

PUBLIC NOTICE

Walterboro City Council

The June 2, 2020 Public Hearing and Regular City Council Meeting will be held at 6:00 P.M. Due to the COVID-19 public health crisis, and to prevent the gathering of more than three (3) persons in which social distancing measures cannot be reliably observed, this meeting will be held via publicly accessible virtual video conferencing. The agenda is attached.

Telephone: 843-549-2545

Fax: 843-549-9795

Relay: 1-800-735-2905

City of Walterboro

242 Hampton Street

Walterboro, South Carolina 29488

Mailing Address:

Post Office Box 709

Walterboro, South Carolina 29488-0008

WALTERBORO CITY COUNCIL

REGULAR MEETING

JUNE 2, 2020

6:00 P.M.

Via Telephone/Video Conference

Phone Call In Number: 1 312 626 6799

Webinar/Meeting I.D.: 973 9638 6531

Link to View Video:

<https://zoom.us/j/97396386531>

A G E N D A

I. Call to Order:

1. Invocation.
2. Pledge of Allegiance.

II. Public Input on Agenda Items:

Comments on agenda items must be submitted via e-mail to bhudson@walterborosc.org or by mail to Betty Hudson, City Clerk, City of Walterboro, P.O. Box 709, Walterboro, SC 29488. Comments will be distributed to the Mayor and City Council but will not be read during the meeting.

III. Public Hearing:

1. Ordinance # 2020-03, An Ordinance to Amend the Code of Ordinances of the City of Walterboro, Chapter 6, Buildings and Building Regulations, Article I, Section 6-1, Codes Adopted, Enforcing Officials, So as to Update References to the Building Code Editions.

IV. Presentation:

1. Carol Black - Setback Requirements for Accessory Buildings.

V. Approval of Minutes:

1. Minutes of the May 5, 2020 Regular Meeting Via Telephone/Video Conference Zoom (Minutes attached).

VI. Old Business:

1. Ordinance # 2020-03, An Ordinance to Amend the Code of Ordinances of the City of Walterboro, Chapter 6, Buildings and Building Regulations, Article I, Section 6-1, Codes Adopted, Enforcing Officials, So as to Update References to the Building Code Editions, **Second Reading and Adoption** (Ordinance attached).

VII. New Business:

1. **Ordinance # 2020-04**, An Ordinance to Adopt the City of Walterboro, South Carolina General Fund Budget for Fiscal Year 2020-2021, and Matters Related Thereto, **First Reading** (Ordinance attached).
2. **Ordinance # 2020-05**, An Ordinance to Adopt the City of Walterboro, South Carolina Enterprise Fund Budget for Fiscal Year 2020-2021, and Matters Related Thereto, **First Reading** (Ordinance attached).
3. **Resolution No. 2020-05**, Authorizing the City Manager to Submit a Community Development Block Grant (CDBG) Infrastructure Application for the Black Street I/I Project in the Amount of \$1,352,803, Commit \$135,280 (10%) in Local Match Funds and \$15,031 in Additional Funds to meet the Budget Needs of the Project (Resolution attached).
4. Consideration of Extending the City Manager's Contract through June 6, 2023.
5. Board and Commission Reappointments (Memo attached).
6. Reappointment of Associate Municipal Judge and City Prosecutor (Memo attached).
7. Request to Use Walterboro Wildlife Center Parking Lot and Building for 7th Annual Walk & Wag Fundraiser on September 19, 2020, 8:00 A.M. to 2:00 P.M. by the Friends of Colleton County Animal Shelter (Letter attached).

VIII. Committee Reports:

IX. City Manager's Report:

1. Recognition of Certificate of Achievement for Excellence in Financial Reporting Received by the City of Walterboro (Copy attached).
2. Award of RIA Emergency Grant in the Amount of \$483,450 to Upgrade the Country Club Lift Station, Birch Street Lift Station and Foxcroft Lift Station (Letter attached).

3. Consideration of Hybrid Engineering Task Order #6 (Lift Station Upgrade Project) (Memo attached).
4. Request to Paint Pickleball Courts at Forest Hills Tennis Center (Memo attached).

X. Executive Session:

XI. Open Session:

1. Council May Take Action on Matters Discussed in Executive Session.

XII. ADJOURNMENT.

AFFIDAVIT OF PUBLICATION

IN

The Press and Standard

1025 Bells Highway | Walterboro, SC 29488

843-549-2586 | walterborolive.com

PERSONALLY appeared before me, Carol Haun, who being duly sworn, says that he is the publisher of The Press and Standard, published on Thursday of each week in Walterboro, County of Colleton, State of South Carolina; that the notice, of which a printed copy is hereby attached, was published in The Press and Standard for **One (1)** issues, and publication commencing on 5/14, 2019 and ending on 5/14, 2019.

SWORN to before me

this 14 day of May, 2020
Robert McCraw (L.S.)

Notary Public for South Carolina

Commission Expires 6-4-22



Carol Haun



PUBLIC HEARING NOTICE

Walterboro City Council will meet on Tuesday, June 2, 2020 at 6:00 P.M. This will be a phone/video conference virtual meeting using Zoom. The meeting ID and link to view the meeting will be displayed on the City's website at www.walterborosc.org.

Council will hold a Virtual Public Hearing to receive public comments on proposed **Ordinance # 2020-03**, An Ordinance to Amend the Code of Ordinances of the City of Walterboro, Chapter 6, Buildings and Building Regulations, Article I, Section 6-1, Codes Adopted, Enforcing Officials, So As to Update References to the Building Code Editions.

For more information or to receive a copy of the proposed ordinance, please contact the City Manager's Office at 242 Hampton Street (or call 843-782-1010). You can provide your written comments to bHUDSON@walterborosc.org or by mail to Betty Hudson, City Clerk, City of Walterboro, P.O. Box 709, Walterboro, SC 29488. Your comments will be distributed to Council prior to the start of the meeting. For disabled persons needing assistance, please call 843-782-1010.

MINUTES

A Phone/Video Conference Virtual Meeting using Zoom was held by Walterboro City Council on Tuesday, May 5, 2020 at 6:00 P.M., with Mayor Bill Young presiding.

PRESENT WERE: Mayor Bill Young, presiding from Council Chambers at City Hall. Joined in the meeting were Council Members: Carl Brown, Judy Bridge, Paul Siegel, James Broderick, Greg Pryor, and Ladson Fishburne. City Manager Jeff Molinari was also joined in the meeting. Viewing the meeting online were: Assistant City Manager Hank Amundson, City Clerk Betty Hudson and approximately eight other persons.

CALL TO ORDER:

With all Council Members present, Mayor Young called the meeting to order, and invited everyone to join in as he gave the invocation and led the pledge of allegiance to our flag.

