



## **The City of Lancaster Mission Statement**

**The City of Lancaster will serve the needs of our citizens for a safe and healthy environment to live, work and play by providing high-quality, cost-effective services in the areas of public safety; public water, sewer, and solid waste utilities; and public administration. We will identify and respond to community needs and focus on the citizen / customer through:**

- ✦ Using strategic planning.**
- ✦ Creating and maintaining effective partnerships.**
- ✦ Attracting and retaining skilled, motivated, and caring employees.**

## **Our Vision as a City**

**The City will strive for a balance between small town charm and large city benefits. We will partner with citizens and businesses to make this a community of choice for living, working, and leisure activities.**

#### ◆ Court Services

The Municipal Court Department operates the Municipal Court for the City of Lancaster. This court handles criminal matters that are not General Sessions offenses. Examples of cases heard in the Municipal Court include First Offense DUI, speeding, assault and battery, and disorderly conduct. They also hold Livability Court, which addresses quality of life issues, such as housing code violations, fraudulent check cases, parking tickets, animal complaints, etc. Civil cases are not tried in this court.

#### ◆ Human Resources

The Human Resources Department recruits, screens, and hires employees and is responsible for performance evaluations, benefits management, employee relations, and employment law compliance. This department researches, plans, and makes recommendations on future needs relating to benefits administration, policy development, pay and classification, and job skills. They maintain current data on City employees and coordinate employee assistance, awards, and health and wellness programs. Payroll is also a part of the HR department. This department also handles Risk/Safety Management.

#### ◆ Administration

The City Administration Department handles purchasing bids and contracts, Federal and State grant administration, liability and municipal property insurance, and a variety of related administrative functions. The See Lancaster, Events, and Marketing & Development group also falls under this department.

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The City of Lancaster exists solely to serve our citizens. While residents do pay City taxes, they receive enhanced services unavailable outside the City. City residents benefit from cost savings on items ranging from water rates to insurance rates. Of course, City taxes are deductible from State and Federal taxes.

If you have any questions or comments, please contact us at (803) 283-2489; via mail to Post Office Box 1149, Lancaster, South Carolina 29721-1149; or visit our website at [www.lancastercitysc.com](http://www.lancastercitysc.com). We look forward to continuing to be of service to all our City residents.

01/01/2024



The City of Lancaster is proud to provide the best in service to our citizens. Our employees, whether they serve in a public safety, public works, utility service, or administrative function, constantly strive to provide you with the very best service possible.

The City of Lancaster functions under the Council form of government. Citizens elect a City Council member to represent their district, as well as the Mayor of Lancaster. These seven citizens are the policy and decision making body for all matters relating to the City of Lancaster. The City Council appoints a City Administrator to carry out their decisions and to oversee the daily operations of the City. The City Administrator supervises several department heads to see that the directives of the City Council are carried out.

Some of the many services provided to city residents include:

◆ **Law Enforcement**

The Lancaster Police Department consists of 50 full time employees. A 24-officer Patrol Division maintains a constant patrol of the City and is ready to respond to any emergency call. There are also Police Reserve officers on staff. Other department personnel provide specialized services, such as investigative officers, victims' advocate officer, K-9 officer, School Resource Officer, 911 telecommunications, and other supervisory staff functions. The Lancaster Police Department is a Community Policing department. There is also an active Police Cadet Program for ages 14 to 20.

◆ **Fire Protection**

The Lancaster Fire Department consists of 26 full-time firefighters and 15 volunteer firefighters. The department has modern equipment, including four Class A pumpers, one 102' aerial platform truck, duty rescue truck, one brush truck, and three specialized response trailers (trench rescue, hazardous materials, and one containing an all-terrain rescue vehicle). As the Lancaster Fire Department is the only combination department in the County, City residents enjoy the substantial insurance savings associated with coverage by a career fire department with an ISO rating of Class Two (2). All firefighters are also emergency medical first responders and serve our citizens at medical emergencies, as well as fire emergencies.

◆ **Building Codes and Zoning**

The Building and Zoning Department consists of a Building Official, Code Enforcement Officer, and Administrative Assistant. This staff insures that buildings in the City are built to meet the applicable code requirements and that existing buildings are maintained appropriately. Our staff stands ready to work with our citizens, developers, and contractors. Our "one stop shopping" philosophy has proven effective in minimizing developer concerns when considering development within the City limits. The department has responsibility for all construction code related activity, zoning, subdivisions, storm drainage and flood prevention, business licenses, hospitality tax, sign installation, landscaping, yard sale permits, and other license/permit activity.

◆ **Utility and Street Services**

The Public Works Department provides water, wastewater collection, residential and commercial garbage, and street maintenance services. The City of Lancaster purchases water from the Lancaster County Water and Sewer District water plant on the Catawba River. The City receives up to 3,000,000 gallons of water per day from this plant. The water distribution system consists of two 500,000-gallon aboveground water storage tanks and approximately 120 miles of water main.

◆ **Solid Waste Services**

The Solid Waste Department handles residential and commercial garbage and operates a transfer station to handle transportation of garbage to a suitable landfill site. The City uses rollaway containers for the convenience of citizens. The City also operates loaders and containers to pick up yard debris and large items left at the curb. The Street division handles routine street and traffic sign repairs and works to keep our highway rights-of-way maintained and litter-free.

◆ **Wastewater Treatment Services**

The City of Lancaster owns and operates a wastewater treatment plant, which discharges into the Catawba River. This plant has been in continuous service since 1951 and was upgraded in 1995. The plant has a permitted capacity of 5,750,000 gallons per day, a structural capacity of 7,500,000 gallons per day and meets applicable DHEC guidelines. The wastewater system consists of approximately 125 miles of wastewater mains, thirteen pump stations at strategic locations, and is currently undergoing an upgrade.

