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# City of Walterboro

242 Hampton Street

Walterboro, South Carolina 29488

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Walterboro City Council  
Rescheduled Regular Meeting  
July 12, 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. Approval of Minutes:**

1. Minutes of the April 26, 2016 Special Called City Council Meeting (Minutes attached).
2. Minutes of the May 3, 2016 Regular City Council Meeting (Minutes attached).
3. Minutes of the May 17, 2016 Special Called City Council Meeting (Minutes attached).

**IV. Old Business:**

**V. New Business:**

1. **Ordinance # 2016-06**, An Ordinance to Amend Chapter 6, Buildings and Building Regulations, Article I, Section 6-1 Building Codes - Adopted, So As to Update References to the Building Code Editions, **First Reading** (Ordinance attached).
2. Consideration of Funding Recommendations from the Accommodations Tax Advisory Board (Memorandum attached).
3. Consideration of Recommendation to Purchase Self-Contained Breathing Apparatus (SCBA) Units for Fire Department (Memorandum and bid materials attached).
4. Consideration of Recommendation to Purchase New Pumper Truck for Fire Department (Memorandum and bid materials attached).
5. Consideration of Parade Permit Request for Youth Fair Walk on Saturday, August 6, 2016 at 10:00 A.M. by Miracle Deliverance Center, Yalonda Scriven.

**VI. Committee Reports:**

**VII. City Manager's Report:**

1. Recognition of Finance Director, Amy Risher, for Attaining Designation of Certified Government Finance Officer.

**VIII. Executive Session:**

1. Discussion of Negotiations Incident to Proposed Contractual Arrangements:
  - a. Wastewater Treatment Plant.
  - b. I-95 Business Loop Project, Phase 1B.
2. Personnel Matters:
  - a. Boards and Commissions Appointment.
  - b. Appointment of Municipal Judges.
3. Receipt of Legal Advice - I-95 Business Loop Project, Phase 1C and 1D.

**IX. Open Session:**

1. Council may take action on matters discussed in executive session.

**X. ADJOURNMENT.**

# DRAFT

Walterboro City Council  
Special Called Meeting  
April 26, 2016

## MINUTES

A Special Called Meeting of Walterboro City Council was held at City Hall on Tuesday, April 26, 2016 at 4:00 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 9 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 led the pledge of allegiance to our flag.

### **PUBLIC INPUT ON AGENDA ITEMS:**

There were no public comments or questions on agenda items.

### **BUDGET COMMITTEE WORK SESSION:**

The Mayor then recognized the City Manager Jeff Molinari. Mr. Molinari then gave the following highlights of the Fiscal Year 2016-2017 Budget. A budget summary sheet was provided to all Council Members. The highlights presented were as follows:

1. The total City Budget is \$10,765,358.
2. The General Fund Budget is \$6,743,207.
3. There will be no property tax increase, no business license increase and no water or sewer rate increases.
4. Health Insurance premiums (on the city side) will decrease 4.9%. That's because of our experience. So, we are doing really well in that regard.
5. There will be no projected increases in South Carolina Retirement System or Police Officers Retirement System.
6. Mr. Molinari stated that one of the things that we did this year is really just a wash, but we shifted the Sanitation Department to the Enterprise Fund. When we send out our water and sewer bills, we have 3 parts to that bill - water service, sewer service, as well as sanitation fees. We are just going to put all that into one.
7. There is a proposed 1.5% cost of living adjustment for City employees.

The City Manager then gave the following details for each City department budget:

**Mayor and City Council:** Status quo.

**City Manager:** Status quo.

**Finance:** Renovations to be made to 300 Hampton Street building, which we purchased last year.

**Public Works:** Status quo.

**Planning and Codes:** Status quo.

**Police:** Status quo.

**Judicial:** We will upgrade one part-time clerk/cashier to full-time.

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Fire

We plan to purchase a Fire Pumper with equipment.

Sanitation: Status quo.

Parks: We will purchase new plaques/brick bases for the five (5) renovated parks and tennis facility.

Tourism: Status quo.

Water: We plan to purchase new radio read meters.

Utility Support: We will secure a Clean Water State Revolving Fund loan to finance improvements to the Wastewater Treatment Plant.

Sewer: Status quo.

Sewer Support: Status quo.

Mr. Molinari then gave some general thoughts about the budget. He said that this is a particularly challenging budget year, especially when you look at the difference we had in the General Fund between what was requested and available revenue. Initially, we had about a \$1.8 million gap, but after my initial meetings with department managers, we were able to bring that gap down to about \$700,000. Then, over the past few weeks with Amy's help and the different department managers, we have been chipping away at that figure. One good thing we had going for us this year is that we have had a good budget year so far. The department managers have done a good job keeping their expenditures in line, and on the revenue side, we are projecting revenue higher than budgeted. So, what that has meant to us is that on some items initially budgeted for, I was able to take those out of next year's budget and pay for them this year. There are some items that we just can't do without. For example, in the Parks Department, Adam was in dire need of a new mower. We are using equipment that is more than ten years old. This equipment gets a tremendous amount of use.

We have a balanced budget for you, and what I am going to do is the same thing that I have done the last couple of years is to run through each department's budget in as much detail as you like. I have Amy here, as well as the other department managers. If there is a specific item or question that I can't answer in enough detail, the department managers can assist.

The City Manager then went through the copy of the 2016-2017 budget book with Council, explaining in detail each department's complete budget.

A question was raised by Mayor Young regarding the Finance Department's personnel request. He pointed out that there is a huge difference between the request and the fiscal year 2015-2016. I was just wondering what caused that, he said.

City Manager Molinari responded, before we started the budget process, one of the things that I talked to Amy about was shifting some positions, specifically Amy's position from Finance to Utility Support. The reason why I did that, and this is something I have done the last couple of years, is that we make a transfer every year from our Enterprise Fund to our General Fund. Our Enterprise Fund subsidizes the General Fund. The majority of that is Amy's position. When I looked at the first draft of the budget, I said that this makes no sense to have a Finance Department and have the Finance Director under Utility Support. So, that's why that number is so low. There were a couple of positions that were transferred from Finance to Utility Support.

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You will see as we get into revenues that the Enterprise Fund transfer is down to \$950,000. Last year, we budgeted \$1.1 million. So, we are very dependent on that transfer. However, one of the things that concern me is a recent Supreme Court case with the City of Columbia, where they were subsidizing their General Fund from their Water and Sewer Utility to the tune of about \$4.5 million a year. The court came back and said that you can only do that if it is dealing with surplus revenue. What they define as surplus revenue is your debt service, your depreciation, and your cost of service. That has tasked us a little bit. It is much more stringent, so what I am trying to do to the best of my ability is to wean us off that transfer. It's just going to take some time. We are no different from a lot of other municipalities, but it's something that I am cognizant of, and something that we are going to have to do.

The Mayor asked if this would also apply to electric cities? City Manager Molinari pointed out the City of Rock Hill has lived well off of transfers from their electric utility. The way I have read this, is that it means all types of transfers. One of the things that Amy and I have been talking about is to come up with a policy for Enterprise Fund transfers, but we are working to minimize that.

Council Member Bonds then asked the City Manager to explain the maximum and minimum for each job title. The City Manager responded that he could not remember the last time the City had a classification and compensation study done. What they say is that this is the market that this position is worth for a municipality of our size in South Carolina. Mr. Molinari also pointed out that there is a series of steps for each job classification grade. That's just the way we track our personnel costs. He further pointed out that this is a guide for recruitment purposes and it gives us some direction when we bring in new employees as to where we start them off in salary, depending on how much experience they have.

The City Manager then gave the highlights of the revenue section of the budget, as follows:

**Property Tax**

We are currently levying 88 mills, of which 81.14 of that is our general millage. We also have 4 mills for capital improvements, which is directed toward the renovation of the City Parks and 2.86 mills go to the purchase of radios. The amount that we have budgeted for property taxes is \$1.65 million.

Mayor Young then asked if the 2.86 mills for radios were included in the 88 mills? Mr. Molinari responded that it is included in the 88 mills.

Mr. Molinari further stated that the City's property tax revenues are strong. We are projecting at year-end that this will be \$1.7 million.

**Fines and Fees**

This is down \$25,000 from last year and is simply a reflection of where we are this year.

**State Shared Revenue**

As you are aware, since 2008 the General Assembly has not fully funded the Local Government Fund. The \$116,000 is where we are currently.

**Business License Revenue**

We are projecting \$1.5 million.

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**Franchise Fee Revenue**

We are projecting \$755,000, and this is revenue that we get from our largest franchise, SCE&G, and we also have Coastal Electric and PRTC.

**Permitting Fees**

The projected revenue here is \$40,000 which is very modest.

**Miscellaneous Revenue**

The largest contributor to this revenue is our State Accommodations Tax. The State dictates that the first \$25,000 collected in A-Tax goes into the General Fund, and the remaining 5% also goes back into the General Fund.

**Solid Waste Collection Fees**

This has been shifted to the Enterprise Fund.

**Local Option Sales Tax Revenue**

This has been strong. We received two checks from the Department of Revenue. Every month, Amy tracks this revenue, and we have seen a nice upward trend in both the property tax fund, as well as the local. That is a good indicator of the economy and Walterboro right now.

**Victim Assistance Fund**

This fund is modest at \$23,000. This comes from assessments that are put on municipal tickets.

**Utility Fund**

As I had mentioned to you before, the transfer from the Utility Fund has come down to \$954,000.

**Grants**

We don't have any current grants that we are expecting to be reimbursed for next year. We have a transfer of \$90,000 from the Local Hospitality Fund, as well as the Local A-Tax Fund.

**Enterprise Funds**

Our water sales are strong. We had budgeted for this current year less than \$2.1 million and we are projecting \$2,160,000 at the end of this year.

Mayor Young then asked if the City's revenue is down from 2015-2016? City Manager responded affirmatively. He explained that in the General Fund, there is a combination of reducing the transfer from the Utility Fund, as well as moving Sanitation to the Enterprise Fund.

**Water Sales**

Water Sales are strong.

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**Sewer**

Mr. Molinari stated that the City is just about where we were last year. We have included the revenue that we get from Sanitation and we are projecting that to be \$422,000.

Councilman Bonds then asked the City Manager to explain again the transfer of funds from the Utility Fund to the General Fund. He asked the City Manager to refresh us on this.

The City Manager stated that over time, we have made a transfer from the Utility Fund to the General Fund. What that transfer has done, is to make up for a shortfall that we have in the General Fund. That is a very common budgeting practice for local governments. What it does is to make things whole in the General Fund. City Manager Molinari further explained that we are moving less this year than last year. I have taken some specific positions where their job responsibilities deal primarily with the Enterprise Fund and are paying them out of the Enterprise Fund, instead of the General Fund.

Mayor Young pointed out that the City has been trying to work this out for a long time.

Council Member Bonds then asked. What are you doing about Sanitation? Are you moving it somewhere? Mr. Molinari responded that what we did with the auditors in terms of our bottom line, has no impact. It's really just a wash, but we are moving it over to the Enterprise Fund because the revenue that we get from water, sewer and sanitation are all a user fee. So, those dollars are accounted for a little differently. It is accounted for more like we are operating a business. We just thought it would be cleaner to include Sanitation in the Enterprise Fund, because it is on that same bill. In terms of the bottom line for the City, it has no impact either way. It's a wash.

Mayor Young then stated, the people you have moved to the Enterprise Fund are people who are necessary to operate that fund. The City Manager agreed that this was correct.

Council Member Bridge asked why there is \$422,000 under the garbage column, but at the end of the column there are zeros? City Manager Molinari explained that the reason we have zeros there is because in previous years, it has always been in the General Fund.

Council Member Bridge then asked why the grants showed zeros all the way across? City Manager Molinari stated that this is because in those particular fiscal years, we were not anticipating any grants. He further explained that the reimbursement grants primarily dealt with USDA money, and there is a delay on that. So, the City fronts that money for a purchase and then we get reimbursed by USDA on the back end.

**Mayor and City Council Budget**

The City Manager stated that the only increase here is under travel. It has been increased by \$2,500 just to reflect what we have had for the past couple of years. Other than travel, it's a status quo budget.

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The City Manager also asked Council to review the Personnel Operating Budget under the Mayor and City Council budget. He stated that you will see under "other pay," there is a 27<sup>th</sup> payroll. One of the challenges that we had for this coming budget year is in the way the calendar falls, which gives us 27 pay periods. When we had initially done the budget, we were accruing all of that in 2016-2017. That had an aggregate impact on the budget for about \$150,000. So, Amy went back and did an 8/6 split, where we would accrue 8 of those days in the 2016 budget and then 6 days to the next year's budget. So, what that meant to us, is that it saved us about \$75,000 to \$80,000. That helped us to free up some capacity in the General Fund.

Mayor Young then asked how often would this occur when we would get an extra payroll cycle? Finance Director Amy Risher answered that this occurs every 11 years.

**City Manager's Budget**

The City Manager stated that this budget is status quo with no significant line items.

On a question raised by Council Member Syfrett, Mayor Young explained that the City Manager is not recommending himself for a raise, and so what we have normally done about that is that the budget committee would meet and talk about whether or not they wanted to give him a raise, and then the committee would usually take some action on that, which I think would be more appropriate for the budget to do. Then, it would come to Council for approval. We would then have to work that into the budget. The Mayor further stated that the City Manager is not even being included in the cost of living raise at this point. So, Mr. Chairman, your committee needs to take a look at that if you are so inclined.

**Finance Department Budget**

City Manager Molinari reminded that he is transferring two positions in this department - a Payroll Clerk/Cashier and another Clerk/Cashier to Utilities Support. We have also put the renovations for 300 Hampton Street in the budget as well. We are getting close to having a set of plans that we can present to City Council. The last obstacle that we have to deal with is the entrance off of Lucas Street, which leads into the basement. You have to go down about five or six steps, so in order to meet ADA requirements, we would have to put in either an elevator or some type of lift. The good news is that Angelo has been in communication with a couple of companies that do this type work. From what he has indicated to me is that they may be able to do this just with some type of lift as opposed to having an elevator.

Another thing, we have contacted USDA and there is a potential that we could get some grant funding to defray the costs to help with our handicapped accessibility (for 300 Hampton Street). Once we get the ADA component of that taken care of, then we would like to present the plans to City Council in a workshop. The good news is that the improvements to the building are largely cosmetic. We have to move a few walls here and there, and we also have to put in some handicapped accessible restroom facilities. Once I have that, I will bring it before you.

