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City of Walterboro

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Walterboro City Council

Regular Meeting

July 3, 2018

City Hall

6:15 P.M.

A G E N D A

I. Call to Order:

1. Invocation.
2. Pledge of Allegiance.

II. Public Input on Agenda Items:

III. Approval of Minutes:

1. Minutes of the May 1, 2018 Regular Meeting (Minute attached)
2. Minutes of the June 5, 2018 Regular Meeting (Minutes attached).

IV. Old Business:

V. New Business:

1. Consideration of Funding Recommendations from the Accommodations Tax Advisory Committee (Memorandum and materials attached).
2. Consideration of Request for Proposals (RFPs) to Provide Banking Services for the City of Walterboro (Memorandum and attachments).
3. Consideration of Bids to Purchase Police Patrol Vehicle (Memorandum and bid materials attached).
4. Consideration of Bids to Purchase Sanitation Vehicle (Memorandum and bid materials attached).

VI. Committee Reports:

VII. City Manager's Report:

1. Recognition of Firefighters Chris Cook, Lamar Smith and Jared Davis - Recipients of the Meritorious Action Award from the South Carolina Firefighters Association.
2. Preliminary Engineering Report Proposals - Wastewater Treatment Plant Expansion.

VIII. Executive Session:

1. Receipt of Legal Advice - I-95 Business Loop Project, Phase 1C and 1D.
2. Personnel Matter - Municipal Court.
3. Provision of Services in the Area Served by the Public Body - Windsor East Apartments.

IX. Open Session:

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

X. ADJOURNMENT.

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MINUTES

A Regular Meeting of Walterboro City Council was held at City Hall on Tuesday, May 1, 2018 at 6:15 P.M. with Mayor Bill Young presiding.

PRESENT WERE: Mayor Bill Young, Council Members: Carl Brown, Judy Bridge, Paul Siegel, Bobby Bonds, James Broderick and Greg Pryor. City Manager Jeff Molinari, City Clerk Betty Hudson and City Attorney George Cone were also present. Approximately 31 persons were present in the audience.

There being a quorum present, the Mayor called the meeting to order and invited everyone to join in the invocation. Council Member Pryor gave the invocation, and Council Member Broderick led the Pledge of Allegiance to our flag.

At this point the Mayor stated that the City held its Annual Rice Festival this past week. He thanked the Rice Festival Committee, Susan Nettles and all others involved who worked hard to make the Rice Festival possible. He also thanked City staff for an outstanding job cleaning the City back up early the next day. The Rice Festival Committee had a great turnout for the Taste of Walterboro, and on Wednesday the Walterboro Downtown Criterium had a big crowd, and we also want to thank the Criterium Committee.

The Mayor recognized that during the Rice Festival, one of our Police Officers, Cody Pruitt, became a superstar on the internet. There is a video of Officer Pruitt dancing. When I looked at this video last night, it had 94,000 hits. If you want to put a smile on your face, and you haven't seen it, go back on the internet and look at it, because it really makes you feel good to see him doing that. He's a pretty good dancer!

PUBLIC INPUT ON AGENDA ITEMS:

There were no public comments made on agenda items.

APPROVAL OF THE MINUTES:

The Minutes of the April 3, 2018 Work Session on the 2018-2019 Budget were approved as submitted on the motion of Council Member Bridge, seconded by Council Member Broderick and passed unanimously.

PROCLAMATION:

1. **Proclamation No. 2018-01, to Recognize the Colleton County High School Band of Blue Varsity Winter Guard**

A motion was made by Council Member Pryor, seconded by Council Member Broderick to adopt Proclamation No. 2018-01, to recognize the Colleton County High School Band of Blue Varsity Winter Guard. The motion passed unanimously.

The Mayor recognized Band Director Tom Finigan and Asst. Band Director Cathy Meschach (who also works with the Winter Guard) and student members of the Varsity Winter Guard were present at the meeting. He then called the student members to the podium to recognize them for their state championship award. This proclamation stated that the Varsity Winter Guard competed and won the 2018 SCBDA Winter Ensemble AA State Winter Ensemble Championship held on March 31, 2018 at River Bluff High School in Lexington, SC, winning their second gold medal. The student members of the Band of Blue Varsity Winter Guard include Trinity Holt, Tiffany Infinger, Shaquanay Kelly, Elizabeth Lawton, Bailey Raez, Heaven Teal, Dyneira Brown, Caroline Davis, Ja'Niah Francis, Candace Grooms, Makayla Hinz, Lexi Lee, Cheyenne Myers and

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Jada Priester. The Mayor read the proclamation in its entirety into the record and presented a copy to Mr. Tom Finigan. A copy of said proclamation is attached as part of these minutes. Mr. Finigan thanked the Mayor and Council for their recognition of this award.

OLD BUSINESS:

There was no Old Business before Council.

NEW BUSINESS:

1. **Ordinance # 2018-02, An Ordinance to Amend the FY 2017-2018 City of Walterboro, South Carolina Budget Ordinance # 2017-04, So As to Provide for Supplemental Appropriation from the City's General Fund Balance in the Amount of \$75,000, First Reading**

City Manager Molinari reminded Council that in September, 2017, City Council authorized using some fund balance to pay for the improvements to 300 Hampton Street, which are now complete. We need to amend our budget ordinance to reflect this expenditure to satisfy the auditors.

A motion was made by Council Member Siegel giving First Reading Approval to Ordinance #2018-02, to Amend the Fiscal Year 2017-2018 City of Walterboro, South Carolina Budget Ordinance # 2017-04, So As to Provide for Supplemental Appropriation from the City's General Fund Balance in the Amount of \$75,000. Council Member Pryor seconded the motion.

In discussing the motion, Council Member Siegel asked what was the total cost of the improvements. City Manager responded that the cost was a little over \$100,000.

The motion then passed with all members voting in favor.

Next the Mayor announced that Council will consider the following two budget ordinances together. He then introduced the Budget Chairman, Council Member Judy Bridge to brief Council on these ordinances:

2. **Ordinance # 2018-03, An Ordinance Adopting the City General Fund Budget for Fiscal Year 2018-2019 and Matters Relating Thereto, First Reading**
3. **Ordinance # 2018-04, An Ordinance Adopting the City Enterprise Fund Budget for Fiscal Year 2018-2019, and Matters Relating Thereto, First Reading**

First, Council Member Bridge thanked the Finance Committee Members, Councilman Greg Pryor and Council Member James Broderick for their work on the budget. She also recognized City Manager Molinari, and Finance Director Amy Risher for all their help in putting the budget together. She stated that we are presenting a balanced budget for your consideration. She then gave a summary of the fiscal year 2018-2019 budget:

- 1) The City will be operating under a total budget of \$11,201,407. This reflects a General Fund Budget of \$7,074,507 and an Enterprise Fund Budget of \$4,126,900.
- 2) There will be no net ad valorem property tax increase. The Millage rate will remain at 86.4. 2.86 mills of general obligation debt for 800 MHZ

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radios will be retired and will be replaced by 2.86 General Fund Millage - the maximum allowable by state statute, counting back the last three (3) years to include CPI and growth rate.

- 3) There will be no business license increase, and no water or sewer rate increase.
- 4) The 2018-2019 budget contains a sanitation rate increase of \$2 for residential garbage pickup per billing cycle and 20% for commercial garbage pickup per billing cycle.
- 5) There is a 7.5% increase in health insurance premiums, effective January 1, 2019.
- 6) There is an anticipated 2.0% increase in South Carolina State Retirement contributions. Hopefully, the state will help us out like they did last year and take on 1% of that.
- 7) There is a proposed 1% cost of living adjustment for City employees.

Ms. Bridge gave a brief summary of each department's budget as follows:

Mayor and Council - Status quo.

City Manager - Status quo.

Finance - Status quo.

Public Works - Status quo

Planning and Development - \$25,000 has been allocated for demolition of substandard properties.

Police - Proposed to purchase two police vehicles.

Judicial - We will add a Public Defender.

Fire - Status quo.

Sanitation - Proposed purchase of a new residential Sanitation truck.

Parks - Status quo.

Tourism - Status quo.

Water - We will purchase new radio read meters.

Utility Support - Have a water/sewer rate study done.

Sewer - Status quo.

Sewer Support - Proposed to purchase a new pickup truck.

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A motion was made by Council Member Broderick giving First Reading Approval to **Ordinance # 2018-03**, An Ordinance Adopting the City General Fund Budget for Fiscal Year 2018-2019 and Matters Relating Thereto. Council Member Bonds seconded the motion. All in favor. None opposed. Motion carried.

A second motion was made by Council Member Siegel giving First Reading Approval to **Ordinance # 2018-04**, An Ordinance Adopting the City Enterprise Fund Budget for Fiscal Year 2018-2019 and Matters Relating Thereto. Council Member Bridge seconded the motion that passed unanimously.

4. **Ordinance # 2018-05, An Ordinance of the City of Walterboro, South Carolina, Amending the Comprehensive Fee Schedule for Utility Support Department, First Reading**

City Manager Molinari told Council that this ordinance was to amend the City's Comprehensive Fee Schedule. He reminded Council that staff is not proposing any changes in the City's water and sewer rates, but are proposing the following increases discussed at the April 17 Work Session.

- A. Staff recommended increasing the deposit on the water accounts from \$50.00 to \$100.00. One of the conversations that we had during the work session is that the Committee asked staff to do a survey of other utilities to see what they charged for water deposits. Our Finance Director surveyed 11 different jurisdictions and the average water deposit came out to be \$100.00. So, we are comfortable with that number.
- B. We are also proposing a couple of additional charges:
 - 1. Tampering fee - \$100
 - 2. Terminate/restore tap fee - \$400 fee for those individuals who go so far as to reconnect water service that has already been disconnected for non-payment.
 - 3. Missed appointment fee 3rd visit - \$25
(One of the issues we have in our Water Department is we have some customers that when we make arrangements to come out and turn their water on, they don't show up for that appointment, and we are proposing that the 3rd time that happens, we will levy a \$25 fee).
 - 4. Also included are increases in our Sanitation rates, which affects both residential and commercial. As you are aware, these increases will just get us to the break even point for those operations.

A motion giving First Reading Approval to Ordinance # 2018-05, An Ordinance of the City of Walterboro, South Carolina, Amending the Comprehensive Fee Schedule for the Utility Support Department, was made by Council Member Pryor. Council Member Broderick seconded the motion.

In discussing the motion, Council Member Pryor asked just for the record, why did staff find it necessary to increase the water accounts deposit fee from \$50 to \$100? City Manager Molinari explained that this cost is primarily geared toward those customers who leave their account with a balance. Unfortunately, we do have a number of customers who do that. Also, our billing cycle is bi-monthly as opposed to monthly, so given that we are bi-monthly, a customer can rack up more charges, and this is simply a way for us to better defray that expense if we do have a customer who leaves town without properly closing out their account.

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Council Member Bridge also raised a concern on the fee for a missed appointment by a customer. She said, I see no reason why we can't impose the \$25 charge on the 2nd visit, not the 3rd visit that staff goes out to turn their water on and they don't show up. City Manager Molinari felt there would be no objections from the Finance Director or the Utilities Director if that is the direction that Council wanted to go.

Council Member Bridge then made a motion to amend Ordinance # 2018-05, to change the "missed appointment" fee to be imposed on the 2nd time, when there is a "no show for water reconnection," instead of the 3rd time. Council Member Siegel seconded the motion. All in favor. None opposed. Motion carried.

The Mayor said that the motion has been amended and now we are back to the original motion. Is there any discussion on the original motion? No discussion was held and the original motion giving First Reading Approval to Ordinance # 2018-05 passed with all members voting in favor.

5. **Ordinance # 2018-06, An Ordinance of the City of Walterboro, South Carolina, Amending the Comprehensive Fee Schedule for the Judicial Department, First Reading**

City Manager Molinari stated that the City currently has a contract with a local attorney in town, who provides public defender services. Another housekeeping matter we need to take care of; if we are going to charge a \$40 fee for application for indigent defense, the City has to pass an ordinance. Our Finance Staff has been in communication with the Municipal Association of South Carolina and this is what they have recommended. Because we don't have an agreement with the Circuit Court Public Defender, we cannot charge that \$40 fee unless City Council passes an ordinance to that effect.

A motion was then made by Council Member Bonds, seconded by Council Member Broderick, giving First Reading Approval to Ordinance # 2018-06, An Ordinance of the City of Walterboro, South Carolina, Amending the Comprehensive Fee Schedule for the Judicial Department. All in favor. None opposed. Motion carried.

6. **Ordinance # 2018-07, An Amended and Restated Ordinance Authorizing and Providing for the Issuance of Hospitality and Accommodations Fee Revenue Bonds of the City of Walterboro, South Carolina, and Other Matters Relating Thereto, First Reading**

Next, City Manager Molinari introduced the City's Bond Attorney, Mr. Lawrence Flynn, to brief Council on Ordinances # 2018-07 and 2018-08. Mr. Molinari said that Mr. Flynn will also give an overview of the financing for the Discovery Center Project. We have to not only amend our Master Bond Ordinance, but also authorize the issuance of new bonds for the Discovery Center.

Attorney Flynn told Council that he has three items that he has prepared. The first one is the Master Bond Ordinance. He said, the hospitality and local accommodations fees were authorized by the State legislature in the late 1990s and in many ways they constitute the last source of discretionary funds available to Cities and Counties. So, as that process has continued to evolve and more and more cities have implemented these fees, certain amendments have been made to the statutes authorizing such fees. One beneficial change is that the original statutory authorization did not allow cities to actually pledge these sources of revenues as security for bonds. Up until about 2012, all of the borrowings secured by hospitality and/or accommodations fees were done using an interesting structure - typically utilizing a sale-lease back arrangement.

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In 2012, Margaret Pope and I worked with the legislature to amend the statute to permit the issuance of revenue bonds secured by the local hospitality and accommodations fees. In order to be able to issue debt as a municipal body, you have to have specific authorization from the legislature to do that. The City maintains general obligation bond authorization to issue bonds secured by taxes, but anything that is secured by an independent source of revenues, like your water and sewer system, have to be separately authorized by the legislature. So, in 2012, the South Carolina Legislature amended the local hospitality and accommodations fee statute to explicitly permit the issuance of debt secured by this source of revenue. Now, all of your hospitality and accommodations fee revenues can be pledged as security for bonds.

So, the first ordinance that you have is similar to the Master Bond Ordinance that you have for your water and sewer utility system. This Master Bond Ordinance (local hospitality and accommodations fee pledge) provides that all of the money that we collect at the local level from prepared food and beverages (the local hospitality tax) and all of the revenues that we collect locally from transient accommodations (local accommodations tax), are now able to be pledged as security for our debt. We are authorized to issue many series of bonds, which are authorized to be done on a parity basis. The Master Bond Ordinance creates a uniform pledge so that all bond holders are secured by the same revenues and otherwise limits the city's ability to dilute existing bondholders through the issuance of new debt.

So, what was provided for in this first ordinance (the Master Bond Ordinance) is to pledge all of the City's local hospitality and accommodations fee revenues as security for bonds and further provide for the issuance of future bonds on a parity with the currently outstanding 2011 Hospitality Revenue Bond. Since the City maintains the 2011 Hospitality Revenue Bond, the new Master Bond Ordinance requires the consent and approval of BB&T, as the current holder of the 2011 Bond. BB&T has already provided their consent and they will also pick up the additional security of the local accommodations fee which is pledged under the Master Bond Ordinance, but was not provided at the time of issuance of the 2011 Bond.

That's a short summary of the Master Bond Ordinance. It is a really thick document – the basic premise is that you are pledging your local hospitality and accommodations fees as security for the bonds that you are going to issue to develop the improvements for the Discovery Center and any other future improvements that qualify under the statute.

One additional consideration is that the bonds are given what is called a gross revenue pledge - meaning that the revenues that are collected from the hospitality and accommodations fees are pledged to the bonds. Any festivals, like the Rice Festival this past weekend, any of those festivals or any of those things that you otherwise have discretionary planning responsibility from on an operating basis fall below the line from a security standpoint. So, you are making a promise to your bond holders that you will pay them back before you pay any other operating or maintenance or making other decisions that affect this money, you are going to pay your bond holders first. That's just part of the process. Think about the pledge of revenues as a waterfall - you have a big bucket of revenues (all of the hospitality and accommodations fees); you pour revenues out of the bucket as necessary to pay your debt, then move on to the other things you need (paying for festivals and the like), and that is done on a year-to-year basis. Under this structure, your bond holders are promised to be paid first and foremost.

Mr. Flynn further said, what is the risk factor as far as the bank or the person who is ultimately lending you the money? I guess it's twofold, he said. There is a risk

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that the local accommodations or the local hospitality tax fee numbers collections fall below their existing thresholds. The bank assumes the risk that these sources of funds will remain sufficient for the life of these bonds while they are outstanding. For this reason, you have covenanted in the Master Bond Ordinance that you will not reduce the amounts of local hospitality and accommodations fees being collected. The second risk (and the one thing you can't obviously control) is that this is a source of revenues that has really been dictated directly by the legislature. The legislature has chipped away at fiscal Home Rule and they could make changes to the levy and imposition of these fees. That is something we can't control - that's a risk factor to the bank or lender.

So, to make a long story short, the first document you have in front of you is this Master Bond Ordinance. It takes both sources of revenues - local hospitality and accommodations fees. It allows us to issue revenue bonds secured by those sources of funds, and its purposes are going to be limited to the purposes in the state statutes. Generally speaking, it will be for tourism-related facilities buildings, operations, civic centers, and other provisions in Section 6-1-730. You can also pay for a limited amount of operations and maintenance responsibilities, police, fire, solid waste (to the extent approved and after bonds are paid).

Mr. Flynn then asked if there were any questions on the Master Bond Ordinance. Mayor Young then said, as I understand, this is an amendment to our Master Bond Ordinance? Mr. Flynn responded, it is an amendment, but it is bigger than that since the 2011 Bonds were not actually issued under a Master Bond Ordinance. In 2011, we did a one-all bond approval which would also allow for additional series of bonds to be issued. This Master Bond Ordinance is amending and restating that original ordinance; in that sense, the 2011 authorization and everything else will be controlled under this new Master Bond Ordinance.

The other documents you have in front of you tonight are: the 2018 Series Ordinance approving this particular set of hospitality and accommodations bonds, series 2018; and a reimbursement resolution which is a tax-related document which allows you to go back and reimburse the City for any out-of-pocket expenditures that you may have allowed to occur prior to the actual issuance of the bonds.

A motion was made by Council Member Broderick giving First Reading Approval to Ordinance # 2018-07; being: An Amended and Restated Ordinance Authorizing and Providing for the Issuance of Hospitality and Accommodations Fee Revenue Bonds of the City of Walterboro, South Carolina, and Other Matters Relating Thereto. Council Member Siegel seconded the motion.

