

**CITY OF TRAVELERS REST
COUNCIL MEETING COMMITTEE AGENDA
Monday May 11, 2020 – 5:00 P.M.**

The City has implemented changes to our Public Meetings due to COVID-19. We invite the public to join us by the means listed below:

Join the Zoom Meeting by smart phone, tablet or computer by following this weblink:
<https://us02web.zoom.us/j/6906093523> Meeting ID: 690 609 3523

- 1. Call to order, Mayor Amidon**
- 2. Approval of Budget Workshop Minutes** all members April 30, 2020
- 3. Approval of non-Committee item minutes** - Section 5. Misc Matters
- 4. Public Works Committee**
Committee members: Kelly Byers, Jeff George and Sara Gilstrap
 - a. Roll Call Chair Byers
 - b. Approval Public Works Committee minutes April 6, 2020
 - c. Review Public Works Report for April
- 5. Public Safety Committee**
Committee members: Rick Floyd, Jeff George, Harvey Choplin, Kelly Byers and Brantly Vest
 - a. Roll Call Chair Floyd
 - b. Approval of Public Safety minutes April 6, 2020
 - c. Review Public Safety Reports for April
 - Fire Department
 - Police Department
 - Building permits
 - Municipal Court
- 6. Planning and Development Committee**
Committee members: Brantly Vest, Grant Bumgarner, Kelly Byers, Harvey Choplin and Shaniece Criss

a. Roll Call Chair Vest

b. Review Planning and Development Report for April & May

Sign Regulation memo Director St John

7. Ways and Means

Committee members: Grant Bumgarner, Harvey Choplin, Rick Floyd, Jeff George and Shaniece Criss

a. Roll Call Chair Bumgarner

b. FY 2020-2021 Operating Budgets

c. Rate Fee Schedule

d. Annual General Obligations Bond-GO Bond

e. Master Lease

8. Miscellaneous Matters

Administrative Update

9. Adjournment, Mayor Amidon

CITY OF TRAVELERS REST
City Council Budget Workshop FY 2020-2021 Minutes
Thursday April 30, 2020 – 5:00 P.M.

The City has implemented changes to our Public Meetings due to COVID-19. We invite the public to join us by the means listed below:

Join the Zoom Meeting by smart phone, tablet or computer by following this weblink:
<https://us02web.zoom.us/j/6906093523> Meeting ID: 690 609 3523

The following members were present by Zoom video conference: Brandy Amidon, Mayor, Harvey Choplin, Mayor Pro-Tempore, Grant Bumgarner, Shaniece Criss, Kelly Byers, Rick Floyd, Jeff George, Sara Gilstrap and Brantly Vest. Also present were: Eric Vinson, City Administrator, Charlene Carter, City Clerk, Patrea St. John, Planning Director, Ben Ford, Police Chief, Phillip Tate, Public Works Director and Greg Robertson, Fire Chief. The media were notified and members of the public attended.

A. Call to order, Mayor Amidon

1. Mayor Amidon called the budget workshop to order. The Mayor called on Administrator Vinson to begin workshop.

B. Budget Presentation, Administrator Vinson

1. Administrator Vinson gave an overview of budget planning process and introduced Alex Rankin, CPA. He advised that it is difficult to get the budget right the first time, the presentation is very conservative in effort to deal with COVID-19 economic impacts and there should be a re-visit of the economic circumstances in the 2nd-3rd quarters. An amendment to the budget later in the fiscal year will be likely. An emphasis on maintaining and keeping employees has been paramount in the development of the budget. Administrator Vinson presented a power point presentation and addressed specifics throughout.

Administrator Vinson addressed the following key points during the presentation:

- a. \$438,328 will be required from the fund balance to balance the budget
- b. Cost of Living not included in the budget
- c. A proposed Public Works fee increase from \$20.00 to \$50.00 for

sanitation costs and sidewalk repairs. This should yield an extra \$40,000 for these specific services for a total of approximately \$64,000. Hospitality funds will also be included in sidewalk expenses

- d. Accommodations State Tax Revenue has significantly declined. Local Accommodations will fund some of the grant projects
 - e. Budget expenses to increase an overall 10.66%
 - f. There will be no new positions throughout the City although departments did request additions
 - g. Capital Expenses include vehicles, gear and equipment. The CIP will allow the City to take advantage of the lower interest rates and spread debt over 5 years at an annual cost of \$69,000
 - h. Alex Rankin is preparing a Sewer impact fee study
2. Mayor Amidon thanked Administrator Vinson and stated she would start with her questions and each member would follow. Administrator Vinson primarily responded to questions

Mayor Amidon asked for detailed explanation of the proposed public works fee increase, clarification on the current vacant police position, additional departments requesting positions including Public Works, maintaining existing employees and the lack of cost of living increase

Councilmember Choplin discussed the use of fund balance to balance the budget and discussed prior year deficits and the need for the reserve, asked for clarification on the sewer impact fee revenue reduction (commercial) and the capital expense plan

Councilmember Bumgarner discussed the general fund had a 2.7 million fund balance and the possibility of waiting later into the new fiscal year to work on capital projects

Councilmember Floyd discussed the PW fee as a tax increase and the public safety vacancy

Councilmember George stated he was somewhat relieved the impact is not greater from the COVID-19 and he asked questions regarding accommodations and sponsorships

Councilmember Criss asked for explanation for the public works fee

versus raising taxes, how was this determined and how this correlates to the fee?

Councilmember Byers asked if other municipalities were foregoing COLA for the new fiscal year? She commented Public Safety increase last August was to bring Public Safety employees up to a competitive pay rate which would support the City;s efforts to maintain employees. She asked if the applicants and previous awardees of accommodations funds had been notified? She stated the Public works fee could be received ok as long as Council communicates well to constituents and the funds are used for the specific services.

Councilmember Vest stated concerns on using a portion of the fund balance and not providing for a COLA. He stated if at mid-year things are better he would support the \$47,000 to provide a 2% COLA. He also commented on the increase of taxes meaning the PW fee.

Councilmember Gilstrap stated her questions have been previously answered.

The City department heads and administrator commented on budget and questions from Council.

C. Adjournment, Mayor Amidon

Mayor Amidon asked for any additional comments or questions? She adjourned the meeting at 6:48 pm.

Brandy Amidon, Mayor

Completed by

Charlene Carter, City Clerk & Treasurer

Reviewed by

Eric Vinson, City Administrator

**CITY OF TRAVELERS REST
COUNCIL MEETING COMMITTEE MINUTES
Monday April 6, 2020 – 5:00 P.M.**

Travelers Rest City Council Committee's conducted its Regular Meeting on April 6, 2020 at 5:00 p.m. The City has implemented changes to our Public Meetings due to COVID-19. We invite the public to join us by the option listed below: Join the Zoom Meeting by smart phone, tablet or computer by following this weblink: <https://us04web.zoom.us/j/812442879> Meeting ID: 812 442 879
Connect by phone call with voice only: Dial 1 929 205 6099 Meeting ID 812 442 879

The following members were present by Zoom video conference: Brandy Amidon, Mayor, Harvey Choplin, Mayor Pro-Tempore, Grant Bumgarner, Shaniece Criss, Kelly Byers, Rick Floyd, Jeff George, Sara Gilstrap and Brantly Vest. Also present were: Eric Vinson, City Administrator, Charlene Carter, City Clerk, Patrea St. John, Planning Director, Ben Ford, Police Chief, Phillip Tate, Public Works Director, Greg Robertson Fire Chief and Mac McMakin, Assistant Fire Chief. The media were notified and did not attend the meeting.

1. CALL TO ORDER

Mayor Amidon called the meeting to order.

2. Approval of Non-Committee minutes from March 9, 2020

Councilmember Criss made the motion to approve and seconded by Councilmember George and carried unanimously.

3. Public Works Committee

Committee members: Kelly Byers, Sara Gilstrap and Jeff George

- a. Chair Byers called the meeting to order by roll call.
- b. Councilmember George made a motion to approve minutes from Committee meeting held March 9, 2020. The motion was seconded by Councilmember Gilstrap
- c. Administrator Vinson provided information for the Duke Energy Franchise Agreement Renewal. The agreement will continue at the current 5% rate over the next 10 year period. He did respond that the rate was consistent with other municipalities our size. He recommended to the Committee the City move forward to adopt. Councilmember George made a motion to send the Duke Energy Franchise agreement by ordinance for approval to City Council meeting. The motion was seconded by Councilmember Gilstrap and carried unanimously.

- d. The Committee reviewed the Public Works Report for March.
Chair Byers asked if there had been any disruption in Ace Environmental trash service due to the COVID-19? The Notice implementing changes for COVID-19 precautions will be effective April 8, 2020 and were discussed. Administrator Vinson advised the City will continue to provide public information through multiple sources. Councilmember George asked if Ace had been agreeable and they have. Chair Byers also mentioned the new trash/recycle combo receptacles looked great on the trail and downtown. Director Tate mentioned the site locations installed and the grant application will also include a request for more as part of the budget.

4. Public Safety Committee

Committee members: Rick Floyd, Harvey Choplin, Brantly Vest and Kelly Byers

- a. Chair Floyd called the meeting to order by roll call.
- b. Councilmember Choplin made a motion to approve minutes from Committee meeting held on March 19, 2020. The motion was seconded by Councilmember Byers and carried unanimously.
- c. The Committee reviewed the Public Safety Reports for March.
The Police department discussed applications received for the police officer position and Officer Lollis training at the Academy.
The Committee primarily discussed the COVID -19 regarding the types of calls, precautions and safety to avoid exposure. Chair Floyd also discussed public safety practices to protect businesses from looting. The Building permit and inspections report stayed consistent for March.
- d. Councilmember Byers made a motion to adjourn and Councilmember Choplin seconded the motion.

5. Miscellaneous Matters

Mayor Amidon shared appreciation for the Travelers Rest website and the information provided for public resources. Administrator Vinson responded to Councilmember Choplin's questions on revenue and budget projections. Councilmember Criss commented on the public forums being resourced to keep community informed.

6. Adjournment

There being no further business to before Council and/or Committee, Councilmember Bumgarner made a motion to adjourn. The motion was

seconded by Councilmember Choplin and carried unanimously.

Brandy Amidon, Mayor

Completed by

Charlene Carter, City Clerk & Treasurer

Reviewed by

Eric Vinson, City Administrator

Public Works Summary for April 2020

- **Sanitation:** Still Tracking complaints on ACE. The complaints seem to be reducing after we met with ACE in January. 2 Recycle bins were delivered to residents. A total of 14 bags of litter were picked up in the month of April with a total of 4 volunteers. The amount of trash to be collected on Main Street has increased tremendously with the Covid 19 guidelines. We have been collecting 30 to 35 bags per week where before it was 8 to 10 per week.
- **Road and Bridge:** 3 Encroachment Permit were issued. We had two trees struck by a vehicle on N Main St. this has been filed on the owner's insurance to be replaced. Four complaints were received: four Pot Holes one on Roe, one on Saddle Back Cove, one on Daughtry CT. these were repaired by the city and one on South End Cir was reported to SCDOT. was reported to SCDOT and the sidewalk on McElhaney Rd. We are getting quotes to make the repair to the sidewalk on McElhaney Rd. we have received quotes to repair the bridge on Sullivan Dr. Due to the frequent flooding on Tubbs Mtn Rd extension at the intersection of Poplar St. we have requested SCDOT look into up sizing the cross-line pipe under Tubbs Mtn. Extension.
- **Animal Control:** 1 complaint was reported with 1 impoundment and 1 transported to Greenville Animal Care. We had a dog bite on Wildgeese Way the dog was placed into quarantine and cleared by DHEC after 10 days.
- **Sewer:** Due to the increased work load with code enforcement we were not able to perform any sewer inspections. 3 sewer evaluations were conducted on lots in the city. We had three complaints about sewer related problems in April REWA responded with their Jet truck and cleared the lines. We are waiting on an invoice from REWA to have the contractor that hit the force main on McElhaney Rd pay for the damages. The first phase of sewer rehab work has been performed between Poinsett Hwy and Center Street and we will be starting the next phase of this rehab in July. This will allow for the proposed Town Homes on S Poinsett to tie into our system.

- **Building / Grounds Maintenance:** a plan is being put into place for the proper disinfecting and cleaning of the building to keep all of our employees and customers safe during this time.

Miscellaneous Items

- **Environmental:** We have had an increase in environmental complaints due to growth season with the grass and several other complaints see attached report for a total open and closed cases for the month of April.
- **Walk Way** We will be installing a walk way from the trail to the parking lot at the museum next week. The cross-walk signs on main street will be installed this month.
- **Trash cans** four have been installed along the trail. We are also working on a grant to purchase new cans for trash and recycle cans to be located throughout the park and downtown areas. The deadline for this grant has been extended until July 1 2020.
- **Safety Program:** Will resume this training as soon as Covid 19 restrictions are lifted.

