



CITY OF YORK

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YORK, SOUTH CAROLINA 29745
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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, May 5, 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. Public Presentations:
 - ◆ Fiscal Year 2018-2019 Audit Review Greene Finney, LLP
5. Public Hearing
 - ◆ Second Reading, Ordinance 20-617, Rezoning on Hunter Street & S. Pacific (Meritage)
6. City Manager's Report City Manager Seth Duncan
 - ◆ Update on City's COVID-19 Response
 - ◆ Financial Impact of COVID-19
 - ◆ City's Sanitation Program
7. Council Minutes: Regular, April 7, 2020, and Special Called Meeting, April 20, 2020
8. Monthly Financial Report Finance Director Barbara Denny
9. Old Business:
 - ◆ Second Reading, Ordinance 20-617, Rezoning on Hunter Street & S. Pacific (Meritage)
 - ◆ Authorization to Sign MOU with COG for a Strategic Plan
10. New Business:
 - ◆ Bid Award for Facade Design Manual
 - ◆ Special Event Applications
 - Hoodtown Lodge Annual Picnic
 - Olde York Dash at Dusk
 - ◆ Indigent Defense Contract with York County
11. Mayor's Report
12. Adjourn

NOTE: DUE TO THE CLOSURE OF CITY HALL BECAUSE OF COVID-19, THE MEETING WILL BE STREAMED LIVE ON FACEBOOK LIVE. A LINK TO THE LIVE EVENT HAS BEEN POSTED ON THE CITY'S WEBSITE. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.

Due to the closure of York City Hall during the COVID19 crisis, this Public Hearing will be held virtually and streamed live on Facebook Live during City Council's regular monthly meeting via the following link: <https://www.facebook.com/CityofYorkSC/>. Members of the public may not attend this meeting in person. Public Hearing comments will be accepted in the following formats:

U.S. Mail	EMAIL	Phone/Voice Mail
City of York PO Box 500 York, SC 29745	comments@yorksc.gov	(803) 627-9069

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. All comments will be read aloud to City Council during the Public Hearing portion of the Council Meeting on May 5th.



CITY OF YORK

South Carolina

Financial Audit Presentation
Year Ended September 30, 2019



CITY OF YORK, SC 2019 FINANCIAL AUDIT

OPINION

- The City's responsibility:
 - Maintain effective internal controls
 - There are limitations on internal controls.
 - Regular risk assessment is important, including assessing the risk of fraud.
 - Financial Statements
 - Accuracy, completeness, and propriety of balances, amounts, and disclosures



CITY OF YORK, SC 2019 FINANCIAL AUDIT

- Greene Finney, LLP responsibility:
 - Opinion – reasonable assurance that financial statements are materially correct
 - Does not address the financial condition of the City
 - We cannot take responsibility for finding fraud, if it existed.
 - Issued unmodified opinion

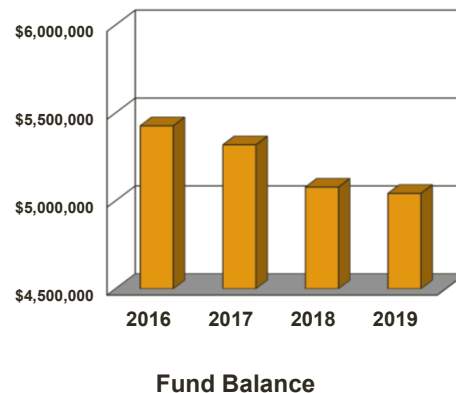


CITY OF YORK, SC 2019 FINANCIAL AUDIT

• General Fund

- Total fund balance decreased \$36k.
- Restricted fund balance of \$69k for public safety expenditures
- Nonspendable fund balance of \$431k (\$390k for Pee Dee Rose Hotel note receivable and \$41k for prepaid items)
- Assigned fund balance of \$1.0M for disaster relief and emergencies

GENERAL FUND



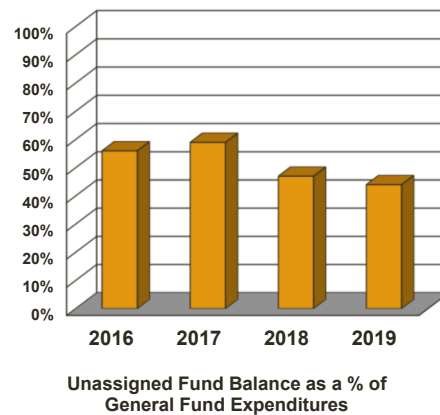


CITY OF YORK, SC 2019 FINANCIAL AUDIT

• **General Fund**

- Unassigned fund balance is \$3.5 million, which is 44% of 2019 actual expenditures and 40% of 2020 budgeted expenditures
- GFOA recommends a minimum of 16.7% (two months)
- City's General Fund maintains a healthy fund balance

GENERAL FUND



CITY OF YORK, SC 2019 FINANCIAL AUDIT

• **Major Reasons To Maintain An Adequate Fund Balance:**

- Cash flow through second half of calendar year; property taxes and business licenses are cyclical.
- Significant emergencies and unanticipated expenditures.
- Flexibility for discretionary funding needs.
- Potential for better interest rates on debt issues (can save the City money).
- To cover potential shortfalls from the state (a) due to budget cuts or (b) as a result of the change in legislation
- Extremely important during uncertain economic times.

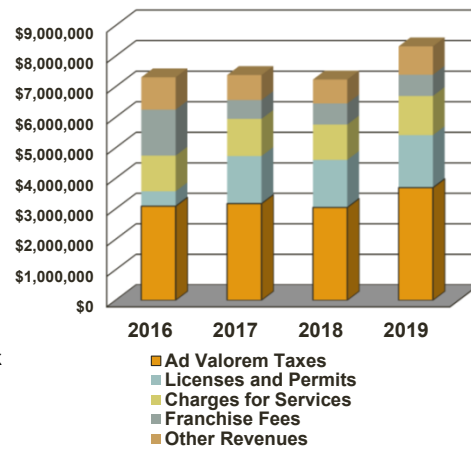


CITY OF YORK, SC 2019 FINANCIAL AUDIT

General Fund Revenues:

- \$8.3M for 2019:
 - \$3.7M from ad valorem taxes
 - \$1.7M in licenses and permits
 - \$1.3M in charges for services
 - \$0.7M in franchise fees
 - \$0.9M for all other revenues
- \$1.09M increase from 2018
 - Primarily due to higher property taxes (\$650k), licenses and permits (\$159k), charges for services (\$125k), and an overall increase in other revenues
- \$616k (8%) over budget
 - Property Taxes over budget by \$264k
 - Business Licenses over budget by \$106k
 - All other revenues over budget by \$246k
- Other Financing Sources consisted of proceeds from disposal of capital assets \$30k and transfers in of \$350k from the Utility Fund and \$273k from the Special Revenue Fund and Hospitality Accommodations Tax Fund.

GENERAL FUND REVENUES

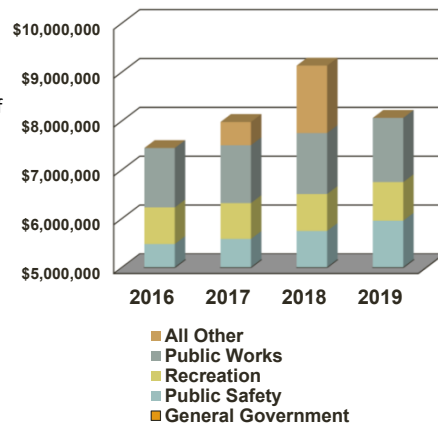


CITY OF YORK, SC 2019 FINANCIAL AUDIT

General Fund Expenditures:

- \$8.1M for 2019:
 - \$1.7M in general government
 - \$4.3M in public safety
 - \$0.8M in recreation
 - \$1.3M in public works
- \$1.1M (12%) decrease from 2018
 - Decrease in capital outlay \$1.1M and debt service payments of \$0.2M (new Capital Projects Fund was created in 2019)
 - Increase in public safety of \$0.1M
 - Other categories increased \$0.1M
- \$16k (<1%) under budget
 - Three categories of budget amendments
 - Adjust estimates once exact information is known
 - Recognize new funding from external sources
 - Increase appropriations necessary to maintain services
 - No amendments in 2019
- Other Financing Uses: transfers out of \$941k to create the new Capital Projects Fund

GENERAL FUND EXPENDITURES





CITY OF YORK, SC 2019 FINANCIAL AUDIT

- **Utility Fund:**

- This Enterprise Fund is used to account for operations that are financed and operated in a manner similar to a private business
- Intent is that the costs of providing goods or services to general public should be financed or recovered primarily through user charges
- Accounts for City's water and sewer operations



CITY OF YORK, SC 2019 FINANCIAL AUDIT

- **Utility Fund Performance:**

Revenues of \$4.4 Million

\$3.9M from charges for services
\$0.3M from capacity fees
\$0.3M from other charges

Expenses and Transfers Out of \$4.2 Million

\$3.8M for operating/interest expenses
\$0.4M for transfers out

- \$900k Unrestricted Net Position (without the inclusion of pension and OPEB standards in prior years).
- (\$800k) Unrestricted Net Position (when including implementation of pension and OPEB standards).
- The Utility Fund owes the General Fund \$1.3M which needs to be repaid in coming years, \$500k is being repaid in current budget.
- Change in net position and cash flows are very low for this activity of the City. The City should explore ways to improve the operating performance of this fund.



CITY OF YORK, SC 2019 FINANCIAL AUDIT

Other Funds

- **Special Revenue Fund** had approximately \$245k in fund balance at year end, all of which was restricted for victim's assistance, public safety, and drug enforcement expenditures.
 - Revenues of \$38k
 - Expenditures of \$73k and transfers out of \$28k.
 - Expenditures were all related to public safety.
- **Hospitality/Accommodation Tax Fund** had approximately \$672k in fund balance at year end, all of which was restricted for tourism related expenditures.
 - Revenues of \$656k from hospitality/accommodation taxes.
 - Expenditures of \$316k and transfers out of \$245k.



CITY OF YORK, SC 2019 FINANCIAL AUDIT

Other Funds

- **Capital Projects Fund** was created in FY 2019 and had \$201k in fund balance at year end, all of which was assigned for capital projects expenditures.
 - Revenues of less than \$1k.
 - Other Financing Sources of \$233k for issuance of capital leases and transfers in to create the fund of \$941k from the General Fund.
 - Expenditures of \$973k.
 - Expenditures were primarily related to capital outlay (\$330k) and debt service payments (\$590k).



CITY OF YORK, SC 2019 FINANCIAL AUDIT

Pension Accounting:

- Relates to the City's proportionate shares of the net pension liabilities and deferred outflows/inflows of resources related to the City's participation in the South Carolina Retirement System and the SC Police Officers Retirement System ("Plans").
- Total Net Pension Liability of \$9.7 million on the City's Statement of Net Position for 2019.
 - Decrease of \$42k from 2018, due to a slight decrease in the City's proportionate share (as compared to the prior year).
 - PEBA approved continuing rate increases of 1% each year through July 1, 2022 which will result in a final employer rate of 18.56% and 21.24% for the SCRS and PORS, respectively.
 - No net impact on governmental funds but does impact the proprietary/enterprise fund and government-wide financial statements.
 - Significant pension disclosures in Note IV.B.



CITY OF YORK, SC 2019 FINANCIAL AUDIT

Other Postemployment Benefit ("OPEB") Accounting:

- Relates to the City's retiree health insurance plan ("OPEB Plan")
 - Relates to retiree health insurance provided to City employees
 - No impact on governmental funds but does impact the City's enterprise fund and government-wide financial statements:
 - Decrease of \$64k from 2018, due favorable experience and higher contributions to the OPEB Plan than required.
 - Net OPEB liability at September 30, 2019 of \$3.2M.
 - Significant OPEB disclosures in Note IV.C.



CITY OF YORK, SC 2019 FINANCIAL AUDIT

Other Items of Note:

- Total capital assets were \$30.4M at September 30, 2019 – decrease of \$1.1M from September 30, 2018:
 - Total capital asset additions of \$498k which consisted mainly of:
 - Construction in progress for water upgrades on East Madison and Ross Cannon streets - \$137k
 - Vehicle purchases- \$233k
 - Other capital assets - \$128k
 - Net disposals of vehicles and other equipment of \$26k
 - Depreciation expense of \$1,544k



CITY OF YORK, SC 2019 FINANCIAL AUDIT

Other Items of Note:

- Total long-term obligations outstanding at September 30, 2019 were \$5.0M– decrease of \$1.3M from September 30, 2018:
 - Issuance of capital leases for \$0.2M for eight new police vehicles and one public works vehicle.
 - Principal payments of \$1.3M made during 2019.
 - Decrease in compensated absences liability of \$0.2M.
- Legal debt limit was \$2.4M (8.0% of assessed value) for which the City did not have any applicable outstanding debt.
- Total payments for FY 2020 on outstanding debt/capital lease obligations is expected to be \$730k (\$631k in principal and \$99k in interest).



