



**WALTERBORO CITY COUNCIL
REGULAR MEETING
SEPTEMBER 3, 2024
CITY HALL
6:15 P.M.**

AMENDED AGENDA

I. Call to Order:

1. Invocation
2. Pledge of Allegiance

II. Public Input on Agenda Items:

III. Public Hearings:

1. **Ordinance # 2024-09**, AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF WALTERBORO, SOUTH CAROLINA, TO PROVIDE A MODIFICATION TO APPENDIX A: DEFINITIONS OF THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF WALTERBORO (Second and Final Reading).

IV. Presentations:

1. Representative Robby Robbins, South Carolina House of Representatives.
2. Jimmy Hiott, CEO, Colleton Medical Center – Community Impact Report.
3. Travis Godley – Sidewalks.

V. Old Business:

1. **Ordinance # 2024-09**, AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF WALTERBORO, SOUTH CAROLINA, TO PROVIDE A MODIFICATION TO APPENDIX A: DEFINITIONS OF THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF WALTERBORO (Second and Final Reading).

VI. New Business:

1. **Resolution # 2024-R-7**, A RESOLUTION AUTHORIZING THE IMPOSITION OF FINANCIAL POLICIES FOR THE CITY OF WALTERBORO, SOUTH CAROLINA; AND OTHER MATTERS RELATING THERETO.
2. A Proclamation to designate September 2024 as National Recovery Month (Proclamation attached).
3. A Proclamation to designate September 29, 2024, as Veterans of Foreign Wars Day (Proclamation attached).

4. Consideration of a request to use the lot behind 300 Hampton Street for FestiVELO participants to camp from November 4-12, 2024 (Letter attached).
5. Consideration of a request from B.I.R.T.H to hold their 3rd Annual “Celebration of Life” walk on March 29, 2024 (Letter attached).
6. Consideration of a request from Associational WMU (Yellow Jacket Prayer Walk for School) on Saturday, September 28, 2024, at 8:00 AM (Letter attached).
7. Consideration of requests from the Walterboro Rotary Club for the 10th Annual Ireland Creek Bridge Run to be held on Thursday, October 10, 2024 (Letter attached).
8. Mayor Bill Young.

VII. City Manager’s Report:

VIII. Executive Session:

1. Discussion of security devices.
2. Discussion of matters concerning the expansion and provision of services to encourage the location or expansion of industries and other businesses served by the public body.

IX. Open Session:

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

X. Adjournment

ORDINANCE # 2024-09

AN ORDINANCE TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF WALTERBORO, SOUTH CAROLINA, TO PROVIDE A MODIFICATION TO APPENDIX A: DEFINITIONS OF THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF WALTERBORO.

WHEREAS, at the February 20, 2024, and March 28, 2024, Municipal Planning Commission Meetings, the Municipal Planning Commission discussed text amendments to Appendix A: Definitions of the Unified Development Ordinance; and a Public Input Meeting was held on March 28, 2024, and

WHEREAS, the Municipal Planning Commission unanimously recommends that Appendix A: Definitions, of the Unified Development Ordinance be amended; and

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF WALTERBORO, IN COUNCIL ASSEMBLED, that Appendix A: Definitions of the Unified Development Ordinance of the City of Walterboro, South Carolina is hereby amended as follows:

Appendix A: Definitions

Food Truck/Trailer – A food truck/trailer or a mobile food unit is defined as a mobile kitchen that may prepare, cook or serve time/temperature control for safety foods (TCS foods) as an extension of a retail food establishment. A food truck/trailer must be permitted by the South Carolina Department of Agriculture (SCDA) or governing agency in order to operate from a retail food establishment.

ADOPTED, this ____ day of _____, 2024.

William T. Young, Jr.
Mayor

ATTEST:

Adrienne Nettles
City Clerk

RESOLUTION 2024-R-07

A RESOLUTION AUTHORIZING THE IMPOSITION OF FINANCIAL POLICIES FOR THE CITY OF WALTERBORO, SOUTH CAROLINA; AND OTHER MATTERS RELATING THERETO

WHEREAS, the City of Walterboro, South Carolina (the “**City**”) is a municipal corporation organized and existing under South Carolina; and

WHEREAS, pursuant to the provisions of Section 5-7-30 of the Code of Laws of South Carolina, 1976, as amended, the City is authorized to “enact regulations;” and

WHEREAS, finance policies have been developed to provide long-term guidance to the City with respect to its budgeting, debt management, transfers, awards, cash, and tax and disclosure compliance.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Walterboro, in a meeting duly assembled, as follows:

Recitals. Each finding or statement of fact set forth in the recitals hereto has been examined and has been found to be in all respects true and correct.

1. **Implementation.** The City shall implement the financial policies in the form attached hereto as **Exhibit A**. The financial policies shall govern the financial operations of City. Such policies shall take effect as of the passage of this Resolution.

2. **Modification.** Any modification to the financial policies shall be undertaken by and through subsequent amendatory actions of the City Council.

