

Telephone: 843-549-2545

Fax: 843-549-9795

TTY Relay: 1-800-735-2905

City of Walterboro

242 Hampton Street

Walterboro, South Carolina 29488

Mailing Address:

Post Office Box 709

Walterboro, South Carolina 29488-0008

Walterboro City Council
Regular Meeting
April 5, 2016
City Hall
6:15 P.M.

A G E N D A

I. Call to Order:

1. Invocation.
2. Pledge of Allegiance.

II. Public Input on Agenda Items:

III. Presentation:

1. Colleton County Library, Lowcountry Giga Toshou-con Event, Ms. Vicki Brown (Letter attached).

IV. Approval of Minutes:

1. Minutes of the March 22, 2016 Public Hearing and Regular Meeting (Minutes attached).

V. Old Business:

VI. New Business:

1. **Resolution No. 2016-R-03**, A Resolution in Support of the Ruffin Water Upgrade Project and Authorizing the City Manager to Commit Funds for the 10% Local Match (approx. \$68,400) (Resolution attached).
2. **Resolution No. 2016-R-04**, A Resolution by Walterboro City Council to Endorse the Lowcountry Natural Hazard Mitigation Plan, as Required by the Federal Emergency Management Agency (FEMA) (Resolution attached).
3. Consideration of Recommendation to Purchase Thirty (30) Body Worn Cameras for Police Department (Memorandum and supporting documentation attached).
4. Request to Use Downtown Plaza and to Close Street for Annual Memorial Day Ceremony on May 30, 2016, by Colleton County Veterans Council (Letter attached).

VII. Committee Reports:

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VIII. City Manager's Report:

1. CDBG Public Disclosure Requirements - North Lemacks Street Revitalization Project - Phase 3

IX. Executive Session:

1. Receipt of Legal Advice:
 - a. I-95 Business Loop Project - Phase 1C/1D.
 - b. Settlement of Legal Claim.

X. ADJOURNMENT.

Vicki C. Brown
Reference Librarian/ Young Adult Services
600 Hampton Street
Walterboro, SC 29488
843-549-5621 (ext. 3)
vbrown@colletoncounty.org

On Saturday, July 23, 2016, the library will be hosting a regional Comicon. It is called Lowcountry Giga Toshou-con. This will be a giant event involving comic book vendors, figures, writers, and collectibles. The library will be closed all day, but open to the public for video game tournaments, collectible card game tournaments, and vendors showing their collections. Law enforcement and Fire Rescue will participate in the event by showcasing their technology, too. We will have artists drawing on the premises, and elaborate costume contests. This event will be from 10:00 am until 5:00 pm. We anticipate almost 1,000 people coming and attending this convention. Many non-residents are planning to come and enjoy the day's entertainment. We are creating an advertising booklet for the event, and we are asking restaurants for help. Law enforcement will assist us in traffic control.

We are asking to be on the April 5, 2016, City Council agenda to make members aware of this event, and to answer any questions they might have. We feel this is a win/win event for everyone, and we desire support from our city officials. Our town will receive publicity, area businesses will certainly profit from the visitors, and our library will enjoy future patronage. We hope to make this an annual event.

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Walterboro City Council
Public Hearing and Regular Meeting
March 22, 2016

MINUTES

A Public Hearing and Regular Meeting of Walterboro City Council was held at City Hall on Tuesday, March 22, 2016 at 6:15 P.M., with Mayor Bill Young presiding.

PRESENT WERE: Mayor Bill Young, Council Members: Jimmy Syfrett, Paul Siegel, Tom Lohr, Bobby Bonds, James Broderick and Judy Bridge. City Manager Jeff Molinari, City Clerk Betty Hudson and City Attorney George Cone were also present. There were approximately 18 persons present in the audience.

There being a quorum present, Mayor Young called the meeting to order and welcomed everyone to the meeting. Council Member Syfrett gave the invocation and Council Member Broderick led the pledge of allegiance to our flag.

PUBLIC INPUT ON AGENDA ITEMS:

There were no public comments or questions on agenda items.

PUBLIC HEARING:

The Mayor then announced a public hearing, duly advertised, to receive comments/questions on Ordinance # 2016-01, being An Ordinance to Amend Appendix A, Meetings of Council; Section 2.201, Meetings, Places; Open to Public, of the Code of Ordinances of the City of Walterboro, South Carolina. The Mayor announced that this is an ordinance that would change our meetings to one meeting a month on the first Tuesday of each month. He then opened the floor to receive any comments or questions. No comments or questions were received and the public hearing was closed.

PRESENTATION:

1. **Conceptual Plans for Discovery Center for Walterboro Wildlife Sanctuary, Mr. Rob Montgomery, Montgomery Architecture & Planning, Inc.**

Mr. Rob Montgomery of Montgomery Architecture & Planning firm appeared before Council to give a summary of the conceptual plans for the Discovery Center for the Walterboro Wildlife Sanctuary. Mr. Montgomery informed Council that his firm is located in Beaufort, South Carolina, and that he was hired by the Friends of the Great Swamp Sanctuary (FROGS) Committee to look at converting 100 South Jefferies into the Discovery Center for the Walterboro Wildlife Sanctuary. He explained that he was hired to help establish a program and adopt it to the property in the Highway Commercial District along South Jefferies Boulevard. The building is an existing former car dealership which sits on about 1.5 acres of land and touches South Jefferies Boulevard and Klein Street on the west side. The building is about 6,500 square feet and is composed of approximately 2,300 hundred square feet in what had been a showroom and offices. A little over 4 feet down from the floor level is 4,200 square feet which was the service area for the auto dealership. He then showed Council photographs of the current building.

Mr. Montgomery indicated that the service area in the building is a nice wide open space, which could be adopted for use and could handle a good number of people. He stated, in looking at the project, what we primarily looked at from the standpoint of programming was to establish a Discovery Center that would educate residents and visitors about the Walterboro Wildlife Sanctuary and also have information services for surrounding environmental treasures in the Lowcountry. We also looked at it from the standpoint of a community venue to better connect

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Walterboro citizens to the Walterboro Wildlife Sanctuary and also be a rental place for town functions and for maybe weddings, a venue that you might be able to lease out.