Opening Remarks by the Mayor

The Mayor welcomed everyone and then made the following remarks:

1. This is our first attempt at a Zoom meeting, so we're still learning but hopefully everything will run smoothly. While I am coming to you from empty Council Chambers at City Hall, we are practicing social distancing. The members of City Council are joining the meeting from different locations - their homes or offices.
2. We would like to take this opportunity to thank all of our healthcare providers and first responders for their dedication and efforts during this pandemic. As we begin to reopen and move to a new normal, we can best show our appreciation to these selfless, brave professionals by following the now familiar guidelines:

-Avoiding large public gatherings, maintaining social distancing, protecting each other by wearing masks when we are out in public, not touching our faces, sanitizing frequently touched surfaces, washing our hands often, and staying home and contacting our healthcare providers if we have any symptoms.

Our individual behavior will determine whether the reopening of businesses and facilities will be successful or will cause an uptick in virus cases. It is imperative that we follow the guidelines and cooperate with stores and restaurants as more openings are allowed.
3. Also, we want to thank the grocery stores, drug stores and their employees for going to work each day so that the rest of us can have access to food, medicine and supplies and we appreciate the senior shopping hours which have been instituted.
4. During this pandemic, the Colleton Emergency Management Division and all of its various city and county agencies and components, have done an outstanding job of sharing information and coordinating efforts. Because this is a public health crisis, the Department of Health and Environment Control has been the lead agency.
5. We commend our City staff, Public Works, Parks Department, and Fire and Police Departments for their quick response to the tornadoes that hit

MINUTES/Page II

our City. Hundreds of tons of debris have been hauled away. We also want to thank Adam Bishop, the Department of Transportation and Colleton County for assisting us in the debris removal.

6. As a result of the severe storms and tornadoes on April 13, President Trump, at the request of Governor McMaster, declared that a disaster exists in seven (7) South Carolina counties. Residents who suffered storm damage in Colleton and the City of Walterboro may now register for disaster assistance through FEMA. This assistance is available to residents with storm related costs not covered by insurance. There are three ways to register: by downloading the FEMA app at fema.gov/mobile-app; or download the app from your phone's app store, or you can call (800) 621-3362. We will also make this information available on the City of Walterboro's website.

Now, we will move on with the agenda.

PUBLIC INPUT ON AGENDA ITEMS:

The Mayor then read the following statement, as the record for this agenda item.

Comments on agenda items must be submitted via e-mail to bhudson@walterborosc.org or by mail to Betty Hudson, City Clerk, City of Walterboro, P.O. Box 709, Walterboro, SC 29488. Comments will be distributed to the Mayor and City Council.

APPROVAL OF THE MINUTES:

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

1. Minutes of the January 7, 2020 Regular Meeting.
2. Minutes of the February 26, 2020 Special Joint Meeting with County Council.
3. Minutes of the March 3, 2020 Regular Meeting.

OLD BUSINESS:

There was no Old Business before Council.

NEW BUSINESS:

1. Resolution No. 2020-R-04, A Resolution to Annex Property of the City of Walterboro, South Carolina, Pursuant to Section 5-3-100 of the Code of Laws of South Carolina 1976 as Amended

The City Manager reminded Council that in their agenda packets is a resolution and a map depicting 8.1 acres. This property was purchased by the City of Walterboro in 2006, at the time as part of the Great Swamp Sanctuary. This property was never annexed into the City. Pursuant to state law, property that is owned by a municipality can be annexed by resolution. So, we are asking for Council's favorable consideration of the resolution. In the resolution, it was noted that this property is identified as Tax Map # 178-00-00-286, located on Beach Road, and is contiguous to the current City limits of the City of Walterboro.

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A motion was made by Council Member Siegel to adopt Resolution # 2020-R-04, a Resolution to Annex Property of the City of Walterboro, South Carolina, Pursuant to Section 5-5-100 of the Code of Laws of South Carolina, 1976 as Amended, and this is an 8.1 acre of parcel located on Beach Road. Council Member Broderick seconded the motion. All in favor. None opposed. Motion carried.

2. Request to Close Streets for "Out of the Darkness Walk" to Raise Awareness of Suicide Prevention on October 17, 2020 at 9:00 A.M. to 1:00 P.M. by Kim Crouse

Next City Manager Molinari stated that a request had been received for a walk on October 17, 2020 from Ms. Kim Crouse. He said, I have already reviewed this request with the date and the route with Chief Marvin and he is good with everything, and we ask for Council's favorable consideration of the request.

Council Member Bridge made a motion to approve the request to close the streets for the "Out of the Darkness Walk" to raise awareness of Suicide Prevention on October 17, 2020 from 9:00 A.M. to 1:00 P.M. Council Member Fishburne seconded the motion that passed unanimously.

3. Request to Rename Mayfield Terrace Park to Jackson Hughes Park

As background information for this agenda item, Mayor Young made the following statement:

Mr. Jackson Hughes was an entrepreneur and a successful, self-made businessman. In the mid to late 1950's, he became associated with Dairyland which he eventually purchased and made into a highly popular local landmark. Also, during this time, he and Albert Lucas, Jr. started the Midget Football League and coached for three to four years. When I-95 was being built through Walterboro, Mr. Hughes and his business partners became very involved with convenience stores on the interstate. In the late 70s, Jackson became a board member of State Savings and Loan. He served as a board member of the Colleton County Resource and Development Board, and as a member of the Accommodations Tax Board. Jackson was a civic minded individual who donated generously to a variety of local causes including the donation of land for the Mayfield Park on Dowling Avenue in 1987.

Concluding, the Mayor said, it is with great pleasure that I ask for a motion to rename the Mayfield Terrace Park in his honor.

Council Member Pryor made a motion to honor the request to rename the Mayfield Terrace Park to the Jackson Hughes Park. Council Member Broderick seconded the motion that passed with all members voting in favor.

4. Request to Hang a Banner Recognizing the 2020 CCHS Chorus Graduates by Stephanie Drawdy

The Mayor stated that he had spoken with Ms. Stephanie Drawdy and he believes that the details to hang the banner had not been worked out as yet, but we needed to get this item on the agenda and get it approved, and then she can work the details out with the City Manager and City staff.

City Manager Molinari said, in my correspondence with her, it looks like what she wants to do is to affix some banners on our light poles on East Washington Street that would individually recognize about 20 CCHS Chorus seniors who will be graduating.

A motion was made by Council Member Brown to approve the request to hang banners to recognize the 2020 CCHS Chorus Graduates by Ms. Stephanie Drawdy.

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Council Member Bridge seconded the motion. All in favor. None opposed. Motion carried.+

COMMITTEE REPORTS:

There were no Committee Reports given.