In discussing the motion, Council Member Siegel said, I know that we will have a fixed obligation as to say that this particular bond is for the Discovery Center, and if I interpret your words in the simplest sense, it sounded like all of the money is pledged as security, but not all the money we receive to make our debt service for those funds. In other words, there could be other appropriations in our fund for other purposes. Attorney Flynn responded, absolutely.

With the second ordinance you have in front of you (2018 Series Ordinance), which approves a specific series of bonds - the 2018 Hospitality and Accommodations Fee Bond. You currently generate a fairly significant amount of money off both these sources of funds (hospitality and accommodations fee). And the sources continue to grow; they seem to be going in the right direction. Some assumptions have been made that you will continue to generate additional revenues every single year. From memory, I think you had about \$450,000 in hospitality tax revenues this year and roughly \$250,000 in accommodations. So, that combined pledge will be given to the bond holders. The bond holders know that is the bucket of funds that they can rely on from you every year. Think about loan to value ratios as a credit consideration here

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- it is not specifically on point, but the same principals generally apply. If you are collecting \$700,000 a year, the bank is not going to let you borrow more money than you can repay. They know \$700,000 is the most they can rely upon as security. Applying basic credit principals, they are only going to let you borrow an amount that gives you the ability to borrow up to say \$500,000 a year. That creates built in coverage, so we anticipate that you will have some residual money left over from year to year.

The number for this bond is \$2.5 million as the authorized amount. We have bids coming in for the Discovery Center Project, as an agenda item today, and you will see that the numbers came in less than that, but we wanted to use the authorization. As structured by your financial advisor and your finance director, we anticipate annual debt service of \$400,000; whatever is left will then be appropriated by Council in your budget authorizations.

The motion giving First Reading to Ordinance # 2018-07 then passed unanimously.

7. **Ordinance # 2018-08, An Ordinance Providing for the Issuance and Sale of Not Exceeding Two Million Five Hundred Thousand Dollars (\$2,500,000) Hospitality and Accommodations Fee Revenue Bonds, Series 2018 of the City of Walterboro, South Carolina; Providing for the Issuance of Bond Anticipation Notes; and Other Matters Relating Thereto, First Reading**

Attorney Lawrence Flynn told Council that the Master Bond Ordinance is the general authorization to issue hospitality and accommodations revenue bonds. In order to then actually issue and authorize the issuance of a particular series of bonds, Council will need to adopt a separate Series Ordinance, and that is what this is. So, we have established the precedent of being able to issue the debt (under the Master Bond Ordinance), and now we are authorizing a specific series of bonds, in an amount not exceeding \$2.5 million. So, this is the ordinance that is specifically authorizing you to borrow hospitality and accommodations fee revenue bonds for the Discovery Center. There is also some authorization in there - if it is financially advantageous - you are permitted to refund 2011 bonds if it is determined that there was a savings associated with it. That authorization is built into this Ordinance and together with the planned Discovery Center improvements - that's the reason that the number is \$2.5 million, which we recognize is in excess of the actual bids for the Discovery Center. We like to maintain the discretion as to the amount; additionally, we have delegated certain decisions to the City Administrator to make a decision as to the bond and to what amount, what term, infrastructure and other deal related items.

Mr. Flynn then said, one of the other things I like to follow up is that the statute we follow also requires a public hearing prior to final adoption. So, there will be a public hearing on the issue of this debt prior to Second Reading of this 2018 Series Ordinance.

A motion was made by Council Member Broderick giving First Reading Approval to Ordinance # 2018-08, An Ordinance Providing for the Issuance and Sale of Not Exceeding Two Million Five Hundred Thousand Dollars (\$2,500,000) Hospitality and Accommodations Fee Revenue Bonds, Series 2018 of the City of Walterboro, South Carolina; Providing for the Issuance of Bond Anticipation Notes; and Other Matters Relating Thereto. Council Member Bridge seconded the motion.

In discussing the motion, City Attorney Cone asked Mr. Flynn if he had an estimate of what the interest rate would be on this under the new tax law. Mr. Flynn responded, that's actually a really good question. I am not a financial advisor, and when the economy collapsed, the Feds introduced some new regulations that say

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lawyers can't be financial advisors. But what I can do is speak in hypothetical based on information provided by the City's financial advisor, Compass Municipal Advisors. You are starting to see the rates on the local government investment pool go up. You are starting to see banks come to call in on the City for investment opportunities, and that is because rates are starting to move, and that's a beneficial thing when you have cash sitting on the sidelines. It is not necessarily a great thing when you are going out to borrow money in the markets. So, we have seen rates start to move against us in the last several months, especially since the start of the new year. The one thing that is kind of weighing on that is that the benefit that you have as a local government is that you get to borrow money at a tax-exempt interest rate. So, historically, the difference between a taxable interest rate 30-35%; you hear people talk about a 10-treasury note, that's a taxable obligation issued by the federal government. So, if I wanted to go out and put \$1,000 in a taxable 10-year treasury, I am going to take 1% or 2%, whatever the number is. Historically, if I were going to go out and buy the same 10-year municipal bond of the City of Walterboro, if it's done on a tax exempt basis, and I am giving you the benefit of the doubt that you (the City) also have a triple A credit, it will result in a reduction of about 35%, because of the implicit subsidy built in as a result of the tax exemption - which number just so happens to represent the (formerly) highest tax rate. In the corporate income tax setting - who are the main purchasers of your types of borrowing - banks and investment funds that buy this type of debt, they would pass on their savings, because they didn't have to pay interest income on the money that they weren't allowed to be returned in the form of interest. So, that 35% hopefully got passed on to you as a subsidy.

Well, what happened in the Federal Tax Bill that passed at the end of 2017, the Feds reduced the corporate income tax rate from 35% to 21%. That means that the inherent 35% subsidy that you were getting has gone from 35% to 21%. So, how will they make that up? They don't give you the same subsidy; rates are moving up and you don't get the same benefits. So, yes, you are going to see higher interest rates than you would have even if you had done it back in December. However, timing the market is obviously something that's always going to be difficult to do. Generally speaking, we are still in a historically low interest rate environment, and we have seen that continue to play out in the municipal markets. I think we are going to keep it short enough that I don't think the interest rate is going to make that material a difference with this borrowing.

The motion giving First Reading Approval to Ordinance # 2018-08 then passed unanimously.

The Mayor then said, it's been a long time getting to this point. We first started talking about building a Discovery Center in 2001. So, that's how long it has been since we first started talking about building a Discovery Center. So, this is a good day, and I appreciate Council's support of that project. The people I have talked to about it are excited about it, so it will be exciting to see this building become a reality.

8. Ordinance # 2018-09, An Ordinance to Amend the Zoning Map of the City of Walterboro, South Carolina, to Provide for Changes in the Zoning Districts of the City of Walterboro by Changing the Zoning Classification of One Parcel of Land on Carn Street Designated as TMS # 163-11-00-058 from Medium Density Residential (MDR) District to Neighborhood Commercial District (NCD), First Reading

Assistant City Manager Hank Amundson briefed Council on this agenda item. He told Council that the Planning Commission met last month to review a request to rezone a parcel of property, TMS # 163-11-00-058, located at 300 Carn Street from Medium Density Residential (MDR) to Neighborhood Commercial District (NCD). It was a home that had been unoccupied for some time and sold at an auction and sold to Mr.

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Todd Crosby. Mr. Amundson then showed Council a Map of the property. He pointed out that the property is located adjacent to a piece of property that is currently zoned Neighborhood Commercial, and is also located adjacent to property that is zoned General Commercial. So, it's not like this zoning is out of the ordinary. This is simply giving them the option to have an office in an attempt for reuse of that property. Concluding, Mr. Amundson stated that the Planning Commission voted unanimously to approve and recommend the rezoning from Minimum Density Residential to Neighborhood Commercial District.

Council Member Pryor then made a motion giving First Reading Approval to Ordinance # 2018-09, An Ordinance to Amend the Zoning Map of the City of Walterboro, South Carolina, to Provide for Changes in the Zoning Districts of the City of Walterboro by Changing the Zoning Classification of One Parcel of Land on 300 Cam Street Designated as TMS # 163-11-00-058 from Medium Density Residential (MDR) District to Neighborhood Commercial District (NCD). Council Member Broderick seconded the motion.

In discussing the motion, Attorney Cone asked Mr. Amundson if he had any indication of whether the owner intends to use this property to its permitted use, conditional use or special exceptions? Mr. Amundson pointed out that the permitted use is Neighborhood Commercial and this is to put in an office.

Mayor Young then asked if the change for this property had been posted on the property already? Mr. Amundson answered that the proposed change in use had been properly posted in the newspapers and signs posted around the property prior to the Planning Commission Meeting. The Mayor asked if any public comments or opposition to this property's use were received? Mr. Amundson responded that no comments had been received.

The motion giving First Reading Approval to Ordinance # 2018-09 then passed with all members voting in favor.

9. **Resolution No. 2018-R-05, A Resolution to Express the Intention of the City Council of the City of Walterboro, to Cause the City of Walterboro to be Reimbursed with the Proceeds of Obligations for Certain Costs Associated with the Renovation of the Walterboro Wildlife Discovery Center**

Attorney Lawrence Flynn told Council that this is another tax related rule that says if you were to spend any money on the project, and you want to reimburse that expense with bond proceeds, you can do so; however, the reimbursement is limited under the tax rules to 60 days from the date of this resolution. We didn't know if there were anything that you were doing on a pre-development standpoint, properties that you were acquiring, contractors that you were paying or architects that you have a liability for, but this is going to allow you to go back and seek reimbursement for certain expenses, if necessary.

A motion was made by Council Member Bridge to adopt Resolution #2018-R-05, a Resolution to Express the Intention of the City Council of the City of Walterboro, To Cause the City of Walterboro to be Reimbursed with the Proceeds of Obligations for Certain Costs Associated with the Renovation of the Walterboro Wildlife Discovery Center. Mayor Young seconded the motion. All in favor. None opposed. Motion carried. A copy of said Resolution is attached as part of these minutes.

10. **Resolution No. 2018-R-06, to Adopt Policy Statements for Organizational Commitment to a Safe Workplace, Safety Policy, Risk Management Policy and Loss Control Policy**

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City Manager Molinari reminded Council that last month, Council voted to join the SCMIRF Program effective July 1, 2018. One of the questions from City Council at the meeting was if there was anything that the City can do to reduce the City's premium, and this is one of those steps to make us eligible for the Risk Management Credit. We have this resolution before you and the net effect is that it gives us a 5% reduction on our auto liability, general liability, law enforcement liability and public officials liability and takes our total premium down from \$234,053 to \$227,405, which is a \$6,603 savings.

A motion was made by Council Member Bonds to adopt Resolution # 2018-R-06, to Adopt Policy Statements for Organizational Commitment to a Safe Workplace Safety Policy, Risk Management Policy and Loss Control Policy. Council Member Broderick seconded the motion. All in favor. None opposed. Motion carried. A copy of this resolution is attached as part of these minutes.

11. **Resolution No. 2018-R-07, A Resolution to Declare May 6-12, 2018, as "Municipal Clerks Week in Walterboro" to Recognize and Honor the Valuable Contributions that Municipal Clerks Make to Cities and Towns in South Carolina and to Recognize the 40th Anniversary of the Municipal Finance Officers, Clerks and Treasurers Association, An Affiliate of the Municipal Association of South Carolina**

Council adopted Resolution No. 2018-R-07, declaring May 6-12 as Municipal Clerk's Week in Walterboro, honoring the work of Walterboro City Clerk Betty Hudson. The resolution also recognizes the 40th anniversary of the South Carolina Municipal Finance Officers Clerks and Treasurers Association.

The motion to adopt Resolution # 2018-R-07 as submitted was made by Council Member Broderick and seconded by Council Member Pryor. All in favor. None opposed. Motion carried. The Mayor asked City Clerk Betty Hudson to come to the podium. He then read the resolution in its entirety into the record and presented a copy to Ms. Hudson. A copy of said resolution is attached as part of these minutes.

12. **Consideration of Bids Received for Improvements to the Walterboro Wildlife Sanctuary Discovery Center**

Next, City Manager Molinari told Council that on April 17, 2018, the City received six bids for construction of the new Walterboro Wildlife Sanctuary Discovery Center as follows:

<u>Contractor</u>	<u>Bid</u>
1. Branks General Contractors (Johns Island, SC)	\$2,250,000.00
2. Consensus Construction & Consulting, Inc. (Myrtle Beach, SC)	\$2,398,000.00
3. Harbor Services, Inc. (Mt. Pleasant, SC)	\$2,094,513.00
4. IP Builders, Inc. (Walterboro, SC)	\$1,846,990.00
5. IPW Consultant Group, LLC (North Charleston, SC)	\$2,498,719.00
6. Solid Structures (West Columbia, SC)	\$1,955,000.00

Mr. Molinari stated that the low bidder was IP Builders, Inc., Walterboro, SC, in the amount of \$1,846,990.00. He stated that IP Builders met all the requirements for the bid, and that staff requests authorization to negotiate a contract for services with IP Builders. The City Manager pointed out that the funding for this project will come from the issuance of local hospitality and accommodations tax revenue bonds and a \$200,000 Undiscovered SC grant.

Mr. Molinari stated that he had also provided to Council a short spreadsheet, showing the breakdown of the construction costs, the exhibit costs, factoring in the \$200,000 Undiscovered SC grant, as well as the local accommodations tax match that

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the City is required to put in as a part of that grant, and showing a balance of \$1,685,690. He stated that the City can handle that debt service, and asked for Council's favorable consideration to negotiate a contract with IP Builders.

A motion was made by Council Member Brown authorizing staff to negotiate a contact with IP Builders for the Walterboro Wildlife Sanctuary Discovery Center. Council Member Broderick seconded the motion that passed with all members voting in favor.

COMMITTEE REPORTS:

There were no Committee Reports given.

EXECUTIVE SESSION:

The Mayor then entertained a motion to enter into an Executive Session.

A motion was made by Council Member Brown to enter an Executive Session, seconded by Council Member Pryor and passed unanimously. The Mayor then announced that the meeting would enter into an Executive Session for:

1. The Provision of Services Encouraging Location or Expansion of Industries or Other Businesses in the Area Served by the City of Walterboro.
2. Contractual Matters:
 - a. Financial Services.
 - b. Walterboro Wildlife Sanctuary.
3. Personnel Matter - Appointment to Accommodations Tax Advisory Committee.

The Mayor announced that Council may take action on matters discussed in Executive Session after coming back into Open Session. The meeting then entered into an Executive Session.

At approximately 8:44 P.M., a motion was made by Council Member Brown to exit Executive Session and return to Open Session. Council Member Siegel seconded the motion. All in favor. None opposed. Motion carried.

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

There being no further business to consider, a motion to adjourn the meeting was made by Council Member Bridge, seconded by Council Member Bonds and passed unanimously. The meeting adjourned at 8:44 P.M. Notice of this meeting was distributed to all local media and posted on the City's website and the City Hall bulletin board at least twenty-four hours prior to meeting time.

Respectfully,

Betty J. Hudson
City Clerk

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A Regular Meeting of Walterboro City Council was held at City Hall on Tuesday, June 5, 2018 at 6:15 P.M. with Mayor Bill Young presiding.

PRESENT WERE: Mayor Bill Young, Council Members: Carl Brown, Judy Bridge, Paul Siegel, Bobby Bonds, James Broderick and Greg Pryor. City Manager Jeff Molinari, Assistant City Manager Hank Amundson, City Clerk Betty Hudson and City Attorney George Cone were also present. Approximately 31 persons were present in the audience.

There being a quorum present, the Mayor called the meeting to order and invited everyone to join in the invocation. The Mayor then gave the invocation and Council Member Bonds led the pledge of allegiance to our flag.

PUBLIC INPUT ON AGENDA ITEMS:

There were no public comments made on agenda items.

PUBLIC HEARING:

The Mayor opened a public hearing, duly advertised, to receive public comments on the following proposed ordinances:

1. **Ordinance # 2018-01, An Ordinance Authorizing and Establishing a Program to Grant Special Property Tax Assessments to Certain Rehabilitated Historic Properties; and Other Matters Related Thereto (The Bailey Bill)**

Assistant City Manager Hank Amundson gave a brief overview of this ordinance. He said, the Bailey Bill, as discussed before, is an actual state law that must be enacted by municipalities that allow us as a municipality, and hopefully in coordination with the County, to freeze property tax values for certain historic properties that are renovated according to standards established by the state through our Historic Preservation Commission. So, this is the final reading to establish those processors. One thing that we did was to establish that the properties must be used primarily for commercial use within the historic district.

There were no comments or questions from the public.

2. **Ordinance # 2018-02, An Ordinance to Amend the FY2017-2018 City of Walterboro, South Carolina Budget Ordinance # 2017-04, So As to Provide for Supplemental Appropriation from the City's General Fund Balance in the Amount of \$75,000**

City Manager Molinari reminded Council that the City began renovations to 300 Hampton Street early last year and we have moved into that new facility. This budget amendment is to reflect the \$75,000 that was spent toward those renovations. The total amount was a little over \$100,000. The City had \$25,000 in the budget for the renovations, but we needed to allocate an additional \$75,000 to complete the renovations, and this is to satisfy the auditors.

No questions or comments were made from the public on this ordinance.

3. **Ordinance # 2018-03, An Ordinance Adopting the City General Fund Budget for Fiscal Year 2018-2019, and Matters Relating Thereto**

City Manager Molinari said, you have in front of you the budget summary. In the general fund for the upcoming fiscal year, we are proposing a total budget in the

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amount of \$11, 202,720, which includes a General Fund budget of 7,075,820 and an Enterprise Budget in the amount of \$4,126,900.

The general fund budget includes no ad valorem property tax increase. The millage rate will remain 86.4 mills. No business license increases. No water or sewer rate increases. We are having to budget for increases in health insurance premiums of 7½%, which will be effective January 1, 2019, an increase in the SC State Retirement contributions and a 1% proposed cost of living adjustment for all City employees.

No comments or questions were raised on Ordinance # 2018-03, the General Fund Budget.

4. Ordinance # 2018-04, An Ordinance Adopting the City Enterprise Fund Budget for Fiscal Year 2018-2019, and Matters Relating Thereto

City Manager Molinari explained that the Enterprise Fund Budget includes the City's water and sewer operations, as well as our Sanitation Department. The Enterprise Budget is accounted for like a business, as opposed to a governmental entity, where you have revenues and expenditures. In the Enterprise Fund Budget we are proposing a total budget of \$4,126,900. We are proposing a Sanitation rate increase of \$2 for residential customers per billing cycle and 20% for commercial customers per billing cycle. He also noted that there will be additional increases in this budget as reflected in the next public hearing item on The City's Comprehensive Fee Schedule.

No comments or questions were raised from the public on Ordinance # 2018-04, the City's Enterprise Fund Budget.

5. Ordinance # 2018-05, An Ordinance of the City of Walterboro, South Carolina, Amending the Comprehensive Fee Schedule for Utility Support Department, and Sanitation Department

City Manager Molinari reminded Council that in the agenda packet, page 2 of this ordinance, toward the bottom, we are adding three additional fees and a change to one fee. This includes:

- A. The consumer deposit fee for new water accounts is being increased from \$50 to \$100.