Mr. Montgomery informed Council that a survey was done of the property and the property falls approximately 30 feet from South Jefferies down to Klein Street. In looking at it, we thought we would try and use that grade change to establish an amphitheater. We also did site measurements of the building and we have a good idea of what the structure looks like. It is a sound structure, but there is one area in the southwest corner that has some foundation problems that would need to be addressed. Overall, I think the building adapts itself well to the program. From the standpoint of site development, what we looked at was establishing some parking. We have about 26 parking spaces shown. We show a one-way road through from South Jefferies Road to Klein Street, so that traffic flow would be simple and not congested at the intersection at South Jefferies. As far as the amphitheater, the plan is that we would have the area double as picnic space or a park setting if there is not a function happening in the amphitheater. We would also have an amphitheater stage set up.

On the adjoining County parking lot, there is a stand of nice significant trees that we thought we might try and marry with to frame the amphitheater and give some coverage on the site. We are about 1200 linear feet from the Sanctuary's West Washington Street trail head, so the idea was that we would try and develop a trail that would take us to that trail edge and establish it coming from the Discovery Center.

As far as the plan is concerned on the interior, we thought we would leave the original showroom essentially as is, and that would offer 3 different exhibit areas for both permanent and traveling type nature-based exhibits that would be educational for the Wildlife Sanctuary. Then to make up the difference in floor level, we would establish a ramp that would take you around. We could have displays built in to the wall as that ramp circles around. We have established that the stage area could be used for displays and venues to take advantage of this exhibit hall that we will establish in the area that was the original service center. We have bathrooms proposed to build on the exterior along with an elevated stage that would be on the west side of the building and also front the lawn from the east side, so if there was inclement weather, things could happen on that open covered area. Then, it would link to the interior through the existing garage door. So, we do have bathrooms that would service the amphitheater, as well as new bathrooms that we could bring into the interior of the building. We would also have a warming kitchen. The estimated cost that we have associated with this for the site, the building, soft costs associated with the project, which would be annual fees and also fixtures and furnishings and the amphitheater would be in the neighborhood of \$1.5 million.

Council Member Broderick then asked what would be the seating capacity for the amphitheater. Mr. Montgomery responded, we think that in the formal area, there would probably be room for about 250 people. Then this lawn would be elevated up behind that, so it could spill out into the lawn and into the trees and it could even double the capacity.

Mr. Broderick then asked what would be the capacity in the garage area. Mr. Montgomery responded, with tables and chairs, you could seat about 150 people, and if it's just chairs, you can pump that up to maybe 200 people.

Mayor Young reminded that the numbers on the amphitheater are not written in stone. It is before Council now for suggestions and to see where you want to go with this. More discussion was held on the amphitheater.

Council Member Siegel then asked Mr. Montgomery if he thought the project could be done in stages. Mr. Montgomery responded, I think that once you got into

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the building, you'd have to go with one phase to do the building construction, but I think the amphitheater is designed in such a way and situated on the site that it could easily happen independent of the building construction and independent of a good bit of the site work. Right now, the entire eastern portion of site in front of the building is paved. So, this scheme would remove some of that pavement for the landscaping. So, if the amphitheater was put in place, you could still have access from both ends of the property. If that were constructed first, it would not interfere with the building phase of the project.

Council Member Syfrett then thanked the FROGS Committee for getting this project up to this point. He said, I know you met a lot hours to get us up to this point.

Mayor Young then said, I think that the Committee is at a point where they are handing this over to Council and they have given us a conceptual plan. Then it would be up to staff and Council to develop it into what we actually want it to become. Moultrie Plowden who is the chair of the FROGS Committee also had a hospital board meeting tonight and could not be here.

Former Mayor Charlie Sweat, also a member of the FROGS Committee, commented that he felt this was a good presentation. He said, one of the things that Mayor Young had talked about at our meeting was the fact that if we went ahead and put the amphitheater in, it would not necessarily mean that we would have to go ahead and put in the bathrooms at the same time. We could probably put portalets right there off of Klein Street to service the amphitheater if we needed it. This is similar to what we do when we have the Rice Festival portalets placed on Lucas Street.

Mayor Young then thanked Mr. Montgomery for coming to give the presentation. He said, and we will be in touch, I am sure. You helped us a lot and we really appreciate it.

No action was taken by Council on this agenda item and was accepted as information.

APPROVAL OF THE MINUTES:

Upon motion of Council Member Bridge, seconded by Council Member Broderick, the following meeting minutes were unanimously approved as presented:

1. Minutes of the February 23, 2016 Regular Meeting.
2. Minutes of the February 26, 2016 Special Called Meeting.
3. Minutes of the March 3, 2016 Special Called Meeting.

OLD BUSINESS:

1. Ordinance # 2016-01, An Ordinance to Amend Appendix A, Meetings of Council; Section 2.201, Meetings, Places; Open to Public, of the Code of Ordinances of the City of Walterboro, South Carolina, Second Reading and Adoption

The Mayor stated that this is the ordinance that we had the public hearing on earlier in the meeting to change the meeting time and number of meetings per month. He then entertained a motion to adopt said ordinance.

A motion was made by Council Member Bonds, seconded by Council Member Lohr, giving Second Reading and Adoption to Ordinance # 2016-01, being An Ordinance to Amend Appendix A, Meetings of Council; Section 2.201, Meetings, Places; Open to Public, of the Code of Ordinances of the City of Walterboro, South Carolina. The motion passed unanimously.

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The Mayor pointed out that City staff spends a lot of time working on the agenda preparing for each meeting. This will take some of the burden off of them, and we will still have other Tuesdays for work sessions or for special meetings if we need to call them. We can always call an extra meeting and tend to business. It probably means that our one meeting will be longer than some of our meetings have been when we have two meetings a month, but we will try this and see how it works. We can always change it if it does not work, but we think that it will be better for staff and for us too, as far as business goes. This will also allow us some extra time. The thought of moving the meeting to the first Tuesday is that first Tuesday is already designated for meeting time for the County, and since everything else has to revolve around these meetings, that if we have them on the same night, then it opens up time for us to be involved in other things, like Southern Carolina Alliance, rather than put us on two separate Tuesdays where we knocked two days out that can't be used.