CITY MANAGER'S REPORT:

City Manager Molinari gave a quick update on the April 13, 2020 tornado cleanup and debris removal. He reported that staff has done a wonderful job cleaning up all of the debris. As of today, we have collected over 500 tons of debris, and as the Mayor has alluded to, we also received a Presidential Disaster Declaration on Friday. We are currently working through both FEMA and our insurance provider (SMIRF) to begin to recover from the storm. Our projected damage as a result of the storm is over one-half million dollars, so we will be working diligently to get those facilities repaired and to get reimbursed for our up-front expenditures to get us through the storm event.

There being no further business to consider, a motion to adjourn the meeting was made by Council Member Bridge, seconded by Council Member Pryor and passed unanimously. The meeting adjourned at 6:16 P.M. The notice of this meeting, call-in phone number, webinar I.D. and link to view the video were distributed with the agenda packets, posted on the City Hall bulletin boards and on the City's website at least twenty-four hours prior to meeting time.

Respectfully,

Betty J. Hudson
City Clerk

ORDINANCE # 2020-03

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF WALTERBORO, CHAPTER 6, BUILDINGS AND BUILDING REGULATIONS, ARTICLE I, SECTION 6-1, CODES ADOPTED, ENFORCING OFFICIALS, 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 the following amendment to the Code of Ordinances of the City of Walterboro will become effective upon passage of this ordinance:

Chapter 6, Buildings and Buildings Regulations, Article I, Section 6.1 Codes – Adopted; enforcing officials is hereby amended by removing Section 6.1. (a) through (d) in its entirety and replacing it with Section 6.1 (a) through (e) with the following language:

- (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 2018 International Building, Residential, Fire, Plumbing, Mechanical, Fuel and Gas Code, Existing Building Code, Property Maintenance Code, Swimming Pool & Spa Code, 2009 Energy Code and the ICC A117.1-2017 with South Carolina modifications. All mentioned codes as published by the International Code Council and the 2017 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 2017 National Electrical Code, as published by the National Fire Protection Association, Chapter 1 (Administration) of the International Building, Residential, Fire, Plumbing, Mechanical, Fuel and Gas Code, Existing Building Code, 2009 Energy Code, ICC A117.1-2017, and the 2018 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) In addition as the various parts of the International Building, Residential, Fire, Plumbing, Mechanical, Fuel and Gas Code, Swimming Pool and Spa Code, Existing Building Code, Property Maintenance Code, 2009 Energy Code, and the ICC A117.1-2017 with South Carolina modifications, current edition, may be amended or revised from time to time in the future by the State of South Carolina, such amendments or revisions are adopted by the City of Walterboro without the necessity of re-enacting and republishing the foregoing provision of this section in its entirety.

ADOPTED, this 2nd day of June, 2020.

William T. Young, Jr.
Mayor

ATTEST:

Betty J. Hudson
City Clerk

First Reading: March 3, 2020
Public Hearing: June 2, 2020
Second Reading: June 2, 2020

ORDINANCE NO. 2020-04

AN ORDINANCE TO ADOPT THE CITY OF WALTERBORO, SOUTH CAROLINA GENERAL FUND BUDGET FOR FISCAL YEAR 2020-2021, AND MATTERS RELATED THERETO.

WHEREAS, the COVID-19 pandemic has resulted in significant reductions to state and municipal government revenue streams; and

WHEREAS, the Fiscal Year 2020-2021 budget for the State of South Carolina will not be approved by July 1, 2020, due to the impacts of the COVID-19 pandemic; and

WHEREAS, the City of Walterboro receives funding from the State of South Carolina to fund essential municipal services; and

WHEREAS, City Council may amend the General Fund budget for the 2020-2021 fiscal year as necessary to fund essential municipal services; and

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Walterboro, South Carolina, in Council Assembled, as follows:

1. The 2020-2021 City General Fund Budget is hereby adopted in the amount of \$6,990,003 with revenues and expenditures as set out in the budget document attached.
2. The property tax rate shall be set at eighty-six point four (86.4) mills.

This Ordinance shall become effective July 1, 2020.

DONE, this _____ day of _____, 2020.

William T. Young, Jr.
Mayor

ATTEST:

Betty J. Hudson
Municipal Clerk

First Reading: _____
Public Hearing: _____
Second Reading: _____

**CITY OF WALTERBORO
FY 2020-2021 BUDGET
SUMMARY SHEET BY CATEGORY**

Attachment to Ordinance
#2020-04, Page 1

LINE ITEM	APPROVED FY 2019-2020 BUDGET	FY 2020-2021 DEPARTMENT REQUEST	FY 2020-2021 MANAGER'S RECOMMENDATION	FY 2020-2021 COUNCIL APPROVED
<u>REVENUE</u>				
GENERAL FUND	\$ 7,214,995	\$ 6,612,173	\$ 6,990,003	
<u>EXPENDITURES</u>				
CITY COUNCIL				
PERSONNEL	\$ 146,363	\$ 138,228	\$ 140,014	
OPERATING	\$ 86,152	\$ 96,532	\$ 83,253	
CAPITAL	\$ -	\$ -	\$ -	
SUBTOTAL	\$ 232,515	\$ 234,760	\$ 223,267	\$ -
CITY MANAGER				
PERSONNEL	\$ 346,940	\$ 352,623	\$ 356,129	
OPERATING	\$ 20,950	\$ 30,450	\$ 20,950	
CAPITAL	\$ -	\$ -	\$ -	
SUBTOTAL	\$ 367,890	\$ 383,073	\$ 377,079	\$ -
FINANCE				
PERSONNEL	\$ 208,550	\$ 217,455	\$ 218,650	
OPERATING	\$ 144,620	\$ 153,955	\$ 143,220	
CAPITAL	\$ 100,000	\$ -	\$ -	
SUBTOTAL	\$ 453,170	\$ 371,410	\$ 361,870	\$ -
PUBLIC WORKS				
PERSONNEL	\$ 531,495	\$ 466,849	\$ 521,173	
OPERATING	\$ 412,613	\$ 382,571	\$ 371,712	
CAPITAL	\$ -	\$ 156,000	\$ -	
SUBTOTAL	\$ 944,108	\$ 1,005,420	\$ 892,885	\$ -
PLANNING & DEVELOPMENT				
PERSONNEL	\$ 97,471	\$ 114,580	\$ 113,428	
OPERATING	\$ 86,260	\$ 86,360	\$ 86,260	
CAPITAL	\$ -	\$ -	\$ -	
SUBTOTAL	\$ 183,731	\$ 200,940	\$ 199,688	\$ -
POLICE				
PERSONNEL	\$ 2,125,755	\$ 2,220,290	\$ 2,171,719	
OPERATING	\$ 453,606	\$ 490,592	\$ 457,504	
CAPITAL	\$ 119,602	\$ 186,858	\$ -	
SUBTOTAL	\$ 2,698,963	\$ 2,897,740	\$ 2,629,223	\$ -
JUDICIAL				
PERSONNEL	\$ 126,151	\$ 148,506	\$ 133,219	
OPERATING	\$ 77,627	\$ 69,338	\$ 66,799	
CAPITAL	\$ -	\$ -	\$ -	
SUBTOTAL	\$ 203,778	\$ 217,844	\$ 200,018	\$ -