Mayor Young then brought attention back to the City Manager's budget. He said, as Councilman Syfrett has indicated, the City Manager has not included himself in the salary increases. Then Council, as a whole would talk it over and deal with it. We could send him out of the room and talk about it. We could do that either way. Finance Committee Chairman Tom Lohr then told Council that he had planned to contact Council Members Syfrett, Broderick and Bridge, who are the members of the budget committee. Mayor Young then said, either way you want to do it, we are all going to end up talking about it anyway.



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**Public Works Budget**

The City Manager pointed out that in this budget, there will be an electricity cost for the street lights installed as part of the South Jefferies Streetscape Project, phases 1C and 1D. As you are aware, we entered into a contract with SCE&G and we are bearing the cost for not only the lights but also the electricity. Moving forward, we plan to purchase the lights up front and just pay for the electricity.

**Planning and Codes Budget**

There is really nothing here to single out. This is a status quo budget.

**Police Department Budget**

The Police Department's budget is status quo. One thing to mention here is that in Chief Marvin's initial budget request, he had three (3) police vehicles. Wade has been able to work some things out in his budget. A little while ago, I informed you that we were the recipient of a grant in our police department to purchase a vehicle for our Victims Advocate, and it is an 80/20 match. In fact, this particular matter is going to come before you at our City Council Meeting next Tuesday. Chief Marvin has also been able to look at purchasing an additional patrol car from this year's budget. He's got roughly \$100,000 less than his projected expenditures. He also had a line item in there for uniforms. The uniforms they are currently wearing are extremely hot, not particularly comfortable, and for about \$14,000 he can outfit his entire department with new uniforms. He has been able to solicit input from his officers and I think they have a uniform that works well for everyone in the department. Chief Marvin added that it is a different material. It's poly wool, so it will be cooler in the summer and actually warmer in the winter. It's just a more modern uniform with a more professional look, and we are going back to the badge instead of something sewn on it, with a brass nameplate. I think it is more professional when you are dealing with the public.

Council Member Bridge asked, who will be responsible for the maintenance and upkeep of the uniforms. City Manager Molinari answered that it depends on the department. He then asked Chief Marvin, don't we contract out some cleaning? Utilities Director Wayne Crosby responded that the cleaning of uniforms for Utilities, Parks and the Public Works Departments are contracted out.

**Judicial Budget**

Mr. Molinari stated that he had already mentioned upgrading a part-time position to Clerk/Cashier to full time.

**Fire Department Budget**

City Manager Molinari stated that last year we were able to add three new firefighters. As you are aware, our equipment is aging and in need of replacement. I think our oldest pumper is a 1989, which is almost thirty years. The Fire Chief has projected a new pumper to cost \$380,000 and what we are looking at financing the new pumper over a five-year period. Again, interest rates are very favorable.

City Manager Molinari also pointed out that Chief Lake has been very proactive in trying to secure grants for the Fire Department. Specifically, he is trying to take advantage of our Promise Zone status. We have an election in November, and this was an initiative of the current President, who knows what is going to happen with the Promise Zone. Chief Lake has put in grant applications for two new trucks, as well as new breathing apparatus. Certainly, this is not something that we are going to bank

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on, but from our perspective, it is worth our time and energy to put together the grant applications. If we are fortunate enough to be funded, it would have a very positive impact on our bottom line.

The other item I wanted to mention is that Wayne Lake has also put in for a SAFER Grant, where in the future we would have to add additional fire personnel. What the SAFER Grant would enable us to do, if funded, would be to bring on 3 additional firefighters and their entire salary and fringe benefits would be paid for two years in full. This would give us an opportunity to absorb those costs over time as opposed to having to deal with it immediately. These grants are extremely competitive, and we used the Council of Governments to assist us with the grant applications. I think we have put our best foot forward, and we will see what happens in that regard.

Council Member Bridge then asked about the personnel page; she asked is that where you show the added personnel you are talking about, under the engineer's classification? Mr. Molinari responded that the reason you see that is because the initial draft of Wayne's budget had 3 additional fire fighters who were taken out early in the process. So, what Chief Lake was proposing in the initial budget was to shift around and classify some positions. Chief Lake then added that the firefighters would start off in the firefighter level and through education and incentive raises, they would earn the position of engineer, which is now reclassified as Driver Operator. They are qualified to drive a Pumper Apparatus. So, that's a red qualification.

**Parks Department Budget**

Mr. Molinari then stated that he wanted to highlight a couple of things. On line item 112 under City Park Maintenance, we have added signage of parks. That figure has gone from \$13,000 to \$18,000. We also created a new line item. We had not been segmenting out the maintenance costs for the Wildlife Sanctuary. We dedicate resources to maintaining the sanctuary.

**Tourism Budget**

There is a vehicle allowance for the Tourism Director. She does a lot of traveling in her personal vehicle, and basically what we had been doing was to reimburse her for business travel. She does not have a City vehicle, unlike most all the other department managers. So, I included a modest vehicle allowance for her.

**Non-Department Budget**

We annually contribute \$6,000 to the Chamber of Commerce. That's unchanged and we also have our debt for the 2011 obligation bond in the amount of \$205,657.00.

**Reserved Budget**

Here, you are going to see an increase in Retiree Insurance. That's simply because we added a new retiree this past year, which gives us 10 former employees that we are currently providing retiree health insurance. You will see that our contribution to SC ORBET has gone down from \$243,000 to \$214,000. This is a direct reflection of a reduction in the number of employees who are eligible to receive both retirement benefits. It has gone from 75 to 52 employees which is good for us. That saved us about \$30,000.

**Water Department Budget**

You will see an increase in electricity costs. That is simply a reflection of what we are actually paying. The number in the previous year was not accurate.

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Mr. Molinari stated that the first radio read meters that the City purchased were back in 2002 or 2003. We are having to purchase new meters and update the software. The radio read meters enable us to read water meters much more efficiently than manually. About 1/3 of our meters is radio read. That's something our Utilities Director Wayne Crosby is continuously working on to help our operations to be more efficient.

**Utility Support Budget**

We have two clerks/cashiers that we are shifting over to the Utility Support Budget. Under Rural Infrastructure Authority Wastewater Treatment Upgrades, you will see debt service of \$89,364. This is directly related to the upgrades to the Wastewater Treatment Plant.

**Sanitation Budget**

On line item 97, you will see an increase in commercial disposal. That is something that Colleton County has increased and we do not have any control over that.

**Sewer Budget**

Sludge disposal costs are a little bit lower than what we previously budgeted. That is more of a reflection of our actual costs.

Under the capital request items, one of the items that Wayne Crosby had in his budget was a new dump truck. This is a dump truck that will transport the sludge to the landfill in Dorchester. We are currently doing a combination of things, either borrowing a truck from Public Works or using the truck that is in extreme poor shape, and we are in need of a new vehicle. Wayne has some capacity in his budget this year to purchase a new dump truck and he is currently securing quotes right now. So, that is something that will go before City Council before the end of this fiscal year.

**Sewer Support Budget**

This department was actually created a couple of years ago and this was done to help lessen the burden on the General Fund. Really, nothing is remarkable here to point out.

**Debt Service Budget**

Finance Director Amy Risher has done a good job in outlining all our debt service. The good news is that some of this debt is going to go away in the next couple of years. A portion of the 2011 General Obligation Bond will be done in 2018-2019. The radios will be paid for in 2017-2018. We also have a schedule here for the new fire truck. Because there is such a long lead time on the fire truck, that is not going to impact us until we get to the 2017-2018 budget.

Debt Service for the Enterprise Fund, the good news is that we were able to absorb all these costs this year, without any kind of increase.

**Special Funds Budget**

This is our local A-Tax, Local Hospitality Tax and State Accommodations Tax. Amy has done a good job here of breaking all that down.

The City Manager then told Council that he had prepared a memo as it relates to this particular section of the budget. He said, as you are aware, we have been

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working for some time on a Discovery Center for the Wildlife Sanctuary at 100 South Jefferies. What I wanted to do for City Council is to give you an idea on where we stand from a financial standpoint.

He said, when Rob Montgomery made his presentation to Council this month, he indicated that those improvements would cost the City approximately \$1.5 million. What I did was to look at what our revenue and expenditures are on the Local A-Tax side with what the revenues and expenditures are on the Hospitality Tax side and asked how much would we have left over in both of those. Keep in mind that both the Local Hospitality Tax and Local A-Tax funds can be used for the construction of tourism related facilities. So, we contacted BB&T and they gave us a rate if we were to finance this over a 15-year period at 2.67% interest. The cost would be about \$121,000. Right now, you have a capacity of \$141,000 here. I am not suggesting that you need to spend \$1.5 million, but the bottom line is you've got some resources there. Also, keep in mind that Tourism Director Michelle Strickland has been able to secure a \$50,000 grant, which will defray some of those costs. There is also a grant opportunity for us through SCPRT, which will be available in the fall that could further defray these costs. The good news is that you have some resources there.

Also, the debt service that we have with both the tax increment bond issue, as well as the hospitality tax, goes toward paying off the debt at the Veterans Victory House. That debt will go off in 2021, which is going to free up hundreds of thousands of dollars for you. So, there would be a potential we could not only finance this, but potentially pay it off early.

Both our local A-Tax, Hospitality Tax and State Accommodations Tax, are all turning upwards as we continue to promote the City.

Concluding his presentation of the budget, City Manager Molinari explained that since the budget calendar was approved before Council moved its meetings to once a month, we will need to call a Special Meeting at the end of May to give First Reading to the budget and then we can have Second and Final Reading on June 7<sup>th</sup>. Mayor Young then asked if there were any questions.

Council Member Syfrett asked what is the time line for getting the new fire truck in. He said, I know that is something that takes a long time to get. So, where are we with that?

City Manager Molinari responded, what I am going to suggest to Fire Chief Lake is that after First Reading of the budget that we start getting all the materials together, because we are looking at about a 10-month lead time, and we need to get on that as soon as possible.

Mayor Young told the City Manager that he did a good job on the budget. Mr. Molinari then said, I want to commend all the department managers for all their work and patience in this, especially Amy Risher and her staff. We have gone through so many different variations of the budget this past month, but Amy is incredible detailed oriented and makes my job easier.

**EXECUTIVE SESSION:**

The Mayor then entertained a motion to enter into an Executive Session. Council Member Lohr 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 a discussion of Negotiations Incident to Proposed Contractual Arrangements - Improvements to Wastewater Treatment Plant.

The meeting then entered into an Executive Session. At approximately 5:40 p.m., a motion was made by Council Member Lohr to exit Executive Session and return

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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 Bonds, seconded by Council Member Bridge and passed unanimously. The meeting adjourned at 5:40 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

## **DRAFT**

Walterboro City Council  
Regular Meeting  
May 3, 2016

### **MINUTES**

A Regular Meeting of Walterboro City Council was held at City Hall on Tuesday, May 3, 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. Approximately 53 persons were present in the audience.

There being a quorum present, the Mayor called the meeting to order and called on Council Member Syfrett for the invocation and Council Member Bridge to lead the Pledge of Allegiance to our flag.

#### **PUBLIC INPUT ON AGENDA ITEMS:**

There were no public comments made on agenda items.

#### **APPROVAL OF MINUTES:**

Upon motion of Council Member Bridge, seconded by Council Member Broderick, the Minutes of the April 5, 2016 Regular City Council Meeting were unanimously approved as submitted.

#### **RESOLUTIONS AND PROCLAMATIONS:**

1. **Proclamation No. 2016-01, to Recognize the Colleton County High School Band of Blue JV Winter Guard**

A motion was made by Council Member Bonds, seconded by Council Member Lohr to adopt Proclamation No. 2016-01 as submitted. The motion passed unanimously. A copy of the proclamation is attached as part of these minutes.

Mayor Young then called to the podium to recognize the students present from the Colleton County High School Varsity Winter Guard, along with its Director, William Thomas and Jerry Street and also the CCHS Band of Blue Director, Mr. Tom Finigan. Also, present were other students and parents from Colleton County High School. The Mayor announced that he recently had the pleasure to go and present the awards at one of the band's state contests held here in Walterboro. He said, for those of you who have never seen them, it is really an incredible performance that they do, and they work very hard. We are pleased to present them with this proclamation. The Mayor announced that the JV Winter Guard won the 2016 SCBDA Winter Ensemble Scholastic AAA State Winter Ensemble Championship held at Winthrop University at Rockhill, SC on March 19, 2016. The Mayor read the proclamation in its entirety into the record. Concluding, the Mayor remarked, any time you can say you are the best in the state at what you do, that is quite an accomplishment. Keep up the good work.

2. **Proclamation No. 2016-02, A Proclamation to Recognize Teen Pregnancy Prevention Month**

A motion was made by Council Member Broderick, seconded by Council Member Siegel to adopt Proclamation No. 2016-02, declaring May 2016 as Teen Pregnancy Prevention Month. The motion passed unanimously. A copy of the proclamation is attached as part of these minutes. The Mayor read the proclamation in its entirety into the record, and presented a copy to Mr. Aaron Bryan, who was present on behalf of the SC Campaign to Prevent Teen Pregnancy.

Mr. Aaron Bryant thanked the Mayor and Council for recognizing May as Teen Pregnancy Prevention Awareness Month. He reported that Colleton County currently

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ranks no. 12 out of 46 counties in the state for teen pregnancy. So, we do have a lot of work to do, but we will keep up that effort.

3. Proclamation No. 2016-03, Designating May 8-14, 2016 as National Nursing Home Week, and Approval of a Request to Place a Banner Across Jefferies Boulevard Announcing Nursing Home Week

A motion was made by Council Member Siegel, seconded by Council Member Syfrett, to adopt Proclamation No. 2016-03, designating May 8-14, 2016 as National Nursing Home Week, and to approve the request to place a banner across Jefferies Boulevard Announcing Nursing Home Week. The motion passed unanimously.

The Mayor read the proclamation in its entirety into the record and presented a copy to Ms. Rachel Campbell, who was present on behalf of PruittHealth Walterboro. A copy of said proclamation is attached as part of these minutes.