ADOPTED this 3rd day of September, 2024.

CITY OF WALTERBORO, SOUTH CAROLINA

Mayor

Attest:

City Clerk

City of Walterboro - Financial Policies

The City of Walterboro, South Carolina, (the “City”) has developed and adopted a set of financial policies for its governmental activities (the “General Fund”) as well as its proprietary activities (the “Enterprise Fund”). Financial policies are an integral part of the City’s capital planning, budgeting, investment, debt management (including tax and disclosure compliance), federal award practices and cash/investment management. They are intended to provide and ratify certain decision-making authorization and ensure the City’s ongoing financial stability for both the General Fund and the Enterprise Fund.

All words set out in initial capitals and not otherwise defined herein shall have the meaning ascribed thereto in the Glossary of Terms. Additionally and as the context permits, any delegations of authority to the Finance Director in these policies shall include the City Manager, *ex aquo*.

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Section 1: Adoption of Balanced Budget; Revenues

(A) Balanced Budget

Policy:

The City will annually adopt a balanced budget or budgets (the “Budget”) for the General Fund and the Enterprise Fund. Full disclosure in a public meeting shall be made whenever a material deviation from a balanced budget is planned or when it occurs. Balanced budgets will ensure that all operating expenses will not exceed operating revenues at adoption or at year-end.

Scope:

The Budget will cover the twelve-month period beginning July 1 and ending June 30 of the following year. Citizen input into decisions relating to Revenues will be solicited during a public hearing regarding the Budget process and copies of the Budget (the “Budget Document”) will be made available for public review prior to enactment by the Council. The proposed Budget Document is to be presented to the Council for its approval by June 30 of each year.

Guidelines:

The following guidelines will be used in the preparation of the Budget Document:

1. Staff Actions

The City Manager, City Clerk and Finance Director are authorized to publish notice of all hearings necessary to implement the Budget or any supplemental budget. On a periodic basis, the City staff shall review the budget to actual activities for both the General Fund and the Enterprise Fund.

2. Revenue Expectations

- Revenues will be estimated based on actual billings and collections during the Fiscal Year in conjunction with cost of service projections (adjusted for any unusual and infrequent events); and
- All other Revenues will be estimated based on actual billings and collections during the last Fiscal Year (adjusted for any unusual and infrequent events).

3. Expense Expectations

- Expenses will generally be based on actual expenses during the last Fiscal Year (adjusted for any unusual and infrequent circumstances), an inflation factor and a cost of living factor;
- Labor expenses will primarily be based on the current level of employees with a cost of living increase and an improvement factor based on performance goals to be based annually;
- All other expenses expectations will be based on the expenses for the previous Fiscal Year (adjusted for any extraordinary circumstances and inflation);
- Multi-year operating cost projections shall be prepared and updated each year to identify the impact of current decision making on future resources;
- Expenses associated with the City's then existing Capital Improvement Plan shall be built into expense expectations based on available funds; and
- Other factors affecting expenses shall be considered as dictated by circumstances.

(B) Administration of Revenue

Policy:

The City maintains and administers the General Fund and the Enterprise Fund to assure reliable, equitable and sufficient streams of Revenue to support the City's governmental and proprietary activities and services.

Scope:

1. Since the principal Revenue stream for the General Fund is composed of taxes, licenses, fees, transfers as established by the Council and State appropriations, it is important that policies be implemented to identify the manner in which such Revenues are set and the extent to which they cover all necessary governmental activities.
2. Since the principal Revenue stream for the Enterprise Fund is composed of the rates, fees and charges established by the Council, it is important that the Council adopt policies that identify the manner in which rates, fees and charges are set and the extent to which they cover the cost of the service provided.

Guidelines:

In accordance with the City Code, SC Code and the Utility Bond Ordinance, the City has established the following goals that are used to accomplish this policy:

1. The City will seek to establish all taxes, charges, licenses, fees, user rates, and utility charges at levels related to the costs (operating, direct, indirect and capital) of providing respective services. The City will review these sources of Revenues annually in the budget process and target amounts that are expected to produce amounts sufficient to fully fund the costs of General Fund and Enterprise Fund services.

2. As necessary, the City will review its taxing plans, business license practices and other fee generating items with staff, and as necessary, outside consultants to determine effectiveness, efficiency and collections.

3. As necessary, the City will review the rate structure for the System with an independent consultant that is skilled in the development of utility rates. Fees, as necessary, (water, sewer and electric fees, capacity fees, tap fees, etc.) may also be reviewed by the independent consultant. In any review of rates, the System shall be self-supporting.

(C) One-Time Revenues

Policy:

One time Revenues shall not be relied upon for sustained operations.

Scope:

One time or special Revenues shall not be used to finance ongoing operations but rather shall be used for the funding of special Capital Projects and one-time expenses.