	Litter Pickup 2020		
Month	Number of Bags	Vol.	Pounds
January	50	12	1200
February	29	14	653
March	14	8	315
April	14	4	315
May			
June			
July			
August			
September			
October			
November			
December			
Yearly Total	107	38	2483

Public Works Report

Month of April 2020

1. Sanitation

Calls for Brush Pick-Up	<u>4</u>
Complaints	<u>3</u>
Residential	<u>2</u>
Commercial	<u>1</u>

2. Roads & Bridges

Complaints	<u>4</u>
Resolved by City	<u>3</u>
DOT Notification	<u>1</u>

3. Animal Control

Complaints	<u>1</u>
Impoundments	<u>1</u>
Dispositions	<u>0</u>
Humane Society	<u>1</u>
Return to Owner	<u>1</u>

4. Sewer

Complaints	<u>3</u>
Resolved by City	<u>3</u>
Inspections	<u>0</u>

5. Environmental

Complaints	<u>See Report</u>
Resolved by City	<u></u>
Summons Issued	<u></u>

6. Fuel

Fuel Usage	<u>189.9</u>
M1	<u>131.78</u>
M2	<u>58.11</u>

Case Report

04/01/2020 - 04/30/2020

Case #	Case Date	Complainant Name	Description	Status	Parcel Address
243	4/29/2020	Steven Freund	High Grass	Open	209 WEST DR
242	4/29/2020	Steven Freund	High Grass	Open	ATHENS DR
241	4/29/2020	Steven Freund	High Grass	Open	ATHENS DR
240	4/29/2020	Steven Freund	High Grass	Open	ATHENS DR
239	4/29/2020	Steven Freund	High Grass	Open	ATHENS ST
238	4/29/2020	Steven Freund	High Grass	Open	204 ATHENS DR
237	4/28/2020	TR Police Officer	Condemned due to unsanitary living conditions and unfit for Human Occupancy	Open	405 unit 12 Old Buncombe Rd.
236	4/28/2020	TR Police Officer	Violating zoning ordinance for short term rentals <30 days	Open	
235	4/28/2020	Eric Vincent	2018 IPMC Violations	Open	412 MCELHANEY RD
234	4/27/2020	Phillip Tate	High Grass		117 COLONY
233	4/27/2020	Phillip Tate	High Grass	Open	
232	4/27/2020	Phillip Tate		Open	2 WALNUT TRL
231	4/22/2020	Phillip Tate	Rock falling off exterior wall. this house is scheduled for demo as soon as contractor can get in to do it. PT	Open	308 MAIN PL
230	4/16/2020	Phillip Tate	Grass and weeds	Open	38 COX DR
229	4/16/2020	Jim	Abandoned House	Open	100 COX DR

228	4/15/2020	Phillip Tate	Trash cart left on curb after 24 Hour period Nothing Found 4-16-2020	Closed	204 SOUTHCREEK
227	4/15/2020	Phillip Tate	Trash Cart left on curb after 24 hour period Nothing Found 4-16-2020	Closed	111 SOUTHCREEK RD
226	4/15/2020	Phillip Tate	Trash Cart left on curb side after 24 hour period Nothing Found 4-16-2020	Closed	108 SOUTHCREEK
225	4/14/2020	Brandy Amidon	graffiti / owning falling on front of the Building	Open	6505 STATE PARK RD
224	4/14/2020	Brandy Amidon	graffiti	Open	100 SOUTH END RD
223	4/14/2020	Brandy Amidon	graffiti	Open	3 BENTON RD
222	4/14/2020	Phillip Tate	Grass and weeds	Open	102 FOREST TRL
221	4/8/2020	Phillip Tate	Vehicle No Tag	Open	13 WILLIS ST
220	4/8/2020	Phillip Tate	Rubbish Growing over fence	Open	118 HILLTOP DR
219	4/6/2020	Mark Fuller		Closed	
218	4/2/2020	Phillip Tate	Vehicle No Tag	Open	5 LITTLE CREEK RD
217	4/2/2020	Phillip Tate	Vehicle No Tag	Open	3 LITTLE CREEK RD
216	4/2/2020	Phillip Tate		Open	306 GRAY ST
215	4/2/2020	Phillip Tate	Vehicle No Tag	Open	309 GRAY ST
214	4/2/2020	Phillip Tate	Vehicle No Tag	Open	217 ROOSEVELT AVE
213	4/2/2020	Phillip Tate	Vehicle No Tag	Open	213 ROOSEVELT AVE
212	4/2/2020	Phillip Tate	Vehicle No Tag	Open	306 ROOSEVELT AVE

211	4/2/2020	Phillip Tate	Resident living in an Outside storage Building	Pending	WILLIS ST
210	4/2/2020	Phillip Tate	Report of No Power to residence with someone living in the house	Closed	5 POINSETT HIGHWAY

Total Records: 34

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5/5/2020

Travelers Rest Fire Dept.

Travelers Rest, SC

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Incidents for Zone for Date Range

Zone: All Zones | Start Date: 04/01/2020 | End Date: 04/30/2020

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2020-227	311 - Medical assist, assist EMS crew	04/01/2020	79 N MCCAULEY RD	AC-85,B-85
2020-228	745 - Alarm system activation, no fire - unintentional	04/01/2020	3300 POINSETT HWY	B-85,C-85,E-85,E-85A,PL-85
2020-229	500 - Service Call, other	04/02/2020	9 BENTON RD	B-85
2020-230	324 - Motor vehicle accident with no injuries.	04/02/2020	TIGERVILLE RD / KIRBY DR	B-85,E-85,E-85A
2020-231	554 - Assist invalid	04/03/2020	110 FARMVIEW DR	E-85
2020-232	311 - Medical assist, assist EMS crew	04/03/2020	402 TUBBS MOUNTAIN RD	E-85
2020-233	561 - Unauthorized burning	04/04/2020	38 TUBBS MOUNTAIN ROAD EXT	B-85
2020-234	311 - Medical assist, assist EMS crew	04/05/2020	155 TRAILBLAZER DR	E-85
2020-235	311 - Medical assist, assist EMS crew	04/06/2020	208 TUBBS MOUNTAIN ROAD EXT	B-85
2020-236	141 - Forest, woods or wildland fire	04/06/2020	300 TRAILBLAZER DR	AC-85,B-85,E-85,E-85A
2020-237	745 - Alarm system activation, no fire - unintentional	04/07/2020	27 WEST RD	B-85,E-85,E-85A
2020-238	311 - Medical assist, assist EMS crew	04/08/2020	9 BENTON RD	E-85
2020-239	611 - Dispatched & cancelled en route	04/08/2020	1 HAVENWOOD LN	B-85
2020-240	100 - Fire, other	04/08/2020	412 MCELHANEY RD	AC-85,B-85,C-85,E-85,E-85A
2020-241	743 - Smoke detector activation, no fire - unintentional	04/08/2020	110 HAWKINS RD	AC-85,B-85,C-85,E-85,E-85A
2020-242	611 - Dispatched & cancelled en route	04/09/2020	951 GEER HWY	AC-85,E-85A
2020-243	311 - Medical assist, assist EMS crew	04/09/2020	1 HAVENWOOD LN	E-85
2020-244	611 - Dispatched & cancelled en route	04/09/2020	951 GEER HWY	E-85A,PL-85
2020-245	142 - Brush or brush-and-grass mixture fire	04/09/2020	6 APPEGATE CT	AC-85,E-85,E-85A

Only REVIEWED incidents included.

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2020-246	311 - Medical assist, assist EMS crew	04/10/2020	300 TRAILBLAZER DR	E-85
2020-247	611 - Dispatched & cancelled en route	04/10/2020	461 LINDSEY LAKE RD	E-85A
2020-248	611 - Dispatched & cancelled en route	04/10/2020	207 LOVE DR	B-85
2020-249	554 - Assist invalid	04/12/2020	203 MCELHANEY RD	B-85
2020-250	744 - Detector activation, no fire - unintentional	04/12/2020	4 SPUR DR	B-85,E-85,E-85A
2020-251	813 - Wind storm, tornado/hurricane assessment	04/12/2020	9 THUNDERBIRD DR	AC-85,B-85
2020-252	445 - Arcing, shorted electrical equipment	04/13/2020	354 MCELHANEY RD	AC-85,B-85
2020-253	553 - Public service	04/13/2020	STATE PARK RD / S POINSETT HWY	E-85,E-85A
2020-254	445 - Arcing, shorted electrical equipment	04/13/2020	250 LITTLE TEXAS RD	AC-85,B-85
2020-255	324 - Motor vehicle accident with no injuries.	04/13/2020	GASTON DR / PARIS VIEW DR	B-85,E-85,E-85A
2020-256	100 - Fire, other	04/14/2020	4 PETERSON ST	AC-85,B-85,C-85,E-85,E-85A
2020-257	611 - Dispatched & cancelled en route	04/15/2020	COLEMAN RD	AC-85,B-85
2020-258	743 - Smoke detector activation, no fire - unintentional	04/15/2020	355 CARL KOHRT DR	B-85,E-85,E-85A
2020-259	480 - Attempted burning, illegal action, other	04/15/2020	33 WILLIAMS RD	B-85
2020-260	311 - Medical assist, assist EMS crew	04/16/2020	6 TUBBS MOUNTAIN RD	AC-85,B-85
2020-261	311 - Medical assist, assist EMS crew	04/17/2020	205 FOREST DR	E-85
2020-262	311 - Medical assist, assist EMS crew	04/17/2020	104 GRAYSON DR	B-85
2020-263	322 - Motor vehicle accident with injuries	04/18/2020	620 N MAIN ST	B-85,C-85,E-85,E-85A
2020-264	731 - Sprinkler activation due to malfunction	04/18/2020	3300 POINSETT HWY	B-85,E-85,E-85A
2020-265	554 - Assist invalid	04/18/2020	405 OLD BUNCOMBE RD	B-85,E-85,E-85A
2020-266	611 - Dispatched & cancelled en route	04/20/2020	405 OLD BUNCOMBE RD	B-85
2020-267	311 - Medical assist, assist EMS crew	04/20/2020	405 OLD BUNCOMBE RD	B-85,C-85,E-85,E-85A
2020-268	324 - Motor vehicle accident with no injuries.	04/20/2020	N HWY 25 BYP / ROE FORD RD	AC-85,B-85,C-85
2020-269	510 - Person in distress, other	04/20/2020	110 FARMVIEW DR	B-85

Only REVIEWED incidents included.

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2020-270	311 - Medical assist, assist EMS crew	04/21/2020	106 TUBBS MOUNTAIN RD	B-85
2020-271	611 - Dispatched & cancelled en route	04/21/2020	9 BENTON RD	E-85
2020-272	651 - Smoke scare, odor of smoke	04/21/2020	790 ROE FORD RD	ATV85,B-85,C-85,E-85,E-85A
2020-273	321 - EMS call, excluding vehicle accident with injury	04/21/2020	410 PARIS VIEW DR	AC-85
2020-274	311 - Medical assist, assist EMS crew	04/22/2020	1 HAVENWOOD LN	B-85
2020-275	311 - Medical assist, assist EMS crew	04/22/2020	10 CREVASSE LN	B-85
2020-276	743 - Smoke detector activation, no fire - unintentional	04/24/2020	110 HAWKINS RD	B-85,E-85,E-85A,PL-85
2020-277	522 - Water or steam leak	04/24/2020	3300 POINSETT HWY	B-85,E-85,E-85A
2020-278	311 - Medical assist, assist EMS crew	04/24/2020	6501 STATE PARK RD	B-85
2020-279	311 - Medical assist, assist EMS crew	04/25/2020	421 DUNCAN CHAPEL RD	B-85
2020-280	745 - Alarm system activation, no fire - unintentional	04/25/2020	1101 SOHO CIR	B-85,E-85,E-85A
2020-281	311 - Medical assist, assist EMS crew	04/26/2020	300 TRAILBLAZER DR	B-85,E-85A
2020-282	500 - Service Call, other	04/26/2020	SCRUGGS DR / N MAIN ST	AC-85,E-85
2020-283	745 - Alarm system activation, no fire - unintentional	04/26/2020	110 HAWKINS RD	B-85,E-85,E-85A
2020-284	311 - Medical assist, assist EMS crew	04/26/2020	49 BROOKSIDE DR	B-85
2020-285	743 - Smoke detector activation, no fire - unintentional	04/26/2020	355 CARL KOHRT DR	AC-85,B-85,C-85,E-85,E-85A
2020-286	324 - Motor vehicle accident with no injuries.	04/27/2020	STATE PARK RD	B-85,E-85,E-85A
2020-287	611 - Dispatched & cancelled en route	04/27/2020	1 HAVENWOOD LN	B-85,E-85,E-85A
2020-288	611 - Dispatched & cancelled en route	04/27/2020	111 KRIEGER DR	B-85,E-85,E-85A
2020-289	611 - Dispatched & cancelled en route	04/27/2020	111 KRIEGER DR	B-85,E-85,E-85A
2020-290	611 - Dispatched & cancelled en route	04/29/2020	242 LORRAINE DR	E-85
2020-291	551 - Assist police or other governmental agency	04/30/2020	CENTER ST / N POINSETT HWY	E-85
2020-292	444 - Power line down	04/30/2020	6 HENDERSON DR	E-85
2020-293	322 - Motor vehicle accident with injuries	04/30/2020	GRANDVIEW CIR	B-85,E-85,E-85A

Only REVIEWED incidents included.