NEW BUSINESS:

1. Resolution No. 2016-R-01, Designating April 2016 as Fair Housing Month, and Approval of the Annual Nondiscrimination Policy

A motion to approve Resolution No. 2016-R-01, Designating April 2016 as Fair Housing Month, and Approval of the Nondiscrimination Policy was made by Council Member Broderick, seconded by Council Member Siegel and passed unanimously.

Mayor Young then read the Fair Housing Month Resolution No. 2016-R-01 in its entirety into the record. A copy of the resolution and annual nondiscrimination policy are attached as part of these minutes.

2. Resolution No. 2016-R-02, A Resolution Authorizing Submission of a Clean Water Application to the South Carolina Water Quality Revolving Fund Authority in the Amount of \$1,000,000 to Finance the Costs of Upgrading the Wastewater Treatment Plant

City Manager Molinari told Council as you are aware, staff has been working on this project for some time, and in the past year we have secured a \$2,040,000 grant from EDA, as well as a \$500,000 grant from the Rural Infrastructure Authority. He stated that the projected cost of the wastewater treatment upgrade is about \$3.4 million, and we are looking at about an \$860,000 shortfall. You will notice in the resolution that the loan is for \$1,000,000. This is simply to give us a little bit of a cushion in the event that the construction costs are more than the engineer's estimate. This number will ultimately be adjusted when it comes time to close on the loan, but this will make up the shortfall and this will be a low interest rate loan somewhere below two percent (2%). This is what we will need to get this project started and this is one of the requirements of the application that City Council pass a resolution.

A motion was made by Council Member Siegel to adopt Resolution # 2016-R-02, Authorizing the Submission of a Clean Water Application to the South Carolina Water Quality Revolving Fund Authority in the Amount of \$1,000,000 to Finance the Costs of Upgrading the Wastewater Treatment Plant. Council Member Syfrett seconded the motion. In discussing the motion, Council Member Bridge asked about the 2% loan. She asked, do we get into that for a certain number of years and can it be paid off early without penalty. City Manager Molinari and Finance Director Amy Risher noted that the City could secure the loan for 10, 15 or 20 years. Mayor Young then asked the City Manager, have you figured out what the yearly payments on those are going to be. Mr. Molinari responded that staff is reconciling that right now with the fiscal year 2016-2017 Utility Budget, and that will be included when we hold our first budget workshop.

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The motion then passed unanimously. A copy of said Resolution is attached as part of these minutes.

3. Consideration of Quote by Graves Water Services in the Amount of \$26,900 to Repair Water Supply Well # 9 Located on the Cracker Barrel Property along Interstate I-95.

City Manager Molinari told Council that a memo and supporting documentation was included in the agenda packet from Utilities Director Wayne Crosby. He informed Council that supply well # 9 had to be taken out of service because of a failed submersible pump. Graves Water Services removed the pump and motor from service and installed a temporary pump. The cost of the repair is \$26,900 and it will take approximately three (3) weeks to complete. The charges for the rental are quite pricey; it is \$2,500 a month which would amount to \$30,000 annually. The 2015-2016 Utility Budget has sufficient capacity to absorb the \$26,900 cost to repair. He said, staff recommends that we accept Graves Water Services quote for \$26,900. Our Utilities Director Wayne Crosby is here if Council has any technical questions about the request.

Mayor Young then asked Wayne Crosby, when we looped that water line out there a few years, did that not go out far enough to Cracker Barrel or are they working off the loop line now? Utilities Director Wayne Crosby answered that the City has access to the distribution system at the 17/63 interchange, but it does not supply bare minimum for flow and fire protection, and that is when that well went out of service.

A motion to approve the recommendation to hire Graves Water Services to repair the Water Supply Well #9 from their quote was made by Council Member Siegel and seconded by Council Member Syfrett. In discussing the motion, Council Member Bridge asked if the pump had been removed and are we paying rental now. City Manager Molinari answered affirmatively. Council Member Siegel then asked is it necessary to publish bids on something like this? City Manager Molinari answered that there is a provision in the procurement code for emergency purchases, which I could authorize and go back to City Council for approval. Just with the timing of this, it was coincidental and Wayne had brought this to my attention. This is why it is in front of you this evening.

Mayor Young then asked how long will it take them to repair the well. Utilities Director Wayne Crosby answered, ordering the repair parts and putting it back together will take three (3) weeks. He stated that Grooves has agreed to forgo any rental charges if we approve this thing and give it to them by the end of this month.

The motion then passed with all members voting in favor.

4. Recognition of Certificate of Awards Received by the City of Walterboro Finance Department and Director Amy Risher

City Manager Molinari stated it is a pleasure to recognize the City's Finance Director and Finance Department for three (3) certificates that the City has received. The three (3) certificates received were: Certificate of Achievement for Excellence in Financial Reporting to the City of Walterboro, Award of Financial Reporting Achievement to the Finance Department and Award of Financial Reporting Achievement to Amy J. Risher, Director of Finance and Administration.

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City Manager Molinari told Council that this is the fourth consecutive year that the City has received this designation from GFOA, and it represents a lot of work by Amy and her staff. I think this speaks very well of the department and the City's finances.

The Mayor then congratulated City Finance Director Amy Risher.

5. Request to Hang a Banner Announcing Crime Victim's Rights Week on April 1-8, 2016 by Denise Pinckney, Crime Victim/Witness Advocate

A motion was made by Council Member Bonds, seconded by Council Member Broderick to approve this request as submitted. The motion passed with all members voting in favor.

A memorandum from Ms. Pinckney states that the Police Department will hold a candlelight vigil for crime victims and survivors on April 4 at City Hall at 6:00 p.m.

