

Lancaster County Council Public Safety Committee

Tuesday, September 13, 2016

County Council Conference Room
Council Administration Building
101 N. Main Street
Lancaster, SC 29720

1. **Call to Order – Committee Chair Steve Harper** 8:00 a.m.
2. **Approval of the agenda** *[deletions and additions of non-substantive matters]*
3. **Minutes of the August 9, 2016 – pgs.2-4**
4. **Citizens Comments**
5. **Discussion / Action Items**
 - a. Body cameras. *Sheriff Faile – pg. 5*
 - b. Next steps in the County's budgeting strategy. *Kimberly Hill – pg. 6-14*
6. **Adjournment**

Anyone requiring special services to attend this meeting should contact 285-1565 at least 24 hours in advance of this meeting.

Lancaster County Council Public Safety Committee agendas are posted at the Lancaster County Administration Building and are available on the Website: www.mylancastersc.org



*Members of Lancaster County Council
Public Safety Committee*

Steve Harper District 5, Chairman

Bob Bundy, District 3

Larry McCullough, District 1

DEFINITION

Minutes of the Lancaster County Council Public Safety Committee Meeting

101 N. Main Street, Lancaster, SC 29720

Tuesday, August 9, 2016

Council Members present were Steve Harper, Bob Bundy and Larry McCullough. Also present was Steve Willis, Debbie Hardin, John Weaver, various Department Heads and spectators. A quorum of the Lancaster County Public Safety Committee was present for the meeting.

The following press was notified of the meeting by e-mail or by fax in accordance with the Freedom of Information Act: Lancaster News, Kershaw News Era, The Rock Hill Herald, Fort Mill Times, Cable News 2, Channel 9 and the local Government Channel. The agenda was also posted in the lobby of the County Administration Building the required length of time and on the county website.

Call to Order

Chairman Steve Harper called the meeting to order at 8:00 a.m.

Approval of the agenda

Larry McCullough moved to approve the agenda as written. Passed 3-0.

Minutes of the Minutes of the July 12, 2016 meeting

Larry McCullough moved to approve the minutes of the July 12, 2016 meeting. Passed 3-0.

Citizens Comments

There were no citizens that spoke.

Discussion / Action Items

Sheriff's Office Body Camera Grant

Sheriff Faile distributed information regarding body cameras, attached as schedule A.

Councilman Bundy mentioned that a citizen donated \$50,000 to the Sheriff's Office for the use of body cameras.

The Sheriff explained that we have ownership of the data and it would be submitted into evidence and kept as we do all other evidence. The data will be erased every 14 days. We would only keep known event data.

Larry McCullough moved to recommend favorably to full Council. Passed 3-0.

Update on Fire Truck purchases

Chairman Harper stated that he was concerned that Rich Hill is not getting any new fire trucks in the purchase, but that the estimated \$250,000 that would come from the sale fire apparatus was to go to the Rich Hill building expansion. He is concerned that when it comes to Council that money would go to something else. He is also apprehensive with the legal aspects of transferring ownership in the building to the County and wanted to make sure that the Rich Hill Fire members understood the process.

Chairman Harper replied that the legal aspects would need to go through the county attorney.

Darren Player, Emergency Management/Fire Rescue Director and Leonard Sims, Rich Hill Fire Chief was present for the meeting. Mr. Player explained that he has informed Rich Hill that if County money were spent on the building then the building would need to belong to the County. Chief Sims noted that he had met with all the members of the fire department and they approved deeding it over to the county as long as when it was paid off it would be deeded back to the fire department.

Mr. Player updated Council on the sale of the fire trucks and hoped to have the building started next summer. He further mentioned that the sale of the apparatus and the building of the structure would go through the procurement process. Approval to spend the funds once received on the sale of apparatus would come back to Council for formal approval.

Councilman Bundy requested that in the future the process for Fire Commission would be to prioritize stations with the greatest need.

Councilman McCullough asked about a time frame for the Fire Service five-year plan. Mr. Player stated it would be about a year, mid-2017. He also noted that Communications, Coroner and EMS develop or refresh plans.

Mr. Player updated Council on the Zika virus and discussed the York County case. He noted that Gaffney has their own truck and system and can stray for mosquitos. Councilman Harper requested that Mr. Player contact Gaffney in case we need assistance should there be a mandate for spraying in Lancaster County.

Adjournment

Larry McCullough moved to adjourn. Passed 3-0.