INCIDENT NUMBER	INCIDENT TYPE	DATE	LOCATION	APPARATUS
2020-294	611 - Dispatched & cancelled en route	04/30/2020	461 LINDSEY LAKE RD	E-85A
2020-295	743 - Smoke detector activation, no fire - unintentional	04/30/2020	102 KEYSTONE CT	B-85,E-85,E-85A
2020-296	611 - Dispatched & cancelled en route	04/30/2020	201 GRANDVIEW CIR	B-85
2020-297	611 - Dispatched & cancelled en route	04/30/2020	11 LIPSCOMBE DR	AC-85,B-85,E-85,E-85B
2020-298	311 - Medical assist, assist EMS crew	04/30/2020	205 FOREST DR	B-85,E-85

Total # Incidents: 72

Only REVIEWED incidents included.

Travelers Rest Fire Dept.

Travelers Rest, SC

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Total Training Hours per Personnel by Date Range

Personnel: All Personnel | Start Date: 04/01/2020 | End Date: 04/30/2020

Personnel Name	Total hours
Almeida, Josh C	19:00
Carter, Lee	21:00
Gilstrap, Matt W	21:00
Herman, Larry Dean	19:00
Kelly, Christian B	21:00
Little, Adam C	19:00
McCarson, Brad C	19:00
McMakin, James E	24:00
Owen, Patricia A	20:00
Perkins, Lee A	20:00
Robertson, Gregory W	24:00
Shupe, Jacob C	20:00
Smith, Christopher L	18:00
Zylstra, Alex	19:00
Count of Personnel : 14	Total Agency Training Hours : 284:00

Completed and Reviewed classes only. This report pulls training hours from the Training Code Hours field on the Info Page.

Travelers Rest Fire Dept.

Travelers Rest, SC

This report was generated on 5/5/2020 8:45:59 AM



Fuel Usage for Vehicle Number for Apparatus for Date Range

Apparatus: All Apparatus | Vehicle(s): All Vehicles | Start Date: 04/01/2020 | End Date: 04/30/2020

COMPLETED DATE	DONE BY	HOURS	MILES	FUEL VOLUME	DEF VOLUME	COST	COMPLETED NOTES
Apparatus: ATV85 Vehicle: 2014 Polaris UTV							
04/28/2020	Alex Zylstra	196.0	830.0	7.06			
Apparatus Totals:		0.00	0.00	7.06			

Apparatus: B-85 Vehicle:							
04/08/2020	Lee Carter		39995.0	12.00			
04/22/2020	Adam Little		40164.0	12.00			
Apparatus Totals:		0.00	169.00	24.00			

Apparatus: C-85 Vehicle: 2011 F150							
04/02/2020	Matt Gilstrap		65256.0	17.00			
04/13/2020	Alex Zylstra		65446.0	20.00			
04/20/2020	Matt Gilstrap		65530.0	11.00			
Apparatus Totals:		0.00	274.00	48.00			

Apparatus: E-85 Vehicle: 2003 KME Pumper							
04/08/2020	Matt Gilstrap	6339.0	63672.0	19.80			
04/17/2020	Lee Carter	6344.0	63714.0	19.60			
04/23/2020	Matt Gilstrap	6348.0	63737.0	14.30			
04/28/2020	Alex Zylstra	6354.0	63774.0	20.80			
04/30/2020	Paricia Owen	6358.0	63790.0	7.80			
Apparatus Totals:		19.00	118.00	82.30			

Apparatus: E-85A Vehicle: 1997 Sutphen Pumper							
04/15/2020	Jacob Shupe	7393.0	56975.0	16.00		116	
04/26/2020	Christian Kelly	7401.0	57041.0	23.00			
Apparatus Totals:		8.00	66.00	39.00			

Apparatus: PL-85 Vehicle: 1999 Sutphen Ladder							
04/08/2020	Lee Carter	0.0	110.0	20.00			
Apparatus Totals:		0.00	0.00	20.00			

Records included must have Maintenance Type as 'Fuel' and be Completed. 'Hours' and 'Miles' represent the amounts at the time of the Maintenance Request in the 'Request Maintenance' screen. 'Fuel Volume' and 'DEF. Volume' represent the amount of fuel added shown in the 'Complete Maintenance' screen and the unit of measurement (gallon, liter, etc...) is assumed as known to the Department running the report. 'Cost' is the amount shown in the 'Total' field in the 'Complete Maintenance' screen. Archived work orders are not included.

Apparatus: S-85 Vehicle: 1996 Dodge 1500

04/02/2020	Christian Kelly		206904.0		20.70
04/27/2020	Patricia Owen		206982.0		13.00

Apparatus Totals: 0.00 78.00 33.70
 Total For All: 27.00 705.00 254.06

Records included must have Maintenance Type as 'Fuel' and be Completed. 'Hours' and 'Miles' represent the amounts at the time of the Maintenance Request in the 'Request Maintenance' screen. 'Fuel Volume' and 'DEF Volume' represent the amount of fuel added shown in the 'Complete Maintenance' screen and the unit of measurement (gallon, liter, etc...) is assumed as known to the Department running the report. 'Cost' is the amount shown in the 'Total' field in the 'Complete Maintenance' screen. Archived work orders are not included.

Case Report For April 2020

1. Walmart Shoplifting: Retail theft continues to affect our city. 17 calls for shoplifting during the month of April. 11 were arrested and in possession of narcotics. Most property was turned back over to the Walmart.
2. Responded to 29 traffic collisions during the month of April. 28 accidents occurred on the roadway, 1 was private property or assisting other agency.
3. 1 people were arrested for DUI during the month of April.
4. Patrol Officers had 7 animal calls during the month of April. 4 on week days, 1 on weekends, 2 on week nights.
5. 2- Calls for public intoxication during the month of April. 2- Arrest.
6. April events in the city: All were cancelled.
7. Grand Jury cancelled for April.
8. Walmart had 31 calls for service (not including traffic stops and extra patrols).
9. 4- vehicles towed from Walmart for shoplifting during April.

TRAVELERS REST POLICE DEPARTMENT-APRIL 2020 VEHICLE REPORT

VEHICLE	ASSIGNMENT	BEGINNING MILEAGE	ENDING MILEAGE	TOTAL MILEAGE	MAINTENANCE THIS MONTH	MAINTENANCE OVER LIFE OF VEHICLE
10	Chief	111048	111049	1		\$9,086.31
77	Patrol	53991	54160	169		\$2,944.18
78	Patrol	46766	46767	1		\$1,884.70
79	Patrol	46241	46242	1		\$11,058.23
80	Patrol	57308	57309	1		\$2,517.35
81	Patrol	48469	49439	970		\$9,021.32
307	SRO-Humvee	39594	39594	0		\$2,658.96
284	Patrol	68672	70153	1481		\$3,506.53
285	Patrol	52432	54389	1957	\$451.40	\$3,517.90
938	Patrol	13837	13838	1		\$290.91
351	Spare	132077	132299	222		\$20,378.00
370	Spare	81353	81624	271		\$4,003.88
371	Spare	75282	75865	583		\$3,420.38
675	Captain	147973	149439	1466		\$6,077.64
939	Patrol	18808	19869	1061	\$55.35	\$448.22
146	Patrol	43932	44644	712		\$1,266.18
982	Investigator	132207	133412	1205	\$3.99	\$611.81
122	Patrol	31204	32191	987		\$1,703.76
123	Patrol	31589	32663	1074		\$526.82
977	SRO	64920	66244	1324	\$155.35	\$2,312.07
				TOTAL this month	11089	\$666.09

Travelers Rest Police

Call Totals By Incident Type

4/1/20 thru 4/30/20

Incident Type: ALL

<u>Agency</u>	<u>Beat</u>	<u>Incident Type ID</u>	<u>Incident Description</u>	<u>Count of Incidents</u>	<u>Percentage of Total Calls</u>
LAW	TP01	50D	Accident_Airplane Crash	1	0.04%
LAW		50B	Accident_Injuries	1	0.04%
LAW		44A	Alarm_Audible	1	0.04%
LAW		71BC	Animal_Barking/Nuisance	1	0.04%
LAW		34B	Check_Welfare Check	1	0.04%
LAW		81	Disturbance	1	0.04%
LAW		33	Help_EMS Req Assistance	1	0.04%
LAW		36	Officer_Extra Patrol Bus/Resd	15	0.60%
LAW		29	Officer_Follow up	2	0.08%
LAW		59	Traffic_DUI	1	0.04%
LAW		78B	Warrant_Warrant Service	1	0.04%
LAW		ZTP50C	ZTP_Accident_Hit and Run	4	0.16%
LAW		ZTP50B	ZTP_Accident_Injuries	2	0.08%
LAW		ZTP50	ZTP_Accident_No Injuries	16	0.64%
LAW		ZTP50PP	ZTP_Accident_Private Property	5	0.20%
LAW		ZTP44A	ZTP_Alarm_Audible	26	1.05%
LAW		ZTP44CS	ZTP_Alarm_Commercial Silent	5	0.20%

Travelers Rest Police

Call Totals By Incident Type

4/1/20 thru 4/30/20

Incident Type: ALL

<u>Agency</u>	<u>Beat</u>	<u>Incident Type ID</u>	<u>Incident Description</u>	<u>Count of Incidents</u>	<u>Percentage of Total Calls</u>
LAW		ZTP71B	ZTP_Animal_Animal Bite	2	0.08%
LAW		ZTP71A	ZTP_Animal_Loose	4	0.16%
LAW		ZTP86	ZTP_Assault	3	0.12%
LAW		ZTP85	ZTP_Breaking and Entering Burg	3	0.12%
LAW		ZTP85D	ZTP_Burglary_Auto/Vehicles	2	0.08%
LAW		ZTP34B	ZTP_Check_Welfare Check	16	0.64%
LAW		ZTP74	ZTP_Damage_Malicious	3	0.12%
LAW		ZTP81	ZTP_Disturbance	18	0.72%
LAW		ZTP80B	ZTP_Domestic_Assault	1	0.04%
LAW		ZTP80A	ZTP_Domestic_Verbal	8	0.32%
LAW		ZTP33	ZTP_EMS Req Assistance	9	0.36%
LAW		ZTP14A	ZTP_Escort_Adult	16	0.64%
LAW		ZTP14J	ZTP_Escort_Juvenile	1	0.04%
LAW		ZTP40	ZTP_Fire_Call	24	0.97%
LAW		ZTP72	ZTP_Fraud_Forgery/Deceit	3	0.12%
LAW		ZTP41C	ZTP_Help_Routine Assist	3	0.12%
LAW		ZTP73	ZTP_Intoxicated_Person	1	0.04%
LAW		ZTP30D	ZTP_K9_Usage	1	0.04%
LAW		ZTP84C	ZTP_Larceny_Petit Larceny	5	0.20%