6. Request to Hang Banner from May 1-20, 2016 for Relay for Life Event, Marilyn Bazzle, Co-Chair

A request to hang a banner across Jefferies Boulevard announcing the Relay for Life Event was unanimously approved on the motion of Council Member Bridge, seconded by Council Member Broderick and passed unanimously. The banner would be placed from May 1-20, 2016.

7. Request to Close Street for Annual Cubmobile Race on April 23, 2016 from 12:00 Noon to 5:00 P.M. by Ms. Denise Godley-Givens & Ted Remley, Boy Scouts Pack 686

A motion was made by Council Member Bonds, seconded by Council Member Broderick to approve the request to close the streets for the Annual Cubmobile Race on April 23, 2016 as submitted. The motion passed with all members voting in favor. The Mayor announced that this would be held on Forest Hills Road by Rizer Chevrolet down that hill.

8. Request for Street Closings and Use of Parking Lot for the Annual Downtown Walterboro Criterium Pro-Cycling Classic on May 4, 2016

A motion was made by Council Member Siegel authorizing street closings and use of the City Parking Lot for the Annual Downtown Walterboro Criterium Pro-Cycling Classic on May 4, 2016 according to the letter regarding the specific plans. Council Member Bridge seconded the motion that passed unanimously.

COMMITTEE REPORTS:

There were no Committee Reports given.

CITY MANAGER'S REPORT:

There was no City Manager's Report given.

EXECUTIVE SESSION:

The Mayor then entertained a motion to enter into an Executive Session. Council Member Bonds So Moved and Council Member Broderick seconded the motion. All in favor. None opposed. Motion carried. The Mayor announced that the meeting will convene into an Executive Session for:

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Walterboro City Council
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- 1) A discussion regarding the development of security devices - Police body cameras and security cameras, and for
- 2) A discussion of negotiations incident to proposed contractual arrangements for the I-95 Business Loop Project.

At approximately 8:37 p.m., a motion was made by Council Member Bridge to exit Executive Session and return to Open Session. Council Member Siegel seconded the motion. All in favor. None opposed. Motion carried.

The meeting returned to Open Session and no action was taken as a result of the Executive Session.

There being no further business to consider, a motion to adjourn the meeting was made by Council Member Broderick, seconded by Council Member Bonds and passed unanimously. The meeting adjourned at 8:38 P.M. Notice of this meeting was distributed to all local media and posted on the City's website and the City Hall bulletin board at least twenty-four hours prior to meeting time.

Respectfully,

Betty J. Hudson
City Clerk

Telephone: 843-549-2545

Fax: 843-549-9795

CDB Relay: 1-800-735-2905

City of Walterboro

242 Hampton Street

Walterboro, South Carolina 29488

Mailing Address:

Post Office Box 709

Walterboro, South Carolina 29488-0008

RESOLUTION NO. 2016-R-03

WHEREAS, the need to address quality of life issues for the Ruffin community in Colleton County, and addressing the concerns and issues of LMI residents is a priority for Colleton County and the City of Walterboro, upgrades to the rural water system have been identified as a priority community need for Colleton County and the City of Walterboro, and

WHEREAS, Colleton County wishes to address this need by making application to the South Carolina Department of Commerce, Grants Administration for Community Infrastructure Funds.

WHEREAS, the completion of this project would benefit residents in the Colleton County, of which at least 51% qualify as having low-to-moderate incomes,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Walterboro, South Carolina, that

1. The City of Walterboro hereby endorses the Ruffin Water Project because it will greatly improve the quality of life for the residents in the Ruffin community of the Colleton County.
2. Colleton County will prepare and submit a Community Development Block Grant (CDBG) Community Infrastructure Application for the Ruffin Water Project of which the City of Walterboro will be a subrecipient.
3. Contingent upon the successful application of the Ruffin Water Project, the City of Walterboro agrees to provide the funds for the matching commitment in the amount of 10% of the total grant request as required by the Community Development Block Grant Program.
4. The City of Walterboro will own and operate the water system in the Ruffin community.
5. The City of Walterboro commits to sharing cost savings on a pro rata basis based on the application budget to be submitted on April 15, 2016.

ADOPTED, THIS 5th DAY OF APRIL, 2016.

William T. Young, Jr.
Mayor

ATTEST:

Betty J. Hudson, City Clerk

U.S. Department of Homeland Security
FEMA Region IV
3003 Chamblee Tucker Road
Atlanta, GA 30341



FEMA

March 30, 2016

Mr. Rob Burton
State Hazard Mitigation Officer
South Carolina Emergency Management Division
2779 Fish Hatchery Road
West Columbia, South Carolina 29172

Reference: Multi-jurisdictional Hazard Mitigation Plan: Lowcountry Region, SC

Dear Mr. Burton:

This is to confirm that we have completed a Federal review of the Lowcountry Regional Multi-jurisdictional Hazard Mitigation Plan Update for compliance with the federal hazard mitigation planning requirements contained in 44 CFR 201.6(d)(3). Based on our review and comments, we have determined that the Lowcountry Regional Hazard Mitigation Planning Committee developed and submitted all the necessary revisions for an updated plan. Our staff has reviewed and approved these revisions.

We have determined the revised Lowcountry Regional Multi-jurisdictional Hazard Mitigation Plan is now compliant with Federal requirements, subject to formal community adoption. Upon submittal of a copy of documentation of the adoption resolution(s) to our office, we will issue formal approval of the Lowcountry Regional Multi-jurisdictional Hazard Mitigation Plan.

Please have Lowcountry Regional submit a final copy of their Plan, without draft notations and no track changes.

For further information, please do not hesitate to contact Ashanti Smith, of the Hazard Mitigation Assistance (HMA) Branch, at (770) 220-5236, Carl Mickalonis, of the Hazard Mitigation Assistance (HMA) Branch, at (770) 220-5628, or Linda L. Byers, of my staff at, (770) 220-5498.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert E. Lowe". The signature is stylized and written in cursive.