**CITY OF WALTERBORO
FY 2020-2021 BUDGET
SUMMARY SHEET BY CATEGORY**

Attachment to Ordinance
#2020-04, Page 2

LINE ITEM	APPROVED FY 2019-2020 BUDGET	FY 2020-2021 DEPARTMENT REQUEST	FY 2020-2021 MANAGER'S RECOMMENDATION	FY 2020-2021 COUNCIL APPROVED
FIRE				
PERSONNEL	\$ 1,046,822	\$ 1,055,698	\$ 1,061,385	
OPERATING	\$ 252,770	\$ 268,186	\$ 253,242	
CAPITAL	\$ 20,000	\$ 24,800	\$ -	
SUBTOTAL	\$ 1,319,592	\$ 1,348,684	\$ 1,314,627	\$ -
PARKS				
PERSONNEL	\$ 360,381	\$ 351,272	\$ 381,967	
OPERATING	\$ 287,052	\$ 264,510	\$ 253,455	
CAPITAL	\$ -	\$ -	\$ -	
SUBTOTAL	\$ 647,433	\$ 615,782	\$ 635,422	\$ -
TOURISM				
PERSONNEL	\$ 106,330	\$ 102,516	\$ 105,337	
OPERATING	\$ 57,485	\$ 60,587	\$ 50,587	
SUBTOTAL	\$ 163,815	\$ 163,103	\$ 155,924	\$ -
WILDLIFE CENTER				
PERSONNEL	\$ -	\$ 87,804	\$ -	
OPERATING	\$ -	\$ 48,074	\$ -	
SUBTOTAL	\$ -	\$ 135,878	\$ -	\$ -
TOTAL ALL EXPENDITURES	\$ 7,214,995	\$ 7,574,634	\$ 6,990,003	\$ -
GENERAL FUND - FUND BALANCE				
BALANCE	\$ -	\$ (962,461)	\$ -	\$ -

ORDINANCE NO. 2020-05

AN ORDINANCE TO ADOPT THE CITY OF WALTERBORO, SOUTH CAROLINA ENTERPRISE FUND BUDGET FOR FISCAL YEAR 2020-2021, AND MATTERS RELATED THERETO.

WHEREAS, the COVID-19 pandemic has resulted in significant reductions to state and municipal government revenue streams; and

WHEREAS, the COVID-19 pandemic may impact the City's collection rate for water, sewer, and sanitation services for FY 2020-2021; and

WHEREAS, City Council may amend the Enterprise Fund budget for the 2020-2021 fiscal year as necessary; and

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Walterboro, South Carolina, in Council Assembled, as follows:

The 2020-2021 Enterprise Fund Budget is hereby adopted with revenues and expenditures in the amount of \$3,738,387 as set out in the budget document attached.

This Ordinance shall become effective July 1, 2020.

DONE, this _____ day of _____, 2020.

William T. Young, Jr.
Mayor

ATTEST:

Betty J. Hudson
Municipal Clerk

First Reading: _____
Public Hearing: _____
Second Reading: _____

**CITY OF WALTERBORO
FY 2020-2021 BUDGET
SUMMARY SHEET BY CATEGORY**

Attachment to Ordinance
#2020-05, Page 1

LINE ITEM	APPROVED FY 2019-2020 BUDGET	FY 2020-2021 DEPARTMENT REQUEST	FY 2020-2021 MANAGER'S RECOMMENDATION	FY 2020-2021 COUNCIL APPROVED
STATEMENT OF CASH FLOWS	\$ 1,020,125	\$ 1,425,498	\$ 1,425,498	
REVENUE				
UTILITY FUND	\$ 4,315,300	\$ 4,065,365	\$ 4,181,400	
EXPENDITURES				
WATER				
PERSONNEL	\$ 509,424	\$ 514,362	\$ 498,538	
OPERATING	\$ 487,023	\$ 543,673	\$ 442,461	
CAPITAL	\$ 185,000	\$ 376,500	\$ -	
SUBTOTAL	\$ 1,181,447	\$ 1,434,535	\$ 940,999	\$ -
UTILITY SUPPORT				
PERSONNEL	\$ 173,669	\$ 181,557	\$ 177,723	
OPERATING	\$ 77,527	\$ 78,947	\$ 74,854	
DEBT	\$ 485,638	\$ 485,638	\$ 485,638	
SUBTOTAL	\$ 736,834	\$ 746,142	\$ 738,215	\$ -
SANITATION				
PERSONNEL	\$ 242,866	\$ 233,886	\$ 163,101	
OPERATING	\$ 298,792	\$ 173,958	\$ 131,987	
CAPITAL	\$ -	\$ -	\$ -	
SUBTOTAL	\$ 541,658	\$ 407,844	\$ 295,088	\$ -
SEWER				
PERSONNEL	\$ 253,534	\$ 268,822	\$ 258,102	
OPERATING	\$ 518,150	\$ 500,175	\$ 487,575	
CAPITAL	\$ 98,000	\$ 163,000	\$ -	
SUBTOTAL	\$ 869,684	\$ 931,997	\$ 745,677	\$ -
SEWER SUPPORT				
PERSONNEL	\$ 298,051	\$ 307,044	\$ 301,447	
OPERATING	\$ 46,986	\$ 47,210	\$ 46,810	
CAPITAL	\$ -	\$ -	\$ -	
SUBTOTAL	\$ 345,037	\$ 354,254	\$ 348,257	\$ -
UTILITY SUPPORT TO GF	\$ 687,690	\$ 190,593	\$ 670,151	
UTILITY FUND SUBTOTAL	\$ 4,362,350	\$ 4,065,365	\$ 3,738,387	\$ -
ENDING NET POSITION				
YEAR END STATEMENT OF CASH FLOW	\$ 973,075	\$ 1,425,498	\$ 1,868,511	\$ -

RESOLUTION NO. 2020-R-05

WHEREAS, the need to address quality of life issues for the City of Walterboro, and addressing the concerns and issues of LMI residents is a priority for the City, infrastructure improvements have been identified as a priority community need for City of Walterboro, and

WHEREAS, the City of Walterboro wishes to address this need by making application to the South Carolina Department of Commerce, Grants Administration for Community Infrastructure Funds in order to improve the wastewater collection system by making sewer line upgrades in Sub Basin 12 of the City's system.

