CITY OF LANCASTER WORK SESSION TUESDAY, AUGUST 9, 2022



CITY OF LANCASTER WORK SESSION TUESDAY, AUGUST 9, 2022 7:00 P.M.

1.	Invocation	&	Pledge	of	Allegiance -	 Council 	Member	Jones
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- II. Roll Call
- III. Citizen Comments*
- IV. Employee Comments
- V. Approval of Minutes

A. Regular Meeting - July 26, 2022

Pg.1

- VI. Discussion and Action Items
 - A. Discussing Changing Municipal Elections to Odd Number Years (Rabon)

Pg.4

- VII. Resolution
 - A. R22-16 A Resolution Approving Premium Pay to Certain Employees With American Rescue Plan Act Funds and City Reserve Funds, and Declaring That Such Pay is a Lump Sum Payment Paid in Two Equal Installments and Not Part of the Regular Salary Base (Medlin)

Pg. 10

- VIII. Special Presentation
 - A. Lancaster Comprehensive Plan (Jason Epley, AICP, Benchmark Planning) Pg. 17
 - IX. Adjournment



^{*}Persons desiring to speak should notify the City Clerk prior to the beginning of the meeting. Please begin by stating your name and address. You will have up to 3 minutes to address Council. The entire Citizen Comments portion of the agenda shall not extend longer than thirty (30) minutes. All statements should be addressed to Council as a body and not to individual Council Members. Please be advised that this is not a period of dialogue with Council or a question and answer period.

CITY OF LANCASTER REGULAR MEETING TUESDAY, JULY 26, 2022

A meeting of the Lancaster City Council was held in the City Hall Council Chambers on Tuesday, July 26, 2022, at 7:00 p.m.

Mayor T. Alston DeVenny called the meeting to order. A notice of the meeting was posted at City Hall and placed on the City's website. The local news media was contacted of the meeting time and place. The meeting was open to the public with social spacing and the wearing of face coverings being recommended. The meeting was also streamed live on the City's YouTube channel.

I. Invocation & Pledge of Allegiance

Reverend Kenneth Cauthen led the Invocation and Pledge of Allegiance

II. Roll Call

Present: Mayor Alston DeVenny, Council Member Harris, Council Member Hood, Council Member Marsh, Council Member Sowell and Council Member Taylor

Absent: Council Member Jones

Others Present: City Administrator Flip Hutfles, City Attorney Mitch Norrell, City Clerk Tracy Rabon, Director of Building and Zoning Louis Streater, Court Administrator Cammie Heath, Finance Director Kirk Medlin, Fire Chief Justin McLellan, Interim Police Chief Brian Small, Public Utilities Director Donnie Ledford, Public Works Director Rendell Mingo, Sanitation & Maintenance Operations Director Matt Berry, Human Resources Director Angela Roberson, and Interim IT Director Melissa Izzard.

III. Special Presentation

A. Fire Station 3 Location & Architectural Analysis

Fire Chief Justin McLellan introduced Mr. Greg Grayson with NC Fire Chief Consulting who presented the Fire Station 3 Location and Architectural Analysis to Council. Mr. Grayson reviewed the findings from the analysis and presented a PowerPoint Presentation.

Mayor DeVenny asked if staffing for the new recommended fire station was included in the report. Mr. Grayson stated the staffing was not within the scope of work for this project.

Council Member Harris stated it was important to begin thinking about the future growth of the City and for Council to ensure appropriate services to meet those expanded needs. Council Member Harris requested a copy of the PowerPoint presentation, and asked Fire Chief McLellan about the plans for the new station. Chief McLellan stated that by the Insurance Services Office (ISO) rating requirements, a fire station in the western section of the City (westerly of the hospital) would be needed to meet standards.

Council Member Sowell asked if a new station was constructed, would the repairs to Station I and Station II still be needed. Chief McLellan stated that training is vital to the safety of staff and with no training room, it becomes difficult to conduct adequate trainings. This training room can be added to the third station. Mr. Grayson noted that if Council decides to construct a third station, Station I and II would be enhancements to Station III.

Mayor DeVenny asked about the amount of land required to allow for an adequate facility. Mr. Grayson stated it would be recommended to use a minimum of two acres, however, it could be possible to build on one acre.

Mayor DeVenny thanked Mr. Grayson for his presentation and asked Chief McLellan to begin looking at the needed staffing for Station III.