The new charges are:

- B. Tampering fee - \$100
- C. Terminate/restore tap fee - \$400 fee for those individuals who go so far as to reconnect water service that has already been disconnected for non-payment.
- D. Missed appointment fee on 2nd visit - \$25
This fee will be charge for anyone who misses an appointment where we have scheduled to come out and restart their water service. This fee will be implemented if they are not present on our second visit.

No public comments or questions were raised on Ordinance # 2018-05.

6. Ordinance # 2018-06, An Ordinance of the City of Walterboro, South Carolina, Amending the Comprehensive Fee Schedule for the Judicial Department

Mr. Molinari explained that this particular ordinance is per the recommendation from the Municipal Association that we do a separate ordinance.

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As you are aware, the City entered into a contract last year to provide indigent defense services, and in order to be able to charge a \$40 indigent defense application fee, we have to pass a stand-alone ordinance to make this happen and to add it to our fee schedule.

No public comments or questions were raised on Ordinance # 2018-06, the fee schedule for the Judicial Department.

Next, City Manager Molinari stated that the City's bond attorney, Margaret Pope, was present at the meeting tonight to give a brief overview of both Ordinances # 2018-07 and #2018-08. At this point, the Mayor indicated that Ms. Pope's would give her presentation on these ordinances later in the meeting.

7. **Ordinance # 2018-07, An Amended and Restated Ordinance Authorizing and Providing for the Issuance of Hospitality and Accommodations Fee Revenue Bonds of the City of Walterboro, South Carolina, and Other Matters Relating Thereto**

No public comments or questions were received from the public.

8. **Ordinance # 2018-08, An Ordinance Providing for the Issuance and Sale of Not Exceeding Two Million Five Hundred Thousand Dollars (\$2,500,000) Hospitality and Accommodations Fee Revenue Bonds, Series 2018 of the City of Walterboro, South Carolina; Providing for the Issuance of Bond Anticipation Notes; and Other Matters Relating Thereto**

Mr. Molinari explained that this ordinance is to provide the funding for the construction of the Discovery Center.

No questions or comments were received on Ordinance # 2018-08.

9. **Ordinance # 2018-09, An Ordinance to Amend the Zoning Map of the City of Walterboro, South Carolina, to Provide for Changes in the Zoning Districts of the City of Walterboro by Changing the Zoning Classification of One Parcel of Land on Carn Street Designated as TMS # 163-11-00-058 from Medium Density Residential (MDR) District to Neighborhood Commercial District (NCD)**

City Manager Molinari asked if there were any questions for Assistant City Manager Hank Amundson on this proposed rezoning. No questions or comments were received on this ordinance.

APPROVAL OF THE MINUTES:

The Minutes of the April 3, 2018 Regular Meeting and the Minutes of the April 9, 2018 Special Called Meeting were approved as submitted on the motion of Council Member Bridge, seconded by Council Member Pryor and passed unanimously.

OLD BUSINESS:

1. **Ordinance # 2018-01, An Ordinance Authorizing and Establishing a Program to Grant Special Property Tax Assessments to Certain Rehabilitated Historic Properties; and Other Matters Related Thereto, Second Reading and Adoption**

Mayor Young noted that this is the ordinance that was first considered in the public hearing to do with the Bailey Bill.

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A motion giving Second Reading and Adoption to Ordinance # 2018-01, An Ordinance Authorizing and Establishing a Program to Grant Special Property Tax Assessments to Certain Rehabilitated Historic Properties and Other Matters Relating Thereto, was made by Council Member Brown and seconded by Council Member Pryor. All in favor. None opposed. Motion carried.

2. **Ordinance # 2018-02, An Ordinance to Amend the FY2017-2018 City of Walterboro, South Carolina Budget Ordinance # 2017-04, So As to Provide for Supplemental Appropriation from the City's General Fund Balance in the Amount of \$75,000, Second Reading and Adoption**

A motion was made by Council Member Broderick giving Second Reading and Adoption to Ordinance # 2018-02, An Ordinance to Amend the FY 2017-2018 City of Walterboro, South Carolina Budget Ordinance #2017-04, So As to Provide for Supplemental Appropriation from the City's General Fund Balance in the Amount of \$75,000. Council Member Pryor seconded the motion that passed unanimously.

3. **Ordinance # 2018-03, An Ordinance Adopting the City General Fund Budget for Fiscal Year 2018-2019, and Matters Relating Thereto, Second Reading and Adoption**

Council Member Siegel moved to give Second Reading and Adoption to Ordinance # 2018-03, An ordinance adopting the City's General Fund Budget for Fiscal Year 2018-2019, and matters relating thereto. Council Member Brown seconded the motion. All in favor. None opposed. Motion carried.

4. **Ordinance # 2018-04, An Ordinance Adopting the City Enterprise Fund Budget for Fiscal Year 2018-2019, and Matters Relating Thereto, Second Reading and Adoption**

A motion was made by Council Member Pryor giving Second Reading and Adoption to Ordinance # 2018-04, adopting the City's Enterprise Fund Budget for Fiscal Year 2018-2019 and matters relating thereto. Council Member Broderick seconded the motion. All in favor. None opposed. Motion carried.

5. **Ordinance # 2018-05, An Ordinance of the City of Walterboro, South Carolina, Amending the Comprehensive Fee Schedule for Utility Support Department, and Sanitation Department, Second Reading and Adoption**

Council Member Brown made a motion to give Second Reading and Adoption to Ordinance # 2018-05, being: An Ordinance of the City of Walterboro, South Carolina, Amending the Comprehensive Fee Schedule for the Utility Support Department and Sanitation Department. Council Member Siegel seconded the motion that passed with all members voting in favor.

6. **Ordinance # 2018-06, An Ordinance of the City of Walterboro, South Carolina, Amending the Comprehensive Fee Schedule for the Judicial Department, Second Reading and Adoption**

Council Member Siegel moved to give Second Reading and Adoption to Ordinance # 2018-06, An Ordinance of the City of Walterboro, South Carolina, amending the Comprehensive Fee Schedule for the Judicial Department. Council Member Broderick seconded the motion. All in favor. None opposed. Motion carried.

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7. **Ordinance # 2018-07, An Amended and Restated Ordinance Authorizing and Providing for the Issuance of Hospitality and Accommodations Fee Revenue Bonds of the City of Walterboro, South Carolina, and Other Matters Relating Thereto, Second Reading and Adoption**

Council Member Siegel made a motion to give Second Reading and Adoption to Ordinance # 2018-07, An Amended and Restated Ordinance Authorizing and Providing for the Issuance of Hospitality and Accommodations Fee Revenue Bonds of the City of Walterboro, South Carolina, and Other Matters Relating Thereto. Mayor Young seconded the motion. All in favor. None opposed. Motion carried.

8. **Ordinance # 2018-08, An Ordinance Providing for the Issuance and Sale of Not Exceeding Two Million Five Hundred Thousand Dollars (\$2,500,000) Hospitality and Accommodations Fee Revenue Bonds, Series 2018 of the City of Walterboro, South Carolina; Providing for the Issuance of Bond Anticipation Notes; and Other Matters Relating Thereto, Second Reading and Adoption**

A motion was made by Council Member Broderick giving Second Reading and Adoption to Ordinance # 2018-08, An Ordinance Providing for the Issuance and Sale of Not Exceeding Two Million Five Hundred Thousand Dollars (\$2,500,000) Hospitality and Accommodations Fee Revenue Bonds, Series 2018 of the City of Walterboro, South Carolina; Providing for the Issuance of Bond Anticipation Notes and Other Matters Relating Thereto. Council Member Brown seconded the motion that passed with all members voting in favor.

9. **Ordinance # 2018-09, An Ordinance to Amend the Zoning Map of the City of Walterboro, South Carolina, to Provide for Changes in the Zoning Districts of the City of Walterboro by Changing the Zoning Classification of One Parcel of Land on Carn Street Designated as TMS # 163-11-00-058 from Medium Density Residential (MDR) District to Neighborhood Commercial District (NCD), Second Reading and Adoption**

Council Member Brown moved to give Second Reading to Ordinance # 2018-09, being: An Ordinance to Amend the Zoning Map of the City of Walterboro, South Carolina, to Provide for Changes in the Zoning Districts of the City of Walterboro by Changing the Zoning Classification of One Parcel of Land on Carn Street Designated as TMS # 163-11-00-058 from Medium Density Residential (MDR) District to Neighborhood Commercial District (NCD). Council Member Siegel seconded the motion. All in favor. None opposed. Motion carried.

NEW BUSINESS:

1. **Consideration of Bids Received to Replace the Fence at Forest Hills Tennis Center**

City Manager Molinari noted that a memorandum and supporting documentation from Parks Director Adam Davis were contained in the agenda packet. This is a request to replace the chain link fence at the Forest Hills Tennis Center. The Parks Department solicited three bids and only received one bid from Steedley Fence, LLC (Walterboro, SC) in the amount of \$26,734.32. The fiscal year 2017-2018 Parks Department Budget has sufficient capacity to absorb the \$26,734.32 expenditure. City staff recommends Steedley Fence in the amount of \$26,734.32.

A motion was made by Council Member Pryor to accept the bid received to replace the fence at Forest Hills Tennis Center from Steedley Fence, LLC. Council Member Broderick seconded the motion that passed unanimously.

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2. Request to Use the City Parking Lot and the Walterboro Wildlife Sanctuary for 5th Annual Walk and Wag Fundraiser, September 22, 2018 8:00 A.M. to 2:00 P.M. by Friends of Colleton County Animal Shelter

The Mayor reminded everyone that we have to remember now when we talk about the City parking lot, it used to always be the City Parking Lot by the Methodist Church, but now we have two City Parking Lots. So, we are talking now about the Discovery Center Parking Lot.

A motion was made by Council Member Bridge to approve the request to use the Discovery Center's City Parking Lot for the Annual Walk and Wag Fundraiser on September 22. Council Member Broderick seconded the motion that passed with all members voting in favor. Mayor Young then reminded Public Works Director Mike Crosby that the group will need some roll-out trash cans up there the day before the event.

3. Consideration of Cancelling the July 3, 2018 City Council Meeting

There being no objection from Council, the Mayor stated that the July 3 meeting will be held as scheduled.

COMMITTEE REPORTS:

1. City Appearance Board - Council Member Carl Brown.

Council Member Brown noted that the Chairman, Mr. Dana Cheney, who would present this item was not here at the meeting tonight. City Manager Molinari agreed that it would be best to schedule this presentation at the next meeting.

CITY MANAGER'S REPORT:

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

City Manager Molinari announced that the City received certificates from the Government Finance Officers Association recognizing both the City's Finance Director Amy Risher and her staff. This is the 6th year in a row that the City has received this designation and wanted to recognize Amy and her staff for all of their hard work.

At this point, the Mayor apologized and said that he had just missed Attorney Margaret Pope's explanation of the bond ordinances. He then invited Attorney Margaret Pope to speak on Ordinances # 2018-07 and # 2018-08.

Attorney Margaret Pope said she would be delighted to review the ordinances or explain them or answer any questions you may have.

Ms. Pope then said, one of the ordinances you had a public hearing on and under Old Business that you gave Second and Final Reading to is the amended and restated ordinance # 2018-07. The way I identify it is that it's the bigger one. It is a general ordinance that sets forth the conditions under which the City may issue bonds of this type, describes the pledges used to secure these types of bonds, how you will sell them and all the details that you want to know about issuing the bonds. This is considered your contract with a bond holder.

What are you interested in? You want to know what's pledged. What's pledged under this are your hospitality fees and your accommodation fees. Under your prior similar ordinance, only your hospitality fees were pledged. We were advised that, of

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course, it makes your pledge much stronger to also pledge your accommodation fees. You may only use accommodations and hospitality fees for certain projects and they are all focused on promoting tourism. What makes sense is to put both of them in the pot, whether you use them or not, so that when you do issue bonds, the ratio of the amount of money you have available to pay as opposed to what the actual debt service is, is higher. The higher it is, generally, the lower your interest rate will be. So, it's a way of helping you keep the interest rate as low as you can. So, we combined them. We did that with the approval of BB&T, who holds your 2011 bond issue, and because we changed it, you have to get that bond holder's approval. We have received their consent so that we could go ahead and give Second Reading to this before the presently proposed bond is issued.

Three things that you really need to know about this ordinance, all of which your City Manager is well aware of, are:

- 1) First of all, you promise that you will always keep your hospitality fees in the percentage it is, and your accommodations fees in the percentage it is until the last bond issued under this ordinance is paid. You promise not to repeal either fee during that time. You can always raise them, but under State law you can't, but if the State law is changed, then you could. You can always raise it - it's just that you will not lower it while your bonds are outstanding.
- 2) The second thing is that you promise that you will always maintain the ratio of total collected revenues (both types) that you collect in any fiscal year such that the collected revenues will not be less than 1.2 times the debt service on your bonds. At present, that is not going to be hard.

So, that is generally what you have promised and I think they are pretty understandable and pretty reasonable. If you were a bank lending money, you would want these promises.

You would promise that fees will stay until the bonds are paid, and you would want to be sure that no additional bonds would be issued unless that ratio was met. That's something that you would do anyway probably, because you always want to have a little hold back in the bank in case you need it. That is basically what the longer ordinance provides.

- 3) The second ordinance (# 2018-08) that you adopted is a much shorter ordinance. This is a supplemental or a series ordinance, and you would adopt one of these each time you want to borrow money. It authorizes the City Manager to move forward to issue not exceeding \$2.5 million. I don't know if the exact amount has been determined, but it will not be above that; it's likely to be around \$2 million, and it is for the purposes of paying off the 2011 Bond, to fund some money toward your Discovery Center and pay for the cost of issuance of the bonds. That's really the only three purposes for which it is issued.

Always remember that hospitality and accommodation fees must be deposited in a distinct, separate fund, not mixed up with any other money. It can only be used on tourism-related services. The law now says that if you are in a county that collects less than \$900,000 of these fees each year, which is what this county does, you may use one-half of the amount of money that you get each year to enhance police and fire and other public safety facilities that you have, because we know that with increased tourism, you have to increase service to those facilities.

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So, those are things, you know you'll keep an eye on, and will at some point need to be thinking about what you are going to do with the other money that builds up in that fund, because it can't just be thrown over into the general fund. It can be appropriated into the general fund for those specific reasons; if you need more police because of tourism, if you need more fire protection because of tourism. If it's a public safety factor, you can do that, and we would be glad to work out any wording that you would need or whatever, if you decide that's what you want to do, but only up to one-half of what you collect each year. But you may have something else that you want to build too.

Ms. Pope concluded stating that she has handled numerous public hearings over the years and it is always nice to come to Walterboro. Ms. Pope also added that this is a ten-year bond and that the debt service payments have been calculated at an assumed rate of 4%. It's going to probably be lower than that, but as you know rates have crept up in the last couple of years.

Mayor Young thanked Ms. Pope for coming down to Walterboro and being here with us. He pointed out that the City has a long working relationship with Ms. Pope as our bond attorney.

The Mayor then continued the meeting with the **City Manager's Report:**

At this point, the Mayor told Finance Director Amy Risher that she has done an outstanding job and it is always great when we can watch somebody move up through our system who has been part of the City and move into a director's job, and then especially to do as good a job as you have done. So, thank you so much for all your work.

2. **Recognition of Adam Davis, Parks Director**

City Manager Molinari announced that Parks Director Adam Davis will be leaving the City for another opportunity and his last day with us will be Friday, June 29, 2018. He said, Adam has done an outstanding job for the City; he's provided the staff support and leadership for the FROGS Committee, which was instrumental in developing the conceptual plans for the Discovery Center. Adams also provides the staff support for the Tree Protection Committee. The Parks Department also is very visible and does a lot around the City. Just to name a few of the areas that they maintain - all the City parks, the interchanges at Exit 53 and 57, the Walterboro Wildlife Sanctuary (which is 600 acres), not to mention the landscaping we have downtown, at City Hall and other City facilities. So, they are involved in a lot and to Adam's credit, he did all of this while sometimes balancing 18 credit hours while he got his Undergraduate Degree and worked on his Master's Degree. He has really been going full speed in the last four years. I hate to lose him, but it's a great opportunity for him and I couldn't be happier for him. So, Adam, thank you.

Parks Director Adam Davis then said that he appreciates all the support from the Mayor and Council over this past four years. He said, I am very thankful for the opportunity. It has been great coming to Walterboro and serving here. I thank Jeff for giving me the opportunity, a young man to come in here. He not only supported me in that role, but also for my professional development. You can't ask for a better boss than him. That just speaks volumes of who he is, and what he's about. I want to also give recognition to all the department managers. The transition coming here four years ago was very easy, because of working with these managers. It's been a blast being here and it is real hard to leave.

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3. **Introduction of Christan Spires, New Tourism Director**

The City Manager said, it is my pleasure to introduce the City's new Tourism Director, Christan Spires. She comes to the City from the Post and Courier. She has a Bachelor's of Science in Graphic Communications from Clemson. She has also worked for Groupon, and she is very well versed in social media and very technically capable. We are looking forward to her joining our team this coming Monday, June 11, 2018. Please welcome Christan to the City.

Mayor Young told Ms. Spires, we know you are going to do a great job, and everyone on Council is here to help you in any way they can, along with our staff.

Council Member Bridge added, we should also mention that she graduated from Colleton County High School.

EXECUTIVE SESSION:

The Mayor then entertained a motion to enter into an Executive Session.

A motion was made by Council Member Brown to enter an Executive Session, seconded by Council Member Broderick and passed unanimously. The Mayor then announced that the meeting would enter into an Executive Session for:

1. Contractual Matter - Dispatch Services.
2. Adversary Situation - Code Enforcement.
3. Receipt of Legal Advice - Wastewater Treatment Plant Upgrades.
4. Personnel Matters:
 - a. Appointment of Associate Municipal Judge.
 - b. Appointment of City Prosecutor.

The Mayor announced that Council may take action on matters discussed in Executive Session after coming back into Open Session. The meeting then entered into an Executive Session.

At approximately 7:55 P.M., a motion was made by Council Member Bridge to exit Executive Session and return to Open Session. Council Member Broderick seconded the motion. All in favor. None opposed. Motion carried.

The meeting returned to Open Session and a motion was made by Council Member Bridge to make the following appointments:

- Reappoint Deborah Kane O'Quinn as Associate Municipal Judge for a two (2) year term that will run through June 30, 2020.

- Reappoint Maryann Seals as City Prosecutor for a one (1) year term that will run through June 30, 2019.

Council Member Pryor seconded the motion. The motion passed with a vote of 5/0 with Mayor Young, and Council Members Brown, Bridge, Broderick and Pryor voting in favor. Council Members Bonds and Siegel recused themselves from voting since they will practice law before municipal court from time to time.