Guidelines:

It is anticipated that one-time Revenues may not recur in future budget periods. Since the use of one-time Revenues for recurring expenses can have disruptive effects on future services, the City will designate one-time Revenues (e.g. infrequent sales of assets, savings from refunding indebtedness, infrequent Revenues from development, grants and other one off items) to be used to fund non-recurring expenditures such as appropriate startup costs, establishing restricted use funds, funding special projects, and defraying the costs of Capital Projects. Non-recurring expenditures that, once complete, will add to the ongoing expenditure base are discouraged (e.g., capital expenditures that significantly increase ongoing operating expenses without a sustainable and offsetting long-term revenue plan).

Section 2: Debt Administration

(A) Debt Management

Policy:

The City's debt, both for the General Fund and the Enterprise Fund, shall be maintained to provide sustainable debt levels while providing financial support for capital needs; and the City shall strive for its long-term fiscal health through the development of standards and conditions under which debt may be issued.

Scope:

The following debt management policies establish the general framework for planning the issuance of debt to finance projects and improvements. Debt decisions shall be the result of deliberative consideration of all appropriate factors.

Guidelines:

General Debt Practices

1. Bond issues shall be planned as an integral part of the City's ongoing Capital Improvement Plan to reflect needs of the City, including general City improvements, special projects and the System. The City shall demonstrate to the rating agencies, its customers, its bond holders and elected officials, that it is following (updating and modifying, as necessary) a prescribed financial plan for all financings.
2. The use of Bond proceeds shall be generally used to defray costs of issuance, capitalized interest, refinancing outstanding indebtedness, and capital improvements (including project planning, design, land acquisition, buildings, permanent structures, attached fixtures and equipment, and major moveable pieces of equipment).
3. Once established, the City shall seek to maintain or improve, if practical, its debt rating(s) so that the City's borrowing costs are minimized and credit is preserved. This shall include maintaining certain financial debt ratios at levels acceptable to the rating agencies. The City shall maintain good communications with the rating agencies regarding its financial condition. The City shall inform those agencies about the City's financial condition and policies, budget, Capital Improvement Plans, and other relevant matters.
4. The City will establish an appropriate mix of bonded debt and pay-as-you-go financing in the funding of its Capital Projects.
5. The City shall not use long-term revenue debt financing to support current operating expenditures.

6. Except in extraordinary circumstances, the City will not issue notes to finance operating Deficits.

7. **Financing Team.** The City often employs outside financial specialists to assist it in developing a Bond issuance strategy, preparing bond documents and marketing Bonds to investors. The key players in the City's financing transactions include its bond counsel ("Bond Counsel"), financial advisor, underwriter(s), accountants and City representatives (the City Manager, the Finance Director, and other City representatives as may be appointed by Council and/or the City Manager), other outside firms, such as those providing paying agent/registrar, trustee, escrow agent, credit enhancement, auditing, or printing services, are retained as required. The financing team will meet periodically or when necessary to review the overall financing strategy of the City and make recommendations to the City Manager and the Finance Director.

8. **Disclosure.** The City acknowledges its responsibility to meet its continuing disclosure obligations on a timely basis. The City Manager and the Finance Director shall be authorized to work with the City's dissemination agent, if any, and further provide any continuing disclosure materials on the City's behalf to the Municipal Securities Rulemaking Board's Electronic Municipal Markets Access (EMMA) system or any other information repository. Continuing disclosure materials include, but are not limited to, audits, annual financial reporting, event notices, voluntary events and third-party information. To the extent the City is not in compliance with its continuing disclosure requirements, it will immediately undertake actions to become compliant.

(B) Post-Issuance Tax Compliance

Policy:

The purpose of these Post-Issuance Tax Compliance Policies (these "Tax Policies") is to establish policies in connection with the issuance of tax-exempt Bonds by the City. The goal of these Tax Policies is to maximize the likelihood that all applicable post-issuance requirements of federal income tax law needed to preserve the tax-exempt status of the Bonds are met. Capitalized terms used in this section for the Tax Policies and not otherwise defined in the body of these financial policies or the glossary herein shall have the meanings set forth in the Internal Revenue Code of 1986, as amended (the "IRC") and the Treasury Regulations promulgated thereunder (the "Regulations").

Scope:

City intends to comply with the requirements of the IRC, the Regulations, and the SC Code to preserve the tax-exempt status of its Bonds. The City intends to implement the guidelines set forth herein to ensure such compliance. To the extent additional guidelines are required, the Finance Director will be responsible for development and maintenance of such additional guidelines to ensure and demonstrate such compliance. The City Manager shall, as necessary, designate one or more other individuals to assist the Finance Director.

The Bonds are not and will not be part of any transaction or any series of transactions that attempts to circumvent the provisions of Section 148 of the IRC and the Regulations, enabling the City to exploit the difference between tax-exempt and taxable interest rates to obtain a material financial advantage and overburdening the tax-exempt bond market. No device will be employed in connection with the issuance of the Bonds in order to gain a material financial advantage (based on arbitrage) apart from savings attributable to lower interest rates.