IV. Citizen Comments

There were no citizen comments

V. Employee Comments

There were no employee comments

VI. Approval of Minutes

A. Work Session - July 12, 2022

Motion: To approve the minutes for the Work Session on July 12, 2022 **Moved by** Council Member Taylor, **Seconded by** Council Member Hood

Vote: Motion carried by unanimous roll call vote

Action: Approved

VII. Monthly Reports for June 2022

Council Member Harris thanked Public Works Director Rendell Mingo and his staff for addressing a water situation quickly and being present at the scene of the concern on a weekend. Council Member Harris also asked about the newly hired Municipal Judge and the scheduling of jury trials. Court Administrator Cammie Heath stated that jury trials will begin at the end of July. Ms. Heath also stated that Judge Hyatt has stepped into her role and is doing very well.

Council had no further questions or concerns regarding the Monthly Reports for June 2022. The complete report is available for review in the City Clerk's office.

VIII. End of Fiscal Year 21-22 Soft Closing Cash Management and Finance Report

Finance Director Kirk Medlin presented the End of Year 21-22 Soft Closing Cash Management and Finance Report. Council Member Harris asked why Council only received a one page report and recommended that the Finance Committee meet on a regularly scheduled basis prior to the monthly report presentation. Mr. Hutfles stated that Mr. Medlin can establish a standing meeting time every month prior to the Regular meeting.

IX. Discussion and Action Items

A. Authorizing the Williams Estate Sewer Rehabilitation Project Change Order #2
Public Works Director Rendell Mingo presented Council with a request to authorize the
Williams Estate Sewer Rehabilitation Project Change Order #2. Mr. Mingo stated that
quantities needed to complete the project have decreased by \$33,207.00 and while
additional point pair work increased by \$63,000.00 due to findings during cleaning and
CCTV inspection, which resulted in a needed change order. The net increase to the
contract value associated with these changes is \$29,793.00.

Motion: To approve the Williams Estate Sewer Rehabilitation Project Change Order #2

Moved by Council Member Harris, Seconded by Council Member Taylor

Vote: Motion carried by unanimous roll call vote

Action: Approved

X. Resolution

A. R22-15 A Resolution Declaring Certain Equipment Surplus to the Needs of the City and Authorizing its Disposal

Sanitation & Maintenance Operations Director Matt Berry presented Council with R22-15 a Resolution declaring certain equipment surplus to the needs of the City and authorizing its disposal. The following have been declared surplus:

- 2006 Ford Crown Victoria
- (3) 2011 Crown Victoria
- 2014 Chevrolet Tahoe
- 2005 Peterbilt Semi-Trailer Tractor
- 2006 Portable Radar
- 2007 Speed Detector
- 2007 Valve Machine
- Tommy Lift Tail gate

Motion: To approve R22-15 A Resolution Declaring Certain Equipment Surplus to the

Needs of the City and Authorizing its Disposal

Moved by Council Member Taylor, Seconded by Council Member Marsh

Vote: Motion carried by unanimous roll call vote

Action: Approved

XI. Ordinance

A. O22-11 (Second Reading) An Ordinance Amending Electoral Districts for the Election of Members of Lancaster City Council Pursuant to the United States Census of 2020

City Clerk Tracy Rabon presented the second reading of O22-11 for approval of the recommended Electoral Districts.

Motion: To approve the second reading of O22-11 an Ordinance amending Electoral Districts for the election of Members of Lancaster City Council pursuant to the United States Census 2020

Moved by Council Member Marsh, Seconded by Council Member Taylor

Vote: Motion carried by unanimous roll call vote

Action: Approved

XII. Adjournment

Motion: To adjourn

Moved by Council Member Taylor, Seconded by Council Member Marsh

Vote: Motion carried by unanimous roll call vote

Action: Adjourned

There being no further business, Council adjourned at 8:13 p.m.

Respectfully submitted,

Tracy Rabon City Clerk

City of Lancaster City Council Meeting August 9, 2022

TO: City Council

SUBJECT: Changing Election Date

INITIATED BY: Lancaster County Election Commission

PREPARED BY: City Clerk

Background: The Lancaster County Board of Voter Registration & Elections has decided to no longer conduct municipal elections in November of even numbered years for the City after the November 8, 2022 elections. This also includes any special elections to fill an unexpired term. The Board is willing though to conduct the elections for the City of Lancaster in November of odd number years along with Van Wyck, Kershaw, and Heath Springs on Municipal Election Day.

Municipal Election Day is a drive by the South Carolina Election Commission to hold all municipal elections in South Carolina on the Tuesday after the first Monday in the month of November of odd years. By standardizing municipal elections on odd years, the South Carolina Election Commission believes that this will reduce the drop off in the number of voters casting ballots as municipal offices will not appear at the bottom of the ballot below national and state races. It will also reduce overall voter fatigue as voters are accustomed to going to the polls in November.