There being no further business to consider, a motion to adjourn the meeting was made by Council Member Brown, seconded by Council Member Bridge and passed unanimously. The meeting adjourned at 7:55 P.M. Notice of this meeting was

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distributed to all local media and posted on the City's website and the City Hall bulletin board at least twenty-four hours prior to meeting time.

Respectfully,

Betty J. Hudson
City Clerk



Accommodations Tax Advisory Committee

To: Walterboro City Council

Cc: Jeffrey P. Molinari, City Manager

From: Accommodations Tax Advisory Committee

Date: June 28, 2018

Re: Approvals at June 28th, 2018 meeting

At its regularly scheduled meeting held on June 28, 2018, the Accommodations Tax Advisory Committee approved the following requests:

<u>Request for 30% Promotion Fund</u>	<u>Requested</u>	<u>Approved</u>
Walterboro Tourism Commission	\$70,000	\$70,000

Should this recommendation be adopted by Council, Walterboro Tourism Commission will remain the Designated Marketing Organization for the City of Walterboro for fiscal year 2018-2019

<u>Requests for 65% Tourism Fund</u>	<u>Requested</u>	<u>Approved</u>
The Colleton Center – 10 th Annual Polo for the Point	\$ 5,000	\$ 5,000
The Colleton Center – Grand Opening	\$ 7,000	\$ 7,000
CCA Regional Crit and Time Trial Championships	\$ 8,100	\$ 7,000
SC Artisans Center – marketing and promotion	\$15,600	\$15,000
City of Walterboro – billboard program	\$20,000	\$17,000
Colleton County Rice Festival w/Tour de Lowcountry	\$22,500	\$20,000
Palmetto Cycling Coalition – Walterboro Festivelo 2018	\$28,220	\$13,120
Walterboro Tourism Commission – Walterboro Rocks!	\$60,000	\$60,000

Should these requests be approved as submitted, the projected remaining balance for 2018-2019 will be approximately **\$66,498**. The remaining funds will be for consideration at the next scheduled meeting. Therefore, the Accommodations Tax Advisory Committee respectfully requests City Council approve these items.

City of Walterboro DMO 30% Accommodations Tax Funding Request 2018-2019

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

Amount requested from A-tax: Approx. \$70,000 (30% tourism funding estimate for DMO)

Organization Name: Walterboro Tourism Commission (DMO)

Tax ID Number: 27-0473097

Contact Name: Hank Amundson
Interim Tourism Director
Interim Secretary/Treasurer Walterboro Tourism Commission

Address: 1273 Sniders Highway
Walterboro, SC 29488

Phone & fax: 843-782-1004
843-549-9795 (fax)

Email: hankamundson@walterborosc.org

Project/Event Description (narrative)

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

Front Porch of the Lowcountry"; building upon Walterboro's success in branding our city with the red rocking chair logo. City Council recently trademarked our logos.

The 30% tourism funding is estimated at approximately \$70,000. This accommodation tax funding provides for a comprehensive advertising campaign to improve consolidated billboard advertising, cooperative print and multimedia advertising, as well as brochure distribution and visibility.

The duration of this project is fiscal year July 1, 2018 thru June 30, 2019.

Benefit to Tourism and/or the Community

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

To track effectiveness of this project, we will utilize a number of tools, including visitor information logs at the Welcome Center (please see attached Welcome Center tracking graph), as well leads generated by online advertising.

Tourism is now a \$21 billion industry in the state of South Carolina. This year numbers of visitors to the Walterboro Welcome Center increased, which can be attributed to continued advertising, red rocker branding, increase in brochure materials, increased visibility through PR and events. The SCPRT TAG grant gave us extra coverage and great cooperative advertising opportunities.

30% Accommodations Tax Tourism Marketing Funding Proposal Request 2018-2019

Funding:

Accommodations Tax allocation 30% tourism funding:	\$70,000
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Total Funding	\$70,000
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ACCOMMODATIONS TAX APPLICATION

June, 2018

THE COLLETON CENTER

I. Basic Information

- A. Project Name: FALL EVENTS:
1. Grand Opening, October 5, 2018 (\$7,000)
And
2. 10th Annual Polo for the Point, November 11, 2018 (\$5,000)
- B. Requesting Amount: Total: \$12,000 for two events
- C. Total Project Cost: \$57,094
- D. Application Information:
1. Name: The Colleton Center
 2. Federal Tax ID: 20-4536007
 3. Contact: Jean F. Harrigal, Executive Director
 4. Address: 494 Hampton Street, (P.O. Box 468, mailing)
Walterboro, SC 29488
 5. Phone/Fax: 843-549-8360
E-Mail: colletonctr@lowcountry.com

II. Narrative

1. THE COLLETON CENTER: GRAND OPENING, Friday, October 5 - 7-10 pm

A. General Description: On Friday, October 5, our Grand Opening of The Colleton Center will feature a top selling Motown band with three Number One and five Top 10 singles. This group was also a 1999 Inductee to the Vocal Group Hall of Fame and a 2015 Induction nominee to The Rock & Roll Hall of Fame. This band offers some of the best-loved songs of the 70's and 80's, and is performing regularly to enthusiastic crowds today. Nominated for six Grammy Awards, this iconic group is known for multi-generational crowd pleasing performances, dance and sing-along hit songs. Due to the terms of our contract with them, we are unable to reveal the name of this group until July, when we make our announcement of the Center's full season, and reveal our rebranding plans and other organizational updates. We can, however, ensure the community, that this will be a celebrity performance unlike others in recent history.

We can announce at this time that Candice Glover of St. Helena Island, an American Rhythm & Blues singer and actress who won the 2013 season of the popular American Idol TV show, will perform as the opener for the evening. Her debut album, *Music Speaks*, was released in February, 2014. Her new single, *Break Me*, was recently released to radio on May 4th, and is currently streaming on Spotify and iTunes. As a native of the Lowcountry, Ms. Glover will attract audiences from neighboring and distant counties, in this "homecoming" performance. Over the last few years, she has attracted audiences to South

Carolina venues in towns as close as Hampton and as far away as Atlanta and New York with her extraordinary voice and stage presence.

B. Benefit to Tourism: With added opportunities to advertise our premiere event in out of town media, we will attract people who will make a full occasion of our Grand Opening – dinner in a local restaurant, a night's stay in a hotel/motel or Bed & Breakfast, visits the next day to downtown stores, and finally gas purchased to take them home. We will make available on our website links to the City of Walterboro's website for further tourist and accommodations information.

C: Benefit to the Community: We are proud and excited to begin a new era of arts events in our unique, state of the art venue – renovated with the specific goal of offering regular, high quality entertainment and civic opportunities for all the citizens of the area. This Grand Opening is just the start of a year's worth of great performances - theater, music, comedy, and drama. Instead of making the hour's drive to Charleston or Beaufort, Colletonians will be able to enjoy their evenings out right here at home, keeping their Bucks in the 'Boro while experiencing first class entertainment in a first class entertainment venue. With the help of the Walterboro ATAX funding, we can expand our advertising to attract theater-goers from neighboring Counties as well, making Walterboro the "go to" place for a great night out.

D. Tracking: Results will easily be tracked through ticket sales, on-line and at the box office. From the purchase data, we will be able to extract information on the number of attendees from out of town and their place of residence. We will also be incorporating opportunities for feedback through social media surveys and face to face interaction to determine the appropriate and preferred entertainment for our rural Lowcountry target audience.

E. Duration of Project: October 5, 2018, 7-10 P.M.

F. Permits: Beer and wine permits will be secured. Event insurance will also be purchased by The Colleton Center.

G. Additional Comments: Our state of the art theatre will serve our community, give back high value performances and show appreciation to the tax payers who supported our renovations with the 1% Sales tax initiative passed in late 2014. Our success ultimately depends on providing the best performances and creative opportunities so that everyone will Take Part in the Arts!

2. 10th ANNUAL POLO FOR THE POINT

- A. General Description:** In 2009, The Limehouse Family of Charleston, Green Pond and Florida brought this unique sporting activity to The Colleton Center to help raise awareness and funds needed for basic auditorium repairs and operating expenses. This has become a signature event for our community and is a popular day that many look forward to each year. This fall on November 11, we will hold our 10th Polo for the Point, a milestone year for us, and evidence of its success over the years. Community support has been consistently strong. Each year we have added sponsors, increased attendance numbers, and stimulated interest in and knowledge of polo. Two or three teams of four gather to play a match during the day. Other activities, such as a fox hunting demonstration, best hat and tail gate contests, and activities for children like pony rides and face painting round out the day.
- B. Benefit To Tourism:** Polo tournaments have a large following and a circuit, not unlike horse shows and other sporting events. During recent years, our out of town sponsorships have increased. Also, the polo players come from other areas of the state and Florida to play in this benefit game. Some of the 8-12 players donate their time and travel to this event. For the weekend, players must purchase gas for their large, multi- horse trailers, food for their horses and themselves and other necessities. With ATAX support we will attract more sponsors and attendees through advertisements targeted to out of County polo communities, such as Hilton Head, Greenville and Aiken.

In addition, we are adding a Vendor Village to the program this year. One of the Charleston Limehouse family members will coordinate the participants in this new venture, which will bring many young business people from outside of our community to the event.

- C. Benefit to the Community:** The 2018 Polo for the Point will be another opportunity to attract local and out of town people to Walterboro and Colleton County for a positive, all-inclusive family event, provide them with a day of unique and enjoyable activities, and entice them to become involved in other community events. Polo for the Point sheds a positive light on Walterboro, and involves not only local businesses as sponsors and attendees, but students and sports teams from local schools, including USC Salkehatchie, who volunteer for community service hours. Local businesses also benefit economically from Polo for The Point, as we purchase signage, Portolets, supplies and other services from them. The players often pay to board their horses with local stables/farms.

This year, because we will be holding our event during Veteran's Day weekend, we will offer an opening ceremony honoring our Veterans and recognizing their service to our country. We are planning this ceremony with the help of our local Veterans Affairs office.

- D. **Tracking:** We will be tracking the success of this event through numbers, levels and kinds of sponsorship support, attendance numbers and gate receipts, as well as through the continued/increased participation of the polo players themselves. As always, we will have social media surveys to collect commentaries and suggestions, and we will conduct face to face surveys at the event.
- E. **Duration of Project:** November 11, 12 noon - 5 pm.
- F. **Permits:** No permits will be required. Event insurance will be purchased by the Colleton Center.
- G. **Additional Comments:** A budget, (Part 2) included with this application, is based on experience from the last nine years. We are requesting \$5,000 from ATAX funds to cover out of town advertising costs, portolets, printing and distribution of information. Printing will cover such items as programs, which advertise Walterboro's many attractions as well as showcase local and out of town sponsors and supporters. Because polo is popular in so many areas of our state and the Lowcountry, advertising in Hilton Head, Greenville, Columbia, Orangeburg, Aiken, Savannah, Beaufort, and the Charleston/Monck's Corner/ Summerville areas, will be critical to our continued success and to the growth of this exciting event.

Updated Mission Statement (2017) The mission of the Colleton Center, a 501 C3 organization, is to utilize the historic Hampton Street School as an arts and civic center, to provide arts and educational performances and events, affordable studio space for artists, and venues for family and community cultural functions for the diverse residents and visitors in the rural lowcountry.

III. **Budgets:** Please see attached.

IV. **Required Attachments**

- A. Secretary of State Letter
- B. Organization's latest Financial Statement/Budget of Project
- C. Current Board of Directors List

V. **Billboard Draft Mock Up**

VI: **Final Report, 2018 *Smoke in the 'Boro***

Thank you!

City of Walterboro

Accommodations Tax Funding Request 2018-2019

I. Basic Information

- A. The CCA Regional Crit and Time Trial Championships on The Front Porch of the Lowcountry, August 11th and 12th**
- B. Requested amount from Walterboro A-Tax funds, \$8,100**
- C. Total Budgeted cost of Event \$19,400**
- D. Applicant Information**
 - i. Walterboro Criterium (nonprofit contact)**
 - 1. Walterboro Criterium, 82-2077259**
 - 2. Michelle Strickland, Board Member Walterboro Criterium**
 - 3. 110 Auld Brass Road, Walterboro, SC 29488**
 - 4. 843-909-4325, mstrickland0330@gmail.com**
 - ii. Lowcountry Racing (please use for event contact)**
 - 1. Lowcountry Racing, 36-4755629**
 - 2. R. Scott Hellman, Treasurer**
 - 3. PO Box 31771, Charleston, SC 29417**
 - 4. 843-224-1099, lcracingtreasurer@gmail.com, 843-577-8988(fax)**

II. Event Information

This will be the second year Lowcountry Racing will be managing the Carolinas Cycling Association's Regional Criterium Championships and the first year of the Time Trial in Walterboro. We are partnering with the Walterboro Criterium organization to assist in bringing more cyclists to Walterboro and provide a safe and welcoming environment for both the participants and the spectators. While the Criterium Championships take place throughout the day on Saturday, August 11th, the Carolina Cycling Association's Regional Time Trial will begin in the morning hours on Sunday, August 12th with participants departing every minute to compete against the clock on a 25 mile course.

Last year 104 cyclists registered from Georgia, South Carolina and North Carolina. There were no local registrants. Some of these cyclists did not come alone, as they traveled with family members and friends. This year we are adding a Time Trial, which will attract more racers that are disciplined in Time Trial, as well as have Criterium racers stay overnight to make the starting time the following day. Since the Time Trial will start in the morning, many participants will stay nearby as to be ready to compete.

Hopefully, the Walterboro residents that watch the event will enjoy the races. Last year we had multiple vendors set up at the start/finish area and sell food and drinks next to a Walterboro Tourism booth.

Historically, the Time Trials have had over 100 participants coming from South and North Carolina. It would be anticipated that we would have some Criterium racers staying one night to compete in both events in addition to the Time Trial racers staying Saturday night before the event.

As it relates to permits, City Council approved the event at the April 2018 meeting.

The potential A-Tax funding allows the event to offset other costs and have a larger purse than in the past. Cyclists like to compete for money and by having a larger prize, we should have more participants come to Walterboro.

III. Budget

A. A-Tax funds will be used for the following items of the attached budget

- a. Protective Barricades used around the race course \$5,600
- b. Labor to install and remove the barricades, \$400
- c. Marketing and advertising of the event as we are seeking participants in multiple states, \$1,000
- d. Portable Toilets and handwashing stations, \$1,100
- e. In addition to any funding provided by A-Tax, funding comes from registration fees, Lowcountry Racing and Sponsorships.

B. 2018 Complete Projected Budget

Items Needed	Budgeted	Description
Hotel For Official	\$300.00	Overnight Stay for Sunday morning event for 2 officials
Officials	\$1,000.00	3 officials plus mileage to and from event plus moto miles
USAC Permit	\$600.00	Insurances and permitting fees for event with cycling organization
USAC Fees and Insurance	\$1,200.00	Based on entries
Announcer	\$250.00	To be used for Saturday Crit only
Registration	\$500.00	Cost of registration company managing participation
Purse	\$5,000.00	\$4000 for Saturday, \$1000 for Sunday
Advertising	\$1,000.00	Facebook promotions and distributed flyers
Port a John	\$1,100.00	Toilets to be used at both courses, 4 toilets and a wash basin
EMT		Provided by local authorities
Barricading	\$6,000.00	Protective barricades around crit course with installation crew
Police		Provided by local authorities
Medals and Ribbons	\$150.00	
Race Numbers	\$350.00	
Safety Pins		included with race numbers
Vendor Event		local vendors would like to set up near registration
Start Finish PA		provided by Charles Fox
Radlos		provided by Charles Fox
Hay Bais	\$250.00	David Epstein's contact in Walterboro
Official Food etc	\$750.00	secured by caterers in Walterboro
Finish Line Tent	\$500.00	20x30 tent delivered and set up with 4 tables and chairs
Tables Chairs Etc		with finish line tent
Misc Printing Costs	\$250.00	Banner for start finish line
Race planning meals		given by sponsors
Misc Costs	\$100.00	
Fuel Used	\$100.00	pace car fuel for race and to and from dealership in charleston
Total	\$19,400.00	



South Carolina Artisans Center
The Official Folk Art and Craft Center of South Carolina
Tax ID # 57-0983458
May 1, 2018

I. BASIC INFORMATION

Board of Directors

President
Rebecca Broderick
Colleton County School
District

Vice-President
Sandra Ferguson
CEO-Veterans Victory
House

Secretary
Kris Moore
Walterboro, SC

Treasurer
Dolly Droze
Accounting
Piggly Wiggly Carolina

Susan DuPlessis
Arts Coordinator
SC Arts Commission

Mary Hunt
SCAC Founder
Goldsboro, NC

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

Bob Doster
Artist
Lancaster, SC

Kenneth Hodges
SC House of
Representative

Gale Doggette
Executive Director

Deborah Appleby
Marketing Director

A. Project Name: SC Artisans Center – Marketing & Promotions

B. Requested Amount: \$15,600 (2) Billboards
\$ 1,000 Match for TAG

C. Total Project Cost: \$16,600

D. Applicant Information:

1. FI# 57-0983458
2. Gale Doggette - Executive Director
3. Deborah Appleby – Marketing Director
4. 318 Wichman Street
Walterboro, SC 29488
5. 843-549-0011
scartisanscenter@gmail.com



II. Narrative:

The South Carolina Artisans Center has become an ambassador for Walterboro and the State of South Carolina as we represent the best artists our state has to offer. The South Carolina Artisans Center is the largest single tourist attraction located in Walterboro. We have established, through visitor surveys, that our most successful marketing tool is billboards, specifically those located on Interstate 95. Like any other established business we would like to continue to grow in both customer count and in sales. With the Accommodations Tax dollars we received in the past years plus another SCPR&T TAG grant, the South Carolina Artisans Center now has 2 Billboards with an additional 2 Billboards through the assistance of temporary state funding. Additionally, we have Banners in 2 of the SC Welcome Centers of which are made possible through matching TAG grants as well as a new rolling video Banner with our Walterboro presence through 2018-19 funding in 2 additional SC Welcome Centers. The Artisans Center is again requesting the support of the Accommodations Tax Committee. We need to strengthen our visibility to tourists and visitors by the continuance use of the Center's (2) billboards on Interstate 95 and (2) Welcome Center Banners. We are requesting \$16,600 to continue the lease to promote the SC Artisans Center. This year we have replaced the vinyl's on all of the billboards and will replace Welcome Center banners and add the new rolling video media banner with our new logo to coordinate with matching funds from our TAG Grant to align with our strategic marketing plan.

A. General Project Description:

The South Carolina Artisans Center was officially designated the "Official Folk Art and Craft Center of South Carolina" by Governor Jim Hodges in 2000. The Center

was originally conceived as a rural economic tourism development project. Early in the planning stages it was determined this Center would have an economic impact upon the entire state and the project's planners proceeded to make this happen. Today, as a major tourist destination, we continue to draw visitors to our area from across the country and around the world. The Center now showcases the work of over 300 artists from across the state of South Carolina, provides educational programming and promotes community outreach to residents and visitors alike.