Generally, the City Manager, the Finance Director, and anyone designated by the City Manager to assist the Finance Director shall consult with Bond Counsel and other legal counsel and advisors, as needed, throughout the Bond issuance process to identify the use of the proceeds of the Bonds, the expected schedule for the expenditure of such proceeds, the expected compliance, if any, with any exemptions from arbitrage rebate requirements, and all other matters related to the information to be represented or certified by the City in all tax certificates (referred to herein as a "Tax Certificate"), Internal Revenue Service ("IRS") forms, and/or other documents finalized at or before the issuance of the Bonds.

The City will provide training for the Finance Director and anyone designated by the City Manager to assist the Finance Director. Training may be in the form of a conference call with Bond Counsel and/or any other consultants to report on issues and questions that have arisen in connection with these Tax Policies and to receive a report on developments affecting the IRC and Regulations and their enforcement that may be relevant to the development and implementation of these Tax Policies.

The Finance Director shall provide a copy of these Tax Policies and any amendments or supplements to the auditors of the City and shall instruct such auditors to report to the Finance Director any matters the auditors believe relevant to the matters addressed herein.

Nothing herein shall require or authorize the Finance Director or anyone else to consult with any lawyer unless such consultation is protected by the attorney-client privilege.

Guidelines:

1. General Recordkeeping - The City will retain sufficient records to support the continued tax-exempt status of any tax-exempt Bonds it issues, including books, records, and other informational documents supporting the Bonds continued compliance with federal tax requirements.

The Finance Director will maintain all records relating to the requirements of the IRC and the representations, certifications and covenants set forth in any Tax Certificate executed in connection with any series of Bonds until the date three (3) years after the last principal amount of such series of Bonds has been paid.

If any series or a portion of any series of Bonds is refunded by tax-exempt obligations ("Refunding Obligations"), the City will maintain all records required to be retained until

the later of the date three (3) years after the last principal amount of such series of Bonds has been paid or the date three (3) years after the last Refunding Obligations have been retired.

For all Bonds, the records that will be retained include, but are not limited to:

- (A) Basic records and documents relating to the Bonds;
- (B) Documentation evidencing expenditure of the proceeds of the Bonds, including, without limitation, construction contracts, purchase orders, invoices, trustee requisitions, engineer's approval of contractor's pay request, and payment records, as well as documents relating to costs reimbursed with proceeds of Bonds and record identifying the assets or portion of assets that are financed or refinanced with proceeds of Bonds, including a final allocation of Bond proceeds (*see* section of Tax Policies entitled, "Final Expenditure of Bond Proceeds" herein);
- (C) Documentation sufficient to show that all returns related to Bonds submitted to the IRS are correct;
- (D) Documentation evidencing use of any projects financed with proceeds of the Bonds by public and private sources (i.e., copies of management contracts, output contracts, research agreements, leases, etc.);
- (E) Documentation evidencing all sources of payment or security for the Bonds; and
- (F) Documentation pertaining to any investment of proceeds of the Bonds (including the purchase and sale of securities, State and Local Government Series Securities ("SLGs") subscriptions, yield calculations for each class of investments, actual investment income received from the investment proceeds, guaranteed investment contracts, and rebate calculations.

2. Investment and Arbitrage Compliance – The City will not take any action or fail to take any required action which will cause Bonds to be "Arbitrage Bonds," as defined in the IRC, and it will comply with the requirements of Section 148 of the IRC regarding the investment of the Gross Proceeds of the Bonds and the rebate of excess earnings to the United States Government as required under the Regulations throughout the terms of the Bonds.

(A) Investment of Bond Proceeds

The Finance Director shall oversee the investment of any proceeds of the Bonds in accordance with the directions set forth in the Tax Certificate with consultation and direction from the City Manager. The Finance Director will consult with its Bond Counsel and financial advisor prior to entering into any guaranteed investment contracts.

(B) Arbitrage

If the proceeds of any issue of Bonds (other than a minor portion and other than proceeds held in a reasonably required reserve fund) are not reasonably expected as of the date of issue to be spent on Capital Projects within a temporary period of three years, the Finance Director will ensure that the proceeds are not invested at a yield materially higher than the yield on such issue of Bonds.

If the proceeds of any issue of Bonds are expected, as of the date of issue, to be spent on Capital Projects within a three-year temporary period, the proceeds may be invested at an unrestricted yield. The Finance Director will ensure that such proceeds remaining on hand after the expiration of the three-year period will not be invested at a yield more than .125% (or 1/8th of a percentage point) above the yield of the Bonds.

For each investment acquired with Gross Proceeds of the Bonds or otherwise allocated to the Bonds that was not acquired to carry out the governmental purpose of the Bonds, the Finance Director shall record its purchase date, its purchase price (reduced by broker or dealer Boards or other administrative expenses, which shall also be stated), its Fair Market Value, accrued interest due on its purchase date, its face amount, its coupon rate, the frequency of its interest payments, its disposition price, accrued interest due on its disposition date, and its disposition date.