◆ **Financial Services**

The Finance Department handles all revenue coming in from taxes, bills, fees, or other incomes sources. It handles billing for utility services and payment of bills for services rendered to the City.

◆ **IT Data Security**

The IT Department handles all electronic data information coming in and going out from city. The 2-person team handles all maintenance and computer issues associated with devices in all the departments citywide.



## CITY COUNCIL

Mayor T. Alston DeVenny  
Council Member-Jacquelyn Harris - Mayor Pro Tempore  
Council Member-Octavia Jones  
Council Member-Ronald Sowell  
Council Member-Kenneth Hood  
Council Member-Tomonica Marsh  
Council Member- Hazel Taylor

## 2024 CITY COUNCIL MEETING SCHEDULE

January 9	July 9
January 23	July 23
February 13	August 13
February 27	August 27
March 12	September 10
March 26	September 24
April 9	October 8
April 23	October 22
May 14	November 12
May 28	November 26
June 11	December 10
June 25	

Council meetings begin at 7:00 p.m.

## ADMINISTRATION

Steven Hutfles, City Administrator  
Tracy Rabon, City Clerk



# Welcome

## TO YOUR CITY COUNCIL Meeting

City Hall  
City of Lancaster  
216 South Catawba Street  
Lancaster, South Carolina 29720  
803-283-CITY  
[www.lancastercitysc.com](http://www.lancastercitysc.com)

02/01/2024

## WELCOME

I would like to take this opportunity to welcome you to this meeting of our City Council. It is always nice to have citizens attend our meetings so they may see firsthand their local government at work. We encourage your participation to help assess what we are doing right, what we need to improve upon, and what we need to be working on. City Council is here to serve you; therefore, citizen input is vital to help us serve effectively.

Once again, welcome, and it is a pleasure to have you with us this evening.

*J. Alston DeVenny*

Mayor  
City of Lancaster

## CITY COUNCIL MEETINGS

The City Council of Lancaster, South Carolina, meets on the second and fourth Tuesday of every month. The meetings begin at 7:00 p.m. and are held at City Hall, 216 South Catawba Street, in Lancaster. The Mayor may call special meetings as needed. All meetings are open to the public and are announced through our local news media.

## WHAT'S ON THE AGENDA

At every City Council meeting, there is an opportunity for citizens and employees to comment on issues they feel should be brought to the attention of Council. This is followed by Special Presentations, Information Items (may include a motion if Council action is warranted), Ordinance

Readings, Resolutions, Correspondence from the City Administrator, and Executive Sessions. These matters are placed on the agenda as needed and each of these agenda items may not occur at all meetings.

## IF YOU WOULD LIKE TO SPEAK TO COUNCIL

*Please see the City Clerk to sign the speaker's list to address Council during the Citizen's Comments portion of the meeting.* You may sign the list at the Council meeting, or you may call the City Clerk at 286-8414 and ask to be placed on the list to speak to Council at a particular meeting. Only City employees may speak during the Employee Comments section of the meeting and employees must sign a speaker's list as well. You are reminded that personnel matters MAY NOT be addressed during this time. If a speaker would like to address a personnel issue, please contact the City Administrator or the Mayor in advance to arrange to be heard by Council. Speakers are also asked to keep their comments brief and to the point, so all speakers may be heard. Council has the authority to impose time limits on speaking and limit comments to City residents in order to insure the Council meeting proceeds in a timely manner.

If you have any questions or comments about this, or any other Council meeting, you may contact the Mayor or your Councilmember at Post Office Box 1149, Lancaster, South Carolina 29721-1149 or by calling 283-CITY (803-283-2489) and leaving a message. You may call the City Clerk at 283-2489 if you desire to write a member of Council at their residence and need an address. Your City Council, along with the entire City staff, stands ready to respond to your concerns.



## 2024 City Council Meeting Schedule

Work Session – January 9	Regular Meeting – January 23
Work Session – February 13	Regular Meeting – February 27
Work Session – March 12	Regular Meeting – March 26
Work Session – April 9	Regular Meeting – April 23
Work Session – May 14	Regular Meeting – May 28
Work Session – June 11	Regular Meeting – June 25
Work Session – July 9	Regular Meeting – July 23
Work Session – August 13	Regular Meeting – August 27
Work Session – September 10	Regular Meeting – September 24
Work Session – October 8	Regular Meeting – October 22
Work Session – November 12	Regular Meeting – November 26
Work Session – December 10	

City Council  
City of Lancaster

**Note: All meetings start @ 7:00 PM**  
216 S. Catawba St., Lancaster, SC



## 2024 Holiday Schedule

<u>Holiday</u>	<u>Actual Holiday</u>	<u>Observed Holiday</u>
New Year's Day	Monday, January 1	Monday, January 1
Martin Luther King Day	Monday, January 15	Monday, January 15
Easter Sunday	Sunday, March 31	Monday, April 1
Memorial Day	Monday, May 27	Monday, May 27
Juneteenth	Wednesday, June 19	Wednesday, June 19
Independence Day	Thursday, July 4	Thursday, July 4
Labor Day	Monday, September 2	Monday, September 2
Thanksgiving Day	Thursday, November 28	Thursday, November 28
Day after Thanksgiving	Friday, November 29	Friday, November 29
Christmas Eve	Tuesday, December 24	Tuesday, December 24
Christmas Day	Wednesday, December 25	Wednesday, December 25
Day after Christmas	Thursday, December 26	Thursday, December 26

City Council  
City of Lancaster



# 2024

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**Payroll End Date**

**Pay Date**

**Holiday Observed**