" with Council and that handout is attached as Schedule D to the written minutes in the Clerk to Council's office. Council and staff discussed whether there was really a need to replace the requested 43 vehicles at the Sheriff's office based on the vehicle replacement information provided.

Council and staff discussed whether it would be better to lease cars or buy cars. It was suggested that the County needed to update its vehicle policy.

Larry Honeycutt left the meeting during this discussion at approximately 5:54 p.m. and did not return for the duration of the meeting.

Council and staff discussed potential bond issuances for vehicles and the need for a master plan for public works.

Council requested a copy of the County's last credit report, which will be provided to them by Dennis Marstall, County Administrator.

Council and staff discussed the roof slope on the newly proposed Airport Terminal and Allen Blackmon suggested that the design needed to be fixed via a change order.

Kim Belk reviewed the next steps in the budget process, which is that staff will continue reviewing and analyzing the budget requests. She noted that the operating budget would be spotlighted at the April 13, 2022 Committee of the Whole meeting and that the Administrator's Recommended Budget would be presented to Council at a meeting on April 28, 2022. She explained that the 1st Reading of the budget ordinance would take place at the regular Council meeting on May 9, 2022. Dennis Marstall explained that he was looking for feedback from Council regarding whether they wanted to fund requests via a millage increase, out of general fund or via bonds, or a combination. He further noted that he would like to see some funds appropriated for annual performance merit increases. He explained that since the County had no agreement with the hospital that he would look to discontinue hospital security, which would free up a previous line item expenditure in the overall budget. He suggested that the County needed to move from a post mill mentality to one of a community of high growth.

Potential Ordinance Related to County Departments - Dennis Marstall

Dennis Marstall briefly reviewed the proposed ordinance related to county departments. He explained that he was looking at 2 layers of management for his second in command: an Assistant and, later on, a Deputy.

He explained the previously reviewed and proposed organizational chart for the Information Technology Department and that chart is attached as Schedule B to the written minutes in the Clerk to Council's office.

He also provided Council with a proposed "Lancaster County Administrator's Office" organizational chart and that chart is attached as Schedule E to the written minutes in the Clerk to Council's office. He explained that the positions in orange were the existing positions and the positions in yellow were going to be newly requested positions. He explained that he would be bringing the County Attorney position in house and would request a new paralegal position.

He further explained that the ordinance would clean up the organizational structure in the County Code. Billy Mosteller asked that the Administrator coordinate with Darren Player regarding the Emergency Management Department.

Citizen Comments

All citizens were heard during Citizens Comments held at the beginning of the Council meeting.

Adjournment

Charlene McGriff moved to adjourn the meeting. Seconded by Billy Mosteller. The motion to adjourn the Budget Workshop and Committee of the Whole meeting Passed 6-0.; Absent: Honeycutt. There being no further business, the meeting adjourned at approximately 6:14 p.m.

Respectfully Submitted:

Sherrie Simpson
Clerk to Council

Approved by Council on April 11, 2022

Billy Mosteller, Secretary