(C) Rebate

The Finance Director shall at least annually consider whether any rebate calculation and/or payment is required. The City will retain the services of a rebate analyst (the "Rebate Analyst") or other professionals who are necessary, in the judgment of the Finance Director, to ensure that the requirements of the IRC and Regulations regarding arbitrage rebate are met.

The Finance Director will ensure that records of investment and expenditure of the proceeds of Bonds are timely delivered to the Rebate Analyst and that the Rebate Analyst prepares annual computation reports which advise the City of any rebatable arbitrage accrued with respect to such Bonds.

The Finance Director will ensure that the Rebate Analyst timely prepares returns relating to payment of arbitrage rebate (currently on IRS Form 8038-T) and that such forms and any rebatable arbitrage are timely paid to the United States as required under Section 148(f)(4) of the IRC. A rebate installment payment must be paid no later than 60 days after the end of every 5th bond year throughout the term of an issue of Bonds. The payment must be equal to at least 90% of the amount due as of the end of that 5th bond year. Upon redemption of an issue of Bonds, the City will make a payment of 100% of the amount due no later than 60 days after the discharge date.

(D) Monitoring Reserve Funds

If at any time any trustee or other fiduciary holds a Debt Service Reserve Fund or similar Fund in connection with any Bonds, the Finance Director shall annually review the status of such Fund, including any investment earnings thereon.

3. Expenditures and Assets - The City will not take any action or fail to take any action which will cause Bonds to be Arbitrage Bonds and it will comply with the requirements of Section 148 of the IRC regarding the expenditure of the Gross Proceeds of the Bonds and the use of assets financed or refinanced with Gross Proceeds of the Bonds as required under the Regulations throughout the term of the Bonds.

(A) Expenditure of Bond Proceeds

The Finance Director will monitor all expenditures of Bond proceeds (including investment earnings). The Finance Director will consult as appropriate with the city's Financial Advisor and Bond Counsel.

(B) Final Expenditure of Bond Proceeds

The Finance Director shall be responsible for determining when all proceeds of any issuance of Bonds have been spent (other than those held in qualifying reserve or debt service funds) and shall take steps to close out with reasonable promptness all project and similar Funds holding the proceeds of Bonds. If any proceeds together with investment earnings thereon (together, "Remaining Proceeds") remain after paying all expected costs of the projects financed, the Finance Director shall consult with Bond Counsel as to possible ways to apply such proceeds and their investment and use, with the goal of spending all Remaining Proceeds as promptly as is required by law.

(C) Use of Bond Financed Facilities

An important goal of these Tax Policies is to ensure that there is no threat to the tax-exempt status of any Bonds because of impermissible private business use or private payment or "security" under the Regulations. Such threat can occur if more than 5% of the proceeds of any Bonds are utilized for facilities that are owned by or otherwise impermissibly used by any entity that is not an "Exempt Entity". An Exempt Entity is an entity that is either a state or local governmental entity or an entity described in Section 501(c)(3) of the IRC. The federal government is not an Exempt Entity. Such private business use can be created by sales, leases, special entitlements, management contracts and sponsored research agreements.

The Finance Director shall prepare and regularly update a list of all facilities and equipment that have been financed in whole or in part with the proceeds of Bonds ("Bond Financed Facilities").

As needed, the Finance Director shall review all uses of Bond Financed Facilities, including any sales, leases or other conveyance of rights to another person to use or control any portion of any Bond Financed Facility, contracts for sponsored research to be conducted in any Bond Financed Facility, management contracts with respect to any Bond Financed Facility or portion thereof, other uses known of any portion of a Bond Financed Facility by any person other than the City; or any amendments to or other changes in any of the foregoing.

The Finance Director shall review and consult as appropriate with Bond Counsel as to whether any arrangement discovered pursuant to the preceding paragraph may create any private business use. If it does, the Finance Director shall so advise the City Manager, who shall, in conjunction with the Finance Director, take such steps as are within his or her power and which he or she judges appropriate either (1) to alter the proposed contractual arrangement to eliminate any private business use, or (2) to monitor such private business use going forward.

The Finance Director shall maintain a list of all Bond Financed Facilities determined to be subject to private business use and shall annually determine if such use is within permitted amounts. The Finance Director shall consult with Bond Counsel if the Finance Director believes that any such private business use has exceeded or may exceed permitted amounts and shall report such excess to the City Manager with a recommendation of steps that may be taken to limit the private business use or the consequences thereof (including, but not limited to, potential participation in the Voluntary Closing Agreement Program of the IRS or any successor or additional such programs (collectively, "VCAP").

(D) Change in Use and Remedial Action

In carrying out responsibilities outlined herein, the Finance Director shall take steps, including conferring with Bond Counsel, if appropriate, to determine if the City has taken any "deliberate action" with respect to the use or ownership of any Bond Financed Facilities resulting in a use of such facilities in an unqualified manner and, if so, to determine and implement on a timely basis appropriate remedial action under Section 1.141-12 of the Regulations.