4. Proclamation No. 2016-04, A Proclamation to Recognize Peace Officers Memorial Day (May 15, 2016)

A motion to adopt Proclamation No. 2016-04, recognizing Peace Officers Memorial Day (May 15, 2016) was made by Council Member Bridge and seconded by Council Member Broderick. The motion passed unanimously. The Mayor read the proclamation in its entirety into the record and presented a copy to Police Chief Wade Marvin. A copy of said proclamation is attached as part of these minutes.

**OLD BUSINESS:**

1. Reconsideration of 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

Chief Manager Molinari brief Council on this agenda item. He explained that information came to us from our engineer that the matching portion of the improvements to the Wastewater Treatment Plant would be more than was originally given to the City. In April, City Council approved a resolution authorizing a match in the amount of \$1,000,000. That match needs to be increased to \$1.5 million. Last week we had a budget work session. The budget that will be going before City Council for First Reading at the end of May will reflect this increased amount. From a procedural standpoint, staff needs Council to reconsider the resolution (No. 2016-R-02). Then, at the June 7 meeting, it will return to City Council in the amount of \$1.5 million. Because of the information brought to us by our engineer, we are going to be requesting an extension to file the loan application. We ask for your favorable consideration of the reconsideration of the resolution.

A motion was then made by Council Member Syfrett, seconded by Council Member Lohr to reconsider Resolution No. 2016-R-02, Authorizing Submission of a Clean Water Application to the South Carolina Water Quality Revolving Fund in the Amount of \$1,500,000 (instead of \$1,000,000) to Finance the Costs of Upgrading the Wastewater Treatment Plant. The motion passed with all members voting in favor.

**NEW BUSINESS:**

1. Ordinance # 2016-03, An Ordinance to Amend the FY2015-2016 City of Walterboro, South Carolina Ordinance # 2015-03, So As to Provide for

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**Supplemental Appropriation from the City's General Fund Balance in the Amount of \$430,000, First Reading**

City Manager Molinari reminded Council that last year, the City closed on the purchase of property at 300 Hampton Street, which was formally the old First Federal building. That was not a budgeted expenditure and we pulled those funds from our fund balance. To make our books correct for this fiscal year, we will need to authorize that appropriation in the amount of \$430,000. Staff asks for your favorable consideration.

A motion was then made by Council Member Siegel, seconded by Council Member Broderick, giving First Reading Approval to Ordinance #2016-03, being: An Ordinance to Amend the FY2015-2016 City of Walterboro, South Carolina Ordinance # 2015-03, So As to provide for Supplemental Appropriation from the City's General Fund Balance in the Amount of \$430,000. The motion passed unanimously.

2. **Consideration of Recommendation to Purchase New Truck for Sewer Support Department**

The City Manager noted that the following bids had been received to purchase a new pickup truck for the Sewer Support Department:

Walterboro Ford (Walterboro, SC)	2016 Ford F-150 Crew Cab	\$28,125.00
Rizer Chevrolet (Walterboro, SC)	2016 Chevrolet 1500 Crew Cab	\$32,000.00
Ravenel Ford (Ravenel, SC)	2016 Ford F-150 Crew Cab	\$28,673.00

He explained that the City has excess capacity in the 2015-2016 Sewer Support Budget to purchase a new pickup truck, and recommended acceptance of the low bid from Walterboro Ford, a local vendor, in the amount of \$28,125.00.

A motion was made by Council Member Lohr, seconded by Council Member Syfrett to accept the low bid of \$28,125 from Walterboro Ford to purchase a new pickup truck for the Sewer Support Department. The motion passed unanimously.

3. **Consideration of Recommendation to Purchase New Vehicle for Police Department**

Next, the City Manager reminded Council that the Police Department was recently awarded a grant from the South Carolina Department of Public Safety to purchase a new vehicle for the Victim's Advocate. The grant requirements stipulate that the vehicle must be purchased through the state contract. The vehicle will be used solely for the Victim's Advocate. This will be a mid-size SUV with 3<sup>rd</sup> row seating. The Police Department has capacity in the fiscal year 2015-2016 budget to fund the required match of \$5,031.00. The grant will pay 80% of the cost and the City will pay 20%. The total cost for the vehicle is \$25,155 for a 2016 Ford Explorer with a state contract. The grant amount is \$21,124 and the City's matching portion is \$5,031.00. He asked for City Council's favorable consideration of this request.

A motion was made by Council Member Bonds to go ahead and purchase this new vehicle for the Police Department as recommended. Council Member Broderick seconded the motion that passed with all members voting in favor.

4. **Consideration of Parade Request by Mr. Horace Simmons, Community Action Line Against Violence**



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A motion was made by Council Member Bridge to approve the request by Horace Simmons, Community Action Line Against Violence, to hold a march on June 25, 2016 at 10:00 A.M. and use Pinckney Park immediately following the march. Council Member Syfrett seconded the motion that passed unanimously.

Mr. Simmons then invited all the City Council Members and the City Manager to attend any events that they may have. He invited everyone to come out and enjoy themselves. The public needs you.

5. **Consideration of Request by St. Jude's Church to Use the Walterboro Wildlife Sanctuary for a Community Walk on Saturday, June 11, 2016**

A motion was made by Council Member Bonds, seconded by Council Member Broderick to approve the request by St. Jude's Church to use the Walterboro Wildlife Sanctuary for a community walk on June 11, 2016 as submitted. Ms. Marianne Holmes was present on behalf of St. Jude's Church and invited everyone to come out and join the walk on June 11<sup>th</sup>. This is a fund raiser for Water Missions International. The motion passed with all members voting in favor.

**COMMITTEE REPORTS:**

There were no Committee Reports given.

**EXECUTIVE SESSION:**

The Mayor entertained a motion to enter into an Executive Session. Council Member Bonds so Moved and Council Member Syfrett seconded the motion that passed unanimously. The Mayor then announced that the meeting would enter into an Executive Session for:

- 1) A discussion of negotiations incident to proposed contractual arrangements -I-95 Loop Project, Phase 2.
- 2) Receipt of legal advice - I-95 Business Loop Project, phase 1C and 1D; and
- 3) A personnel matter.

The meeting then convened into an Executive Session.

At approximately 7:30 P.M., a motion was made by Council Member Lohr, seconded by Council Member Syfrett to exit Executive Session and return to Open Session. The motion passed unanimously.

**OPEN SESSION:**

The meeting returned to Open Session with no action taken as a result of the Executive Session. There being no further business, a motion to adjourn was made by Council Member Bridge, seconded by Council Member Lohr and passed unanimously. The Mayor adjourned the meeting at 7:30 P.M. Notice of this meeting was distributed to all local media, 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

**DRAFT**

Walterboro City Council  
Special Called Meeting  
May 17, 2016

**MINUTES**

A Special Called Meeting of Walterboro City Council was held at City Hall on Tuesday, May 17, 2017 at 6:00 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 Mollnari, City Clerk Betty Hudson, and City Attorney George Cone and Attorney Reaves McLeod were also present. There were approximately 9 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, in recognition of National Police Week, stated that he wanted to remember the three Walterboro Police Officers who died in the line of duty. The first one was Officer Marion Nettles, Sr., who was stabbed by a suspect that he had arrested in 1949. The second one was Officer Frank Knapp, who responded to a call in Forest Hills in 1968, and the police car he was riding in hit a train on Washington Street. The final one was Officer William Ireland, III, who died in an automobile accident during a chase in 1978. Council Member Syfrett then gave the invocation and Council Member Broderick led the pledge of allegiance to our flag.

**PUBLIC INPUT ON AGENDA ITEMS:**

No public comments or questions were received.

**OLD BUSINESS:**

There was no Old Business before Council.

**NEW BUSINESS:**

1. Ordinance # 2016-04, An Ordinance Adopting the City General Fund Budget for Fiscal Year 2016-2017 and Matters Relating Thereto, First Reading.

A motion was made by Council Member Lohr giving First Reading Approval to Ordinance # 2016-04, being: An Ordinance Adopting the City General Fund Budget for Fiscal Year 2016-2017 and Matters Relating Thereto. Council Member Broderick seconded the motion.

Mayor Young then asked Council Member Lohr, Budget Chairman, if he wanted to make any comments on the budget before Council voted on the matter.

Council Member Lohr then gave the following details of the proposed 2016-2017 budget:

- 1) \$10,765,358 total City budget.
- 2) \$6,743,207 General Fund budget.
- 2) There is no property tax increase, no business license increase, and no water or sewer increases.
- 3) Health insurance premiums are anticipated to go down 4.9%. We will be shifting the Sanitation Department to the Enterprise Fund. A lot of that has to do with employees' salaries, who have some real direct contact with the Enterprise Fund.
- 4) There is a proposed 1.5% cost of living adjustment for City employees.

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Council Member Lohr then gave a brief summary of the budgets for the following City departments:

**Mayor and City Council:** Status quo.

**City Manager:** Status quo.

**Finance:** There will be some renovations made at 300 Hampton Street.

**Public Works:** Status quo.

**Planning and Codes:** Status quo.

**Police Department:** Status quo.

**Judicial Department:** We will upgrade one part time clerk/cashier to full time.

**Fire Department:** We will purchase a Fire Pumper with equipment.

**Sanitation Department:** Status quo.

**Parks Department:** We will purchase new plaques and brick bases for the five renovated parks and tennis facilities.

**Tourism Department:** Status quo.

**Water Department:** We will purchase new radio read meters.

**Utilities Support Department:** Secure a Clean Water State Revolving Fund Loan to finance improvements to the Wastewater Treatment Plan

**Sewer and Sewer Support Departments:** Status quo.

Councilman Lohr stated that the proposed new budget is a good budget and would not have any negative effect on the taxpayers.

The Mayor then asked if there were any questions on the motion? Council Member Bonds then asked the City Manager to explain where the money would come from to purchase a new fire pumper. Mr. Molinari responded that the monies would come from the General Fund. The estimated cost of that piece of apparatus is \$380,000, and we are going to be looking at financing that over a five-year term. Interest rates are still very favorable and the lead time on that pumper will probably be about 10 months. The impact will really be seen in subsequent budget years. As I had talked about during the budget process, that our Fire Chief Wayne Lake has been very aggressive in pursuing grant sources to try and defray the cost of that pumper.

The motion then passed with all members voting in favor.

2. **Ordinance # 2016-05, An Ordinance Adopting the City Enterprise Budget for Fiscal Year 2016-2017 and Matters Relating Thereto, First Reading.**

Council Member Siegel made a motion giving First Reading Approval to Ordinance # 2016-05, An Ordinance Adopting the City Enterprise Budget for Fiscal Year

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May 17, 2016

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2016-2017 and Matters Relating Thereto. Council Member Bonds seconded the motion that passed unanimously.

3. **Resolution # 2016-R-05, A Resolution Approving the Inclusion of a Multi-County Business Park for Project Deck Inside the City Limits of the City of Walterboro.**

City Manager Molinari reminded Council that both the City and County have been working on Project Deck for some time, and as publicized for the last couple of weeks, we will have a new industry, J & L Wire, who is going to be occupying the old printing press building on Mable T. Willis Boulevard. As part of the incentive package that the County put together for J & L Wire, they included the project as part of their multi-county park. The County currently has a multi-county park agreement with Hampton County. What that allows the County to do is that it gives them some additional tools, incentive wise. One of the things that it does is that the multi-county park is exempt from property taxes. It's really a matter of terminology, instead of a property tax, they pay a fee. Also, if you are included in a multi-county park, the industry receives an additional \$1,000 per job tax credit from the state. So, the initial investment that J & L Wire is looking at is \$1.3 million and 24 jobs. That will enable them to receive an annual \$24,000 tax credit from the state. Because this is located within our City limits, state law requires that the governing body must consent to it being within our boundaries. So, that is why the resolution is before you this evening.

A motion was made by Council Member Bridge to adopt Resolution # 2016-R-05, a resolution approving the inclusion of a multi-county business park for Project Deck inside the City limits. Council Member Broderick seconded the motion. In discussing the motion, Council Member Bonds asked the City Manager how does this affect, if at all, the zoning and moving forward, having this entire property now designated as a multi-county business park. City Manager Molinari responded that this is totally separate. One does not have an impact on the other. When we rezoned that property a couple of months ago, what that did is that it made the future use of that property a permitted use. So, through its inclusion in the multi-county business designation, it has no impact on the zoning. We have already taken care of that with the rezoning, in that the manufacturing process that is going to take place there is a permitted use, pursuant to our Unified Development Ordinance.

The Mayor asked if the Deck property would be the only property that will be included in that multi-county business park? Mr. Molinari responded affirmatively.

Mayor Young asked the City Manager to provide clarification on the distribution of the pro-rata payments to all tax amenities. He said, I assume that means that they will pay the City also? City Manager Molinari responded that the County and J & L Wire have an agreement for a special source revenue credit. What they are going to do is a portion of what they would have been paying in county taxes, will actually be credited to them. So, instead of paying that tax, they will use that money to invest into the facility. So, I believe that money is going to go toward equipment and improvements to that building.

The Mayor then asked where is the fee that comes back to the City and the County in lieu of taxes? City Manager Molinari responded that a portion of it goes back into the business. From my understanding of it in speaking with the County Administrator, a portion of the county millage will be credited back to J & L Wire. From the City's perspective, we will get our 88 mills.

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Attorney Cone then asked didn't this say pro-rata? The City Manager responded that this is pro-rata based on the different entities involved. You have the City, the county, and the School District. Attorney Cone then asked if the payments would be in two different forms? Mr. Molinari responded, that's correct. Attorney Cone then asked if the City will get a prorated payment. City Manager Molinari stated that there is the tax on the real property and then there is tax on the personal property, the equipment, the investment that J & L Wire is making.

Council Member Bonds then pointed out that when the City rezoned this property, we rezoned not only the press printing property, we also rezoned the county property. So, the county property is where they have their storage and fire facilities, etc. that has been rezoned also as industrial. So, is that property not included in the multi district park. Mr. Molinari responded, that is correct. Mr. Bonds said, and they (the county) could not include that property in the park if they wanted to? Mr. Molinari explained that the only way that property could become part of that park is if those 15 or so acres owned by the county are completely re-purposed. If they were to relocate the Fire Station there, if they were to relocate their Public Works facilities and it was to be used for some type of industrial site, but no, it's strictly the 4.7 acres where the J and L Wire Company would be located.

