



CITY OF YORK

10 NORTH ROOSEVELT • P.O. BOX 500
YORK, SOUTH CAROLINA 29745
(803) 684-2341 • (803) 684-1705 FAX
www.yorksc.gov

MICHAEL D. FUESSER
Mayor

EDWARD L. BROWN
Mayor Pro Tem

JAMES W. BRADFORD, Jr.
Councilmember

STEPHANIE S. JARRETT
Councilmember

STEVE A. LOVE
Councilmember

S. DENISE LOWRY
Councilmember

MARION L. RAMSEY
Councilmember

AGENDA YORK CITY COUNCIL Tuesday, September 1, 2020 6:00 pm

1. Welcome and Call to Order Mayor Mike Fuesser
2. Prayer Mayor Pro Tem Ed Brown
3. Pledge of Allegiance Mayor Mike Fuesser
4. Presentation Mayor Mike Fuesser
 - ◆ Proclamation for National Direct Support Professionals Appreciation Week
5. Public Hearings
 - ◆ Second Reading, Ordinance 20-629, Fiscal Year 2020-2021 Budget
 - ◆ Second Reading, Ordinance 20-630, Garbage Fees
 - ◆ Second Reading, Ordinance 20-631, Water and Sewer Rates
 - ◆ Second Reading, Ordinance 20-632, Administrative Fee Debt Set-Off Program
6. Comments from the Public on Agenda Items
7. City Manager's Report City Manager Seth Duncan
 - ◆ City Facilities Reopening
 - ◆ Movie in the Park
8. Council Minutes: Regular, August 4, 2020, and Work Session, August 17, 2020,
9. Monthly Financial Report Finance Director Barbara Denny
10. Old Business:
 - ◆ Second Reading, Ordinance 20-629, Fiscal Year 2020-2021 Budget
 - ◆ Second Reading, Ordinance 20-630, Garbage Fees
 - ◆ Second Reading, Ordinance 20-631, Water and Sewer Rates
 - ◆ Second Reading, Ordinance 20-632, Administrative Fee Debt Set-Off Program
 - ◆ Application for Removal of Property from Historic District
11. New Business:
 - ◆ Emergency Reading, Ordinance 20-634, Emergency Ordinance Extension
 - ◆ First Reading, Ordinance 20-635, Conditionally Allow Guest Houses in R15 District
 - ◆ First Reading, Ordinance 20-636, Annexation/PUD Rezoning (Fergus Crossroads)
 - ◆ Approvals for Bids and Awards
 - Concrete Slab at Recreation Complex to Ken L. Spears, General Contractor for \$2,498
 - Remove, Repave, & Stripe the Rec. Center Parking Lot to Rock Hill Industrial Piping & Fabrication for \$51,535
 - Repair & Replace the Public Works Storage Building Roof to Ken L. Spears, General Contractor for \$7,884
 - Remove and Install Chain Link Fence at Public Works Facility to A-1 Fence for \$8,177
 - Fire Hydrant Flow Testing & Services to Holliday Utility Services for \$38.50 Per Fire Hydrant
 - Replace Fire Dept. HVAC Unit to Harper Company of the Carolinas for \$5,136.00
 - ◆ Professional Services
 - CodeRED Notification System
 - Legislative Consulting Services
 - ◆ Special Event Applications
 - Veteran's Day Parade, Saturday, November 11th
 - ◆ Discussion of Sale of Fire Engine
 - ◆ Approval of H-Tax Events Grant Program



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AGENDA
YORK CITY COUNCIL
Tuesday, September 1, 2020
6:00 pm

12. Mayor's Report
13. Executive Session: To Discuss Personnel Matters Related to the City Manager's Performance Review
14. Upon Returning to Open Session, Council May Take Action on Matters Discussed in Executive Session
15. Adjourn

NOTE: THE PUBLIC WILL BE ALLOWED TO ATTEND, BUT DUE TO COVID-19 THERE WILL BE LIMITED SEATING AND MASKS WILL BE REQUIRED FOR ATTENDANCE. THE MEETING WILL BE STREAMED LIVE ON FACEBOOK LIVE.

You may also submit your public hearing comments in the following formats:

U.S. Mail	EMAIL	Hand Delivery
City of York PO Box 500 York, SC 29745	comments@yorksc.gov	Written comments may also be delivered to City Hall through the drive-up window between the hours of 8:30am-5:00pm Monday through Friday.

A PROCLAMATION

DIRECT SUPPORT PROFESSIONALS (DSP) APPRECIATION WEEK

WHERE AS, The nation celebrates the week of September 13-19, 2020 as National DSP Appreciation Week and

WHERE AS, Direct support professionals, personal attendants, respite care workers and in-home support workers are the primary providers of publicly funded long-term supports and services for hundreds of individuals with disabilities in our community; and

WHERE AS, Direct support professionals must establish and maintain close, respectful and trusting relationships with their supported individuals. Through their dedicated efforts, direct support professionals empower supported individuals to live their most independent and community centered life; and

WHERE AS, Direct support professionals assist individuals with a broad range of supports to include: job training and coaching, community safety training, home and personal care training, medication training and delivery, transportation, financial management assistance and recreation activities; and

WHERE AS, In the provision of these supports, direct support professionals assist supported individuals to maintain connections to family, friends and the greater community; and

WHERE AS, Direct support professionals provide services in home and community-based settings in which there is a critical and growing staffing shortage nationwide. It is important that we recognize and appreciate these essential healthcare workers who support some of our most vulnerable citizens.

**THEREFORE I, MIKE FUSSER, MAYOR OF THE CITY OF YORK, SOUTH CAROLINA DO HEREBY PROCLAIM SEPTEMBER 13-19, 2020 AS:
DIRECT SUPPORT PROFESSIONAL APPRECIATION WEEK.**

**Michael D. Fuesser, Mayor
City of York, SC**

MEMORANDUM

TO: City Council
FROM: Seth Duncan, City Manager
SUBJECT: Old Business
Second Reading of Ord. 20-629; Ord. 20-630; Ord. 20-631; and Ord. 20-632
Application for Removal of Property from Historic District
DATE: August 25, 2020

ISSUE

Council is being asked to take action on four ordinances and a zoning application at its September Council Meeting under item 10. Old Business. Three of these items pertain to the Fiscal Year 2020-2021 Budget, the Administrative Fee for the Debt Set-off Program, and a resolution to the zoning application for removal of property from the Historic District overlay.

OLD BUSINESS

Fiscal Year 2020-2021 Budget

The Fiscal Year 2020-2021 Budget being presented to Council is a culmination of many long hours of work, study, and discussion by Council and staff. The budget is reflective of the desires, ideas, and vision of Council to continue moving York forward even during these uncertain times. To approve the Budget, several ordinances will be needed and are listed below.

Ordinance 20-629 FY 2020-2021 Budget

The millage for FY 2020-2021 will need to be set at 111 mills in order to achieve the revenue needed for the General Fund. The millage rate includes both the rollback (106.34) and the millage increase (4.66). The language in the ordinance is our standard budget language and adopts the detailed revenue and expenditure projections worksheets by attachment. The new worksheets have been included in the packet and is available on our website and at City Hall for inspection.

Ordinance 20-630 Garbage Rates

To update the garbage rates by \$2, we must adopt a new ordinance modifying Section 36-50 of our Code. The revised ordinance has been included in the packet. The changes to the ordinance are in red.

Ordinance 20-631 Utility Rates

To update the utility rates by 3%, we must adopt a new ordinance modifying Section 44-41 of our Code. The revised ordinance has been included in the packet. The changes to the ordinance are in red.

DEBT SETOFF PROGRAM

Ordinance 20-632 Administrative Fee Debt Set-off Program

An Ordinance was passed in 2006 allowing the City to collect on debts owed, but did not impose a fee. A \$25 administrative fee is commonly assessed by participating entities for each successful debt setoff. Both MASC and DOR assess a \$25 fee for each successful debt setoff. The fee is used to offset the direct and indirect cost of administering the program.

APPLICATION FOR REMOVAL OF PROPERTY FROM HISTORIC DISTRICT

We have received a rezoning application to amend the Official Zoning Map by removing the Local Historic District zoning designation from property referenced by tax map # 0701302006 and located near the corner of South Congress Street and California Street. Both the Planning Commission and Board of Architectural Review have voted to deny the application in order to keep the property in the Historic District. Council recently discussed this issue at a Work Session asked for the item to be brought again before the body for a vote. Staff is providing Council with two possible motions to either keep or eliminate the property from the Historic District.

To KEEP the property in the Historic District:

Motion: I make a motion to deny the Rezoning Request Application.

To REMOVE the property from the Historic District:

*Motion: I make a motion to accept the application for rezoning and move for the creation of ordinance to amend Appendix A by removing the Local Historic District designation from property referenced by tax map # 0701302006. *This action will require a Second Reading of an Ordinance and Public Hearing.*

STATE OF SOUTH CAROLINA)
)
COUNTY OF YORK)

CITY OF YORK

ORDINANCE 20-629

AN ORDINANCE ADOPTING A BUDGET PROPOSED BY THE CITY MANAGER CONTAINING ESTIMATES OF PROPOSED REVENUES AND EXPENDITURES BY THE CITY OF YORK, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021 AND DECLARING THAT SAME SHALL CONSTITUTE THE BUDGET OF THE CITY OF YORK FOR SUCH FISCAL YEAR.

WHEREAS, Pursuant to the provisions of the Laws of the State of South Carolina, and the Charter and Ordinances of the City of York, the City Manager is required to submit to the Council a Budget for the next fiscal year beginning October 1, 2020, and ending September 30, 2021; and,

WHEREAS, The City Manager has prepared and filed such proposed Budget with the Municipal Clerk, and the same has ever since been in the Office of said Municipal Clerk, and open to public inspection; and,

WHEREAS, This Budget contains the Budgets for the General Fund, Enterprise Fund, Tourism Fund, and others; and,

NOW, THEREFORE, THE COUNCIL OF THE CITY OF YORK HEREBY ORDAINS:

Section 1. That the City of York Budget for Fiscal Year 2020-2021 (beginning October 1, 2019, and ending September 30, 2020) as amended as hereto attached is approved and adopted.

Section 2. There shall be and is hereby levied upon all of the taxable property of the City of York for ordinary purposes, for the fiscal year beginning October 1, 2020, and ending September 30, 2021, a tax of 111 mills upon each one dollar (\$1) (111 cents per \$1,000) of taxable property in the City of York to pay the amounts appropriated in the Budget duly adopted for the said City of York for said fiscal year, after deducting from said Budget the estimated revenue accruing to the City of York from other sources.

Section 3. To achieve the goals of the budget, the City Manager is hereby authorized to transfer any sum from one budget line item to another, or from one department or division to another department or division; provided, however, that no such transfer shall (a) be made from one fund to another fund, (b) conflict with any existing Bond Ordinance, or (c) conflict with any previously adopted policy of the City Council. Any change in the budget which would increase or decrease the total of all authorized expenditures must be approved by the City Council.

Section 4. That, should any part of this Ordinance be held invalid by a Court of competent jurisdiction, the remaining parts shall be severable and shall continue to be in full force and effect.

Section 5. That all Ordinances or parts of Ordinances conflicting with the provisions of this Ordinance are hereby repealed, insofar as the same affect this Ordinance.

Section 6. That this Ordinance shall take effect and be in force from and after October 1, 2020.

PASSED AND APPROVED by the City Council of the City of York on the 1st day of September, 2020.

Michael D. Fuesser, Mayor

ATTEST: _____
Municipal Clerk

First Reading: _____

Public Hearing: _____

Second Reading: _____



CITY OF YORK, SC
BUDGET
2020 - 2021



City of York

Mayor Mike Fuesser, Mayor Pro Tem Edward Brown
Councilmembers Jim Bradford, Stephanie Jarrett, Steve Love, Denise Lowry, and Marion Ramsey

2020 - 2021 Fiscal Year Budget

BUDGET FACTS

The Budget includes the Capital Improvement Projects, Operations, Maintenance, Employees, Events, Tourism and Public Safety

FUND ALLOCATIONS

GENERAL FUND \$9,246,925



+1 Fire Fighter/EMT

Sidewalk Repairs

1 New Tinks Bucket

2 Police Department Vehicles

Vehicle Cameras and Safety Lights

1 Planning Department Vehicle

YEDC Match Commitment

Part-time Litter Control

Façade Grants

Facilities/Park Study

1 Code Enforcement Officer

ENTERPRISE FUND \$5,092,500

Increased Funds for Water/Sewer Repair & Maintenance



Fire Hydrant Repairs & Flow Testing



Dedicated Reserve Fund



TOURISM FUND \$566,000

\$100k City Beautification

Concert Series

City Marketing Strategy

Weather Detector at Complex

Dedicated Reserve

Historic District App

H-Tax Event Grants - \$50k

HVAC Replacement at Complex

A-Tax Grants



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Councilmember

SETH DUNCAN
City Manager

September 1, 2020

Mayor and Council,

I present to you below a balanced budget for Fiscal Year 2020-2021. This budget is the culmination of many long hours by staff and myself to fulfill the vision Council has set out for this community.

I am pleased to report that we have been able to make some headway on concepts, ideas, and desires of Council, all while navigating the unsteady waters of Covid-19 and an economic recession. While many communities are struggling to keep afloat, we believe we will weather this storm like others before us have faced in our 179 year history.

In this balanced budget, I present to you a number of investments that we will make over the next fiscal year. These investments include:

- Full-Time Code Enforcement
- 1+ Fire Fighter/EMT
- Sidewalk Repairs
- 2 PD Vehicles
- 1 Planning Dept Vehicle
- Concert Series
- Marketing Strategy
- 2% COLA for Employees
- Façade Grants
- Part-Time Litter Control
- Facilities/Park Study
- YEDC Match Commitment
- Vehicle Cameras/Safety Lights
- Event Grants
- \$100k City Beautification
- More...

To ensure the prosperity of this community, Council is being asked to consider a few revenue enhancements across the General Fund and Enterprise Fund. These enhancements will provide the City needed resources to make investments that will drive economic development, tourism and growth.

Staff is asking Council to consider a 4.66 mill property tax increase, \$2 landfill increase, and 3% water/sewer rate increase. For the average family in York, these increases amount to approximately \$5.23 per month. I understand that raising rates is never popular or easy, but the return on this investment will be felt next year and beyond.

As we come together again in September, I wanted to thank you again for allowing me the opportunity to serve this amazing community. York is home and together we will move this community forward.

Seth Duncan
City Manager

CITY OF YORK
FISCAL YEAR 2020-2021
BUDGET SUMMARY

GENERAL FUND				
	FY 2020	FY 2020	FY 2021	FY 2021
REVENUE	BUDGET	AMENDED	PROJECTED	APPROVED
GENERAL FUND	\$ 8,940,126.00	\$ 10,540,791.00	\$ 9,246,925.00	
EXPENSES				
CODE	DEPT	FY 2020	FY 2020	FY 2021
		BUDGET	AMENDED	PROPOSED
4110	ADMINISTRATION	\$ 802,659.00	\$ 818,659.00	618,175.00
4130	COUNCIL	\$ -	\$ -	137,500.00
4150	COURT	\$ 146,798.00	\$ 148,658.00	154,600.00
4210	POLICE	\$ 3,307,044.00	\$ 3,523,447.76	3,456,750.00
4220	FIRE	\$ 1,118,782.00	\$ 1,431,582.00	1,344,800.00
4223	FIRE SUPP	\$ 17,900.00	\$ 17,900.00	18,000.00
4230	PLANNING	\$ 397,737.00	\$ 417,737.00	440,200.00
4240	RECREATION	\$ 1,013,095.00	\$ 1,018,095.00	819,500.00
4250	PUBLIC WORKS	\$ 964,861.00	\$ 1,254,861.00	1,180,550.00
4256	PW-COMMERCIAL	\$ 238,818.00	\$ 238,818.00	257,300.00
4258	PW-RECYCLING	\$ 78,030.00	\$ 238,030.00	117,200.00
4500	NON DEPARTMENT	\$ 854,402.00	\$ 1,433,003.24	702,350.00
TOTAL EXPENSES		\$ 8,940,126.00	\$ 10,540,791.00	\$ 9,246,925.00
DIFFERENCE				\$ -

TOURISM FUND				
	FY 2020	FY 2020	FY 2021	FY 2021
REVENUE	BUDGET	AMENDED	PROJECTED	APPROVED
TOURISM FUND	\$ 515,000.00	\$ 516,500.00	\$ 566,000.00	
EXPENSES				
310	TOURISM FUND	\$ 515,000.00	\$ 516,500.00	\$ 566,000.00
TOTAL EXPENSES		\$ 515,000.00	\$ 516,500.00	\$ 566,000.00
DIFFERENCE				\$ -

ENTERPRISE FUND				
	FY 2020	FY 2020	FY 2021	FY 2021
REVENUE	BUDGET	AMENDED	PROJECTED	APPROVED
ENTERPRISE FUND	\$ 4,702,250.00	\$ 4,716,420	\$ 5,092,500.00	
EXPENSES				
6000	UTILITIES	\$ 4,702,250.00	\$ 4,716,420.00	\$ 5,092,500.00
TOTAL EXPENSES		\$ 4,702,250.00	\$ 4,716,420.00	\$ 5,092,500.00
DIFFERENCE				\$ -

CAPITAL PROJECTS FUND				
	FY 2020	FY 2020	FY 2021	FY 2021
REVENUE	BUDGET	AMENDED	PROJECTED	APPROVED
CAPITAL PROJECTS	\$ 520,984.00	\$ 948,585.24	\$ 60,100.00	
EXPENSES				
500	CAPITAL PROJECTS	\$ 520,984.00	\$ 948,585.24	\$ 60,100.00
TOTAL EXPENSES		\$ 520,984.00	\$ 948,585.24	\$ 60,100.00
DIFFERENCE				\$ -

CAPACITY FEE FUND				
	FY 2020	FY 2020	FY 2021	FY 2021
REVENUE	BUDGET	AMENDED	PROJECTED	APPROVED
CAPACITY FEES			\$ 150,000.00	
EXPENSES				
250	CAPACITY RESERVE		\$ 150,000.00	
TOTAL EXPENSES		\$ -	\$ -	\$ 150,000.00
DIFFERENCE				\$ -

SUMMERFEST FUND				
	FY 2020	FY 2020	FY 2021	FY 2021
REVENUE	BUDGET	AMENDED	PROJECTED	APPROVED
SUMMERFEST	\$ -	\$ -	\$ 115,500.00	
EXPENSES				
320	SUMMERFEST 2021	\$ -	\$ -	\$ 115,500.00
TOTAL EXPENSES		\$ -	\$ -	\$ 115,500.00
DIFFERENCE				\$ -