Travelers Rest Police

Call Totals By Incident Type

4/1/20 thru 4/30/20

Incident Type: ALL

<u>Agency</u>	<u>Beat</u>	<u>Incident Type ID</u>	<u>Incident Description</u>	<u>Count of Incidents</u>	<u>Percentage of Total Calls</u>
LAW		ZTP75	ZTP_Missing_Person	2	0.08%
LAW		ZTP82C	ZTP_Molesting	1	0.04%
LAW		ZTP71D	ZTP_Noise_Fireworks	1	0.04%
LAW		ZTP71C	ZTP_Noise_Loud Music	12	0.48%
LAW		ZTP71E	ZTP_Noise_Loud Noise	1	0.04%
LAW		ZTP15	ZTP_Non Criminal Service	17	0.68%
LAW		ZTP31C	ZTP_Officer Involved Accid	1	0.04%
LAW		ZTP36B	ZTP_Officer_Bank Alarm Out Ext	1	0.04%
LAW		ZTP36	ZTP_Officer_Extra Ptrl Bus/Res	1,917	77.08%
LAW		ZTP29	ZTP_Officer_Follow Up	109	4.38%
LAW		ZTP18	ZTP_Officer_Message Delivery	1	0.04%
LAW		ZTP19	ZTP_Officer_Report To	4	0.16%
LAW		ZTP79	ZTP_Officer_Special Operation	2	0.08%
LAW		ZTP66	ZTP_Parking_Handicap Violation	3	0.12%
LAW		ZTP81B	ZTP_Phone_911 Hangup Call	2	0.08%
LAW		ZTP92D	ZTP_Property_Lost Property	1	0.04%
LAW		ZTP52B	ZTP_Roadway_Obstruction	5	0.20%
LAW		ZTP52TL	ZTP_Roadway_Traffic Light	1	0.04%
LAW		ZTP24	ZTP_See Complainant	12	0.48%

Travelers Rest Police

Call Totals By Incident Type

4/1/20 thru 4/30/20

Incident Type: ALL

<u>Agency</u>	<u>Beat</u>	<u>Incident Type ID</u>	<u>Incident Description</u>	<u>Count of Incidents</u>	<u>Percentage of Total Calls</u>
LAW		ZTP82	ZTP_Sexual_Assault	3	0.12%
LAW		ZTP84D	ZTP_Shoplifting	16	0.64%
LAW		ZTP88	ZTP_Suspicious_Person	53	2.13%
LAW		ZTP76	ZTP_Telephone Incidents	1	0.04%
LAW		ZTP57B	ZTP_Traffic_Reckless Driver	4	0.16%
LAW		ZTP64	ZTP_Traffic_Traffic Control	1	0.04%
LAW		ZTP56	ZTP__Traffic_Traffic Stop	15	0.60%
LAW		ZTP57D	ZTP_Traffic_Violation Other	2	0.08%
LAW		ZTP61	ZTP_Traffic_Working Radar at L	13	0.52%
LAW		ZTP77	ZTP_Trespassing	1	0.04%
LAW		ZTP53B	ZTP_Vehicle_Abandoned	19	0.76%
LAW		ZTP53E	ZTP_Vehicle_Stranded Motorist	1	0.04%
LAW		ZTP53C	ZTP_Vehicle_Suspicious	41	1.65%
LAW		ZTP87B	ZTP_Vehicle_Vehicle Theft	4	0.16%
LAW		ZTP83	ZTP_Vice_Narcotics	2	0.08%
LAW		ZTP78B	ZTP_Warrant_Warrant Service	9	0.36%
LAW		ZTP49B	ZTP_Weapon_Discharge	1	0.04%
LAW		ZTP49C	ZTP_Weapon_Possession	1	0.04%

2,487

Print as of: 5/1/2020 9:48:27

Travelers Rest Police

Call Totals By Incident Type

4/1/20 thru 4/30/20

Incident Type: ALL

<u>Agency</u>	<u>Beat</u>	<u>Incident Type ID</u>	<u>Incident Description</u>	<u>Count of Incidents</u>	<u>Percentage of Total Calls</u>
LAW	TP02	50B	Accident_Injuries	1	3.33%
LAW		ZTP50	ZTP_Accident_No Injuries	2	6.67%
LAW		ZTP40	ZTP_Fire_Call	4	13.33%
LAW		ZTP41C	ZTP_Help_Routine Assist	1	3.33%
LAW		ZTP73	ZTP_Intoxicated_Person	1	3.33%
LAW		ZTP36	ZTP_Officer_Extra Ptrl Bus/Res	14	46.67%
LAW		ZTP88	ZTP_Suspicious_Person	3	10.00%
LAW		ZTP56	ZTP_Traffic_Traffic Stop	1	3.33%
LAW		ZTP61	ZTP_Traffic_Working Radar at L	2	6.67%
LAW		ZTP53C	ZTP_Vehicle_Suspicious	1	3.33%
				30	
LAW	XX1	ZTP41C	ZTP_Help_Routine Assist	2	28.57%
LAW		ZTP29	ZTP_Officer_Follow Up	3	42.86%
LAW		ZTP92B	ZTP_Property_Recovered Prop	1	14.29%
LAW		ZTP57B	ZTP_Traffic_Reckless Driver	1	14.29%
				7	
				2,524	



MEMORADUM

TO: City Council

FROM: Jasmine Twitty, Administrative Judge/Clerk of Court

DATE: May 4, 2020

SUBJECT: COVID-19 Impact

On March 16, 2020, Supreme Court Chief Justice Beatty postponed all jury trials and cancelled large gatherings such as traffic court until further notice. While payments are still being processed by the Court and deposited by the City Clerk, only cases that were scheduled prior to March 16 can be disposed before Chief Justice Beatty lifts the order. When the order is lifted, monthly reports provided by Administrative Judge/Clerk of Court will reflect revenue from cases settled after March 16. Until then, the reports provided to Council reflect zero revenue for cases scheduled after the order was issued.

The Administrative Judge continues to monitor updates and informs all judges and City Administrator of orders/memos issued by the Supreme Court and Court Administration. While much of the Court's operations have been halted, Administrative Judge Jasmine Twitty and Associate Judge Phillip Tate hold bond hearings, issue arrest warrants and advise law enforcement during the pandemic. The Administrative Judge and Trial Judge Rebecca Hand have and will continue to settle non-jury trial matters using video conferencing until further notice.

MUNICIPAL COURT REMITTANCE FORM FOR STATE'S PORTION OF REVENUE

To City Treasurer of Travelers Rest

For The Month Of APRIL 2020

Municipal Court Cases

Total Fines		\$ <u>0.00</u>
Conviction Surcharges		\$ <u>25.00</u>
DUI Assessment		\$ <u>0.00</u>
DUS Assessment	\$ _____	\$ <u>0.00</u>
Insurance Fraud (See Form A)	\$ _____	
Cruelty to Animals (See Form B)	\$ _____	
Wildlife	\$ _____	
Size & Weight	\$ _____	
Carrier of Household Goods and Hazardous Waste	\$ _____	
Other Assessments		\$ <u>25.00</u>

Transfer Cases from General Sessions Court

Fines	\$ _____
Conviction Surcharge	\$ _____
DUI Assessment	\$ _____
Other Assessments	\$ _____
Bond Estreatments	\$ _____
TOTAL	\$ <u>50.00</u>

Signed J. Twitty
Municipal Judge

Date May 4, 2020

ATTACHMENT F

Total Amount Allocated to State	\$ <u>50.00</u>
Total Amount Allocated to Victim Assistance Fund	\$ <u>0.00</u>



THE HONORABLE CURTIS M. LOFTIS, JR.
State Treasurer

Municipal Name: City of Travelers Rest Municipal Code: 2899 Date Submitted: 5/4/2020
Collection Period Beginning (Month/Year): April 1, 2020 Collection Period Ending (Month/Year): April 30, 2020

SOUTH CAROLINA STATE TREASURER'S REVENUE REMITTANCE FORM

LINE	FINES, FEES AND FILING FEE/ASSESSMENT	%	CODE	AMOUNT DUE	LINE
A	Public Defender Application Fee - \$40 Per Application	100%	17-3-30		A
B	Body Piercing	100%	44-32-120		B
C	Marriage License Fee - Additional \$ 20 Per License	100%	20-1-375		C
D	Bond Estreatment	25%	17-15-260		D
DA	Municipal Conditional Discharge Fee-\$150	100%	44-53-450(C)		DA
DB	Violations of State Shellfish Laws	33%	44-1-152		DB
DC	Criminally Negligent Use of Firearms/ Archery Tackle	100%	50-1-85		DC
DD	Highway Work Zone - Department of Public Safety	65%	56-5-1535		DD
DE	Highway Work Zone - State Highway Fund	25%	56-5-1535		DE
DF	Public Disorderly Conduct (New as of 7/1/2019)	100%	16-17-530		DF
DUI/DUS/BUI - ASSESSMENTS/SURCHARGES/ PULLOUT					
E	Boating Under the Influence (BUI)	100%	50-21-114		E
F	Municipal DUS DPS Pullout -\$100	100%	56-1-460	0	F
G	Municipal DUI Assessment- \$12 Per Case	100%	56-5-2995	0	G
H	Municipal DUI Surcharge - \$100 Per Case	100%	14-1-211	0	H
I	Municipal DUI DPS Pullout- \$100	100%	56-5-2950 & 2945	0	I
IA	DUI/DUAC Breathalyzer Test Conviction Fee-SLED \$25	100%	56-5-2950(E)	0	IA
SURCHARGES					
J	Municipal Drug Surcharge -\$150 Per Case	100%	14-1-213(A)	\$25	J
K	Municipal Law Enforcement Surcharge - \$25 Per Case	100%	14-1-212(A)	\$25	K
KA	Municipal Criminal Justice Academy \$5 Surcharge (Terminated 6/30/16)	100%	14-1-240(A)	0	KA
OTHER ASSESSMENTS - STATE SHARE					
L	Municipal- 107.5%	88.64%	14-1-208	0	L
LA	Municipal Traffic Education Program \$140 Application Fee	90.85%	17-22-350(C)	0	LA
M	TOTAL REVENUE DUE TO STATE TREASURER			\$ 50.00	M

PLEASE FILL IN THE AMOUNTS RETAINED BY YOUR OFFICE IN THE TABLE BELOW. THIS SECTION IS FOR REPORTING PURPOSES ONLY. DO NOT REMIT THESE AMOUNTS TO THE STATE TREASURER.

LINE	RETAINED BY MUNICIPAL FOR VICTIM SERVICES	%	CODE	AMOUNT RETAINED	LINE
N	Assessments-Municipal	11.16%	14-1-208	0	N
O	Surcharges-Municipal	100%	14-1-211	0	O
OA	Other Assessments-Municipal	9.17%	17-22-350(C)	0	OA
P	TOTAL RETAINED FOR VICTIM SERVICES			\$ 0.00	P

Comments: _____

Contact Person _____ Telephone: _____

Contact Person Email: _____

I, Municipal Treasurer, certify that the foregoing information is true and accurate.

Municipal Treasurer Signature: Charlene Catta

Municipal Treasurer Email: charlene@travelersrestsc.com

*Note: This report is required by law to be filed monthly, on or before the 15th, by the Municipal Treasurer, even if there are no Collections. Form can be emailed to court.fines@ato.sc.gov. If form is filed by fax, please confirm with Marty Woods (Phone: 803.734.2657) PRIOR to transmission.

Wade Hampton Building, 1200 Senate Street, Suite 214
Columbia SC, 29201

(803) 734-2101 | Court Fines Fax (803) 734-2161
www.treasurer.sc.gov

City of Travelers Rest

Municipal Court Monthly Report for April 2020

	Prior Month	Current Month	Year to Date (7/1/2019)
Total Fines Processed	\$1,445.00	\$0.00	\$73,126.73
State Disbursement	\$673.00	\$50.00	\$40,016.45
City Disbursement (General Fund)	\$600.00	\$0.00	\$29,696.28
City Disbursement (Restricted)	\$172.00	\$0.00	\$5,190.96
Warrants Issued	16	20	207
Citations Issued	58	13	713
Criminal Cases Adjudicated	22	5	374
Traffic Cases Adjudicated	3	0	427
Total Cases Adjudicated	25	5	885
Jury Trials Requested	1	1	26
Jury Trials Held	0	0	5
Jury Trial (Pleas/Forfeited)	0	0	45
Cases Carried Over for Trial	42	86	N/A



MEMORADUM

TO: Planning and Development Committee and Planning Commission

FROM: Patrea St John

DATE: May 5, 2020

SUBJECT: Sign Regulations

Our current sign regulations found in Section 6:11 are outdated and does not address many of the new signage technologies, proliferation of temporary banners or other issues associated with the signage in our City. In the interest of trying to strike a balance between the economic value of signage for businesses while also preserving and improving the visual quality of the City we will be working on an updated draft ordinance for your review.

Greenville County took on the task to update their signage regulation in 2016 and worked for over 9 months with a Study Committee composed of signage professionals, architects, business owners, appointed planning commissioners and staff. The study committee reviewed several sign references and models ordinances and the sign ordinance that was adopted through that process will be the beginning reference for developing the updated sign ordinance which would then be reviewed by the Planning Commission as a text amendment to the zoning ordinance then adopted by City Council.

PLANNING & DEVELOPMENT REPORT

May 11, 2020

Developments Update

- Pinestone – plans to move forward with demolition of the Emteck building in June/ July and then demo lower building in August. No plans have been submitted for building permit
- Trailview Townhomes – will delay plans for a couple of months to assess economic situation but still plan on moving forward.
- Glenview Park – starting phase 2
- Ace Hardware – they have a few modifications to make to the site plan but want to start construction this summer with the goal of opening spring 2021.