CITY OF YORK, SC 2019 FINANCIAL AUDIT

Other Items of Note:

- On March 11, 2020, the World Health Organization declared the coronavirus (COVID-19) outbreak a pandemic. The COVID-19 outbreak in the United States has resulted in a significant impact on the economy and the financial markets. If this pandemic continues for a sustained period of time, the City may experience significant decreases in its (a) growth-oriented revenues (i.e. business licenses, building permits, hospitality taxes, etc.), (b) charges for services (i.e. utility charges, recreation charges, etc.), and (c) property tax revenues (i.e. business closures/failures, foreclosures, less vehicle purchases/taxes, etc.).



CITY OF YORK, SC 2019 FINANCIAL AUDIT

AUDITING/ACCOUNTING UPDATE:

- **Future Significant Changes in Auditing Principles:**
 - In July 2018, the Comptroller General of the United States issued a new version of Government Auditing Standards ("2018 Yellow Book") which becomes applicable for the City for FY 2020. These standards will generally make it more challenging for auditors to maintain their independence on audit engagements for which they prepare the financial statements and notes or perform other significant nonaudit services by requiring more safeguards.
- **Future Significant Changes in Accounting Principles:**
 - In January 2017, the GASB issued Statement No. 84 "Fiduciary Activities" to provide new guidance on accounting for fiduciary activity and will become effective in FY 2020. We will need to review the City's activities, including special revenue funds, to determine whether they qualify as such, or should be moved to a different fund type.
 - In June 2017, the GASB issued Statement No. 87 on "Leases" which will be applicable for the City for FY 2021. This will require that any significant leases with a lease term greater than one year to be recorded on the City's statements of net position (treated very similar to debt).



CITY OF YORK, SC 2019 FINANCIAL AUDIT

Compliance

- Because the City's Federal grant expenditures did not exceed \$750k during FY 2019, a Single Audit was not required.

Management Letter

- There were several recommendations for the City to consider. Management has discussed with staff the following items and has developed an appropriate response.
 - Formalize and document various policies/procedures
 - Internal Controls
 - Capital assets
 - Interfund Activity



CITY OF YORK, SC 2019 FINANCIAL AUDIT

Summary

- Unmodified opinion on the Financial Statements from Greene Finney, LLP.
- Good financial condition in the General Fund as of September 30, 2019.
- Operating performance of the Utility Fund needs to be improve in order to fund future repairs and maintenance and capital needs.

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CITY OF YORK

ORDINANCE 20-617

AMENDING APPENDIX A, ZONING ORDINANCE AND OFFICIAL
ZONING MAP BY REZONING PROPERTY REFERENCED BY TAX
MAP ID NUMBERS 0701616001 AND 0701601052 FROM R7 -
RESIDENTIAL TO R5 – MULTIFAMILY RESIDENTIAL

WHEREAS, the York City Council and Planning Commission find that a rezoning application has been received for properties referenced by tax map #0701616001 and #0701601052 and located near the intersection of South Pacific Avenue and Hunter Street;

WHEREAS, the York City Council and Planning Commission find that the Official Zoning Map may be revised if the proposed change is found to be in compliance with the Comprehensive Plan; and

WHEREAS, the York City Council and Planning Commission find that the proposed rezoning application complies with the Comprehensive Plan and the future land use map.

NOW THEREFORE, BE IT ORDAINED in Council assembled on the dates hereafter set forth that the York City Council does herewith amend the City of York Zoning Ordinance and Official Zoning Map by rezoning the property identified by tax map identification #0701616001 and #0701601052 from R7 – Residential to R5 – Multifamily Residential.

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: March 3, 2020

Update on City's Covid-19 Response

Staff continue to monitor the ongoing situation regarding Covid-19. To date City leaders have enacted two emergency ordinances suspending cutoffs, waived late penalties/fees, and taken other steps to assist residents and businesses alike. A wealth of resources have been added to our website to keep folks informed and each department has been busy thinking and implanting ways to keep the public and each other safe once our doors are open again to the public.

The City has received a \$2,000 grant from the Municipal Association of South Carolina for the acquisition of Personal Protective Equipment to keep our first responders and other frontline staff safe during this pandemic. As of this morning, no members of the City of York or their immediate family have contracted the virus. We continue to keep our community, state, and nation in our thoughts and prayers.

Lastly, a reopening plan for City facilities is currently being developed and will be released in the coming weeks. The plan will rely upon the best advice and guidance provided by the state and federal governments, and in accordance with the Governor's Executive Orders.

Financial Impact of Covid-19

While it is too early to tell what the full impact of the Covid-19 shutdown will be, we know for certain that areas of our budget will be impacted. The areas we are closely monitoring include business license revenue, hospitality tax, automobile taxes, utility payments, building and impact fees, and state aid. While the City operates on an October 1 fiscal year, cities/towns that operate on July 1st budget year are expecting a loss of revenue between 5-40% depending upon various factors. It goes without saying that we will continue to closely monitor the situation and will keep Council apprised of the situation.

City's Sanitation Program

The City has begun using a newly designed door hanger to inform sanitation customers of issues when attempting to collect weekly garbage. We currently pick-up house hold garbage, yard debris, and bulk goods weekly. In the past, if crews came across a problem, we would attempt collection and rely upon the customer to contact the City for more information. These new door hangers will allow our staff to more efficiently and effectively communicate with residents and businesses the issue crews faced when attempting collection.

City Council Meeting April 2020

Date and time: Tuesday, April 7, 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

City Attorney Mac Brice

Finance Director Barbara Denny

Events Coordinator/PIO Karen Fritz

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- | | |
|------------------------------|------------------------|
| 1. Welcome and Call To Order | Mayor Mike Fuesser |
| 2. Prayer | Mayor Pro Tem Ed Brown |
| 3. Pledge of Allegiance | Mayor Mike Fuesser |
| 4. Council Minutes | |

Councilmember Bradford made a motion to approve all three sets of minutes from the March council meeting, the March work session, and the March emergency meeting which was seconded by Councilmember Lowry. The motion passed with unanimous approval.

5. New Business

5.1 Resolution 20-03, IT Financing Lease

Councilmember Bradford made a motion to approve Resolution 20-03 which was seconded by Councilmember Jarrett. The motion passed with unanimous approval.

5.2 Single Reading, Ordinance 20-622, Emergency Ordinance

Councilmember Bradford made a motion to approve the single reading of Ordinance 20-622 which was seconded by Councilmember Jarrett. The motion passed with unanimous approval.

5.3 Resolution 20-04, To Governor Requesting Statewide Stay at Home Order

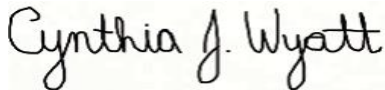
This resolution failed for lack of a motion.

City Council Meeting April 2020

6. Adjourn

Mayor Pro Tem Brown made a motion to adjourn the meeting which was seconded by Councilmember Bradford. The motion passed with unanimous approval. The meeting was adjourned at 6:18 pm.

Respectfully Submitted,

A handwritten signature in black ink that reads "Cynthia J. Wyatt". The signature is written in a cursive, flowing style. It is positioned above the printed name and title of the signatory.

Cynthia J. Wyatt
Municipal Clerk

DRAFT

Special Called City Council Meeting April 2020

Date and time: Tuesday, April 20, 2020 06:00 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

City Attorney Mac Brice

Finance Director Barbara Denny

Events Coordinator/PIO Karen Fritz

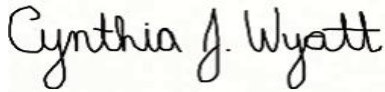
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1. Welcome and Call To Order Mayor Mike Fuessler
 2. Prayer Mayor Pro Tem Ed Brown
 3. Pledge of Allegiance Mayor Mike Fuessler
 4. New Business
 - 4.1 City Park RFP
Councilmember Bradford made a motion to award the bid for City Park to Faulkner Development & Engineering for \$668,149.00 which was seconded by Mayor Pro Tem Brown. The motion passed with only Councilmember Ramsey voting in opposition.
 - 4.2 Picnic Shelters at City Park FRP
Mayor Pro Tem Brown made a motion to award the bid for the picnic shelters at City Park to Carolina Recreation & Design for \$101,018.00 which was seconded by Councilmember Jarrett. The motion passed with only Councilmember Ramsey voting in opposition
 - 4.3 Funding for City Park
Councilmember Bradford made a motion to use \$169,916.50 in additional funding from fund balance to construct City Park which was seconded by Councilmember Jarrett. The motion passed with only Councilmember Ramsey voting in opposition.

Special Called City Council Meeting April 2020

5. Adjourn

Councilmember Lowry 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 6:53 pm.

Respectfully Submitted,

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

Cynthia J. Wyatt
Municipal Clerk

DRAFT

CITY OF YORK GENERAL FUND								
UNAUDITED STATEMENT OF REVENUES AND EXPENDITURES								
FOR THE PERIOD ENDED MARCH 31, 2020								
		Actual		Budget	% of Budget	Target % of Budget	Comments	
Property Taxes		\$ 2,883,250.31		\$ 2,928,450.00	98.46%	50.00%	1 more month to receive current	
Vehicle Taxes		\$ 114,002.75		\$ 280,000.00	40.72%	50.00%		
Franchise Fees		\$ 178,561.77		\$ 670,000.00	26.65%	50.00%		
Delinquent Taxes		\$ 39,387.77		\$ 128,000.00	30.77%	50.00%		
Fees in Lieu of Taxes		\$ 85,606.74		\$ 50,000.00	171.21%	50.00%		
State Shared Revenue		\$ 52,241.18		\$ 361,000.00	14.47%	50.00%		
Business Licenses		\$ 167,646.27		\$ 560,000.00	29.94%	50.00%		
Business Licenses - Insurance		\$ -		\$ 950,000.00	0.00%	50.00%	MASC. We will begin to receive in April-May	
Building Permits		\$ 43,514.60		\$ 95,000.00	45.80%	50.00%		
Court Fines and Fees		\$ 24,496.23		\$ 98,000.00	25.00%	50.00%		
Interest		\$ 10,394.04		\$ 18,000.00	57.74%	50.00%		
Rent		\$ 1,500.00		\$ 3,000.00	50.00%	50.00%		
Garbage Fees		\$ 536,974.48		\$ 975,000.00	55.07%	50.00%		
Garbage Bags		\$ 1,474.00		\$ 4,000.00	36.85%	50.00%		
Fire Protection		\$ 52,124.52		\$ 81,750.00	63.76%	50.00%		
Recreation Fees		\$ 93,855.92		\$ 200,000.00	46.93%	50.00%	1/2 Rec supp came in March	
Recycling Fees		\$ 8,869.87		\$ 53,275.00	16.65%	50.00%		
Transfer from Utility		\$ 424,999.98		\$ 850,000.00	50.00%	50.00%		
Transfer from Hospitality Tax		\$ 152,550.00		\$ 305,100.00	50.00%	50.00%		
Transfer from Fund Balance		\$ -		\$ 13,979.00	0.00%	50.00%		
PEBA Pension Credit		\$ 42,622.79		\$ 42,623.00	100.00%	50.00%		
Miscellaneous		\$ 30,648.50		\$ 65,000.00	47.15%	50.00%		
Sale of Fixed Assets		\$ 11,080.00		\$ 20,000.00	0.00%	50.00%		
Capital Lease Proceeds		\$ 640,856.95		\$ -	100.00%	50.00%	Offset by Capital Expense	
Grant Revenue		\$ 5,000.00		\$ 6,000.00	0.00%	50.00%		
SRO Reimbursement		\$ 367,794.50		\$ 172,949.00	212.66%	50.00%	3 NEW SRO's & regular SRO agreement	
		\$ 5,969,453.17		\$ 8,931,126.00	66.84%	50.00%		