Respectfully Submitted:

Approved by the Public Safety Committee

Debbie Hardin
Clerk to Council

Steve Harper, Chairman

Agenda Item Summary

Ordinance # / Resolution#:	Discussion Item - Grant
Contact Person / Sponsor:	Barry Faile/ Steve Willis
Department:	Sheriff/ Admin
Date Requested to be on Agenda:	September 13, 2016

Issue for Consideration:

Revisit the Body camera grant from the state.

Points to Consider:

The Department of Public Safety has offered a \$186,267 grant to cover the initial cost of providing our deputies with body cameras.

As Council is aware, these are required under state law when the state provides funding.

Funding and Liability Factors:

The grant is \$11,980 short of the needed amount. We will have to make up that difference locally.

The grant covers one time costs for the start-up as well as recurring costs. Those are mainly for data storage.

It does not include an employee what would be needed to archive the huge amount of data and handle segments needed for court or FOIA request.

Council Options:

Approve or reject the grant.

Staff Recommendation:

Approve.

Committee Recommendation:

Previously the Committee recommended favorably.

Agenda Item Summary

Ordinance # / Resolution#:

Contact Person / Sponsor: Kimberly Hill

Department: Finance

Date Requested to be on Agenda: September 13, 2016

Issue for Consideration:

Next steps in the County's budgeting strategy

Points to Consider:

The budget process has been improving over the last several years, but there is more we can do to make better, more educated decisions using data.

I have reviewed best practices and observed our current processes. Based off of the information gathered, I have combined the two to come up with a feasible and achievable 5 year plan. This plan is meant to elevate how we are currently budgeting and will require work from Council, departments, and Finance.

The background information as well as the steps of this plan are outlined in the PowerPoint provided.

Funding and Liability Factors:

There will be no immediate funding requirements. There will be some funding needed in later years in order for the plan to be successful.

Council Options:

For information only.

Recommendation:

None.



BUDGETING

WHERE DO WE WANT TO GO?





BEST PRACTICES

- Budgeting should be the link between planning and results
- Incorporate a long-term perspective
- Links the budget to broad organizational goals
- Focuses budget decisions on results and outcomes
 - Return and ask, did we get where we wanted to go?
 - Make adjustments to achieve goals
- Promotes communication with stakeholders
- Provides incentives to government management and employees

BEST PRACTICES: THE BUDGET CYCLE

Planning

- Stakeholder Input
- Long term Planning
- Short term goals

Evaluation

- Financial Reporting
- Performance Reporting

Preparation

- Research & Requests
- Staff Review

Administration

- Implementation
- Monitoring

Adoption

- Proposed budget
- Legislative review

CURRENT PROCESS AREAS OF SUCCESS

- Planning
 - CIP is being finalized
 - Strategic Plan updated
- Preparation
 - Budget request process has become smoother
 - Budget Calendar
 - Short term trend analysis being used
- Budget Review
 - Committee involvement on the front-end and full Council Workshop on the back-end

CURRENT PROCESS AREAS OF IMPROVEMENT

- Planning
 - Strategic planning
 - Long-term Financial Planning
- Preparation
 - Citizen input
 - Priority setting
 - Staff involvement and understanding
- Evaluation
 - The missing link
 - Objective evaluation
 - Methods being used
 - Data Sources
 - Results reporting and recommendations for improvement

NEXT STEPS: 5 YEAR PLAN

FY2016-2017: The Kickoff

- Governing body should set priorities early on in the process
- Budget Workshop with Full Council at the start
- Budget Analyst will offer trainings on the budget process
- Particularly important for new staff
- Begin having departments report performance measures by fiscal year, not calendar year
- Have departments report quarterly performance data to the Budget Analyst

FY2017-2018: Strategic Planning

- Organization-wide strategic plan either revamped or redeveloped
- Citizen Survey to assist in development
- Departments create 5 year business plans aligning to the finalized strategic plan

NEXT STEPS: 5 YEAR PLAN

FY2018-2019: Performance Measure Development (may need another analyst or staff member to help)

- Continue development of the 5 year plans
- Review current performance measures for accuracy and effectiveness
- Work with departments to develop measures that tie back to their 5 year plans
 - Review data sources, methodology, analysis
 - Training will be necessary, possibly a consultant

FY2019-2020: Performance Measure Development & Reporting

- Work with departments to develop measures that tie back to their 5 year plans (continued)
- Develop new format for performance reporting to Council

FY2020-2021: Full Implementation

- Use full year of performance data to make data-driven decisions in the budgeting process
- Make Adjustments as necessary



SUMMARY

- The approach to budgeting will impact results
- Best practice is performance budgeting
- The budget should be considered a policy document; a “final page” to the strategic plan
- Deliverables: a revamped budget process that will allow for data driven decisions