If the City wishes to continue to have elections in November of even years, the City will be required to appoint a three member election commission, hire and train election workers (one clerk and three poll workers for each precinct), maintain our own voter registration book, secure polling locations, provide for a location for early voting, and purchase three election machines for each precinct and one tabulation machine for each precinct (we will not be able to use the County's machines as they will be in use for their elections).

If the City moves to have elections on odd number years, then the City will change the election schedules by passing an ordinance to shorten or lengthen the terms of all sitting Council Members.

The South Carolina Ethic Commission has issued an informal opinion that extending the term of office will result in an economic interest as the Council Member will be receiving additional monies from their extended service. Therefore, the Council Member will be required to recuse themselves from the vote.

A possible solution to this problem is for the Council to vote to suspend their pay during any extended service period.

<u>Financial:</u> If City elections are moved to odd number years there will be no additional cost to the City. If the City wishes to keep even year elections, then the City will need to spend over \$100,000

for machines, over \$5,000 for election workers every election year, and hire a fulltime employee to manage and supervise the election for an estimated yearly expense of \$75,000 for salary and fringe benefits.

<u>Policy Considerations:</u> Title 5, Chapter 15 of the State Code of Laws and Chapter 8 of the City Code of Ordinances.

Recommendations/Actions: Authorize staff to develop an ordinance to shorten terms of the sitting Council Members. The Mayor, District 1, 2, and 6 terms will expire in January 2026 with their election being held in November 2025. District 3, 4, and 5 terms will expire in January 2024 with their election being held in November 2023.

<u>Attachments:</u> Letter from the Lancaster County Board of Voter Registration & Elections, and the South Carolina State Ethic Commission Informal Opinion.



Registration and Elections Post Office Box 1809 Lancaster, SC 29721

Lancaster County Board of Voter Registration & Elections 101 N. Main St. Lancaster, SC 29720 June 9, 2022

City of Lancaster 216 S. Catawba St. Lancaster, SC 29720

City Councilmembers,

Lancaster County Board of Voter Registration & Elections will conduct the municipal elections for the City of Lancaster on Tuesday, November 8th,2022 as agreed upon during our meeting on February 17th,2022.

After the Canvass is complete, the Lancaster County Board of Registration and Elections will no longer assist with municipal elections in November of even numbered years.

Our plan is to conduct the elections for the City of Lancaster in November of odd numbered years along with Van Wyck, Kershaw, and Heath Springs on Municipal Election Day. We would also continue to run all special elections for the city.

Please let us know as soon as possible so we can begin to make plans for next year.

With Regards,

Lancaster County Board of Voter Registration & Elections

State of South Carolina State Ethics Commission

CHILDS C. THRASHER, CHAIR DONALD GIST, VICE CHAIR BRIAN M. BARNWELL SCOTT E. FRICK



AJ HOLLOWAY DON JACKSON BRANDOLYN THOMAS PINKSTON

201 EXECUTIVE CENTER DRIVE, SUITE 150 COLUMBIA, S.C. 29210 MEGHAN L. WALKER EXECUTIVE DIRECTOR

July 21, 2021

VIA ELECTRONIC MAIL ONLY

Jim Bradford York City Council jbradford@yorksc.gov

Re:

Informal Opinion Request

Dear Mr. Bradford:

Thank you for your request for an informal opinion from the State Ethics Commission (Commission). An informal opinion is the opinion of Commission staff, taking into consideration any applicable formal opinions, law, and/or judicial decisions. Please be advised that an informal opinion is not binding on the Commission. Additionally, the Commission's jurisdiction is limited to the applicability of the Ethics, Government Accountability, and Campaign Reform Act of 1991 (Act). This opinion is based solely on the facts relayed by you and does not supersede any other statutory or regulatory restrictions or procedures which may apply to this situation. A failure to disclose relevant information may void the opinion.

ISSUE

On July 9, 2021, you presented the following information, in relevant part:

Our seven member City Council voted 4 - 3 on Tuesday, July 6 of first reading in favor of the attached proposed City Ordinance which would postpone our regular City Council elections scheduled November 2, 2021 until reapportionment for all Districts can be done after receipt of the delayed Census Date on September 30, 2021. Second and final reading of the Ordinance will be on Tuesday, July [2]7.

The November elections are for District 1 (Council Member Steve Love), District 5 (Council Member Denise Lowry, and District 6 (myself - Council Member Jim

Bradford. Elections for Mayor and Council Districts 2, 3 and 4 do not occur until November 2023 and they are not postponed by the Ordinance.