Council Member Bonds then asked, if the county were to do that, would we have a say so as to whether or not that property becomes part of the multi county park? City Manager Molinari responded, we would have to give our consent, because they would be expanding the boundaries of the multi county park and it is within our jurisdiction. So, we would have to consent to that before they would be able to do that. I don't know if that would happen, but theoretically, if the properties were to be re-purposed for some type of industrial development, they would have to go back before the City to get permission to include it in the park.

The motion to approve Resolution # 2016-R-05 then passed with all members voting in favor of the motion. A copy of said Resolution is attached as part of these minutes.

**COMMITTEE REPORTS:**

There were no Committee Reports given.

**EXECUTIVE SESSION:**

The Mayor then entertained a motion to go into an Executive Session. A motion to enter an Executive Session was then made by Council Member Bonds, seconded by Council Member Broderick, and passed with all members voting in favor. The Mayor announced that the meeting will enter an Executive Session for:

- 1) Receipt of legal advice on the I-95 Business Loop Project, Phase IC and 1D.
- 2) The provision of services encouraging location or expansion of industries - Colleton County Commerce Center.
- 3) Discussion of negotiations incident to proposed contractual arrangements -Walterboro Wildlife Sanctuary Discovery Center.

The meeting then entered into an Executive Session. At approximately 7:28 p.m., a motion was made by Council Member Bridge to exit Executive Session and

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return to Open Session. Council Member Lohr 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 Siegel, seconded by Council Member Lohr and passed unanimously. The meeting adjourned at 7:28 p.m. Notice of this meeting was distributed to all local media, 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

**ORDINANCE # 2016-06**

**AN ORDINANCE TO AMEND CHAPTER 6, BUILDINGS AND BUILDING REGULATIONS, ARTICLE I, SECTION 6-1, BUILDING CODES – ADOPTED SO AS TO UPDATE REFERENCES TO THE BUILDING CODE EDITIONS.**

WHEREAS, it is the desire of City Council to adopt, in all respects, the various Standard and International Codes relating to building, fire prevention, gas, housing, mechanical, plumbing, swimming pools and electrical; and

WHEREAS, the adoption of these codes is done to facilitate proper inspection activities by the City of Walterboro relating to construction and maintenance of buildings within the City and relating to public safety, health and general welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF WALTERBORO, IN COUNCIL ASSEMBLED, that Section 6.1 Codes – Adopted; enforcing officials is hereby amended:

- (a) In compliance with S.C. Code Ann. § 6-9-10, as amended, the City of Walterboro acknowledges its responsibility to enforce the editions of the 2015 International Building, Residential, Fire, Plumbing, Mechanical, Energy and Fuel and Gas Code, Property Maintenance Code, 2009 Energy Code and the ICC A117.1-2009 with South Carolina modifications. All mentioned codes as published by the International Code Council and the 2014 edition of the National Electrical Code, as published by the National Fire Protection Association, which have been duly adopted and modified by the South Carolina Building Codes Council.
- (b) In addition to the building codes named herein and as authorized by S.C. Code Ann. § 6-9-60, the City of Walterboro hereby adopts Annex H (Administration and Enforcement) of the 2014 National Electrical Code, as published by the National Fire Protection Association, Chapter 1 (Administration) of the International Building, Residential, Fire, Plumbing, Mechanical, Fuel Gas Codes, 2009 Energy Code, ICC A117.1-2009 and the 2015 International Property Maintenance Code as published by the International Code Council.
- (c) Within the codes adopted above, when reference is made to the duties of certain officials named therein, the official with corresponding duties shall be the responsible official to enforce the provisions of said codes.
- (d) The International Building Code is hereby amended to read as follows:

The Building Board shall consist of five members. Such Board shall be composed of two members who shall be an architect, a general contractor or an engineer, and three members at large from the building industry. The Board shall be appointed by City Council.

- ~~(e) The International Existing Building Code is amended by inserting "August 20, 1974" in paragraph 1301.2 Applicability, in Chapter 13 Performance Compliance Methods.~~

(Code 1994, § 4-4; Code 2003, § 4.101; Ord. No. 2002-7, 3-26-2002; Ord. No. 2008-05, 5-27-2008; Ord. No. 2008-13, 9-9-2008; Ord. No. 2013-07, 7-23-2013)

ADOPTED, this \_\_\_\_\_ day of August, 2016.

\_\_\_\_\_  
William Young, Jr.  
Mayor

ATTEST:

\_\_\_\_\_  
Betty Hudson  
City Clerk

First Reading: \_\_\_\_\_  
Public Hearing: \_\_\_\_\_  
Second Reading: \_\_\_\_\_





## Accommodations Tax Advisory Committee

To: Walterboro City Council  
Cc: Jeffrey P. Molinari, City Manager  
From: Accommodations Tax Advisory Committee  
Date: June 22, 2016  
Re: Approvals at June 16<sup>th</sup>, 2016 meeting

At its regularly scheduled meeting held on June 16, 2016, the Accommodations Tax Advisory Committee approved the following requests:

<u>Request for 30% Tourism Fund</u>	<u>Requested</u>	<u>Approved</u>
Walterboro Tourism Commission	\$53,000	\$53,000

Should this recommendation be adopted by Council, Walterboro Tourism Commission will remain the Designated Marketing Organization for the City of Walterboro for fiscal year 2016-2017.

<u>Requests for 65% Tourism Fund</u>	<u>Requested</u>	<u>Approved</u>
Coll Cty Historical & Preservation Society – Holiday Tour	\$ 2,649	\$ 2,000
Coll Cty Museum & Farmers Market – Festival of Trees	\$ 4,000	\$ 3,000
Coll Cty Historical & Pres Society – Front Porch Phantoms	\$ 4,348	\$ 2,000
SC Artisans Center – marketing and promotions	\$13,600	\$13,600
Colleton County Rice Festival w/Tour de Lowcountry	\$20,000	\$16,500
Downtown Walterboro Criterium	\$21,000	\$18,000
City of Walterboro – local billboard program	\$21,000	\$21,000
Walterboro Tourism Comm – Walterboro Rocks!	\$50,000	\$45,000

Should these requests be approved as submitted, the projected remaining balance for 2016-2017 will be approximately \$32,065. The remaining funds will be for consideration at the next scheduled meeting. Therefore, the Atax Advisory Committee respectfully requests City Council approve these items.

# City of Walterboro DMO 30% Accommodations Tax Funding Request 2016-2017

**Project Name:** Walterboro "The Front Porch of the Lowcountry" DMO

**Amount requested from A-tax:** Approx. \$53,000 (30% tourism funding estimate for DMO)

**Organization Name:** Walterboro Tourism Commission (DMO)

**Tax ID Number:** 27-0473097

**Contact Name:** Michelle Strickland  
Tourism Director  
Secretary/Treasurer Walterboro Tourism Commission

**Address:** 1273 Sniders Highway  
Walterboro, SC 29488

**Phone & fax:** 843-538-4353 office  
843-909-4325 cell  
843-538-4356 (fax)

**Email:** mstrickland@walterborosc.org

## **Project/Event Description (narrative)**

The Walterboro Tourism Commission, an I.R.S. designated 501 c (6) nonprofit organization, is a central tourism resource dedicated to increasing visibility of the tourism industry within the Walterboro area in an effort to attract crucial tourism related dollars and economic growth, as well as the development and promotion of Walterboro as a tourist destination. The Executive Committee consists of the Mayor of the City of Walterboro/appointee, the City Manager of the City of Walterboro, an appointee of Walterboro City Council (Jean Harrigal) and Tourism Director as Secretary/Treasurer. As Designated Marketing Organization (DMO) for Walterboro, WTC manages the 30% tourism marketing funding. In a collaborative effort, a marketing plan is being implemented to continue the momentum and direction Walterboro has already developed as "the Front Porch of the Lowcountry"; building upon Walterboro's success in branding our city with the red rocking chair logo. City Council recently trademarked our logos.

The 30% tourism funding is estimated at approximately \$53,000. This accommodation tax funding provides for a comprehensive advertising campaign to improve consolidated billboard advertising, cooperative print and multimedia advertising, as well as brochure distribution and visibility.

The duration of this project is fiscal year July 1, 2016 thru June 30, 2017.

### **Benefit to Tourism and/or the Community**

Joint efforts to successfully promote Walterboro's cultural, historical and recreational opportunities insure the long term sustainability and economic development through the growth of the tourism industry. By increasing the profile of Walterboro through this advertising campaign and fostering a better understanding of tourism's role in economic, cultural and social development of our area, these promotional dollars result in increased overall prosperity consistent with the economic development plan and increased overnight stays.

To track effectiveness of this project, we will utilize a number of tools, including visitor information logs at the Welcome Center (*please see attached Welcome Center tracking graph*), as well leads generated by online advertising. The total number of leads generated by cooperative advertising with SCPRT in 2015 was 2,066, showing a growth of 1.15% over 2014.

Tourism is a \$19 billion industry in the state of South Carolina. This year numbers of visitors to the Walterboro Welcome Center increased, which can be attributed to continued advertising, red rocker branding, increase in brochure materials, increased visibility through PR and events. The SCPRT TAG grant gave us extra coverage and great cooperative advertising opportunities.

### **30% Accommodations Tax Tourism Marketing Funding Proposal Request – 2016-2017**

#### **Funding:**

Accommodations Tax allocation 30% tourism funding: \$53,000

**Total Funding** \$53,000

#### **Expenses:**

##### **Advertising**

Broadcast Media: \$8,000

##### **Print Media:**

(such as AAA, Southern Living, Garden & Gun,

Charleston Magazine, Mount Pleasant Magazine) \$9,000

Cooperative advertising:	\$1,000
Billboards:	\$26,000
<b>Marketing and Promotion</b>	
Promotional items and press kits:	\$1,000
Flyers, brochures, programs, banners, signs, posters, internet:	\$7,000
<b>Facilities &amp; Services:</b>	
Directional Signage and events:	\$1,000
<b>Project Total</b>	<u>\$53,000</u>

CITY OF WALTERBORO ACCOMMODATIONS TAX FUNDING REQUEST  
June 6, 2016  
Colleton County Historical and Preservation Society

I. BASIC INFORMATION

- a. Project Name: **Colleton County Historical and Preservation Society's (CCHAPS) Holiday Tour of Homes**
- b. ATAX Request: **\$2,649**
- c. Total Budget: **\$7,199**
- d. Applicants Information:
  - i. Colleton County Historical and Preservation Society
  - ii. Jeff Grigg, President
  - iii. 205 Church St, Walterboro, SC 29488
  - iv. Jeff Grigg, 843 217-1396, [jwgrigg@lowcountry.com](mailto:jwgrigg@lowcountry.com), no fax number

II. NARRATIVE:

- a. General Description:

The **CCHAPS Holiday Tour of Homes** is a celebration of Walterboro's historic homes, churches, and buildings. Visitors coming to Walterboro for the weekend will have the opportunity to enjoy a holiday festivities by visiting homes, churches, and buildings in historic Hickory Valley. Homeowners will open a portion of their decorated homes and docents will give historic and architectural background of each stop on the tour. Visitors will enjoy light refreshments and live piano music at the decorated Bedon-Lucas House, where the tour begins. The tour stops may be visited in any order during tour hours (1:00 pm – 4:00 pm). This tour was planned to capture weekend visitors to stay overnight in Walterboro from several Saturday events to the Sunday tour and parade in that evening.
- b. Benefit to Tourism: The CCHAPS Holiday Tour of Homes is part of many activities in Walterboro the weekend of December 3 – 4. We will be part of the Tourism package advertising the CMFM Festival of Trees (Nov 28-Dec 3), SCAC Holiday Open House (Dec 3), CCAC Santa Sprint (Dec 3) and City of Walterboro Tree Lighting Ceremony and Downtown Parade (Dec 4). Holiday tours of homes are popular events in many cities and tourists can experience the hospitality of our town through this tour. A great experience in Walterboro, including a home tour, will bring visitors back to Walterboro for other events or just for a delightful weekend.
- a. Benefit to Community:

These tourists will visit the community, shop, eat, stay, and enjoy the environment. Not only will they spend money, but they will probably return often.

- b. **Tracking:** CCHAPS tracks our attendance at our events. Our Plantation Tours bring visitors from Charleston, Summerville, Beaufort, and Hilton Head. We expect a similar demographic (especially with ATAX advertising). The weekend package of events organized by Walterboro Tourism will bring people to Walterboro on Saturday, the CCHAPS Tour of Homes will encourage more visitors to stay overnight for the tour and the parade on Sunday.
  
- c. **Duration of Project:**  
**Colleton County Historical and Preservation Society's Holiday Tour of Homes will be held on Sunday, December 4 from 1:00 pm – 4:00 pm.**
  
- d. **List of Permits:**  
**None required per City Manager**

III. BUDGET:

Advertising Costs (ATAX permissible)

\* these ads would promote the CCHAPS Holiday Tour of Homes in addition to the Tourism ads

Carologue Ad (SCHS)	\$550
Full page ad, historical magazine Fall edition	

Print and Web Ads

To run the week of the tour

Charleston Scene (Thurs)	\$895
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Full page color

The Journal Scene- Summerville	\$495
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¼ page color

Beaufort Gazette	\$509
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¼ page color

TOTAL ATAX ADVERTISING REQUEST \$2,649

Local Advertising

Ads	Colletonian (2 half-page ads)	\$ 450 x 2 = \$900
	Press & Standard (2 half-page ads)	\$ 450 x 2 = \$900
Radio	Two weeks - aggressive	\$1000
Posters		\$ 100
Facebook	-- shares and event	Free
Regional websites	-- community events pages	Free
Regional newspapers	-- community events pages	Free

Gifts for Host/Hostesses

10 host homes (@ \$100)	\$1000
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Bedon-Lucas House

Rental (comped for CCHAPS)	\$250
Hot Chocolate, Coffee, Soft Drinks	\$100
Light Refreshments	\$200
Entertainment	\$100

TOTAL NON ATAX BUDGET \$4,550

TOTAL BUDGET \$7,199



## COLLETON MUSEUM & FARMERS MARKET

### I. BASIC INFORMATION

- A. **Project Name:** Colleton Museum & Farmers Market  
*Festival of Trees*
- B. **Requested Amount:** \$4,000
- C. **Total Project Cost:** \$13,000

#### D. Applicant Information:

1. Federal Tax ID: 57-6000339
2. Gary H. Brightwell, Director
3. 506 E. Washington St.  
Walterboro, SC 29488
4. 843-549-2303
5. [gbrightwell@colletoncounty.org](mailto:gbrightwell@colletoncounty.org)  
[www.colletonmuseum.org](http://www.colletonmuseum.org)

### II. Narrative

#### A. General Description

We are requesting **\$4,000** for ads from several lowcountry media outlets to include print, digital, and radio spots to advertise our week of "Festival of Trees" activities to be held in late November, early December 2016. In addition, we are also requesting some help with printing costs. All ads and print materials will include the Red Rocker logo and the tagline "Walterboro: Front porch of the Lowcountry".