(E) Reimbursements

The Finance Director will ensure that all reimbursement allocations to the City for expenditures made prior to any issue of Bonds will be made within eighteen months (18) after the date the expenditure was made or, if later, eighteen months (18) after the date on which the Bond Financed Facilities resulting from the expenditure was placed in service, but in any event, within three years (3) after the date the expenditure was paid.

Within one year after a reimbursement is made, the Finance Director will not use the reimbursed funds to create a sinking fund without consulting with Bond Counsel prior to the creation of such sinking fund.

4. Any violations of the IRC and/or the Regulations discovered by the City will be resolved on behalf of the City's bondholders as quickly as possible through remedial measures or VCAP.

Upon discovering a violation of the IRC, the Finance Director will consult promptly with Bond Counsel and other legal counsel and advisors to determine a course of action to remediate such violation, if such counsel advises that a remedial action is necessary. If remedial action is available, the City will undertake to timely implement such remedial action. If remedial action is not available or the time limits for such remedial action have lapsed, the City will undertake to remedy the noncompliance pursuant to VCAP.

Section 3: Transfer

Policy:

It is the policy of the City to allocate funds to and otherwise reimburse the General Fund for costs attributable to the Enterprise Fund. To the extent any transfer from the Enterprise Fund to the General Fund is made under the methodology established herein and excepting the cost of service allocation which shall be treated as an operational expense of the Enterprise Fund, such transfer amount shall only be made from those Revenues which constitute surplus funds under the provisions of the Utility Bond Ordinance.

Scope:

It is the intent of City to establish an arrangement that provides for a predictable, reliable and mutually acceptable distribution of costs owed to the General Fund from the Enterprise Fund.

Guidelines:

As a part of the annual budget process, the City shall determine the annual transfer from the Enterprise Fund to the General Fund based upon its omnibus allocation methodology, the components of which consist of the following (as further described below): (1) Cost of Service, (2) Operations Fee, (3) Payment in Lieu of Tax and (4) Rate of Return.

1. Cost of Service Allocation.

The City shall budget annually, based on the City's review of the costs incurred by the General Fund to support the operations of the Enterprise Fund, a cost of services allocation for the benefit of the Enterprise Fund. The cost of services allocation assumes that the System is an outside, third-party contractor, which is independent of the City and its General Fund operations. The methodology used to determinate cost of services shall be based on personnel time of City staff, building usage (on a per square foot-basis), actual material costs and services provided.

2. Operations Fees.

The City shall budget annually a service fee that equals the fee that would have been paid by the Enterprise Fund had services of the System been provided by a private, investor-owned utility. The operations fee shall be calculated by multiplying all Revenues of the System made within the City's corporate boundaries by five percent (5%) or such other percentage as determined by the Council.

3. Payment in Lieu of Taxes.

The City shall budget annually a payment in lieu of taxes that approximates the amount of ad valorem taxes that would have been paid had services of the System been provided by a private, investor-owned utility. The payment in lieu of taxes shall be calculated by multiplying the total capital assets of the System (as reported in the City's most recent audited financial statements) by 10.5% (or any other appropriate assessment ratio) and then by the then-applicable the City-wide tax rate. The resulting product shall be multiplied by the estimated percentage of fixed assets of the System that are located within the City's corporate boundaries.

4. Rate of Return

The City may budget annually a rate of return on the net capital assets of the System (as reported in the City's most recent audited financial statements). This rate of return will be based on 3% of the net capital assets and may be adjusted by Council, as needed, to meet the current competitive utility business environment.

Section 4: Awards

Policy:

The City shall adhere to standard procedures when administering Awards.

Scope:

The City maintains an active practice of applying for Awards. To the extent Awards are received, the City strives to maintain compliance with the requirements associated with the Awards.

Guidelines:

The following guidelines will be used when administering grants:

1. Identify in separate accounts (general ledger and subsidiary ledgers) all Awards received and expended along with the program under which they were received.
2. Maintain internal control over Award specifications to ensure that the City is managing its Awards in compliance with laws, regulations, and the provisions of contracts or grant agreements.
3. Comply with laws, regulations, and the provisions of contracts or agreements related to each grant program.
4. Prepare appropriate reports as required by the agency or entity providing the Award, plus annual financial statements, including the schedule of expenditures of Awards.
5. Ensure that audits required under OMB Uniform Guidance or specific guidance for such Award are performed and submitted.
6. Follow up and take corrective action on internal controls findings, questioned costs and noncompliance matters.
7. Reconcile all expenditure and receipt transactions to the general ledger.
8. Reconcile all expenditure and receipt transactions to the related bank accounts.
9. Retain adequate supporting documentation for expenditures and receipts in accordance with OMB Uniform Guidance rules for retention.

Section 5: Cash and Investment Management

Policy:

It is the policy of Council that the Finance Director shall maintain an effective program of cash and investment management and follow the legal requirements regarding depositories and collateral requirements.