Some of the major accomplishments of the South Carolina Artisans Center include:

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

We also welcome tour groups, large and small, almost every month and this year was exceptionally good for tour groups. Numbers range in size from 5 – 50. While on their day trip of sightseeing and dining, the groups are looking to purchase an item(s) that would be commemorative of their trip. As with individual visitors, these groups are looking for additional local attractions, shops, and historical venues to visit. The Center always offers information about local and area places to visit, dine, shop, and spend the night.

The South Carolina Artisans Center is currently open as a Tourist Attraction/Retail Venue in the Walterboro area and is open for business 6 days a week with extended holiday hours. Because of these regularly scheduled hours of operation, the Center has been designated as an "official stop" for the South Carolina National Heritage Corridor. A "stop" through the Visitors Center ensures that literature about Walterboro, Colleton County, and the entire heritage corridor is distributed to travellers.

B. Benefit to Tourism: and C. Benefit to Community:

The South Carolina Artisans Center has become an Ambassador for the state of South Carolina. As a representative of the finest our state has to offer, the Center has consistently pursued all avenues of advertising and marketing including a *FaceBook*, *Instagram* and *Twitter* pages and on our website www.scartisanscenter.com

Feature articles on the Artisans Center (giving Walterboro and Colleton County increased media exposure) written within the past several years have appeared in the following publications: Most recent would be the 2014 Spring issue of *Charleston Home and Design*, *Carolina Living*, *Southern Lady*, *Southern Living*, *AAA Magazine*, *The State*, *Post & Courier* and *Beaufort Gazette*, *Times and Democrat*, *Charleston Magazine*, and *Living in Carolina*...

- <http://joinwithstan.com/drog/>

- **A GOLDMINE OF ARTS AND CRAFTS; Charleston Style and Design Magazine** <http://www.charlestonstyleanddesign.com/blog/2014/04/10/a-goldmine-of-arts-and-crafts/>
- **spotlight on Colleton County, including "Must See" SC Artisans Center, that the Department of Commerce was distributing to Project Managers via email and on social media.**
- **The Center was showcased on Channel 4 News as a must see destination.** <http://www.abcnews4.com/story/22017903/100-percent-made-in-south-carolina?autoStart=true&topVideoCatNo=default&clipId=8789142>.
- **The Center was part of an article written for FODOR'S, an International Travel Guide.** <http://www.fodors.com/world/north-america/usa/south-carolina/charleston/walterboro/>

Walterboro

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

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

- http://charlestonmag.com/charleston_magazine/feature/ramble_on

Take an Art and Antiques Tour of Historic Walterboro

{ 48 miles [1 hour, 4 minutes] }

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

■ walterborosc.org

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

Hours: Monday–Friday, 9 a.m.–5 p.m.

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

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

- Attached is an article featured in the Arts & Travel portion of the Post and Courier that highlights the Center and Walterboro.

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

D. Tracking:

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

E. The duration of this project:

The fiscal year ending June 2019.

F. Permits (none required)

III BUDGET:

Adams Outdoor 3 billboards \$1200 per 4 weeks.....	\$15,600
Adams (vinyl's)	\$ 3,000
SC Welcome Center 2 locations Banners Q2/Q3	\$ 6,100
SC Welcome Center 2 locations Banners Q4/Q1	\$ 4,890
SC Welcome Center 2 locations Banners installation....	\$ 1,600
	\$31,190

City of Walterboro

Accommodations Tax Funding Request 2018-2019

Project Name: City of Walterboro Billboard Package 2018-2019

Amount requested from A-tax: \$20,000

Organization Name: City of Walterboro

Tax ID Number: 57-6001119

Contact Name: Hank Amundson
Asst. City Manager

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

Phone & fax: 843-782-1004
843-549-9795 (fax)

Email: hankamundson@walterborosc.org

Project/Event Description (narrative)

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

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

The City requests the continuation of these billboards for 2018-2019 as they are a part of the consolidated efforts of the billboard committee and the red rocker branding. It is estimated that \$20,000 is needed to fund this project.

The start and end date for this billboard contract is **July 1, 2018 thru June 30, 2019.**

Benefit to Tourism and/or the Community

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

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

Accommodations Tax Funding Proposal Request – 2018-2019

City of Walterboro billboard Package

\$20,000

**City of Walterboro
Accommodations Tax Funding Request**

Project Name: 2019 Colleton County Rice Festival

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

Contact Names: Jimmy Trippe/Josh Bell

Federal ID Number: 57-0691134

ATAX Request Amount: \$22,500.00 Colleton County Rice Festival - Rice Run –
Tour de Lowcountry – Legend Show - Palmetto
Dock Dogs-Fireworks Finale

Project/Event Description (narrative)

The Colleton County Rice Festival is held annually during the last full weekend of April. Now in its 44th year, the Southern Tourism Society has recognized the Festival as one of the top 20 events, which covers 12 states. It has become a premier springtime event throughout the Palmetto State and offers something for every age and taste. In 2018, an estimated 25,000.00 visitors attended the Festival over the weekend long event. The Festival is drawing more out of town people and getting bigger each year.

The activities will begin with the Rice Festival Beauty Pageant. The Tour de Lowcountry Bike ride is scheduled for April 20th. The Bike Ride, in its fifth year, brought in over 90 riders, with 88 of the riders from out of town. The Ride had riders from six states and as far away as Texas. The next event is The Taste of Walterboro on April 23rd followed by the VIP Luncheon on the April 25th. The actual Festival days will be April 26th and April 27th. We will feature the Palmetto Dock Dogs again this year, which brings in competitors from other states along with the staff that run the event, all staying here in our motels. The Dock Dog participants came from North Carolina, Vermont, Wisconsin and all over South Carolina in 2018. In 2019 we will be featuring a Legend Show on Friday Night April 26th. It will feature Elvis and the Blues Brothers plus other impersonators. On Saturday April 27th we will feature the Plantation Singers from Charleston, SC, with the fireworks that night as the Festival Finale. All in all we feel that the above events bring in visitors from all over to stay in our motels and dine in our restaurants. The Rice Festival Committee will obtain all permits required.

Because of the continuing success of the Rice Festival with results that sustain and promote a growing economy, an all-out effort is presently underway by various local groups and organizations to encourage visitors to come into the county and city. The Rice

Festival Committee Members are actively involved in many of these endeavors and are working closely with community leaders to make Walterboro and Colleton County a favorite destination of visitors throughout South Carolina and tourist motoring along I-95. With the new Discovery Center and Amphitheater we feel like it will do nothing but enhance the Rice Festival.

Benefit to Tourism and/or the Community

Special events and programs that enhance the quality of life make for an attractive package in enticing the traveling public in this area. Colleton County will never be heavily industrialized but can capitalize on its cultural, natural and historic resources to bring more visitors into the County. The more visitors that come to Colleton County the more secure are tourism related jobs. Increased visitors also mean increased sales and tax collections. We are strategically located on the I-95 South/North Corridor and just 32 miles from I-26. These kinds of activities certainly appeal to travelers who will eat in our restaurants, stay in our motels and shop in and about the Walterboro area.

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

Festivelo XXI 2018/Palmetto Cycling Coalition Accommodations Tax Funding Request 2018

I. Basic Information

A. Project Name:

Walterboro Festivelo XXI 2018: "Four Day Bicycling Event in Walterboro, S.C."
(Twenty-first annual)

B. Amount requested from A-tax: \$28,220

C. Total Cost of Project: \$48,920

D. Applicant Information

1. Organization name with Federal ID number

Palmetto Cycling Coalition
57-1020701

2. Contact Name and Title of person submitting application

Amy Johnson Ely, Executive Director, Palmetto Cycling Coalition

3. Address

141-F Pelham Drive, Suite 116, Columbia, SC 29209

4. Phone, Fax and E-mail

803-445-1099 (office) 706-714-8450 (cell)

Email: amy@pccsc.net

II. Narrative

Provide a detailed description of the project to be accomplished with A-tax funding to include at least the following mandatory components:

A. General Description (Include information about innovative ideas, community support, partnerships and evidence of management capability)

Festivelo is recognized as one of the most unique bicycling festivals in the USA! Founded by Charles Fox and the Fox Family, Festivelo is a bicycling touring event based at the Farmers Market & Museum in downtown Walterboro, S.C. The ride normally brings in 400-500 riders from 25-30 states and usually a few countries each year, for several days. 2018 will mark the 21th annual FestiVELO Ride, taking place November 7-11, 2018, out of Walterboro, SC.

Our annual four-day event offers your choice of morning rides in the Walterboro/Colleton County area: **20-30 miles, 55-65 miles, or 95-105 mile routes** – to suit your ambition and skill level that are fully supported with restrooms, food, and mechanics.

There is delicious food: Hot meals at your lunch rest stops each day, and when you return to home base in Walterboro in the afternoons, we have more food and festivities for you: themed dinners, drinks, activities and entertainment planned for you to celebrate your riding accomplishments.

The terrain is flat and once out of the Walterboro, there is not a lot of traffic. There will be multiple groups (speed/distance) for those who want to "Hammer" and those who just want to ride, stop along the routes, and visit the different attractions: All routes are flat. All these routes make good First Century Ride. Over 400 miles of riding and only 12 miles of overlap. Support and Gear (SAG): The riders and the course are constantly monitored and help is always not far away.

First time 100 Milers Thursday: On Thursday, we lead a ride for those who have never broken the 100-mile mark. The course is flat and everyone finishes. We have from 8 AM in the morning till 5 PM in the evening. Also, a trophy is given to the first time 100 milers.

Iron Butt Award: Also, ride 100 miles all 4 days and earn the Festivelo 100 Mile Iron Butt Trophy!

-PLUS every night will also include FREE S'MORES and Hotdogs by the campfire, as well as classic movies under the stars Thursday-Saturday.

HOT MEALS EACH DAY AT THE LUNCH REST STOPS. There are multiple rest stops each day and a themed hot lunch is served on the route each day.

-Yahoo and Moon Pie

-Shrimp and Grits

-Southern Pimento Cheese

-Gratitude day- Thanksgiving meal hot turkey sandwiches

Walterboro affords the perfect location for a multiday bicycling event. Walterboro is located approximately an hour from Charleston, S.C., an hour from Beaufort, S.C., an hour from Hilton Head, S.C. and 1.5 hours from Savannah, Ga. The Walterboro location affords the opportunity to have a great ride early in the day and then visit Walterboro or surrounding cities in the afternoon and/or evening.

However, event organizers encourage everyone to stay in Walterboro and participate in the many different Festivelo events and visit the restaurants, antique

shops, and the other businesses. The city of Walterboro has a nice downtown area with a variety of restaurant's, antique shops, art, and professional services.

After riding in the morning, participants are encouraged to hike in the 800-acre wildlife sanctuary in Walterboro with hiking/biking/walking trails along with many other attractions.

B. Benefit to Tourism

Festivelo typically brings in over 400-500 people to Colleton County, from a total of 25-30 states and a few countries. Approximately 68% of registered riders were from outside of South Carolina, and approximately 95% of registered riders were from over 50 miles outside of Walterboro. In 2017, we estimate that approximately 1100 hotel room nights were utilized by the participants along with filling the available RV and camping locations. We program the Festivelo event from 5:30am until 9:30pm, so it is impossible for ride participants to engage in the event without engaging in the experiences provided in the city of Walterboro. Very often, ride participants bring their family members along, since there are so many social opportunities programed around the ride. Since the ride has had consistently increasing participation in its over 20 years of existence, led by roughly the same crew of organizers, the expectation is that the Walterboro Festivelo XXI 2018 will surpass 2017.

We know our participants visit the local restaurants, antique shops, art venues, and points of interest. In addition, Festivelo makes every effort to use local vendors in Walterboro/Colleton County.

The popularity of cycling has been on the rise in recent years and Walterboro offers the perfect location. Positioned close to major interstates, but located in a large county where many different routes can be designed and many points of interest can be promoted on each day's ride.

Walterboro is afforded international visibility, as well as additional press coverage in all forms of media. Many segments of the rides are filmed and photographed and shared with family, friends, and the international bicycling community. The numbers of riders participating in Festivelo continues to increase each year due to the additional advertising, extended stay hotel discount packages. Festivelo demographics are represented by a median age of 55 years and a higher than average median income with disposable income. As the population in the USA increases in median age, people are seeking events such as Festivelo to stay healthy, active, and connect with new friends.

Over the past two years, Festivelo has been directly responsible for completely booking the Bed and Breakfast venues in Walterboro, filling all allotted RV and Camping sites, and accounted for over a 1000 hotel nights during the 4 day event. Our participants stay in the local hotels, eat in our various restaurants, and shop in several of the retail outlets. Visitors are charmed by the quaint atmosphere and are encouraged to return.

C. Benefit to Community

Because of the multiple ways Festivelo impacts the local economy, including through hotels, restaurants, shops, paying for local SAG stop accommodations, the event has a financial benefit for the full spectrum of diverse communities of Walterboro. The HQ is located in the city of Walterboro's downtown, additionally benefiting the local and often homegrown small businesses and shops of downtown. Additionally, the event provides a relaxed atmosphere for good natured fun and fitness, which offers only positive vibes from tourists visiting Walterboro. And finally, event organizers are homegrown in SC, with a heart for the lowcountry, so naturally cultural engagement is built into every SAG stop, giving tourists a chance to meet many others from Walterboro's various churches, etc., whose volunteers often host the SAG stops. The social settings of the SAG stops are one of many reasons ride participants come from all parts of the US to enjoy themselves.

D. Tracking: Number of hotel/motel room nights projected to be added as a direct result of this project (include brief explanation as to the calculation used for this estimate as well as description of how you plan to track this information).

We project a conservative estimate of 1100 hotel rooms for 2018. We know that we will have approximately 500 riders and volunteer organizers show up for 2-5 days/nights, and the majority stay 3-4 nights. A conservative estimate based upon the first two years Festivelo has been located in Walterboro, Festivelo will be responsible the booking of over 1100 hotel and Bed and Breakfast nights. In 2017, we estimate that approximately 1100 hotel room nights were utilized by the participants along with filling the available RV and camping locations.

E. Duration of Project (Start and End dates)

The event will occur from Nov 7 – 11, 2018. Up to 30 volunteer and staff ride organizers are in Walterboro for 5-7 day, many showing up as early as Nov 5th. The

project is prepared in those initial days, by: posting signs, parking routes, raising banners, setting up the venues for meals, music, SAG, and ride HQ, and preparing other managers and volunteers in a host of meetings.

F. List Permits (if any required) Charles needs to answer this

No permits are utilized during the ride, but to ensure compliance with local laws and regulations, event organizers do coordinate with the local sheriff, police, and fire department.

G. Additional comments (optional)

III. Budget

Budget Item	Expense
Event Tee shirts /caps/ novelty - Co-branded with Walterboro	9,000
Social Media/Electronic Marketing	3,000
Promotion Direction Signs	800
Port o let Toilets	1,630
Trailer Based Toilets	2,690
rest stop clean up (churches, fire station, etc)	1,000
rest stop food	3,700
Cycling Event Guide 28 pages	2,000
Flyers brochures mailers postage	1,000
Banners	500
Route markings, travel, and route-related travel expenses	2,000
Motel costs for 7 volunteer event organizers	3,000
Web based phone app, for real time display of locations & weather	2,500
Website fees & maintenance	2,500
Yearly Website Routes Posting	500
Print Media	1,500
Vet day materials (Flags for Participants /arm band/ transportation/food/media)	1,200
Rental of colleton museum & farmers market & related expenses	1,500
Insurance	4,500
Camp site electrical update	1,400
Saturday Oyster roast at Museum (All officials and VIPs Veterans invited)	1,000
staff: Cooking & catering fees	2000
Total Budget	48,920

City of Walterboro

65% Accommodations Tax Funding Request 2018-2019

Project Name: ***"Walterboro Rocks!"*** advertising campaign 2018-2019

Amount requested from A-tax: \$60,000

Organization Name: Walterboro Tourism Commission

Tax ID Number: 27-0473097

Contact Name: Hank Amundson
Asst. City Manager
Secretary/Treasurer Walterboro Tourism Commission

Address: 1273 Sniders Highway
Walterboro, SC 29488

Phone & fax: 843-782-1004 office
843-549-9795 (fax)

Email: hankamundson@walterborosc.org

Project/Event Description (narrative)

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

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

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

The Walterboro Welcome Center, located at exit 53 off I-95, is approximately half-way between New York and Florida, between Savannah/Beaufort and Charleston along Highway 17. The goal is to put Walterboro on the map as a destination for travelers as they make their way along I-95 and local thoroughfares through strategic advertising placement.

The duration of this project is fiscal year July 1, 2018 thru June 30, 2019

Benefit to Tourism and/or the Community

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

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

65% Accommodations Tax Funding Proposal Request – 2018-2019

Advertising

Broadcast Media:	\$20,000
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Print Media:	
(such as, Southern Living, Garden & Gun)	\$15,000

Cooperative Digital Advertising (with \$15,000 TAG Match)	\$20,000
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Marketing and Promotion:

Flyers, brochures, Post Cards, signs, promotional items:	\$5,000
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Project Total	\$60,000
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MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: June 26, 2018
SUBJECT: Request for Proposals on Banking Services

On May 15, 2018, Finance Director, Amy Risher hand-delivered RFP's for banking services to seven (7) qualified local financial institutions. The City received two (2) proposals.

<u>Bank</u>	<u>Rate</u>
South State Bank	Floored rate of 1.00% No fees with minimum balance of \$500,000
Enterprise Bank	(a) Interest on excess reserves minus 1.55% - currently .40% No fees (b) Interest on excess reserves minus 1.25% - currently .70% Fees based on price structure included

Staff recommends South State Bank to provide banking services to the City of Walterboro for a period of no less than three (3) years. City staff asks for Council's favorable consideration of this request. If you have any questions, comments or concerns, please do not hesitate to contact me or come by City Hall at your convenience.

Sincerely,

Jeffrey P. Molinari
City Manager

Attachments



MEMORANDUM

To: Jeff Molinari, City Manager

From: Amy Risher, Finance Director

Date: June 15, 2018

Re: Request for Proposal on Banking Services

The Finance Department was seeking proposals from qualified financial institutions interested in providing banking services for a period of no less than three years. On May 15, 2018, I hand delivered proposals for banking services to seven local banks.

The objective of the proposal is to identify the banking institution that can offer the highest quality service at the lowest cost to the taxpayers. It is the Finance Department's intent to effect the most productive use of cash, minimize operating costs, safeguard assets and provide maximum flexibility in the management of its cash, in compliance with State laws.

Proposals were evaluated based on rate of return on deposits, services offered with associated costs and the complexity of charges. Following are the results from the two proposals submitted.

Institution

South State Bank	Floored rate of 1.00% No fees with minimum balance of \$500,000
Enterprise Bank	(a) Interest On Excess Reserves minus 1.55% - currently .40% No fees (b) Interest On Excess Reserves minus 1.25% - currently .70% Fees based on price structure included

The Finance Department recommends South State Bank to provide banking services to the City for a period of three years and respectfully requests City Council's approval.