Robert E. Lowe, Chief
Risk Analysis Branch
Mitigation Division

Telephone: 843-549-2545

Fax: 843-549-9795

TTY Relay: 1-800-735-2905

City of Walterboro

242 Hampton Street

Walterboro, South Carolina 29488

Mailing Address:

Post Office Box 709

Walterboro, South Carolina 29488-0008

RESOLUTION NO. 2016-R-04

A RESOLUTION BY WALTERBORO CITY COUNCIL TO ENDORSE THE LOWCOUNTRY NATURAL HAZARD MITIGATION PLAN AS REQUIRED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)

WHEREAS, the City Council of Walterboro, South Carolina recognizes that the Natural Hazard Mitigation Plan is an assessment of the risks natural hazards present to communities and how losses to human life and to property can be minimized through advance preparation. This plan is required by the Federal Emergency Management Agency (FEMA) for all counties and municipalities in the country. Projects and actions that are identified in the plan are eligible for FEMA pre-disaster mitigation funding.

WHEREAS, the City of Walterboro has been an "official participant" in the planning process of the Natural Hazard Mitigation Plan that the Lowcountry Council of Governments prepared for Colleton, Hampton and Jasper counties.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Walterboro, South Carolina to endorse the Natural Hazard Mitigation Plan.

The resolution shall become effective this 5th day of April, 2016.

William T. Young, Jr.
Mayor

ATTEST:

Betty J. Hudson
Municipal Clerk



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: April 4, 2016
SUBJECT: Request to Purchase Body-Worn Cameras

I have attached a request and supporting documentation from Police Chief, Wade Marvin to purchase thirty (30) WatchGuard VISTA Body-Worn Cameras in the amount of **\$52,026.20**. The total cost also includes software, installation and training. The City has capacity in the fund balance of the General Fund to purchase the cameras. Upon purchase of the equipment, the City will file a request for reimbursement through the South Carolina Department of Public Safety.

If you have any questions, comments or concerns, please do not hesitate to contact me or come by City Hall at your convenience.

Sincerely,

Jeffrey P. Molinari
City Manager

Attachments

WADE B. MARVIN
CHIEF
TEL. 843-549-1811
FAX 843-549-8583
police@walterborosc.org

WALTERBORO POLICE DEPARTMENT
CITY OF WALTERBORO
242 HAMPTON STREET • POST OFFICE BOX 709
Walterboro, South Carolina 29488



MEMORANDUM

TO: Jeff Molinari, City Manager

FROM: Wade Marvin, Chief of Police

DATE: March 28th, 2016

SUBJECT: Approval for Body Worn Camera Funding

A handwritten signature in blue ink, appearing to read "Wade Marvin", is written over the "FROM" line of the memorandum.

The Walterboro Police Department is requesting the approval to purchase Body Worn Cameras and their funding be added to the City Council Meeting Agenda. The Police Department is requesting the approval to purchase 30 WatchGuard VISTA Body Worn Cameras. The total cost for the body worn cameras, software, installation, and training is \$52,026.20.

Upon purchase of the equipment, a request for reimbursement will be filled out through the South Carolina Department of Public Safety.

Attached you will find a copy of the WatchGuard VISTA quote and supporting documentation.

Body Camera Update

- **New State Law- Body Warn Camera**
 - Requires uniformed officers whose primary function is to answer calls for service and interact with the public, or officers who have a reasonable expectation that they will to wear a BWC.

- **Implementation of Body Worn Camera Law**
 - All Law Enforcement agencies must submit their revised BWC policies to the South Carolina Criminal Justice Academy by March 7th, 2016 for approval. Once the policy is approved by the SCCJA, each agency may apply for funding/ reimbursement for BWC through the South Carolina Department of Public Safety by April 29th, 2016.

- **What are we doing?**
 - We have received approval from the SCCJA for our BWC Policy.
 - We spent several months testing and evaluating the correct BWC for our department's needs.
 - The four previously purchased BWC's were made by the company L3 and we have been using them for over 6 months. Due to poor camera quality and durability we will not be purchasing this brand in the future.
 - We have contacted the following companies regarding their products: Watchguard, VieVu, Taser/ Axon, and Motorola.
 - After research and evaluating we have concluded that Watchguard VISTA body worn cameras are the best fit for our department.
 - The Police Department will be purchasing 30 body worn cameras that will be assigned to every certified police officer.
 - The total cost for equipment, software, installation, and training is \$52, 026.20.
 - Once the equipment has been purchased it will take between 6-8 weeks until the equipment will be launched live.
 - The State has not posted the percentage of funding/reimbursement that will be given once funding is applied for, however upon approval an application for reimbursement will be filled out and submitted.

415 Century Parkway
 Allen, TX 75013
 (800) 605-6734
 www.watchguardvideo.com



4RE & VISTA Price Estimate

Provided By: Margo McNeely
 Contract #:

Agency Name: Walterboro PD SC
 Contact Person: _____
 Contact Info: _____
 Date: March 21, 2016

TOTAL PROJECT ESTIMATED AT
\$52,026.20

VISTA HD Extended Capacity System

		Quantity
VIS-EXT-KIT-001	VISTA HD Extended Capacity Wearable Camera with 9 hours continuous HD recording. Includes 32 GB of storage, USB charge and upload docking base and 1 year warranty.	30

MSRP	Direct	Extended
\$ 1,075.00	\$ 895.00	\$ 26,850.00

VISTA HD Standard Capacity System

		Quantity
VIS-STD-KIT-001	VISTA HD Standard Capacity Wearable Camera with 6 hours continuous HD recording. Includes 32 GB of storage, USB charge and upload docking base and 1 year warranty.	0

MSRP	Direct	Extended
\$ 955.00	\$ 795.00	\$ -

VISTA HD Wi-Fi Extended Capacity System

		Quantity
VIS-EXT-WIF-KIT	VISTA HD Wi-Fi Extended Capacity Wearable Camera with 9 hours continuous HD recording. Includes 32 GB of storage, Wi-Fi docking base, cables and 1 year warranty.	0