Scope:

All aspects of cash management operations shall be designed to ensure the absolute safety and integrity of the City's financial assets. The overall financial objective is to provide the highest possible income support to the City and present a very low risk of loss of principal. It is intended that this policy cover the investment activities of all contingency reserves and inactive cash under the direct authority of the City.

Guidelines:

1. Cash Management

(A) Cash management activities shall be conducted in full compliance with prevailing state and federal regulations. Investments of the City **must comply with Title 6, Chapters 5 and 6 of the SC Code, as may be amended**. The provisions of the SC Code do not impair the power of the City to hold funds in deposit accounts with banking institutions as otherwise authorized by law. Investments shall have maturities consistent with the time or times when the invested monies will be needed in cash.

(B) Operating within appropriately established administrative and procedural parameters, the City shall aggressively pursue optimum financial rewards, while simultaneously controlling its related expenses. Therefore, cash management functions, which provoke interaction with outside financial intermediaries, shall be conducted in the best financial and administrative interests of the City. In pursuit of these interests, the City will comply with its procurement policy whenever practicable, affording no special financial advantage to any individual or corporate member of the financial or investment community.

(C) The Finance Director shall design and enforce standards and guidelines relating to a variety of cash management issues, such as the eligibility or selection of various financial intermediaries; documentation and safekeeping requirements; philosophical and operational aspects of the investment function; and such other functional and administrative aspects of the cash management program which require the setting of standards in light of Council's pursuit of appropriate prudence, enhanced protection of assets, or procedural improvements.

(D) Investments of the City, or of funds held in its possession in a fiduciary capacity, shall be made with the exercise of that judgment and care, under circumstances

then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

2. Investment Strategy.

(A) The City's cash management program seeks to achieve three objectives with regards to investments: safety of principal, adequate liquidity to meet daily cash needs, and a reasonable yield commensurate with the preservation of principal and liquidity.

(B) The following investment strategy has been designed to accomplish these objectives:

(i) The primary objective of all City investment activity is the preservation of capital and safety of principal. Each investment transaction shall ensure that capital losses are avoided, whether from security default, sale of instruments prior to maturity or erosion of market value.

(ii) The City will invest in very creditworthy, highly liquid investments with maturities of one year or less and in intermediate-term securities of high credit quality. All investments shall be as permitted by the SC Code.

(iii) At all times, the City shall remain sufficiently liquid to meet cash flow requirements by matching investment maturities with forecasted cash flow requirements, investing in securities with active secondary markets, and maintaining appropriate portfolio diversification. The City will maintain accounts with financial institutions such as checking or money market accounts and/or repurchase agreements for current cash flow requirements and shall also position investments to provide liquidity for certain predictable obligations such as debt service payments. Based on these criteria, the Finance Director will seek competitive investments for excess cash in order to achieve the highest yield possible in compliance with the SC Code. Currently, the minimum balances have been established as provided below.

(C) In complying with the proposed investment strategy, funds shall be maintained as follows:

(i) "Days Cash on Hand:" defined by the following formula:

$$\frac{((\text{cash and cash equivalents,} + \text{non-restricted investments}) \times 365)}{(\text{operating expenses and depreciation})}$$

The City shall strive to maintain Days Cash on Hand at no less than 60 days on an annual basis. Days Cash on Hand shall be applicable to both the General Fund and the Enterprise Fund.

(ii) The Finance Director monitors financial assets periodically to ensure that appropriate interest is earned and fees charged on accounts with financial institutions, and to ensure compliance with the City's cash and investment policy. The Finance Director may request monthly investment reports outlining the nature, value, yield, purchase price and any other pertinent information for the City's investments.

(iii) There may be times when the City has more or less of its funds in particular investment vehicles due to cash flow needs, prevailing market conditions, and other factors. The monthly report along with prevailing market conditions serve as a general guideline for making investment decisions. In this way, the portfolio will be able to take advantage of rising interest rates by re-investing maturing securities at higher yields. In falling rate environments, it will profit from having investments that were made at higher rates.

3. Interest Earnings

Interest earned from investments shall be distributed to the Fund from which the money was provided, with the exception that interest earnings received on the investment of proceeds of Bonds shall be attributed and allocated pursuant to the controlling ordinance for such Bonds.

4. Oversight

The Finance Director shall institute and administer such specific criteria relating to cash management issues in pursuit of ensuring the absolute safety and integrity of the City's financial assets, while optimizing financial return of those assets. Additionally, the Finance Director with the assistance of the City Manager will be responsible for oversight and will regularly examine and evaluate the Cash and Investment Management policy and investment activities and recommended revisions to the policy and operational rules and regulations, as necessary.

Further, the Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (a) the cost of a control should not exceed the benefits likely to be derived, and (b) the valuation of costs and benefits requires estimates and judgments by management. If prudent, the Finance Director shall consult with its external auditor for assistance, as necessary, to design and implement internal controls.