Voting for the Ordinance were Members Love, Lowry and Bradford joined by Ed Brown, the Council Member from District 2 Ed Brown is not up for re-election until November 2023. Voting against the Ordinance were the Mayor, Mike Fuesser, who is a member of Council elected at large, Council Member for District 3, Marion Ramsey, and the Council Member for District 4, Stephanie Jarrett.

As you can see the Ordinance provides that during the period of postponement current Members in Districts 1 (Love), Five (Lowry) and 6 (Bradford) will continue to serve until th[eir] successor is named. Once special elections are held new members would be sworn in at the next regular Council meeting and they would serve for the remainder of the term which would have begun on January 1, 2022 and would end on December 31, 2025.

At a City Council workshop on April 20, reapportionment expert Dr. John Ruoff of Columbia told us that the rule of thumb for reapportionment was you do so if the largest district is 10% larger than the smallest. He indicated that Council could make the decision either way to postpone elections and reapportion as quickly as possible after the data was available, or to hold elections and then reapportion as quickly as possible. The decision was Council's to make.

With the Ordinance scheduled for second reading on Tuesday, July 27, those of us in Districts 1, 5, and 6 (indeed all Council members including the Mayor) want to know if State Ethics law would consider it a conflict of interest for those Members in Districts 1, 5, and 6 requiring recusal related to that vote. Each Council Member in the six Districts receives a salary of \$6,800 a year, which would continue for Council Members Love (D1), Lowry (D5) and Bradford (D6) after th[eir] term was suppose[d] to end on December 31, 2021 during the postponement period thereafter until new elections are held.

LAW

Section 8-13-700 states, in part:

- (A) No [public official] may knowingly use his official [office] to obtain an economic interest for himself, a family member, an individual with whom he is associated, or a business with which he is associated...
- (B) No [public official] may make, participate in making, or in any way attempt to use his [office] to influence a governmental decision in which he, a family member, an individual with whom he is associated, or a business with which he is associated has an economic interest. A [public official] who, in the discharge of his official responsibilities, is required to take an action or make a decision which affects an economic interest of himself, a family member, an individual with whom he is

associated, or a business with which he is associated shall:

- (1) prepare a written statement describing the matter requiring action or decisions and the nature of his potential conflict of interest with respect to the action or decision;
- (4) if he is a public official, other than a member of the General Assembly, he shall furnish a copy of the statement to the presiding officer of the governing body of an agency, commission, board, or of a county, municipality, or a political subdivision thereof, on which he serves, who shall cause the statement to be printed in the minutes and require that the member be excused from any votes, deliberations, and other actions on the matter on which the potential conflict of interest exists and shall cause the disqualification and the reasons for it to be noted in the minutes.

Section 8-13-100(11)(a) defines "economic interest," in relevant part, as:

an interest distinct from that of the general public in a purchase, sale, lease, contract, option, or other transaction or arrangement involving property or services in which a [public official] may gain an economic benefit of fifty dollars or more.

DISCUSSION

Based on the facts presented, voting to delay the election will result in your remaining on Council past your currently scheduled term and, in turn, receiving additional monies for your extended service. Commission staff believes this constitutes an economic interest requiring recusal from the July 27 vote. In order to comply with the Ethics Act, you should recuse yourself by following the instructions contained within Section 8-13-700(B), above.

In the alternative, the remaining unaffected members of Council (those not up for reelection in 2021) could vote to suspend the affected Council members' pay during any extended service period. If this occurred, the affected Council members would be permitted to take a subsequent vote on delaying the election because an economic interest would no longer be present. The procedures for this, and legality under laws other than the Ethics Act, should be discussed with the Council's attorney.

Thank you for contacting the Commission. If you have any questions or need anything further, please do not hesitate to contact me.

Sincerely,

Courtney M. Laster General Counsel

Courtney M. Justes

¹ This is assuming you receive no other financial benefits from your service aside from the \$6,800 salary.

Agenda Item VII.A

City of Lancaster City Council Meeting August 9, 2022

TO:

City Council

SUBJECT: INITIATED BY:

Premium Pay
Finance Director

PREPARED BY:

Finance Director

<u>Background:</u> The 2022-2023 City Budget has earmarked \$528,000 for Premium Pay for all active fulltime and parttime employees. The intent of the Premium Pay bonus is to reward the employees who maintained continuity of City operations during the pandemic.

Current employees who were employed before March 19, 2021 will receive Premium Pay of \$4,000, and those employees who were hired between March 19, 2021 and March 19, 2022 will receive \$2,000. This bonus will be paid in two equal installments and will not be considered part of their regular salary, hence not subject to PEBA retirement contribution.