Budget-General Fund 100

ACCT#:	BUDGET ITEM	2019-2020	2020-2021
		Budget	REQUESTED
7110	Property Taxes	2,928,450	3,135,000
7120	Vehicle Taxes	280,000	300,000
7130	Franchise Fees	670,000	680,000
7140	Delinquent Taxes	128,000	160,000
7180	Fees in Lieu of Taxes	65,000	80,000
7210	State Shared Revenue	361,000	361,000
7310	Business Licenses	560,000	571,000
7320	Business Licenses - Insurance	950,000	950,000
7330	Building Permits	95,000	95,000
7410	Court Fines	92,000	72,000
7510	Interest	18,000	13,300
7520	Rent- Chamber	3,000	3,000
	Rent- Recreation		2,000
7610	Garbage Fees	975,000	1,120,000
7620	Garbage Bags	4,000	
7640	Fire Protection	81,750	104,000
7650	Recreation Reg Fees	200,000	50,000
	Recreation Supplement		129,000
	Rec Concessions		1,000
7660	Recycling Fees	53,275	50,000
7720	Transfer from Utility Fund	850,000	754,625
7730	Transfer from Hospitality Tax	305,100	95,000
7731	Trans in -Body Camera Grant	-	-
7735	Transfer from Fund Balance	13,979	-
7740	Pension Allocation Credit	42,623	42,500
7751	Sale of Fixed Assets	20,000	43,000
7755	Capital Lease Proceeds	-	-
7750-7760	Miscellaneous	65,000	50,000
7780	Recreation Grants		-
7781	Fire Grants	2,000	2,000
7782	Police Grants	2,000	6,000
7783	Public Works Grants	2,000	6,000
7784	Misc Grants	-	-
7910	Due from SRO	172,949	176,500
	State SRO Grant		195,000
	TOTAL	\$ 8,940,126.00	\$ 9,246,925.00

BUDGET: ADMINISTRATION (4110)

ACCT#: BUDGET ITEM	2020-2021 REQUESTED	2020-2021 RECOMMEND	2020-2021 APPROVED
3001 Salaries	369,000	369,000	
3002 Overtime	1,500	1,500	
3562 Tort Insurance	-	-	
3563 Health Insurance	57,000	57,000	
3564 Workers Comp	2,000	2,000	
3565 Dental Insurance	2,500	2,500	
3567 Retirement	58,000	58,000	
3568 SS Taxes	28,500	28,500	
4010 Printing and Office Supplies	5,000	5,000	
Printing	12,000	11,500	
4028 Bldg Maintenance	2,000	1,675	
4014 Membership and Dues	3,500	5,000	
4015 Travel and Training	5,000	6,000	
4016 Advertising	500	500	
4019 Bank Fees	3,000	3,000	
4021 Telephone	8,000	8,500	
4026 Service Contracts	33,000	33,000	
4062 Insurance	9,500	9,500	
4073 Professional Services	16,000	16,000	
6082 Furniture	-	-	
6083 Office Machines	5,000		
TOTAL ALL EXPENSES	<u>\$ 621,000.00</u>	<u>\$ 618,175.00</u>	<u>\$ -</u>

BUDGET: COUNCIL (4130)

ACCT#:	BUDGET ITEM	2019-2020 BUDGET	2020-2021 RECOMMEND	2020-2021 APPROVED
3001	Salaries		52,000.00	
3562	Tort Insurance		-	
3563	Health Insurance		48,000.00	
3564	Workers Comp		500.00	
3565	Dental Insurance		2,500.00	
3567	Retirement		8,500.00	
3568	SS Taxes		4,000.00	
4010	Printing and Supplies		1,000.00	
4014	Membership and Dues		500.00	
4015	Travel and Training		14,000.00	
4016	Advertising		500.00	
4019	Bank Fees			
4021	Telephone		1,000.00	
4026	Service Contracts			
4041	Uniforms		1,000.00	
4062	Insurance		1,000.00	
4073	Professional Services		3,000.00	
6082	Furniture			-
6083	Office Machines			-
TOTAL ALL EXPENSES		-	137,500.00	-

BUDGET: COURT (4150)

ACCT#:	BUDGET ITEM	2019-2020 BUDGET	2020-2021 RECOMMEND	2020-2021 APPROVED
3001	Salaries	84,091.00	87,500.00	
3002	Overtime	-		
3562	Tort Insurance	-		
3563	Health Insurance	9,010.00	10,000.00	
3564	Workers Comp	200.00	200.00	
3565	Dental Insurance	401.00	500.00	
3567	Retirement	13,085.00	14,000.00	
3568	SS Taxes	6,433.00	7,000.00	
4010	Printing and Supplies	5,428.00	1,000.00	
4014	Membership & Dues	500.00	600.00	
4015	Travel & Training	1,500.00	1,500.00	
4021	Telephone	-	300.00	
4026	Service Contracts	24,800.00	30,500.00	
4029	Jury Fees	1,000.00	1,000.00	
4062	Insurance	350.00	500.00	
4073	Professional Services	-	-	
6082	Furniture	-	-	
6083	Office Machines	-	-	
TOTAL ALL EXPENSES		146,798.00	154,600.00	-

BUDGET: POLICE (4210)

ACCT#: BUDGET ITEM	2020-2021 REQUESTED	2020-2021 RECOMMEND	2020-2021 APPROVED
3001 Salaries	1,947,000.00	1,947,000.00	
3002 Overtime	33,000.00	43,000.00	
3562 Tort Insurance			
3563 Health Insurance	391,000.00	391,000.00	
3564 Workers Comp	60,000.00	60,000.00	
3565 Dental Insurance	17,000.00	17,000.00	
3567 Retirement	348,500.00	348,500.00	
3568 SS Taxes	149,000.00	152,000.00	
4010 Printing and Supplies	49,500.00	49,000.00	
4014 Membership and Dues	3,500.00	3,500.00	
4015 Travel and Training	25,000.00	25,000.00	
4016 Advertising	1,000.00	1,000.00	
4017 Automotive Fuel	50,000.00	48,000.00	
4020 Utilities	18,000.00	18,000.00	
4021 Telephone	18,000.00	18,000.00	
4026 Service Contracts	75,000.00	75,000.00	
4027 Repairs	35,000.00	35,000.00	
4028 Building and Grounds	8,000.00	8,000.00	
4041 Uniforms	30,000.00	27,000.00	
4042 Boarding of Prisoners	20,000.00	18,000.00	
4062 Insurance	75,000.00	75,000.00	
4073 Professional Services	2,000.00	2,000.00	
6080 Transportation Equip			
6081 Machinery and Equipment			
6082 Furniture			
6083 Office Machines			
6084 Other Outlay	210,500.00	-	
6503 Debt Service	91,700.00	91,700.00	
6505 Interest	4,050.00	4,050.00	
4160 Contingency			
TOTAL ALL EXPENSES	3,661,750.00	3,456,750.00	-

BUDGET: FIRE (4220)

ACCT#: BUDGET ITEM	2019-2020 BUDGET	2020-2021 RECOMMEND	2020-2021 APPROVED
3001 Salaries	611,593.00	680,000.00	
3002 Overtime	47,967.00	48,000.00	
3562 Tort Insurance	-	-	
3563 Health Insurance	126,146.00	133,000.00	
3564 Workers Comp	15,000.00	16,000.00	
3565 Dental Insurance	5,616.00	6,000.00	
3567 Retirement	120,304.00	111,500.00	
3568 SS Taxes	50,456.00	47,500.00	
4010 Printing and Supplies	31,502.00	3,000.00	
4014 Membership and Dues	200.00	500.00	
4015 Travel and Training	2,100.00	2,500.00	
4017 Automotive Fuel	6,900.00	6,000.00	
4020 Utilities	15,146.00	15,500.00	
4021 Telephone	6,552.00	7,000.00	
4026 Service Contracts	10,000.00	22,000.00	
4027 Repairs	10,000.00	10,000.00	
4028 Building and Grounds	20,000.00	20,000.00	
4041 Uniforms	13,200.00	13,500.00	
4044 Specialized Supplies		28,000.00	
4062 Insurance	19,100.00	19,000.00	
4073 Professional Services	7,000.00	7,000.00	
6080 Transportation Equip	-		
6082 Furniture	-		
6083 Office Machines	-		
6084 Other Outlay	-		
6503 Debt Service	-	127,600.00	
6505 Interest Expense	-	21,200.00	
TOTAL ALL EXPENSES	1,118,782.00	1,344,800.00	-

BUDGET: FIRE COUNTY SUPPRESSION (4223)

ACCT#:	BUDGET ITEM	2019-2020 BUDGET	2020-2021 RECOMMEND	2020-2021 APPROVED
4010	Printing and Supplies	8,000	8,000.00	
4017	Automotive Fuel	6,400	6,500.00	
4027	Repairs	1,000	1,000.00	
4062	Insurance	2,500	2,500.00	
		<hr/>		
TOTAL ALL EXPENSES		\$ 17,900	18,000.00	-
		<hr/> <hr/>		

BUDGET: PLANNING AND ZONING (4230)

ACCT#:	BUDGET ITEM	2019-2020 BUDGET	2020-2021 RECOMMEND	2020-2021 APPROVED
3001	Salaries	217,762.00	251,500.00	
3003	Overtime	500.00	500.00	
3562	Tort Insurance	-		
3563	Health Insurance	36,042.00	47,000.00	
3564	Workers Comp	1,500.00	1,500.00	
3565	Dental Insurance	1,605.00	2,500.00	
3567	Retirement	33,961.00	39,500.00	
3568	SS Taxes	16,697.00	19,500.00	
4010	Printing and Supplies	8,000.00	7,000.00	
4014	Membership and Dues	750.00	1,000.00	
4015	Travel and Training	5,000.00	5,000.00	
4016	Advertising	2,000.00	2,000.00	
4017	Automotive Fuel	2,000.00	2,000.00	
4020	Utilities	3,000.00	3,000.00	
4021	Telephone	4,400.00	5,000.00	
4026	Service Contracts	4,520.00	10,000.00	
4027	Repairs	1,500.00	1,500.00	
4041	Uniforms	500.00	500.00	
4044	Specialized Supplies		2,000.00	
4062	Insurance	4,000.00	4,000.00	
4073	Professional Services	34,000.00	5,000.00	
6080	Transportation Equip	-	-	
6081	Machinery and Equipment	12,000.00	-	
6082	Furniture	6,500.00	-	
6083	Office Machines	1,500.00	3,000.00	
6503	Debt Service		6,200.00	
6505	Interest Expense		1,000.00	
	Grants		20,000.00	
TOTAL ALL EXPENSES		397,737.00	440,200.00	-

BUDGET: RECREATION (4240)

ACCT#: BUDGET ITEM	2019-2020 BUDGET	2020-2021 RECOMMEND	2020-2021 APPROVED
3001 Salaries	397,054	370,000.00	
3002 Overtime	6,000	5,000.00	
3562 Tort Insurance	-		
3563 Health Insurance	72,083	57,000.00	
3564 Workers Comp	5,000	5,500.00	
3565 Dental Insurance	3,209	3,000.00	
3567 Retirement	62,715	53,000.00	
3568 SS Taxes	30,834	30,000.00	
4010 Printing and Supplies	75,000	7,000.00	
4012 Refunds	600	500.00	
4014 Membership and Dues	750	500.00	
4015 Travel and Training	1,700	1,500.00	
4016 Advertising	500	1,000.00	
4017 Automotive Fuel	9,000	6,000.00	
4020 Utilities	65,000	35,000.00	
4021 Telephone	6,500	6,500.00	
4026 Service Contracts	87,500	75,000.00	
Programs (Officials, Inst)		35,000.00	
4027 Property Repairs	14,500	12,000.00	
Vehicle Repairs		6,000.00	
4028 Building and Grounds	37,500	30,000.00	
4041 Uniforms	1,500	2,000.00	
4044 Specialiazed Supplies		49,000.00	
4062 Insurance	10,000	11,000.00	
4073 Professional Services	-		
Concessions Expense		3,000.00	
6080 Transportation Equip	-		
6081 Machinery and Equipment	42,000	-	
6084 Other Outlay	84,150	15,000.00	
TOTAL ALL EXPENSES	\$ 1,013,095	819,500.00	-

BUDGET: PUBLIC WORKS (4250)

ACCT#: BUDGET ITEM	2019-2020 BUDGET	2020-2021 RECOMMEND	2020-2021 APPROVED
3001 Salaries	343,313	317,000.00	
3002 Overtime	5,000	6,500.00	
3562 Tort Insurance	-		
3563 Health Insurance	81,094	76,000.00	
3564 Workers Comp	8,000	9,000.00	
3565 Dental Insurance	3,610	3,500.00	
3567 Retirement	54,198	49,000.00	
3568 SS Taxes	26,646	24,000.00	
4010 Printing and Supplies	30,000	31,000.00	
4016 Advertising	-	-	
4017 Automotive Fuel	35,000	34,000.00	
4020 Utilities	30,000	22,000.00	
4021 Telephone	2,000	1,000.00	
4026 Service Contracts	20,000	18,000.00	
4027 Repairs	80,000	96,000.00	
4028 Building and Grounds	47,000	15,000.00	
4041 Uniforms	3,000	10,500.00	
4044 Specialzed Supplies		16,500.00	
4045 Garbage Bags	5,000	-	
4062 Insurance	15,000	14,000.00	
4073 Professional Services	25,000	4,000.00	
4074 Landfill Fees	140,000	285,000.00	
6000 Capital Outlay	11,000	20,000.00	
6080 Transportation Equip	-		
6081 Machinery and Equipment	-	-	
6082 Furniture	-		
6083 Office Machines	-		
6084 Other Outlay	-		
6503 Debt Service	-	101,250.00	
6505 Interest	-	12,300.00	
Sidewalk Maint & Repair		15,000.00	
TOTAL ALL EXPENSES	\$ 964,861	1,180,550.00	-

BUDGET: PUBLIC WORKS COM

ACCT#: BUDGET ITEM	2019-2020 BUDGET	2020-2021 RECOMMEND	2020-2021 APPROVED
3001 Salaries	35,569	32,500.00	
3002 Overtime	1,000	1,500.00	
3562 Tort Insurance	-	-	
3563 Health Insurance	9,010	10,000.00	
3564 Workers Comp	1,500	2,000.00	
3565 Dental Insurance	401	500.00	
3567 Retirement	5,690	5,500.00	
3568 SS Taxes	2,798	2,500.00	
4010 Printing and Supplies	13,000	12,500.00	
4017 Automotive Fuel	12,000	12,000.00	
4027 Repairs	10,000	15,000.00	
4041 Uniforms	500	1,000.00	
4044 Specialized Supplies	-	20,000.00	
4062 Insurance	2,350	2,300.00	
4074 Landfill Fees	145,000	140,000.00	
6000 Capital Outlay	-		
6080 Transportation Equip	-		
6081 Machinery and Equipm	-	-	
6082 Furniture	-		
6083 Office Machines	-		
6084 Other Outlay	-		
6503 Debt Service	-		
TOTAL ALL EXPENSES	\$ 238,818	257,300.00	-

BUDGET: PUBLIC WORKS RECYCLIN

ACCT#: BUDGET ITEM	2019-2020 BUDGET	2020-2021 RECOMMEND	2020-2021 APPROVED
3001 Salaries	34,962	32,500.00	
3002 Overtime	400	1,500.00	
3562 Tort Insurance	-	-	
3563 Health Insurance	9,010	10,000.00	
3564 Workers Comp	1,350	2,000.00	
3565 Dental Insurance	401	500.00	
3567 Retirement	5,502	5,500.00	
3568 SS Taxes	2,705	2,500.00	
4010 Printing and Supplies	2,000	1,500.00	
4017 Automotive Fuel	6,300	6,500.00	
4027 Repairs	4,500	7,000.00	
4041 Uniforms	500	1,500.00	
4044 Specialized Supplies		3,500.00	
4062 Insurance	2,400	2,500.00	
4074 Landfill Fees	8,000	6,500.00	
6000 Capital Outlay	-		
6080 Transportation Equip	-		
6081 Machinery and Equipment	-		
6082 Furniture	-		
6083 Office Machines	-		
6084 Other Outlay	-		
6503 Debt Service	-	30,100.00	
6505 Interest Expense	-	3,600.00	
TOTAL ALL EXPENSES	\$ 78,030	117,200.00	-

BUDGET: GENERAL FUND NON-DEPARTMENTAL (4500)

ACCT#: BUDGET ITEM	2019-2020 BUDGET	2020-2021 RECOMMEND	2020-2021 APPROVED
3001 Retiree Leave Payout	41,469	177,500.00	
3003 Christmas Bonus	25,000	25,000.00	
3560 GASB 45/75	-		
3563 Retiree Health Insurance	90,000	99,000.00	
3565 Dental Insurance	5,500	-	
3567 Retirement	7,564	-	
3568 Social Security Taxes	5,085	15,500.00	
4011 Postage	4,500	1,000.00	
4018 Covid19 Expense	-	-	
4026 Service Contracts	7,000	8,000.00	
4073 Professional Services	12,000	43,000.00	
4110 Bonding	500	500.00	
4120 Sales Use Tax	-		
4130 Election	2,000	-	
4160 Contingency	5,000	3,000.00	
4170 Professional Services	-		
4180 Street Lighting	127,800	128,000.00	
4185 Safety	-		
4186 Bonus	-		
4188 Grant Match	-		
6001 Capital Projects	-		
6503 Debt Service	-	28,250.00	
6505 Interest Expense	-	3,500.00	
6900 Transfer to Capital Projects	520,984	60,100.00	
COLA		110,000.00	
TOTAL ALL EXPENSES	\$ 854,402	702,350.00	-

Budget- Enterprise Fund 200

ACCT#:	BUDGET ITEM	2019-2020 Budget	2020-2021 REQUESTED	2020-2021 RECOMMEND
4073	Capacity Fees	220,000		
7510	Interest	13,000	5,000	
7760	Miscellaneous	2,500	2,500	
7753	Grant Revenue	2,000	2,000	
8120	Water/Sewer Receipts	2,700,000	3,270,000	
8124	Base Charges	1,461,000	1,465,000	
8126	DHEC Charges	74,000	70,000	
8127	Penalty	100,000	100,000	
8130	Water/Sewer Taps	12,000	15,000	
8140	Connection Fees	30,000	30,000	
8150	Hydrant Fees	1,000	8,000	
8160	Meter Reinstallation	750	1,000	
8161	Meter Installation	20,000	20,000	
8170	Administrative Fees	52,000	46,000	
8180	Pretreatment	14,000	20,000	
	Hydrant Repair Fee		38,000	
	TOTAL	4,702,250	5,092,500	-

*** Note: 4073-Capacity Fees will be moved to a separate account as it is restricted use is fo

ACCT#:	BUDGET ITEM	2019-2020 BUDGET	2020-2021 RECOMMEND	2020-2021 APPROVED
3001	Salaries	578,306	554,000.00	
3002	Overtime	50,000	50,000.00	
3462	OPEB Expense (Auditor)	20,000		
3563	Health Insurance	90,104	99,000.00	
3564	Workers Comp	16,500	18,000.00	
3565	Dental Insurance	4,012	4,500.00	
3567	Retirement	97,764	86,500.00	
3568	SS Taxes	48,065	42,500.00	
4010	Printing and Supplies	300,000	300,000.00	
4011	Postage	500	4,500.00	
4014	Membership and Dues	1,500	4,000.00	
4015	Travel and Training	2,500	3,000.00	
4016	Advertising	-	1,000.00	
4017	Automotive Fuel	21,000	16,000.00	
4020	Utilities	450,000	330,000.00	
4021	Telephone	10,000	13,000.00	
4026	Service Contracts	270,000	220,000.00	
4027	Repairs	120,000	266,500.00	
4028	Building and Grounds	70,000	30,000.00	
4041	Uniforms	7,000	7,000.00	
4044	Specialized Supplies	40,000	2,500.00	
4045	Water Purchase	1,100,060	1,250,000.00	
4062	Insurance	32,405	34,000.00	
4073	Professional Services	105,000	30,000.00	
4074	Landfill Fees	35,000	40,000.00	
4188	RIA Grant Match	125,000	-	
4190	Transfer to GF	850,000	254,625.00	
4195	Reserve	53,974	400,000.00	
6001	Capital Projects	4,270	36,265.00	
6081	Machinery and Equipment	60,000	-	
6083	SCADA relocation	30,000	-	
6084	Other Outlay	50,000	-	
6503	Debt Service	-	400,000.00	
6505	Interest Expense	59,290	49,610.00	
	General Fund Repayment		500,000.00	
	Hydrant Repair		40,000.00	
6900	Transfer to CP		6,000.00	
TOTAL ALL EXPENSES		\$ 4,702,250.00	5,092,500.00	-