CITY OF YORK GENERAL FUND							
UNAUDITED STATEMENT OF REVENUES AND EXPENDITURES							
FOR THE PERIOD ENDED MARCH 31, 2020							
		Actual		Budget	% of Budget	Target % of Budget	Comments
Administrative	\$ 377,598.48		\$ 802,659.00		47.04%	50.00%	
Personnel Services		\$ 305,764.85		\$ 663,719.00	46.07%	50.00%	
Operating Expenses		\$ 67,346.08		\$ 128,940.00	52.23%	50.00%	
Capital Outlay		\$ 4,487.55		\$ 10,000.00			
Court	\$ 70,022.51		\$ 146,798.00		47.70%	50.00%	
Personnel Services		\$ 52,367.47		\$ 113,220.00	46.25%	50.00%	
Operating Expenses		\$ 17,655.04		\$ 33,578.00	52.58%	50.00%	
Police	\$ 1,765,196.77		\$ 3,307,044.00		53.38%	50.00%	
Personnel Services		\$ 1,427,901.73		\$ 2,862,584.00	49.88%	50.00%	
Operating Expenses		\$ 208,977.64		\$ 401,560.00	52.04%	50.00%	
Capital Outlay		\$ 128,317.40		\$ 42,900.00	299.11%	50.00%	Offset by Capital Lease Proceeds
Fire	\$ 737,052.63		\$ 1,118,782.00		65.88%	50.00%	
Personnel Services		\$ 454,990.57		\$ 977,082.00	46.57%	50.00%	
Operating Expenses		\$ 63,317.13		\$ 141,700.00	44.68%	50.00%	
Capital Outlay		\$ 218,744.93		\$ -	0.00%	50.00%	Partial offset by Capital Lease Proceeds
Fire County Suppression	\$ 3,653.99		\$ 17,900.00		20.41%	50.00%	
Operating Expenses		\$ 3,653.99		\$ 17,900.00	20.41%	50.00%	
Planning & Zoning	\$ 164,362.03		\$ 397,737.00		41.32%	50.00%	
Personnel Services		\$ 129,348.54		\$ 308,067.00	41.99%	50.00%	
Operating Expenses		\$ 19,657.64		\$ 69,670.00	28.22%	50.00%	
Capital Outlay		\$ 15,355.85		\$ 20,000.00	0.00%	50.00%	
Recreation	\$ 370,860.20		\$ 1,013,095.00		36.61%	50.00%	
Personnel Services		\$ 242,698.69		\$ 576,895.00	42.07%	50.00%	
Operating Expenses		\$ 95,135.96		\$ 310,050.00	30.68%	50.00%	
Capital Outlay		\$ 33,025.55		\$ 126,150.00	0.00%	50.00%	
Public Works	\$ 787,427.00		\$ 964,861.00		81.61%	50.00%	
Personnel Services		\$ 239,956.35		\$ 521,861.00	45.98%	50.00%	
Operating Expenses		\$ 257,475.32		\$ 432,000.00	59.60%	50.00%	
Capital Outlay		\$ 289,995.33		\$ 11,000.00	2636.32%	50.00%	Partial offset by Capital Lease Proceeds
Public Works Commercial	\$ 112,053.13		\$ 238,818.00		46.92%	50.00%	
Personnel Services		\$ 28,715.51		\$ 55,968.00	51.31%	50.00%	
Operating Expenses		\$ 83,337.62		\$ 182,850.00	45.58%	50.00%	
Public Works Recycling	\$ 42,019.38		\$ 78,030.00		53.85%	50.00%	
Personnel Services		\$ 24,706.34		\$ 54,330.00	45.47%	50.00%	
Operating Expenses		\$ 17,313.04		\$ 23,700.00	73.05%	50.00%	
Non Departmental	\$ 212,700.88		\$ 854,402.00		24.89%	50.00%	
Personnel Services		\$ 120,182.81		\$ 174,618.00	68.83%	50.00%	Employee Retired
Operating Expenses		\$ 92,518.07		\$ 158,800.00	58.26%	50.00%	
Capital Outlay		\$ -		\$ 520,984.00	0.00%	50.00%	
		\$ 4,642,947.00		\$ 8,940,126.00	51.93%	50.00%	
Revenues Over (Under) Expenditures	\$ 1,326,506.17						

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

		Actual	Budget		Target % of Budget	Comments
Gross Revenues						
Water/Sewer Receipts		\$ 1,087,892.54	\$ 2,700,000.00	40.29%	50.00%	
Base Charge		\$ 767,560.52	\$ 1,461,000.00	52.54%	50.00%	
DHEC Charges		\$ 37,770.75	\$ 74,000.00	51.04%	50.00%	
Penalty		\$ 52,488.23	\$ 100,000.00	52.49%	50.00%	
Water/Sewer Taps		\$ 12,495.00	\$ 12,000.00	104.13%	50.00%	
Connection Fees		\$ 15,012.00	\$ 30,000.00	50.04%	50.00%	
Hydrant Fees		\$ -	\$ 1,000.00	0.00%	50.00%	
Meter Reinstallation		\$ 2,224.00	\$ 750.00	296.53%	50.00%	
Meter Installation		\$ 10,120.00	\$ 20,000.00	50.60%	50.00%	
Administrative Fees		\$ 24,373.78	\$ 52,000.00	46.87%	50.00%	
Pretreatment		\$ 19,875.40	\$ 14,000.00	141.97%	50.00%	
Capacity Fees		\$ 89,725.00	\$ 220,000.00	40.78%	50.00%	
Interest		\$ 7,055.19	\$ 13,000.00	54.27%	50.00%	
Miscellaneous		\$ 1,625.00	\$ 4,500.00	36.11%	50.00%	
Grant Revenue		\$ 2,670.00		0.00%	50.00%	SCMIT Grant
Total Revenue		\$ 2,130,887.41	\$ 4,702,250.00	45.32%	50.00%	
			\$ -			
Departmental Expenses						
Utility Administration	\$ 1,566,349.22		\$ 3,469,716.00	45.14%	50.00%	
Personnel Services		\$ 440,629.29	\$ 904,751.00	48.70%	50.00%	
Operating Expenses		\$ 1,125,719.93	\$ 2,564,965.00	43.89%	50.00%	
Capital Outlay		\$ -	\$ -	0	50.00%	
Utility Non Departmental	\$ 671,801.37		\$ 1,232,534.00	54.51%	50.00%	
Personnel Services			\$ -			
Operating Expenses		\$ 537,181.29	\$ 1,028,974.00	52.21%	50.00%	
Cap Fees Construction		\$ 134,620.08	\$ 203,560.00	66.13%	50.00%	
Total Expenditures		\$ 2,238,150.59	\$ 4,702,250.00	47.60%	50.00%	
Revenues Over (Under) Expenditures		\$ (107,263.18)	\$ -			

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> </u>
May	<u> </u>
June	<u> </u>
July	<u> </u>
August	<u> </u>
September	<u> </u>
Total	<u><u>\$ 89,725.00</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	31,450.09		
April	40,833.33	48,217.37			
May	40,833.33	49,070.48			
June	40,833.33	48,593.38			
July	40,833.33	46,294.52			
August	40,833.33	48,378.17			
September	40,833.33	46,316.96			
Total	\$ 490,000.00	\$ 545,783.33	\$ 268,566.69	\$ 32,949.93	
***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: Strategic Plan Proposal UPDATE
DATE: May 5, 2020

UPDATE

Council at its March meeting deferred action on this item to seek input from York EDC and to clarify funding source. A letter was provided to Council from YEDC at the March Work Session which supports Council's decision to create a Strategic Plan for the City. At the Work Session, Council also expressed its desire to see the efforts made through previous action by YEDC and others to be incorporated into the Strategic Plan. All available resources including information from external entities will be provided to the COG for incorporation into the Strategic Plan. A timeline has also been provided to the City and attached to this Memo. The final draft of the Plan is expected to be presented to Council in December 2020.

ORIGINAL MEMO

ISSUE

The City of York does not currently have a strategic plan. At its most recent Work Session, Council discussed the need for a strategic plan that builds upon the efforts of others and from input from all aspects of the community. Council is now being asked to consider an agreement with the Catawba Regional Council of Governments to facilitate the development of a strategic plan.

DISCUSSION

A strategic plan is essential for every organization and community because it defines the focus, purpose, and direction for moving forward. The City of York's Strategic Plan will seek community input to help identify priorities and initiatives necessary to enhance the quality of life of our community. To this end, the RCOG would provide the following services:

1. Establish a community engagement program including a city services survey and focus group sessions.
2. Develop a survey process to gather citizen input.
3. Facilitate three (3) focus group sessions to gather input from residents across all the City of York neighborhoods.
4. Compile preliminary community input and review with department directors.
5. Develop presentation on community input, prepare strategic plan draft, and plan agenda for City Council Workshop.
6. Conduct City Council Workshop.
7. Prepare final strategic plan.

The COG staff will be provided all available resources to better understand the work and effort done by various groups including the York Economic Development Corporation, York County, York School

District 1, and others. In addition, COG staff will be provided reference materials including the 2004 Master Plan, 2006 Annexation Study, and other relevant information.

RECOMMENDATION

Staff recommends Council approve the authorization to engage the Catawba Regional Council of Governments for the development of a Strategic Plan and allocate up to \$20,000 from Capital Projects Fund – Infrastructure Outlay for this project.

CITY OF YORK STRATEGIC PLAN PROJECT

TASKS	2020 ESTIMATED TIMELINE							
	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
MOU Executed	5							
Develop a Community Engagement Program	19							
Develop Draft Community Survey	29							
Develop Final Community Survey		8						
Conduct Community Survey / Press Release		15 (start)	17 (end)					
Establish Focus Groups and Plan Meetings		15 - 30						
Facilitate Focus Group Meetings			14 - 30					
Develop Preliminary Input				3 - 24				
Review with Department Directors				25 - 27				
Draft Strategic Plan					14 - 30			
Conduct City Council Workshop						8 - 20		
Final Strategic Plan							16	14

4/24/20

Signature: J Randall Imler
J Randall Imler (Apr 24, 2020)
Email: rimler@catawbacog.org

MEMORANDUM OF UNDERSTANDING
Between the City of York
& Catawba Regional Council of Governments

The Catawba Regional Council of Governments will allocate staff resources to the City of York for conducting community engagement for strategic planning purposes to develop a strategic plan. Specifically, Catawba Regional Council of Governments will:

1. Establish a community engagement program including a city services survey and focus group sessions.
2. Develop a survey process to gather citizen input.
3. Facilitate three focus group sessions to gather input from residents across all the City of York neighborhoods.
4. Compile preliminary community input and review with Department Directors.
5. Develop presentation on community input, prepare strategic plan draft, and plan agenda for City Council Workshop.
6. Conduct City Council Workshop.
7. Prepare final strategic plan.

The City of York agrees to the following conditions for the services rendered:

1. To pay actual costs not to exceed \$20,000; billed each quarter.
2. To compensate Catawba Regional Council of Governments for actual direct and indirect costs incurred and travel and per diem expenses.
3. If during this work, costs look likely to increase past this amount, Catawba Regional Council of Governments will notify the City at the 85% expenditure point and request permission to revise the budgeted amount.

This agreement shall continue in force until March 1, 2021. This agreement shall continue in force until modified by either party in writing. It may be cancelled by either party upon 30 day notice. If cancelled, the City of York will be responsible only for the actual costs incurred upon cancellation.

Accepted by
Catawba Regional Council of Governments

J Randall Imler

Randy Imler, Executive Director

Date: _____

Accepted by
City of York

Seth Duncan, City Manager

Date: _____

MEMORANDUM

TO: City Council

FROM: Seth Duncan, City Manager
David Breakfield, Planning Director

SUBJECT: Selection of consultant to update the historic design manual for the repair and rehabilitation of historic commercial building façades in the City's historic district as well as provide recommendations regarding the potential creation of a façade grant program to help facilitate such projects.

DATE: April 29, 2020

PROJECT

The City of York invited qualified consultants specializing in historic preservation or a related field to submit proposals to produce an updated design manual for the repair and rehabilitation of historic commercial building façades in the City's historic district. The updated manual will become a resource for property owners/ tenants in the district, particularly those who may qualify for financial assistance from the City for appropriate rehabilitation activities. The City will also use the updated manual in its implementation of a potential façade grant program to encourage and support appropriate rehabilitation of historic commercial facades in downtown York.

The resultant document produced by the selected consultant will include guidance for the City's Board of Architectural Review, City staff, property owners and tenants in determining appropriate design for rehabilitation of existing historic commercial facades within the boundaries of the City's historic preservation overlay zone. Illustrations will accompany text to show examples of appropriate and inappropriate design choices for the district. The updated manual will include, but not be limited to, guidance regarding appropriate repair and replacement of: historic façade materials (masonry, wood, stone, etc.), windows, lighting, signage and awnings.

In addition to the design manual, the selected consultant will be required to provide written recommendations regarding the potential set up and operation of a City of York façade grant improvement program. The recommendations should include an outline of how the City can incorporate the appropriate administrative and design review processes for the façade grant program into existing City planning and development programs.

The project is funded, in part, by a grant from the U.S. Department of the Interior, National Park Service, administered by the South Carolina Department of Archives and History (SCDAH). The City is required to match the grant dollar for dollar up to \$10,000.