The Festival of Trees is designed to kick off the holiday season for our community and to interest others in coming to visit Walterboro to begin getting into the spirit of the holiday season with the many events offered during the festival. The Museum's Market Hall will shine brightly with the twinkling lights of trees masterfully decorated by local businesses and designers which will then be auctioned off on Saturday evening, December 3 at the Museum. This family-friendly event is sure to be a delight for all. The various event offerings are either free or moderately priced. Fees charged are primarily to cover the costs of the



week-long event with any profit going straight back into programming for area children.

We hope to draw a large number of visitors to the Museum & Farmers Market and to downtown Walterboro with the events planned for our festival. (See attached schedule) Monetary assistance from the ATAX Committee will help us advertise the festival, create print materials and increase revenue to our local businesses by impressing upon the visitor that there are many options and locales that might invite an overnight visit in Walterboro and a meal at a restaurant or two.

The Colleton Museum, established in 1985, partnered with the local farmers market to become the Colleton Museum & Farmers Market in 2011. A Commercial Kitchen was added in 2015. The partnership has become a tremendous success drawing both local, out-of-town, out-of state, and out-of country visitors. Our major event for the latter part of 2016 is our first "Festival of Trees." Attached is a schedule of events that the Colleton Museum & Farmers Market is planning for the festival. We hope to not only draw our own Colleton County residents but people from surrounding areas to attend one, if not more, of our scheduled events for the festival and spend a day or night in town.

The Colleton Museum & Farmers Market offers classes and events often in partnership with other local agencies such as US & SC Dept. of Agriculture, Clemson Extension Services, the Colleton County Memorial Library, the SC Artisans Center, the Colleton County Historical & Preservation Society, Small Business Association, Eat Smart, Move More and the Colleton County Arts Council. In addition, the Museum/Market offers Market Hall and a Teaching Kitchen space as available meeting and event space for rent for local and out-of-town visitors (i.e. out of town wedding guests, persons coming for regional meetings, etc.) Our newly added Colleton Commercial Kitchen provides an array of economic opportunities for food businesses.

The Museum and Farmers Market Director has over 20 years of management experience in the Colleton County government sector our Assistant Director has over 20 years experience in event planning.

The Colleton Museum & Farmers Market has over 300 members in its support organization.

#### **B. Benefit to Tourism:**

The Colleton Museum & Farmers Market is a natural draw for the City of Walterboro and Colleton County as an area attraction. Our indoor Market Hall in conjunction with the Farmers Market pavilion is used often for events, programming, and meetings, many which draw out-of county visitors. For example, in 2014 the Colleton Museum & Farmers Market hosted the annual SC Humanities Council Festival and Conference, a 3 day affair. Walmart had a 3-

day regional meeting in our space in 2015. In addition, area farm meetings are held here as well and draw large numbers from multi-county sites. The Museum is constantly providing rotating displays which include many that would attract out-of area interest. (i.e. The SC Watermedia Society winners, Smithsonian exhibits, etc.) We have hosted several groups for multiple day conferences with participants spending the night in Walterboro and visiting local businesses and restaurants as well. In 2017 the Colleton Museum & Farmers Market will host the three-day SC Federation of Museums Conference.

The Colleton Museum & Farmers Market has been the recipient of several awards including a national award by the National Association of Counties, a state award by the SC Association of Counties, and a planning and development award for SC. Our most recent awards was the 2016 Charles A. Bundy Award presented by South Carolina Parks and Tourism at the Governor's Conference on Tourism. This award recognizes contributions to rural tourism in South Carolina. Earlier in 2016 we were awarded a designation for the Local Foods, Local Places project sponsored by the Environmental Protection Agency, the USDA, the CDC and other federal agencies. We were one of only 27 communities in the United States to receive this designation with the promise of technical assistance to grow our community. Our reputation has spread throughout the state and we now serve as a model to other communities seeking to best spend their economic development and cultural dollars. (Example: City of Greenwood and City of Saluda officials came to visit our facility recently. SC Department of Commerce personnel have visited us also. We have had other community officials visit our Commercial Kitchen as well.)

### **C. Benefit to the Community**

The Museum/Market is an exciting hub of local activity. Since its inception, the museum has exhibited a permanent history exhibit featuring the history of Colleton County and Walterboro and an "Animals of the ACE Basin" exhibit; collected hundreds of artifacts; offered a rotating art show, provided monthly exhibits on our local history; and highlighted local artwork. The museum has established hands-on environmental educational programs, and has worked with the school district to provide additional resources and learning opportunities for both teacher and student. Most recently we worked with the USC Maritime Archaeology Center to create an exhibit "Diving the ACE Basin" which features many artifacts from early settlement of our area.

The Colleton Farmers Market:

Our Farmers Market:

- Gives growers and producers of SC agricultural commodities and other farm-related products alternative marketing opportunities.
- Promotes the sale of Colleton County and other state-wide farm products.

- Improves the variety, freshness, taste and nutritional value of produce available in Colleton County.
- Makes healthy, regionally produced foods accessible to lower-income residents.
- Provides an educational forum for consumers to learn the uses and benefits of quality, locally grown or prepared food products.
- Enhances the quality of life in Colleton County by providing a community activity which fosters social gathering and interaction.

**The Colleton Commercial Kitchen:**

- For value-added products for farmers
- For products that must be manufactured and packaged in an inspected facility
- Low rental fees to help “incubate” a starting business
- Has a 10,000 square foot food production kitchen certified through SC DHEC and the SC Dept. of Agriculture.
- 5,000 sq. ft. of retail space including temperature controlled food displays
- Provides food entrepreneurs with low-cost access to production space.
- For baked goods, fresh or frozen produce, acidic foods, acidified foods, dry mixes, jams and jellies, product development
- Is a great example of support for Colleton County’s heritage as an agricultural community

**D. Tracking:**

Attached are tracking numbers for Colleton Museum & Farmers Market from July 1, 2015 to April 30, 2016. The Museum/Market is poised to attract even more visitors as we grow and become known. Our staff routinely touts local businesses and recommends local restaurants, shops, places of historical interest, the Walterboro Wildlife Sanctuary, and the use of local motels and Bed & Breakfast establishments. The expected increase in visitor traffic in the coming months will serve to help us in the effort to promote local businesses and encourage those visitors to stay overnight.

**E. Duration of Project:** November 28, 2016 – December 4, 2016 (planning meetings have already started)

**F. Permits –** No know permits required

**G. Additional Comments**

**III. Budget**

Attached

**IV. Required Attachments**

- A. Letter from Secretary of State – Exempt Status - attached
- B. Organization’s latest financial statement - attached

## Budget for *Festival of Trees*:

### INCOME:

Colleton Museum & Farmers Market (programming budget)	\$2,410.00
Proposed contribution from City of Walterboro ATAX	\$4,000.00
<b>Ticket Sales</b>	
Teddy Bear Breakfast     (\$5 per ticket)	\$540.00
Tree Viewing     (in Market Hall to see array of trees) (\$1 seniors, \$2 adults, children free)	\$500.00
Christmas Snowman Workshop     (\$5 per ticket)	\$300.00
Shake Your Sugarplums Dance & Tree Auction (\$35 per person)	<u>\$5,250.00</u>
<b>TOTAL INCOME</b>	<b><u>\$13,000.00</u></b>

### EXPENDITURES:

Food/Beverages	\$4,175.00
Costumes	\$400.00
Craft Supplies for 3 programs	\$2,000.00
Printing (incl. banners, posters, brochures) (\$661 for 2,500 brochures, \$165 for 1,000 flyers + misc. printing)	\$1,000.00
Postage	\$500.00
Entertainment (Musicians for Sat. Dec. 3)	\$1,200.00
Local Advertising	\$400.00
<b>Advertising</b>	
Lowcountry Weekly (Beaufort) (2 ads)	\$825.00
Post & Courier     (2 – includes digital spot)	\$1,200.00
Charleston City Paper (digital)	\$700.00
WALI radio station –( two months of spots)	\$600.00
(radio coverage reaches Colleton, Charleston, Dorchester, Beaufort & Hampton Counties)	
<b>TOTAL EXPENDITURES</b>	<b><u>\$13,000.00</u></b>

CITY OF WALTERBORO ACCOMMODATIONS TAX FUNDING REQUEST

June 6, 2016

Colleton County Historical and Preservation Society

I. BASIC INFORMATION

a. Project Name: **Front Porch Phantoms:**

**A Haunted History of Walterboro's Historic Downtown**

b. ATAX Request: **\$4348**

c. Total Budget: **\$9298**

d. Applicants Information:

i. Colleton County Historical and Preservation Society

ii. Christie Slocum, board member and Sarah Miller, Historian

iii. 205 Church St, Walterboro, SC 29488

iv. Christie Slocum, 843-532-8507, [crlatta78@yahoo.com](mailto:crlatta78@yahoo.com), no fax number  
or Sarah Miller, 843-635-5206, [semiller@mailbox.sc.edu](mailto:semiller@mailbox.sc.edu), no fax number

II. NARRATIVE:

a. General Description:

**Front Porch Phantoms: A Haunted History of Walterboro's Historic Downtown** is the inaugural Halloween tour capitalizing on the public's interest in ghosts while also teaching historic and cultural facts about Walterboro. Our tour will focus on the downtown area, starting and ending at the Bedon-Lucas House. We will share architectural, historical, cultural, and popular culture stories of buildings such as: the Little Library, The Colleton Center, City Hall, Colleton County Courthouse, downtown waterfall and the water tower. Interspersed with the tour will be ghost stories collected from people in Walterboro. We will have tours starting every 15 minutes in groups no greater than 10 people (the ideal size for a walking tour is 8-10). The tour route will go from the Bedon-Lucas House to Miller St., to Hampton St., pass the courthouse on Walter St, through downtown, to Memorial St., and back to the Bedon-Lucas House via Wichman. The distance is just under 1.25 miles and the tour will last about an hour.

b. Benefit to Tourism:

Halloween and ghost stories attract people. Both Charleston and Savannah have built year-round tours based on ghost stories. Tourists from Charleston, Hilton Head, Beaufort, Summerville and more will travel to Walterboro to learn some history and hear new stories. These people will come to town to visit stores and eat in restaurants and will spend the night after an evening ghost tour.

c. **Benefit to Community:**

These tourists will visit the community, shop, eat, stay, and enjoy the environment. Not only will they spend money, but they will probably return often.

d. **Tracking:**

Since these tours will be in the evening, if guests travel to Walterboro, many will decide to stay the night. We plan to suggest an overnight stay in our ATAX advertising. Since this is our first set of tours, we will have each tourist fill out a questionnaire at the end of the tour. They will be asked for their home city as well as if they ate, shopped, or stayed in Walterboro.

e. **Duration of Project:**

**Front Porch Phantoms: A Haunted History of Walterboro's Historic Downtown** will be Friday, October 21; Saturday, October 22; Friday, October 28; and Saturday, October 29. Each evening tours will begin between 6:00 pm and 8:00 pm.

f. **List of Permits:**

None required per City Manager





**South Carolina Artisans Center**  
The Official Folk Art and Craft Center of South Carolina  
Tax ID # 57-0983458  
June 6, 2016

**I. BASIC INFORMATION**

**Board of Directors**

**President**  
Chris Bickley  
**Executive Director**  
Lowcountry Council of  
Governments

**Vice-President**  
Cindy Newman  
Lowcountry Media  
Solutions

**Secretary**  
Janis Blocker  
Walterboro, SC

**Treasurer**  
Dolly Droze  
Accounting  
Piggly Wiggly Carolina

William Bowers  
SC House of  
Representative

Susan DuPlessis  
Arts Coordinator  
SC Arts Commission

Mary Hunt  
SCAC Founder  
Goldsboro, NC

Dawn Dawson-House  
Director Public Relation  
SC Parks, Recreation  
Tourism

Sandra Ferguson  
CEO, Veterans Victory  
Walterboro SC

Holly L. Mardell  
Pharmacist  
Walterboro SC

Bob Doster  
Artist  
Lancaster, SC

Charles Rowland  
Reporter  
Walterboro, SC

Kris Moore  
Walterboro, SC

Becky Broderick  
Teacher  
Walterboro, SC

Kenneth Hodges  
SC House of  
Representative

Executive Director  
Gale Doggette

**A. Project Name:** SC Artisans Center - Marketing & Promotions

**B. Requested Amount:** \$13,600

**C. Total Project Cost:** \$13,600

**D. Applicant Information:**

1. FI# 57-0983458
2. Gale Doggette, Executive Director
3. 318 Wichman Street  
Walterboro, SC 29488
4. 843-549-0011 843-549-7433 (fax)  
[scartisanscenter@gmail.com](mailto:scartisanscenter@gmail.com)



**II. Narrative:**

The South Carolina Artisans Center is the largest single tourist attraction located in Walterboro. We have established through visitor surveys, that our most successful marketing tool are billboards, specifically those located on Interstate 95. Like any other established business we would like to grow in both customer count and in sales. GREAT NEWS, with the Accommodations Tax dollars we received this past year, plus the SCP&T TAG monies, the Center now has 3 Billboards and Banners in 2 the SC Welcome Centers. The Artisans Center is again requesting the support of the Accommodations Tax Committee. We need to strengthen our visibility to tourists and visitors by the continuing use of the Center's (3) billboards on Interstate 95 and (2) Welcome Center Banners. We are requesting \$13,600 to continue the lease to promote the SC Artisans Center.