WHEREAS, the completion of this project would directly benefit residents of the City of Walterboro, of which at least 51% qualify as having low-to-moderate incomes,

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

1. City Council hereby endorses the Black Street I/I Project because it will greatly improve the quality of life for the residents of the City of Walterboro.

2. The City Manager is authorized to prepare and submit a Community Development Block Grant (CDBG) Community Infrastructure Application for the City of Walterboro – Black Street I/I Project and is authorized to commit matching funds in the amount of 10% of the grant request or \$135,280 to meet the local commitment of the Community Development Program.

3. Additionally, the City Manager is authorized to commit an additional \$15,031 in funds to meet the budget needs of the proposed project.

ADOPTED, THIS 2nd DAY OF JUNE, 2020.

William T. Young, Jr, Mayor

ATTEST:

Betty J. Hudson
Clerk to Council



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: May 22, 2020
SUBJECT: Reappointment of Board and Commission Members

The following board and commission members have indicated that they would like to continue to serve on their respective boards and commissions:

Building Board

James Beach (4-year term expiring January 1, 2024)
Joe Webster (4-year term expiring January 1, 2024)

Board of Zoning Appeals

Y.S. "Bud" Linder (3-year term expiring January 1, 2023)

Historic Preservation Commission

Sherry Cawley (2-year term expiring January 1, 2022)
Lucille Powers (2-year term expiring January 1, 2022)

Municipal Planning Commission

Earle E. Jackson (4-year term expiring January 1, 2024)

Municipal Election Commission

Monroe Rhodes, Jr. (6-year term expiring January 1, 2026)

Tree Protection Committee

Calvin Bailey (2-year term expiring January 1, 2022)
Mitzi Carter (2-year term expiring January 1, 2022)
Sue Tilden (2-year term expiring January 1, 2022)

City Council's favorable consideration of reappointment will be greatly appreciated. If you have any questions, comments or suggestions, please do not hesitate to contact me or come by City Hall at your convenience.

Sincerely,

A handwritten signature in blue ink, appearing to be 'J. Molinari', written over a faint circular stamp.

Jeffrey P. Molinari
City Manager



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: May 25, 2020
SUBJECT: Appointment of Associate Municipal Judge and City Prosecutor

The term for Associate Municipal Judge, Deborah Kane-O'Quinn will expire on June 30, 2020. Judge Kane-O'Quinn would like to continue to serve as Associate Municipal Judge. If reappointed, her term will run for two (2) years and will expire on June 30, 2022.

The term for City Prosecutor, Maryann Blake will expire on June 30, 2020. Ms. Blake would like to continue to serve as City Prosecutor. If reappointed, her term will run for one (1) year and will expire on June 30, 2021.

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

Sincerely,

Jeffrey P. Molinari
City Manager



FoCCAS
Friends of Colleton
County Animal Shelter

May 21, 2020

Walterboro City Council
242 Hampton St.
Walterboro, SC 29488

Dear Members of City Council,

7th Annual FoCCAS Walk & Wag - Updated

Friends of Colleton County Animal Shelter (FoCCAS) wishes to hold our 7th Annual Walk & Wag in Walterboro at the Discovery Center Parking Lot with strolls through the Walterboro Wildlife Sanctuary on Saturday, September 19, 2020. This event has been a successful fundraiser and community builder since 2014. Our event grows each year.

We are requesting permission to use the entire Discovery Center parking lot and Discover Center restrooms from 8:00 am to 2:00 pm. We would like barriers or cones to block the entry to the parking lot and permission to post that there will be no parking on Saturday. Also, we would like the use of the Walterboro Wildlife Sanctuary for walks between 11:00 am and 1:00 pm.

Thank you for your consideration.

Sincerely,

Sarah

Sarah E. Miller
Vice President
Fundraising Chairperson



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**City of Walterboro
South Carolina**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2019

Christopher P. Morill

Executive Director/CEO



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

May 8, 2020

Amy J. Risher
Finance Director
City of Walterboro
300 Hampton Street
Walterboro, SC 29488

Dear Ms. Risher:

We are pleased to notify you that your 2019 fiscal year end comprehensive annual financial report (CAFR) qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment. Congratulations for having satisfied the high standards of the program. We hope that your example will encourage others in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements are enclosed. We want to strongly encourage the recommended improvements be made in the next report, and that the report be submitted to the program within six months of your next fiscal year end. Certificate of Achievement Program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. The written responses should provide details about how each item is addressed within this report. These responses will be provided to those Special Review Committee members participating in the review. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

When a Certificate of Achievement for Excellence in Financial Reporting is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. An AFRA is enclosed for the preparer as designated on the application.

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive a plaque in about 10 weeks. We hope that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed.

A current holder of a Certificate of Achievement may include a reproduction of the Certificate in its immediately subsequent CAFR. A camera-ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year.

Over the course of the year, we are anticipating some changes to our application process. We will still be asking governments for the same documents we asked for in the past, but we are encouraging electronic submissions to cafrprogram@gfoa.org and expect to be making other changes going forward. We will keep members informed of any changes via email, and application instructions will be updated on our website.

Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive style with a large initial "M".

Michele Mark Levine
Director, Technical Services Center

Robert M. Hitt III
Chairman



Bonnie Ammons
Executive Director

South Carolina
Rural Infrastructure Authority

May 18, 2020

The Honorable William T. Young, Jr.
Mayor
City of Walterboro
242 Hampton Street
Walterboro, South Carolina 29488

Dear Mayor Young:

On behalf of the South Carolina Rural Infrastructure Authority, I am pleased to inform you that a Basic Infrastructure - Emergency grant has been approved in the amount of \$483,450 for the Pump Station Upgrades project. This project will help address a critical need in your community.

You will receive a grant agreement which identifies the conditions of this assistance within the next few days. We look forward to working with you to build infrastructure capacity for the future.

Sincerely,

A handwritten signature in black ink, appearing to read "R. Hitt", is written over the typed name.

Robert M. Hitt III
Chairman

cc:

The Honorable George E. Campsen III
The Honorable C. Bradley Hutto
The Honorable John W. Matthews, Jr.
The Honorable Margie Bright Matthews

The Honorable Justin T. Bamberg
The Honorable Robert L. Brown
The Honorable Mandy W. Kimmons
The Honorable Michael F. Rivers, Sr.



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: May 27, 2020
SUBJECT: Lift Station Upgrade Project Task Order #6

The City of Walterboro was awarded an Emergency Grant from the South Carolina Rural Infrastructure Authority (RIA) in the amount of \$483,450 to rehabilitate the Country Club sewer lift station, the Birch Street sewer lift station and the Foxcroft sewer lift station. The project will replace inefficient pumps, piping and electrical control panels and provide permanent generators for each lift station. RIA grant funding will only pay for constructions costs. The City is responsible for design and engineering costs.