MSRP	Direct	Extended
\$ 1,435.00	\$ 1,195.00	\$ -

VISTA HD Wi-Fi Standard Capacity System

		Quantity
VIS-STD-WIF-KIT	VISTA HD Wi-Fi Standard Capacity Wearable Camera with 6 hours continuous HD recording. Includes 32 GB of storage, Wi-Fi docking base, cables and 1 year warranty.	0

MSRP	Direct	Extended
\$ 1,315.00	\$ 1,095.00	\$ -

VISTA HD Options and Accessories

		Quantity
SFW-MOB-APP-001	VISTA Mobile Companion App (ELX/EL4 No Maintenance)	0
SFW-MOB-APP-002	VISTA Mobile Companion App (EL4 w/Maintenance)	0
HDW-ETH-SWT-005	4RE, VISTA, Smart PoE Switch	0
VIS-CHG-WIF-BSE	VISTA Wi-Fi, Charging Base, Antenna Kit, including cables	0
VIS-CHG-DTC-001	VISTA HD USB Charge and Upload Docking Base	0
VIS-MNT-KIT-001	VISTA HD Locking Magnetic Chest Mount	0
VIS-CHS-STP-001	VISTA HD Adjustable Chest Strap Kit	0
VIS-BLT-CLP-100	VISTA HD Shirt Clip with Slider	18
VIS-BLT-CLP-001	VISTA HD Duty Belt Clip	12
VIS-MNT-VEL-001	VISTA HD, Velcro Backing Plate	0
VIS-MNT-MOL-001	VISTA HD, Malle Mount	0
VIS-MNT-RAM-001	VISTA HD, Ram Mount - VISTA Mounting Plate with 1" Ram Ball	0
VIS-MNT-TRI-001	VISTA HD, Tripod Mount	0
VIS-USB-HUB-001	VISTA HD 7 Port USB Hub	0
VIS-VTS-DTC-001	VISTA HD 8 Bay Ethernet Transfer Station	1
VIS-WRL-BAT-100	VISTA HD Extended Battery, LI-ION, 3.6V 4050mAh	0
VIS-WRL-BAT-001	VISTA HD Standard Battery, LI-ION, 3.6V 2700mAh	0

MSRP	Direct	Extended
\$ 90.00	\$ 75.00	\$ -
\$ -	\$ -	\$ -
\$ 234.00	\$ 195.00	\$ -
\$ 240.00	\$ 200.00	\$ -
\$ 114.00	\$ 95.00	\$ -
\$ 60.00	\$ 50.00	\$ -
\$ 24.00	\$ 20.00	\$ -
\$ 36.00	\$ 30.00	\$ 540.00
\$ 24.00	\$ 20.00	\$ 240.00
\$ 24.00	\$ 20.00	\$ -
\$ 24.00	\$ 20.00	\$ -
\$ 42.00	\$ 35.00	\$ -
\$ 42.00	\$ 35.00	\$ -
\$ 36.00	\$ 30.00	\$ -
\$ 1,794.00	\$ 1,495.00	\$ 1,495.00
\$ 54.00	\$ 45.00	\$ -
\$ 42.00	\$ 35.00	\$ -

VISTA HD Hardware Warranties *1st year is included with a new VISTA purchase.*

		Quantity
WAR-VIS-CAM-3RD	VISTA HD 3 Year No-Fault Warranty, Years 1 - 3	0

MSRP	Direct	Extended
\$ 456.00	\$ 380.00	\$ -

Evidence Library 4 Web VISTA Device License and Combo Discount License

		Quantity
KEY-EL4-DEV-002	Evidence Library 4 Web VISTA Device License <i>Includes 1st Year of Software Maintenance</i>	30
KEY-EL4-DEV-004	Evidence Library 4 Web VISTA Combo Discount Device License <i>Discount for ordering with 4RE</i>	0

MSRP	Direct	Extended
\$ 180.00	\$ 150.00	\$ 4,500.00
\$ 90.00	\$ 75.00	\$ -

Total VISTA Equipment \$ 33,625.00

Manual Adjustments

Description: _____ \$ -

Notes: *Applicable taxes may apply and are not necessarily accounted for on this estimate. Contact WatchGuard Video for a revised estimate.*
ESTIMATE VALID FOR 30 DAYS

Subtotal:	\$	33,625.00
UPS Ground Shipping:	\$	385.00
Taxes:	8.0%	\$ 2,690.00
VISTA TOTAL:	\$	36,700.00

415 Century Parkway
 Allen, TX 75013
 (800) 605-6734
 www.watchguardvideo.com



4RE & VISTA Price Estimate

Provided By: Margo McNeely
 Contract #:

TOTAL PROJECT ESTIMATED AT
\$52,026.20

Agency Name: **Walterboro PD SC**
 Contact Person:
 Contact Info:
 Date: **March 23, 2016**

4RE In-Car System and Options

		Quantity
4RE-200-GPS-PAN	4RE In-Car Camera System. Includes GPS, High definition Panoramic X2 (720P) forward facing camera, Infrared color cabin camera, DVR, integrated 200GB automotive grade hard drive, 16GB USB removable thumb drive, cabin microphone, 900 MHz Hi Fidelity wireless microphone, hardware & cabling, 1 yr. warranty	0
4RE ELITE	Upgrade to 4RE Elite. Adds support for up to 6 cameras.	0
4RE Audio Expansion	Upgrade to Audio Expansion. Adds support for dual HiFi Mics.	0
MOBILE APP	4RE Mobile App. Laptop Interface software.	0

MSRP	Direct	Extended
\$ 5,675.00	\$ 4,995.00	\$ -
\$ 300.00	\$ 275.00	\$ -
\$ 125.00	\$ 100.00	\$ -
\$ 85.00	\$ 50.00	\$ -

4RE Interview System and Options

		Quantity
4RE-200-DOM-INT	4RE Interview Room Camera System. Includes dome camera, microphone, DVR, integrated 200GB automotive grade hard drive, 16GB USB removable thumb drive, desktop stand & cabling, 1 yr. warranty and remote viewing software. Supports the addition of a second camera. Price does not include installation.	0
CAM-BST-101-NEW	4RE Interview Room Dome Camera with audio	0
CAM-INT-PIR-COV	4RE Interview Room Covert Camera	0
CAM-INT-PIN-103	4RE Interview Room Pinhole Camera	0