Budget: Capacity Fees Fund 250

ACCT#:	BUDGET ITEM	2019-2020 BUDGET	2020-2021 RECOMMEND	2020-2021 APPROVED
REVENUE				
4073	Capaciy Fees	-	150,000.00	
	Transfer Fund Balance			
7510	Interest Income			
	***Open fund on GL			
Total Revenue		\$ -	\$ 150,000.00	\$ -

Operating Expense:

6000	CapProj Construction			
	Capacity Fee Reserve		150,000	
	Transfer Fund Balance			
Total Operating Expense		\$ -	\$ 150,000.00	\$ -

Budget: Tourism Fund 310

ACCT#:	BUDGET ITEM	2019-2020 BUDGET	2020-2021 RECOMMEND	2020-2021 APPROVED
REVENUE				
7510	Interest	-	1,000.00	
7760	Event Revenue	-	-	
7782	Revenue H Tax	490,000.00	500,000.00	
7783	Revenue A Tax	25,000.00	65,000.00	
Total Revenue		515,000.00	566,000.00	-
Operating Expense:				
4110-4010	Printing & Supplies	13,000.00	16,000.00	
4110-4073	Prof Svcs- City Hall	65,800.00	90,000.00	
4240-4020	REC Complex Utilities	32,000.00	60,000.00	
4500-4010	Misc Print/Supplies	2,000.00		
4500-4188	Htax transfer to Grants	20,000.00		
4500-4190	Htax transfer to GF	305,100.00	95,000.00	
6000-4073	Professional Services		35,000.00	
4110-6084	Capital Outlay	50,000.00	170,000.00	
4240-6084	Rec Other Cap Outlay	27,100.00		
	H-Tax Event Grants		50,000.00	
	A-Tax Grants		25,000.00	
	Reserve		25,000.00	
TOTAL ALL EXPENSES		515,000.00	566,000.00	-

Budget: Summerfest Fund 320

ACCT#:	BUDGET ITEM	2019-2020 BUDGET	2020-2021 REQUESTED	2020-2021 RECOMMEND	2020-2021 APPROVED
REVENUE					
7730	Transfer from Htax	-	35,000.00		
7760	Craft Vendor Revenue	-	8,500.00		
7761	Summerfest Sponsor Rev	-	60,000.00		
7762	Food Vendor Revenue	-	12,000.00		
7510	Interest Income				
Total Revenue		\$ -	115,500.00	-	-
Operating Expense:					
4010	Supplies				
4016	Advertising/Marketing	-	5,000.00		
4044	Specialized Supplies		50,000.00		
4073	Professional Services		50,500.00		
	Reserve for future event		10,000.00		
Total Operating Expense			115,500.00	-	-
Total Capital Outlay			-	-	-
TOTAL ALL EXPENSES			115,500.00	-	-

Budget: Capital Projects Fund 500

ACCT#:	BUDGET ITEM	2019-2020 BUDGET	2020-2021 REQUESTED	2020-2021 APPROVED
REVENUE				
7510	Interest Income	-		
7700	CP Trans from GF	520,984.00	54,100.00	
7730	Trans from Htax			
7731	Trans from Atax			
	Trans from Enterprise		6,000.00	
7750	Capital Lease Proceeds			
	***Open fund on GL			
Total Revenue			60,100.00	-
Operating Expense:				
4110-6503	CP City Hall Debt Exp	20,000.00		
4110-6505	CP City Hall Interest Exp			
4210-6503	CP Police Debt Exp	104,100.00		
4210-6505	CP Police Interest Exp	4,825.00		
4220-6503	CP Fire Debt Exp	110,715.00		
4220-6505	CP Fire Interest Exp	17,000.00		
4240-6000	Splash Park Grant Exp	-		
4240-6001	PARD Grant Expense			
4240-6501	CP Recreation Outlay			
4250-6503	CP PW Debt Exp	109,262.00		
4250-6505	CP PW Interest Exp	8,666.00		
4258-6503	CP Recycle Debt Exp	17,000.00		
4258-6503	CP Recycle Interest Exp	510.00		
4500-4010	Printing/Office supplies	300.00	100.00	
4500-6000	Capital Lease Outlay			
4500-6501	CP Non Dept Outlay	78,606.00	60,000.00	
4500-6503	CP Non Dept Principal			
4500-6505	CP Non Dept Interest Exp			
4500-6507	CP Infrastructure Outlay	50,000.00		
Total Operating Expense		520,984.00	60,100.00	-

STATE OF SOUTH CAROLINA)
)
COUNTY OF YORK)

CITY OF YORK

ORDINANCE 20-630

AN ORDINANCE TO AMEND THE CITY OF YORK CODE OF ORDINANCES AS PERTAINS TO GARBAGE FEES

BE IT ORDAINED, by the York City Council on the dates hereinafter set forth, that Chapter 36, *Solid Waste Management*, Article II, *Collections and Removal*, Sec. 36-50, *Fees*, be amended as follows:

(1) All in-City users of residential roll-outs shall be assessed the sum of nine dollars and sixty-nine cents (\$9.69) per month garbage fee and ~~six dollars and seventy-seven cents (\$6.77)~~ **eight dollars and seventy-seven cents (\$8.77)** per month landfill fee. All out-of-City users of residential roll-outs shall be assessed the sum of fourteen dollars and sixty-nine cents (\$14.69) per month garbage fee and ~~six dollars and seventy-seven cents (\$6.77)~~ **eight dollars and seventy-seven cents (\$8.77)** per month landfill fee. A fee of nineteen dollars (\$19.00) will be charged for each unscheduled (extra) pickup.

(2) All business and commercial establishments to which service is rendered by the City shall be assessed and shall pay for such service in accordance with the following schedule of rates:

The sum of three dollars and forty-three cents (\$3.43) per cubic yard, per pickup, will be charged. The following fee schedule shall be used:

Pickup Frequency	2-cu. Yd. Dumpster	4-cu. Yd. Dumpster	6-cu. Yd. Dumpster	8-cu. Yd. Dumpster	10-cu. Yd. Dumpster
1 per week	29.73/mo.	59.45/mo.	89.18/mo.	118.91/mo.	148.63/mo.
2 per week	59.46/mo.	118.90/mo.	178.36/mo.	237.82/mo.	297.26/mo.
3 per week	89.18/mo.	178.35/mo.	267.54/mo.	356.73/mo.	445.89/mo.
4 per week	118.92/mo.	237.80/mo.	356.72/mo.	475.64/mo.	594.52/mo.
5 per week	148.65/mo.	297.25/mo.	445.90/mo.	594.55/mo.	743.15/mo.
Unscheduled pickup	13.72/ea	27.44/ea	41.16/ea	54.88/ea	68.60/ea

DONE IN COUNCIL ASSEMBLED on the dates hereafter set forth.

Michael D. Fuesser,
Mayor

ATTEST: _____
Municipal Clerk

First Reading: _____

Public Hearing: _____

Second Reading: _____

STATE OF SOUTH CAROLINA)
)
COUNTY OF YORK)

CITY OF YORK

ORDINANCE 20-631

AMENDING THE CODE OF ORDINANCES BY REVISING CHAPTER 44, UTILITIES, ARTICLE II, RATES AND CHARGES, AS PERTAINS TO WATER AND SEWER RATES

BE IT ORDAINED by the York City Council on the dates hereinafter set forth, that Chapter 44, *Utilities*, Article II, *Rates and Charges*, Sec. 44-41, *Water rates*, and Sec. 44-43, *Sewer rates*, be amended as follows:

There shall be a base rate of twenty-six dollars and twenty-two cents (\$26.22) per month for each dwelling or living unit, whether all of said units are located within one building or in separate buildings, and providing that the units are located within the corporate limits of the City of York.

There shall be a base rate of twenty-six dollars and twenty-two cents (\$26.22) per month for each dwelling or living unit, whether all of said units are located within one building or in separate buildings, and providing that the units are located outside the corporate limits of the City of York.

Sec. 44-41. Water rates.

(a) Water rates shall be as follows:

	Inside City Limits	Outside City Limits
1,000 gallons	4.74	9.48

(b) No change.

(c) For large-volume users on a single meter, a declining rate scale will be used, as follows:

Gallons/Month	Water	Sewer	Water/Sewer Outside*
0-500,000	4.60/1000	4.60/1000	\$ 9.20/1000
500,001 - 1,000,000	4.04/1000	4.04/1000	6.06/1000
1,000,001 - 2,000,000	3.86/1000	3.86/1000	5.80/1000
2,000,001 -	3.69/1000	3.69/1000	5.54/1000

(d) Residential Base Rate 26.22

(e) Non-Residential Base Charge

5/8 or 3/4 inch	36.00
1.0 inch	60.00
1.5 inch	120.00
2.0 inch	192.00
3.0 Inch	264.00
4.0 inch	324.00
6.0 inch	600.00
8.0 inch	960.00
10.0 inch	1500.00

Sec. 44-43. Sewer rates.

(a) Sewer rates shall be as follows:

	Inside City Limits	Outside City Limits
1,000 gallons	4.74	9.48

(b) No change.

(c) For large-volume users on a single meter, a declining rate scale will be used, as follows:

Gallons/Month	Water	Sewer		Water/Sewer Outside*
0-500,000	4.60/1000	4.60/1000	\$	9.20/1000
500,001 - 1,000,000	4.04/1000	4.04/1000		6.06/1000
1,000,001 - 2,000,000	3.86/1000	3.86/1000		5.80/1000
2,000,001 -	3.69/1000	3.69/1000		5.54/1000

*** Outside rates for large-volume users are calculated at 1.5x the inside rates.**

Michael D. Fuesser, Mayor

ATTEST:

Municipal Clerk

First Reading: _____

Public Hearing: _____

Second Reading: _____

STATE OF SOUTH CAROLINA)
)
COUNTY OF YORK)

CITY OF YORK

ORDINANCE 20-632

AN ORDINANCE TO AMEND THE CITY OF YORK CODE OF ORDINANCES AS PERTAINS TO ADMINISTRATIVE FEES

BE IT ORDAINED, by the York City Council on the dates hereinafter set forth, that Chapter 2, *Administration*, Article I, *In General*, Sec. 2-4, *Administrative Fee*, be amended as follows:

The city hereby imposes an administrative fee in the amount of ~~\$0.00~~ **twenty-five dollars (\$25.00)** to defray its internal costs of collection for any delinquent debts that are sought to be collected pursuant to the provisions of the Setoff Debt Collection Act, S.C. Code, § 12-56-10 et seq. This fee is hereby declared to be a collection cost that arises by operation of law and shall be added to the delinquent debt and recovered from the debtor.

The city hereby declares that the administrative fee charged by the municipal association of the state is also a collection cost to the city which shall also be added to the delinquent debt and recovered from the debtor.

DONE IN COUNCIL ASSEMBLED on the dates hereafter set forth.

Michael D. Fuesser,
Mayor

ATTEST: _____
Municipal Clerk

First Reading: _____

Public Hearing: _____

Second Reading: _____

MEMORANDUM

TO: Mayor and Council

FROM: Seth Duncan, City Manager

SUBJECT: Manager's Report

DATE: August 4, 2020

City Facilities Opening

City Hall's doors will soon be reopened. Since March, our doors have been closed to the public, but we hope to have them open after Labor Day. City Hall has been open by appointment only since July, and recently we've begun holding Court and Council Meetings again in person. A final plan is being drafted by staff to ensure daily sanitation of public areas. City Hall's hours of operation continue to be from 8:30am until 5:00pm Monday through Friday.

The recreation center remains closed to the general public with the exception of Fall registration and limited use by partners such as the US Census Bureau, Life Line Screening, and Police Department for their Blood Drive. Due to the close contact and nature of indoor sports facilities, social distancing while playing basketball or pool in our small game room is extremely difficult. DHEC and other health officials continue to strongly advise against activities that are not able to social distance at this time. We do not have a set date to fully open the center for free play as we continue to monitor the COVID situation and keep the public and staff's safety as our priority. In the meantime, we would encourage kids that are eager to play basketball to use any of our outdoor basketball courts at New Street, Green Street, Magnolia Street, and Lincoln parks.

As far as York Police and Fire Departments, those facilities are closed to the public and will remain so for the foreseeable future. Understanding how important our first responders are during this time and ensuring they stay healthy and operationally ready, we believe it's necessary to keep their lobbies closed except by appointment only for the time being.

Movie in the Park – Friday, September 25th

The City will be hosting a family friendly FREE movie night on Friday, September 25th. Trolls World Tour will be our movie that night. The event will take place at the York Recreation Complex on one of the baseball fields with a limit of 250 attendees. Gates will open at 7:30pm with the featured movie starting at 9pm. This event will include adherence to the mask ordinance and social distancing. Light refreshments will be available at the concession stands. Guests are welcome to bring their own food/beverages, but alcohol will not be permitted. Face masks will also be distributed to each attendee upon entry. If the event is well attended, there will be additional movie nights scheduled for October. For more information, please visit our website at

www.yorksc.gov or go to our Facebook Page. Reservations will be required so please going online or call Karen Fritz here at City Hall.

City Council Meeting August 2020

Date and time: Monday, August 4, 2020 06:00 PM

Members Present :

Mayor Mike Fuesser

Mayor Pro Tem Ed Brown

Councilmember Jim Bradford

Councilmember Stephanie Jarrett

Councilmember Steve Love

Councilmember Denise Lowry

Councilmember Marion Ramsey

Participants:

City Manager Seth Duncan

Finance Director Barbara Denny

Events Coordinator/PIO Karen Fritz

Matt Hickey

1. Welcome and Call To Order

Mayor Mike Fuesser

2. Prayer

Mayor Pro Tem Ed Brown

3. Pledge of Allegiance

Mayor Mike Fuesser

4. Public Hearings

4.1 Second Reading, Ordinance 20-633, Hydrant Repair Fee

There was no public comment. This ordinance was previously misnumbered as Ordinance 20-625.

5. Comments from the Public on Agenda Items

There was no public comment.

6. City Manager's Report

6.1 Mask Distribution

Staff has been distributing masks to the general public and businesses. There has been a steady flow of requests and distribution of masks.

6.2 Fall Sports Update

The recreation department is moving forward with fall sports. Baseball, softball, and coach pitch will proceed as usual. There will not be any tackle football, but there will be an expanded flag football league with smaller team sizes. The concession stands will be modified. All spectators and players not actively playing will be required to wear a mask.

City Council Meeting August 2020

7. Council Minutes: Regular, July 7, 2020, Special Called Meeting July 13, 2020, and Special Called Meeting July 20, 2020

Mayor Pro Tem Ed Brown made a motion to approve all three sets of minutes which was seconded by Councilmember Bradford. The motion passed with unanimous approval.

8. Monthly Financial Report Finance Director Barbara Denny

Finance Director Denny reported that the current report was for the time period ending June 30, 2020. We have received a lot of revenue in big batches. Overall the city is in good fiscal condition. For expenses, we are monitoring what we are expending. The city should not have to use fund balance for the remaining expenses.

9. Old Business

- 9.1 Second Reading, Ordinance 20-633, Rezoning

Councilmember Bradford made a motion to approve second reading of Ordinance 20-618, which was seconded by Councilmember Jarrett. The motion passed with unanimous approval. This ordinance was previously misnumbered as Ordinance 20-625.

10. New Business

- 10.1 First Reading, Ordinance 20-629, Fiscal 2020-2021 Budget

Councilmember Bradford made a motion to approve first reading of Ordinance 20-629 which was seconded by Councilmember Lowry. The motion passed with unanimous approval.

- 10.2 First Reading, Ordinance 20-630, Garbage Fees

Councilmember Lowry made a motion to approve first reading of Ordinance 20-630 which was seconded by Mayor Pro Tem Brown. The motion passed with unanimous approval.

- 10.3 First Reading, Ordinance 20-631, Water and Sewer Rates

Councilmember Jarrett made a motion to approve first reading of Ordinance 20-631 which was seconded by Councilmember Ramsey. The motion passed with unanimous approval.

- 10.4 Resolution 20-06, Debt Set-Off

Councilmember Ramsey made a motion to approve Resolution 20-06 which was seconded by Councilmember Bradford. The motion passed with unanimous approval.

City Council Meeting August 2020

10.5 First Reading, Ordinance 20-632, Administrative Fee Debt Set-Off Program

Councilmember Ramsey made a motion to approve first reading of Ordinance 20-632 which was seconded by Mayor Pro Tem Brown. The motion passed with unanimous approval.

10.6 Authorization to Award Bid to HR Bridging for \$16,000 for a Compensation & Classification Study

Councilmember Jarrett made a motion to award the bid to HR Bridging for \$16,000 which was seconded by Councilmember Bradford. The motion passed with unanimous approval.

10.7 Authorization to Award Bid to Bailes Construction for \$21,020 for a Washington Court Road Improvements

Councilmember Ramsey made a motion to award the bid to Bailes Construction for \$21,020 which was seconded by Councilmember Jarrett. The motion passed with unanimous approval.

10.8 Discussion on One-Time COVID-19 Bonus for Staff

Councilmember Bradford made a motion to give all full-time staff a \$1000 bonus for working during the COVID-19 pandemic which was seconded by Councilmember Lowry. The motion passed with unanimous approval.

10.9 Appointment to Accommodations Tax Committee

Councilmember Bradford made a motion to appoint John Hines to the Accommodations Tax Committee which was seconded by Councilmember Jarrett. The motion passed with unanimous approval.

11. Mayor's Report

Mayor Fuesser discussed that he and City Manager Duncan had a meeting with the York County Natural Gas Authority. Elizabeth Owen, who is the city's appointee to the York County Natural Gas Authority Board, has decided to resign from her appointment. The city will need to appoint someone else to that board. Mayor Fuesser requested that council send names of potential appointees to the city manager.

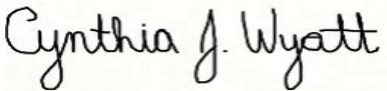
Mayor Fuesser reported that he attended a 100th birthday celebration for Pearline McKinney Thomasson.

City Council Meeting August 2020

12. Adjourn

Councilmember Bradford made a motion to adjourn the meeting which was seconded by Mayor Pro Tem Brown. The motion passed with unanimous approval. The meeting was adjourned at 7:02 pm.

Respectfully Submitted,

A handwritten signature in black ink that reads "Cynthia J. Wyatt". The signature is written in a cursive style and is placed on a light yellow rectangular background.

Cynthia J. Wyatt
Municipal Clerk

DRAFT

City Council Work Session August 2020

Date and time: Monday, August 17, 2020 04:00 PM

Members Present :

Mayor Mike Fuessler

Mayor Pro Tem Ed Brown

Councilmember Jim Bradford

Councilmember Stephanie Jarrett

Councilmember Steve Love

Councilmember Denise Lowry

Councilmember Marion Ramsey

Participants:

City Manager Seth Duncan

Events Coordinator/PIO Karen Fritz

Finance Director Barbara Denny

Planning Director David Breakfield

Utilities Director Ben Wright

-
- | | |
|------------------------------|--------------------------|
| 1. Welcome and Call To Order | Mayor Mike Fuessler |
| 2. Prayer | Mayor Pro Tem Ed Brown |
| 3. Pledge of Allegiance | Mayor Mike Fuessler |
| 4. Presentations | City Manager Seth Duncan |

4.1 CodeRED Community Notification System

City Manager Duncan gave an overview of the CodeRED notification system that the city plans to utilize. This system will send out messages to residents about events that are happening in the city such as utility notices, closures, and inclement weather.