The resolution authorizing Premium Pay states that the first payment will occur on or about August 19, 2022 and the second payment will occur on or about February 3, 2023. An employee must be active in order to receive their second payment

Financial: There are currently 117 employees that will receive the \$4,000 and 21 employees who will receive \$2,000 for a total of \$510,000. Of this amount \$408,000 will be from ARPA funding and \$102,000 will be from City reserves. Of the City reserves amount, \$62,000 will be from the General Fund, \$28,000 will be from Gross Revenue, and \$12,000 will be from Solid Waste.

Policy Considerations: ARPA Final Rule, FY 22-23 City Budget.

Recommendations/Actions: Approve Resolution R22-16.

<u>Attachments:</u> Resolution R22-16.

RESOLUTION R22-16

A RESOLUTION APPROVING PREMIUM PAY TO CERTAIN EMPLOYEES WITH AMERICAN RESCUE PLAN ACT FUNDS AND CITY RESERVE FUNDS, AND DECLARING THAT SUCH PAY IS A LUMP SUM PAYMENT PAID IN TWO EQUAL INSTALLMENTS AND NOT PART OF THE REGULAR SALARY BASE

WHEREAS, American Rescue Plan Act (ARPA) Local Fiscal Recovery Funds may be used to provide premium pay to eligible workers performing essential work during the COVID-19 public health emergency; and

WHEREAS, the City of Lancaster, South Carolina (the Municipality), intends to provide premium pay to certain employees of the Municipality with ARPA funds and City reserve funds; and

WHEREAS, the employees eligible for premium pay are set forth on Exhibit A and Exhibit B hereto; and

WHEREAS, the Lancaster City Council hereby declares that such employees are eligible for premium pay; and

WHEREAS, the South Carolina Public Benefit Authority (PEBA) has notified local governments in South Carolina that "South Carolina Code § 9-10-20 states that '[p]ayments for unused sick leave, single special payments at retirement, bonus and incentive-type payments or any other payments not considered a part of the regular salary base are not compensation for which [retirements] contributions are deductible. Retirement contributions are not required to be deducted from ARPA 'premium pay' payments as long as the payment is remitted as a one-time, lump sum payment"; and

WHEREAS, PEBA has further stated that if a municipality elects to allocate premium pay on an installment bases, so long as it is not a permanent change in base bay, the payment is not subject to retirement contributions; and

WHEREAS, the Lancaster City Council now desires to approve premium pay to the designated employees, using ARPA funds and City reserve funds, and to declare that such payments are to be a lump sum payment paid in two equal installments.

NOW THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of Lancaster, South Carolina, in Council assembled the following:

Section 1. The Municipality hereby approves premium pay to the employees shown in Exhibit A and Exhibit B hereto.

Section 2. The Municipality intends and hereby declares that such premium pay is a lump sum payment paid in two equal installments with the first payment occurring on or about August 19, 2022, and the second payment occurring on or about February 3, 2023; and that such pay is not to be considered a part of the employees' regular salary base; and that, pursuant to the PEBA guidance, the Municipality is not obligated and does not intend to withhold retirement

contributions from such pay. The Council acknowledges that, as a result, such premium pay will not be included in determinations of final compensation for retirement benefits.

Section 3. Exhibit A are those fulltime and parttime employees, who are currently employed with the Municipality and were hired before March 19, 2021, and hence shall be entitled to premium pay of \$4,000.

Section 4. Exhibit B are those fulltime and parttime employees, who are currently employed with the Municipality and were hired between March 19, 2021 and March 19, 2022, and hence shall be entitled to premium pay of \$2,000.

Section 5. An eligible fulltime and/or parttime employee must be an active employee with the Municipality in order to receive the second and finial premium pay installment.

Section 6. The City Administrator is hereby authorized and directed to provide such additional documentation, assurances, or certifications as may be required by the United States Government, the State of South Carolina, or PEBA in order to carry out the purposes of this resolution.

DONE IN MEETING ASSEMBLED on the 9th day of August 2022, and to become effective August 9, 2022.

	Yeas Nays
Requested by:	
Finance Director	
	T. Alston Devenny, Mayor
Approved as to Form:	
Mitch Norrell, City Attorney	Tracy Rabon, Municipal Clerk