Upcoming Planning Commission agenda items

- Docket TR 20-02 Request for rezoning 230 S. Main St from R-10 to C-1.
 - Applicant held a zoom neighborhood meeting on April 22nd 6-8 pm. 3 attendees in addition of PSJ and applicant
- Docket TR 20-03 Request for subdivision approval for Magnolia Cottages.
 - Applicant held a zoom meeting May 6th 6-8 pm, there were 23 participants.

For Information Purposes

- GPATS Study team has recommended to add to the TIP 2025 \$20,000 to study and develop a scope of work to extend/improve bike and pedestrian improvements in TR
- Downtown Design Standards and Guidelines Draft – staff review
- Sign Ordinance Draft

Coming Attractions

- We have been in discussions with the developer for a phase one for Whitehawk Meadows – currently zoned R- 7.5 single family . This is the vacant property by the YMCA. The phase one proposes 165 single family lots.



MEMORANDUM

TO: Ways and Means Committee/City Council

FROM: Eric Vinson, City Administrator

DATE: May 7, 2020

SUBJECT: FY 21 Budget

Based on feedback and questions received at the Budget Workshop on April 30th, I have provided a breakdown of costs associated with corresponding percent increases in salary wages. Proposed salaries/and wages are sufficient to provide merit increases and a minimum 2% COLA. Anticipated effective date of COLA would be Dec/January and be based on supportive economic conditions and revenues.

Budgeted Administrative, Public Works, and Municipal Court salaries/wages with no increase over FY19-20 are sufficient to bring administrative staff in line with recent compensation study.

Projected expenditures and revenues have been adjusted to cover all associated costs and to balance the budget and minimize use of fund balance.

Additionally, although PW/Sanitation service fee increases are needed to support rising costs of sanitation service, further study is needed before an increase is enacted. For this reason, an increase to the PW fee is not recommended at this time. The city will conduct a sanitation service fee study to determine the desired level of service and associated cost, appropriate fees, and the most equitable way to assess sanitation service fees. The proposed budget summary reflects the adjustment in sidewalk maintenance to FY20 levels.

Budget Summary FY21

Proposed Expenditures by Department

Department	FY-20 Budget Reallocated	FY-21 Budget	Difference	Percent Difference
Legal	\$8,000	\$6,000	\$(2,000)	-25.0%
Mayor/Council	\$67,900	\$58,000	\$(9,900)	-14.5%
Non-Departmental	\$252,370	\$237,380	\$(14,990)	-5.9%
Municipal Court	\$190,106	\$173,056	\$(17,050)	-8.9%
Administrative	\$462,540	\$494,870	\$32,330	6.9%
Building Codes	\$112,120	\$131,181	\$19,061	17%
Police/Communications	\$1,604,142	\$1,757,335	\$153,193	9.5%
Fire	\$1,188,161	\$1,242,751	\$54,590	4.6%
Sanitation	\$234,000	\$273,000	\$39,000	16.7%
Public Works/Maintenance	\$208,811	\$236,292	\$52,681	13%
Bond Indebtedness	\$303,500	\$501,832	\$198,332	65.3%
Capital Improvements	\$65,700	\$49,000	\$(16,700)	-25.4%
Equipment/Gear	\$0	\$19,140	\$19,140	100%
Totals	\$4,697,350	\$5,152,337	\$507,687	9.6%

GENERAL FUND BUDGET HIGHLIGHTS

- **Revenue projections are cautiously conservative as there is a great deal of uncertainty.**
- **Overall budget approach will be to monitor revenues monthly and adjust and amend budget accordingly throughout fiscal year.**
- **Budget is balanced with a net change in fund balance of 413,837.**
- Revenues are projected to decrease by -3.54 % over the FY 2019-20 budget estimate. Revenues expected to be impacted most are:
 - Ad Valorem/Motor Vehicle Taxes - 9% decrease from 2020 projected
 - Business Licenses Fees – 17.4% decrease from FY19 actual
 - Insurance Fees – 9.4% decrease from 2019 actual
 - Aid to Subdivisions (Local Government Fund) – 20% from FY20 projected actual
 - Building Permits - 10% decrease from FY20 projected actual
- Budget includes 3% increase in wages and salaries.
- Budget does not include any new full-time positions. (Positions were requested by Police Dept., Fire Dept., Public Works, Building Codes and Municipal Court.)
- Increases in expenditures include Holiday Pay (previously unbudgeted), Retirement (previously underbudgeted), Health Insurance.

- Non-Departmental expenditures no longer include, payroll taxes, health insurance, retirement, and workers compensation. Those items are now allocated to the appropriate departments.
- Capital Improvements (cash paygo) include road resurfacing and equipment and gear for both the Police Department and the Fire Department.
- Public works fee increase is not included at this time. Further study is needed.
- The proposed budget reflects street/sidewalk maintenance at FY19-20 levels.
- Revenue line created for Construction Inspection Fees

SPECIAL REVENUE FUND HIGHLIGHTS

Local Accommodations Fund

- Accommodations Fund is balanced with a net decrease in fund balance of -\$24,250.
- Accommodations tax revenues are projected to decrease 40% over FY 2019-20.
- \$42,500 is transferred to the General Fund for expenditures incurred in the support of costs associated with collection, operations and maintenance of tourism related venues, including continued maintenance for Visitors Center, Trailblazer Park, and downtown facilities.

Hospitality Fund

- Hospitality budget is balanced with a net decrease in fund balance of -\$40,575
- Hospitality tax revenues are projected to decrease by 7.24% in comparison with the FY 2019-20 budget estimate.
- Budget includes an increase in downtown/park maintenance for sidewalk repairs
- \$123,000 is transferred to the General Fund to offset operating expenditures associated with collections costs, special events and tourism. This transfer is primarily for public safety, park and downtown maintenance as well as other staff support for special events and tourism. This amount decreased over FY 2019-20 due to the restrictions on the entire hospitality industry as a response to COVID19.

State Accommodations Fund

- Accommodations tax revenues are projected to be \$24,000.
- \$24,000 is transferred to General Fund as required by statute.

Sewer Fund

- Sewer fund is balanced with net increase in fund balance of \$18,625
- Budget includes increase in maintenance for downtown rehab project
- Budget provides for 62,000 transfer to general fund to cover costs of salaries and benefits

Capital Projects

- 3 planned projects totaling \$225,000 - funded by GO bond.
- Poinsett Highway Corridor Project - \$40,000 for preliminary engineering (C-Fund).
- Main Street/Center Street Crosswalk Improvements - \$150,000

- **Swamp Rabbit Trail widening – \$35,000 (cost of asphalt). Greenville County to perform work.**

Date: June 18, 2020
Time: 6:00 p.m.
Location: Travelers Rest City Hall, 125 Trailblazer Dr, Travelers Rest, SC 29690

General Fund:

Projected Current Fiscal Year Revenue 2019-2020	Projected Revenue 2020-2021	Percentage Change in Revenue	Current Fiscal Year Millage
\$ 4,962,011	\$ 4,786,400	-3.54%	96.1 Mills

Projected Current Fiscal Year Expenditures 2019-2020	Projected Expenditures 2020-2021	Percentage Change in Expenditures	Estimated Millage for 2019-2020
\$ 4,620,985	\$ 5,177,837	12.05%	96.1 Mills

Estimated Millage Equals \$96.1 per \$1,000 of Assessed Property Value

City of Travelers Rest, SC
Budget Worksheets - General Fund
For the Fiscal Year Ending June 30, 2021

	FY 2019	FY 2020	FY 2020	FY 2021
	Actual	Budget	Budget	Budget
			(Reallocated)	
Revenues				
310.010 - Ad Valorem & Motor Vehicle	2,131,142	2,266,100	2,266,100	1,975,100
310.015 - Debt Millage	-	-	-	-
310.020 - Utility Franchise Fees	605,118	590,000	590,000	608,000
320.010 - Business Licenses	435,694	420,000	420,000	360,000
320.020 - Insurance Fees	712,709	640,000	640,000	645,700
335.000 - Aid To Subdivisions	104,627	100,000	100,000	120,000
336.000 - Manufacturer Tax	43,641	44,000	44,000	40,000
337.000 - Telecommunications Tax	17,453	20,000	20,000	18,000
350.000 - Fines/Forfeitures	33,734	42,000	42,000	50,000
350.500 - School District Sro	-	28,000	28,000	28,000
355.000 - Merchant's Inventory Tax	18,977	18,000	18,000	17,100
356.000 - Accommodations Tax Revenue	(16,036)	27,250	27,250	24,000
369.000 - Public Works Fee	41,180	42,000	42,000	42,000
371.000 - Investment Earnings	4,972	3,000	3,000	5,000
374.000 - Furman Fee-in-lieu	160,000	160,000	160,000	160,000
375.000 - Miscellaneous	48,728	24,000	24,000	55,000
376.010 - Building Permits/Inspection	111,946	90,000	90,000	315,000
Construction Inspection Fees	-	-	-	31,000
380.000 - County Recreation	31,766	30,000	30,000	32,000
382.000 - GHS Annual Settlement	-	33,000	33,000	33,000
Total Revenues	4,485,651	4,577,350	4,577,350	4,558,900
Gross Profit	4,485,651	4,577,350	4,577,350	4,558,900
Expenditures				
412.000 - Legal	831	8,000	8,000	6,000
413.000 - Mayor/Council	58,003	58,900	67,900	58,000
414.000 - Non-departmental	1,053,916	1,291,870	199,900	237,380
415.000 - Municipal Court	136,935	167,750	190,106	173,056
417.000 - Administrative	298,715	345,500	462,540	494,870
418.000 - Building Codes	-	84,900	112,120	131,181
421.000 - Police Department	978,418	1,149,900	1,656,612	1,757,335
423.000 - Fire Department	709,427	826,080	1,188,161	1,242,751
432.000 - Sanitation	209,356	234,000	234,000	273,000
434.000 - Maintenance	133,455	161,250	208,811	236,292
490.000 - Debt Service	274,902	303,500	303,500	501,832
500.000 - Capital Outlay	38,355	65,700	65,700	47,000
510.000 - Motor Vehicles & Equipment	88,099	-	-	19,140
Total Expenditures	3,980,412	4,697,350	4,697,350	5,177,837
Revenues over (under) expenditures	505,239	(120,000)	(120,000)	(618,937)
Other financing sources (uses)				
Transfers from other funds				
310.030 - Transfer from Hosp. Tax Fund	60,000	90,000	90,000	123,000
377.000 - Transfer from Accom. Tax	15,000	30,000	30,000	42,500
390.000 - Transfer from Sewer - Salary	22,500	25,000	25,000	62,000
Transfers to other funds				
500.000 - Trfr to Cap Projects Fund	-	-	-	-
Total other financing sources (uses)	97,500	145,000	145,000	227,500
Net change in fund balance	602,739	25,000	25,000	(391,437)

**City of Travelers Rest, SC
 Budget Worksheets - General Fund Expenditures
 For the Fiscal Year Ending June 30, 2021**

	FY 2019	FY 2020	FY 2020 Budget (Reallocated)	FY 2021 Budget
	Actual	Budget		Budget
412.000 · Legal				
412.075 · Council Advice	6,163	8,000	8,000	6,000
Total 412.000 · Legal	6,163	8,000	8,000	6,000
413.000 · Mayor/Council				
413.001 · Council Salaries	33,600	33,600	33,600	33,600
Workers Compensation			9,000	9,000
413.080 · Seminars / Travel	12,198	20,000	20,000	10,000
413.081 · Public Relations	894	1,200	1,200	1,200
413.091 · Council Contingency	1,193	3,000	3,000	3,000
413.200 · Planning Commission Expense	1,005	1,100	1,100	1,200
Total 413.000 · Mayor/Council	48,890	58,900	67,900	58,000

City of Travelers Rest, SC
Budget Worksheets - General Fund Expenditures
For the Fiscal Year Ending June 30, 2021