PROPOSALS AND EVALUATION CRITERIA

During an April 27th bid opening, the City received five (5) proposals for the referenced project. The companies providing proposals and their expected fee is as follows:

Smith Planning Group	\$19,546
Johnson, Mirmiran, & Thompson, INC	\$19,874.24
Hill Studio	\$20,000
Heritage Strategies	\$20,000
LIOLLIO Architecture	\$45-65,000

Per SCDAH guidelines, the City must evaluate proposals and select the consultant based on the following criteria:

A) Professional Qualifications (50%):

Proposals will be evaluated for the consultant's relevant educational background in history, architecture, architectural history, or historic preservation, as well as demonstrated experience creating design manuals or related publications and experience working with local design review boards and the public. Personnel involved with managing and directing the project should have one of the following: a graduate degree in architectural history, art history, historic preservation, or closely related field; or, a bachelor's degree in architectural history, art history, historic preservation or closely related field plus at least two years of professional experience in historic preservation.

B) Proposed Methodology and Scope of Work (30%):

Proposals will be evaluated on the stated approach to the work, the detailed organization of tasks and schedules to implement the approach, and a demonstrated understanding of the requirements of the City of York and SCDAH.

C) Management Plan and Timetable (20%):

Proposals will be evaluated for the consultant's stated approach to managing the project, giving appropriate attention to project tasks, and the proposed timetable for the project.

RECOMMENDATION

After discussion with SCDAH and applying the above-referenced criteria, **City staff recommends that Johnson, Mirmiran & Thompson, Inc. (JMT) be awarded the project** due to the following:

1. The successful completion of very similar projects in Summerville, SC and other nearby communities.
2. The proposed project team members have exceptional professional qualifications.
3. Direct, on point experience in completing very similar projects as that proposed by the City of York.
4. Reasonable timeline with deliverables in accordance of RFP and an expected submission of final guidelines and grant recommendations by September 25, 2020.

April 27, 2020

REQUEST FOR PROPOSAL

Historic Downtown Façade Design Manual Project

Submitted to:

City of York, South Carolina





April 27, 2020

City of York
10 North Roosevelt Street
York, SC 29745

RE: **Response to Request for Proposals- Historic Downtown Façade Design Manual Project**
JMT Job No. 20-01297

Dear Review Committee,

Johnson, Mirmiran & Thompson, Inc. (JMT) is pleased to submit our proposal to provide all services necessary for assisting the City of York (City) to complete the Historic Downtown Façade Design Mnaual Project. JMT has reviewed and fully understands the detailed scope of work described in the RFQ. We have put together and organized our team to provide the City with sufficient, knowledgeable, and qualified staff to manage and complete these essential services.

Established in 1971, JMT is an employee-owned, multi-disciplined consulting firm providing environmental, cultural resources, engineering, planning, architectural, GIS, surveying, construction management/inspection and related services. For 47 years, we have provided our services to various clients and established a reputation as a first-class consulting firm providing user-friendly and innovative services. Currently, JMT is ranked #54 in Engineering News-Record's (ENR) List of Top 500 Design Firms.

JMT's staff brings a wealth of experience in providing a variety of historic resource services in Florida and throughout the United States. Meeting the qualifications described under 36 CFR 61, our Cultural Resources team is familiar with federal, state, and local laws and regulations pertaining to historic preservation, planning, and Certified Local Governments (CLG), including zoning and ordinances. We fully understand the steps needed to complete this project and believe our experience and expertise makes the JMT Cultural Resource team a valuable partner for the City of York.

JMT is in compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, prohibiting discrimination on the basis of race, color, national origin, disability or age in programs assisted by the U.S. Department of the Interior.

JMT is also in compliance with the Debarment Certification, 43 CFR, Part 12, Section 12.510 and stating that neither the consultant nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

We thank you for the opportunity to provide you with our qualifications, and we look forward to working with the City of York on this contract. If you have any questions or require additional information, please do not hesitate to contact our Project Manager and point-of-contact, Ms. Sara McLaughlin; she can be reached directly at 215-496-4747 or via e-mail at smclaughlin@jmt.com.

Very Truly Yours,
JOHNSON, MIRMIAN & THOMPSON, INC.

A handwritten signature in blue ink, appearing to read "James O'Connor", written over a faint circular stamp.

James O'Connor
Vice President

A handwritten signature in blue ink, appearing to read "Sara McLaughlin", written over a faint circular stamp.

Sara McLaughlin
Project Manager

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JMT Qualifications

Johnson, Mirmiran & Thompson, Inc. (JMT) is a 100% employee-owned multi-disciplined planning, design, engineering, and construction consulting firm. Established in 1971, JMT currently employs over 1,600 professionals including cultural resource professionals, architects, environmental scientists, landscape architects, planners, engineers, construction managers, and more. We work with all levels of government including federal, state, and local agencies.

JMT provides cultural resources services on a national level, with discipline leads skilled and qualified in architectural history, historic preservation, archaeology, public history, and public participation. We offer our clients a well-rounded approach that addresses all aspects of their cultural resource's requirements, drawing on a wealth of internal knowledge and staff experience.

CORPORATE EXPERIENCE

We offer a full-service staff including cultural resource professionals; surveyors; civil, water/wastewater, roadway, drainage, traffic, structure, and bridge engineers; technology specialists; and other support staff. JMT provides related services to a variety of public and private clients throughout the United States. Our reputation as a first-class consulting firm was earned by providing innovative, user friendly, and cost-effective solutions to assist clients in meeting their regulatory commitments and improving service to customers.

CULTURAL RESOURCE GROUP

Started in 2012, JMT's Cultural Resource group has since grown to 30 Architectural Historians, Archaeologists and Historians; all of whom meet the Secretary of the Interior's Professional Qualifications Standards (36 CFR 61) for the positions they hold. Located up and down the east coast and as far west as Chicago, our staff has national experience with National Register Nominations, Local Ordinances, Design Guidelines, Historic Structure Surveys, and City and County-wide Architectural Surveys and Archaeological Surveys.

SPECIALIZED STRENGTHS IN THE INDUSTRY

The following is a list of the major services provided by the JMT Cultural Resource team to our clients throughout the United States. These services can be provided, without limitation, as needed for the City:

- Reconnaissance and Intensive-Level Surveys
- National Register Determinations of Eligibility
- National Register Nominations
- National Historic Landmark Nominations
- Technology – GIS and Mobile Applications
- Cultural Resource Management Plans
- Cultural Landscape Assessments
- Condition Assessments for Historic Structures and Archaeological Sites
- Historic Structures Surveys, Documentation, and Evaluation
- Archaeological Site Documentation, Evaluation, and Monitoring
- Archaeological Surveys (Phase I, II, and III)
- Archaeological Testing, Evacuation, and Data Recovery
- Public Involvement
- Section 106 Coordination

Our team includes archaeologists, conservationists, historic architects, historians, and architectural historians, each qualified for the positions that they hold as outlined in the Secretary of the Interior's Professional Qualifications Standards (36 CFR 61).

ABILITY, CAPACITY, & SKILL TO PROVIDE THE REQUESTED SERVICES

As a 100% employee-owned company, each of our employees has a vested interest in our success and is committed to providing clients with professional services of exceptional quality. This has resulted in continued success throughout our history and demonstrates that we meet our commitments not only in terms of budgets and schedules, but also in quality, innovation, and in providing experienced staff that takes pride in what they do. We also have earned a reputation as a first-class consulting firm providing innovative, user-friendly, and cost-effective solutions to assist our clients in meeting their project requirements and budget constraints.

Compliance with Laws & Ordinances Regarding Prior Contracts, Purchases, or Services. Nearly all of JMT's projects are public or government projects (local, municipal, State, County or Federal). JMT has only limited involvement in private development projects assuring minimal conflicts with public projects. We have assisted our clients with obtaining funding and grants through the State and Federal government. Our Cultural Resources team is familiar with federal, state, and local laws and regulations pertaining to historic preservation, planning, and Certified Local Governments, including zoning and ordinances. We maintain records on the submittal requirements by state and stay current on changes to submittal processes within the region.

SUCCESSFUL EXPERIENCE PROVIDING THE REQUESTED SERVICES

JMT's Cultural Resource team is keenly aware of how individual elements need to come together to successfully complete a project. JMT has a full understanding of what is required to successfully complete this project. Most recently, JMT Architectural Historians developed design guidelines for the Town of Summerville, South Carolina. Prior to developing the guidelines, their Board of Architectural Review had been using only the Secretary of Interior Standards to issue Certificates of Appropriateness. Using the Standards as a basis, JMT developed guidelines in close coordination with Town staff, the public and board members. Our experience and expertise make the JMT Cultural Resource team a valuable partner for the City of York.

QUALIFICATIONS OF THE PROJECT TEAM

For JMT, the quality assurance process has already started for this contract with the selection of our well-qualified, professional staff proposed for this contract. We have carefully designated our project manager and key staff members who can be dedicated to the City. **Our Project Manager, Ms. Sara McLaughlin, will serve as the liaison and point-of-contact for the City.** She will maintain contact with the City to sustain an understanding of their overall goals and expectations and communicate them to the JMT Team. Ms. McLaughlin will be responsible for all contractual matters and will ensure that the project team is adequately staffed for this contract to guarantee that each task assignment is completed on time. Ms. McLaughlin will be the single point-of-contact for the City's Project Manager, simplifying the management process.

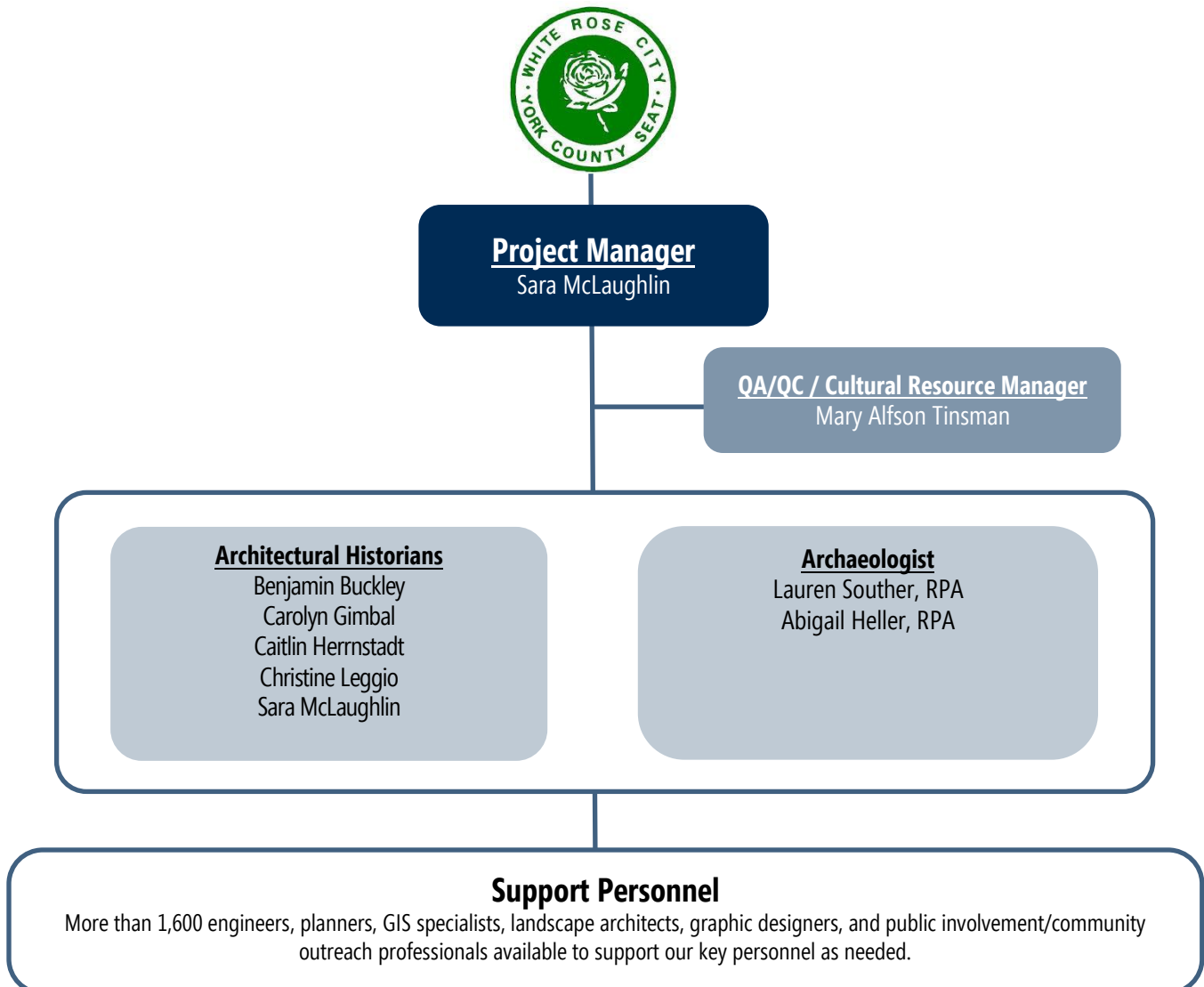
Ms. Mary Alfson Tinsman is the Quality Control Coordinator for this contract. Ms. Alfson Tinsman leads JMT's Cultural Resource discipline throughout the company. Ms. Alfson Tinsman has successfully managed projects in 48 states involving all levels of cultural resource efforts. Her experience includes historic resource surveys, National Register nominations, National Historic Landmark nominations, HABS/HAER documents, eligibility determinations, effects findings, memorandums of agreement, programmatic agreements, NEPA, and Phase I-III archaeological surveys. She has studied and documented a wide variety of resources including farmsteads, urban and rural historic districts, commercial properties, industrial properties, historic landscapes, cultural landscapes, residential properties, and transportation resources.