4.2 International Property Maintenance Code

Planning Director Breakfield gave an overview of the International Property Maintenance Code. This set of codes deals with ongoing building maintenance. City Council would have to adopt this set of codes in part or the entirety of the code.

4.3 Derelict Structures

City Manager Duncan discussed where we stand with the derelict structures list. Planning Director Breakfield provided an overview of the derelict structure process. City Manager Duncan asked councilmembers to send him any changes that they would like to make to the derelict structure list.

City Council Work Session August 2020

5. Discussions

5.1 City Recycling Services

City Manager Duncan provided an overview of the recycling program including all of the fees and costs associated with this program. The only revenue that the city receives is from our agreement with the Town of Clover.

5.2 Rezoning to Remove Local Historic Designation

City Manager Duncan provided a recap of the application received to remove the historic designation from this property. It was the recommendation from the BAR and Planning Commission to leave the historic designation on this property. It was the consensus of council to bring back this application to the next city council meeting to be voted on.

5.3 Fall Events

City Manager Duncan stated that The Olde York Dash at Dusk has been cancelled. The City Park grand opening is still moving forward as well as plans for a movie night in September and the Veteran's Day parade. Plans are being developed for Halloween activities.

5.4 HTax Event Application

City Manager Duncan explained the proposed new process for applying for HTax funding. Applicants would complete an application requesting funding describing what those funds would be used for. Then the applications would be reviewed and scored by staff. Staff's recommendations would be forwarded to city council to determine the allocation of HTax funding.

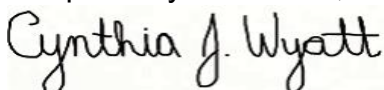
5.5 Legislative Services

Mayor Fuesser discussed having legislative consultants lobby on behalf of the city with our state representatives. The cost for this service would be around \$2,000 per month.

6. Adjourn

Councilmember Bradford made a motion to adjourn the meeting which was seconded by Mayor Pro Tem Brown. The meeting was adjourned at 6:16 pm.

Respectfully Submitted,



Cynthia J. Wyatt
Municipal Clerk

CITY OF YORK GENERAL FUND
UNAUDITED STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED JULY 31, 2020

	Actual	Ammended Budget	% of Budget	Target % of Budget	Comments
Property Taxes	\$ 2,989,039.60	\$ 2,928,450.00	102.07%	83.33%	<i>We are done with current collections</i>
Vehicle Taxes	\$ 226,480.65	\$ 280,000.00	80.89%	83.33%	
Franchise Fees	\$ 474,502.59	\$ 670,000.00	70.82%	83.33%	
Delinquent Taxes	\$ 196,195.70	\$ 128,000.00	153.28%	83.33%	<i>We will now only collect delinquent</i>
Fees in Lieu of Taxes	\$ 143,514.69	\$ 65,000.00	220.79%	83.33%	
State Shared Revenue	\$ 333,406.73	\$ 361,000.00	92.36%	83.33%	<i>We should get 1 more in Aug or Sept</i>
Business Licenses	\$ 525,107.60	\$ 560,000.00	93.77%	83.33%	
Business Licenses - Insurance	\$ 855,510.35	\$ 950,000.00	90.05%	83.33%	<i>In Aug received \$154k. Total = \$1M</i>
Building Permits	\$ 74,520.80	\$ 95,000.00	78.44%	83.33%	
Court Fines and Fees	\$ 34,264.92	\$ 75,000.00	45.69%	83.33%	<i>Began to hold court again in July</i>
Interest	\$ 15,489.46	\$ 18,000.00	86.05%	83.33%	
Rent	\$ 2,500.00	\$ 3,000.00	83.33%	83.33%	
Garbage Fees	\$ 900,911.04	\$ 995,000.00	90.54%	83.33%	
Garbage Bags	\$ 3,619.00	\$ 4,000.00	90.48%	83.33%	<i>Will no longer offer bags for sale</i>
Fire Protection	\$ 86,874.20	\$ 81,750.00	106.27%	83.33%	
Recreation Fees	\$ 95,812.36	\$ 200,000.00	47.91%	83.33%	<i>1/2 Rec supp, WE WILL BE UNDER BUDGET</i>
Recycling Fees	\$ 21,576.36	\$ 53,275.00	40.50%	83.33%	<i>No billing for May, June</i>
Transfer from Utility	\$ 708,333.30	\$ 850,000.00	83.33%	83.33%	
Transfer from Hospitality Tax	\$ 254,250.00	\$ 280,100.00	90.77%	83.33%	
Transfer from Fund Balance	\$ -	\$ -	0.00%	83.33%	
PEBA Pension Credit	\$ 42,622.79	\$ 42,623.00	100.00%	83.33%	
Miscellaneous	\$ 94,576.41	\$ 65,000.00	145.50%	83.33%	<i>Ins claims \$29k; SCMIT surplus \$49k</i>
Sale of Fixed Assets	\$ 11,205.00	\$ 20,000.00	0.00%	83.33%	
Capital Lease Proceeds	\$ 661,165.68	\$ 1,083,800.00	100.00%	83.33%	<i>Offset by Capital Expense</i>
Grant Revenue	\$ 13,967.75	\$ 9,000.00	0.00%	83.33%	<i>REC grant, MASC Covid grant</i>
LWCF Grants	\$ -	\$ 355,000.00			
SRO Reimbursement	\$ 367,794.50	\$ 367,793.00	100.00%	83.33%	<i>3 NEW SRO's & regular SRO agreement</i>
	\$ 9,133,241.48	\$ 10,540,791.00	86.65%	83.33%	

CITY OF YORK GENERAL FUND
UNAUDITED STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED JULY 31, 2020

		Actual	Ammended Budget	% of Budget	Target % of Budget	Comments
Administrative	\$ 612,527.72		\$ 818,659.00	74.82%	83.33%	
Personnel Services		\$ 511,690.61	\$ 663,719.00	77.09%	83.33%	
Operating Expenses		\$ 96,349.56	\$ 144,940.00	66.48%	83.33%	
Capital Outlay		\$ 4,487.55	\$ 10,000.00	44.88%	83.33%	IT Computers
Court	\$ 115,240.28		\$ 148,658.00	77.52%	83.33%	
Personnel Services		\$ 89,834.53	\$ 113,220.00	79.35%	83.33%	
Operating Expenses		\$ 25,405.75	\$ 35,438.00	71.69%	83.33%	
Police	\$ 2,940,698.98		\$ 3,523,447.76	83.46%	83.33%	
Personnel Services		\$ 2,449,723.98	\$ 2,909,608.95	84.19%	83.33%	
Operating Expenses		\$ 354,392.11	\$ 430,938.81	82.24%	83.33%	
Capital Outlay		\$ 136,582.89	\$ 182,900.00	74.68%	83.33%	Offset by Capital Lease Proceeds
Fire	\$ 1,101,754.32		\$ 1,431,582.00	76.96%	83.33%	
Personnel Services		\$ 771,607.98	\$ 977,082.00	78.97%	83.33%	
Operating Expenses		\$ 111,401.41	\$ 141,700.00	78.62%	83.33%	
Capital Outlay		\$ 218,744.93	\$ 312,800.00	69.93%	83.33%	Partial offset by Capital Lease Proceeds
Fire County Suppression	\$ 5,876.95		\$ 17,900.00	32.83%	83.33%	
Operating Expenses		\$ 5,876.95	\$ 17,900.00	32.83%	83.33%	
Planning & Zoning	\$ 273,319.59		\$ 417,737.00	65.43%	83.33%	
Personnel Services		\$ 227,947.55	\$ 308,067.00	73.99%	83.33%	
Operating Expenses		\$ 30,016.19	\$ 69,670.00	43.08%	83.33%	
Capital Outlay		\$ 15,355.85	\$ 40,000.00	38.39%	83.33%	Plotter \$8k; Window glass \$6k; computer
Recreation	\$ 582,202.64		\$ 1,018,095.00	57.19%	83.33%	
Personnel Services		\$ 393,075.37	\$ 576,895.00	68.14%	83.33%	
Operating Expenses		\$ 153,571.17	\$ 315,050.00	48.75%	83.33%	
Capital Outlay		\$ 35,556.10	\$ 126,150.00	28.19%	83.33%	
Public Works	\$ 1,116,561.35		\$ 1,254,861.00	88.98%	83.33%	
Personnel Services		\$ 405,467.84	\$ 521,861.00	77.70%	83.33%	
Operating Expenses		\$ 421,098.18	\$ 432,000.00	97.48%	83.33%	
Capital Outlay		\$ 289,995.33	\$ 301,000.00	96.34%	83.33%	Repairs. Partial offset by Capital Lease Proceeds
Public Works Commercial	\$ 184,716.79		\$ 238,818.00	77.35%	83.33%	
Personnel Services		\$ 46,258.01	\$ 55,968.00	82.65%	83.33%	
Operating Expenses		\$ 138,458.78	\$ 182,850.00	75.72%	83.33%	
Public Works Recycling	\$ 63,740.18		\$ 238,030.00	26.78%	83.33%	
Personnel Services		\$ 42,793.04	\$ 54,330.00	78.77%	83.33%	
Operating Expenses		\$ 20,947.14	\$ 23,700.00	88.38%	83.33%	
Capital Outlay			\$ 160,000.00	0.00%	83.33%	Recycle truck should be in Sept
Non Departmental	\$ 902,744.66		\$ 1,433,003.24	63.00%	83.33%	
Personnel Services		\$ 153,655.20	\$ 174,618.00	88.00%	83.33%	Employee retire \$37k , Retiree Health ins \$92k
Operating Expenses		\$ 154,180.36	\$ 158,800.00	97.09%	83.33%	Street lights \$92k; Audit \$19k
Capital Outlay		\$ 594,909.10	\$ 1,099,585.24	54.10%	83.33%	Trans to CP \$520k; \$16k offset by Cap Lease Rev
		\$ 7,899,383.46	\$ 10,540,791.00	74.94%	83.33%	
Revenues Over (Under) Expenditures	\$ 1,233,858.02					

CITY OF YORK UTILITY FUND
UNAUDITED STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED JULY 31, 2020

			Actual		Ammended Budget		Target % of Budget	Comments
Gross Revenues								
Water/Sewer Receipts			\$ 1,880,040.19		\$ 2,700,000.00	69.63%	83.33%	
Base Charge			\$ 1,264,370.36		\$ 1,461,000.00	86.54%	83.33%	
DHEC Charges			\$ 62,619.75		\$ 74,000.00	84.62%	83.33%	
Penalty			\$ 63,169.05		\$ 100,000.00	63.17%	83.33%	
Water/Sewer Taps			\$ 25,254.00		\$ 12,000.00	210.45%	83.33%	
Connection Fees			\$ 26,652.00		\$ 30,000.00	88.84%	83.33%	
Hydrant Fees			\$ 755.00		\$ 2,500.00	30.20%	83.33%	Fee changed to monthly beg July
Meter Reinstallation			\$ 3,276.00		\$ 750.00	436.80%	83.33%	
Meter Installation			\$ 19,344.00		\$ 20,000.00	96.72%	83.33%	
Administrative Fees			\$ 34,260.62		\$ 52,000.00	65.89%	83.33%	
Pretreatment			\$ 29,722.90		\$ 14,000.00	212.31%	83.33%	
Hydrant Repair & Maint			\$ 3,446.00		\$ 10,000.00	34.46%	83.33%	New \$1.00 fee in July
Capacity Fees			\$ 161,505.00		\$ 220,000.00	73.41%	83.33%	
Interest			\$ 8,380.57		\$ 13,000.00	64.47%	83.33%	
Miscellaneous			\$ 2,522.44		\$ 2,500.00	100.90%	83.33%	
Grant Revenue			\$ 2,670.00		\$ 4,670.00	57.17%	83.33%	SCMIT Grant
Total Revenue			\$ 3,587,987.88		\$ 4,716,420.00	76.07%	83.33%	
					\$ -			
Departmental Expenses								
Utility Administration	\$ 2,524,612.97			\$ 3,483,886.00		72.47%	83.33%	
Personnel Services			\$ 731,519.44		\$ 904,751.00	80.85%	83.33%	
Operating Expenses			\$ 1,765,868.53		\$ 2,579,135.00	68.47%	83.33%	
Capital Outlay			\$ 27,225.00			0.00%	83.33%	Interest exp on WWTP Bond
Utility Non Departmental	\$ 1,103,260.40			\$ 1,232,534.00		89.51%	83.33%	
Personnel Services			\$ -		\$ -			
Operating Expenses			\$ 968,640.32		\$ 1,028,974.00	94.14%	83.33%	
Cap Fees Construction			\$ 134,620.08		\$ 203,560.00	66.13%	83.33%	Bond Int \$32k; SCADA \$38k, Equip \$61k
Total Expenditures			\$ 3,627,873.37		\$ 4,716,420.00	76.92%	83.33%	
Revenues Over (Under) Expenditures			\$ (39,885.49)		\$ -			

City of York
2019-2020 Capacity Fees

October	<u>\$ 25,123.00</u>
November	<u>\$ 7,178.00</u>
December	<u>\$ 21,534.00</u>
January	<u>\$ 10,767.00</u>
February	<u>\$ 17,945.00</u>
March	<u>\$ 7,178.00</u>
April	<u>\$ 46,657.00</u>
May	<u>\$ 10,767.00</u>
June	<u>\$ 7,178.00</u>
July	<u>\$ 7,178.00</u>
August	<u> </u>
September	<u> </u>
Total	<u><u>\$ 161,505.00</u></u>

**City of York
Hospitality Tax
Monthly Revenue Projections vs Actual
2019 - 2020**

Month	Projected Revenue	2018 - 2019 Actual Revenue	2019 - 2020 Actual Revenue	Revenue Over / (Under) Projection	
October	40,833.33	40,727.13	50,097.19	9,263.86	FINAL
November	40,833.33	41,679.48	47,972.64	7,139.31	FINAL
December	40,833.33	45,558.21	50,135.56	9,302.23	FINAL
January	40,833.33	40,145.84	48,004.44	7,171.11	FINAL
February	40,833.33	44,574.40	40,906.77	73.44	FINAL
March	40,833.33	46,227.39	46,371.45	5,538.12	FINAL
April	40,833.33	48,217.37	42,636.21	1,802.88	FINAL
May	40,833.33	49,070.48	52,991.24	12,157.91	FINAL
June	40,833.33	48,593.38	49,506.49	8,673.16	FINAL
July	40,833.33	46,294.52	34,136.48	(6,696.85)	
August	40,833.33	48,378.17			
September	40,833.33	46,316.96			
Total	\$ 490,000.00	\$ 545,783.33	\$ 462,758.47	\$ 54,425.14	
***Note Revenue is always a month behind. Eg: October is received in November, therefore, current month amount will be adjusted at month end.					

MEMORANDUM

TO: Mayor and Council
FROM: Seth Duncan, City Manager
SUBJECT: Emergency Ordinance – Extension of Virtual Meetings
DATE: August 25, 2020

ISSUE

City Council is being asked to consider Emergency Ordinance 20-634 to extend the use of rules and procedures for conducting meetings by electronic means for an additional 61 days.

DISCUSSION

As a result of Covid-19, On April 7th, City Council passed Emergency Ordinance 20-622 providing the standards and process for conducting meetings by electronic means. This ordinance gave the governing body, as well as, all Boards and Commissions the authority to form a quorum and conduct meetings using electronic formats exclusively due to the closure of City Hall.

Council extended this authority in July for an additional 61 days with Emergency Ordinance 20-627. All of the City's Boards and Commissions have used this authority to conduct meetings. In addition, the City broadcast each meeting using Facebook to ensure the public is able to see and hear the proceedings. By conducting meetings electronically, these Boards and Commission have been able to continue doing City work while keeping members and the public safe.

The existing ordinance is set to expire in early September and the Boards and Commissions are asking for an additional extension for the safety of their members. Many of the members are older or have underlying health conditions which make them more susceptible to the virus.

This request of Council comes with the understanding that each Board and Commission would also be asked to develop a plan, including a timeline, as to when it intends to meet again in-person. While City Hall remains closed to the public in general, it is open by appointment, for Court, and Council Meetings. Staff have been developing a plan to reopen the doors for normal business hours which includes daily disinfection of public areas by staff.

RECOMMENDATION

Staff recommends Council approve Emergency Ordinance 20-634 to extend the use of virtual meetings for 61 days and request a plan from each Board and Commission to return to in person meetings.

STATE OF SOUTH CAROLINA)
)
COUNTY OF YORK)

CITY OF YORK

**ORDINANCE 20-634
EMERGENCY ORDINANCE RESPONSE TO COVID-19**

WHEREAS, South Carolina Code 5-7-250 provides for the Council the ability to adopt emergency ordinances to meet public emergencies affecting life, health, and safety or the property of the people; and

WHEREAS, The Governor of South Carolina declared a State of Emergency on March 13, 2020, to enhance the state’s response to the COVID-19 virus’s impact on the state; and

WHEREAS, The City of York on March 17, 2020 declared that a public health emergency exists in the City and took initial measures to protect the life and welfare of its citizens including the temporary suspension of normal operating procedures of City Council Meetings to allow members to remotely participate and vote by telephone or other means of electronic communication provided that the provisions of SC Freedom of Information Act (Act) are complied with; and

WHEREAS, York City Council has adopted Emergency Ordinances 20-621, 20-622, and 20-627 to provide transparency and flexibility in the operation of Council, Boards, and Commissions, comply with the Governor’s various requests, and grant the City Manager necessary authority to ensure the life, health, and safety of all people, among other things; and

WHEREAS, Covid-19 continues to spread throughout our state, county, and community posing a risk to vulnerable populations; and

WHEREAS, York City Council deems it proper and necessary to adopt additional measures in order to slow the progression of Covid-19 in our community and limit person-to-person contact when conducting official City business.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of York, South Carolina, that:

1. The City Council and all Boards and Commissions shall continue utilizing the standards and processes for conducting meetings by electronic means as previously stated in Emergency Ordinance 20-622.
2. The City Manager shall work with the Chairs of each Board and Commission to develop a plan to return to in person meetings as soon as possible. A report shall be delivered to Council within 60 days detailing such plan.
3. This emergency ordinance shall be terminated by the issuance of another ordinance or shall automatically expire on the 61st day after enactment of this ordinance, whichever date is earlier.

DONE IN COUNCIL ASSEMBLED on the dates hereafter set forth.

Michael D. Fuesser, MAYOR

ATTEST: _____
Municipal Clerk

Emergency Reading: _____

MEMORANDUM

TO: Mayor and Council
FROM: Seth Duncan, City Manager
David Breakfield, Planning Director
SUBJECT: Ord. 20-635, Conditionally allow Guest Houses in R15 District
DATE: August 25, 2020

ISSUE

Council is being asked to consider First Reading of Ordinance 20-635 to conditionally allow guest houses in the R15 district in parcels with at least 20 acres.

DISCUSSION

We have received a zoning amendment application and supporting information to conditionally allow a single guest house where a property has at least 20 acres and a single primary residence in the R15 – Restricted Residential zoning district.

A guest house is defined as a living quarters situated within a detached or semidetached accessory building located on the same premises with the principal building. Such quarters shall: (1) be used only by a bona fide nonpaying guest or relatives of the occupants of the premises; and (2) not be rented or otherwise occupied as a separate dwelling. Cooking facilities are permitted.

The Comprehensive Plan indicates that innovative land use practices that provide diversity of housing types should be encouraged. The submitted proposal seems to fit this objective by providing an additional housing option where appropriately-sized lots are available.