I have attached a memo and supporting documentation from Utilities Director, Wayne Crosby for Hybrid Engineering to perform the survey, design, and engineering services for the project in the amount of **\$58,616.00**. The fee can be absorbed by the net position in the Enterprise Fund. Staff requests Council's favorable consideration of the request. 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



To: Jeff Molinari

From: Wayne Crosby 

Date: 5/27/2020

Re: Lift Station Upgrade Project Task Order # 6

The City of Walterboro's Utilities Department has received a grant in the amount of \$483,450.00 from the South Carolina Rural Infrastructure Authority (SCRIA) that will allow for the rehabilitation of our Country Club Lift Station, our Birch Street Lift Station and the Foxcroft Lift Station. The improvement project will replace inefficient pumps, piping and electrical control panels as well as provide permanent generators for each of the 3 stations.

Grant funding provided by SCRIA will only pay for construction costs. Engineering and permitting costs associated with the project do not qualify for grant funds and must be paid for by the City of Walterboro.

Hybrid Engineering has provided Task Order No. 6 for the performance of survey, design and engineering services for the Country Club, Birch Street and Foxcroft sewer lift stations. The proposed fee associated with Task Order No. 6 is \$58,616.00.

I have attached the Task Order as supporting documentation.

It is this departments recommendation to approve Hybrid Engineering Inc. as our engineering firm for this project and authorize the execution of Task Order # 6 in the amount of \$58,616.00.



Task Order No. 6

Master Agreement for Professional Engineering Services

Client: City of Walterboro

Project: Country Club, Foxcroft & Birch Street Wastewater Pump Station Renovations

Date: May 25, 2020

Scope of Services:

Perform administrative, investigative, design, contract administration, and construction observation services for the Country Club, Foxcroft, and Birch Street Wastewater Pumping Station Renovations located in and around Walterboro in Colleton County, South Carolina. Refer to the attached map for their specific locations. Includes the following tasks:

1. Field investigations & verifications
2. Design Calculations
3. Project Manual (Contract Instruments & Technical Specifications)
4. Construction Drawings
5. Bid Solicitation
6. Contract Award Activities
7. Pre-Construction Conference
8. Review Submittal Data
9. Review & Process Contractor Payment Requests
10. Construction Observation
11. Record Construction Drawings
12. Contract Closeout Documentation
13. Final Site Visit

It is acknowledged and agreed that no SCDHEC regulatory permitting will be required.

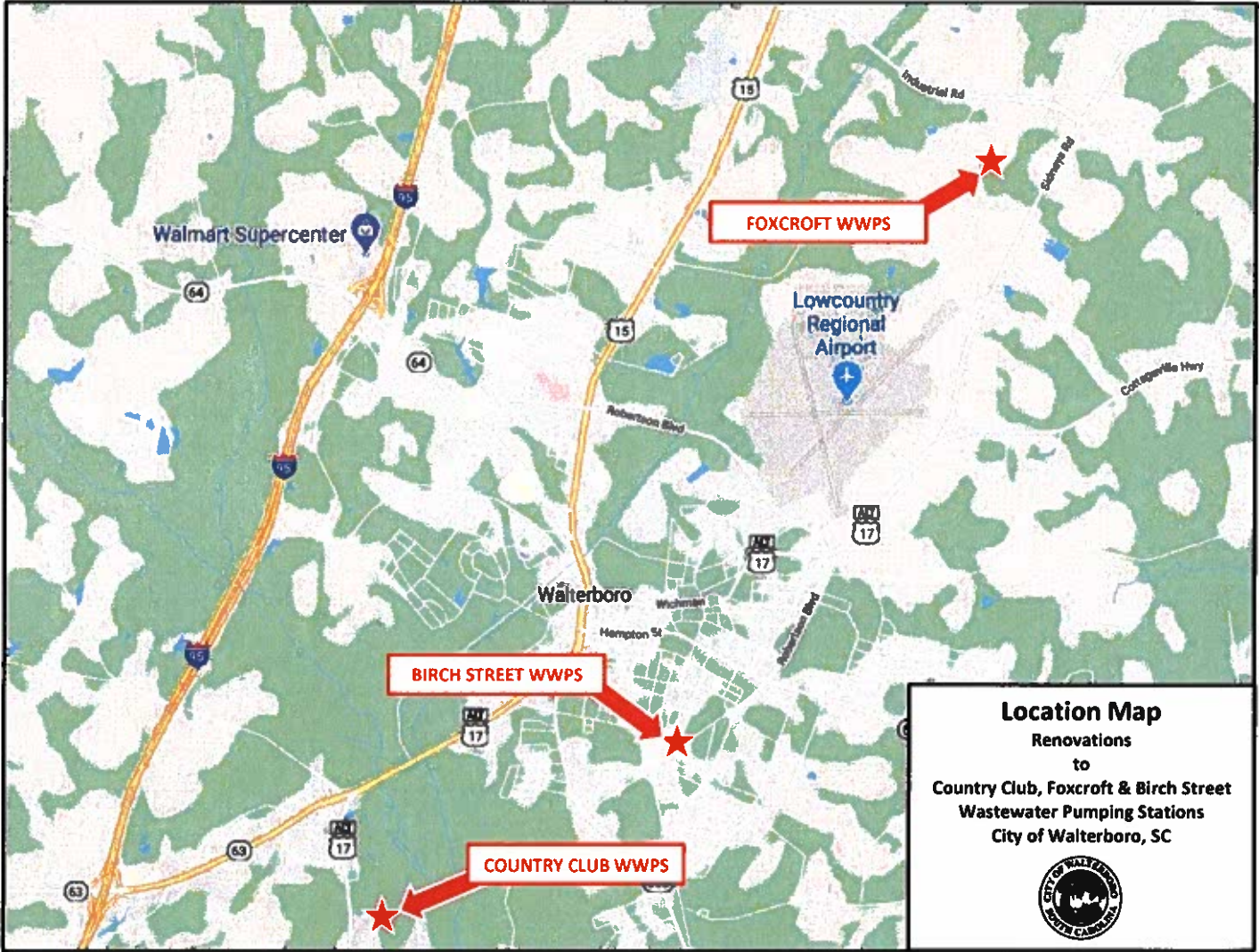
Payment:

Payment shall consist of an amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times Standard Hourly Rates for each applicable billing class plus Reimbursable Expenses, the total of which shall not exceed \$58,616 without prior written approval. The Engineer's Labor & Fee Projection is attached.