Banking Services Proposal

Presented to

The City of Walterboro



Prepared by



June 15, 2018

City of Walterboro

Proposal for Banking Services Submitted by SOUTH STATE BANK

Proposal Narrative: Depository Services (includes interest-bearing and non-interest bearing demand deposit accounts)

Description of Services to be Provided

South State Bank recommends that the City utilize our Repurchase Account Sweep Service for the General, Water Fund Local Accommodations and Local Hospitality Accounts. This type of investment account is specifically designed for governmental affiliated entities to comply with state investment guidelines for public deposits. This service will allow the City to earn a competitive rate of interest on deposits with no minimum investment requirement.

South State Bank offers the City a floored rate of 1.00% on the "net free" balances which are those balances in excess of what is required to offset bank service charges. This rate is based upon prevailing market conditions and could be subject to change should there be a significant change in the overall interest rate environment. If and when interest rates improve, South State will consult with the City concerning rate adjustments and the best way to manage excess funds. Interest will be credited monthly to your account. Your daily interest earnings will be calculated as follows:

Average Collected Balance less Compensating Balance (if maintained) less Reserve Requirement) x Investment Rate (1.00%) / 365 Days Year x # of days in month = Monthly Interest Earned

South State Bank recommends that the City take advantage of its **eStatement** product offering. This service provides access to checking, savings and monthly money market bank statements as far back as 18 months or as long as accounts have been opened up until 18 months. **eStatements** will be made available to the City via Treasury Navigator the next business day after your bank statements cutoff.

There are no restrictions on the number of checks and/or withdrawals that can be charged to the repo sweep accounts each month.

South State Bank has provided the City the prices to be charged on the requested pricing schedule. The page has been signed by an Officer of the bank who has the authority to commit the bank to a contract. Prices are guaranteed for the initial three year term of the contract and will be reviewed prior to the inception of each of the renewal periods.

South State Bank has also included a sample account analysis which includes service per item pricing, volume levels provided by the City, impact of the reserve requirement, total service price and a compensating balance that can be maintained to offset all or part of the City's service charges.

South State Bank offers the City a floored earnings credit rate of 1.30% on the balance available after the reserve requirement reduction. This rate is based upon prevailing market conditions and could be subject to change should there be a significant change in the overall interest rate environment. If and when interest rates improve, South State will consult with the City concerning earning credit rate adjustments.

Below, please find the formula for converting service charges to balance requirements:

Total Monthly Service Charge / #of Days in Month x 365 Days Year / Earnings Credit Rate (1.30%) = Compensating Balance

The City's compensating balance would be **\$500,000**.

South State Bank is offering the City an additional 95 basis points on our standard earnings credit rate. As of May 2018, South State Bank's standard earnings credit rate was 0.35% and the reserve requirement was 10%.

South State Bank recommends that the remaining 15 bank accounts be set up on our Business Choice account plan. This is a full service account plan that provides convenient access. To avoid a monthly maintenance charge, the City would need to maintain an average daily balance of \$1,500 or a \$10,000 minimum daily balance in other combined deposits. 500 debits, credits or deposited items are free. Any item thereafter, a \$.45 per item fee is accessed.

If awarded the City's banking relationship, South State Bank will provide the City with all requested certificates of insurance.



Signature of Authorized Bank Official

LEE PETROLAWICZ, COLLETON COUNTY AREA EXECUTIVE

Proposal for Banking Services Submitted by:	South State Bank
Banking Service to be Provided	Price/Cost Structure
Account maintenance - non-interest bearing demand deposit account	\$2.50 per account
Account maintenance - zero balance account	\$2.50 per account
Wire transfers - incoming	\$10.00 per wire
Wire transfers - outgoing	\$10.00 per wire
Wire transfers - outgoing, non-reptitive	\$10.00 per wire
Intra-bank transfers	No Charge
Deposit item	\$.03 per item
Paid item	\$.10 per item
Payroll direct deposit	\$29.10 per payroll
Stop payment - per item	\$18.00 per stop
Cashier's check	No Charge
Overdraft charges - per item	\$36.00 per overdraft
Uncollected funds charge - per item	\$6.00 per item
Check retention - imaged copies	No Charge
FDIC insurance charge	No Charge
Overdraft protection	No Charge
Night depository service fee	No Charge
Electronic banking - monthly fee	\$57.00 per month
Vault services	No Charge
Deposit slips	At Cost
Checks	At Cost
Positive Pay	\$45.00 per month
Bank draft for water customers	\$32.50 per month
Sweep deposits	No Charge

Signature of Authorized Bank Official:



Typed Name and Title of above signatory:

Lee Petrolawicz, Colleton County Area Executive

****The City will be charged no fees if a \$500,000 compensating (target) balance is maintained with South State Bank.**



June 15, 2018

Ms. Amy J. Risher
Banking Services RFP
City of Walterboro
Finance Director
300 Hampton Street
Walterboro, SC 29488

Dear Ms. Risher,

Thank you for the opportunity to continue to provide banking services to the City of Walterboro. Our Bank has decided to submit two proposals as follows:

1. Pay interest on all accounts at the IOER rate minus 1.55% which would be a current rate of .40% and not charge any fees.
2. Pay interest on all accounts at the IOER rate minus 1.25% which would be a current rate of .70% less all fees charged as per the enclosed fee sheet.

We would love to continue being the City of Walterboro's local Bank.

Thank you for your consideration!

Yours truly,

David L. Johns
Executive Vice President

DLJ/ab
Enclosures

Proposal for Banking Services Submitted by:	Enterprise Bank of S. C.
Banking Service to be Provided	Price/Cost Structure
Account maintenance - non-interest bearing demand deposit account	\$10.00 per account
Account maintenance - zero balance account	\$10.00 per account
Wire transfers - incoming	\$15.00
Wire transfers - outgoing	\$15.00
Wire transfers - outgoing, non-reptitive	\$15.00
Intra-bank transfers	No Charge
Deposit item	.50 cents each
Paid item	.20 cents per item
Payroll direct deposit	\$20.00 per file plus .10 cents per item
Stop payment - per item	\$25.00
Cashier's check	Free
Overdraft charges - per item	\$30.00
Uncollected funds charge - per item	No Charge
Check retention - imaged copies	No Charge
FDIC Insurance charge	No Charge
Overdraft protection	N/A
Night depository service fee	No Charge
Electronic banking - monthly fee	No Charge
Vault services	\$40.00 Annually for 5 X 10 Box
Deposit slips	No Charge
Checks	No Charge
Positive Pay	Do not Offer
Bank draft for water customers	\$20.00 per file plus .10 cents per item
Sweep deposits	No Charge

Signature of Authorized Bank Official:

David L. Johns, EVP

Typed Name and Title of above signatory:

David L. Johns



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: June 26, 2018
SUBJECT: Request to Purchase New Police Patrol Vehicle

The FY 2018-2019 budget will allocate \$90,018 for the purchase of two (2) new police vehicles. The Police Department received bids from two (2) vendors and one (1) no bid for one (1) new patrol vehicle. The vehicle will be outfitted with the complete police package (\$23,592.54).

<u>Vendor</u>	<u>Vehicle</u>	<u>Total Price*</u>
Walterboro Ford (Walterboro, SC)	Ford Interceptor	\$49,219.54
Butler Dodge (Beaufort, SC)	Dodge Charger	\$47,728.54
Rizer Chevrolet (Walterboro, SC)	Chevrolet Caprice	No Bid

*Includes price of one (1) fully equipped vehicle plus sales tax.

The City received bids from one (1) local vendor. In applying the Local Preference Option as outlined in Section 2-251 of the Code of Ordinances of the City of Walterboro, Walterboro Ford did not qualify for the opportunity to match the price submitted by Butler Dodge. Staff recommends purchasing the vehicle from Butler Dodge (Beaufort, SC) in the amount of **\$47,728.54**. City staff asks for Council's favorable consideration of this request. If you have any questions, comments or concerns, please do not hesitate to contact me or come by City Hall at your convenience.

Sincerely,

Jeffrey P. Molinari
City Manager

Attachments

Memorandum

TO: City Manager

FROM: Chief of Police

DATE: June 26, 2018

SUBJECT: Request to Purchase Police Patrol Vehicle

The following is a request authorization by the Police Department for the purchase of one (1) police vehicle. Two bids were received, with one bid being a local vendor. In applying the Local Preference Option, the local vendor, Walterboro Ford, remained above the price bid given by Butler Dodge, therefore it did not meet the qualifications. Below is a breakdown of all bids received. Based on the bids provided, I am recommending that the bid from Butler Dodge (Beaufort, S.C.) for one Dodge Charger in the amount of \$24,136.00 be accepted.

<u>Vendor</u>	<u>Vehicle</u>	<u>Total Price*</u>
Walterboro Ford	Ford Interceptor	\$49,219.54
Butler Dodge	Dodge Charger	\$47,728.54
Rizer Chevrolet	Chevrolet Caprice	No Bid Received

*Includes price of one fully equipped vehicle plus sales tax



Wade Marvin, Chief of Police

PERFORMANCE

AUTOMOTIVE

**DODGE****Jeep****RAM**

Vehicle Price Worksheet

NAME: **City of Walterboro**
Make: **Dodge** Model: **Charger** Date: **6/21/2018**
Model: **2018 Dodge Charger Pursuit - SC Contract 4400014504** Year: **2018**
VIN#: _____ Stock #: _____
Salesman: **Govt** Miles: _____

Vehicle Pricing:

Market Price: \$ **35,580.00**

Sales Price: \$ **23,636.00**

Government Concessions:

-	-
---	---

Final Base Vehicle Pricing: \$ **23,636.00**

Upfit/Accessory Pricing

2018 Dodge Charger Pursuit - SC Contract 4400014504	\$ -
Total Body Cost:	\$ -
Total Vehicle Cost:	\$ 23,636.00

Trade In Allowance:

0	\$ -
Less: Payoff:	\$ -
Trade Equity:	\$ -

Net Due Prior to Taxes:	\$ 23,636.00
Dealer Doc Fee:	_____
License Fees:	_____
Infrastructure Maintenance Fee:	\$ 500.00
Cash Downpayment:	\$ -
Net Vehicle Cost:	\$ 24,136.00

Note: Vehicle pricing good through contract period - Please call to confirm specs

605 Warsaw Road * Clinton, North Carolina 910-592-5337

CNGP530

VEHICLE ORDER CONFIRMATION

VIRTC1DP

06/18/18 14:14:58

Dealer: F21344

Page: 1 of 1

Order No: F200 Priority: J2 Ord FIN: QD130
Ord Code: 500A Cust/Flt Name: CITY WALTERBO

Order Type: 5B Price Level: 915
PO Number:

P2M AWD INTERCEPTOR \$29510 \$27887.00

SP DLR ACCT ADJ

RETAIL DLR INV

YZ OXFORD WHITE

SP FLT ACCT CR

R CLOTH/VINYL

FUEL CHARGE

W BLACK

B4A NET INV FLT OPT

NC

500A EQUIP GRP

DEST AND DELIV

995

.FLEX FUEL

TOTAL BASE AND OPTIONS 31555

99K .3.7L TIVCT V6

NC

NC TOTAL

31555

44J .6-SPD AUTO TRAN

NC

NC *THIS IS NOT AN INVOICE*

FRT LICENSE BKT

NC

NC *TOTAL PRICE EXCLUDES COMP PRICE ALLOW*

21F SPOT LAMP DR

360

60V KEY FOB

335

65L 18" WHEEL COVER

60

76R REV SENSING SYS

295

794 PRICE CONCESSN

REMARKS TRAILER

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

F9=View Trailers

S099 - PRESS F4 TO SUBMIT

QC01086

V1DP0111

2,6

\$ 26,729

- 1,050

= 25,679

(3% over \$25K)

\$ 25,627

26229

+ 500 TAX

26729

Bert Sweat

From: Scott Rizer <srizer@rizerchevrolet.com>
Sent: Friday, June 22, 2018 9:08 AM
To: 'Bert Sweat'
Cc: wmarvin@walterborosc.org
Subject: RE: Caprice bid

Mr. Sweat,

Thank you very much for the opportunity to bid on a new Chevrolet Caprice. Unfortunately it seems Chevrolet is not currently offering the Caprice as an available unit at this time. I will have a meeting with my Chevrolet rep in the morning and I will see what kind of options we can put together to accommodate your needs.

Thanks,

Scott Rizer
President
Rizer Chevrolet Buick GMC
351 N. Jefferies Blvd.
Walterboro, S.C. 29488
Office 843-549-6363
Fax 843-549-2179
Cell 843-893-8386

From: Bert Sweat [<mailto:bsweat@walterborosc.org>]
Sent: Wednesday, June 20, 2018 10:12 AM
To: srizer@rizerchevrolet.com
Cc: wmarvin@walterborosc.org
Subject: Caprice bid

MR. RIZER,

ON BEHALF OF THE WALTERBORO POLICE DEPARTMENT, I WOULD LIKE TO REQUEST A BID FROM RIZER CHEVROLET IN REFERENCE TO A WHITE 2018 V8 CHEVROLET CAPRICE. THANKS.

CAPTAIN BERT SWEAT
WALTERBORO POLICE DEPARTMENT
242 HAMPTON STREET
WALTERBORO, S.C. 29488
843.782.1036/843.908.0133
BSWEAT@WALTERBOROSC.ORG



No virus found in this message.

Checked by AVG - www.avg.com

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TRICOUNTY UPFITTERS

4584 Toney Bay Road
Holly Hill, SC 29059
(843) 771-9418

www.TricountyUpfitters.com

ESTIMATE

Estimate # 18-0057

Date 6/25/2018

Name / Address

Walterboro Police Department
Attn: Capt Bert Sweat
242 Hampton Street
Walterboro, SC 29488

		Sales Rep	Vehicle ID	
		BTF	K9 Charger	
Quantity	Item	Description	Rate	Total
		South Carolina State Contract #4400012373		
1	FS-INTG44-1451407988	Integrity 44" Lightbar, Blue w/ White Flood, Blue Rear	1,275.00	1,275.00T
1	FS-HKB-LPCHGR11	Lightbar Hook Kit, Low Profile - Dodge Charger	0.00	0.00T
1	FS-SSP2K_PKG	SmartSiren Platinum 2000 and ES100C Speaker	699.00	699.00T
1	FS-SSP2000B	SmartSiren Platinum - 100watt controller, Series B	0.00	0.00T
1	FS-ES100C	Dynamax Speaker - 100watt	0.00	0.00T
1	FS-ESB-CHGR15	2015 Dodge Charger, ES100 combo speaker and grille light bracket	0.00	0.00T
2	FS-IPX620-BW	IPX6 - Clear Lens, Horiz. Mount (Blue/White)	85.99	171.98T
2	FS-MPS650-BB	MicroPulse 6 - Hood / Grille Mount (Blue/Blue)	69.99	139.98T
1	FS-FHL-TAIL	Flasher, Taillight, Universal - 18" Leads	41.25	41.25T
1	GJ-7170-0137-02	Gamber Johnson - 2011+ Dodge Charger Kit, Includes Console, Cup Holder and Printer Mounted Arm Rest	499.99	499.99T
1	GJ-7160-0502	6" Swing Arm w/ Low Swivel, Console Mounted	169.99	169.99T
1	GJ-7160-0250	Universal Laptop Cradle	199.99	199.99T
1	STL-75834	Streamlight Stinger DS LED w/ 12v Piggyback Charger	119.99	119.99T
1	STL-75903	Streamlight Stinger Traffic Wand, Red	5.99	5.99T
2	STL-75834	Streamlight Stinger DS LED w/ 12v Piggyback Charger (Trunk Mounted)	119.99	239.98T
2	STL-75903	Streamlight Stinger Traffic Wand, Red (Trunk Mounted)	5.99	11.98T
1	Misc	American Aluminum K9 System - Black Powder Coat w/ Rubber Mat Included	2,199.99	2,199.99T
1	AA-WATERDISH	American Aluminum Dog Water Dish	98.99	98.99T
1	HAV-KK-K9-HA-FKT-10	10" Fan, Activation Module, Manual Switch & Materials	299.99	299.99T

Subtotal

Sales Tax (7.0%)

Total

Approval Signature:

TRICOUNTY UPFITTERS

4584 Toney Bay Road
Holly Hill, SC 29059
(843) 771-9418

www.TricountyUpfitters.com

ESTIMATE

Estimate # 18-0057

Date 6/25/2018

Name / Address

Walterboro Police Department
Attn: Capt Bert Sweat
242 Hampton Street
Walterboro, SC 29488

		Sales Rep	Vehicle ID	
		BTF	K9 Charger	
Quantity	Item	Description	Rate	Total
1	HAV-KK-K9-HP-5010B	Hot & Pop system w/ alarm and door pop	1,899.99	1,899.99T
1	WG-4RE	4RE In-Car Camera System. Includes GPS, High definition Zero Sightline (720P) forward facing camera, Infrared color cabin camera, DVR, integrated 200GB automotive grade hard drive, 16GB USB removable thumb drive, cabin microphone, 900 MHz Hi Fidelity wireless microphone, hardware & cabling, 1 yr. warranty. Includes Evidence Library Express software.	5,034.75	5,034.75T
1	WG-4RE	Upgrade 4RE to wireless upload capability	210.00	210.00T
1	WG-4RE	Upgrade 4RE Zero Sightline to Panoramic Camera	210.00	210.00T
1	WG-4RE	Evidence Library 4 Web 4RE License Key	157.50	157.50T
1	KS-RAPTOR	Kustom Signals Raptor - Separated	1,655.00	1,655.00T
1	BHP-PJ622	Brother Pocket Jet 7 Mobile Printer	349.99	349.99T
1	Misc	Brother USB Cable	11.50	11.50T
1	GJ-14331	Brother Printer 12v Power Adapter	25.99	25.99T
1	Misc	Dell Ruggedized Laptop	2,919.53	2,919.53T
1	Misc	WeatherTech Floor Mats - Front Only, 2017 Dodge Charger	139.99	139.99T
1	MM-MMSU1	Magnetic Microphone Clip	34.95	34.95T
1	LND-DE2045-1342	Dell Laptop Auto Adapter, Direct Wire	119.95	119.95T
1	FS-380400-W	6" Unity LED Spot Lamp Replacement	140.26	140.26T
1	HW-MS4980	Honeywell MS4980 Barcode Scanner w/ USB Cable (Refurbished)	159.99	159.99T
1	TS-386825	760 - 870 MHz Phantom Antenna, Black	49.99	49.99T
1	TS-32836	3/4" Brass Mount, 17 feet, Mini UHF Installed	21.99	21.99T
1	Installation	Installation of above equipment.	2,000.00	2,000.00

Subtotal

Sales Tax (7.0%)

Total

Approval Signature:

**4584 Toney Bay Road
Holly Hill, SC 29059
(843) 771-9418**

ESTIMATE

Estimate # 18-0057

Date 6/25/2018

Name / Address

Walterboro Police Department
Attn: Capt Bert Sweat
242 Hampton Street
Walterboro, SC 29488

[illegible]

This estimate is good for 60 days. If you have any questions, please contact us.