At its August 24th meeting, the Planning Commission reviewed and recommended approval of the application. City Council must now review the application and the recommendation and ultimately make a final decision on the issue.

In looking at properties across our community, this would only impact a handful of parcels.

RECOMMENDATION

The Planning Commission and Staff recommend that Council approve first reading of an ordinance amending the zoning ordinance to conditionally allow a single guest house where a property has at least 20 acres and a single primary residence in the R15 – Restricted Residential zoning district.

STATE OF SOUTH CAROLINA)
)
COUNTY OF YORK)

CITY OF YORK

ORDINANCE 20-635

AMENDING APPENDIX A, ZONING ORDINANCE TO CONDITIONALLY
ALLOW A GUEST HOUSE IN THE R15 – RESTRICTED RESIDENTIAL
ZONING DISTRICT

WHEREAS, the York City Council and Planning Commission find that the R15 – Restricted Residential zoning district is intended to be developed and reserved for low-density residential purposes;

WHEREAS, the York City Council and Planning Commission find that the City’s Comprehensive Plan indicates that innovative land use practices should be employed to provide diversified housing opportunities; and

WHEREAS, the York City Council and Planning Commission find that a guest house is an acceptable land use in the R15 district based on appropriate conditions being met.

NOW, THEREFORE BE IT ORDAINED in Council assembled on the dates hereafter set forth that York City Council does herewith amend Appendix A, City of York Zoning Ordinance, Section XIII, R15 – Restricted Residential Zoning District, Conditional Uses as follows:

- 1. A single guest house where a property has at least 20 acres and a single primary residence.

DONE IN COUNCIL ASSEMBLED on the dates hereafter set forth.

Michael D. Fuesser, MAYOR

ATTEST: _____
Municipal Clerk

First Reading: _____

Public Hearing: _____

Second Reading: _____

MEMORANDUM

TO: Mayor and Council
FROM: Seth Duncan, City Manager
David Breakfield, Planning Director
SUBJECT: Ord. 20-636, Annexation/PUD Rezoning on Alexander Love Hwy
DATE: August 25, 2020

ISSUE

Council is being asked to consider First Reading of Ordinance 20-636 to Annex/PUD Rezoning on Alexander Love Hwy for the future creation of Fergus Crossroads.

DISCUSSION

We have received an Annexation/PUD Rezoning application and conceptual site plan submittal for the Fergus Crossroads PUD project to be located on Alexander Love Hwy near Cooperative Way. The project would include single family dwellings and townhomes as well as commercial outparcels along Alexander Love Hwy per the submitted site plan.

The City's zoning standards require that City staff provide a report regarding compliance with the 2019 Comprehensive Plan and other pertinent issues. To summarize the staff report, the proposed project seems to comply with numerous major objectives of the Comprehensive Plan including:

- a) The City should aggressively seek annexation of developing residential areas on the periphery of the City.
- b) Encourage harmonious site design and provide variety in building types, facades, open spaces, etc.
- c) Encourage a wide range of quality housing options should be available to all income levels that increase home ownership rate and housing values.
- d) High quality multifamily residential development should be encouraged where appropriate public infrastructure is available.
- e) Encourage innovative land use practices to preserve open space and cluster housing units.
- f) Encourage provision of interconnected greenways and corridors to help maintain small town character. Such interconnectivity should include hiking and biking trail systems.
- g) Encourage mixed commercial /residential areas per future land use map.
- h) Encourage quality development in the gateway areas of the City.

After reviewing the project, City staff finds that the submitted application complies with the noted major objectives in the following ways:

- The City recently approved three (3) single family dwelling (houses only) developments with housing densities ranging from 3.2 to 3.8 residential units per acre. The overall housing density

including townhome units is 3.19 residential units per acre; therefore, the proposed density is very comparable (and somewhat less) to that of previously-approved projects.

- The City has tried to encourage diverse, high-quality exterior architectural styles and housing materials; to that end, the City has approved recent projects that include criteria requiring greater diversity of exterior materials and colors as well as standards to prevent façade repetition. This project incorporates such standards.
- Quality multifamily residential projects are strongly needed in the City and the subject location would be ideal for townhomes due to its proximity to nearby infrastructure.
- The subject area has been identified as an ideal location for new development due to its proximity to a major collector street and highways, the availability of important infrastructure, etc.
- Per the City's future land use map, the subject area is ideal for a quality mixed-use development.
- The City requires that a minimum of 25% of the overall property be reserved as open space. The applicant has provided 46%.
- The vast majority of the lots have direct connection to large open space areas.
- The applicant has proposed several amenity areas for the project.
- The applicant has proposed an interconnected trail system throughout the project and the sidewalk system shall be connected to any existing nearby sidewalk.

As with any such request, the Planning Commission must review the application and the report from City staff and then make a recommendation regarding the matter to York City Council. At its August 24th meeting the Planning Commission conducted its review and made a 5 to 1 recommendation in support of the project. City Council is now to review the application and make a final decision on the issue.

Please be aware that we have received concerns from the adjacent Pebble Creek Subdivision regarding the proposed project including potential cut-through traffic. The developer has attempted to lessen potential impact on adjacent existing neighborhoods by providing a 200' bufferyard and a traffic-limiting device that limits the traffic flow to emergency vehicles only between adjacent neighborhoods.

Also, it is important to note that the International Fire Code requires at least two (2) remote entrance/exit points from the proposed project.

RECOMMENDATION

The Planning Commission and Staff recommend that Council approve First Reading of Ordinance 20-636 to Annex/PUD Rezoning on Alexander Love Hwy for the future creation of Fergus Crossroads

STATE OF SOUTH CAROLINA)	
)	CITY OF YORK
COUNTY OF YORK)	
)	
)	

ORDINANCE 20-636

AMENDING APPENDIX A, ZONING ORDINANCE, OFFICIAL ZONING MAP BY ANNEXING AND REZONING PROPERTIES REFERENCED BY YORK COUNTY TAX MAP #'s 3480000006, -007, -008, -009, -010, -016, 3480000015, -019, -020, and 3950000005.

- WHEREAS, York City Council and Planning Commission find that the Comprehensive Plan recommends that the City should aggressively annex residential areas on the periphery of the City;
- WHEREAS, York City Council and Planning Commission find that PUD zoning is designed to allow flexibility in form and higher housing densities;
- WHEREAS, York City Council and Planning Commission find that the Comprehensive Plan encourages high quality, diverse, mixed-use developments in the gateway areas of the City; and
- WHEREAS, York City Council and Planning Commission find that such annexations should include zoning classifications that are in keeping with the City's Comprehensive Plan.

NOW, THEREFORE, BE IT ORDAINED by the City Council of York, South Carolina that the Appendix A, Zoning Ordinance, Official Zoning Map be amended by annexing +/- 115.8 acres of property identified by York County tax map #'s 3480000006, -007, -008, -009, -010, -016, 3480000015, -019, -020, and 3950000005 and owned by SRAM1 LLC, Richard William Walliser, and Sinyard Gordon L ETAL with a PUD – Planned Unit Development zoning district classification per the approved conceptual site plan and the attached petition for annexation (Exhibit A).

DONE IN COUNCIL ASSEMBLED on the dates hereafter set forth.

Michael D. Fuesser, MAYOR

ATTEST: _____
Municipal Clerk

First Reading: _____

Public Hearing: _____

Second Reading: _____

Proposed Annexation/rezoning Application

York South Carolina

Page 1

Type of application	Fee -\$300.00 paid _____
Annexation: <u> X </u> Rezoning: <u> X </u>	

To the Honorable Mayor and City Council:

The undersigned hereby respectfully requested that the City of York Zoning Ordinance be amended as described below:

- 1) This is a request for a change in the: (check one)
- Zoning map (fill in items # 2, 3, 4, 5, 6, and 9 only)
 - Zoning Text (fill in items # 7 and 9 only)
 - Zoning Schedule of district Regulations (fill in items # 8 and 9 only)

Tax map change	<p>2) Give exact address, and plat map reference for property for which you propose a zoning change: Address _____</p> <p>District No. _____ Block No. _____ lot (s) _____</p> <p>_____</p> <p>_____</p> <p>3) Area of subject property <u> +/- 115.80 </u> Sq. ft. <u> or acres </u></p> <p>4) How is this property presently zoned: (check one) <u> N/A - Not in City Limits </u></p> <p><input type="checkbox"/> R-15 <input type="checkbox"/> R-7 <input type="checkbox"/> R-5 <input type="checkbox"/> PUD <input type="checkbox"/> MH <input type="checkbox"/> B-1</p> <p><input type="checkbox"/> H-C <input type="checkbox"/> G-1 <input type="checkbox"/> TU <input type="checkbox"/> R-7 MH <input type="checkbox"/> HD</p> <p>5) What new zoning do you propose for this property: (check one)</p> <p><input type="checkbox"/> R-15 <input type="checkbox"/> R-7 <input type="checkbox"/> R-5 <input checked="" type="checkbox"/> PUD <input type="checkbox"/> MH <input type="checkbox"/> B-1</p> <p><input type="checkbox"/> H-C <input type="checkbox"/> G-1 <input type="checkbox"/> TU <input type="checkbox"/> R-7 MH <input type="checkbox"/> HD</p> <p align="center">UNDER ITEM # 9 EXPLAIN WHY THIS AREA SHOULD BE ZONED AS YOU PROPOSED.</p> <p>6) Does the applicant own all of the property proposed for this zoning change:</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If NO, give address of the property involved which he does not own and owners name in property owner list on page 2 of this application.</p>
Text Change	<p>7) If this involves a change in the Zoning Text, what section or sections will be affected: _____</p> <p>*SHOW PROPOSED CHANGE AND REASONS THEREFORE UNDER #9</p>
Schedule change	<p>8) If this involves a change in the Schedule of District Regulations, what columns(s)</p> <p>_____ District(s) _____</p>

9) Explanation PUD is requested to support the recombination and re-subdivision of the commercial properties fronted to Alexander Love Highway and allow transitioned use from the commercial to residential development as project moves away from Alexander Love Highway to the east. We feel this consolidation

If more space is need continue on next page

**Proposed Annexation/rezoning Application
York South Carolina**

Page 2

It is understood by the undersigned that while this application will be carefully reviewed and considered, the burden of proving the need for the proposed amendment rest with the applicant

Date 7/29/2020 Signed *Rick Walker*
Phone 704 254 3137 Address 3712 RIVINGTON LN. YORK SC 29745

9) Explanation (Cont.) of the existing land parcels and restructuring will be beneficial to the long term development strategies and land use goals of the City of York.

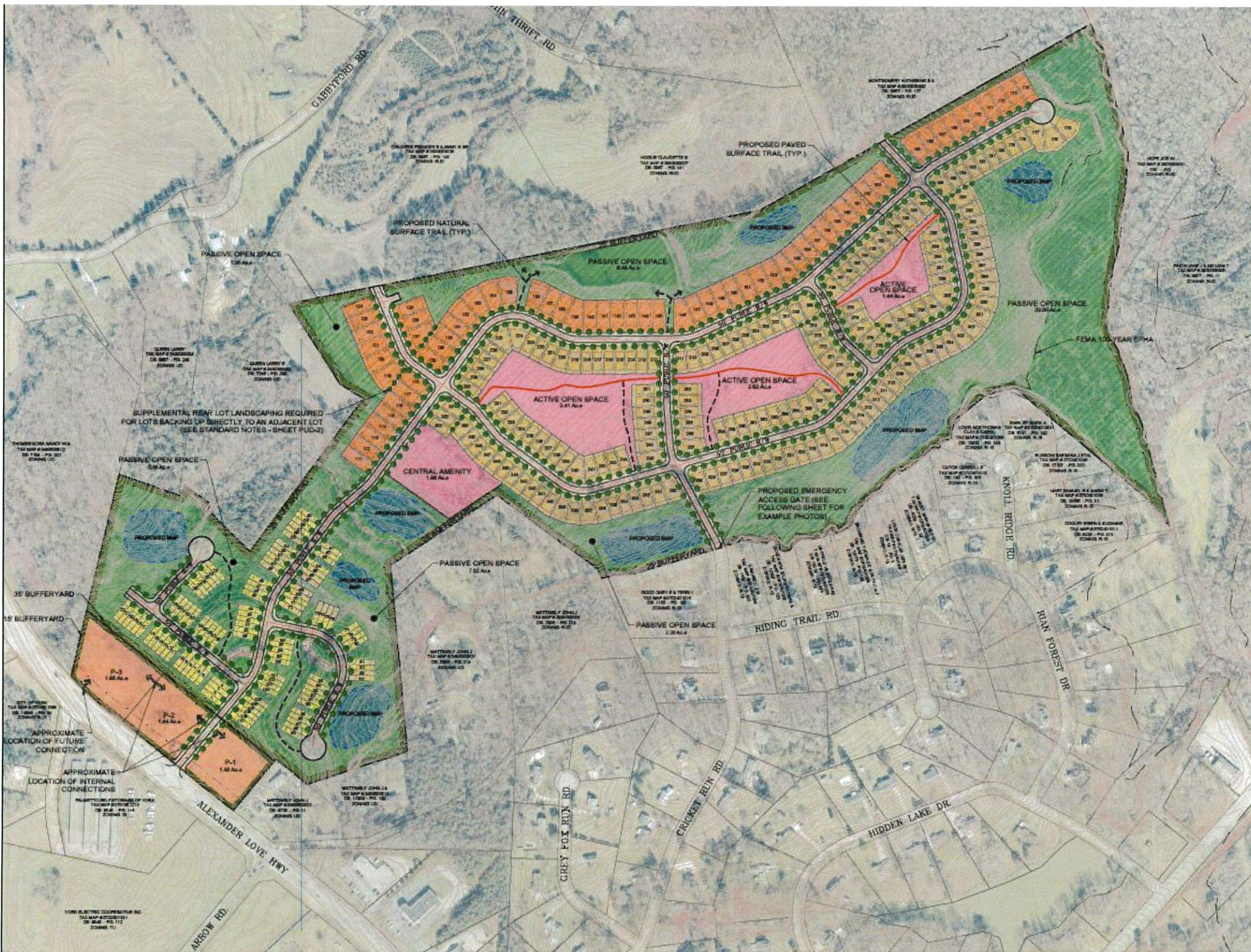
10) Property Owners within Request:

Property Address	Owner	Owners's address
<u>1855 Cricket Run (1 Parcel)</u>	<u>Gordon L. Sinyard Etal.</u>	<u>1855 Cricket Run, York, SC 29745</u>
<u>Alexander Love Highway (6 Parcels)</u>	<u>SRAM1, LLC</u>	<u>9123 Unbridle Ln, Waxhaw, NC 28173</u>
<u>Alexander Love Highway (3 Parcels)</u>	<u>Richard & Dianna Walliser, Trustees</u>	<u>PO Box 550903, S Lake Tahoe, NV 96155</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

11) Property Owners Adjacent to the Request:

Owner/Address	Owner/Address
<u>See Attached List of Adjacent Property Owners</u>	_____
_____	_____
_____	_____
_____	_____

<u>DO NOT WRITE IN THIS SECTION-FOR OFFICIAL USE ONLY</u>	
Date received by Planning Department	_____
Date Advertised - (1 st) _____ (2 nd) _____	
Date posted	_____
Date Public Hearing held	_____
Date of City Council Action (Approved) _____ (1 st) _____ (2 nd) _____	
Date applicant notified	_____
PLANNING COMMISSION RECOMMENDATIONS:	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> DEFERRED	
CITY COUNCIL ACTION:	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> DEFERRED	



SUPPLEMENTAL REAR LOT LANDSCAPING REQUIRED FOR LOTS BACKING UP DIRECTLY TO AN ADJACENT LOT (SEE STANDARD NOTES - SHEET PUG-2)

PASSIVE OPEN SPACE 5.88 Acre

PROPOSED NATURAL SURFACE TRAIL (TYP.)

PASSIVE OPEN SPACE 6.88 Acre

PROPOSED PAVED SURFACE TRAIL (TYP.)

ACTIVE OPEN SPACE 1.44 Acre

PASSIVE OPEN SPACE 2.01 Acre

FEMA 100-YEAR E-1 HA

ACTIVE OPEN SPACE 3.41 Acre

ACTIVE OPEN SPACE 2.81 Acre

CENTRAL AMENITY 1.88 Acre

PROPOSED EMERGENCY ACCESS GATE (SEE FOLLOWING SHEET FOR EXAMPLE PHOTOS)

PASSIVE OPEN SPACE 7.52 Acre

PASSIVE OPEN SPACE 2.38 Acre

35' BUFFERYARD

15' BUFFERYARD

APPROXIMATE LOCATION OF FUTURE CONNECTION

APPROXIMATE LOCATION OF INTERNAL CONNECTIONS

ALEXANDER LOVE HWY

ARROW RD

GREY FOX RUN RD

CRICKET RUN RD

RIDING TRAIL RD

KNOLL RIDGE RD

RIAN FOREST DR

HIDDEN LAKE DR

MEMORANDUM

TO: Mayor and Council
FROM: Seth Duncan, City Manager
Carolyn Leake, Parks & Recreation Director
SUBJECT: Selection of Lowest for Concrete Slab
DATE: August 18, 2020

ISSUE

City Council is being asked to select the lowest responsible bidder to install and construct a concrete slab at the York Recreation Complex Maintenance Shop.

DISCUSSION

City Council allotted \$8,500 in the FY 19-20 budget to construct and install a concrete slab to park and repair maintenance vehicles and equipment at the York Recreation Complex Maintenance shop. A Request for Proposal (RFP) was prepared and listed on the South Carolina Business Opportunities (SCBO) page and City's website. The contractor is to install and construct a concrete pad measuring a minimum of 26.5' x 10' x 3".

Ken L. Spears General Contractor is the low bid. They recommend a thickness of 4" for vehicle and equipment parking. Their bid is for 3", but recommend 4" at an additional cost of \$156.

Five (5) bids were received as follows:

M & E Welding, LLC	\$3,500
Ken L. Spears General Contractor	\$2,498
Rock Hill Industrial Piping & Fabrication	\$2,500
DACH Enterprises	\$4,950
Faulkner Developing & Engineering	\$4,800

RECOMMENDATION

Staff recommends City Council approve Ken L. Spears General Contractor in the amount of \$2,498 as the lowest responsible and qualified bidder to install and construct a concrete slab at the York Recreation Complex Maintenance Shop.

Ken L. SPEARS, General Contractor

2210 Canberra Drive

Rock Hill, SC 29732

803 242 5043 kgspears@comporium.net

Installation of Concrete Pad at the York Recreational Complex

Total Bid: \$2498 + \$156⁰⁰ for 4" concrete = 2,654⁰⁰

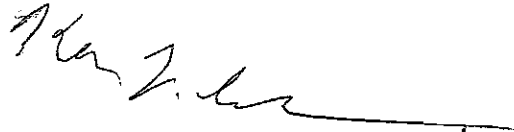
Per the request for Proposal

If the pad is to be doubled, add another 1500.00

KEN L. Spears

BD4

G 104182



8-10-20

MEMORANDUM

TO: Mayor and Council
FROM: Seth Duncan, City Manager
Carolyn Leake, Parks & Recreation Director
SUBJECT: Selection of Lowest Bidder for Parking Lot Repaving
DATE: August 20, 2020

ISSUE

City Council is being asked to select the lowest responsible bidder to remove, repave, and restripe the existing parking lot and driveway at the York Recreation Center.