Ms. Sara McLaughlin is the Project Manager and Senior Architectural Historian for this contract. Ms. McLaughlin has more than 11 years of experience in cultural resource management and preservation architecture. She exceeds the qualifications for Architectural Historian under the standards set forth by the Secretary of the Interior. Ms. McLaughlin has extensive experience working on historic preservation and cultural resources projects for a variety of Federal, state, and local clients.

Her work focuses primarily on the research, survey, and documentation of historic above-ground resources with an extensive understanding of Section 106, and state and federal documenting regulations. Ms. McLaughlin's architectural experience spans the gamut from conservation to adaptive reuse. For this project, she will be the liaison and point-of-contact for the City. She will be consistently available to provide the City with any personnel and services needed.

Ms. Caitlin Herrnstadt is an Architectural Historian for this contract. Ms. Herrnstadt is an Architectural Historian with experience in cultural resource management and historic preservation. She meets the qualifications for Architectural Historian under the standards set forth by the Secretary of the Interior. Cultural resource projects have included large-scale and small-scale community reconnaissance surveys, NRHP nominations, historic resource identification for Section 106 projects, and FCC compliance cultural resources work. *Resumes for these key individuals are on the following pages.*

ORGANIZATIONAL CHART



KEY PERSONNEL RESUMES



Years of Experience: 11

Education

MS/Historic Preservation
BA/Mass Communications
AAS/Interior Design

Relevant Capabilities

Qualified under 36 CFR 61 as
an Architectural Historian and
Historian

Sara McLaughlin

Project Manager/Senior Architectural Historian

Ms. McLaughlin is a Senior Architectural Historian with experience in cultural resource management and preservation architecture. She exceeds the qualifications for Architectural Historian under the standards set forth by the Secretary of the Interior. Ms. McLaughlin has extensive experience working on historic preservation and cultural resources projects for a variety of federal, state, and local clients. She has extensive experience working on historic preservation and cultural resources projects for a variety of Federal, state, and local clients. Her work focuses primarily on large scale survey projects including management, fieldwork, and research. Ms. McLaughlin's architectural experience spans the gamut from conservation to adaptive reuse. Her previous cultural resource projects include large-scale survey projects, individual property documentation, reconnaissance and intensive level surveys, MOA and Easement creation, HABS/HAER documentation and creation of design guidelines.

Design Review Guideline Manual Update, Tarpon Springs, FL. *Project Manager.* JMT was hired by the City of Tarpon Springs to update their design guidelines for the first time in 20 years. This update will reflect updates in federal guidelines, Tarpon Springs Land Development Code and SmartCode, the local community and improve the overall legibility and relevance of the guidelines. Ms. McLaughlin is managing this project and acting as the main point of contact with the City.

Design Guidelines, Summerville, SC. *Project Manager.* Ms. McLaughlin served as Project Manager when JMT was contracted by Summerville, South Carolina to create Design Guidelines for their Historic District. The district includes 700 contributing buildings, about 70% of which predate World War I. Prior to the creation of the Design Guidelines, the town's Board of Architectural Review (BAR) issued Certificates of Appropriateness (COAs) based on the Secretary of Interior's Standards. The new guidelines, which were developed in conjunction with the current BAR and staff members, will assist the BAR and property owners in determining appropriate design for rehabilitation of existing buildings and appropriate design for new buildings proposed for construction within the historic district. Additionally, the Guidelines will assist and support the Town's existing and projected regulatory plans and ordinances including the Comprehensive Plan, Vision Plan, Zoning Ordinance and proposed Unified Development Ordinance. Ms. McLaughlin oversaw the two public meetings and two meetings with staff and BAR members over the course of the project.

Phase 2 Update to the Savannah Victorian Historic District, Savannah, GA. *Project Manager.* Ms. McLaughlin served as the project manager for this contract to update the historic resources survey for the Savannah Victorian Historic District, which had not been comprehensively updated since 1980. Under this contract, JMT was required to survey resources constructed before 1976 (40 years old or older) located within the boundaries of the National Register-listed Savannah Victorian Historic District and enter and edit survey information in the Georgia Department of Natural Resources, Historic Preservation Division's Natural, Archaeological, and Historic Resources Geographical Information Systems (GNAHRGIS).

Reconnaissance-Level Historic Resources Survey, Hancock, Brooke, Taylor, Wetzel & Marshall Counties, WV. *Project Manager.* JMT was hired by the state of West Virginia to survey of approximately 750 historic resources that retain historic architectural integrity

within Hancock, Brooke, Taylor, Wetzel & Marshall Counties. Ms. McLaughlin created the customized GIS application used to complete the survey. Additionally, she managed the projects staff, budget, deadlines, and deliverables.

Lycoming County Historic Preservation Consultant, Lycoming County, PA. *Project Manager.* JMT worked with Lycoming County and the City of Williamsport, Pennsylvania to update their existing historic resource inventory and to provide guidance for future historic preservation activities as part of the County's ongoing Master Plan efforts. The project included documentation of multiple historic resources utilizing a digital survey application that was developed by JMT effectively merging with both the County GIS database and the PHMC's Cultural Resource GIS system.

Reconnaissance-Level Historic Resources Survey, Preston County, WV. *Project Manager.* This project is being carried out for the West Virginia SHPO. The work consists of the comprehensive architectural survey of Preston and parts of Taylor County, WV. The end result will be an inventory of over 700 properties which retain sufficient architectural integrity to be evaluated for their individual National Register Eligibility. Ms. Leggio assisted in conducting the survey, background research, and preliminary National Register eligibility evaluations of the surveyed properties.

Historic Resources Management Plan, Rockville, MD. *Project Manager.* JMT was hired by the City of Rockville to draft a new Historic Resources Management Plan updating the existing plan which was adopted in 1986. Ms. McLaughlin oversaw the development of the Research Methodology Report which drove the remainder of the project. The final Management Plan included the following sections: an inventory of Rockville's historic structures, document purpose, historic contexts, the role of historic preservation in Rockville, local regulations and process, preservation tools and a 10-year action plan. Additionally, Ms. McLaughlin oversaw a team of Architectural Historians as they completed a reconnaissance survey of 11 historic areas around the City.

Historic Resources Survey, Bloomfield, NJ. *Project Manager.* For this project, Ms. McLaughlin managed a team of Architectural Historians hired to conduct a reconnaissance level survey of historic resources located within Bloomfield. The purpose of this survey was fourfold: to identify existing potential (eligible) historic resources, to update the status of contributing structures within the Bloomfield Green Historic District, to determine resources worthy of: future intensive level surveys, planning priorities and federal and local designation, and to make recommendations for the potential creation of architectural conservation districts. Ms. McLaughlin developed the survey methodology, managed the survey, and developed the final report. As a result of JMT's efforts, over two-hundred properties were surveyed. The final report included: a project description and methodology, a historic context of the area, a summary of resources (individual, district and multiple) that merit an intensive level survey and, photographs of each documented resource.

Historic Preservation Services/Historic District Survey. Reading, PA. *Senior Architectural Historian.* Ms. McLaughlin worked as part of a team to document each resource within both the Penn's Common and Prince Historic Districts within the City of Reading. JMT's portable survey application was used to collect data and photographs which were then merged into the Pennsylvania Historical & Museum Commission's Abbreviated Historic Resource Survey Form.

Intensive Historic Resource Survey for Arcade Mills, Rock Hill, SC. *Project Manager.* JMT worked with the City of Rock Hill, South Carolina to conduct an intensive level survey of the Arcade Mill Village Historic District comprised of vernacular homes constructed c. 1900 for the workers of the Arcade Mill. Ms. McLaughlin was responsible for overseeing the fieldwork and creation of a history of the area and documenting the change of the dwellings over time.

North Carolina DOT Open End-12 Tasks, NC. *Project Manager.* Ms. McLaughlin lead the team for JMT's open-end Cultural Resource contract with North Carolina's Department of Transportation. Projects have included North Carolina Eligibility Evaluation reports for multiple sites across the state effected by transportation projects. These projects include, site visits, deed research, historical research- both online and at local repositories.



Years of Experience: 21

Education

MS/Historic Preservation
BA/Anthropology

Relevant Capabilities

Qualified under 36 CFR 61 as
an Architectural Historian and
Historian

Mary Alfson Tinsman

QA/QC / Cultural Resource Manager

Ms. Alfson Tinsman is a Cultural Resources Manager with a successful track record of completing a variety of preservation projects and exceeds the qualifications for Architectural Historian and Historian under the standards set forth by the Secretary of the Interior. Ms. Alfson Tinsman has successfully managed projects in 48 states, including South Dakota, involving all levels of Cultural Resource efforts. Her experience includes National Register Nominations, National Historic Landmark Nominations, HABS/HAER documents, Eligibility determinations, Effects findings, Memorandums of Agreement, Programmatic Agreements, NEPA, Phase I-III Archaeological Surveys and extensive public involvement. She currently serves on the Transportation Research Boards Committee on Historic and Archaeological in Preservation in Transportation (ADC5) as the Program Sub-Committee Chair. Ms. Alfson Tinsman also serves on the Board of Directors for Preservation Pennsylvania.

Reconnaissance Level Architectural Survey of Clark County, SD. *Cultural Resources Manager.* This project was carried out for the South Dakota SHPO. The work consisted of the comprehensive architectural survey of Clark County. The end result is a final report, including a regional context and eligibility recommendations for listing in the NRHP. The report provided recommendations for additional work in the area. Ms. Allen was critical to conducting the survey, background research, and National Register eligibility evaluations of the surveyed properties.

Historic Preservation Services (HARB Support), York, PA. *Contract Administrator/Lead Consultant.* JMT currently holds a contract to provide general historic preservation and Section 106 services to the York Historic Architectural Review Board. Ms. Alfson Tinsman is the primary consultant for this contract. She is the main contact for the City of York, the York Historic Architectural Review Board, and COA applicants; attends regular HARB meetings, and reviews Section 106 projects.

Eisenhower Extension, Adams County, PA. *Cultural Resource Manager.* This project began with the survey and documentation of over 700 properties through a Reconnaissance-level survey of the entire project area. A Reconnaissance-level report was produced and concurred with by the PHMC. All the data was incorporated into a GIS database that is compliant with the CRGIS system. The next phase of the project involved surveying and documenting nine historic farms in Adams County. Ms. Johnson completed the fieldwork and is completing Pennsylvania Historic Resources Survey Forms for each of the nine properties. This includes archival research and fieldwork.

Theodore Roosevelt Island Cultural Landscape Report EA, and Assessment of Affect, National Park Service, National Capital Region, Washington, DC. *Cultural Resources Manager.* This project was carried out for the National Park Service- National Capital Region. The work consisted of a Cultural Landscape Report for Theodore Roosevelt Island, which is part of the George Washington Memorial Parkway as well as an Environmental Assessment of proposed improvements to the Island. As part of the project, JMT managed the internal scoping process, the public scoping process, and the Section 106 Consulting Party process for the project. The final report will be a combined Cultural Landscape Report/Environmental Assessment as is the first report of this type undertaken by the National Capital Region.



Years of Experience: 6

Education

MHP/Historic Preservation
BA/History

Relevant Capabilities

Qualified under 36 CFR 61 as an
Architectural Historian

Caitlin Herrnstadt

Architectural Historian

Ms. Herrnstadt is an Architectural Historian with experience in historic preservation and cultural resource management. She exceeds the necessary qualifications of Architectural Historian under the standards set forth by the Secretary of the Interior. She has a variety of professional and educational experiences including involvement with cultural landscape projects for the National Park Service and the review of tax credit applications and National Register nominations for the Iowa SHPO. She also has experience in the research, survey, and documentation of historic above-ground resources with a thorough working knowledge of federal preservation regulations including the NRHP, Section 106, and Historic Preservation Tax Incentives.