**A. General Project Description:**

The South Carolina Artisans Center was officially designated the "Official Folk Art and Craft Center of South Carolina" by the governor. The Center was originally conceived as a rural economic tourism development project. It was determined early in the planning stages that this Center should have an economic impact upon the entire state and the project's planners proceeded to make this happen. The Center now showcases the work of over 313 artists from across the state; provides educational programming and promotes community outreach to residents and visitors alike.



Some of the major accomplishments of the Center include:

We have become a major **Tourist Destination** off I-95. Approximately 351,000 people have visited the Center over the past twenty one years. Over 95% of the Center's customers have traveled from outside of Colleton County and over 85% are visitors from another state. The majority of our customers have taken time from their traveling to stop in Walterboro, shop at the Center and enjoy our exhibits. They are also looking for other places in Walterboro to shop and dine. The City of Walterboro has made downtown a wonderful place to send our visitors.

We also welcome tour groups almost every month. They number in size from 5 - 50, and on their day trip of sightseeing and dining, the groups are looking to purchase an item(s) commemorative of their trip. As with individual visitors, these groups are looking for additional local attractions, shops, and historic venues to visit. The Center always offers information about local and area places to visit, dine, shop, and spend the night.

The South Carolina Artisans Center is the only **Tourist Attraction/Retail Venue** in the Walterboro area that is open for business 7 days a week. Because of these regularly scheduled hours of operation, the Center has been designated as an "official stop" for the South Carolina National Heritage Corridor.

A "stop" is a Visitors Center that distributes literature about Walterboro, Colleton County, and the entire heritage corridor.

#### **B. Benefit to Tourism and/or Community:**

The South Carolina Artisans Center has consistently pursued all avenues of advertising and marketing including a *facebook*, *Instagram* and *Twitter* pages and on our website [www.southcarolinaartisanscenter.com](http://www.southcarolinaartisanscenter.com) Feature articles on the Center (giving Walterboro and Colleton County increased media exposure) written within the past several years have appeared in the following publications: Most recent would be the 2014 Spring issue of *Charleston Home and Design*, *Carolina Living*, *Southern Lady*, *Southern Living*, *AAA Magazine*, *The State*, *Post & Courier* and *Beaufort Gazette*, *Times and Democrat*, *Charleston Magazine*, and *Living in Carolina...*

- *Last month spotlight on Colleton County, including "Must See" SC Artisans Center that the Department of Commerce was distributing to Project Managers via email and on social media.*
- Recently the Center was showcased on Channel 4 News as a must see destination. <http://www.abcnews4.com/story/22017903/100-percent-made-in-south-carolina?autoStart=true&topVideoCatNo=default&clipId=8789142>
- Most recently the Center was part of an article written for FODOR'S, an International Travel Guide. <http://www.fodors.com/world/north-america/usa/south-carolina/charleston/walterboro/> (as follows)

## Walterboro

*"Welcome Back to Let's Remember." This sleepy Southern town makes Charleston look like Manhattan. Its main drag, East Washington Street, still looks like it did in the 1950s. While continuing to embrace its endearing small-town ways, it is moving in a new, savvy direction. To wit, its marketing slogan is "Walterboro, the front porch of the Lowcountry," with a cherry-red rocking chair as its logo. Those rocking chairs can be found outside shops and restaurants, inviting passersby to sit awhile.*

*Walterboro has become a fun day trip for Charlestonians. The South Carolina Artisans Center has become a major draw, as have the moderately priced antiques and collectible stores. The annual events, which for decades included the Rice Festival on the last weekend in April and the Fall Tour of Plantation Homes in October, have been augmented by the Edisto Riverfest on the second weekend in June, the Walterboro Antiques, History & Arts Festival in mid-May, and the Downtown Walterboro Criterium USA Pro Cycling Classic in early May. A proliferation of inexpensive motels like Days Inn sprang up near the interstate, then limited-service chain hotels like Hampton Inn. Travelers wanting more local flavor opt for the homey bed-and-breakfasts in restored houses in the Historic District.*

- [http://charlestonmag.com/charleston\\_magazine/feature/ramble\\_on](http://charlestonmag.com/charleston_magazine/feature/ramble_on)

### *Take an Art and Antiques Tour of Historic Walterboro*

*{ 48 miles [ 1 hour, 4 minutes ]*

*Dubbed the "Front Porch of the Lowcountry," downtown Walterboro lives up to that moniker on East Washington Street, where a row of antiques shops beckons you to find that vintage rocker you've been dreaming of. Then walk a block to the S.C. Artisans Center, where the crafts, sculptures, and paintings of more than 300 artists (all from South Carolina) are displayed and available for purchase, with prices ranging from \$3 to \$15,000 (look for the hand-carved mahogany Wood Song canoes by artist Philip Greene near the top of that spectrum). If shopping hasn't worn you out, stop by the Bedon-Lucas House Museum for a taste of architecture and Lowcountry living à la the 19th century. Afterwards, grab dinner at Dukes Barbecue, leaving you satisfied for the short journey home.*

■ [walterborosc.org](http://walterborosc.org)

■ S.C. Artisans Center, 318 Wichman St., Walterboro, (843) 549-0011,

[www.scartisanscenter.com](http://www.scartisanscenter.com)

*Hours: Monday-Saturday, 9 a.m.-5 p.m., Sunday, 1-5 p.m.*

■ The Bedon-Lucas House Museum, 205 Church St., (843) 549-9633

*Admission: Donations accepted. Hours: Monday, Wednesday, & Friday, 9 a.m.-noon; call ahead to confirm.*

The Center has also developed a website [www.scartisanscenter.com](http://www.scartisanscenter.com) to keep up with the growing number of travelers who get their information off the Internet. Also, the Center is featured links to other sites such as SCPRT, SCltways, South Carolina Tourism News, and South Carolina Traditional Arts Network, the City of Walterboro, Colleton County, Discover Walterboro and the Colleton Museum & Farmers Market. This exposure has and will continue to generate many first time visitors to Walterboro. The increase in the Center's visits by tourists means more room rentals and meals served by our hospitality industry.

**C. Tracking:**

The Center continues to experience a nice increases in the number of visitors, with a high percentage of these visitors coming from I-95. This has been encouraged by the marketing of the Center through billboards, brochures and visitor center banners. The Center is one of the biggest promoters of local businesses and recommends local restaurants, downtown shops, historical highlights, the Walterboro Wildlife Sanctuary and the use of our motels and Bed & Breakfasts.  
*(Tracking numbers for past 3months attached)*

**D. The duration of this project:** The fiscal year ending June 2017.

**III BUDGET:**

Attached

**IV Attached**

**V Attached**

**South Carolina Artisans Center's  
Tracking Numbers for last 3 months**

<b>Feb - April</b>	<b># of Visitors Directed to us by</b>	<b><i>(Tally from visitor's registry)</i></b>
<b>I-95 Billboards</b>		<b>709</b>
<b>SC Welcome Centers</b>		<b>220</b>
<b>Walterboro Welcome Center</b>		<b>17</b>
<b>Friends/Relatives</b>		<b>137</b>
<b>Internet</b>		<b>50</b>
<b>Tour Group</b>		<b>179</b>
<b>Downtown Merchants</b>		<b>38</b>
<b>Hotel</b>		<b>21</b>
<b>Chamber of Commerce</b>		<b>10</b>
<b>Return Visit</b>		<b>678</b>
<b>Print Ads</b>		<b>54</b>
<b>Brown Signs</b>		<b>125</b>
<b>Brochures</b>		<b>198</b>
		<b>2436</b>

**TOTAL VISITORS Feb-April: 4987**

Adams Outdoor 3 billboards \$1200 per 4 weeks.....	\$15,600
SC Welcome Center 2 locations Banners Q2/Q3 .....	\$ 5,400
SC Welcome Center 2 locations Banners Q4/Q1 .....	\$ 4,590
SC Welcome Center 2 locations Banners installation....	<u>\$ 1,600</u>
	\$27,190

# City of Walterboro

## 65% Accommodations Tax Funding Request 2016-2017

**Project Name:** **Downtown Walterboro Criterium 2017**  
"USA CRITS Championship Criterium Series" (fifteenth annual)

**Amount requested from A-tax:** **\$21,000**

**Organization Name:** **Walterboro Tourism Commission**

**Tax ID Number:** **27-0473097**

**Contact Name:** **Michelle Strickland**  
**Tourism Director**  
**(Downtown Walterboro Criterium Committee)**

**Address:** **Walterboro Tourism Commission**  
**1273 Sniders Highway**  
**Walterboro, SC 29488**

**Phone & fax:** **843-538-4353 office**  
**843-909-4325 cell**  
**843-538-4356 (fax)**

**Email:** **[mstrickland@walterborosc.org](mailto:mstrickland@walterborosc.org)**

### **Project/Event Description (narrative)**

**Olympians and professional cycling champions will compete in the fifteenth annual Downtown Walterboro Criterium on May 3, 2017.**

The series is made up of four person teams, competing in multi-lap races in a closed circuit of about half a mile long. This racing discipline requires a unique type of rider, one who must demonstrate top speed and bike handling skills traveling at 30 plus mph. Because of the circular track, criteriums are the equivalent to NASCAR and are known as America's contribution to the sport. To establish the track needed for the riders, we will obtain permission to close several streets in the downtown area for the race.

The Downtown Walterboro Criterium is coordinated by a group of local volunteers that represent several of the local organizations, local businesses, and interested citizens. This

year there were several new members to the committee and several changes made, which gave us positive results. We shortened the track at the request of the event organizers, which made the event more exciting and fast paced.

Our VIP section served more than 290 guests with the addition of a Local Chef Showcase and Lowcountry cuisine, and 43 children from ages 3-10 participated in our children's race.

The start and end date for this one-day event is **May 3, 2017**.

### **Benefit to Tourism and/or the Community**

The popularity of cycling has been on the rise in recent years. Races are now staged all over the country and fans are more than willing to travel to watch them.

Walterboro is no exception, giving Walterboro international visibility, as well as additional press coverage. The races are filmed and with an internet hot spot connection we live stream broadcast all over the world so friends and families can witness the progress of their team. The numbers of tourists participating in this series increases significantly each year due to the additional advertising, extended stay hotel discount packages and the continuation of the amateur and women races.

Tourists and racers stay in the local hotels, eat in our various restaurants, and shop in several of the retail outlets. Visitors are charmed by the quaint atmosphere and are encouraged to return. Many of our downtown merchants stay open because of the extra business.

The 2016 USC CRITS Cycling Series brought a total of 224 amateur, pro and master riders to Colleton County. We estimate that approximately 75 hotel room nights were utilized by the riders, event staff and visitors. This event also contributes to Walterboro's busiest coffee service and restaurant service of the year.

This year we passed out survey's at the event to monitor the effectiveness of our advertising. (attached)

### **Accommodations Tax Funding Proposal Request – 2017**

Outdoor Advertising	\$3,500
Advertising, Website & Print Media: (such as Post & Courier, Charleston TV, Cumulous Radio, websites)	\$5,000

**Promotion**

Cycling related promotion: \$5,000

Flyers, brochures, programs, banners, signs, posters, internet: \$1,000

**Facilities & Services:**

Public restrooms \$500

Fencing \$5,000

VIP Section/Children's Activities: \$1,000

**Total** \$21,000

# City of Walterboro

## Accommodations Tax Funding Request 2016-2017

**Project Name:** City of Walterboro Billboard Package 2016-2017

**Amount requested from A-tax:** \$21,000

**Organization Name:** City of Walterboro

**Tax ID Number:** 57-6001119

**Contact Name:** Michelle Strickland  
Tourism Director

**Address:** City of Walterboro  
242 Hampton Street  
Walterboro, SC 29488

**Phone & fax:** 843-538-4353 office  
843-909-4325 cell  
843-538-4356 (fax)

**Email:** mstrickland@walterborosc.org

### **Project/Event Description (narrative)**

The City of Walterboro installed four billboards promoting lodging, shopping and dining in Walterboro along I-95 and in Jacksonboro on Hwy 17 in the Fall of 2008. This package price has remained the same but several boards have been added free of charge. Specifically, this package includes:

SC Highway 17 S at Jacksonboro facing north bound traffic  
SC Highway 17 S at Point South facing south bound traffic  
I-95 mm 30 Double Board facing north bound traffic  
I-95 mm 103 facing south bound traffic  
I-95 mm 82, north of St. George facing southbound traffic  
17A just east of the airport facing incoming traffic  
Jeffries Blvd. just past PRTC building facing incoming traffic



17 S. @ Pocotaglio facing southbound traffic

The City requests the continuation of these billboards for 2015-2016 as they are a part of the consolidated efforts of the billboard committee and the red rocker branding. It is estimated that \$21,000 is needed to fund this project including fresh vinyls this year.

The start and end date for this billboard contract is July 1, 2016 thru June 30, 2017.

**Benefit to Tourism and/or the Community**

Billboards are Walterboro's most effective Red Rocker branding along the I-95 corridor. The popularity of Walterboro as an overnight stop off I-95 and Hwy 17 has been greatly enhanced by our billboards. Visitors are charmed by Walterboro's quaint atmosphere and are encouraged to return. These tourists stay in the local hotels, eat at our restaurants and shop in our gift shops.

The Welcome Center tracks visitors, noting how they found us or heard of us. This tracking shows the effectiveness of this billboard program and that it works to bring both travelers from the Interstate and travelers on Savannah Highway going towards I-95 from Charleston or Myrtle Beach areas for a stay in Walterboro.

**Accommodations Tax Funding Proposal Request – 2016-2017**

City of Walterboro billboard Package (includes a fresh vinyls)	\$21,000
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## **City of Walterboro Accommodations Tax Funding Request**

**Project Name:** Colleton County Rice Festival

**Organization Name:** Colleton County Rice Festival  
403 East Washington Street, Suite A  
Walterboro, SC 29488  
(843) 549-1079  
(843) 549-5232 (fax)

**Contact Name:** Jimmy Trippe/Jeffrey Herndon  
Rice Festival

**Federal ID Number:** 57-0691134

**ATAX Requested Amount:** \$20,000 Colleton County Rice Festival-Rice Run-  
Tour de Lowcountry –Lowcountry Shagging – All  
American Lumberjack Show

### **Project/Event Description (narrative)**

The Colleton County Rice Festival is held annually during the last full weekend in April. Now in its 42nd year, the Festival has been recognized as one of the top 20 events by The Southeast Tourism Society, that covers 12 states. It has become a premier Springtime event throughout the Palmetto State and offers something for every age and taste. In 2016, an estimated 25,000 visitors attended the festival over the weeklong event. The Rice Festival Beauty Pageant always starts the Festival followed by the Tour de Lowcountry Bike Ride and Rice Festival kick-off Dance April 22, 2017. "The Taste of Walterboro" April 25th, VIP Luncheon on the 27th and followed by the three-day event Friday, April 28, 2017 to Sunday April 30, 2017. In order to promote the State Dance, the Rice Festival would like to feature some of the best Shaggers in our state. They will be performing throughout the festival. The Tour de Low country, in its third year, brought in over 80 riders from five states and as far away as Indiana. This is an event that we feel will also grow each year. Due to popular demand, the All American Lumberjack Show will return. This show draws crowds from all over the state. All permits required will be obtained by the Rice Festival Committee.