City of Walterboro Approval: _____

Date: _____

Attachment: Project Map
Engineering Labor & Fee Projection



Walmart Supercenter

FOXCROFT WWPS

Lowcountry
Regional
Airport

Walterboro

BIRCH STREET WWPS

COUNTRY CLUB WWPS

ENGINEERING LABOR AND FEE PROJECTION

Country Club, Foxcroft & Birch Street Wastewater Pump Station Renovations
 City of Walterboro
 Walterboro, South Carolina
 May 25, 2020



LABOR PROJECTION Task	Project Manager Manhours	Design Engineer II Manhours	Field Investigator Manhours	Project Administrator Manhours	Construction Manager Manhours
Field Investigations & Verifications		12	12		
Design Calculations	8	32			
Project Manual (Contract Instruments & Technical Specifications)	2			4	
Construction Drawings	4	64			
Bid Solicitation		16	4	12	
Contract Award Activities		6		2	
Pre-Construction Conference & Minutes	4	6			4
Review Submittal Data		12		8	
Review & Process Contractor Payment Requests (3)		6			12
Construction Observation (2 Trips/Week for a Total of 16 Hours/Week)					192
Record Construction Drawings		12			
Contract Closeout Documentation		2			
Final Site Visit		6			4
Total Manhours	18	174	16	26	212

COST PROJECTION			
Labor	Manhours	Hourly Rate	Total
Project Manager	18	\$170	\$3,060
Design Engineer II	174	\$130	\$22,620
Field Investigator	16	\$100	\$1,600
Project Administrator	26	\$80	\$2,080
Construction Manager	212	\$100	\$21,200
Labor Subtotal			\$50,560
Expenses			
	Mileage:	4,560 miles @ \$0.60/mile	\$2,736
	Per Diem:	32 days @ \$10/day	\$320
	Electrical Engineering Allowance:		\$5,000
Expenses Subtotal			\$8,056
Total Projected Cost			\$58,616

Notes:

1. Delivery of new pumps will not exceed that of original design delivery so an SCDHEC Construction Permit should not be required.
2. There will be no substantive land disturbing activities so SCDHEC Notification Form for Sites Disturbing Less Than 1-Acre should not be required due to maintenance nature of work.
3. Coastal Zone Consistency Determination should not be required due to maintenance nature of work.



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: May 26, 2020
SUBJECT: Request to Paint Two (2) Pickleball Courts at Forest Hills Tennis Center

Attached is a memo and supporting documentation from Parks Director, Ryan McLeod requesting permission to paint two (2) pickleball courts on court #6 at the Forest Hills Tennis Center.

Pickleball is one of the fastest growing sports in the country and is played on a badminton-sized court with a slightly modified tennis net. The sport combines elements of tennis, badminton, and ping-pong and can be played by two (2) or four (4) players.

The Parks Director solicited bids from three (3) local surface installers and received two (2) bids:

<u>Installer</u>	<u>Amount</u>
Carolina Sport Surfaces, Inc. (Charleston, SC)	\$350.00/each
Howard B. Jones & Son, Inc. (McClellanville, SC)	\$550.00/each
JW Tennis Court Repair (jwtenniscourtrepair.com)	No bid

The total price would also include the purchase of two (2) pickleball nets and a small exterior container to store the nets (\$150.00-\$300.00). The total cost of the two (2) pickleball courts with nets and storage should not exceed **\$1,200.00**. The FY 2019-2020 Parks Department budget has sufficient capacity to absorb the cost. City staff asks for Council's favorable consideration of this request. 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

Attachment

MEMORANDUM - REQUEST TO PURCHASE

TO: JEFF MOLINARI, CITY MANAGER
FROM: RYAN MCLEOD, PARKS DIRECTOR
SUBJECT: PAINTING OF PICKLEBALL COURTS
DATE: 5/21/2020

I would like to formally request permission to paint two pickleball courts at Forest Hills Tennis Center. With our current court configuration, we can paint two pickleball courts on one existing tennis court. I recommend we use existing court #6. The pickleball courts would be "blended" or overlaying the existing tennis courts. The pickleball courts will be painted a different color than the standard white paint used on tennis courts. This allows the court to be used as either tennis or pickleball depending on the demand of the players.

I recommend we contract (CSS) Carolina Sport Surfaces Inc. to paint the two pickleball courts. CSS was the low bid received and have been very helpful educating the Parks Department in various design ideas.

I also recommend the Parks Department buy two pickleball nets and a small exterior container to store the nets court side. Net systems range from \$150.00 to \$300.00 each.

The Parks Director reached out to three local surface installers and received two bids:

Carolina Sport Surfaces Inc:	\$350.00/each
Howard B. Jones & Son, Inc:	\$550.00/each

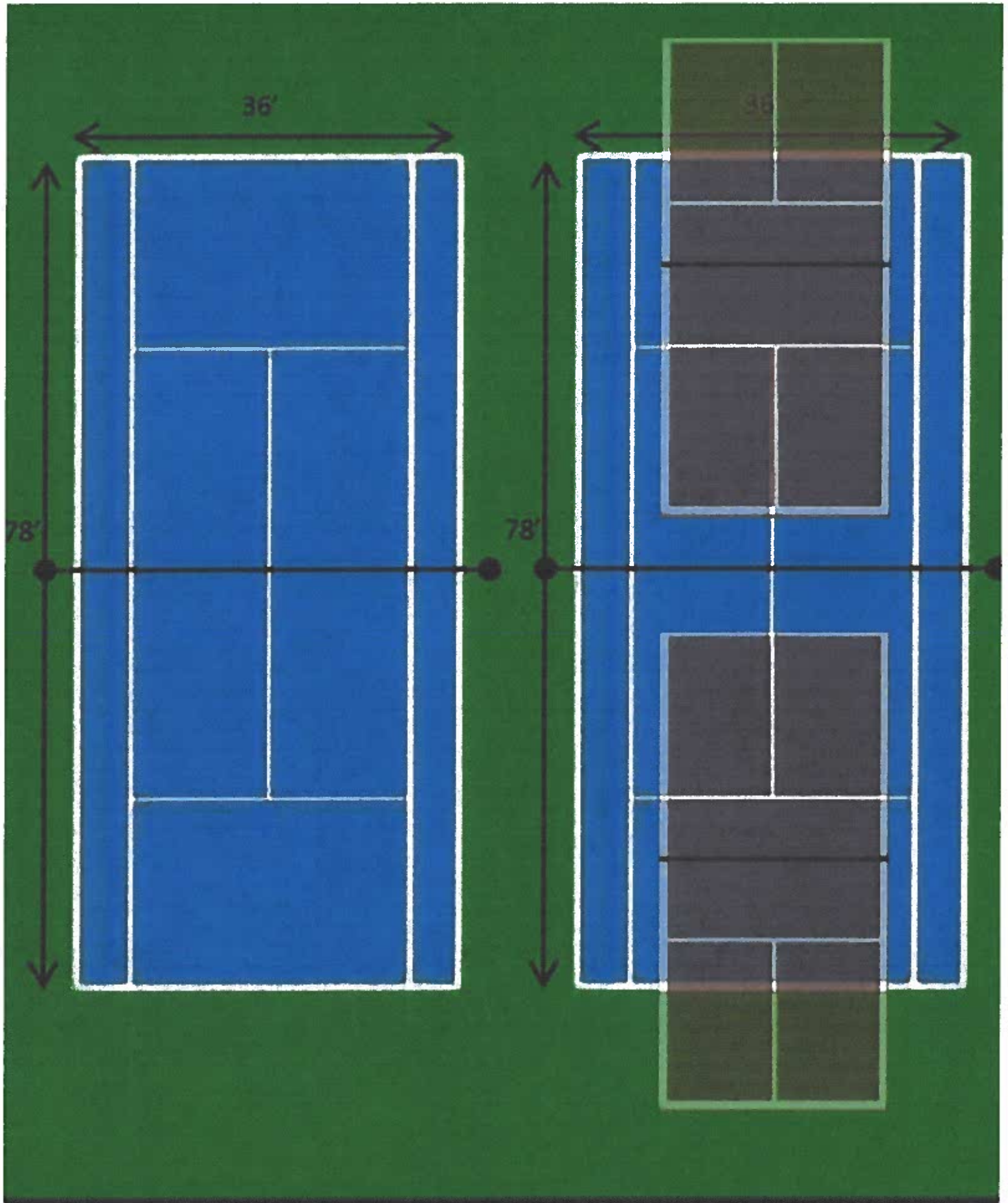
I recommend we contract Carolina Sport Surfaces to paint two pickleball courts. I believe we can provide two quality pickleball courts for approximately \$1200.00