EXHIBIT A

Employee #	Name	Position
0647	Jarred Hagins	Utility Worker I
0678	Andrea Coleman	Associate Municipal Judge
0718	Charles Dwayne Davis	Police Captain-Administration
0729	Tony Gainer	Fire Captain
0743	Tom Lever	Fire Marshal
0835	Kenneth Sims	Field Supervisor
0859	Jeffrey Phillips	Utility Worker III
0860	Jeffrey Wemes	Equipment Operator II
0863	Steven Duncan	Utility Worker III
0867	Louis Streater	Building & Zoning Director
0876	Marcus Cureton	GIS Coordinator
0888	Don Reid	Sanitation Worker
0890	Cammie Heath	Court Administrator
0892	Jason Laney	Fire Captain
0893	Michael Todd Duncan	Fire Lieutenant
0907	Danny Deese	Fire Captain
0908	David Melton	Training Officer
0916	Timothy Harper	Risk & Safety Manager
0926	Rasheda Bryant	Administrative Support Specialist
0937	Jacisual Tinsley	Utility Worker II
0966	Matthew Berry	Sanitation & Maintenance Ops. Dir.
0971	Kirk Rendell Mingo	Public Works Director
0979	Justin McLellan	Fire Chief
0980	Brian Small	Interim Police Chief
3001	Brandon Thompson	Firefighter 2
3006	Kyle Sims	Fire Lieutenant
3023	David Sullivan	Equipment Operator III
3024	Devin Stevenson	Building & Zoning Compliance Officer
3030	Ronda Parker	Lead Associate Municipal Judge
3052	Waltonya Pinderaus McGriff	Transfer Station Supervisor
3054	Carolyn Funderburk	Administrative Assistant
3072	Benjamin Rowell	Engineer
3089	Justin Lowery	Senior Wastewater Mechanic
3122	Karen Proctor	Business License Specialist
3127	Stanley Green	Equipment Operator III
3130	Thomas Hagwood	Engineer
3131	Pratt McIlwain	Utility Worker II
3134	Paul Steven Carnes	Vehicle Mechanic
3141	Clifford Tidwell	Custodian
3150	Donald Sims	Crime Scene Investigator

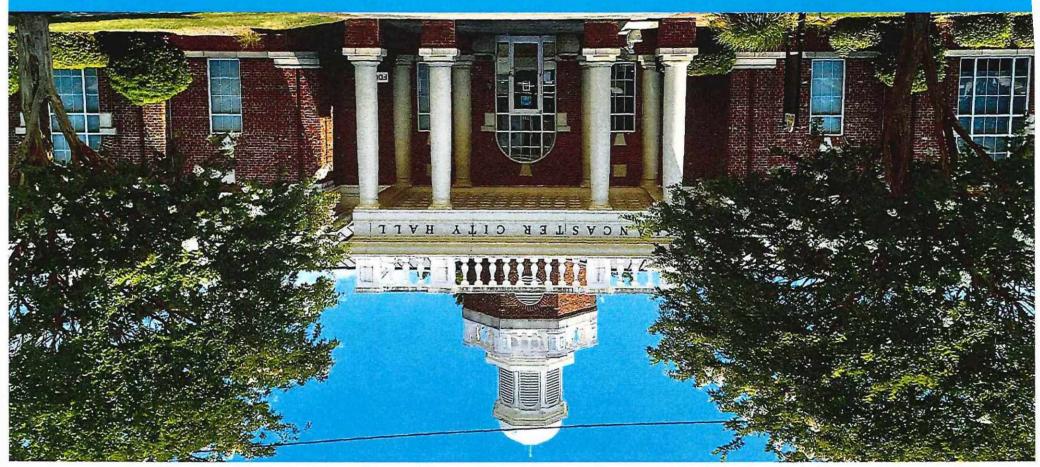
3156	Matthew Harris	Fire Lieutenant
3176	Teresa Cunningham	Custodian
3184	Tracy Rabon	City Clerk
3188	Simon Catoe	Firefighter 2
4001	Darrell Knox	Equipment Operator III
4007	Gregory Sims	Firefighter 1
4009	Jonathon Carnes	Garage Supervisor
4015	Doreen Samuel	Telecommunication Officer
4025	Chantel Johnson	School Resource Officer
4042	Earl Gainey	FOG Coordinator
4043	Donald Ledford	Wastewater Treatment Plant Dir.
4045	Dianne Pitmon	Municipal Court Clerk
4047	Robert McClellan	Code Enforcement Officer
4071	Sherry Ellis	Utility Billing Operations Manager
4079	Paul Knight	Patrol Lieutenant
4083	Angela Roberson	Human Resources Director
4084	Darnisha Howze	School Resource Officer
4087	Quentin Garrison	Utility Worker III
4093	Nathan Chesser	Equipment Operator III
4095	Tressie Barber-Thompson	Assistant Finance Director
4097	Stephen Osteen	Equipment Operator III
5004	Steven Hutfles	City Administrator
5007	Daniel Faulkenberry	Engineer
5014	Theojakarya Price	Utility Worker II
5016	Ervin Boone	Firefighter 1
5038	Andrew Plyer	Firefighter 1
5040	William Chad Channell	Wastewater Systems Operator
5041	Tinequa Culp	Parttime Telecommunication Officer
5048	Billy May	Equipment Operator III
5052	Fred Mahaffey	Equipment Operator III
5024	Brandon Hinson	Patrol Lieutenant
5056	Angela Griffin	Telecommunication Officer
5059	Brandon Roberts	Firefighter 1
5060	Michael Gardner	Telecommunication Officer
5064	Shaquelle Sharperson	School Resource Officer
5065	Scotty Steen	Patrol Sergeant
5074	Amanda Jackson	Telecommunication Officer
5080	Ashley Taylor	Patrol Lieutenant
5084	Kohlman Whitfield	Firefighter 1
5085	Dakota Barton	Firefighter 2
5086	Kendra Maloney	Victims Advocate/Admin. Assistant
5097	Noland White	Equipment Operator III
5104	Andrew Porte'	Firefighter 1