MSRP	Direct	Extended
\$ 5,675.00	\$ 4,995.00	\$ -
\$ 240.00	\$ 200.00	\$ -
\$ 240.00	\$ 200.00	\$ -
\$ 210.00	\$ 175.00	\$ -

4RE Motorcycle System

		Quantity
4RE-64S-GPS-VTY	4RE Motorcycle Camera System. Includes GPS, Waterproof Display, Waterproof standard definition camera, DVR, integrated 64GB solid state hard drive, 16GB USB removable thumb drive, 900 MHz Hi Fidelity wireless microphone, hardware & cabling and 1 yr. warranty	0
4RE-64S-GPS-HND		0
4RE-64S-GPS-HAR		0
4RE-64S-GPS-BMW		0

MSRP	Direct	Extended
\$ 5,830.00	\$ 5,295.00	\$ -

Wireless Video Transfer and Networking Options

		Quantity
4RE-WRL-KIT-05C	4RE In-Car 802.11n Wireless Kit. 5GHz (2.4GHz is available)	0
HDW-ETH-SWT-001	4RE, Power Over Ethernet / Gigabit 4-port Switch	0

MSRP	Direct	Extended
\$ 345.00	\$ 200.00	\$ -
\$ 180.00	\$ 150.00	\$ -

Camera Configuration Options

		Quantity
CAM-BST-102-NEW	Infrared Color Cabin Camera, Additional	0
WGAD0485	Auxiliary Camera	0

MSRP	Direct	Extended
\$ 220.00	\$ 195.00	\$ -
\$ 220.00	\$ 195.00	\$ -

Microphone Options

		Quantity
DUAL MIC UPGRADE	Dual Wireless Mics. Includes second wireless microphone kit.	0
DESKTOP CHARGER	Desktop Charging unit for Wireless Transmitter	0
TRANSMITTER	Wireless Transmitter (additional / replacement)	0

MSRP	Direct	Extended
\$ 789.00	\$ 699.00	\$ -
\$ 110.00	\$ 99.00	\$ -
\$ 385.00	\$ 345.00	\$ -

4RE Hardware Warranties 1st year is included with a new 4RE purchase.

		Quantity
WAR-4RE-CAR-2ND	Warranty, 4RE, In-Car, 2nd Year (Months 13-24)	0
WAR-4RE-CAR-3RD	Warranty, 4RE, In-Car, 3rd Year (Months 25-36)	0
WAR-4RE-CAR-4TH	Warranty, 4RE, In-Car, 4th Year (Months 37-48)	0
WAR-4RE-CAR-5TH	Warranty, 4RE, In-Car, 5th Year (Months 49-60)	0

MSRP	Direct	Extended
\$ 155.00	\$ 100.00	\$ -
\$ 255.00	\$ 200.00	\$ -
\$ 380.00	\$ 325.00	\$ -
\$ 505.00	\$ 450.00	\$ -

Evidence Library 4 Web 4RE Device License and Combo-Discount License

		Quantity
KEY-EL4-DEV-001	Evidence Library 4 Web 4RE In-Car Device License <i>Includes 1st Year of Software Maintenance</i>	0

MSRP	Direct	Extended
\$ 180.00	\$ 150.00	\$ -

Miscellaneous Options and Accessories

		Quantity
RADAR CABLE	Radar Interface Cable (Stalker, Decatur Genesis I and II Select, Kustom Eagle or Raptor, MPH Bee 3)	0
Trade-In	Trade-In Credit, if applicable	0
CUSTOM 1	Used for additional items, offers or discounts	0

MSRP	Direct	Extended
\$ 85.00	\$ 75.00	\$ -
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -

Total 4RE Equipment \$ -

Manual Adjustments

Description:	\$ -
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Notes: *Applicable taxes may apply and are not necessarily accounted for on this estimate. Contact WatchGuard Video for a revised estimate.*
ESTIMATE VALID FOR 30 DAYS

Subtotal:	\$ -
UPS Ground Shipping:	\$ -
Taxes:	8.0% \$ -
4RE TOTAL:	\$ -

415 Century Parkway
 Allen, TX 75013
 (800) 605-6734
 www.watchguardvideo.com



4RE & VISTA Price Estimate

Provided By: Margo McNeely
 Contract #:

TOTAL PROJECT ESTIMATED AT

\$52,026.20

Agency Name: Walterboro PD SC
 Contact Person:
 Contact Info:
 Date: March 21, 2016

Evidence Library, CLOUD-SHARE and Software Maintenance

KEY-EL4-SRV-001	Evidence Library 4 Web Server Site License	Quantity
SFW-EL4-CLD-BAS	Basic CLOUD-SHARE Including 24 Shares Per Device	30
SFW-MNT-EL4-002	Software Maintenance, Evidence Library, 2nd Year	0
SFW-MNT-EL4-003	Software Maintenance, Evidence Library, 3rd Year	0
SFW-MNT-EL4-004	Software Maintenance, Evidence Library, 4th Year	0
SFW-MNT-EL4-005	Software Maintenance, Evidence Library, 5th Year	0
SFW-SQL-CAL-R21	Additional Software CAL, SQL Server 2008 R2, 1 CAL Pack	0
SFW-SQL-CAL-R25	Additional Software CALs, SQL Server 2008 R2, 5 CAL Pack	0

MSRP	Direct	Extended
\$ 1,200.00	\$ 1,000.00	\$ 1,000.00
\$ 150.00	\$ -	\$ -
\$ 180.00	\$ 150.00	\$ -
\$ 180.00	\$ 150.00	\$ -
\$ 180.00	\$ 150.00	\$ -
\$ 180.00	\$ 150.00	\$ -
\$ 100.00	\$ 90.00	\$ -
\$ 460.00	\$ 410.00	\$ -