DISCUSSION

City Council allocated \$45,000 in the FY 19-20 budget to resurface the existing parking lot and driveway at the York Recreation Center. A Request for Proposal (RFP) was prepared and listed on the South Carolina Business Opportunities (SCBO) page and City's website. The contractor is to remove, resurface, and restripe the existing parking lot and driveway at the York Recreation Center.

Three (3) bids were received as follows:

Rock Hill Industrial Piping & Fabrication	\$51,535
Daniel Gibson Construction	\$71,000
Faulkner Developing & Engineering	\$68,978

Rock Hill Industrial Piping and Fabrication is the low bid at \$51,535, which is \$6,535 higher than the budgeted amount. However, the bid for the concrete slab at the maintenance shop came in much lower than the budgeted amount, leaving a difference of \$6,002.

RECOMMENDATION

Staff recommends City Council approve Rock Hill Industrial Piping and Fabrication in the amount of \$51,535 as the lowest responsible and qualified bidder to remove, resurface, and restripe the existing parking lot and driveway at the York Recreation Center.

Rock Hill Industrial Piping & Fabrication, Inc.

450 Hall Spencer Road
Catawba, South Carolina 29704
TEL (803) 329-4781 FAX (803) 329-4119

August 14, 2020

City of York
Municipal Clerk
10 N. Roosevelt St.
York, SC 29745

Attention: Carolyn Leake
Reference: Remove, Repave and Stripe Parking Lot - York Recreation Center
21 White Rose Lane, York, SC 29745

Ms. Leake,
Rock Hill Industrial Piping & Fabrication, Inc., is pleased to submit our proposal to provide insured labor, equipment, materials and supervision to complete the above referenced project as outlined in the following scope of work.

1. Per attached Request for Proposal
2. Removal of existing asphalt approximately 1 ½" thick, resetting of the existing stone and installation of 2" of new asphalt.
3. Parking lot bumper stops - remove and reinstall.
4. Quantity - approximately 2385 sq. yds.
5. Restripe parking lot
6. Contractor shall clean up, remove and dispose of any and all materials and supplies once the project is complete.
7. All work to be done during normal work hours, 7:00a.m. - 5:30p.m., Monday - Thursday.

Total Base Bid \$51,535.00

Parking Lot \$43,969.00

Driveway \$7,566.00

We appreciate the opportunity to quote this project.

Thank You,



Randy M Crenshaw
Construction Manager

RMC/rc

File: City of York SC Remove, Repave and Stripe Parking Lot York Recreation Center 8-14-2020

MEMORANDUM

TO: Mayor and Council
FROM: Seth Duncan, City Manager
Chris Wallace, Public Works Director
SUBJECT: Selection of Lowest for Roof Replacement
DATE: August 25, 2020

ISSUE

City Council is being asked to select the lowest responsible bidder to repair and replace the existing roof atop the Public Works storage building located behind the maintenance shop on Ross Cannon St.

DISCUSSION

Council allotted \$47,000 in FY 2020 budget for Building and Grounds to address needs within the Public Works Department. One of those primary needs is the repair and replacement of the roof on the storage building. Staff released an RFP to remove and replace old shingles with 30 year shingles, replace damaged plywood, replace roof vent, soffit and fascia, haul debris, and warranty labor and materials.

The RFP results were as follows:

Rock Hill Industrial Pipe & Fab	\$11,990
Ken L. Spears General Contractor	\$7,884
Reliable Roof & Repairs	\$9,000
Dach Enterprise	\$20,500
Carolina Contracting	\$11,386
ATD Restoration	\$9,980

Ken L. Spears General Contractor is the lowest bidder at \$7,884 to repair and replace the roof and soffit. Due to unknown potential damage, the bid also included replacement of rotten plywood at \$40.00 per sheet and subfacial board at \$6.00 per foot. These costs will be added to the final total, but are not possible to estimate until construction.

RECOMMENDATION

Staff recommends City Council approve Ken L. Spears General Contractor as the lowest responsive bidder in the amount of \$7,884 to repair and replace the existing roof atop the Public Works storage building located behind the maintenance shop on Ross Cannon St.

Ken L. SPEARS, General Contractor
2210 Canberra Drive
Rock Hill, SC 29732
803 242 5043 kgspears@comporium.net

1. Tear off old Shingles and Felt and old vent.
2. Replace Rotten Plywood at \$40.00 per sheet not included in Estimate Number
3. Install new 15LB felt with button caps according to Manufacturer's Specifications
4. Install 30 year Timberline Architectural Shingles nailed to Manufacturer's Specifications
5. Install new GAF cobra 3 ridge Vents with GAF cap over SHINGLES
6. Clean up all trash and debris

TOTAL BID : **\$6,212.00**

WE WILL GIVE A 2 YEAR LABOR WARRANTY ALONG WITH THE MANUFACTURER WARRANTY FROM GAF

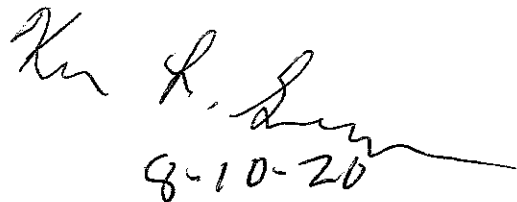
TEAR OFF AND REPLACE BOXING

1. WE WILL TEAR OFF EXISTING BOXING AND SOFFIT
2. WE WILL REPLACE WITH NEW SUBFACIAL BOARD AT \$6.00 PER FOOT

TOTAL BID TO REPLACE SOFFIT AND COIL STOCK FACIAL TRIM: **\$1672.00**

IT IS NOT POSSIBLE TO OBSERVE HOW MUCH WOOD DAMAGE IS THERE UNTIL WE HAVE REMOVED OLD MATERIAL.

KEN L. Spears
BD4
G 104182


8-10-20

MEMORANDUM

TO: Mayor and Council
FROM: Seth Duncan, City Manager
Chris Wallace, Public Works Director
SUBJECT: Selection of Lowest for Fence Replacement
DATE: August 25, 2020

ISSUE

City Council is being asked to select the lowest responsible bidder to remove and install a chain link fence at the Public Works Facility on Ross Cannon St.

DISCUSSION

Council allotted \$47,000 in FY 2020 budget for Building and Grounds to address needs within the Public Works Department. One of those primary needs is the replacement of the perimeter fence. Staff released an RFP to remove and replace 525 feet of chain link fence. The fence to be installed is of the same type and color as the fence currently there.

The RFP results were as follows:

A-1 Fence	\$8,177.00
A-1 Fence	\$8,793.75
Champion Commercial Fence	\$10,905.00

A-1 Fence Company inadvertently submitted two bids, the lower of the two bids meets the standards provided in the RFP and is acceptable. The company does have a City of York business license and does regular, satisfactory work in the area.

RECOMMENDATION

Staff recommends City Council approve A-1 Fence Company in the amount of \$8,177 as the lowest responsible and qualified bidder to remove and install a perimeter fence at the Public Works Maintenance Shop on Ross Cannon St.



A-1 Fence Company Inc.

P.O. Box 3605
 Rock Hill, SC 29730
 Phone: (803)-329-2844
 Fax: (803)-329-2820
 Email: crayfield@a1fencerh.com

Native American Owned Small Minority Business
 SC Certificate # 0733060715
 GC License # G117962
 SC DBE Vendor # 1A1003

Quote Submitted To: City of York	Date: 8/18/2020
Company Address: 203 Ross Cannon St York, SC 29745	Job Name & Address: 203 Ross Cannon St York, SC 29745
Company Contact: Chris Wallace	Company Contact Info: (803)-280-3641 cwallace@yorksc.gov

A-1 Fence Proposes the Following Work:

Installation and Supply of Approx. 525' of 6'+1' Galv CLF. Price: \$7322.00

Demo Approx. 525' of Existing CLF & Haul Off. \$855

Specs:

- 11ga Fabric
- 2" SS.20 Line Post
- 2-1/2" SS.40 Terminals
- 3000 PSI Cement Footers
- 1-5/8" SS.20 Top Rail
- Class 3 Barbwire
- 14ga Bottom Twisted Tension Cable

Rock Clause: In the instance A-1 Fence should bore through any aggregates such as rock, concrete, or asphalt Customer may be subject to additional charges if ground condition scope is not stated in above proposal.

Encroachment Clause: If property lines are unknown A-1 Fence recommends to have property surveyed. A-1 Fence is not responsible for fence encroaching onto others property.

Locate Clause: A-1 Fence will call in an 811 Locate for any underground utilities. If private lines need to marked, or if sprinkler system needs to be located we recommend having that done. A-1 fence is not liable for any unmarked buried lines.

Payment Notice: If legal council required to seek payment, client/customer is responsible for attorney fees.

Payment Terms: NET 30

Material is guaranteed to be free from defects, and promised as specified.

Additional work or additions will be charged accordingly.

Project Manager:

MEMORANDUM

TO: Mayor and Council
FROM: Seth Duncan, City Manager
Ben Wright, Utilities Director
SUBJECT: Selection of Lowest Bidder for Fire Hydrant Repair and Flow Test
DATE: August 21, 2020

ISSUE

City Council is being asked to approve an award for the lowest responsible bidder to conduct Fire Hydrant Repairs and Flow Testing Services in FY 2021.

DISCUSSION

Council has allocated funds in next year's budget, starting Oct. 1st, to begin addressing the need for fire flow testing and hydrant repairs. The FY2021 budget has approximately \$40,000 dedicated to fire flow testing and hydrant repairs.

In an effort to hit the ground running starting October 1st, staff released an RFP to identify a contractor capable of conducting fire flow testing and routine maintenance. An RFP was released in July seeking a contractor to provide the following services: Inspection; Flushing; Recording and reporting of residual chlorine; Obtaining GPS Coordinates of each hydrant tested; Condition report for each hydrant tested; and Additional Services.

Bids were accepted and opened on August 20th at City Hall. The results of the RFP is as follows:

Holliday Utility Services	\$38.50 per unit
Hydromax USA	\$185.00 per unit

Holliday Utility Services is a Travelers Rest, SC based firm that has done work for the City in the past. Staff have been satisfied with their previous work. Holliday Utility Services also currently works with the Town of Fort Mill to maintain their fire hydrants.

Based upon the price per hydrant, the contractor will be able to flow test and perform routine maintenance on all 565 hydrants for approximately \$21,752.50. The testing should take roughly six to eight weeks to complete.

RECOMMENDATION

Staff recommends City Council approve Holliday Utility Services in the amount of \$38.50 per unit as the lowest responsible and qualified bidder to conduct fire hydrant flow testing and maintenance services. Staff further recommends, Council approve the flow testing of all City owned/maintained fire hydrants.

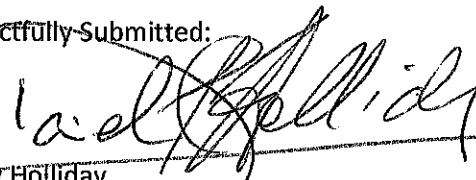
- II. Paint Caps
 - A. Once the reports have begun and hydrant flow test results are known the front (Steamer) cap of each hydrant will be painted the corresponding color to the flow test results
 - B. In lieu of painting a reflective band around the barrel will be offered
- III. Polish Op Nut and Stamp Hydrant Number
 - A. Hydrants not having a number we offer the services of stamping the Op Nut with the corresponding hydrant number
- IV. Provide Reports
 - A. Final action is to provide the written and digital copy of the reports to the utility

Timeline from start to finish is anticipated to be eight (8) weeks, this is from the time the first day of testing begins until the reports are submitted. Times are fluid and depend on weather, what work may already be schedule at the time of contract initiation, etc.

FEE PROPOSAL:

Fire Flow Testing and Reporting to include GPS coordinates which will be at least one (1) meter away	\$ 38.50
Chlorine Residuals	\$ 11.50 *
Polish Top of Op Nut and Stamp number to hydrants without numbers	\$ 15.00 *
Paint front cap, Steamer, corresponding color as hydrant test result, Paint shall be Rustoleum spray paint or equal, can paint with a utility specified Paint at an additional cost, or attach reflective band on barrel	\$ 22.50 *
GPS results at Sub-Meter, target within one (1) meter of coordinates	\$ 25.00 *
Operate Hydrant Valve (In Ground Isolation Valve)	\$ 12.50 *
Paint Hydrant Valve Cap (For In Ground Isolation Valve includes Blue Marker Paint)..	\$ 12.50 *
Complete Hydrant Report In pdf Format	\$ 1.00 / total hydrants

***Prices may be discounted for multiple selections of services chosen**

Respectfully Submitted:


 Danny Holliday
 Holliday Utility Services
 (864) 430-9025

MEMORANDUM

TO: Mayor and Council
FROM: Seth Duncan, City Manager
Domenic Manera, Fire Chief
SUBJECT: Selection of Lowest Bidder for HVAC Replacement
DATE: August 20, 2020

ISSUE

City Council is being asked to approve an award for the lowest responsible bidder to install a new HVAC unit for the York Fire Department.

DISCUSSION

City Council allocated funds in the FY 19-20 budget as a continued replacement program for the HVAC units in the fire station that are over 20 years old. A Request for Proposal (RFP) was prepared and posted in several locations along with the City's website.

Four (4) bids were received as follows:

Carolina Contracting	\$9,052
Dream Team Const.	\$15,000
Harper Co. of the Carolinas	\$5,136
Personalized Property Management	\$5,800

Harper Co. of the Carolinas is the low bidder and a local business to the York area. They have completed work for the fire department in the past and have performed well.

RECOMMENDATION

Staff recommends City Council approve Harper Co. of the Carolinas in the amount of \$5,136 as the lowest responsible and qualified bidder to install the new HVAC unit and thermostat in the fire station.

HARPER COMPANY of the Carolinas, LLC

Since 1972

HEAT & AIR • REFRIGERATION

4532A York Hwy 5
Rock Hill, SC 29732
harpercompanyofthecarolinas.com
Office-803-329-2395

Proposal Submitted To: Municipal Clerk	Date: 8.20.20
Email Address:	Plan Date:
Job Name and Location: City of York FD 10 N Roosevelt St York, SC 29745	Project#: RFP Fire Department HVAC Bid

Mechanical Quote:

Furnish and install 1 - 2 to split system heat pump. The new indoor unit will be relocated into the upstairs in the upflow position. The unit will sit on a stand as required by the manufacturer. The unit will be equipped with a safety drain switch, programmable t-stat. The new AHU will be reconnected to the existing duct work, drains refrigerant lines and electrical. The existing refrigerant lines will be flushed per the industry standards. All materials, labor and disposal are included.

Brand-York 14 SEER

We Propose : hereby to furnish material and labor, complete in accordance with the above specifications
for the sum of: **\$5,136.00** dollars.

Comments: Excludes all aid to construction and utility fees.

Signature:

Matt Harper

Customer Signature:

MEMORANDUM

TO: Mayor and Council
FROM: Seth Duncan, City Manager
SUBJECT: Professional Services: CodeRED
DATE: August 25, 2020

ISSUE

City Council is being asked to enter into an annual agreement with Onsolve for their CodeRED system to deliver emergency notifications to the community.

DISCUSSION

Council recently discussed at its Work Session the need for a community-wide system to provide general and emergency notifications. State EMD and York County both utilize Onsolve's CodeRED system to send emergency notifications. The CodeRED system will allow us to reach thousands of citizens in minutes to alert them of boil water notices, storms, unforeseen closures, and other important information.

The CodeRED system was specifically designed for governments and public safety officials to record, send, and track personalized voice, email, text and social media messages to citizens, staff, and elected officials.

If adopted, staff will work with Onsolve to have the system up and running in 4-6 weeks. The annual cost of the system is \$3,500 and is a budgeted item for Fiscal Year 2020-2021.

RECOMMENDATION

Staff recommends City Council approve the agreement with Onsolve for the CodeRED system.



ONSOLVE™
SERVICE AGREEMENT
CodeRED®

Unlimited Emergency System Minutes
Unlimited SMS Texts

This Service Agreement (the "Agreement") by and between Provider (as defined below) and Customer (as defined below) is made as of **the last date signed below** (the "Effective Date").

SERVICE ORDER
GSA AGREEMENT- GSA CONTRACT #GS35F0253W

Provider Information: ("Provider")	Provider Name: Entity Type: State of Incorporation: Provider Address:	ONSOLVE, LLC Limited Liability Company Delaware 780 W. Granada Boulevard Ormond Beach, FL 32174
Customer Information: ("Customer")	Customer Name: Entity Type: State of Incorporation: Customer Address: Business Contact/Title: Phone: Email:	<u>City of York</u> <u>body politic</u> <u>South Carolina</u> <u>10 N. Roosevelt Street</u> <u>York, SC 29745</u> <u>Seth Duncan/City Manager</u> <u>803-818-0065</u> <u>sduncan@yorksc.gov</u>

Please complete below if the Primary User is different from the Business Contact

Primary User Name:
Phone:
Email:

Unless otherwise specified on a Customer purchase order or below, Provider will send invoices to the Customer Business Contact address.

Customer Invoice Name:
Attention:
Address:
City, State, Zip:
Phone:
Email:
Preferred method of receiving invoices: <input type="checkbox"/> Email <input type="checkbox"/> US Mail

DETAILED SERVICE DESCRIPTION

Initial Term (commencing on Effective Date)	Commencing on the Effective Date and continuing through <u>9/30/2021</u>
Renewal Term(s)	One (1) year <i>If the Agreement is renewed, the first Renewal Term shall commence as of <u>10/01/2021</u></i>
<u>CodeRED On-Demand Notification Service - GSA Contract Items - Unlimited Emergency - System Minutes – Unlimited SMS Texts</u>	
Annual Notification Subscription Fee:	\$3,500.00
Initial Term Cost for Notification Service:	\$3,500.00
<u>Additional Features – GSA Contract Items</u>	
Commercially Available Data	Included
One (1) annual Provider-assisted traditional import for Customer data	Included
Annual Foreign Message Translation Subscription Fee	Included
for up to three (3) languages, as selected on Schedule 1:	
<u>Additional Features – Non-GSA Contract Items</u>	
Annual CodeRED Weather Warning® Subscription Fee:	Included
Annual Cost for all Additional Features:	Included
Initial Term Cost for all Additional Features:	Included
Annual Subtotal:	\$3,500.00

Initial Term Subtotal due on or before 10/01/2020: \$3,500.00

All amounts are stated in United States Dollars unless specifically indicated otherwise.

- GIS (Target Recipients by Geographic Location): **City of York, South Carolina (the "Notification Area")**
- Notification Subscription Fee includes **Unlimited** Message Units for **Emergency** Notifications sent via phone. Emergency means immediate threat to life and/or property.
- Notification Subscription Fee includes the following number of Message Units for non-Emergency Notifications sent via phone:
 - During the **Initial Term**, the Notification Subscription includes **8,925** Message Units. Unused Message Units do not carry over.
 - Commencing on **10/01/2021**, Message Units will be re-set to **7,650** Message Units per year. Unused Message Units do not carry over year to year.
- Notification Subscription Fee includes unlimited Notifications sent via email or **SMS** Text.
- Use that exceeds the included Message Units will be billed at **\$0.40** per Message Unit in blocks of **765** Message Units.
- Provider reserves the right to increase the fees for any Renewal Term in an amount not to exceed five percent (5%) of the prior Initial Term or Renewal Term (as applicable).

ATTACHMENTS: EXHIBIT A – GENERAL SERVICE DESCRIPTION, EXHIBIT B – TERMS AND CONDITIONS, EXHIBIT C – ACCEPTABLE USE POLICY

ONSOLVE, LLC

CUSTOMER: City of York, South Carolina

Signed: _____

Signed: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A GENERAL SERVICE DESCRIPTION – CODERED®

Description of On-Demand Notification Service: The Service is an on-demand alerting and response software-as-a-service (SaaS) for the Notification Area. Use of the Service is by subscription and does not require Customer to purchase, install or maintain any dedicated hardware or software. The Service allows any Initiator to send a single alert to thousands of Contacts simultaneously via a combination of familiar communication devices including the ability to capture real-time responses.