Please do not hesitate with any questions you may have.

Respectfully,



Ryan McLeod



**CAROLINA SPORT SURFACES INC.
BUDGET PROPOSAL**

Winner of National Award for Construction Excellence from the USTA

Forest Hills Tennis Courts

2/10/2020

Re: Resurfacing of 6 tennis courts.

Thank you for considering our offer. We have 40 years of experience in creating quality sport surfaces. After looking over the courts it is my opinion that the asphalt is of such an advanced age that it has lost its ability to expand and contract uniformly. This causes the asphalt to crack in what are naturally occurring expansion joints. These can not be repaired with filler alone. There is not enough structural strength in asphalt to allow for a filler to bond to both sides of the crack without one side of the crack or the other giving way. The following options are offered:

Surfacing Requirements for all options: The owner will provide and maintain access to the site and provide an area adjacent to the court for the purpose of storing and preparing materials. A water and electrical source will be provided if possible.

Option 1 – CRACK FILLING, PATCHING AND COLOR SURFACING

Court Surfacing: The contractor will surface the courts in accordance with the following steps.

- A. Court surface will be cleaned, patched and cracks filled and treated. Repaired areas will be blended into the existing surface so as to minimize reflection of the repair. Almost all cracks will return. Low areas holding water will be marked and patched. The surface will be allowed to drain for one (1) hour at 70 degrees. Following drying time, any area deeper than the thickness of a US Nickel will be patched. The contractor cannot guarantee all standing water off the court surface. Areas heaved up by roots will be burned down and suitably patched either full depth or on the surface depending on the structural stability of the asphalt layer after it has been leveled.
- B. 80 mesh sand-filled, acrylic resurfacer will be applied in two layers over the entire area at an application rate of 0.07 to 0.10 gallons per square yard.
- C. 80 mesh sand-filled color coatings will be applied in two colors with TWO layers over the entire court at an application rate of 0.07 to 0.10 gallons per square yard.
- D. The court will be lined off to USTA standards with undercoating to help prevent fuzzy lines and two white coats textured to match the new surface.
- E. Net posts will be sanded and painted.

Cracks and base related failures may start to appear very soon after work is completed.

**CAROLINA SPORT SURFACES INC.
BUDGET PROPOSAL**

Forest Hills Tennis Courts

2/10/2020

Option 2 -- Riteway Crack Repair System™

This is a series of fabric layers over a structural crack that we have had much success with. The estimate on cost is based on the lineal feet estimated to be applied over each court based on site measurement of structural cracks. The Riteway system we have priced is less expensive than an asphalt overlay and has been very effective at delaying the return of large structural cracks long term.

<u>Options and Costs</u>	<u>Cost</u>	
Option 1 Color Surfacing	\$40,000 (6 courts)	
Option 2 Riteway (Done in conjunction with option 1.) Riteway shall be priced at \$15.00 per lineal foot 1000' (Site measurement of cracks required)	\$15,000	
Option 3 Paint pickleball lines onto existing tennis courts.	\$350 each	
Demo and rebuild new courts (BUDGET PRICE)	\$450,000	_____
Tennis Net and center strap supplied and installed	\$250 (each)	_____
Windscreens: Supply and install new windscreens. 600 lineal feet of 6' closed mesh.	\$4,200	_____

Note: No warranty is offered or implied relative to the reflection of existing or formation of new cracks in this surface. All contracts subject to Carolina Sport Surfaces General Conditions. Sign and return one copy of contract if approved.

Date: _____
Offered by:

Edward A. "Skip" Scarpa, III
Carolina Sport Surfaces Inc.
www.carolinasportsurfaces.com
843-200-4956

Ryan McLeod

From: Natasha <sales@howardbjones.com>
Sent: Monday, February 10, 2020 1:47 PM
To: Ryan McLeod
Subject: Re: Website Contact Form Submittal

CAUTION: This email originated from outside of the organization! Do not click links, open attachments or reply, unless you recognize the sender's email address and know the content is safe!

Hello Ryan!

I hope all is well.

To add the pickleball lines are \$550.00 per set.

Thanks

On Mon, Feb 10, 2020 at 6:58 AM Ryan McLeod <rmcleod@walterborosc.org> wrote:

Facility Name: City of Walterboro - Forest Hills Tennis Center

Contact Name: Ryan McLeod

Email: rmcleod@walterborosc.org

Phone: (843) 782-1022

Address of the courts:: 772 Ireland Hills Drive

Message: Good Morning,
I have been directed by City Council to research the cost of overlaying our current tennis courts with a pickle ball lines. I would also be interested in a professional cleaning of the courts surface prior to painting. There are a total of six courts. Thanks.

Natasha

Administrative Assistant/ Project Assistant / Retail Sales

Howard B. Jones & Son, Inc

Post Office Box 747

Mount Pleasant, SC 29465

P: 843-388-4124/800-922-4540

F: 843-936-3197

Place your order at www.howardbjones.com.