Because of the continuing success of the Rice Festival with results that sustain and promote a growing economy, an all-out effort is presently underway by various local groups and organization to encourage visitors to come into the county and city. The Rice Festival Committee Members are actively involved in many of these endeavors and are working closely with community leaders to make Walterboro and Colleton County a favorite destination of visitors throughout South Carolina and tourist motoring along I-95.

### **Benefit to Tourism and/or the Community**

Special events and programs that enhance the quality of life make for an attractive package in enticing the traveling public to this area. Colleton County will never be heavily industrialized but can capitalize on its cultural, natural, and historic resources to bring more visitors into the County. The more visitors that come to Colleton County the more secure are tourism related jobs. Increased visitors also mean

increased sales and tax collections. We are strategically located on I-95 South/North Corridor and just 32 miles from I-26. These kinds of activities certainly appeal to travelers who will eat in our restaurants, stay in our motels, and shop in and about the Walterboro area.

Many food, arts and crafts vendors and participants in the Rice Run, and Tour de Lowcountry are out of state and stay overnight at the local hotels, eat in our various restaurants, and shop in several of the retail outlets. Visitors are charmed by the quaint atmosphere and are encouraged to return. We estimate that at least 120 hotel rooms will be utilized by vendors, runners, participants and visitors.

**Accommodations Tax Funding Proposal Request – 2016**

**Direct Tourism Expenditures:**

Cable: \$7,000.00

Radio: \$2,000.00

Newspapers: \$1,000.00

Billboards: \$2,500.00

Other (flyers, brochures, posters, direct  
e-mail , website and misc.) \$4,500.00

**Entertainment and Cultural Art Programming**

**With regional appeal: \$3,000.00**

**Total: \$20,000.00**

# City of Walterboro

## 65% Accommodations Tax Funding Request 2016-2017

**Project Name:** *"Walterboro Rocks!"* advertising campaign 2016-2017

**Amount requested from A-tax:** \$50,000

**Organization Name:** Walterboro Tourism Commission

**Tax ID Number:** 27-0473097

**Contact Name:** Michelle Strickland  
Tourism Director  
Secretary/Treasurer Walterboro Tourism Commission

**Address:** 1273 Sniders Highway  
Walterboro, SC 29488

**Phone & fax:** 843-538-4353 office  
843-909-4325 cell  
843-538-4356 (fax)

**Email:** mstrickland@walterborosc.org

### **Project/Event Description (narrative)**

The *"Walterboro Rocks!"* campaign is a comprehensive plan designed to implement a variety of advertising methods to draw visitors to Walterboro for increased overnight stays.

The Walterboro Tourism Commission, an I.R.S. designated 501 C (6) nonprofit, is a central tourism resource dedicated to increasing the exposure of local attractions in the Walterboro area. The purpose of the commission is to promote Walterboro as premier travel destination.

WTC has successfully created a comprehensive *"Walterboro Rocks"* advertising campaign to boost our visibility with the red rocking chair brand. The organization will to continue to develop and expand advertising and marketing plans through consistent brand recognition.

The Walterboro Welcome Center, located at exit 53 off I-95, is approximately half-way between New York and Florida, between Savannah/Beaufort and Charleston along Highway

17. The goal to put Walterboro on the map as a destination for travelers as they make their way along I-95 and local thoroughfares through strategic advertising placement.

The duration of this project is fiscal year July 1, 2016 thru June 30, 2017

**Benefit to Tourism and/or the Community**

By marketing the antiques, historic, cultural, and nature based and resources in Walterboro, the Lowcountry Region and South Carolina, this project aims to capitalize on the economic impact it will bring to this area. An influx of new visitors will not only boost revenue for local businesses with overnight stays and crucial tourism related dollars, it will create the potential for new residents who will further invest in the community.

WTC will continue to track the effectiveness of this *"Walterboro Rocks!"* campaign utilizing a number of tools, including visitor information logs at the Welcome Center, hotel occupancy data, and leads generated by online advertising.

**65% Accommodations Tax Funding Proposal Request – 2016-2017**

**Advertising**

Broadcast Media:	\$8,000
Billboards consolidation "Walterboro Rocks":	\$10,000
Print Media: (such as, Southern Living, Garden & Gun)	\$11,500
Cooperative advertising	\$12,000

such as:

- SCPRT Official Vacation Guide
- internet ads, Trip Advisor, Google Search Engine Marketing
- SCPRT Welcome Center signage

WTC works with other local organizations on *"Walterboro Rocks!"*, continuing to develop cooperative advertising with the South Carolina Artisans Center, the Colleton Museum and Farmers Market, Friends of the Great Swamp Sanctuary, and annual festivals and organizations.

**Marketing and Promotion:**

Flyers, brochures, Post Cards, signs, internet, promotional item: \$8,500

**Project Total** \$50,000



## MEMORANDUM

---

**TO:** Mayor and City Council  
**FROM:** City Manager  
**DATE:** July 1, 2016  
**SUBJECT:** Request to Purchase Self-Contained Breathing Apparatus (SCBA) Units

I have attached a memo and supporting documentation from Fire Chief, Wayne Lake to purchase sixteen (16) Self-Contained Breathing Apparatus (SCBA) units. The Fire Department received three (3) bids:

Anderson Fire & Safety	\$101,692.80
Rhinehart Fire Service	\$104,284.80
MES Carolinas	\$109,693.44

The Fire Department received a grant from FEMA in the amount of \$91,446.00 for the SCBA units. City staff recommends purchasing the sixteen (16) SCBA units in the amount of **\$101,692.80** from Anderson Fire & Safety. The balance of \$10,246.80 will come from the FY 2016-17 Fire Department budget. 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





**DATE: JUNE 30, 2016**

**TO: JEFF MOLINARI - CITY MANAGER AND CITY COUNCIL**

**FROM: WAYNE LAKE - FIRE CHIEF**

**SUBJECT: SELF CONTAINED BREATHING APPRATUS (SCBA) BID REQUEST AND RESULTS**

**SCBA BID REQUEST DETAILS**

**(16) SCOTT X3 4500 PSI SNAP CHANGE PAK WITH HUD, RIC, INTEGRATED PASS/PAK TRACKER, QUICK CONNECT CBRN EZ FLO REGULATOR, DUAL EBSS, AV 3000 HT MASK WITH COMMUNICATIONS BRACKET, 45 MINUTE 4500 PSI SNAP CHANGE CARBON CYLINDER**

**X3414022200302/201215-05/200129-01**

**NOTE:**

- **BID DUE BY JUNE 30, 2016**
- **TAX MUST BE INCLUDED**
- **SHIPPING AND HANDLING MUST BE INCLUDED**

**SCBA BID RESULTS**

**ANDERSON FIRE & SAFETY =\$101,692.80**

**RHINEHART FIRE SERVICE = \$104,284.80**

**MES CAROLINAS = \$109,693.44**

**THE GRANT AWARD AMOUNT FROM FEMA IS \$91,446.00. THE BALANCE WILL COME FROM THE OPERATIONS BUDGET OF THE FIRE DEPARTMENT.**

**RECOMMENDATION: PURCHASE THE (16) SELF CONTAINED BREATHING APPARTUS FROM ANDERSON FIRE & SAFETY FOR \$101,692.80.**

**SCBA BID REQUEST FOR  
WALTERBORO FIRE DEPARTMENT**

**I NEED A BID ON THE FOLLOWING:**

**(16) SCOTT X3 4500 PSI SNAP CHANGE PAK WITH HUD, RIC, INTEGRATED  
PASS/PAK TRACKER, QUICK CONNECT CBRN EZ FLO REGULATOR, DUAL  
EBSS, AV 3000 HT MASK WITH COMMUNICATIONS BRACKET, 45 MINUTE  
4500 PSI SNAP CHANGE CARBON CYLINDER  
X3414022200302/201215-05/200129-01**

**NOTE:**

- **BID DUE BY JUNE 30, 2016**
- **TAX MUST BE INCLUDED**
- **SHIPPING AND HANDLING MUST BE INCLUDED**

**CONTACT: CHIEF WAYNE LAKE AT 843-908-5171 FOR MORE  
INFORMATION.**

**BIDS MAY BE MAILED TO  
WALTERBORO FIRE DEPARTMENT  
213 CARN STREET  
WALTERBORO, S.C. 29488  
OR  
EMAILED TO [wlake@walterborosc.org](mailto:wlake@walterborosc.org)**

**Anderson Fire & Safety**  
 3013 West Standridge Road  
 Anderson, SC 29625

# Quote

P.O. BOX 1265  
 Anderson, SC 29622

Customer No.: WALTERBORO F  
 Quote No.: 15461

Phone: (864) 225-1128  
 Fax: (864) 224-5139

Quote To: **Walterboro FD**  
 Accounts Payable  
 213 Cam St.  
 Walterboro, SC 29488

Ship To: **Walterboro FD**  
 213 Cam St.  
 Walterboro, SC 29488

Date		Ship Via		FOB		Terms	
06/23/16				Origin		Net 30	
Purchase Order Number			Sales Person			Required	
			Bryan Moore			06/23/16	
Quantity	Required	B.O	Item Number	Description	Unit Price	Amount	
16				#X3414022200302 Scott X3 4500 PSI Snap Change W/ HUD RIC Pass Pak Tracker QD Reg Dual EBSS AV3000 HT Mask W/ Bracket 45 Minute Carbon Cylinder	5885.00	94160.00	
16				SCBA Mask Fit Test -NO CHARGE	0.00	0.00	
1				FREE FLOW TEST ON PAKS FIRST TIME	0.00	0.00	
				FREIGHT INCLUDED			
						Quote subtotal	94160.00
						Sales tax @ 8.000%	7532.80
						Quote total	101692.80

Thank You

# QUOTE

## RHINEHART FIRE SERVICES

22 Piney Park Rd., Asheville NC 28806  
Phone 864.934.0918  
shane@rhinehartfire.com

DATE 6/29/16

EXPIRATION DATE 12/31/2016

TO WALTERBORO FIRE DEPT  
ATTN. WAYNE LAKE  
843-908-5171  
213 CARN ST  
WALTERBORO SC 29488

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
SHANE MORGAN		Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
16	SCOTT X3 4500 PSI SNAP CHANGE PAK WITH HUD, RIC, INTEGRATED PASS/PAK TRACKER, QUICK CONNECT CBRN EZ FLO REGULATOR, DUAL EBSS, AV 3000 HT MASK WITH COMMUNICATIONS BRACKET, 45 MINUTE 4500 PSI SNAP CHANGE CARBON CYLINDER X3414022200302/201215-05/200129-01	6035.00	96560.00
	FREIGHT INCLUDED.		
		<b>SUBTOTAL</b>	96560.00
		<b>SALES TAX 8%</b>	7724.80
		<b>TOTAL</b>	104284.80

Quotation prepared by: \_\_\_\_\_

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)





## MEMORANDUM

---

**TO:** Mayor and City Council  
**FROM:** City Manager  
**DATE:** July 7, 2016  
**SUBJECT:** Request to Purchase New Fire Pumper with Equipment

I have attached a memo and supporting documentation from Fire Chief, Wayne Lake to purchase a new Fire Pumper with equipment. The Fire Department received two (2) bids and one (1) no bid.

Fireline, Inc. – E-One (Winder, GA)	\$372,759.89
Spartan Fire and Emergency Apparatus - Pierce (Summerville, SC)	\$403,860.89
Williams Fire Apparatus – Sutphen (Ashland, AL)	No Bid

The FY 2016-17 Fire Department budget allocated \$380,000 for the purchase of a new pumper truck with equipment. City staff recommends purchasing the E-One pumper truck with equipment from Fireline, Inc. (Winder, GA) in the amount of **\$372,759.89**. 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



DATE: JULY 7, 2016  
TO: JEFF MOLINARI - CITY MANAGER AND CITY COUNCIL  
FROM: WAYNE LAKE - FIRE CHIEF  
SUBJECT: FIRE PUMPER W/ EQUIPMENT BID REQUEST AND RESULTS

FIRE PUMPER W/ EQUIPMENT BID REQUEST DETAILS

JUNE 1, 2016 - (3) BID REQUEST FOR PROPOSALS WAS SENT TO THE FOLLOWING:  
WILLIAMS FIRE APPARATUS (SUTPHEN APPARATUS DEALER)  
SPARTAN FIRE AND EMERGENCY APPARATUS (PIERCE APPARATUS DEALER)  
FIRELINE, INC (E-ONE APPARATUS DEALER)

JUNE 15, 2016 - A BID INTENT LETTER WERE DUE

- WILLIAM FIRE APPARATUS - SUBMITTED A NO BID LETTER
- SPARTAN FIRE & EMERGENCY APPARATUS - SUBMITTED A LETTER OF INTENT
- FIRELINE INC. - SUBMITTED A LETTER OF INTENT

BID RESULTS

JULY 1, 2016 - BIDS WERE DUE

JULY 5 -7, 2016 - BIDS WERE REVIEWED BY FIREFIGHTERS

CLARIFICATION OF PROPOSALS WERE RECEIVED

FIRELINE, INC (E-ONE APPARATUS DEALER)

- PUMPER W/ EQUIPMENT \$362,838.00

SPARTAN FIRE AND EMERGENCY APPARATUS (PIERCE APPARATUS DEALER)

- PUMPER W/ EQUIPMENT \$394,939.00

NOTE: (2) PORTABLE RADIOS WILL BE PROVIDED BY MOTOROLA. THE TOTAL COST WILL BE \$8921.89.