Customer can access and activate the Service using any of the following methods:

- *Web:* log in 24/7/365 at <https://www.onsolve.com/login/> to send alerts or to modify your account.
- *Phone:* call (866) 939-0911 for live operator assistance 24/7/365.

Description of Service. With subscription, Customer receives:

- Up to the number of Message Units stipulated on Service Order of the Agreement, which can be used as described on the Service Order and in Exhibit B. Message Units used will be deducted from Customer's Non-Emergency Message Units unless Customer designates the Notification as an Emergency in the Service. Provider has the final right, with reasonable discretion, to determine whether the Message Units qualify as an Emergency.
- **Unlimited messaging via SMS-based messages, email and to the CodeRED Mobile Alert App.**
- **500** Message Units for testing. Message Units used for testing are deducted from Customer's Message Units. Customer may request reimbursement of testing Message Units with notice to Provider within sixty (60) days from testing. Provider has the final right, with reasonable discretion, to determine whether the Message Units qualify for testing.
- "Message Unit" or "**System Minute**" means sixty (60) seconds or less of connected call time in the Service. As an example, a call connected for ninety (90) seconds shall be equal to two (2) Message Units
- "**SMS Text**" means **SMS messages that are 140 characters in length. SMS messages over 140 characters in length are separated into multiple texts.**
- Transaction Fee (as defined on Exhibit B) for unlimited Service (for refund purposes only, where applicable) is equal to \$0.09. Transaction Fee for Message Unit-based Service is equal to the Overage Message Unit price set forth on the Service Order
- Unlimited Initiators (those with role-based ability to access and activate the Service).
- Unlimited groups within accounts: A group is an alert distribution list.
- Standard upgrades. Standard upgrades include all maintenance releases.
- For optional features purchased (e.g. Conference Bridge, Bulletin Board) up to the number of Message Units stipulated on Service Order of the Agreement.
- Absent separate purchase of Commercially Available Data from Provider, Customer is responsible to provide data for use in the Service, and Provider shall not be responsible for Customer's inability to use the Service due to Customer's delay in providing data.
- Customer may purchase professional services ("Professional Services"), such as installations, implementations, software testing, custom modifications, data services or international training sessions from Provider. Professional Services will be described in a separate statement of work.
- Data/Record Management
- Notification Services/System Setup
- Standard mapping layers
- Standard Geocoding
- Software Updates
- System Wide Kick Off Call
- Universal Callback Number Feature

Contact List Maintenance. Provider provides multiple ways for Customer to enter and maintain the Contact list at no additional charge:

- **Community Notification Enrollment ("CNE") Page (public self-registration):** Contacts may sign up on the CNE Page and enrollment information will be transferred to Customer. Customer acknowledges and agrees that Provider may notify such individuals that their data will be transmitted to Customer, and that the transmission of such data to Customer may render it public record and is subject to Customer's privacy policies. Customer agrees that it will be solely responsible for providing such privacy policies to these individuals and that Provider shall not be responsible for the individual contribution of contact information through the CNE page.
- **Contact Group Enrollment Page (internal self-registration):** Customer's internal Contacts may sign up on the Contact Group Enrollment Page and enrollment information will be transferred to Customer.
- Provider agrees that it will, upon termination of the Agreement and Customer's request, provided all Fees are paid in full, transmit in Provider's standard format any Community Notification Enrollment data received on or after the Effective Date and all Contact Group Enrollment data, one (1) time, to Customer at no charge.
- **Traditional Import:** For its initial population of the Contact list, Customer may supply Provider with a spreadsheet (flat-file format) of Contact list data. Customer Support will scrub (examine) the submission as a courtesy for discernible data exceptions, or errors in formatting or content that might interfere with the proper loading of data or use of the Service. Provider generally updates data provided via traditional import within two (2) business days after receipt of such data. Customer may utilize this traditional flat-file import no more than one (1) time per year at no additional cost, unless otherwise set forth on the Service Order.
- **On-Demand Entry:** Customer may enter or edit Contact data directly within the Service through the User interface.

Customer Support. Provider provides Customer with 24/7/365 live phone support at no extra charge. Customer may dial (866) 939-0911, or the local support number provided to you by Provider. At Provider's reasonable discretion, non-urgent after hours and off hours ("AHOH") inquiries may be deferred until conventional business hours to facilitate best handling.

Training. All training is customized and individual to the Customer. Provider training included with subscription at no extra charge:

- One (1) annual Initiator training session;
- Unlimited pre-recorded, web-based remote trainings
- New features training sessions; and
- Best practices feature training sessions (whenever applicable).

Provider Customer Support works with Customer to schedule training flexibly and to accommodate Customer's schedule. All training is conducted via Web meeting/conference call.

Customer may request additional sessions, or onsite training in lieu of Web-based training. Such training is billable at a base \$1,500 day rate (minimum half day fee applies). For any onsite training, Customer is responsible for all of Provider's reasonable and pre-approved travel/lodging/incidental expenses.

Support Documentation. Service documentation appears online. In addition to other online help documentation, Customer may download/print the current version of the Provider User Guide at any time.

Description of Additional Features. Customer may purchase (if set forth on the Services Order):

- **Commercially Available Data.** Provider shall include commercially available data (the "Commercial Data") for use by Customer in the Service. Provider will perform Commercial Data updates 3 to 4 times per year. Commercial Data is subject to licensing requirements that do not permit Provider to transfer ownership to Customer.
- **Foreign Message Translation.** All Notifications must be input in English. Once specified, languages may not be changed, absent execution of an updated Schedule 1. ONLY those Users that have opted-in to the Service will receive their selected FMT. Translation is supplied by a third party and is AS-IS.
- **CodeRED Weather Warning@ ("CRWW")** - Includes automated Notifications generated from severe weather bulletins issued by the National Weather Service ("NWS"). CRWW Notifications are sent by matching the geographic locations associated with Users against the geographic polygon(s) associated with severe weather bulletins issued by NWS. CRWW Notifications are automatically launched 24 hours a day in response to the issuance of NWS severe weather bulletins. ONLY those Users that have opted-in to CRWW will receive CRWW Notifications. Consent for opt-in is required as set forth in the Agreement. CRWW Notifications are not deducted from Message Units.
- **Integrated Public Alert Warning System ("IPAWS") Submission App ("IPAWS App").** Permits Customer to submit Notifications to IPAWS. IPAWS Notifications may be reviewed by the Federal Emergency Management Agency ("FEMA") to determine appropriate dissemination. Initiators with access to the IPAWS App shall be authorized by FEMA to use IPAWS. In order to use the IPAWS App, Customer agrees to provide Provider, using best practices and secure means, with a copy of its IPAWS digital signature ("Signature") along with its associated keystore, Signature pass codes, application for IPAWS, and any other information reasonably requested by Provider. Customer authorizes Provider to use and keep such information on Provider's servers for the purpose of allowing Customer and Provider to access, use and test IPAWS through the IPAWS App. Customer acknowledges and agrees that: (a) the dissemination of Notifications through IPAWS is not guaranteed nor controlled by Provider, and is the sole responsibility of FEMA; (b) Provider shall not be responsible or liable for the failure of Notifications to be disseminated through IPAWS; and (c) IPAWS may include additional features which are not supported through the IPAWS App (eg. the receipt of messages) and Provider shall not be required to provide such additional features. IPAWS App Notifications are not deducted from Message Units.
- **Bulletin Board.** Bulletin Board allows Customer to record messages by dialing an interactive voice response system. Customer may promote its assigned number, and callers may call to listen to the prerecorded messages. Bulletin Board will capture the caller's spoken responses and/or keypress information and provide a report in the Service. Upon termination or expiration of the Agreement, Provider will retain any numbers provided. Message Units for Bulletin Board will be deducted in sixty (60) second increments. All incoming calls whether made for the purpose of recording or listening to Notifications will result in call time deduction.
- **Conference Calling.** Conference lines are available on a first come, first serve basis. Conference lines are supplied by a third party and are AS-IS. Message Units for Conference Calling will be deducted in sixty (60) second increments. Each line invited into the call will result in call time deduction.
- **GIS Custom Map.** GIS information must be in a standard format recognizable and electronically transferable to the Service. A full GIS map must be provided by Customer for hosting by Provider in order to be used in the Service.

SCHEDULE 1 – FOREIGN MESSAGE TRANSLATION

Please select **Three (3)** languages.

Selected Language
<input type="checkbox"/> Catalan (Catalan)
<input type="checkbox"/> Chinese (Simplified, PRC)
<input type="checkbox"/> Chinese (Traditional, Hong Kong S.A.R.)
<input type="checkbox"/> Chinese (Traditional, Taiwan)
<input type="checkbox"/> Danish (Denmark)
<input type="checkbox"/> Dutch (Netherlands)
<input type="checkbox"/> Finnish (Finland)
<input type="checkbox"/> French (Canada)
<input type="checkbox"/> French (France)
<input type="checkbox"/> German (Germany)
<input type="checkbox"/> Italian (Italy)
<input type="checkbox"/> Japanese (Japan)
<input type="checkbox"/> Korean (Korea)
<input type="checkbox"/> Norwegian, Bokmål (Norway)
<input type="checkbox"/> Polish (Poland)
<input type="checkbox"/> Portuguese (Brazil)
<input type="checkbox"/> Portuguese (Portugal)
<input type="checkbox"/> Russian (Russia)
<input type="checkbox"/> Spanish
<input type="checkbox"/> Spanish (Mexico)
<input type="checkbox"/> Spanish (Spain, International Sort)
<input type="checkbox"/> Swedish (Sweden)

Additional Languages for FMT may be purchased in blocks of three (3) languages for \$250/year, which shall not be prorated for any partial year.

MEMORANDUM

TO: Mayor and Council
FROM: Seth Duncan, City Manager
SUBJECT: Professional Services: Legislative Consulting Services
DATE: August 25, 2020

ISSUE

City Council is considering entering into an annual agreement with Capitol Consulting Group, LLC to furnish consulting services and advice relating to communications and governmental relations.

DISCUSSION

Council recently discussed at its Work Session the need to engage a professional services firm for consulting service and advice relating to communications and governmental relations. Council is considering retaining David Carter and Steve Fooshe as register lobbyist for the remainder of the current session of the South Carolina General Assembly and start of the next.

The consultants will assist City Officials with legislative objectives including, but not limited to, water/sewer infrastructure improvements, economic development, recreation development, and more. The consultant's retainer will be \$2,000 per month, reimbursements for expenses related to printing, travel, and other authorized purchases for Client, as approved by the City. The contract is for effectively one year, but either part may terminate the agreement upon 30-day notice.

As per Council's discussion, if Council moves forward with this agreement, Council will revisit the need for such services upon the conclusion of the next session of the General Assembly.

RECOMMENDATION

Staff recommends the approval of the professional services agreement with Capitol Consulting Group, LLC for consulting services and advice relating to communications and governmental relations.

CONTRACT FOR SERVICES
City of York

This Contract for Services is entered into effect as of _____, 2020 by and between Capitol Consulting Group, LLC, with its principal place of business at 813 Revolution Drive, Mount Pleasant, SC 29464 hereinafter referred to as Vendor and City of York hereinafter referred to as Client, with its principal place of business at 10 N. Roosevelt St. York, SC 29745-1533

1. **Retention and Description of Services.** Subject to the terms of this contract, Client does hereby contract with Vendor to furnish consulting, services and advice as specifically requested by the Client relating to communications and governmental relations and to serve as a registered lobbyist for the 2020 session of the South Carolina General Assembly. In addition, Steve Fooshe will serve as a registered lobbyist for the Client.
2. **Term of Contract.** This agreement shall be in effect from, _____, 2020, until termination by either party or by _____, 20__.
3. **Place of Work.** It is understood that services will be rendered at the place and time of the Vendor's choosing, but will, at various times, be rendered at the Client's place of business or such other places as designated by the Client, to meet with representatives of the Client.
4. **Relationship.** In the performance of the services, the Vendor will furnish services as an independent contractor to the Client. The Vendor has no power of authority to act for, represent or bind Client or any company affiliated with Client except in such manners as Client has authorized such action, representation or binding of Client. The vendor reserves the right to use any and all vendors it deems necessary to accomplish the goals and objectives of this contract without prior approval of the Client unless contracting with a vendor involves any funds not previously budgeted to the Vendor. This Vendor reports directly to the City Council and City Manager.
5. **Compensation.** The client agrees to pay the Vendor a monthly retainer of two thousand dollars (\$2,000.00). The vendor will invoice the client for consulting fees due with respect to work performed by the Vendor under this contract with payment due immediately or on a specified date after receipt of each invoice. As part of Compensation, the Vendor will be reimbursed for expenses related to printing, travel and other authorized purchases for Client.
6. **Payment.** Payment shall be made payable to the Vendor in the form of cash, company check, cashier's check, or money order upon receipt of an invoice.

If payment is not received from the Client on payment date and arrangements have not been made, the Vendor reserves the right to terminate the contract effective immediately. If the form of payment is a company check and it is returned for insufficient funds or stop payment, the Vendor reserves the right to take legal course of action to make payment good. If a legal course of action is taken, Client shall pay the cost of collection (bank fees plus the amount of check), including attorney fees, if incurred.

7. **Trade Secrets and Inventions.** The vendor will treat as proprietary any information belonging to Client, its affiliated companies or any third parties, disclosed in the course of services.
8. **Modification.** This agreement may not be modified except by amendment reduced to writing and signed by both Client and Vendor. No waiver of this agreement shall be construed as a continuing waiver or consent to any subsequent breach thereof. The parties may add to and/or modify this contract as to any terms to which they agree. In order to be binding, any such additions/modifications must be in writing and signed by both parties.
9. **Termination of Agreement.** Either Vendor or the Client may terminate this contract upon thirty-day notice by registered or certified mail, return receipt requested, addressed to the other party. If either party terminates this contract, the Client shall only be liable for payment of consulting fees earned as a result of work actually performed prior to the effective date of termination.
10. **Notice.** All notices hereunder shall be effective if sent by certified mail, postage prepaid, return receipt requested to the corporate address of both client and Vendor as listed above.
11. **Entire Agreement.** This contract constitutes the entire agreement between the parties hereto and replaces and supersedes all prior agreements between the parties relating to this same subject matter
12. **Governing Law.** This agreement shall be construed in accordance with the laws of the State of South Carolina.
13. **Partial Invalidity.** In the event any provision hereof shall be for any reason illegal or unenforceable, the same shall not affect the validity or enforceability of the remaining provisions.

For the City of York

Capitol Consulting Group

Date

Date

MEMORANDUM

TO: Mayor and Council
FROM: Seth Duncan, City Manager
Karen Fritz, Special Events Coordinator/PIO
SUBJECT: Special Events Applications
DATE: August 19, 2020

Veteran's Parade – Saturday, November 11th

York County Veteran's and Memorial Park submitted an application for the Veteran's Day Parade to include cars and motorcycles. The proposed date is Saturday, November 11, 2020 through downtown York on Congress Street to the Veteran's Memorial at Liberty St. It is to be held from 10:00am to 11:00am. The Parade will end with a ceremony at Veteran's Park. There will be a sound system at the Park. They are requesting street closure on Congress Street and thru to Liberty St. A port-a-potty will be provided at the Park location. All participants will be required to wear a mask when not social distancing.



CITY OF YORK
SPECIAL EVENT PERMIT APPLICATION

Date of Application Submission: 8 12 2020

Name of Festival or Special Event: VETERAN DAY PARADE

Location and/or Route of the Event: YORK COUNTY VETERAN'S MEMORIAL PARK
Note: A sketch/diagram must be attached to the application.

Proposed Date(s) of Event: 11-7-2020

Alternate Date(s) for Event: _____

Event Setup time: 8:00 AM to 9:00 AM

Actual Event: 10 AM to 11 AM

Road Closure time: 10:00 to 10:20

Breakdown time: _____ to _____

Estimated number of attendees (including event staff): 200

Requesting Organization: AMERICAN LEGION POST 66

Address: 918 W. LIBERTY ST YORK

Purpose of the Event: HONOR VETERANS

Is your organization a charity or non-profit organization? YES

Will the proceeds benefit your organization? If no, please specify which organization it will benefit NO PROCEEDS

This is a _____ private public event to be held on _____ private public property.

Permit Holder/Event Point of Contact: RONNIE TAYLOR

Mobile Number: 803 517-0641 Email: JAT3538@HOTMAIL.COM

Street Address: 1411 LINCOLN RD YORK S.C.

Additional Authorized Contact: _____

Mobile Number: _____ Email: _____

Planned Activities: PARADE THEN CEREMONY AT PARK

Note: A proposed schedule of events must be attached to the application

Will inflatables or amusement rides be used at the event? _____ Yes No

If yes, explain: _____

Company name: _____ City of York Business License #: _____

Will motorized vehicles, equipment or animals be used for the event? Yes _____ No

If yes, explain: MOTOR CYCLES & CARS FOR PARADE

Company name: _____ City of York Business License #: _____

***Note: All events that include the use of live animals, motorized vehicles or equipment, inflatables (jump castles etc.) or other amusement rides are required to obtain a copy of the contracting companies certificate of liability insurance naming the City of York as an also insured on general liability.*

Do you plan to have food trucks/vendors of any kind with items for sale? _____ Yes No

If yes, explain (include the items being sold and if cooking with grease): _____

Does your event require the use of utility services such as power or water? _____ Yes No

Note: Any additional utilities must be provided at the applicant's expense

If yes, explain: _____

Will alcohol be served at the event? _____ Yes No

If yes, explain (and include, how do you plan to ensure/enforce that only those that are of legal drinking age are consuming/purchasing alcohol) :

Will amplified sound be used at the event? Yes _____ No

If yes, explain: SOUND SYSTEM FOR CEREMONY

Will tents be used at the event? _____ Yes No

If yes, explain (include size and type of tents): _____

Will signs or banners be erected at the event? _____ Yes No

If yes, explain (include size and locations): _____

Will city staff be responsible for street /public clean-up at the event? _____ Yes No

If yes, explain (include extent of clean-up and if waste containers are needed): _____

Have arrangements been made for restroom facilities? Yes _____ No

If yes, explain (include locations of restrooms and service provider):

PORTA POTTY AT PARK

Describe in detail your plan to control parking, crowds, and vehicular traffic: This should include the number of officers required for crowd/traffic control and arrangements for medical assistance if needed. The cost for officers at any event is \$45.00 per hour. The full amount must be paid 14 days prior to the event or the event will be cancelled.

List any/all streets which may need to be closed during the event (include date and times of proposed closures):

CONGRESS ST. TO LIBERTY TO YORK COUNTY VETERANS MEMORIAL PARK

Are you requesting barricades for road closures (fees may apply)? _____ Yes No Note:
If yes, include a list of location(s) and a map designating the location of each barricade, the number
needed, and person responsible for barricades.

Please provide any additional information that may be helpful:

RELEASE and INDEMINFICATION

In consideration for being permitted to use public facilities and/or facilities owned by the City of York, Applicant agrees to indemnify, release and hold harmless the City of York, its officers and employees from and against all liability, claims, and demands which are incurred, made or brought by any person or entity on account of damage, loss or injury, including, without limitation, claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever which arise out of or are in any manner connected with the use of the facilities whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the fault of the City of York, its officers, or its employees or from any other cause whatsoever. Your organization is fully responsible for complying with all applicable laws and safety procedures. This permit does not authorize you to enter upon private property or in any way hinder or obstruct pedestrian or vehicular traffic. In order to protect the general health, safety and public welfare of its citizens, The City of York reserves the right to deny and/or modify the conditions of this permit or to cancel it entirely if it is deemed appropriate by the City of York.