Design Guidelines, Summerville, SC. *Architectural Historian.* Ms. Herrnstadt served as Architectural Historian for this project. She was responsible for four of the five chapters within the final guideline document including: a historic context of Summerville, Architectural Styles and Types in Summerville, Preservation History in Summerville, and Board of Architectural Review and Certificate of Appropriateness (COAs) procedures.

Historical/Architectural Inventory Update, Belleair, FL. *Architectural Historian.* Ms. Herrnstadt assisted in the survey and documentation of historic resources located in the Belleair, FL. She was responsible for completing Florida Master Site File Forms, the researching and writing a detailed report of the findings of the survey including historic context and recommendation for further studies including potential National Register Nominations.

Roberts County Architectural Surveys, SD. *Architectural Historian.* Ms. Herrnstadt participated in this comprehensive architectural survey of Roberts County. The survey required several weeks of fieldwork, traversing public roads in order to record those properties older than forty years of age that retain a sufficient amount of physical integrity for consideration to the National Register of Historic Places. Consistent survey methods, developed prior to the fieldwork, were critical to the successful completion of the survey work. The fieldwork culminated in a final report

Five National Register Nominations, Pierre, SD. *Architectural Historian.* This project is being carried out for the South Dakota SHPO. The work consists of the completion of five National Register Nominations in South Dakota, including: the Hyde County Memorial Auditorium (Hyde County), the Sinkie Barn/Long View Stock Farm (Buffalo County), the Scheurenbrand House (Davison County), the Lawler House (Davison County), and St. Paul's Lutheran Church (Union County). Ms. Herrnstadt is providing support for the survey, research, and drafting of the National Register Nominations.

Savannah Victorian Historic District, Savannah, GA. *Architectural Historian.* Ms. Herrnstadt assisted with the survey and documentation of over 850 properties located within this historic district. Ms. Herrnstadt is responsible for the researching and writing a detailed report of the findings of the survey including recommendation for further studies including potential National Register Nominations. She is also responsible for the data entry into the State Historic Preservation Offices GIS system ("GNAHRGIS").

Reconnaissance-Level Historic Resources Survey, Hancock, Brooke, Taylor, Wetzel & Marshall Counties, WV. *Architectural Historian.* Ms. Herrnstadt completed extensive fieldwork and property documentation across the project area and wrote a historical context for each county. She was responsible for data entry and completion of survey forms for surveyed properties identified during fieldwork.

JMT PROJECT EXPERIENCE

The following pages exemplify JMT's experience with Historic Preservation contracts for cities similar in size to that of the City of York. All projects described below exceeded expectations and were completed on time and within budget.

SUMMERVILLE HISTORIC DISTRICT DESIGN GUIDELINES

Summerville, South Carolina

JMT was contracted by Summerville, South Carolina to create Design Guidelines for their Historic District which was established in 1976. The district includes 700 contributing buildings, about 70% of which predate World War I. Prior to the creation of the Design Guidelines, the town's Board of Architectural Review (BAR) issued Certificates of Appropriateness (COAs) based on the Secretary of Interior's Standards. The new guidelines, which were developed in conjunction with the current BAR and staff members, will assist the BAR and property owners in determining appropriate design for rehabilitation of existing buildings and appropriate design for new buildings proposed for construction within the historic district. Additionally, the Guidelines will assist and support the Town's existing and projected regulatory plans and ordinances including the Comprehensive Plan, Vision Plan, Zoning Ordinance and proposed Unified Development Ordinance.

The final document included the following chapters: Introduction to Preservation in Summerville, Procedures, Historic Context, Architectural Types and Styles, Design Guidelines, Glossary, Bibliography, Where to Find Additional Information and the Summerville Historic Preservation Ordinance. A combination of illustrations and photographs specific to Summerville accompany text to illustrate examples of appropriate and inappropriate design choices for the district.

The project included two in-person meetings with staff and BAR members and two public meetings; scheduled at the beginning and end of the project.

Owner
Town of Summerville

Contact
Jessi Shuler
Director of Planning
843-851-4217
jshuler@summervillesc.gov

Project Information
Fee: \$25,000

Completed
September 2019



ARCADE MILL VILLAGE HISTORIC DISTRICT SURVEY

Rock Hill, South Carolina

The Arcade Mill Village in Rock Hill, South Carolina is a neighborhood consisting of three to five room homes constructed c.1900 for the workers of the adjacent Arcade Mill. After World War II, there were as many as 135 homes surrounding the mill. The mill was destroyed by fire in 2007 and subsequently demolished. Many of the homes remain with a high level of integrity.

JMT was contracted through the Housing and Neighborhood Services of the City of Rock Hill to complete an intensive level survey of the Arcade Mill Village Historic District area. Using previous surveys, archival research, and field work, JMT is working to document the history of the village, the existing conditions of select dwellings and their changes over time. All work being done is in consultation with and in accordance with South Carolina Department of Archives and History, State Historic Preservation Office's Survey Manual in the context of identifying and re-evaluating historic properties within the boundary of the previously identified Arcade Mill Village Historic District area for eligibility for listing in the National Register.

Owner:

Housing & Neighborhood Services
City of Rock Hill
150 Johnson Street
Rock Hill, South Carolina 29731

Contact:

Dawn Byers
Neighborhood Development Coordinator
803-326-3793

Project Information:

Fee:
\$22,000 (lump sum)

Completed:

October 2015



TOWN OF BELLEAIR HISTORIC RESOURCES SURVEY

Belleair, Florida

JMT was hired by the town of Belleair, Florida to complete an Architectural/Historical Inventory Update. The town secured funding from the Florida Department of Natural and Cultural Resources to complete a survey of buildings constructed before 1967, interview a of five residents and present the project findings at a public meeting.

JMT Architectural Historians conducted background research in order to establish a brief understanding and historical context of the project area. A survey was completed of the entire town and buildings that retained architectural or historic significance we documented with a Florida Master Site File form.

Additionally, JMT conducted five oral interviews with residents. The interviews were conducted using a list of pre-written questions to ensure consistency, however, follow up questions were tailored to each specific interviewee. All Interviews were taped and conducted according to the Principles and Best Practices of the Oral History Association (OHA). Transcripts of each interview were created and provided as part of the final submission to the Town.

Owner

Town of Belleair
901 Ponce de Leon Boulevard
Belleair, FL 33756

Contact

Cathy DeKarz
727-588-3769
cdekarz@townofbelleair.net

Project Information

Fee: \$47,500

Completed

July 2018



REVISION OF HISTORIC PRESERVATION COMMISSION DESIGN GUIDELINES

Oxford, North Carolina

JMT was selected by the City of Oxford to provide an update of current Guidelines, previously created in 2007. JMT Architectural Historians completed an in-depth review of the existing Oxford Historic Preservation Commission (HPC) Design Guidelines and related Certificate of Appropriateness documents, as well as the HPC Charter and Rules of Procedure, the Oxford Historic Preservation Ordinances, and Demolition by Neglect Ordinance to establish a solid frame of reference and understanding of the current resources governing historic preservation in the City of Oxford. JMT Architectural Historians worked with the Oxford HPC and the State Historic Preservation Commission to create new Guidelines for their two residential historic districts that reflect the changes to the historic fabric of the community as well as changing technological advances in preservation.

The design guidelines were posted to the City's website for easy public access:
http://www.oxfordhpc.org/uploads/5/4/5/6/54567295/oxforddesignguidelines_6-15-2017.pdf

Owner

City of Oxford, NC

Contact

Michele Patterson McCabe
Grants Coordinator, State Historic
Preservation Office
Division of Historical Resources, North
Carolina Department of Natural and
Cultural Resources
919-807-6582
michele.patterson.mccabe@ncdcr.gov

Project Information

Fee: \$19,961

Completed

November 2016



SALISBURY HISTORIC DISTRICT DESIGN GUIDELINES UPDATES

Salisbury, Maryland

JMT was contracted by the City of Salisbury, Maryland, to update the existing Historic District Design Guidelines for the Downtown, Newtown, and Camden Historic Districts, all of which are protected by the City's preservation ordinance. JMT worked closely with the City's Housing and Community Development Department and the Salisbury Historic District Commission (SHDC) to complete the project.

This update required JMT Architectural Historians to solicit stakeholder feedback on the existing design guidelines and design review process in general, as well as to attend one SHDC meeting to gain a better understanding of the goings-on at each meeting and to meet with the Commissioners to discuss the prepared draft of the updated design guidelines. The updated document provides improved instructions for obtaining a Certificate of Approval, planning a preservation project, and the expanded and reorganized guidelines prepared by JMT. Additions to the existing guidelines included guidelines for sustainable energy upgrades, appropriate use of substitute materials for historic properties, and guidance on demolition by neglect.

The report was posted to the City's website for easy public access: <https://salisbury.md/wp-content/uploads/2017/10/Salisbury-Design-Guidelines-final-with-revised-Camden-map.pdf>

Owner
City of Salisbury, MD

Contact
Deborah J. Stam
Assistant Director
Housing & Community Development
Department
410-334-3031
dstam@salisbury.md

Project Information
Fee: \$14,375

Completed
August 2017

"The revised designed guidelines prepared by JMT, 2017, are a significant improvement. Especially helpful are both the architectural styles discussion and local illustrated examples throughout. The discussion of criteria and decision-making guidelines for the Historic District Commission is well elaborated and user-friendly."

– Judith Dressel, President, Newtown Association (local stakeholder)



HISTORIC CONTEXT AND PRESERVATION DESIGN GUIDELINES UPDATE

Cumberland, Maryland

JMT was contracted by the City of Cumberland, Maryland, to update the historic context and the preservation design guidelines for the Canal Place Preservation District, the area protected by the City's preservation ordinance. JMT worked closely with the City's Preservation Coordinator and the Historic Preservation Commission to complete the project.

The history of Cumberland leading into the early 20th century was well understood through previous survey and research, but an understanding of the changes that shaped the City after ca. 1920 was lacking. The task to update the historic context summarized the early history of Cumberland with an emphasis on new archival research on 20th century Cumberland, including mid-century urban renewal policies. The context ties the history of Cumberland to the built environment, with photographs illustrating trends at different points in history.

The second task of the contract included updating the existing preservation design guidelines for the Canal Place Preservation District. The District encompasses two National Register-listed historic districts and numerous additional buildings, all of which fall under the purview of the Historic Preservation Commission (HPC). This update required JMT Architectural Historians to attend three HPC meetings to gain a better understanding of the goings-on at each meeting and to meet with the Commissioners to discuss the pros and cons of the existing design guidelines. The updated document provides improved instructions for obtaining a Certificate of Appropriateness and for planning a preservation project, and the reorganized guidelines strengthen the control of the HPC by decreasing contradictory guidelines and streamlining their review. The report is accompanied by Cumberland-specific photographic examples and illustrations, and is posted on the City's website for easy public access: <http://www.ci.cumberland.md.us/502/Revised-Guidelines>

Owner
City of Cumberland, MD

Contact
Kathy McKenney
Historic Planner/Preservation
Coordinator
301-759-6431
Kathy.McKenney@cumberland.gov

Project Information
Fee: \$11,322

Completed
August 2015

"Kathy and Lindsey, I popped open the files and I was amazed at the final product... The many illustrations and clear writing will make the document so much more user friendly for both the HPC and for our citizens." - Cheri Yost, Chairperson, Cumberland Maryland Historic Preservation Commission



DESIGN REVIEW GUIDELINES MANUAL UPDATE

Tarpon Springs, Florida

JMT was selected by the City of Tarpon Springs to complete an update to and reformatting of their Design Review Guidelines Manual. Created in 1999, the guidelines had not been updated since. The new document is being created to reflect updates in federal guidelines, updates to the Tarpon Springs Land Development Code and SmartCode, and to better reflect the local community. Owners of historic resources within the local district are required to maintain and update their properties in accordance with the Heritage Preservation section of the Tarpon Springs Land Development Code which refers to the Guidelines Manual as the guiding document.

Our work began with an in-person kick-off meeting and a tour of the City's Historic District. This trip to Tarpon Springs allowed an opportunity for the City and JMT to meet, review the goals and schedule of and methodology for the project ensuring all parties were on the same page from the start of the project. Additionally, time spent with city staff touring the Historic District provided valuable information regarding character defining architectural and landscape features of the District as well as insight into challenges faced by their Heritage Review Board.

A public meeting was held at the beginning of the project. The purpose of this meeting was two-fold, to introduce the project to the public and to collect public input. Once the meeting was complete and all feedback collected, JMT began to draft the updated Guidelines Manual. Following an agreed upon outline, JMT updated and expanded upon the existing Guidelines which included adding sections on alternative energy and, floodplain adaptations. The Guidelines were supplemented with a vast array of local photos and drawings to support various topics.