E-ONE - \$362,838.00 (PUMPER) + \$8921.89 (RADIOS) = \$372,759.89

PIERCE - \$394,939.00 (PUMPER) + \$8921.89 (RADIOS) = \$403,860.89

## Question Sheet

## PIERCE E-ONE SUTPHEN

	PIERCE	E-ONE	SUTPHEN
1	Number of Years the manufacture has been in business	103 Years	44 Years
2	Location of manufacturing plant	Bradenton, Florida	Ocala, Florida
3	Distance and Hours of Plant from Walterboro	433 Miles, 6 hrs. 50 mins	242 Miles, Less than 4 hours
4	Dollar Amount of Parts Inventory	Pierce - \$11 Million	E-One Over \$5 Million
5	Nearest Dealer/Service center	35.4 Miles Summerville, S.C.	212 Miles, Winder GA
6	Number of Years the Dealer has been in business	43 Years	22 Years
7	Distance and Hours of Dealer from Walterboro	51 Minutes	4 hours
8	Mobile Repair Tech with Equipment	(10) Techs & (6) Mobile Units	(4) Four Techs
9	Repair Rate Per Hour	\$90.00	\$95.00
10	Standard Warranty	1 Year	1 Year
11	Structural Warranty	10 Years (Body)	10 Years (Body)
12	Stainless Steel Plumbing Warranty	10 Years	10 Years
13	Water Tank Warranty	Lifetime	Lifetime
14	Paint and Corrosion Warranty	10 Years	10 Years
15	Is Paint Warranty Prorated	Yes - After 7 Years	Yes
16	Freightliner Warranty	3 Years, 100,000 miles	3 Years, 100,000 miles
17	Liquid Filled Gauge Warranty	10 Years	10 Years
18	Commercial Chassis Make and Model	2017 Freightliner M2 - 106	2017 Freightliner M2 - 106
19	Gross Vehicle Weight Rating	38,000 Lbs.	40,600 Lbs.
20	Engine Make and Horse Power	Cummins, ISL 350 hp	Cummins, ISL 350 hp
21	Transmission Make	Allison, EVS3000	Allison, EVS3000
22	Pump Make and Model	Hale, Q Flo, 1250 gpm	Hale, Q Flo, 1250 gpm
23	ISO Compliance	Yes - ISO 9001	Yes - ISO 9001
24	NFPA 1901, 2016 Edition Compliance	Yes - 2016 Compliance	Yes - 2016 Compliance
25	Certificate of Insurance	Yes	Yes
26	Total Apparatus Price	\$286,494.00	\$253,932.00
27	Total Loose Equipment Price	\$108,145.00	\$109,906.00
28	Sale Tax Included	\$300.00	Yes
29	Total Apparatus Price with Loose Equipment	\$394,939.00 (Includes Sale Tax)	\$363,838.00 (Includes Sales Tax)
30	(2) Portable Radios will be Provided by Motorola	\$8921.89 (Includes Tax)	\$8921.89 (Includes Tax)
31	Grand Total	\$403,860.89	\$372,759.89

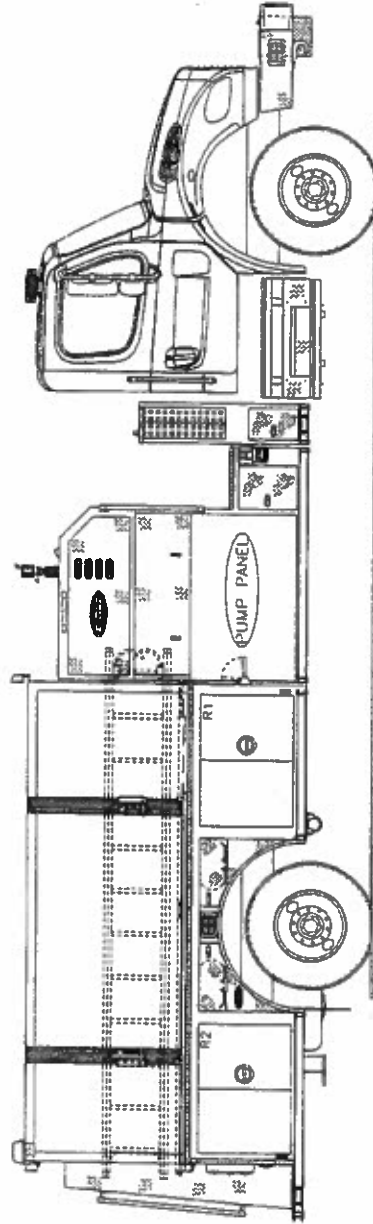
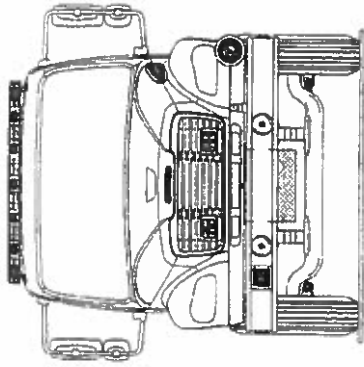




# WALTERBORO CITY FIRE DEPARTMENT WALTERBORO, SC.

069107  
PUMPER 42  
FREIGHTLINER M2 106 DAY / 4X2 CHASSIS

THIS INFORMATION IS FOR INFORMATIONAL PURPOSES ONLY. ALL DIMENSIONS ARE SUBJECT TO MANUFACTURING TOLERANCES AND VARIATIONS. DIMENSIONS ARE NOT TO BE USED FOR PARTS OR ACCESSORIES, UNLESS OTHERWISE SPECIFIED BY THE ORIGINAL MANUFACTURER. DIMENSIONS ARE APPROXIMATE AND SHOULD BE USED AS A GUIDE ONLY. DIMENSIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE CITY OF WALTERBORO, SC.





# WALTERBORO CITY FIRE DEPARTMENT WALTERBORO, SC.

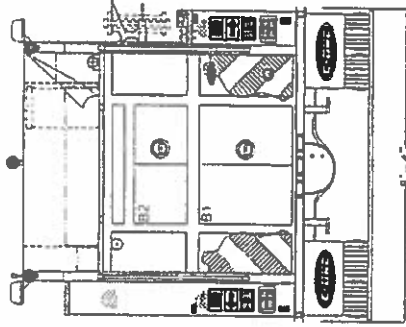
Q69107

PUMPER 42

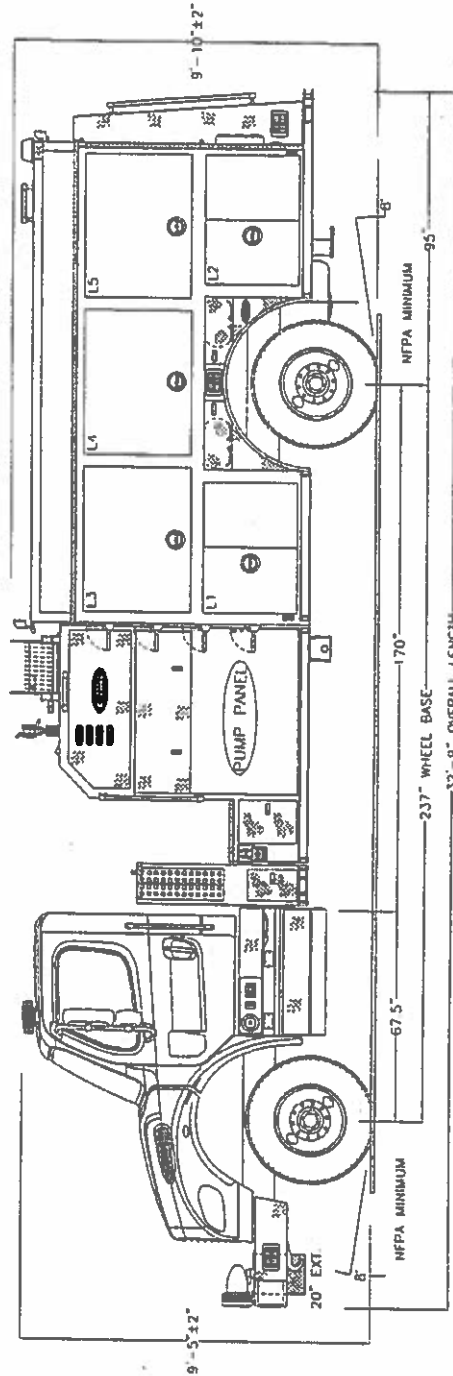
FREIGHTLINER M2 106 DAY / 4X2 CHASSIS

COMP	OPENING	INTERIOR DIMENSION	
		L1/R1	L2/R2
1250 GPM HALF D7LO PUMP	42W	30H	42W
200' OF 2.00" DJ	44W	34H	44W
1030 GALLON WATER	42W	30H	42W
	38W	30H	38W
	38W	17H	38W
		26D	

THIS DRAWING IS FOR REFERENCE PURPOSES. ALL DIMENSIONS ARE SUBJECT TO MANUFACTURING TOLERANCES AND VARIATIONS DUE TO MANUFACTURING PROCESSES. THIS PRINT IS THE PROPERTY OF E-ONE, INC. AND IS LOANED TO YOU. IT IS TO BE RETURNED TO THE OFFICE OF ORIGIN. ANY REVISIONS TO THIS DRAWING MUST BE APPROVED BY THE OFFICE OF ORIGIN. ANY REVISIONS TO THIS DRAWING MUST BE APPROVED BY THE OFFICE OF ORIGIN.



TOP VIEW ONLY TO TABLED 8' TO GROUND 8'



237" WHEEL BASE

32'-9" OVERALL LENGTH

NFPA MINIMUM

NFPA MINIMUM

PROPOSAL



TO: CITY OF WALTERBORO

Prepared By:  
**KEVIN CARTER**  
[kevin@carter-electronics.com](mailto:kevin@carter-electronics.com)  
 843.873.1562 Office  
 843.873.5956 Fax

ATTN: WAYNE LAKE

Quantity	Model Number	Description or Specification	UNIT Price	Extended Price
	<b>APX6000 2.5</b>			
2	H98UCF9PW6AN	APX6000 7/800MHZ PORTABLE 2.5	\$2,053.50	\$4,107.00
2	Q806CB	ENH: ASTRO DIGITAL CAI OP APX	\$386.25	\$772.50
2	H885BK	EHN: 2 YEARS SFS LITE	\$84.00	\$168.00
2	QA01222AB	ADD: 3" BELT CLIP	\$9.00	\$18.00
2	H38BT	ADD: SMARTZONE OPERATION	\$900.00	\$1,800.00
2	Q361AR	ADD: P25 9600 BAUD TRUNKING	\$225.00	\$450.00
2	QA01837	ALT: LIION IMPRES IP67 2900MAH BATTERY	\$75.00	\$150.00
2	WPLN7080A	IMPRES CGR SINGLE UNIT US	\$96.25	\$192.50
2	PMMN4069	SPEAKER MICROPHONE	\$93.17	\$186.34

SUBTOTAL \$7,844.34

SALES TAX (8%) \$627.55

SVC03SVC0123D PROGRAMMING/INSTALL OF EQUIPMENT AT SHOP \$450.00

TOTAL \$8,921.89

Terms: Net 30 Days  
 Shipment FOB Origin  
 Delivery 4 weeks  
 Date 7-Jul-16  
 State Contract # 5000011320  
 Proposal # QU16071007

**MDC Youth Fair Parade**

600 Padgett Loop  
Walterboro SC 29488  
843-599-4969

July 7, 2016

City of Walterboro  
Mayor and City Council Members

P.O. Box 709  
Walterboro, S.C. 29488

Dear City Officials:

At this time we are preparing for the upcoming 2016 7<sup>th</sup> Annual Youth Fair Walk on August 6, 2016. We are looking for more and more ways to get our children excited and ready to begin a new school year. With the help of our City Officials we can all play a part in making sure we create a fun and safe Youth Fair Parade experience this year. We are requesting to be put on the City Council Agenda. We are asking for your endorsement of the 2016 Youth Fair as well as approval of the following:

1. The waiving of business license requirements for all festival sanctioned activities for that day, and the waiving of all permits needed for our Youth Fair banners at Williams Seafood, Advance America, Jones Vacuum Center, and Miracle Deliverance Center. These banners will be attached to the rail and sides of the buildings. We're asking for approval for stake signs to be put down in route of the parade, excluding privately owned lawn areas.
2. From **10am – 11am** we are requesting the closing of **Hampton Street** at the intersecting with S Memorial Avenue and E Washington be closed. We will need road barriers at **S Miller St.** and **N Miller St.** intersecting at Hampton St, **Fishburne St** intersecting at Hampton St, **S Lemack St.** and **N Lemack St.** intersecting at Hampton St., **Charles St.** intersecting at Hampton St., **Carter St.** intersecting at Hampton St., **Strickland St.** intersecting at Hampton St., and **Howell St.** intersecting at Hampton Street.

On last year the Police Department did a wonderful job ensuring the safety of all the children during our walk. With that being said we're asking that our City Police Department provide the same guidance of last year's event.

Thanks in advance,

Director, Yalonda Scriven

CITY OF WALTERBORO  
PARADE/PROCESSION PERMIT REQUEST

(PLEASE PRINT INFORMATION REQUESTED)

Application Date: 7.7.16

1 Person submitting application: Yalonda Scriven  
Address: 198 Industrial Rd  
Telephone: 843-599-4919

2 Name of Organization: Miracle Deliverance Center Youth Fair  
Chairperson/President: William Polite  
Address: 600 Pockett Loop  
Telephone: 843-908-3973

3 Parade Chairman: Yalonda Scriven  
Address: 198 Industrial Rd  
Telephone: 843-599-4919

4 Date/Time of Parade: 8.6.16 @ 10pm - 11am

5 Parade Route requested (Attach Sketch) Memorial, up Hampton, ending at Pockett Loop

6 Number of Vehicles/Floats: 5 Number of Animals: 0

7 Portion (width) of street parade will occupy: Whole Street

8 Additional Information (Upon Request): \_\_\_\_\_

Yalonda Scriven  
Signature/Parade Chairman

William Polite  
Signature/Organization Chairperson

\_\_\_\_\_ Approval                      \_\_\_\_\_ Disapproval

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
City Manager

**NOTE:** >>> Call Police Chief (782-1032) to confirm Parade/Procession Route three days prior to parade.

# Youth Fair Parade