Application Submitted By: Name & Title

RONNIE TAYLOR TRUSTEE

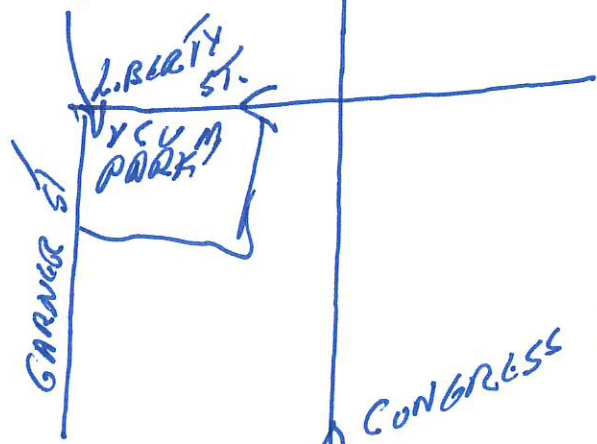
Signature:

[Handwritten Signature]

Date:

8/2/2020

YORK COUNTY VETERANS
MEMORIAL PARK



MEMORANDUM

TO: Mayor and Council
FROM: Seth Duncan, City Manager
Domenic Manera, Fire Chief
SUBJECT: Potential Sale of 1997 E-One Fire Truck
DATE: August 24, 2020

ISSUE

Council is being asked to consider the possible sale of our spare fire engine being housed at Smyrna Station 2.

DISCUSSION

Chief Manera was notified on Monday, August 17, 2020 by Smyrna Fire Chief Rickey Wilson that they would be receiving a new tanker in the very near future. We were asked to make arrangements to relocate our fire truck to make room available in their station for their new tanker. Our engine has been housed in Smyrna for a number of years now and is scheduled for replacement in 2027.

Relocating the fire truck comes with some options. Because the engine has been stored in a climate controlled bay, relocating outside would quickly deteriorate the operational capabilities of the truck and lessening its value. To house the unit indoors until replacement would cost approximately \$400 per month or \$4,800 annually. The City could expect to spend up to \$30,000 housing the vehicle until scheduled replacement.

Another option Council is being asked to discuss, is the sale of the truck. In its current condition, the truck is valued at \$35k-\$65k. This is the best time to sell the truck as it has always been stored inside and still is in good shape. Once the truck sits outside in the sun, the 23-year-old paint, gauges, weather stripping, and graphics will degrade rapidly which will drastically reduce the potential sale price. Since the engine has been well maintained and stored inside, it is considered a more valuable asset for smaller departments.

While the City typically disposes of assets on GovDeals or through competitive bid, staff believes selling a piece of specialized equipment like this fire engine would be better executed through a broker. Brindlee Mountain Fire Apparatus was founded in 2001 and is the largest buyer and seller of used fire trucks in the western hemisphere. The City could enter into a non-exclusive listing and marketing agreement to aid in the sale of the truck. If Brindlee is able to help us sell the truck, the City would pay a commission of 10 percent of the sale price.

The sale of this engine will not jeopardize our ability to provide sufficient fire protection services to the City. The City still has two engines and a County vehicle to cover our service territory.

RECOMMENDATION

Staff recommends City Council approve a listing and marketing contract with Brindlee Mountain for the sale of our 1997 E-One Fire Truck.

BRINDLEE MOUNTAIN FIRE APPARATUS

15410 Hwy 231 Union Grove AL 35175 · 256-776-7786 · Fax: 256-498-0924

Listing and Marketing Commission Agreement

The undersigned Seller and Brindlee Mountain Fire Apparatus, LLC ("Brindlee") being duly authorized, hereby enter into the following contractual agreement (the "Agreement") effective as of _____, 20____:

Apparatus: _____ (the "Apparatus")

Apparatus owned or exclusively offered for sale by: _____ ("Seller")

If Apparatus not owned by Seller, then owner of the Apparatus: _____ ("Owner")

List Price: The price at which the Apparatus will be listed shall be _____, or such other price agreed upon by Seller and Brindlee (the "List Price")

Seller grants Brindlee the non-exclusive right to offer the Apparatus for sale for the List Price. Brindlee shall have the right, but not the obligation, to market and advertise the Apparatus in any media of Brindlee's choosing, including the internet. Seller represents and warrants that the information provided to Brindlee by Seller, Owner and their agents and representatives regarding the Apparatus is true and correct and Seller holds Brindlee harmless and indemnifies Brindlee from any liability resulting from inaccuracies in such information. Seller agrees to pay Brindlee the commission set forth below (the "Commission") if Seller or Owner sells the Apparatus or any other fire apparatus to a buyer referred by Brindlee (a "Referral"), or anyone acting on behalf of a Referral, whether or not the Apparatus is sold at the List Price. The Commission shall be calculated as follows:

- The greater of 10% of the sales price or \$500 if the subject Apparatus is sold for less than \$125,000.00;
- 7% of the sales price if the subject Apparatus is sold for a price from \$125,000.00 to \$200,000.00; and
- 5% of the sales price if the subject Apparatus is sold for a price above \$200,000.00.

Payment of the Commission will be made to Brindlee within 10 days after the sale of the subject Apparatus. Seller shall pay interest in the amount of 1.5% per month on Commission not paid within such 10 day period. Seller further agrees that any additional costs incurred by Brindlee as part of collection efforts for past due Commission will be reimbursed to Brindlee by Seller. The Commission rights of Brindlee and the Commission obligations of Seller set forth in this Agreement shall survive expiration or termination of this Agreement.

Seller agrees to notify Brindlee at the time of sale of the Apparatus as to the sales price and the name and address of the buyer, regardless of whether such buyer is a Referral which was referred by Brindlee. Seller agrees that if Seller fails to provide such information then Seller will pay a Commission to Brindlee as if the buyer of the Apparatus was a Referral referred by Brindlee and the Apparatus was sold at the List Price.

Either party may terminate this Agreement at any time by notifying the other party in writing. If any sale of the Apparatus takes place to a Referral previously referred by Brindlee within one year subsequent to termination of this Agreement, Seller shall pay the same Commission to Brindlee as would have been paid if this Agreement had not been terminated.

Seller agrees that Brindlee may list, market and sell other fire apparatus to prospective buyers who are interested in the Apparatus, including but not limited to fire apparatus owned by Brindlee.

This Agreement shall create an independent contractor relationship between Brindlee and Seller. Brindlee shall at no time be considered an employee of Seller. Seller represents that Seller has full authority to enter into this Agreement.

This Agreement constitutes the entire agreement between the parties. This Agreement and the terms and conditions herein may not be amended, modified or waived except by the written agreement of the parties hereto. The failure of the parties to adhere to strictly to the terms and conditions of this Agreement shall not constitute a waiver of the right of the parties later to insist on such strict adherence. This Agreement may be executed in any number of separate counterparts and all such executed counterparts shall constitute one agreement, which shall be binding on the parties notwithstanding that all parties are not signatories to the same counterpart or counterparts. Each party may transmit its signature by facsimile or e-mail (.pdf or similar) to the other party or parties, and any faxed or e-mail signature and/or faxed or e-mail counterpart of this Agreement shall have the same force and effect as an original. This Agreement shall be governed by, construed, and enforced in accordance with the laws of Alabama. The undersigns by execution and delivery of this Agreement do hereby submit to the exclusive jurisdiction and venue of the state and federal courts located in Marshall County, Alabama.

Agreed to by:

Seller:

[insert seller name above]

By: _____
Name: _____
Title: _____
Date: _____

Brindlee:

BRINDLEE MOUNTAIN FIRE APPARATUS, LLC

By: _____
Name: _____
Title: _____
Date: _____

BRINDLEE MOUNTAIN FIRE APPARATUS

15410 US Highway 231
Union Grove, AL 35175

Phone: (256) 776-7786
Fax: (256) 498-0924
www.FireTruckMall.com

Please complete this form to the best of your knowledge.
The more information you can provide us, the better equipped we will be in marketing your truck!

Customer Information:

Fire Department/Owner: City of York Fire Department Name of Contact: Domenic Manera - Chief
Phone Number: 803-684-1700 Fax: 803-628-3922 Email: dmanera@yorksc.gov
Where is the truck currently located (city, state): York, SC

Apparatus:

Year: 1997 VIN: 4ENRAAA89V1008002 Shop Order #/ Build #: 18002

Chassis: Manufacturer: E-One Model: Cyclone II 4x4 (y/n): No
Fire Body: Manufacturer: E-One Model: Rescue Pumper
Aerial: Manufacturer: N/A Model: N/A Length: N/A
Aerial Hours: N/A Date of Last Aerial Certification: N/A

Mileage: 23,406 Engine Hours: Unknown # Cab Seating: 6 # SCBA Seats: 5

Engine: Make: Cummins Model: 6CTA-8.3 HP: 325 Diesel or Gas: Diesel
Transmission: Make: Allison Model: MD3060 Automatic or Manual: Automatic

Pump: Make: Hale Model: QSMG150-19 GPM: 1500 Pump and Roll (y/n): No
Date of Last Pump Certification: 2/03/2020 Foam System (make and model): FoamPro 2002

Water Tank: Gallons: 690 Material: Poly Foam Tank(s): 30/30

Discharges (number and size):

Driver's Side: (2) 2-1/2" Officer's Side: (2) 2-1/2" / (1) 3" w/ 5" Storz
Front: (1) 1-1/2" Rear: (1) 2-1/2"

Suctions (number and size):

Driver's Side: (1) 6" / (1) 2-1/2" Officer's Side: (1) 6" / (1) 2-1/2"
Front: N/A Rear: N/A

Crosslays (# and size): (2) 1-1/2" / (1) 2-1/2" Piped for Deck Gun (y/n): Yes Deck Gun Included (y/n): Yes
Booster Reels: N/A

Generator: Brand: Dyna/Honda Wattage: 6000 Fuel Type: Gas Hours: Unknown

Check All that Apply:

- | | | |
|--|---|--|
| <input type="checkbox"/> Electric Reels: _____ | <input type="checkbox"/> Hydraulic Reels: _____ | |
| <input checked="" type="checkbox"/> Telescoping Lights: <u>Nightfighter - Halogen</u> | <input checked="" type="checkbox"/> LED Lighting: <u>Whelen - All warning / scene</u> | |
| <input type="checkbox"/> Light Tower: _____ | <input type="checkbox"/> Cascade System: _____ | |
| <input checked="" type="checkbox"/> Ground Ladders: <u>Alco-lite 24' / 14' / 10' Folding</u> | <input type="checkbox"/> Breathing Air (aerials only): _____ | |
| <input checked="" type="checkbox"/> Air Conditioning | <input type="checkbox"/> Automatic Tire Chains | <input type="checkbox"/> Interior EMS Cabinet |
| <input type="checkbox"/> Aluminum Hose Bed Cover | <input checked="" type="checkbox"/> Federal Q Siren | <input checked="" type="checkbox"/> Jake Brake |
| <input type="checkbox"/> Arrowstick | <input checked="" type="checkbox"/> Hydraulic Ladder Rack | <input type="checkbox"/> Pump Heat Pan |

Dimensions: Length: 33'-4" Height: 10'-4" GVWR: 45,000 Wheelbase: 219"

Additional Features or Loose Equipment:

To be determined

Maintenance/Repairs Needed?

Fuel gauge reads backwards, Air leak in dash HVAC dampers

[Click Here](#) for a Photo Guide to take the best pictures of your apparatus!

CITY OF YORK
HOSPITALITY TAX EVENTS GRANT PROGRAM

PURPOSE

The purpose of the Hospitality Tax Events Grant Program is to improve the quality of life and draw more visitors to York through:

- Advertisement, marketing, and promotion of events and other tourism related development
- Attract tourism leading to dining at restaurants and other eating/drinking establishments in York
- Support and highlight the City's historic and cultural venues, recreational facilities, and events

PROCESS

Eligible entities will complete an application during in the fall for the proceeding calendar year. The City will advertise the solicitation of applications, and ensure entities that have hosted events in the City previously are aware of the program. Applications will be due by October 1st each year. The application will be scored by staff and a recommendation will be presented to Council for award.

Staff will consider the following when evaluating requests:

- The degree to which the organization, program, project, or event is likely to draw diverse visitors to the City.
- The impact of the organization, program, project, or event has on the quality of life for City residents.
- The expected direct economic impact of the organization, program, project, or event.
- The impact of the event on the image and marketing of York as a dynamic and appealing community.
- The prior success and managerial track record of sponsoring organization.
- The degree to which the organization, project, program, or event is supported by other community partners. Applications should reflect financial support from other local partners – H-tax grants cannot be the sole local fund source for any organization project, program, or event.
- The completeness of the application information (including reporting on prior year results for those who received funds in prior year).

ELIGIBILITY

Non-profit organizations and organized entities would be eligible to receive grant funding. To ensure eligibility, applicants will need to provide either a letter from the IRS confirming nonprofit status, confirmation of registration with the South Carolina Secretary of State's Office as a nonprofit organization, or other documentation. Entities that are not formal non-profit organizations, but serve a charitable purpose will be asked to submit a letter from its organizers detailing its purpose, structure, and other information. Grant funding will be available only for events located within York city limits.

GRANT AWARDS

Grants will be awarded in-whole or in-part based upon funding availability. These grants will be primarily reimbursable awards, where recipients would submit documentation after the event to receive City

funding. Entities would be eligible for a maximum award of \$10,000 per grant cycle or other amount set by Council.

Knowing that not all organizations may be able to float certain expenses or to help develop new events, the City may authorize seed funds to qualified entities of up to 50% of the total grant award. Seed funds are funds provided prior to the event for deposits, marketing, and other upfront costs. Seed funds will be made available on a case-by-case basis as determined by the following criteria – amount requested, event history/past performance, and other factors.

Applicants may also apply for in-kind services at a rate determined by the City. In-kind services include police, fire/EMT, sanitation, rental fees, and other City-provided services needed to support an event. If an applicant applies for in-kind services to support an event, those services will be included in the award amount not to exceed the maximum grant award. Applicant budgets should include the cost of in-kind services in the total requested grant.

REPORTING REQUIREMENTS

Each grantee will be required to submit a final project report along with its reimbursement request. The report must include:

- Number of people that attended the event
- Number of attendees from outside the City of York
- How the attendance number was determined (i.e. sign-in log, zip code request, etc.)
- Copies of all advertisements or promotional materials associated with project
- Up to five photographs of the project/event, including one photo exhibiting acknowledgment of the City of York through receipt of York Hospitality Tax Funds
- Additional information as requested by the City which can be reasonably obtained

Grantees that fail to provide a final project report will not be reimbursed for covered expenses and will become ineligible for additional funding for a time period specified by the City.

CITY OF YORK

City Manager Performance Evaluation

Purpose: The purpose of this evaluation form is to provide the Mayor and City Council Members an opportunity to:

1. Review the City Manager's performance;
2. Clarify and set performance standards;
3. Afford all parties the opportunity to discuss areas of mutual concern and interest; and
4. Set goals and objectives for the future.

Instructions: Ratings on this form range from below expectations to exceed expectations. Your chosen ratings should be marked in the space provided to the left of the rating. Ratings are as follows:

Exceeds Expectations: Superior performance; most work is characterized by unusual accomplishments beyond the job requirements; significantly and consistently performs at a level above that expected.

Meets Expectations: Meets job requirements; is consistently effective and competent; achieves results expected.

Below Expectations: Needs improvement to meet job requirements; work is fairly acceptable in some respects, but does not meet expectations. Improvement is needed.

All ratings indicating Below Expectations should be accompanied by a description of the specific behavior observed, and a suggested action which might be taken for improvement. You may also want to include comments for some of your other ratings.

CITY OF YORK
City Manager Performance Evaluation

Prepared by _____ Date _____

1. **Budget:** Is the budget realistic? Is it prepared in an intelligible fashion? Does the City Manager operate the City within budget confines? Does the budget include innovative approaches to reducing expenses; incentive plans for cost savings, and a demonstrated passion for efficiency?

_____ Exceeds _____ Meets _____ Below Expectations

Comments:

2. **Leadership:** Has the City Manager recruited excellent personnel? Has he/she retained excellent individuals? Is he/she informed and concerned about benefits? Is he/she available to resolve employee complaints and grievances before they become major problems for the City?

_____ Exceeds _____ Meets _____ Below Expectations

Comments:

3. **Policy:** Does the City Manager understand the laws and ordinances of the city? Does he/she cause them to be vigorously enforced? Does he/she review enforcement from time to time to improve its effectiveness? Does his/her attitude reflect a devotion to and respect for applicable laws and policies? Does he/she make recommendations to the City council for needed changes in the law in a timely fashion?

_____ Exceeds _____ Meets _____ Below Expectations

Comments:

4. **Communication:** Are the City Manager's oral and written reports comprehensive and understandable? Does he/she tell you what you need to know to make sound policy decisions? Does he/she keep you well informed?

_____Exceeds _____ Meets _____Below Expectations

Comments:

5. **Council Relations:** Does the City Manager offer you help in solving your particular concerns at the administrative level, thus avoiding unnecessary Council action? Does he/she generally try to deal with the Council as a whole? Is she impartial among Council members? Is he/she receptive to constructive criticism and advice? Does she respond promptly to council requests? Is he/she candid and forthright? Is his/her behavior appropriate to the situation?

_____Exceeds _____ Meets _____Below Expectations

Comments:

6. **Administration:** Does the City Manager have a good sense of the difference between policy and administration? Does he/she properly attend to her administrative duties? Does he/she respond appropriately to suggestions to improve his/her administration? Are council's suggestions generally followed and implemented? Are assigned projects and commitments completed in a timely manner? Does the City Manager offer you sound advice on formulating and following policies, laws, and ordinances?

_____Exceeds _____ Meets _____Below Expectations

Comments:

7. **Community Relations:** What is the general attitude of the community toward the City Manager? Are they usually regarded as a person of high integrity, ability, and devotion to the City? Do they promote the City?

_____Exceeds _____ Meets _____Below Expectations

Comments:

8. **Citizen Relations:** Does the City Manager handle citizen complaints properly? Are you proud to have him/her speak before groups? Does he/she answer his/her mail and telephone calls properly and in a timely fashion? Does he/she respect the individual citizens and businesspersons? Does he/she properly defend the Council and its' reputation? Does he/she get out of the office frequently, look at things personally, take a deep and honest interest in York and its' people?

_____Exceeds _____ Meets _____Below Expectations

Comments:

9. **Intergovernmental Relations:** Is the City Manager able to cooperate cordially with neighboring communities and citizens while looking after the interests of York? Does he/she have a global picture of York as it relates to the county, the state, and the nation and international market?

_____Exceeds _____ Meets _____Below Expectations

Comments:

10. Any other comments on any other topic relating to the City Manager and/or his/her job performance is welcomed and should be entered below.

GOALS, OBJECTIVES, AND GENERAL COMMENTS

What goals and objectives would you like to set for the City Manager for this coming year? Any specific projects you would like to see considered? Any major changes in policy, budgets, or organization you would like to discuss.

What accomplishments of the City Manager have given you the greatest pride?

What do you feel are his/her greatest strengths?

What advice would you offer him/her for his/her personal growth, improvement, or development?

What issues/situations have given you anxiety over the past year?

Please be specific, particularly about any items you rated as below satisfactory.