	FY 2019	FY 2020	FY 2020	FY 2021
	Actual	Budget	(Reallocated)	Budget
414.000 · Non-departmental				
414.003 · Social Security/Medicare	131,401	153,000	-	-
414.004 · Retirement	79,015	77,000	-	-
414.005 · SC Retirement - Police	202,046	203,000		
414.006 · Group Health & Life	431,230	516,000		
414.007 · Workmans Compensation	83,289	90,500		
414.008 · Unemployment Taxes	2	6,200	6,200	
414.028 · Equipment Lease/Printer Copier	1,358	3,000	3,000	3,000
414.085 · Internet, Phone, Fiber/Coax	-	15,000	15,000	15,500
414.111 · Water & Sewer	4,656	6,000	6,000	6,200
414.112 · Duke Power	29,085	28,000	28,000	28,500
414.113 · Piedmont Natural Gas	2,570	5,500	5,500	4,200
414.120 · Street Lights	55,062	47,000	47,000	52,000
414.122 · Traffic Signals	881	1,000	1,000	1,000
414.141 · Casualty Insurance	14,138	21,000	21,000	17,000
414.144 · Tort Liability	33,840	42,000	42,000	35,000
414.161 · Annual dues (MASC)	2,684	2,400	2,400	2,400
414.200 · Vehicle Insurance	30,482	41,000	41,000	36,000
414.215 · Local Telephone Service	17,041	-	-	-
414.232 · Employee Appreciation	962	3,000	3,000	2,000
414.862 · Postage Meter	1,745	1,800	1,800	1,800
414.863 · Computer IT Support	-	15,200	15,200	15,250
414.871 · Advertisement/Legal Ads	631	1,200	1,200	1,000
414.872 · Newspaper Subscript	318	440	440	-
414.873 · Envelopes / Letterhead	1,395	1,500	1,500	1,500
414.874 · Fax Copy Computer Paper	924	1,000	1,000	1,000
414.876 · Flags	-	150	150	150
414.877 · Postage - All Departments	3,484	4,000	4,000	3,000
414.935 · Sales and Use Tax Expense	120	500	500	400
414.936 County Stormwater Fee	-	-	-	5,000

**City of Travelers Rest, SC
 Budget Worksheets - General Fund Expenditures
 For the Fiscal Year Ending June 30, 2021**

	FY 2019	FY 2020	FY 2020	FY 2021
	Actual	Budget	Budget (Reallocated)	Budget
414.940 · Greenville Area Dev. Corp	600	600	600	600
414.950 · SC Energy Office Loan Repayment	4,875	4,880	4,880	4,880
Total 414.000 · Non-departmental	1,133,834	1,291,870	252,370	237,380

**City of Travelers Rest, SC
Budget Worksheets - General Fund Expenditures
For the Fiscal Year Ending June 30, 2021**

	FY 2019	FY 2020	FY 2020	FY 2021
	Actual	Budget	Budget (Reallocated)	Budget
415.000 · Municipal Court				
415.001 · Municipal Court Salaries	69,984	66,000	66,000	57,100
415.002 Overtime	-	-	-	2,500
Social Security & Medicare			5,049	4,370
SCRS			10,171	9,450
Health Insurance			5,820	5,820
Workers Compensation			1,316	1,316
415.008 · Legal	9,747	21,000	21,000	20,000
415.031 · Cellular Phones	614	900	900	900
415.033 · General Office Supplies	626	1,850	1,850	1,200
415.034 · SC Code Supplies	-	1,000	1,000	1,000
415.065 · Schools & Seminars	2,310	3,000	3,000	1,200
415.066 · Travel Expense	1,431	2,000	2,000	1,000
415.074 · Court Op Judge/Jury fees)	3,392	2,000	2,000	2,200
415.076 · Jail Fees	15,503	70,000	70,000	65,000
Total 415.000 · Municipal Court	103,607	167,750	190,106	173,056
417.000 · Administrative				
417.001 · Administrative Salaries	261,500	267,000	267,000	267,000
Social Security & Medicare			20,426	20,500
SCRS			41,145	44,300
Health Insurance			50,200	50,200
Workers Compensation			5,270	5,270
417.100 · Mileage Reimbursement	353	200	200	800
417.201 · Fuel	1,128	2,500	2,500	2,500
417.311 · General Supplies	2,452	2,400	2,400	2,200
417.641 · Dues/Seminars/Travel	3,302	5,000	5,000	2,500
417.650 · Financial Services	68,288	44,500	44,500	50,000
417.792 · Newsletters Printing	549	2,000	2,000	1,500
417.795 · Code book	-	1,000	1,000	10,000

City of Travelers Rest, SC
Budget Worksheets - General Fund Expenditures
For the Fiscal Year Ending June 30, 2021

	FY 2019	FY 2020	FY 2020	FY 2021
	Actual	Budget	Budget (Reallocated)	Budget
417.796 · Miscellaneous expense	3,743	2,200	2,200	2,200
417.801 · Professional Services	-	10,000	10,000	16,000
Payroll Processing Fees	-	-	-	13,800
417.796 · Human Resources	-	6,500	6,500	5,000
417.799 · Cellular Telephone	1,034	2,200	2,200	1,100
Total 417.000 · Administrative	342,349	345,500	462,540	494,870
418.000 · Building Codes				
418.001 - Salaries	48,000	48,000	48,000	62,000
Social Security & Medicare			3,672	4,600
SCRS			7,397	9,930
Health Insurance			14,835	14,835
Workers Compensation			1,316	1,316
418.005 · Dues/Training/Travel	-	1,100	1,100	-
418.101 - Fuel/Vehicle maintenance	-	-	-	3,000
418.102 - Cell Phone	-	-	-	1,000
418.010 · Plan Review/Inspection Services	-	30,000	30,000	30,000
418.115 · Code Books	-	1,300	1,300	-
418.020 · Permitting Software	4,500	4,500	4,500	4,500
Total 418.000 · Building Codes	52,500	84,900	112,120	131,181

City of Travelers Rest, SC
Budget Worksheets - General Fund Expenditures
For the Fiscal Year Ending June 30, 2021

	FY 2019	FY 2020	FY 2020	FY 2021
	Actual	Budget	Budget (Reallocated)	Budget
421.000 · Police Department				
421.001 · Police Salaries	603,821	748,770	748,770	765,688
421.002 · Police Overtime	26,659	23,000	23,000	23,000
421.003 Holiday Pay	-	-	-	40,000
421.010 · Dispatchers' Salaries	18,864	219,530	219,530	227,987
421.012 · Dispatchers Overtime	14,012	12,000	12,000	12,800
Social Security & Medicare			65,560	81,372
SCRS			4,851	40,678
PORS			89,364	157,420
Health Insurance			241,924	242,000
Workers Compensation			52,543	28,950
421.171 · Gas	36,751	40,000	40,000	40,000
421.182 · Repairs	27,639	23,000	23,000	23,000
421.214 · Teletype (SC Law Enforce)	6,645	1,200	1,200	1,200
421.275 · General Repair Police Equipme	2,996	3,000	3,000	3,000
421.311 · General Office Supplies	5,798	2,500	2,500	2,500
421.314 · Crime Scene Equipment	1,521	1,500	1,500	1,500
421.351 · Blood Borne Pat. Equip	331	1,000	1,000	700
421.411 · Uniforms	12,448	10,000	10,000	9,000
421.412 · Duty Gear	1,650	3,000	3,000	2,500
421.413 · Body Armor	2,833	2,500	2,500	2,500
421.641 · Dues/Training/Travel	4,267	8,000	8,000	3,000
421.645 · Physical Exams	4,345	6,500	6,500	6,500
421.783 · Crime Prevention	1,109	1,000	1,000	700
421.851 · Weapons-Sidearms/Shotguns	4,534	4,500	4,500	3,500
421.855 · Traffic Control	427	800	800	600
421.857 · Telephone/Cell Phone	7,400	10,500	10,500	11,000
421.860 · Mobile Radar	1,871	1,000	1,000	800
421.862 · Computer Equipment	7,825	5,000	5,000	5,000
421.863 · Office Furniture	916	1,000	1,000	800

**City of Travelers Rest, SC
 Budget Worksheets - General Fund Exenditures
 For the Fiscal Year Ending June 30, 2021**

	FY 2019	FY 2020	FY 2020 Budget (Reallocated)	FY 2021 Budget
	Actual	Budget		Budget
421.865 · Contracts-Printer/Copier/Software	-	4,600	4,600	5,640
421.900 · 800MHZ Radio Fees	13,693	16,000	16,000	14,000
Total 421.000 · Police Department	808,355	1,149,900	1,604,142	1,757,335

City of Travelers Rest, SC
Budget Worksheets - General Fund Expenditures
For the Fiscal Year Ending June 30, 2021

	FY 2019	FY 2020	FY 2020	FY 2021
	Actual	Budget	Budget (Reallocated)	Budget
423.000 · Fire Department				
423.001 · Salaries	602,278	659,800	659,800	669,042
423.002 · Overtime - Non-volunteer	7,707	15,000	15,000	20,000
423.003 Holiday Pay	-	-	-	25,000
Social Security & Medicare			51,622	54,625
PORS			113,636	137,382
Health Insurance			178,400	178,400
Workers Compensation			18,422	18,422
423.111 · Duke Power	10,856	13,000	13,000	13,000
423.112 · Water	2,837	3,000	3,000	3,000
423.113 · Piedmont Natural Gas	1,326	1,750	1,750	1,750
423.131 · Building	6,822	12,000	12,000	12,000
423.171 · Fuel	18,331	17,500	17,500	18,500
423.173 · Maintenance	39,625	28,000	28,000	28,000
423.182 · Aerial Safety Test	1,055	1,300	1,300	1,300
423.214 · Cellular Telephone	3,845	4,500	4,500	4,500
423.271 · Communications maintenance	2,044	1,800	1,800	1,800
423.276 · Maintenance Contracts	9,967	13,130	13,130	13,130
423.311 · General Supplies	564	1,500	1,500	1,200
423.351 · Medical Supplies	686	1,000	1,000	800
423.411 · Uniforms	3,200	11,500	11,500	10,000
423.641 · Training	5,956	8,400	8,400	3,500
423.647 · Physicals Exams	10,601	8,400	8,400	8,400
423.751 · Fire Prevention	1,196	1,500	1,500	1,000
423.782 · Building Codes	4,923	1,500	1,500	-
423.856 · Equipment	8,338	21,500	21,500	18,000
Total 423.000 · Fire Department	742,157	826,080	1,188,161	1,242,751

City of Travelers Rest, SC
Budget Worksheets - General Fund Expenditures
For the Fiscal Year Ending June 30, 2021

	FY 2019	FY 2020	FY 2020	FY 2021
	Actual	Budget	Budget (Reallocated)	Budget
432.000 · Sanitation				
432.020 · Contract Services	219,570	210,000	210,000	245,000
432.030 · Landfill Fee	20,941	24,000	24,000	28,000
Total 432.000 · Sanitation	240,511	234,000	234,000	273,000
434.000 · Maintenance				
434.001 · Salaries	53,748	86,000	86,000	87,000
434.002 · Overtime	958	1,200	1,200	1,200
Social Security & Medicare			6,671	6,594
SCRS			13,438	14,145
Health Insurance			24,821	24,821
Workers Compensation			2,632	2,632
434.133 · Mechanical Heat/AC	1,027	3,500	3,500	3,500
434.134 · Electrical Plumbing	465	3,000	3,000	2,000
434.135 · Building Maintenance	2,053	4,000	4,000	4,000
434.136 · Locksmith	-	600	600	600
434.161 · Street Signs	683	800	800	800
434.162 · Street/Sidewalk Maintenance	34,158	32,500	32,500	32,500
434.165 · Engineering (Alliance)	-	2,500	2,500	30,000
434.171 · Fuel	4,181	5,000	5,000	5,000
434.172 · Vehicle Maintenance	5,067	2,000	2,000	2,000
434.201 · Animal Boarding Supplies	55	300	300	400
434.203 · Humane Society Fees	1,200	1,250	1,250	1,250
434.272 · Lawn & Power Tools	2,463	3,000	3,000	2,000
434.273 · Emergency Equip	1,070	1,200	1,200	1,200
434.281 · Cleaning Supplies/Services	10,192	11,500	11,500	12,000
434.287 · Kitchen supplies	118	500	500	250
434.300 · Cellular Telephone	1,111	1,200	1,200	1,200
434.301 · Miscellaneous	1,403	1,200	1,200	1,200
Total 434.000 · Maintenance	119,952	161,250	208,811	236,292

City of Travelers Rest, SC
Budget Worksheets - General Fund Expenditures
For the Fiscal Year Ending June 30, 2021