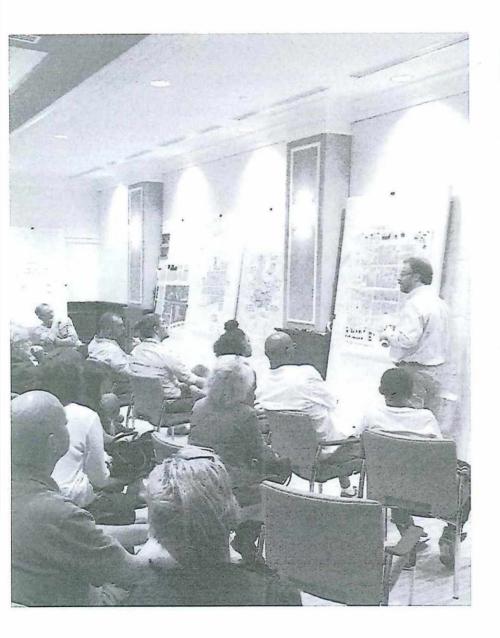
5105	Dannyelle Hough	Telecommunication Officer
5119	Jonathan Purcaro	Detective Sergeant
5123	Jeremy Sims	Fire Lieutenant
5130	Johnsie Blythe	Customer Accounts Clerk
5137	Pawel Sojka	Patrol Sergeant
5140	Shanta' Lewis	Scale House Attendant
5143	Thomas James	Garage Supervisor
5144	James Whitaker	Police Captain-Patrol
5145	Garrett Ingram	Firefighter 1
5146	Brandon Smith	Utility Worker I
5148	Grant Sellers	Firefighter 1
5151	Dedric Thompson	Utility Worker I
5155	Slawomir Piotrowski	Firefighter 1
5156	Linda Michelle Noon	Customer Accounts Clerk
5161	Rudolph Schmidt	Parttime Wastewater Systems Oper.
5165	Rolajuwon Harris	Equipment Operator I
5167	Yale Zamore	Parttime Associate Municipal Judge
5169	Jonathon Fauser	Equipment Operator I
5170	Katlyn Starnes	IT Technician
5171	Robert Miller	Patrol Sergeant
5172	Denise Washington	Parttime Associate Municipal Judge
5174	Lawrence Watson	Custodian
5175	William Witherspoon	Utility Worker I
5181	Melissa Izzard	Interim IT Director
5189	Steven Goings	Patrol Corporal
5202	James Threatt	Vehicle Mechanic 3
5204	Vernon Mills	Patrol Corporal
5207	Jeffrey Scott Williamson	Detective Sergeant
5208	John Chris Prince	Patrol Corporal
5209	Leslie Miller	Detective Sergeant
5211	Kyle Brogden	Traffic Enforcement Officer
5213	Daniel Howard	Violent Crime Investigator
5214	Lee Lewis	Narcotics Investigator
5218	James Belk	Utility Worker I

EXHIBIT B

Employee #	Name	Position
5222	William Byrd	Equipment Operator I
5223	Jamie Lawhorn	Meter Technician
5227	Stephen McDaniel	Utility Worker I
5228	Jeanne Gardner	Parttime Associate Municipal Judge
5230	Matthew Faile	Patrol Corporal
5231	Marshall Coley	Firefighter 1
5234	Derek Willis	Patrol Officer
5237	Christopher Haire	Utility Worker II
5239	Julie Hinson	Telecommunications Officer
5240	Steven Rice	Patrol Lieutenant
5242	Lauren Brock	Opioid Taskforce Officer
5244	Jeremy Snipes	Firefighter 1
5245	Matthew Jones	Patrol Corporal
5246	Jessica Roberts	Administrative Assistant
5250	Mike Gaskin	Parttime Wastewater Systems Oper.
5251	Mason Benton	Vehicle Mechanic
5254	Codie Catoe	Firefighter 1
5255	Thomas Kirk Medlin	Finance Director
5256	Leigh Adams	Work Order/Cemetery Specialist
5257	Natalie Miles	Records Clerk II
5258	Bridget Sims	Telecommunications Officer