Watch Commander Live Video Streaming Application

SFW-WCM-KIT-100	Watch Commander Live Video Streaming Application	Quantity
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 1st Year (Months 1-12)	0
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 2nd Year (Months 13-24)	0
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 3rd Year (Months 25-36)	0
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 4th Year (Months 37-48)	0
SFW-WCM-LIC-FEE	Watch Commander Annual License Fee, 5th Year (Months 49-60)	0

MSRP	Direct	Extended
\$ 2,900.00	\$ 2,500.00	\$ -
\$ 275.00	\$ 250.00	\$ -
\$ 275.00	\$ 250.00	\$ -
\$ 275.00	\$ 250.00	\$ -
\$ 275.00	\$ 250.00	\$ -
\$ 275.00	\$ 250.00	\$ -

Server Hardware and Software

HDW-4RE-SRV-102	3U Rack Mount 16 SATA Drive Server, Intel Xeon E5-2609 2.4GHz Quad Core, 8GB RAM, 2x128GB SSD 6GB/S MLC drives (boot) 3x500GB SATA 7,200 RPM drives (sql), Windows Server 2008 R2 64-bit, SQL Server 2008 R2 (SCAU), 3-Year full service (on-site or reimbursed) warranty. Small to Medium sized agency 6-15 concurrent systems. This server system does NOT include supporting equipment like keyboards, network switches, monitor, etc.	Quantity
		1

MSRP	Direct	Extended
\$ 7,715.00	\$ 6,940.00	\$ 6,940.00

Video Storage *Drives will be added to server and/or JBOD*

HDW-4RE-HDD-4TB	4TB Hard Drives, Server Class, 7,200 rpm, 64MB Cache	Quantity
HDW-4RE-JBD-000	Optional JBOD Enclosure	0
HDW-4RE-RBT-000	Optional DVD Robot	0

MSRP	Direct	Extended
\$ 555.00	\$ 490.00	\$ 2,450.00
\$ -	\$ -	\$ -
\$ -	\$ -	\$ -

Wireless Access Points

WAP-BLD-245-001	Wi-Fi Access Point, 802.11n, 2.4/5GHz, Digital Steering	Quantity
WAP-KIT-05G-001	WiFi Access Point Kit, 802.11n, 5GHz, Omni-Directional	0
WAP-BLD-05G-001	Wi-Fi Access Point, 802.11n, 5GHz, Sector Antenna	4

MSRP	Direct	Extended
\$ 3,270.00	\$ 3,270.00	\$ -
\$ 455.00	\$ 405.00	\$ -
\$ 285.00	\$ 250.00	\$ 1,000.00

Total IT Hardware and Software \$ 11,390.00

WatchGuard Video Technical Services

SVC-4RE-INS-100	4RE System Installation, In-Car (Per Unit Charge)	Quantity
SVC-4RE-INS-101	4REm System Installation, Motorcycle (Per Unit Charge)	0
SVC-VID-REM-100	Video System Removal (Per Unit Charge)	0
SVC-4RE-ONS-400	4RE System Setup, Configuration, Testing and Training (Quantity represents number of sites)	1
SVC-WGV-ONS-300	Access Point installations including cable runs (Work may be performed by a sub-contractor)	0

MSRP	Direct	Extended
Quote	Quote	\$ -
Quote	Quote	\$ -
Quote	Quote	\$ -
\$ 2,780.00	\$ 2,500.00	\$ 2,500.00
\$ 1,100.00	\$ 1,000.00	\$ -

Total Technical Services \$ 2,500.00

Manual Adjustments

Description:		\$ -
Notes:	Applicable taxes may apply and are not necessarily accounted for on this estimate. Contact WatchGuard Video for a revised estimate. ESTIMATE VALID FOR 30 DAYS	Subtotal: \$ 13,890.00 UPS Ground Shipping: \$ 325.00 Taxes: 8.0% \$ 1,111.20 Software & Server TOTAL: \$ 15,326.20

Financing for 4RE <i>Estimate Only Call for Detailed Quote</i>	<ul style="list-style-type: none"> Includes applicable warranty coverage You take ownership immediately. Fully paid off at end of term For a detailed quote, call WatchGuard to determine final project price, approximate date of first payment, desired financing term, and basic agency information 	Payments	3-Year	4-Year	5-Year
		Monthly	\$ 519	\$ 408	\$ 342
		Quarterly	Call Us	Call Us	Call Us
		Semi-Annual	Call Us	Call Us	Call Us
		Annual	Call Us	Call Us	Call Us

Note: This is only an estimate for 4RE related hardware, software and WG Technical Services. Actual costs related to a turn-key operation requires more detailed discussion and analysis, which will define actual back-office costs and any costs associated with configuration, support and installation. Please contact your sales representative for more details.

Colleton County Veterans Council

P.O. BOX 256
WALTERBORO, SC 29488
TELEPHONE: (843) 908-2123

JOHNNY HOLMES
CHAIRMAN

WILLIAM KINARD
TREASURER

WILLIAM H. PROCTOR
CO-CHAIRMAN

Date: March 24, 2016

Mr. Jeff Molinari, City Manager
P.O. Box 709
Walterboro, SC 29488

Dear Mr. Molinari:

The Colleton County Veterans Council is writing to extend an invitation to you and City Council to attend our annual Memorial Day Ceremony. The Ceremony is scheduled for Monday, May 30, 2016, 9:00 a.m. at the Downtown Plaza, Washington Street.

The Veterans Council is also asking for approval of the following requests listed below:

1. The City to arrange to display the US flags on Washington Street from May 16 -31, 2016
2. Reserve the Waterfall Plaza for setup and turn the water off from 1:00 pm - May 27th to May 30th, 12:00 pm.
3. Close Washington Street on Monday, May 30th from 8:00 a.m. to 12:00 pm.

We appreciate your continued support and hope that you will attend this year's Memorial Day Ceremony. If you have any questions, please give me a call on my cell at (843) 908-2123.

Respectfully,



Johnny Holmes
Council Chairman