Approval Signature: _____



MEMORANDUM

TO: Mayor and City Council
FROM: City Manager
DATE: June 29, 2018
SUBJECT: Request to Purchase New Residential Sanitation Vehicle

The FY 2018-2019 budget allocated \$224,000 for the purchase of a new residential sanitation vehicle. The City solicited bids from three (3) dealers. The bids were as follows:

<u>Vendor</u>	<u>Truck</u>	<u>Price</u>
I State Truck Center (Sioux City, IA)	2019 Freightliner M2-106	\$239,045.00
Amick Equipment (Lexington, SC)	2019 Freightliner M2-106	\$239,170.00
Triple T Freightliner (Summerville, SC)	2020 Freightliner 108 SD	\$218,872.00
Amick Equipment (Lexington, SC)	2020 Freightliner 108 SD	\$222,414.00

Staff recommends purchasing the truck from I State Truck Center in the amount of **\$239,045.00**. The 2020 trucks are currently 18-20 months from delivery after purchase. The 2019 trucks are available immediately and can be in operation within six (6) months. The 2019 trucks are a tri-axle vehicle that has a larger capacity for garbage collection. The proposed new truck will be replacing a 2009 International garbage truck. The cost differential of \$15,045 can be absorbed through selling the 2009 vehicle on GovDeals.com and also with reduced vehicle maintenance costs by taking the 2009 truck out of service. City staff asks for Council's favorable consideration of this request. If you have any questions, comments or concerns, please do not hesitate to contact me or come by City Hall at your convenience.

Sincerely,

Jeffrey P. Molinari
City Manager

Attachments



MEMORANDUM

To: Jeff Molinari, City Manager

From: Michael Crosby, Public Works Director *TMC*

Cc: Mayor and City Council

Re: Request for Bid

Date: 06/28/2018

The City of Walterboro Sanitation Department recently requested bids for a residential garbage truck. This vehicle is intended for use in the Sanitation Department for collection of residential garbage. Bids were received from Triple T Freightliner, I State Truck Center, and Amick Equipment.

The bids were as follows:

I State Truck Center- 2019 Freightliner M2-106 with 29yd New Way body (Tri-axle)	\$239,045.00
Amick Equipment - 2019 Freightliner M2-106 with 29yd Sidewinder body (Tri-axle)	\$239,170.00
Triple T Freightliner - 2020 Freightliner 108SD with 24yd Sidewinder body (Dual-axle)	\$218,872.00
Amick Equipment – 2020 Freightliner 108SD with 24yd Labrie body (Dual-axle)	\$222,414.00

It is our recommendation to accept the bid from I State Truck Center in the amount of \$239,045.00

The 2020 trucks are eighteen to twenty months from delivery after purchase. The 2019 trucks are available immediately and can be in operation within six months. Also, the 2019 trucks have a larger capacity for garbage collection. This could be helpful in events when the landfill is closed and garbage is being collected. The addition of an axle, also improves stopping ability with less wear and tear on the truck in general.

Michael Crosby

From: Greg Heisterkamp <greg.heisterkamp@istatetruck.com>
Sent: Wednesday, June 27, 2018 3:30 PM
To: Michael Crosby (mcrosby@walterborosc.org)
Subject: City of Walterboro SC
Attachments: Scanned Document_20180627_135855.pdf; 2019 M2106 L9 350 Tandem Automated Stock 4 5 18.docx

Michael,

Attached are the specifications for a 29yd NewWay Automated Sidewinder and a new 2019 Freightliner M2106 with Dual Steer conversion chassis (KP0589) for the City of Walterboro, SC. Pricing on chassis includes 2yr/unlimited mileage base vehicle warranty, 2yr/250,000 mile base Cummins L9 engine warranty, 3yr/unlimited mileage base Allison transmission warranty, and 1yr/towing. The price of the 29yd NewWay body is \$127,314.00 not including the additional available options listed on the second page of body quote, and not including FET or Sales Tax, the price of the 2019 Freightliner M2106 L9 350 is \$111,231.00 not including FET or Sales Taxes totaling \$238,545.00. On the body quote, it lists the approximate dates for showing up at Scranton, IA for the body and approximation for completion and delivery to the City of Walterboro.

Taxi + 500.00
239,045

Monroe Sit Down Dual Steer conversion:

- Right side aftermarket gauges
- Aftermarket Gauge Package includes:
 - Speedometer
 - Air Press Gauge, Dual Indicators
 - 4 in 1 Cluster – Engine Temp., Engine oil pressure, Volts, Transmission Temperature
 - Indicator Lights for – Parking Brake Engagement, Hi-Beam, Activation, Left & Right Hand Turning
 - Includes Center Floor Mounted Console with Following Controls Relocated
 - Ignition Switch
 - Transmission Shift Control Pad
 - Left to Right Toggle Switch Drive Position Controls
 - Power Mirror Controls if Ordered with Chassis from Factory
 - Light Switches

If you have any questions, please contact me.

Greg Heisterkamp
IState Truck Center
4801 Harbor Drive
Sioux City, IA 51111
Cell 712-251-0563
Ph 800-831-0967
greg.heisterkamp@istatetruck.com



4801 Harbor Drive • Sioux City, IA 51111 • 712-252-2714

Customer: *City of Walterboro SC*
Contact: *Michael Crosby*

Ship To: City of Walterboro

Qty Description

Unit Price

Extended Price

1	New Way	29yd	Sidewinder	\$	127,439.00	\$	127,439.00
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Body Paint: Orange

Includes standard equipment, as well as the following options:

Complete Mount (Standard, No Charge)

Hot Shift PTO, Tandem Vane

All LED Body Lights, Including Reverse and License Plate are Standard

Halogen Mid Body Back-up Lights Includes (2) Lights

Halogen Back-up Lights on Tailgate(2) Lights

Strobe Light (Surface Mount)

Strobe Light Package (Integrated Strobe System) ((2) round lights mounted upper tailgate)(standard)

Fire Extinguisher--10lb. (standard on mounted units)

Triangle Kit (standard on mounted units)

Safety Vision Dual Camera/Flat Split Screen Color Monitor.

LOCATIONS: Hopper & Backup

BODY Paint Acrylic Urethane Enamel Color Coat - CUSTOMER SPECIFIED

ARM Powder Coat (NEW WAY Safety Yellow)

Zinc Plated Hydraulic Tubes

Induction Hardened Pack Cylinders with Scrapers

Quick Disconnect Ports for Pressure Gage

Arm Control Joystick on Counsel (standard)

Arm Cycle Counter

Pre crusher Panel

Hopper Access Ladder

Warranty Options - All Warranties Are Conditional--Refer To Warranty Statement

2-Year Cylinder Warranty (standard)

1-Year Body Warranty (standard)

1-Year Arm Warranty (standard)

1-Year Hydraulic Warranty (standard)

HD Arm with 6X Lift Chains

Cleanout chute extension # 126940 1 side - LH Side Only

Internal Hydraulic Filters (Standard for all Amick units.)

3 Tool Bracket Kit: 2) Broom/hoe racks & 1) short shovel rack mounted on front of body.

Freight - Factory to AECI Carolinas

PDI & One local move to Truck Dealer OR Customer

Mobile On-site Warranty Pkg., 1 yr.

Additional Discount

\$ (125.00)

Subtotal: \$ 127,314.00

Sales Tax:

LOCATIONS

BLAINE, MN • INVER GROVE HEIGHTS, MN • BILLINGS, MT • GREAT FALLS, MT • MISSOULA, MT • SIOUX CITY, IA • SIOUX FALLS, SD

Purchase Price: \$ 127,314.00

Chassis ETA to Body Mfg.:

10/1/18 Days after receipt of ORDER

Body ETA:

115 Days after receipt of TRUCK

Estimated Delivery:

1/24/19 Days after receipt of ORDER

Quoted By:

Craig Husterkamp
Sales Representative

Quote Date: 6/27/2018

Quote Expires: 30 Days after quote date.

TAXES: Unless Itemized above, prices do not include local, state or federal taxes. PAYMENT TERMS: Payment due within 15 DAYS after acceptance of equipment. QUOTE EXPIRATION: Pricing is typically honored for 30 days from date quoted, but pricing is subject to change under extenuating circumstances including, but not limited to, volatile markets, factory price increases, etc. Amick makes every effort to give ample notice when we are able. DELIVERY ESTIMATES: ETA's are based on production schedules at the time of quote and are subject to changes in truck or body production schedules as well other factors such as transportation delays, etc. WEIGHT RESTRICTIONS: Operating overweight equipment can result in fines, damage to equipment or injury to operators. Amick Equipment makes every effort to quote equipment meeting local, state & federal weight regulations. Nevertheless, it is up to the end user to familiarize themselves with all applicable weight laws and avoid exceeding legal weight limits, regardless of truck's GVWR. CHASSIS DEALERS - PLEASE NOTE: Please ensure chassis specs meet body manufacturer's minimum requirements, which are supplied upon request. Deviations may result in additional charges, for which the truck dealer will be responsible. CHASSIS DEALER TERMS: Payment term begins when truck is delivered to customer or truck dealer for PDI, whichever is first. Payments received later than 15 DAYS are subject to penalty of 6% APR, calculated on a daily basis. ANY EXCEPTIONS must be agreed to writing by Amick representative prior to order.

ADDITIONAL OPTIONS AVAILABLE - Not Included in base price above.

Description

Unit Price

Hardox Hopper Liner Kit - 3/16" Liner floor and sides	\$	1,100.00
DELETE Custom Paint - Std White ILO Orange , DEDUCT:	\$	(1,680.00)
ADD 3rd Camera - Curbside blindspot camera OR Right side facing arm	\$	1,650.00
Chromium Overlay Packer Tracks	\$	1,740.00
Electronic Filter By-Pass Warning Indicator In Cab	\$	270.00
High Temperature Fluid Warning Switch	\$	530.00
Hour Meter on PTO	\$	290.00
Low Fluid Level Warning Switch	\$	530.00
Arm Controls Rocker Switches Under Seat	\$	610.00
FRONT BODY ENCLOSURE - SPLASH SHIELD #126188	\$	275.00
Partial hopper wind deflector#126049	\$	885.00
Remote Grease zerks Tailgate and Upper Cylinder Hinge Pins	\$	405.00
Upgrade to 31yd Body	\$	980.00



Customer: Walterboro, City of

Ship To: City of Walterboro

Contact: Michael Crosby

<u>Qty</u>	<u>Description</u>		<u>Unit Price</u>	<u>Extended Price</u>
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1	New Way	29yd	Sidewinder	\$ 238,670.00	\$ 238,670.00
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Body Paint: Orange

Includes standard equipment, as well as the following options:

Complete Mount (Standard, No Charge)

Hot Shift PTO, Tandem Vane

All LED Body Lights, Including Reverse and License Plate are Standard

Halogen Mid Body Back-up Lights Includes (2) Lights

Halogen Back-up Lights on Tailgate(2) Lights

Strobe Light (Surface Mount)

Strobe Light Package (Integrated Strobe System) ((2) round lights mounted upper tailgate)(standard)

Fire Extinguisher--10lb. (standard on mounted units)

Triangle Kit (standard on mounted units)

Safety Vision Dual Camera/Flat Split Screen Color Monitor.

LOCATIONS: Hopper & Backup

BODY Paint Acrylic Urethane Enamel Color Coat - CUSTOMER

SPECIFIED

ARM Powder Coat (NEW WAY Safety Yellow)

Zinc Plated Hydraulic Tubes

Induction Hardened Pack Cylinders with Scrapers

Quick Disconnect Ports for Pressure Gage

Arm Control Joystick on Counsel (standard)

Arm Cycle Counter

Precrusher Panel

Hopper Access Ladder

Warranty Options - All Warranties Are Conditional--Refer To Warranty Statement

2-Year Cylinder Warranty (standard)

1-Year Body Warranty (standard)

1-Year Arm Warranty (standard)

1-Year Hydraulic Warranty (standard)

HD Arm with 6X Lift Chains

Cleanout chute extension # 126940 1 side - LH Side Only

Internal Hydraulic Filters (Standard for all Amick units.)

3 Tool Bracket Kit: 2) Broom/hoe racks & 1) short shovel rack mounted on front of body.

Freight - Factory to AECL Carolinas

PDI & One local move to Truck Dealer OR Customer

Mobile On-site Warranty Pkg., 1 yr.

2018 Freightliner M2-106 62K GVWR
Cummins L9 350HP / Allison 3000RDS

White Cab

See detailed chassis specifications for complete details

Subtotal:	\$	238,670.00
Sales Tax:	\$	500.00
Purchase Price:	\$	239,170.00

Chassis ETA to Body Mfg.:	10/1/18	Days after receipt of ORDER
Body ETA:	115	Days after receipt of TRUCK
Estimated Delivery:	1/24/19	Days after receipt of ORDER

Quoted By: Ryan Amick
Sales Representative

Quote Date: 6/26/2018
Quote Expires: 30 Days after quote date.

TAXES: Unless itemized above, prices do not include local, state or federal taxes. PAYMENT TERMS: Payment due within 15 DAYS after acceptance of equipment. QUOTE EXPIRATION: Pricing is typically honored for 30 days from date quoted, but pricing is subject to change under extenuating circumstances including, but not limited to, volatile markets, factory price increases, etc. Amick makes every effort to give ample notice when we are able. DELIVERY ESTIMATES: ETA's are based on production schedules at the time of quote and are subject to changes in truck or body production schedules as well other factors such as transportation delays, etc. WEIGHT RESTRICTIONS: Operating overweight equipment can result in fines, damage to equipment or injury to operators. Amick Equipment makes every effort to quote equipment meeting local, state & federal weight regulations. Nevertheless, it is up to the end user to familiarize themselves with all applicable weight laws and avoid exceeding legal weight limits, regardless of truck's GVWR. CHASSIS DEALERS - PLEASE NOTE: Please ensure chassis specs meet body manufacturer's minimum requirements, which are supplied upon request. Deviations may result in additional charges, for which the truck dealer will be responsible. CHASSIS DEALER TERMS: Payment term begins when truck is delivered to customer or truck dealer for PDI, whichever is first. Payments received later than 15 DAYS are subject to penalty of 6% APR, calculated on a daily basis. ANY EXCEPTIONS must be agreed to writing by Amick representative prior to order.

ADDITIONAL OPTIONS AVAILABLE - Not included in base price above.

Description	Unit Price
DELETE Custom Paint - Std White ILO Orange . DEDUCT:	\$ (1,680.00)
ADD 3rd Camera - Curbside blindspot camera OR Right side facing arm	\$ 1,650.00
Hardox Hopper Liner Kit - 3/16" Liner floor and sides	\$ 1,100.00
Chromium Overlay Packer Tracks	\$ 1,740.00
Electronic Filter By-Pass Warning Indicator In Cab	\$ 270.00
High Temperature Fluid Warning Switch	\$ 530.00
Hour Meter on PTO	\$ 290.00
Low Fluid Level Warning Switch	\$ 530.00
Arm Controls Rocker Switches Under Seat	\$ 610.00
FRONT BODY ENCLOSURE - SPLASH SHIELD #126188	\$ 275.00
Partial hopper wind deflector#126049	\$ 885.00
Remote Grease zerks Tailgate and Upper Cylinder Hinge Pins	\$ 405.00
Upgrade to 31yd Body	\$ 980.00



Triple-T Freightliner, Sterling, Western Star Inc
155 Farmington Road
Summerville SC 29486
Phone: (843) 329-1001

Purchase Agreement

Contract Date: _____
Deal #: DE-01718
Customer #: 52642
Salesperson: Speed Massenburg

Bill To: **52642**

WALTERBORO, CITY OF
248 HAMPTON ST
WALTERBORO SC 29488-3929
P:(843) 782-1000 | F:(843) 549-7725

Ship To:

WALTERBORO, CITY OF
248 HAMPTON ST
WALTERBORO, SC 29488-3929

Stock#:	VIN:	New 2020 FREIGHTLINER 108SD	Price:	\$96,148.00
		Mileage: 0		
		AMICK EQUIPMENT, NEW WAY 24 YARD SIDEWINDER REFUSE BODY		\$122,224.00
			Total Price	\$218,372.00
			Sales Tax	\$500.00
			Total	\$218,872.00

This agreement and any documents which are part of this transaction or incorporated herein comprise the entire agreement affecting this Retail Purchase Agreement and no other agreement or understanding of any nature concerning the same has been made or entered into or will be recognized. I have read and accept all of the terms and conditions of this Agreement, and agree to them as if they were printed above my signature. I further acknowledge receipt of a copy of this Agreement. This Agreement shall not become binding until signed and accepted by an Authorized Dealership Representative.

Purchaser's Signature

Date

Sales Representative

Co-Purchaser's Signature

Date

Manager's Signature

Date



Customer: Walterboro
Contact: Michael Crosby

Ship To: City of Walterboro

<u>Qty</u>	<u>Description</u>				<u>Unit Price</u>	<u>Extended Price</u>
1	Labrie 24YD Automizer Body Paint: Orange <i>Includes standard equipment, as well as the following options:</i> Labrie Automizer ASL Refuse Body Labrie Right Hand Automated Arm - Upgrade to Right Hand "HD" Model - Severe Duty Arm - 90 Gal. Gripper w/ 12' Telescopic Reach 24 cu.yd. Capacity & 6.5 yd. Hopper Capacity Electric/Hydr. Joystick Controls Cushioned Arm Cylinders Auto Pack w/ programmable multi cycle pack Grabber Counting Device Auto Reset Circuit Breakers Clean Out Tools (Broom, Hoe, Shovel Kit) Including Brackets Crusher Panel - Hydr. Actuated Hardox Hopper and Body Floor Hardox wear strips between and outside hopper rails Pressurized Hydraulics - Reduces contamination Denison T6DC Dual Vane Pump, Operate at Idle Zinc Coated Steel Hydr. Lines Nitrated Dump Cylinders Bolt On Body Covers, Fenders and Bumper, Painted Gray Two Full Size Clean Out Doors LED Lighting Package Included LED Preco 6" White Strobe Light LED Amber Alternating Strobes, 4", Upper T/G Back-up Lights - 2) Mid Body & 2) Tailgate Safety Kit Included: Triangles, Fire Ext., Flares, First Aid Camera System -Dual 3rd Eye System w/ 7" Monitor Custom Paint - Body - Omaha Orange Standard 12 Month Warranty Freight - Factory to AECL Carolinas PDI & One local move to Truck Dealer OR Customer Mobile On-site Warranty Pkg., 1 yr.				\$ 221,914.00	\$ 221,914.00
1	2020 Freightliner 108SD 44,440lbs GVWR Cummins L9 350HP / Allison 3000RDS Trans. Orange Cab See detailed chassis specifications and pricing attached. Includes Fontaine Dual Sit Down Drive Conversion Includes Fontain 2020 Model Year Estimated Price Increase				Included	Included
					Subtotal: \$	221,914.00
					Sales Tax: \$	500.00

Purchase Price: \$ 222,414.00

Chassis ETA to Body Mfg.: February 2019 Days after receipt of ORDER
Body ETA: 110 Days after receipt of TRUCK
Estimated Delivery: June 2019 Days after receipt of ORDER

Quoted By: **Ryan Amick**
Sales Representative

Quote Date: 6/26/2018
Quote Expires: 30 Days after quote date.