	FY 2019	FY 2020	FY 2020	FY 2021
	Actual	Budget	Budget (Reallocated)	Budget
490.000 · Debt Service				
490.030 · Installment/Purchase Bond 2013B	71,407	71,500	71,500	69,500
490.031 · Installment/Purchase FD 2013A	117,958	118,000	118,000	118,000
490.032 · Instlmt Rev Bond Series 2017	113,411	114,000	114,000	111,000
490.033 · Master Lease Payment	-	-	-	153,332
2020 Capital Projects GO Bond	-	-	-	50,000
Total 490.000 · Debt Service	302,776	303,500	303,500	501,832
500.000 · Capital Outlay				
500.495 · Resurfacing	30,000	32,000	32,000	47,000
500.500 · Computer Upgrades	3,255	18,700	18,700	-
500.505 · Christmas Decorations	4,646	10,000	10,000	-
500.510 · Trash/Recycling Receptacles	-	5,000	5,000	-
500.000 · Capital Improvements - Other	(4,136)	-	-	-
Total 500.000 · Capital Improvements	33,765	65,700	65,700	47,000
510.000 Motor Vehicles & Equipment				
510.990 Public Works/Admin	-	-	-	-
510.980 · Police Dept	93,834	-	-	7,140
510.983 · Fire Gear	-	-	-	12,000
510.000 Motor Vehicles	93,834	-	-	19,140
Total Expenditures	(4,028,693)	(4,697,350)	(4,697,349)	(5,177,837)

City of Travelers Rest, SC
Budget Worksheets - Capital Projects Fund
For the Fiscal Year Ending June 30, 2021

	FY 2021 Budget
Revenues	<u>-</u>
	<u>-</u>
Total Revenues	<u>-</u>
Expenditures	
Street Resurfacing	47,000
Fire Equipment/Gear	<u>7,500</u>
Fire Pagers	<u>4,500</u>
Police Tasers	<u>7,140</u>
Total Expenditures	<u>66,140</u>
Revenues over (under) expenditures	(66,140)
Other financing sources (uses)	
1395.00 Transfer from General Fund	-
1396.00 Transfer from Hospitality Tax Fund	<u>50,000</u>
1397.00 Transfer from Local Accom. Tax Fund	<u>-</u>
Total other financing sources	<u>50,000</u>
Total Change in Fund Balance	<u><u>(16,140)</u></u>

City of Travelers Rest, SC
Budget Worksheets - Hospitality Tax Fund
For the Fiscal Year Ending June 30, 2021

	FY 2019 Actual	FY 2020 Budget	FY 2021 Budget
Revenues			
3371.00 · Invest Inc - Hosp	975	1,000	800
3380.00 · Local Hospitality Tax Rev	876,904	760,000	720,000
3385.00 · Sponsorship Revenue	6,900	10,000	10,000
3396.00 · Rental Income - Hospitality	4,700	7,000	7,000
Total Income	889,479	778,000	737,800
Expenditures			
3510.00 · Debt Service	423,600	420,000	420,000
3513.00 · Ampitheater Programming	37,383	45,000	20,000
3650.00 · Downtown/Park Maint	27,843	20,000	30,000
3655.00 · Equipment for Trailblazer Park Maint.	6,974	10,000	-
3770.00 · Miscellaneous Expenses	2,509	10,000	10,000
3773.00 · Website Design and Hosting	1,800	2,500	1,500
3775.00 · Landscape Maintenance	45,852	62,000	62,000
3777.00 · Mowing	-	22,000	22,000
3780.00 · Utilities	30,725	32,500	35,000
3800.00 · SCEO Loan Rpmt (2)	4,875	4,875	4,875
Total Expenditures	581,561	628,875	605,375
Revenues over (under) expenditures	307,918	149,125	132,425
Other finance sources (uses)			
3790.00 · Transfer to General Fund	-	(90,000)	(123,000)
3792.00 · Transfer to Capital Project Fund	-	(35,000)	(50,000)
Total other finance sources (uses)	-	(125,000)	(173,000)
Total Change in Fund Balance	307,918	24,125	(40,575)

City of Travelers Rest, SC
Budget Worksheets - Accommodations Tax Fund
For the Fiscal Year Ending June 30, 2021

	FY 2019	FY 2020	FY 2021
	Actual	Annual Budget	Budget
Revenues			
4371.00 · Invest. Income - Accom.	2,901	1,500	1,250
4380.00 · Local Accom Tax Revenue	103,001	100,000	65,000
Total Revenues	105,902	101,500	66,250
Total Revenues	105,902	101,500	66,250
Expenditures			
4600.00 · Recreation/Event Sponsorship	6,500	5,000	10,000
4650.00 · Printing/Marketing/Tourism Promotion	8,070	30,000	32,000
4690.00 · Downtown Events/ Miscellaneous Expense	-	6,000	6,000
Total Expenditures	14,570	41,000	48,000
Revenues over (under) expenditures	91,332	60,500	18,250
Other financing sources (uses)			
4696.00 · Transfer to General Fund	-	(30,000)	(42,500)
4698.00 · Transfer to Capital Project Fund	-	(25,000)	-
Total other financing sources (uses)	-	(55,000)	(42,500)
Total change in fund balance	91,332	5,500	(24,250)

City of Travelers Rest, SC
Budget Worksheet - State Accomodations Tax Fund
For the Fiscal Year Ending June 30, 2021

	FY 2021 Budget
Revenues	
State Accom. Tax Revenue	24,000
Total Revenues	<u>24,000</u>
Expenditures	
Transfer to General Fund (25,000 + 5%)	24,000
Transfer to Tourism Promotions bank acct (30%)	-
Tourism Projects/Events bank acct (65%)	-
	<u>24,000</u>
Revenues over Expenditures	<u>-</u>

City of Travelers Rest, SC
Budget Worksheets - Sewer
For the Fiscal Year Ending June 30, 2021

	FY 2019	FY 2020	FY 2021
	Actual	Annual Budget	
Revenues			
7360.01 · Sewer User Fee	251,358	230,000	230,000
7360.02 · Sewer Collections - Taps	5,200	16,000	18,000
7360.03 · Sewer City Impact Fee - Comm	2,400	50,000	20,000
7360.04 · Sewer City Impact Fee - Resident	-	16,000	20,000
7360.14 · ReWa New User Fee	-	5,000	12,500
7369.01 · Engineer Evaluation Fee	450	1,500	1,000
7371.00 · Investment Income	3,145	1,000	1,500
Total Revenues	262,553	319,500	303,000
Expenditures			
8450 · Depreciation Expense	156,586	-	-
8434 · Blockage	3,720	5,000	5,000
8435 · General Repairs	3,096	25,000	25,000
8436 · ReWa New User Fee	-	-	11,875
8438 · Engineering	4,124	15,000	15,000
8440 · Supplies	17	1,200	1,200
8442 · Schools/Seminars	40	2,000	1,500
8446 · Engineering - EPA	15,506	15,000	15,000
8447 · Pump Station - Utilities/Maint	23,851	27,000	27,000
8455 · Sewer Rehab	-	50,000	90,000
8502 · Right of Way Clearance	-	10,000	10,000
8504 · Sewer Line Cleaning - Inspection	-	15,000	15,000
8510 · Debt Service	-	5,800	5,800
8511 · Salaries	20,410	25,000	62,000
Total Expenditures	227,350	196,000	284,375
Revenues over (under) expenditures	35,203	123,500	18,625

**City of Travelers Rest
Budget Worksheet
For the Year Ending June 30, 2021**

VICTIM'S ADVOCATE FUND

	FY2019 Budget	FY2020 Budget	FY2021 Budget
Revenues			
Prior Year Balance Forward	10,400	10,800	19,100
5310.000 Anticipated Revenues	11,500	11,500	11,500
Total revenues	21,900	22,300	30,600
Expenditures			
5500.000 Salaries	6,000	6,000	6,500
5502.000 Fringe Benefits	1,600	1,600	1,650
5504.000 Retirement	300	300	450
5506.000 FICA	400	400	500
5515.000 Postage	100	100	100
5520.000 Fuel	200	200	200
5525.000 Training-Seminars/Cont. Education	1,000	1,000	1,000
5535.000 Office Supplies	500	500	500
5540.000 Office Equipment	300	300	300
5545.000 Internet/Phone Service	200	200	200
5550.000 Cellular Phone	500	500	500
Charitable donations	-	-	3,000
Total Expenditures	11,100	11,100	14,900
Revenues over(under) expenditures	10,800	11,200	15,700



M E M O R A D U M

TO: Ways and Means Committee/City Council

FROM: Eric Vinson, City Administrator

DATE: May 7, 2020

SUBJECT: FY2021-2025 Capital Improvement Plan

The 5-year Capital Improvement Plan is provided along with this year's budget. This CIP provides a snapshot of capital needs over the next 5 years. The CIP is a planning tool and allows City Council to look ahead at future needs and thus make more informed decisions on allocating funds during the annual budget process. The CIP is adjusted annually with the budget and in accordance with Council's goals and will be included in this year's budget ordinance. The CIP is divided into 2 sections, Capital Projects and Vehicles and Equipment.

CAPITAL PROJECTS

Department	Project Summary	Funding Sources	FY2021	FY2022	FY2023	FY2024	FY2025	Total
Public Works	Poinsett & Center Street Streetscape Project Phase 1	GO \$425K City Hall Sale/CityCash \$225K result	\$ 40,000	\$ 600,000				\$ 600,000
Public Works	Poinsett & Center Street Streetscape Project Phase 2	GO (Total Project to include C-Funds)			\$ 300,000	\$ 300,000		\$ 600,000
Public Works	Main St Crosswalk	GO	\$ 150,000					\$ 150,000
Recreation	Gateway Park (3)	PayGo		\$ 78,000	TBD	TBD		\$ 78,000
Public Works	Downtown Trail Enhancement Project (4)	GO	\$ 35,000					\$ 35,000
Sewer	Sewer Rehabilitation (Basin 7 and 8) (5)	GO	TBD	TBD	TBD	TBD		
Public Works	Sidewalk Repairs (6)	General & H-Tax		\$ 50,000	\$ 55,000	\$ 60,000	\$ 70,000	\$ 235,000
Public Works	Sullivan Street Bridge Repair (7)	GO		\$ 90,000				\$ 90,000
Public Works	Road Paving (8)	Cash (Paygo)	\$ 47,000	\$ 55,000	\$ 60,000	\$ 65,000	\$ 70,000	\$ 237,000
Fiscal Year Totals			\$ 272,000	\$ 783,000	\$ 505,000	\$ 425,000	\$ 140,000	\$ 2,085,000

- (1) Poinsett Phase I - TBD
- (2) Poinsett Phase II - TBD
- (3) Gateway Park - Planning and engineering is needed at a cost of 75-100k. Construction funding options include H&A Revenue Bond, RIA Grant. Total cost TBD
- (4) Trail Enhancement Project to begin in 2021. Funding sources included H&A tax revenue. City to fund cost of additional asphalt.
- (5) Sewer Rehab - Rehab. of basins 7 & 8 is needed at a cost of 2.8 M. Current debt will be reduced to \$0 in FY22. It is estimated that we will issue debt to finance this project. Sewer impact fee study is needed.
- (6) Sidewalk program. Estimated costs to initiate program are 45k. Additional revenue from Public Works Fee increase needed. Program funding will be split 50:50 with PW Fee Revenue and H-Tax Revenue
- (7) Sullivan Street Bridge Repair - replace retaining wall estimated cost of 45k.
- (8) Road Paving - Annual C-Fund Municipal Matching Program

VEHICLES AND EQUIPMENT

Department	Project Summary	Funding Sources	FY2021	FY2022	FY2023	FY2024	FY2025	Total
Fire	Vehicle (1)	Master Lease		\$ 40,000	\$ 40,000			\$ 80,000
Fire	Equipment/Gear (2)	Cash (Paygo)	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500		\$ 30,000
Fire	Pagers (3)	Cash (Paygo)	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 1,300	\$ 19,300
Police	800 Mhz Radios (4)	Master Lease or Grant			\$ 150,000			\$ 150,000
Police	Police Vehicles (5)	Master Lease	\$ 98,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 538,000
Police	Body Camera and Dash Camera Plus Data Storage	Cash (Paygo)			\$ 20,000	\$ 20,000	\$ 20,000	\$ 60,000
Police	MDT Computers (7)	Cash (Paygo)	\$ 22,000					\$ 22,000
Police	Tasers (8)	Cash (Paygo)	\$ 7,140	\$ 5,820	\$ 5,820	\$ 5,820		\$ 30,420
Police	Live Scan Plus Fingerprint Machine (9)	Cash (Paygo)	\$ 21,895					\$ 21,895
Public Works	Replacement Vehicle (10)	Master Lease	\$ 35,000					\$ 35,000
Public Works	Dump Trailer (11)	Cash (Paygo)		\$ 10,000				\$ 10,000
Public Works	Replacement Vehicle (12)	Master Lease			\$ 40,000			\$ 40,000
Public Works	Heavy Equipment/Skid Steer (13)	Master Lease				\$ 100,000		\$ 100,000
Building Codes	Vehicles (14)	Master Lease		\$ 32,000				\$ 32,000
Fiscal Year Totals			\$ 196,035	\$ 209,820	\$ 377,820	\$ 247,820	\$ 137,120	\$ 1,146,720

- (1) Replace aging vehicles
- (2) 3 sets of fire fighter gear needed each year
- (3) replace aging pagers over 5 years
- (4) Grant funding available for radios
- (5) Replace aging vehicles - need to purchase 2 vehicles per year for next 5 years
- (6) Replace body cameras and dash cameras and data storage solution.
- (7) Replace 4 vehicle computers. Plan to include in budget amendment and purchase in second half of FY 2021
- (8) Replace aging tasers
- (9) Warranty expires on existing equipment in August 2020. We will walk to purchase in second half of FY 2021 or FY22. Will replace when existing machine fails.
- (10) Replace aging vehicle
- (11) Add dump trailer to expand public works capacity
- (12) Replace 2nd public works vehicle
- (13) New heavy equipment in year 3 to expand public works capacity
- (14) Replacement vehicle for Building Codes



MEMORADUM

TO: Ways and Means Committee/City Council

FROM: Eric Vinson, City Administrator

DATE: May 7, 2020

SUBJECT: FY 21 Fee Schedule

Attached is the proposed fee schedule for FY 2021. Changes and recommended increases are recommended to some fees and they are shown in red.