To complete the project, JMT will attend a final public meeting upon the completion and acceptance of the updated Guidelines.

Client
City of Tarpon Springs

Contact
Patricia L. McNeese, AICP
Principal Planner
324 East Pine Street
Tarpon Springs, FL 34688-5004
727-938-3711, ext. 2255
pmcneese@ctsfl.us

Project Information
Fee: \$50,000

Completed
Ongoing



JMT Project Understanding and Approach

STATEMENT OF UNDERSTANDING

The City of York is looking for qualified consultants to develop a design manual for the repair and rehabilitation of historic commercial building facades in the City's historic district. The completed manual will become a resource for property owners/tenants in the district, particularly those who may qualify for financial assistance from the City for appropriate rehabilitation activities. The City will also use the manual in its implementation of a façade grant program to encourage and support appropriate rehabilitation of historic commercial facades in downtown York.

JMT understands that this project is funded, in part, by a grant from the U.S. Department of the Interior, National Park Service, administered by the South Carolina Department of Archives and History (SCDAH) and is therefore subject to review and approval by SCDAH.

In the era of COVID-19, project delivery is being reinvented. At JMT, we are committed to keeping our teams – and our clients – safe no matter what the challenge. All employees must follow CDC guidelines to help keep them and the public safe, reducing the spread of COVID-19. We are also committed to maintaining the project lifecycle as long as our clients are up and running. In order to provide the City of York with the proposed deliverables within the requested schedule, we offer adaptable communication and document sharing platforms such as Office 365 SharePoint and Microsoft Teams. JMT and our proposed team have pre-pandemic experience utilizing these platforms and are confident that we can adapt our already means tested processes to best support the City and this project.

PROJECT APPROACH

Kick-off Meeting

Upon receiving notice to proceed, JMT will schedule a kick-off meeting with appropriate City staff. While we prefer, and will plan to do this meeting in person, during these uncertain times, we understand that may not be possible. Should we be unable to meet in person due to CDC guidelines on social distancing, JMT has the capabilities to hold a virtual video call or conference call.

This prompt attention to the project will continue throughout the contract. This on-site kick-off meeting provides an opportunity for City and JMT staff to meet, review the goals and schedule of and methodology for the project. We have found these in-person meetings to be a key aspect to a successful project as it allows for the entire project team an opportunity for open communication to start the work on the same page.

JMT has created a project team with qualified Architectural Historians who have the experience and availability necessary to meet the needs of this project, its task deadlines, and corresponding deliverables. Our team has recent experience with public outreach, analyzing local codes and ordinances and, drafting design guidelines essential to making this a successful venture.

During the meeting project objectives and methodologies will be reviewed, including the identification and prioritization of main issues to be addressed in the Guidelines, formatting and research needs, review of related documents, public and City participation process, and project schedule. Additionally, during this meeting any background information potentially useful to the project including, pertinent existing studies, the existing guidelines, plans, zoning information, histories, photographs, National Register nominations and maps from the planning staff or other sources would be shared with the project team.

Additionally, during this visit to York, JMT will tour the commercial center of the historic district with City staff in order to understand the issues and architectural character of the commercial facades.

Public Meetings

JMT will participate in two public meetings during the course of the project. The first will be at the beginning of the project to introduce the project to the public and gather public input. The second meeting will be at the completion of the project to present the final approved design manual.

Town staff will coordinate meeting logistics including finding a venue and any necessary advertisements. For both events, JMT will provide necessary graphics, PowerPoint presentations and/or handouts. During the kick-off meeting, JMT will discuss the logistics of different methods of feedback collection to determine which methods will be most effective.

Design Guidelines Outline

After the kick-off meeting, JMT will prepare a draft outline detailing the proposed organization for the Design Guidelines. This preliminary outline serves to ensure all desired and appropriate topics are covered prior to a full draft of the guidelines ultimately streamlining the review process.

Prior to developing the complete guideline document, JMT will discuss with City staff options for the format and layout of the guidelines, this will include but not be limited to typefaces, orientation, colors, and design program.

Design Guidelines

Once the draft outline is complete and accepted by City staff and SCDAAH, JMT will develop a full draft of the guidelines. JMT will supplement the guidelines with drawings and photographs, local when possible, to illustrate architectural terms and preservation concepts. Our Architectural Historians have the skills, experience, and software needed to produce effective graphics, edit photographs, and create maps for the new document.

JMT understands that the final document will include guidance for the City of York's Board of Architectural Review and property owners in determining appropriate design for rehabilitation of existing historic commercial facades within the boundaries of the City of York's historic preservation overlay zone. Per the RFP, the manual will include, but not be limited to, guidance regarding appropriate repair and replacement of historic façade materials, windows, lighting, signage, and awnings. All guidance in the design manual must meet the standards in the City of York's design guidelines and must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties.

Additionally, JMT understands The City and SCDAAH will review a draft of the design manual and provide written comments. The Board of Architectural Review and the public will also be afforded the opportunity to review and comment on the draft document. The City will compile all comments into one master document for JMT to address. It is assumed there will be one review and revision of the full guidelines.

Once the final document is complete, JMT will provide the City with ten (10) bound copies, one unbound security copy, and a digital version of the guidelines. Additionally, SCDAAH will be provided with one bound copy and one digital copy.

Recommendations for Façade Grant Improvement Program

Due to the limited budget for this project, JMT is proposing to complete only the design guidelines under this proposal. Our experience updating and creating design guidelines for other municipalities has demonstrated the time and effort needed to complete a thorough and effective document. Rather than stretching the budget by completing two tasks for the budget amount, we feel we can better serve the City by using the budget and schedule to develop a valuable set of guidelines.

COST

	Sr. AH	AH1	AH2	TOTAL
Cultural Resource Survey				
A. Kick-off Meeting & Public Meeting	16	16		32
B. Outline		8		8
C. Research		24	24	
D. Draft Guidelines		72	24	96
E. Second Public Meeting	16	16		32
F. Edits		16	8	24
G. Deliverables		4		4
H. Project Management	12			12
<i>Subtotal 1</i>	44	156	56	208
<u>Task 1</u>	<u>Hours</u>	-	-	<u>Hourly Rate</u>
Senior Architectural Historian	44			\$39.00
Architectural Historian 1	156			\$25.00
Architectural Historian 2	56			\$21.00
<i>Total Direct Labor</i>	256			<i>\$18,474.24</i>
<i>Travel and miscellaneous</i>	1			\$1,400.00
<i>Total Indirect Cost</i>				<i>\$1,400.00</i>
				Total Cost \$19,874.24

JMT Project Schedule

Deliverable/ Milestone	Due Date
Notice to Proceed (NTP)	May 4, 2020*
Kick-off Meeting & Public Meeting	Week of May 18, 2020**
Submission of Outline	June 5, 2020
Outline Approval	June 19, 2020
Submission of Draft Guidelines	July 24, 2020
All Comments due to JMT on Draft Guidelines	August 28, 2020
Second Public Meeting	Week of September 14, 2020
Submission of Final Guidelines & Grant Recommendations	September 25, 2020

* Dates are based on a May 4, 2020 NTP. Should the NTP be delivered later, the schedule will be pushed back accordingly.

** Should the city and JMT prefer an in-person kick-off meeting, this date may need to be pushed back based on CDC guidelines.

As a 100% employee-owned company, each of our employees has a vested interest in our success and is committed to providing clients with professional services of exceptional quality. This has resulted in continued success throughout our history and demonstrates that we meet our commitments not only in terms of budgets and schedules, but also in quality, innovation, and in providing experienced staff that takes pride in what they do. We also have earned a reputation as a first-class consulting firm providing innovative, user-friendly, and cost-effective solutions to assist our clients in meeting their project requirements and budget constraints.

Project Scheduling Ability/Timely Completion of Work. We anticipate that under normal circumstances the schedule and budget established and agreed to during contract negotiations and at the kickoff of the contract will be adequate to complete the project. However, on those occasions where there is a change that requires the schedule to be accelerated, the JMT Team can respond with resources to meet the needs of the City. For those items that are in our control, we will provide adequate staff and resources to meet any schedule. **JMT assures the City of York that we can complete this project within the timeframe established and will have ample staff to ensure this assignment is completed on time and within budget.**

Upon receiving notice to proceed, JMT will schedule an on-site kick-off meeting with appropriate City staff. This prompt attention to the project will continue throughout the contract. This on-site kick-off meeting provides an opportunity for the City and JMT to meet, review the goals and schedule of and methodology for the project. **We have found these in-person meetings to be a key aspect to a successful project as it allows for the entire project team an opportunity for open communication to start the work on the same page.**

JMT has created a project team with qualified Architectural Historians who have the experience and availability necessary to meet the needs of this project, it is task deadlines and corresponding deliverables. Our team has recent experience with public outreach, analyzing local codes and ordinances and, drafting design guidelines essential to making this a successful venture.

At any given time, we will have numerous projects with a number of clients that are going on concurrently. Our ability to manage projects simultaneously and expeditiously is required in order to be successful in this business. Over the years JMT has developed procedures that allow us to track all of our work with all of our clients and to set schedules and deadlines so that all of our commitments are met. **The most effective tool in this effort relies on excellent communications between JMT and the City.**

Internally, JMT conducts regular progress meetings to review the status of all projects and all upcoming milestones/deadlines. It has been our experience that when the entire team is involved and understands the scope, schedule and budget, their

responsibilities for their portion of the project are better understood. This open approach provides the team with a better understanding of how their specific responsibilities mesh together and affect the outcomes/schedules for each project. It also provides an opportunity to share ideas and concepts that will benefit the projects and the processes. **We believe openness with the City is essential and provides a means to identify potential problems early so that solutions can be identified and implemented before the issue can impact the project schedule and budget.**

JMT developed our project team based on experience and availability. Our Project Manager, Sara McLaughlin will ensure that JMT is compliant with all contracting commitments and requirements for the project. She will ensure that JMT adheres to the schedule and budget for the project, and will communicate any issues, concerns, or delays to the City Project Manager. In order to make the most of the budget and schedule JMT plans on a small and experienced project team for this project. In addition to serving as Project Manager, Ms. McLaughlin will also work with Caitlin Herrnstadt to develop project deliverables. Ms. McLaughlin and Ms. Herrnstadt have worked closely on numerous projects, most recently, the development of Design Guidelines for Summerville, South Carolina.

Once underway, JMT focuses on cost control using a state-of-the-art integrated accounting and resource planning software and a collaborative team approach. We use Microsoft AX software which breaks down the project budget into project phases. During the life of the project we track the hours and dollars expended on each project phase. All employee timesheets are input electronically daily, so up-to-date project costs are available to the Project Manager. **With these tools, consistent, precise budgets are maintained.**

JMT's utilizes a formal Quality Management System (QMS). Our QMS is a collection of organizational processes and procedures which have an impact directly or indirectly on JMT developing and achieving our strategic goals and objectives and on the products and services we provide to our clients. This framework of operating practices encompasses all aspects of our organization, including project management / operations, human resources, safety, learning and development, information technology, legal, accounting and finance. JMT's QMS is a Strategic part of our business and we use the system to continuously seek to enhance and further develop our culture of quality and support JMT's mission, vision, core values and other strategic initiatives.

JMT's quality policy is to be committed to provide quality professional services that meet the needs and requirements of our clients and stakeholders. We are committed to an organization-wide systemic, process-based approach to delivering our products and services. We have established operational objectives to help communicate organizational direction and utilize metrics to drive continuous improvement of our organization.

JMT's Quality Management System provides:

- Consistent business and project management processes and procedures throughout the organization,
- Increased quality of services and products,
- Reduce risk and cost associated with errors and omissions,
- Greater employee engagement and commitment to product delivery, service, and quality, and
- Improvement of project and organizational communication both internally and externally

SUMMARY

Our Cultural Resource team's project experience demonstrates our capability and knowledge to provide the cultural resource skills required for fulfillment of this contract. All assigned work will be performed by qualified personnel in enough numbers to meet the schedule and budget as agreed upon by the City. The JMT Cultural Resource team has been awarded a variety of contracts involving all manner of historic preservation services, from local HARB support and reconnaissance data gathering through intensive-level survey and National Register nominations. In addition, JMT is prepared to supplement our team with other specialties on an as-needed basis if additional skills are required.

Customer service and satisfaction are essential components of our corporate culture and we take great pride in serving and giving back to the communities in which we live and work. The JMT Team is dedicated to delivering high quality work that reflects a thorough understanding of our client's needs and goals. **We are committed to providing the City with the best possible advice and consultation within our authority and capacity as a professional firm.**

It is our goal to always deliver on the commitments made to our clients and to provide the extra effort to meet those commitments. We have a long history of providing innovative solutions to our clients. Our continued success demonstrates that we meet our commitments not only in terms of budget and schedule, but also in quality, innovation and in providing experienced staff that take pride in what they do.