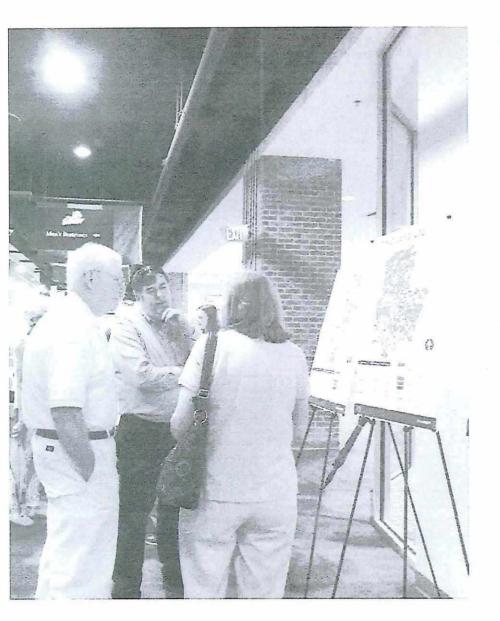
Comprehensive Plan City of Lancaster





BENCHMARK PLANNING

- Established in 1982
- National Experience
- Placemaking / Urban Design
- Comprehensive Planning
- Economic Development
- Land Use Regulation



RELEVANT EXPERIENCE

Over 400 Similar Plans & Projects

North Carolina, South Carolina,
 Virginia, West Virginia, Missouri,
 Texas, Arkansas, Indiana, New
 Mexico, Iowa, and Florida

Recent South Carolina Experience

 Aiken, Beaufort, Chapin, Columbia, Colleton County, Dillon, Lancaster County, Myrtle Beach, Oconee County, Richland County, Seneca, Van Wyck, Walterboro, and York County.

PURPOSE OF THE PLAN

- Community-based vision for the future
- Guide for land use, redevelopment, and growth
- Guide for capital investments and community initiatives
- Compliance with the Comprehensive Planning Enabling Act of 1994
 - Ability to administer Zoning and Development Regulations
 - Ability to administer Development Impact Fees
- Opportunity to coordinate growth areas with the County's Plan
 - Lancaster County is updating their Comprehensive Plan

OVERVIEW OF THE PROCESS

- 12 months process from October '22 to September '23
- Background Research
- Comprehensive Plan Workshops with the Planning Commission (x4)
- Public Engagement
 - Project website and online survey
 - Initial Public Drop-in Meetings (at 3 locations)
 - Public Drop-in Meeting to review draft (at 3 locations)
- Adoption Process

Scope of Services

The following general scope of work and timeline will serve as the basis for the process of developing the Comprehensive Plan:

TASK ONE - COMPREHENSIVE PLAN WORKSHOP #1 (Begin October 2022)

Meet with City staff and Planning Commission.

Review and finalize project schedule and overall objectives.

Discuss survey content and background information to be collected.

TASK TWO - CONDUCT SURVEY AND BACKGROUND RESEARCH (November 2022)

Benchmark to create a project website with a URL specific to the project.

Digital community survey posted on project website and the City's website (open for 30 days). Conduct background research for the Plan.

TASK THREE - COMPREHENSIVE PLAN WORKSHOP #2 (December 2022)

Review the survey and background research with the Planning Commission.

Discuss key issues/themes, concepts, and development scenarios to be included in the draft Plan.

TASK FOUR - PUBLIC INPUT MEETINGS (x3 Locations January / February 20223)

Public meetings to receive input on the key issues / major themes to be included in the plan.

TASK FIVE - COMPREHENSIVE PLAN WORKSHOP #3 (March 2023)

Develop a working draft of the Plan and review with the Planning Commission.

TASK SIX - COMPREHENSIVE PLAN WORKSHOP #4 (April 2023)

Continue review of the draft Plan with the Planning Commission (if a second workshop is needed).

TASK SIX - PUBLIC INPUT MEETINGS (x3 Locations in the City) (May / June 2023)

Public meetings to receive input on the draft Plan and major recommendations.

TASK SEVEN - COMPREHENSIVE PLAN WORKSHOP #4 (July 2023)

Prepare the revised Plan and review with the Planning Commission.

TASK EIGHT - ADOPTION PROCESS (August / September 2023)

Planning Commission formal recommendation on the Comprehensive Plan.

City Council public hearings/readings to adopt the Comprehensive Plan.