TAXES: Unless itemized above, prices do not include local, state or federal taxes. **PAYMENT TERMS:** Payment due within 15 DAYS after acceptance of equipment. **QUOTE EXPIRATION:** Pricing is typically honored for 30 days from date quoted, but pricing is subject to change under extenuating circumstances including, but not limited to, volatile markets, factory price increases, etc. Amick makes every effort to give ample notice when we are able. **DELIVERY ESTIMATES:** ETA's are based on production schedules at the time of quote and are subject to changes in truck or body production schedules as well other factors such as transportation delays, etc. **WEIGHT RESTRICTIONS:** Operating overweight equipment can result in fines, damage to equipment or injury to operators. Amick Equipment makes every effort to quote equipment meeting local, state & federal weight regulations. Nevertheless, it is up to the end user to familiarize themselves with all applicable weight laws and avoid exceeding legal weight limits, regardless of truck's GVWR. **CHASSIS DEALERS - PLEASE NOTE:** Please ensure chassis specs meet body manufacturer's minimum requirements, which are supplied upon request. Deviations may result in additional charges, for which the truck dealer will be responsible. **CHASSIS DEALER TERMS:** Payment term begins when truck is delivered to customer or truck dealer for PDI, whichever is first. Payments received later than 15 DAYS are subject to penalty of 6% APR, calculated on a daily basis. **ANY EXCEPTIONS** must be agreed to writing by Amick representative prior to order.

AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES
Preliminary Engineering Report
Walterboro Wastewater Treatment Plant Expansion
Walterboro, South Carolina

City of Walterboro
242 Hampton Street
Walterboro, South Carolina 29488
Client

Hybrid Engineering, Inc.
7400 Irmo Drive
Columbia, South Carolina 29212
June 26, 2018

AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES

WITNESSETH, that the CLIENT intends to retain the ENGINEER to perform administrative, investigative, evaluative, and planning services (hereinafter called the Professional Engineering Services), for the Preliminary Engineering Report for the Walterboro Wastewater Treatment Plant (WWTP) Expansion (hereinafter called the Project) located at the south end of Gervais Street (S-15-393) in Walterboro, South Carolina.

NOW THEREFORE, the CLIENT and the ENGINEER, in consideration of their mutual covenants herein, agree in respect of the performance of Professional Engineering Services by the ENGINEER and the compensation for those services by the CLIENT, as set forth below.

The ENGINEER will serve as the CLIENT'S professional engineering consultant, representative, and agent in all phases of the Project to which this Agreement applies.

SECTION 1. - THE ENGINEER'S RESPONSIBILITIES

The ENGINEER agrees to:

1.1. Consult regularly with the CLIENT to determine the CLIENT'S requirements for the Project and the status of work in progress.

1.2. Provide the CLIENT with the services of the ENGINEER'S personnel and consultants as determined necessary or desirable for the performance of all tasks related to the Project, and act as the CLIENT'S representative in connection with any such services.

1.3. Conduct and perform the specific tasks as described in the SCOPE OF SERVICES, which follows.

SECTION 2. - SCOPE OF SERVICES

2.1. The Professional Engineering Services to be performed under this Agreement by the ENGINEER, in addition to those generally described above, shall be as follows:

2.1.1. Assessment of Current WWTP Conditions

Visit and tour the Walterboro WWTP with the Operators of Record to assess the current conditions of the facility and to understand the Operator's perspective on its operation. Photographic documentation and visual observations will be completed of the treatment components.

2.1.2. Review of the Archives and Record Construction Drawings

To the extent that they are reasonably available, acquire copies of the Record Construction Drawings. These documents will be reviewed in detail and compared to the existing facilities currently in operation.

2.1.3. Review of Discharge Monitoring Reports and SCDHEC Inspection Reports

Acquire and review copies of Discharge Monitoring Reports (DMR's) and SCDHEC Inspection Reports for the Walterboro WWTP for the past 3 years. Data retrieved from these reports will be compiled in spreadsheet and chart form for further evaluation.

2.1.4. Evaluation of the WWTP's Operational Performances

Based on the site visit to assess the current facilities and the data generated from the DMR's and SCDHEC Inspection Reports, evaluate the operational performance of the Walterboro WWTP over the past 3 years. This evaluation will address flows, ability to consistently achieve permitted effluent limits, operational trends, and data related to any operational problems experienced at the WWTP during this time.

2.1.5 Wastewater Flow Projections

Based on population projections of the United States Census Bureau, information related to known sites that have been specifically targeted for industrial and/or commercial development, and previous planning activities, wastewater flows will be projected for the Walterboro Service Area for a planning horizon of 20 years.

2.1.6 General Evaluation of the Expandability of the WWTP

Generally evaluate the possible expansion of the Walterboro WWTP on its current site. This evaluation will include a determination of the adequacy of land at the current site of the WWTP, the ability of key components (e.g. influent piping, effluent piping, etc.) to accommodate increased flow rates, and an assessment of adequate space to allow for construction and the associated staging activities.

2.1.7 Specific Evaluation of the Expandability to 5.625 MGD

Evaluate the possible improvements and expansion of the Walterboro WWTP from a treatment capacity of 2.64 MGD to 5.625 MGD. This evaluation will include a determination of the adequacy of land at the current site of, the ability of key components (e.g. influent piping, effluent piping, etc.) to accommodate a flow of 5.625 MGD; a determination of biological treatment improvements, including equipment replacement in the three (3) existing Sequencing Batch Reactors, to consistently achieve adequate advanced secondary treatment of 5.625 MGD; consideration of incorporating filters to achieve tertiary treatment for at least a portion of the 5.625 MGD; and an assessment of adequate space to allow for construction and the associated staging activities.

2.1.8 Anti-Degradation Analysis

An alternatives analysis will be conducted for each facility to demonstrate that the increased discharges should be allowed under the anti-degradation provisions of ***South Carolina Regulation 61-68 Water Classifications and Standards***. This analysis will include the following alternatives:

- Reuse that would minimize or eliminate the need to lower water quality.
- Use of other discharge locations.
- Connection to other wastewater treatment facilities.
- Use of land application.
- Product or raw material substitution.
- Other treatment option or alternative which would minimize or eliminate the need to lower water quality.

2.1.9 Preliminary Conceptual Design of Expanded WWTP

Based on the results of consultations with the SCDHEC, develop and evaluate the preliminary conceptual design for the expanded WWTP. It is acknowledged and agreed that secondary biological treatment will be achieved by refurbishing the existing Sequencing Batch Reactors (SBR's and constructing new SBR's. In addition to the SBR's, expansion planning will also include consideration for new headworks (influent pumping, screening, and grit removal), new tailworks (disinfection), and tertiary treatment through filtration.

2.1.10 Preliminary Construction Cost Projections

Upon the completion of the preliminary conceptual design, develop a preliminary construction cost projection which will be based on equipment manufacturers' information, continuous monitoring of construction of a similar nature, and Means Construction Cost Data.

2.1.11 Development of Preliminary Engineering Report

Compile the results of the aforementioned tasks into a comprehensive Preliminary Engineering Report that will outline and describe the conclusions and recommendations as to the manner in which the CLIENT should proceed with the expansion of its ability to provide treatment to wastewater collected in the

areas served, or to be served, by the Walterboro WWTP. Upon approval of this report, a presentation will be made to the CLIENT and then the report will be submitted to the SCDHEC and the EDA for review and approval.

2.2 Assist the CLIENT in applying for and obtaining normally required approvals. This assistance shall not extend to the performance or preparation of environmental impact reports, research studies, special documentation, or environmental testing. Such services, if required, shall be compensated for as Additional Services.

2.3. Act as the CLIENT'S technical representative in meetings, correspondence, and conversations with the concerned regulatory agencies.

2.4. Assist the CLIENT in complying with the applicable rules, regulations, laws, and procedures of the concerned regulatory agencies.

2.5. Prepare reports, written recommendations, calculations, and preliminary designs pertaining to the Project, as directed by the CLIENT and as required by the concerned regulatory agencies.

2.7. All work required by this Scope of Services shall be performed by the ENGINEER, the CLIENT acting only to assist and compensate the ENGINEER as is described elsewhere in this Agreement.

2.8. The CLIENT and the ENGINEER also agree that the schedule for the Project cannot be determined at this time, but will be developed as soon as practicable. The CLIENT and ENGINEER are aware that many factors outside the ENGINEER's control may affect the ENGINEER's ability to complete the services to be provided under this Agreement. The ENGINEER will perform these services with reasonable diligence and expediency consistent with sound professional practices.

SECTION 3. - THE CLIENT'S RESPONSIBILITIES

The CLIENT agrees to:

3.1. Provide full information concerning all requirements for the Project.

3.2. Assist the ENGINEER by placing at the ENGINEER'S disposal all available information pertinent to the Project, including the existing Site Plan and Site Piping Plan in AutoCAD format (including electronic media copies in AutoCAD format), and any other data relative to the preliminary engineering of the Project. ENGINEER shall be entitled to rely upon the accuracy and completeness of all such information, surveys, data and reports provided by CLIENT and any deviations from the information provided by CLIENT and actual site conditions shall entitle the ENGINEER to an equitable adjustment to this contract.

3.3. Guarantee access to and make all provisions for the ENGINEER to enter upon public and private property as required to perform the applicable services under this Agreement.

3.4. Examine all Project documents presented by the ENGINEER and render decisions pertaining thereto within a reasonable time.

3.5. Provide such legal, accounting, and insurance counseling services as may be required for the Project, and such auditing service as the CLIENT may desire.

3.6. Give prompt written notice to the ENGINEER whenever the CLIENT observes or otherwise becomes aware of any defect in the Project.

3.7. Pay regulatory permit application fees and furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such consents from others as may be necessary.

SECTION 4. - PERIOD OF SERVICE

4.1. Unless this Agreement has been terminated as provided herein, the ENGINEER will be obligated to render services and diligently pursue the work hereunder contemplated for a period which may reasonably be required.

4.2. The ENGINEER may decline to render further services hereunder after serving written notice to the CLIENT of intent to terminate the contract and the reason therefor, and the CLIENT may decline to continue to employ the ENGINEER after serving a similar notice upon the ENGINEER, if such reasons are not resolved to the satisfaction of both parties within ten days of receipt of such notice by either party.

4.3. If the CLIENT has requested significant modifications or changes in the scope or complexity of the Project, the time of performance shall be adjusted appropriately, as shall be the compensation of the ENGINEER.

SECTION 5. - PAYMENT TO THE ENGINEER

5.1. The compensation for those services which are performed by the ENGINEER in conjunction with this Agreement shall be provided in accordance with the following: Payment shall consist of a sum equal to total cost plus 15% profit, the total of which shall not exceed \$24,995 without the prior approval of the CLIENT. The ENGINEER'S Labor and Fee Projection is attached.

5.2. Total cost shall be the actual cost to the ENGINEER for direct labor, labor taxes, labor insurance, prorated sick leave, vacation, holiday, retirement, medical and life insurance benefits, general and administrative overhead, overhead on direct labor, and direct expenses.

5.3. Direct expenses include, but are not limited to, subsistence, transportation, printing and duplication, equipment rental, lab fees, and the services of special consultants

5.4. The CLIENT will make prompt monthly payments in response to the ENGINEER'S monthly invoices for all categories of services rendered under this Agreement. Payment shall be made not later than 15 days after the date of such ENGINEER'S invoice.

5.5. The CLIENT agrees to pay the ENGINEER interest at the rate of 1.5% per month on all invoices unpaid after 30 days. The CLIENT further agrees to defray all cost incurred by the ENGINEER in the collection of unpaid invoices associated with this contract, including legal costs and attorney's fees.

5.6. No deduction shall be made from the ENGINEER'S compensation on account of penalty, liquidated damages, or other amounts withheld from payments to any Contractor.

SECTION 6. - GENERAL CONSIDERATIONS

6.1. This Agreement may be terminated by either party by ten days written notice in the event of substantial failure to perform in accordance with the terms hereof by the other party through no fault of the terminating party. If this Agreement is so terminated, the ENGINEER shall be paid as provided in Section 5 for effort expended.

6.2. The CLIENT and ENGINEER shall designate their authorized representatives to act on their behalf with respect to the services and responsibilities under this Agreement. The designated representatives shall be authorized to receive notices, transmit information and make decisions regarding the Project on behalf of their respective parties.

6.3. All project documents prepared by the ENGINEER are instruments of ENGINEER'S professional service and shall become and remain the property of the CLIENT. ENGINEER shall prepare three sets of all drawings, bid documents, proposals and like documents for submittal to CLIENT. Plans are to be submitted as hard copies (ANSI D size drawings) and submitted electronically in a .pdf format. Reasonable cost of reproducing said documents shall be paid by the CLIENT. CLIENT reserves the right

to provide said drawings to any engineering firm or consultant deemed necessary by the CLIENT in the future for expansion of the utility system. Use of the instruments of service without engagement of the ENGINEER by CLIENT shall be at CLIENT'S sole risk, and CLIENT agrees to indemnify, defend and hold ENGINEER harmless from all claims, damages and expenses, including attorneys' fees, arising out of such use by CLIENT or by others acting through CLIENT.

6.4. The ENGINEER cannot and does not guarantee that proposals, bids, or the Project construction cost will not vary from the ENGINEER'S opinions of probable cost. The ENGINEER'S estimates of probable cost for the Project, however, shall be made on the basis of the ENGINEER'S experience and qualifications, and shall represent the ENGINEER'S judgment as a design professional familiar with the construction industry.

6.5. The ENGINEER will secure and maintain such insurance as will provide reasonable protection to the ENGINEER from claims under workman's compensation acts, from claims for damages because of personal injury, sickness, disease, or death, and from claims for damages because of injury or destruction of tangible property. ENGINEER shall provide CLIENT with a Certificate of Insurance naming the CLIENT as an Additional Insured for purposes of Commercial General Liability Insurance.

6.6. The CLIENT recognizes that the ENGINEER'S fee includes allowance for funding a variety of risks which affect the ENGINEER by virtue of the ENGINEER agreeing to perform services on the CLIENT'S behalf. One of these risks stems from the ENGINEER'S potential for human error. In order for the CLIENT to obtain the benefits of a fee which includes a lesser allowance for risk funding, the CLIENT agrees to limit the ENGINEER'S liability due to professional acts, errors, or omissions, such that the total aggregate liability of the ENGINEER to the CLIENT and the Project construction Contractors and Subcontractors shall not exceed \$500,000 or the ENGINEER'S total fee for the services rendered on the Project, whichever is greater.

6.7. The CLIENT and the ENGINEER each bind themselves and their partners, successors, executors, administrators, and assigns to the other party of this Agreement and to the partners, successors, executors, administrators, and assigns of such other party. Except as above, neither the CLIENT nor the ENGINEER will assign, sublet, or transfer their interest in this Agreement without the written consent of the other. Nothing herein shall be construed as giving any rights or benefits hereunder to anyone other than the CLIENT and the ENGINEER.

6.8. Nothing contained within this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the CLIENT or the ENGINEER. The ENGINEER'S services under this Agreement are being performed solely for the CLIENT'S benefit, and no other entity shall have any claim against either of the parties hereto because of performance or nonperformance hereunder.

6.9. The ENGINEER will perform its services using that degree of care and skill ordinarily exercised under similar conditions by other Engineers practicing in the same field at the same time in the same or similar locality. No warranty or guarantee, either express or implied, is made or intended by this Agreement.

6.10. All disputes arising out of, or related to, this Agreement shall be submitted first to non-binding mediation as a condition precedent to litigation. If any dispute submitted to mediation is not successfully resolved, the matter may be resolved through litigation in a court of competent jurisdiction located in the 14th Judicial Circuit of the State of South Carolina.

6.11. This Agreement is the entire Agreement between the CLIENT and the ENGINEER. It supersedes all prior communications, understandings and agreements, whether oral or written. Both parties have participated fully in the preparation and revision of this Agreement, and each party has reviewed the final document.

AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES
Preliminary Engineering Report
Walterboro Wastewater Treatment Plant Expansion
Walterboro, South Carolina

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in duplicate on the respective dates indicated below.

FOR THE CLIENT:
City of Walterboro

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

FOR THE ENGINEER:
Hybrid Engineering, Inc.

ATTEST: _____	By: _____
Name: Lawrence C. Watts	Name: C. Douglas Clary, Jr.
Title: Vice President	Title: President
Date: _____	Date: _____

Attachments: Engineering Labor & Fee Projection

ENGINEERING LABOR AND FEE PROJECTION
Preliminary Engineering Report for Walterboro WWTP
City of Walterboro
Walterboro, South Carolina
June 26, 2018



LABOR PROJECTION						
Task	Project Engineer Manhours	Process Engineer Manhours	Field Investigator Manhours	Senior Designer Manhours	Cost/Schedule Technologist Manhours	Constructability Reviewer Manhours
Project Initiation Meeting w/ Client	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Visit WWTP to Assess & Document Current Conditions			4			4
Review Archives & Record Construction Drawings	2	2				
Review Discharge Monitoring Reports (3 Years)		2				
Review DHEC Inspection Reports (3 Years)	1	1				
Evaluate WWTP Operational Performance	2	6	4			4
Update Wastewater Flow Projections for 20-Year Planning Horizon	1	4				
Evaluate Expandability from 2.64 to 4.5 MGD	2	4		4		
Antidegradation Analysis		2				
Preliminary Conceptual Design	16	24		16		8
Maps, Schematics & Conceptual Plans		4		16		
Construction Cost Projections	2	4			16	
Preliminary Engineering Report	16	24				
Presentation of Report to Wallerboro City Council	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
Total Manhours	42	77	8	36	16	16
COST PROJECTION						
Labor			Manhours	Hourly Rate	Total	
Project Engineer			42	\$165	\$6,930	
Process Engineer			77	\$125	\$9,625	
Field Investigator			8	\$95	\$760	
Senior Designer			36	\$120	\$4,320	
Cost & Schedule Technologist			16	\$90	\$1,440	
Constructability Reviewer			16	\$90	\$1,440	
Labor Subtotal					\$24,515	
Expenses						
Mileage:			800 miles @ \$0.60/mile		\$480	
Expenses Subtotal					\$480	
Total Projected Cost						\$24,995

Notes:

1. Suitable for submittal to the US Department of Commerce-EDA and to the SCDHEC
2. Owner will provide Site Plan and Site Piping Plan in AutoCAD format.