Thank you for the opportunity to present our qualifications to the City of York.

Our proposal has been developed according to the preparation and submission requirements provided in the RFP. JMT understands and agrees with the scope of services listed and accepts all other requirements, terms, and conditions of the RFP. **We are firmly committed to perform in a manner to guarantee the award of this and future contracts to our firm.**

MEMORANDUM

TO: Mayor and Council
FROM: Seth Duncan, City Manager
Karen Fritz, Special Events Coordinator/PIO
SUBJECT: Special Events Applications
DATE: April 28, 2020

Hoodtown Lodge Annual Picnic

The Hoodtown Lodge # 433 has submitted an application for their annual neighborhood picnic at Jefferson Field. The proposed date of their event is Saturday, June 20, 2020. It is to be held from 9:00am to 6:00pm where there will be food, music, and fun. The organizers are providing port-o-johns and will have a pop-up tent on the field. The day's long event is expected to draw about 100 neighbors. City resources have not been requested for this event, except for power already at the field. The departments have reviewed the application and have no objections.

Old York Dash at Dusk

York Branch of the YMCA has submitted an event application for their 2nd annual 5K Old York Dash at Dusk to be held on Friday, October 16, 2020 starting at 6:45pm. This race will raise funds to send kids to camp. The run will take place on East Madison to Cemetery to Liberty St. on to Church Street to Jefferson St and Congress Street following the same path as last year. The applicant is asking for assistance from the City to temporarily stop traffic in these areas during the race between (6:15 pm to 7:30pm – as runners pass thru). Last year's event attracted more than 50 participants and are estimating 150 runners/walkers this year. Staff have reviewed and signed off on the application as acceptable.

Committee Fwd - 4/15/2020

Event - 6/20/2020



CITY OF YORK
SPECIAL EVENT PERMIT APPLICATION

Date of Application Submission: 2-31-2020

Name of Festival or Special Event: Hoodtown Lodge Annual Picnic

Location and/or Route of the Event: Jefferson Football Field

Note: A sketch/diagram must be attached to the application.

Proposed Date(s) of Event: June 20, 2020

Alternate Date(s) for Event: _____

Event Setup time: 8:00 AM to 6:30 PM

Actual Event: 9:00 AM to 6:00 PM

Total Time: 8 AM - 6:30 PM (+)

Road Closure time: NA to NA

Breakdown time: 6:00 to _____

Estimated number of attendees (including event staff): walk thru (NA)

Requesting Organization: Hoodtown Lodge #433

Address: _____

Purpose of the Event: Annual Picnic for neighbors

Is your organization a charity or non-profit organization? NON-PROFIT

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

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

Permit Holder/Event Point of Contact: MARVIN Long

Mobile Number: 803-230-0286 Email: MARVINLONG50@hotmail.com

Street Address: 51 Pinckney Street
Additional Authorized Contact: Lewis A. Wright
Mobile Number: 803-280-1545 Email: _____

Planned Activities: _____
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: _____

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): Hot dogs, hamburgers, fish, chicken

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: WE HAVE power on the field. WE will have water tanks.

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: _____

Will tents be used at the event? ☒ Yes ☐ No

If yes, explain (include size and type of tents): 10x10 Pop Tents

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

If yes, explain (include size and locations): banners on fence
3'x6'

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 Johns at far end side of the field.

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.

NA

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

NA.

Are you requesting barricades for road closures (fees may apply)? _____ Yes NA 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:

Food will be primarily ordered and take-out.

RELEASE and INDEMNIFICATION

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 Maevin Long - Secretary
Signature: Maevin Long Date: 3-23-2020

SCHEDULE OF FEES AND CHARGES FOR SPECIAL EVENTS

Police Officers	\$45.00/hour per officer
Fire Inspector (special inspection)	\$45.00/hour
Public Works /Parks and Rec. Staff	varies/per hour per staff member
Race Signage and Billboards	Required for each race
Returned Check Fee	\$35.00 may also result in event cancellation

DAMAGE/REPAIR/CLEANUP

If for any reason there is damage to any part of the area, which was reserved for the special event, or damage to another area as a direct result of the event, the extent of damage, as determined by the sole discretion of the City of York, shall be determined and the dollar amount of any repair or replacement and restitution will be billed to the applicant to be paid in full no more than thirty (30) days from the billing date. If payment is not received within the allotted time, all future special event permit requests will be denied until such time as payment is received and, in addition, City of York may take legal action to recover costs, including attorney's fees.

The following documents must be submitted in order for your permit to be processed:

- _____ Completed Special Events Permit Application
- _____ Schedule of Events
- _____ Sketch or diagram of the event/ or roads to be closed.
- _____ Certificate of Insurance (if applicable)
- _____ Special Event Permit Request Acknowledgement Form (if applicable)

Signed application with all of the supporting documents (as required) should be sent to Cindy Wyatt, Municipal Clerk to the below address, and/or scanned and e-mailed to cwyatt@yorksc.gov or faxed to (803)684-1705.

City of York
Attn: Cindy Wyatt, Municipal Clerk
PO Box 500
York, SC 29745
(803)684-2341

Committee FWD - 4/15/2020

Event - 10/16/20



CITY OF YORK
SPECIAL EVENT PERMIT APPLICATION

Date of Application Submission: 03/09/2020

Name of Festival or Special Event: Old York Dash at Dusk

Location and/or Route of the Event: See Attached

Note: A sketch/diagram must be attached to the application.

Proposed Date(s) of Event: Friday, October 16, 2020

Alternate Date(s) for Event: Thursday, October 15, 2020

Event Setup time: 5:30 pm to 6:30 pm

Actual Event: 6:45 pm to 7:45 pm

total time 5:30-8:00pm

Road Closure time: 6:45 pm to 7:45 pm

Breakdown time: 7:45 pm to 8:00 pm

Estimated number of attendees (including event staff): 150

Requesting Organization: York Branch YMCA

Address: 103 E. Madison Street

York, SC 29745

Purpose of the Event: To bring Awareness to York for need of YMCA.

Is your organization a charity or non-profit organization? Non-Profit

Will the proceeds benefit your organization? If no, please specify which organization it will benefit Yes; "Send a kid to Camp"

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

Permit Holder/Event Point of Contact: Ron Black

Mobile Number: 803-242-0284 Email: ronblack@ypymca.org

Street Address: 103 East Madison Street

Additional Authorized Contact: Jeff Dickson

Mobile Number: 803.242.0289 Email: jeffdickson@upymca.org

Planned Activities: See Attached

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: _____

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: We will have our speakers at the Y playing music. We will use our power from the Y for this purpose (just in our parking lot).

Will tents be used at the event? ☒ Yes ☐ No

If yes, explain (include size and type of tents): Just on Y property

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

If yes, explain (include size and locations): Mostly on Y property i
maybe at each run turn.

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):

Facilities available at the York Branch YMCA.

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.

Parking will occur at the Y. We are once again requesting law Enforcement's assistance for closing down streets (See attached map) Medical services provided by Y staff member who is retired Physician's Asst.

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

Times are PM.
East Madison St. (6:15-7:45), Cemetery St. (6:45-7:30),
Intersection of Cemetery & Liberty (6:30-7:30 - 95 runners
pass), Church St, Jefferson St, Congress St.
This loop will be run twice

* Please see map for details.

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.

Major Intersections?

Please provide any additional information that may be helpful:

RELEASE and INDEMINIFICATION

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

Pan Black, Regional VP.

Signature:

P. Black

Date:

03/09/2020



OLDE YORK DASH AT DUSK

2x = 3.1 MILES (5K)

Olde York Dash at Du5k

Friday, October 16, 2020

Schedule of Events

Thursday, October 15th – Packet pick up

Friday, October 16th

- | | |
|---------|---|
| 6:00 PM | Gather at the York Branch YMCA (103 East Madison Street) |
| | Music Plays |
| 6:05 PM | Welcome by RB |
| | Costume Contest Results – 1 st , 2 nd , 3 rd |
| 6:30 PM | Final Olde York Comments |
| 6:45 PM | 5K Run through town as detailed on the map titled, "Olde York Dash at Du5k" |
| 7:45 PM | Awards/Prizes by Lisa Jensen |
| | Male – 1 st , 2 nd , 3 rd Places |
| | Female – 1 st , 2 nd , 3 rd , Places |
| 8:15 PM | Adjourned |

SCHEDULE OF FEES AND CHARGES FOR SPECIAL EVENTS

Police Officers	\$45.00/hour per officer
Fire Inspector (special inspection)	\$45.00/hour
Public Works /Parks and Rec. Staff	varies/per hour per staff member
Race Signage and Billboards	Required for each race
Returned Check Fee	\$35.00 may also result in event cancellation

DAMAGE/REPAIR/CLEANUP

If for any reason there is damage to any part of the area, which was reserved for the special event, or damage to another area as a direct result of the event, the extent of damage, as determined by the sole discretion of the City of York, shall be determined and the dollar amount of any repair or replacement and restitution will be billed to the applicant to be paid in full no more than thirty (30) days from the billing date. If payment is not received within the allotted time, all future special event permit requests will be denied until such time as payment is received and, in addition, City of York may take legal action to recover costs, including attorney's fees.

The following documents must be submitted in order for your permit to be processed:

- ☒ Completed Special Events Permit Application
- ☒ Schedule of Events
- ☒ Sketch or diagram of the event/ or roads to be closed. (Same as last year)
- ☐ Certificate of Insurance (if applicable)
- ☐ Special Event Permit Request Acknowledgement Form (if applicable)

Signed application with all of the supporting documents (as required) should be sent to Cindy Wyatt, Municipal Clerk to the below address, and/or scanned and e-mailed to cwyatt@yorksc.gov or faxed to (803)684-1705.

City of York
Attn: Cindy Wyatt, Municipal Clerk
PO Box 500
York, SC 29745
(803)684-2341

MEMORANDUM

TO: Mayor and Council
FROM: Seth Duncan, City Manager
SUBJECT: Indigent Defense Contract with York County
DATE: May 5, 2020

ISSUE

The City of York, along with Clover, Tega Cay, and Fort Mill, have a joint agreement with York County to provide indigent defense services to our municipal courts. Indigent defense, or public defender, services are those rendered to a defendant who is unable to afford legal services due to financial hardships. The contract with York County automatically terminates on October 1, 2020, but with the understanding that a decision regarding the continuation of services needs to be made during the County's budget planning process.

DISCUSSION

The City of York, Rock Hill and those mentioned above entered into an agreement in October 2015 for the County to provide indigent defense services for our municipal courts. The County hired, supervised and supports one full-time employee for the purposes of a public defender for the cities/towns. Indigent defense is required by law in that "if a municipality has or elects to have an optional municipal court system, it must provide adequate funds for representation of indigents." Since we have a municipal court we must have a public defender in some capacity. Rock Hill left the agreement after hiring their own defense attorney in 2018-2019.

Not all defendants in City Court are afforded indigent defense, rather, they must meet a need based test assessed by the judges. The court provides an application, the applicants income is assessed, and need determined. The case is then turned over to the indigent defense attorney for representation.

Over the last few years, the cases handled is as follows:

	2015	2016	2017	2018	2019
York	149	145	168	192	314
Clover	269	264	246	190	331
Tega Cay	17	21	41	52	90
Fort Mill	44	76	41	11	5

The cost to the County to employ an attorney to provide services to the municipalities under the contract is \$77,238 including salary, fringe, and retirement. In Fiscal Year 2020, the City of York's portion of the indigent contract was \$16,778.27. The County is now utilizing a new funding formula that would include a base rate of \$8,500 for each city/town then the following proportional fee schedule:

City/Town	Base	Proportional	Total	Average Cost Per Case FY 2019
York	\$8,500	\$18,100	\$26,600.00	\$84.71
Clover	\$8,500	\$18,100	\$26,600.00	\$80.36
Tega Cay	\$8,500	\$5,189	\$13,689.00	\$152.10
Fort Mill	\$8,500	\$1,729	\$10,229.00	\$2,045.80
Total			\$77,238.00	

The County is now asking, during its budgeting processes, if each municipality is interested in extending the contract for another year. All other municipalities have indicated their willingness to continue as is based upon the fee schedule above. However, staff has had separate communications with Clover and is interested in exploring other options prior to any additional renewals after Fiscal Year 2021.

RECOMMENDATION

Staff recommends continuing to contract indigent defense services for another year (FY21) at the rate proposed by the County, but believe it's necessary to explore new options prior to the next renewal (FY22).