Development and Construction Inspection fees shown on page on Page 3. are current fees being charged by the City's Engineering Inspection Consultant. Currently, these fees are being paid by the developer directly to the City's consultant, Alliance Engineering, for development inspection services. The fees are now included in the city's fee schedule and will be collected by the City and paid to Alliance Engineer. This method of collection provides for greater transparency and will allow the development community to see and anticipate all fees associated with development.

The fees have been established and set by the City in consultation with Alliance Engineering. The City has added a \$50 service charge to cover the City's administrative cost of collection and remittance.

Other proposed changes include adjustments to permits, special events, kennel fees, and park rentals.

**City of Travelers Rest Fee Schedule
FY 20-21**

ADMINISTRATION

- Election Filing Fee
 - Council Member \$180.00
 - Mayor \$240.00 Finance

- FOIA
 - Search/Retrieval/Redaction/Copying \$26.00/HR
 - Postage/Shipping FedEX/UPS/USPS Rates

- Copies:
 - Paper Records – Black/White \$0.20/Page
 - Paper Records – Color \$0.30/Page
 - Paper Records, Legal Size – Black/White \$0.50/Page
 - Paper Records, Legal Size – Color \$0.60/Page
 - Paper Records, Ledger Size – Black/White \$0.75/Page
 - Paper Records, Ledger Size – Color \$1.00/Page
 - CD's, DVD's, or other Electronic, Media) \$26.00/Hour

- Returned Check Fee \$25.00
- Credit Card Processing Fee 4%

POLICE DEPARTMENT

- Fingerprints \$10.00
- Identification photograph \$12.00
- Police Reports \$6.00
- Other Reports \$1.00/page
- Local criminal record check (for non-law enforcement personnel) \$6.00
- CD's, DVD's, or other Electronic, Optical or Magnetic Media) \$26.00/Hour
- Towing Fees
 - Collision Tow
 - Class A \$200
 - Class B. \$225.00
 - Class C. \$473.00/ hr
 - Non-Collision, Arrest/Stranded
 - Class A. \$130.00
 - Class B. \$155.00
 - Class C. \$473.00/hr
- Towing Storage Fees – \$20.00/day

PLANNING

- Rezoning Application Fees:
- Single Family Residential: Base Fee \$100.00
 - (2 Acres) \$110.00
 - (3 Acres) \$120.00
 - (4 Acres) \$130.00

**City of Travelers Rest Fee Schedule
FY 20-21**

- (5 Acres) \$140.00
- (6 Acres) \$150.00
- (7 Acres) \$160.00
- (8 Acres) \$170.00
- (9 Acres) \$180.00
- (10 Acres) \$190.00
- Greater than 10 acres \$200.00
- Multi-family Residential: Base Fee \$200.00
 - (2 Acres) \$210.00
 - (3 Acres) \$220.00
 - (4 Acres) \$230.00
 - (5 Acres) \$240.00
 - (6 Acres) \$250.00
 - (7 Acres) \$260.00
 - (8 Acres) \$270.00
 - (9 Acres) \$280.00
 - (10 Acres) \$290.00
 - Greater than 10 acres \$300.00
- Non-Residential:
 - Base Fee \$250.00
 - (2 Acres) \$260.00
 - (3 Acres) \$270.00
 - (4 Acres) \$280.00
 - (5 Acres) \$290.00
 - (6 Acres) \$300.00
 - (7 Acres) \$310.00
 - (8 Acres) \$320.00
 - (9 Acres) \$330.00
 - (10 Acres) \$340.00
 - Greater than 10 acres \$350.0
- PD (Planned Development) ~~\$250.00~~ ~~\$350.00~~ \$550.00
- FRD (Flexible Review District) ~~\$250.00~~ ~~\$350.00~~ \$550.00
- Board of Appeals \$100.00
- Final Development Plan ~~\$25.00~~ \$150.00
- Final Development Plan Revisions \$25.00
- Temporary Use Permit \$50.00
- Zoning Verification \$35.00

SPECIAL EVENTS

- Special Event Permit \$50.00
 - Electricity \$50.00
 - Garbage/Recycling \$75.00
 - Cones or barricade Rental \$125

**City of Travelers Rest Fee Schedule
FY 20-21**

CONSTRUCTION INSPECTION (ENGINEERING/DEVELOPMENT)

Plan Review Fees

Road & Storm Drain Review

- Single Family Residential
 - One (1) to Fifteen (15) Acres \$1,550
 - Fifteen (15) to Thirty (30) Acres \$3,050
 - Above Thirty (30) Acres as Determined by City
- Multi-Family Residential – Not Applicable
- Commercial – Not Applicable
- Mixed-Use/Planned Development – Consult with City

Wastewater Line Review

- Single Family Residential & Mixed-Use/Planned Development
 - 0 – 5,000 Feet of Wastewater Line \$1,050
 - 5,000 – 10,000 Feet of Wastewater Line \$2,050
 - Above 10,000 Feet of Wastewater Line as Determined by City
- Multi-Family Residential
 - 0 – 1,000 Feet of Wastewater Line \$550
 - 1,000 – 2,500 Feet of Wastewater Line \$800
 - 2,500 – 5,000 Feet of Wastewater Line \$1,550
 - Above 5,000 Feet of Wastewater Line as Determined by City
- Commercial
 - 0 – 1,000 Feet of Wastewater Line \$550
 - 1,000 – 2,500 Feet of Wastewater Line \$800
 - Above 2,500 Feet of Wastewater Line as Determined by City

Construction Inspection Fees

Road & Storm Drains (Not Applicable to Multi-Family Residential & Commercial)

- Fees
 - Monthly Road & Storm Drain Construction Observation \$550
 - Road Proof Roll Test Site Visit (up to 4 hours) \$550
 - Road & Storm Drain Punch List Site Visit & Project Closeout \$1,050
- Additional Fees (as required)
 - Additional Road & Storm Drain Site Visit (per visit, up to 4 hours) \$550
 - Additional Proof Roll Test Site Visit (per visit, up to 4 hours) \$550
 - Additional Punch List Site Visit (per visit, up to 4 hours) \$550

Wastewater Lines

- Fees
 - Monthly Wastewater Construction Observation (waived for Commercial) \$550
 - Wastewater Line Testing Site Visit (up to 4 hours) \$550
 - Wastewater Punch List Site Visit & Project Closeout \$1,050
- Additional Fees (as required)
 - Additional Wastewater Site Visit (per visit, up to 4 hours) \$550
 - Additional Wastewater Line Testing Site Visit (per visit, up to 4 hours) \$550
 - Additional Punch List Site Visit (per visit, up to 4 hours) \$550

**City of Travelers Rest Fee Schedule
FY 20-21**

BUILDING DEPARTMENT

- Plan Review Fee ½ Total Permit Fees plus \$150.00 Plan Check Fee
- Plan Check Fees
 - Occupancy Permit (when plans required) \$150.00
 - Demolition (when plans required) \$150.00
 - Signs (when plans required) \$150.00
 - Site Plan \$150.00
- Sign Permit ~~\$10.00~~ \$50.00
- Reinspection Fee \$40.00
- Building Occupancy Permit \$40.00

Building and Trade Permit Fees

TOTAL VALUATION	FEE
\$1,000 and less	Base permit fee \$30.
\$1,000 to \$50,000	\$30. base permit fee + \$5. for each additional thousand or fraction thereof, to and including \$50,000.
\$50,000 to \$100,000	\$275. base permit fee + \$4. for each additional thousand or fraction thereof, to and including \$100,000.
\$100,000 to \$500,000	\$475. base permit fee + \$3. for each additional thousand or fraction thereof, to and including \$500,000.
\$500,000 and up	\$1,675. base permit fee + \$2. for each additional thousand or fraction thereof.

PUBLIC WORKS/CODE ENFORCEMENT

- Public Works Fee -- (Billed on TAX BILL) \$20/Year
- Street, Alley, Easement Abandonment \$500.00
- Sewer User Fee
 - Residential \$10.00/month
 - Commercial \$20.00/month
- Sewer Capacity Evaluation ~~\$150.00~~ \$250.00
- Septic Tank ~~\$100.00~~ \$250.00
- Sewer Verification Fee - \$50.00
- Sewer Impact Fees
 - Industrial \$4,800.00 and \$1,200.00 for each 400 gallons/day
 - Industrial (Multi-unit) \$4,800 per unit and \$1,200.00 for each 400 gallons/day
 - Commercial/Office \$2,400 and \$1,200.00 for each 400 gallons/day
 - Commercial/Office (Multi-unit) \$2,400 per unit and \$1,200.00 for each 400 gallons/day
 - Multi-family Residential \$1,200.00 per unit and \$1,200.00 for each 400 gallons/day
 - Single family Residential \$1,200.00
- Sewer Tap Fees
 - Industrial \$1,000.00
 - Industrial (Multi-Unit) \$1000 for first unit and \$500 for each additional unit

**City of Travelers Rest Fee Schedule
FY 20-21**

- Commercial/Office \$800.00
- Commercial/Office (Multi-unit) \$800.00 for first unit and \$400 for each additional unit
- Multi-dwelling Residential \$400 for first unit and \$200 per unit for each additional unit
- Single family Residential \$400.00

- Animal Control:
 - \$35.00 (1st offense)
 - \$40.00 (2nd offense)
 - \$50.00 (3rd offense)
 - \$60.00 (4th offense)
 - \$200.00 5th offense)
 - \$500.00 (6th offense)
- Kennel Fee ~~\$5.00/day~~ \$50.00 first day and Boarding Fee of \$10.00/day

- Encroachment Permit \$75.00

RENTALS:

- Community Room Meeting Room \$125 for 2hrs – then \$50.00/hr
- Farmers Market Pavilion: \$400.00 for ½ day (includes festival lawn)
- Amphitheater: \$400.00 for ½ day

***Non – Profit (**Charity**) organizations may receive 50% off all rentals.

****1/2 Rental Fee – Non-refundable deposit to reserve facility. Full payment due prior to event.

**** A cleaning fee of \$150.00 may be assessed if trash receptacles are not emptied and disposed of in dumpster.



MEMORADUM

TO: Ways and Means Committee/City Council

FROM: Eric Vinson, City Administrator

DATE: May 7, 2020

SUBJECT: FY 21 GO Bond Issuance

Every year City Council issues a GO Bond (Series A and B) to pay a portion of the debt service on the City's 2017 installment purchase revenue bonds for City Hall construction project. The GO Bond allows the City to raise debt service millage sufficient to service the debt.

This year's GO Bond includes a "Series C" in the amount of \$225,000. The Series 2020C Bond will be used to defray the costs of various capital improvements in the City including (i) design and engineering work for phase one of the Poinsett Corridor Master Plan related to street and corridor improvements, streetscape and sidewalk improvements and stormwater infrastructure; (ii) installation of crosswalks and related traffic and pedestrian signaling and improvements where the Prisma Health Swamp Rabbit Trail crosses Main Street; and (iii) widening the Prisma Health Swamp Rabbit Trail on certain sections within the City.



MEMORADUM

TO: Ways and Means Committee/City Council

FROM: Eric Vinson, City Administrator

DATE: May 7, 2020

SUBJECT: FY 21 Master Lease Agreement

Request for City Council authorization of a Master Lease Agreement in the principle amount of not to exceed \$325,000 and a 4% interest rate relating to the financing of equipment for Municipal purposes. This acquisition will include vehicles for fire, police, public works and building code departments. The payment will be an annual appropriation in the FY budget and will not exceed 5 years.