Section 6: Reserves Policy

Policy

1. The City will work towards an undesignated reserve balance in the General Fund equalling twenty-five percent of the annual General Fund expenditures and transfers out for recurring operating cost reported in other funds.
2. Once the undesignated reserve balance in the General Fund exceeds twenty-five percent of the annual General Fund expenditures and transfers out for recurring operating costs reported in other funds, the amount in excess of twenty-five percent may be used at the discretion of the Council to fund any nonrecurring costs such as a capital project or to pay down a debt balance.

GLOSSARY OF TERMS

Awards - Grant monies and appropriations provided from any third party source outside of the City.

Bond(s) – A written promise to pay a specific amount of money with interest within a specific time period, usually long-term.

Budget – A budget that applies to all outlays other than capital outlays for the General Fund and the Enterprise Fund. Separate Budgets may be created for the General Fund and the Enterprise Fund.

Budget Document – A formal document presented to the Board containing the City's financial plan for a Fiscal Year. The budget document is divided into two major parts – the budget message and a Budget. The Budget section contains summaries of expenditures and resources. The budget document is presented in two phases, preliminary and final.

Capital Improvement Plan (CIP) – Multi-year planning instrument for the identification and implementation of Capital Projects.

Capital Project – A project expected to have a useful life greater than 1 year and an estimated total cost of \$5,000 or more. Capital Projects include the construction, purchase, or major renovation of any governmental assets, the System, or other structures.

City – The City of Walterboro, South Carolina

City Code – The codified set of ordinances governing the City.

City Manager – The chief executive officer of the City serving at the pleasure of Council tasked with the overall administration of the City.

Council – The legislative body of the City elected by popular vote, made up of seven members consisting of a mayor and councilmembers.

Debt Service – The payment of principal and interest on long-term debt.

Debt Service Reserve Fund – The Fund required by the Utility Bond Ordinance, typically equal to the maximum annual Debt Service on a series of Bonds.

Deficit – An excess of expenditures over revenues or expense over income.

Enterprise Fund – A Fund wherein the City accounts for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that cost (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges, or (b) where the governing body has decided that periodic determination of revenue earned,

expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Fiscal Year – A 12-month period (July 1 – June 30) to which the annual Budget applies and at the end of which an assessment is made of the City’s financial condition and performance of its operations.

Fund – An accounting entity created to record the financial activity for a selected financial grouping. A fund is set up to carry out a special function or attain certain objectives in accordance with particular laws and regulations.

General Fund –The Fund wherein the City accounts for the general operations of the City. It is used to account for all financial resources except those required to be accounted for in another Fund.

Finance Director – The Director of Finance and Administration of the City as employed by the City Manager tasked with the financial administration of the City.

Operating Expense – Expenses which are directly related to the City’s primary activities.

Revenues – Financial resources other than from proceeds of Bonds or other sources of borrowed funds.

SC Code – The Code of Laws of the State of South Carolina.

State – State of South Carolina

System – The Waterworks and Sewer system of the City.

Utility Bond Ordinance – A formal document which governs the issuance of Bonds by the City, executed by the City on September, 2016 as supplemented and amended from time to time.



RECOVERY MONTH 2023

Every Person. Every Family. Every Community.

RECOVERY IS FOR EVERYONE

Every Person. Every Family. Every Community.

2024 National Recovery Month

Mental health and substance use disorders affect all communities nationwide, with commitment and support, those impacted can embark on a journey of improved health and overall wellness. The focus of Recovery Month each September is to celebrate all people that make the journey of recovery possible by embracing the tagline, "Recovery is For Everyone: Every Person, Every Family, Every Community." Recovery Month spreads the message that people can and do recover every day. The impact of mental health and substance use disorders is apparent in our local community.

Through Recovery Month, people become more aware and able to recognize the signs of mental health and substance use disorders and encourage people in need of recovery services to seek help. Managing the effects of these conditions helps individuals achieve healthy lifestyles, both physically and emotionally. The Recovery Month observance continues to work to improve the lives of those affected by mental health and substance use disorders by raising awareness and educating communities about the effective services that are available. For the above reasons, I am asking the citizens of Walterboro to join me in celebrating this September as Recovery Month.

I, Mayor, William T. Young, Jr., do hereby proclaim the month of September as Recovery Month in the City of Walterboro and call upon our community to observe this month with compelling programs and events that support this year's observance, the 32nd anniversary of Recovery Month.

William T. Young, Jr.
Mayor

[Insert City Seal]

Proclamation
Veterans of Foreign Wars of the United States 125th Anniversary
September 29, 2024

WHEREAS, the Veterans of Foreign Wars of the United States (VFW) was founded in 1899 by a small group of veterans whom returned from campaigns on Cuba and in the Philippines, banded together to create a veterans organization that would advocate on behalf of all veterans; and

WHEREAS, the VFW is a nonprofit veterans service organization comprised of eligible veterans and military service members from the active, Guard and Reserve forces; and

WHEREAS, the VFW's mission is to foster camaraderie among United States veterans of overseas conflicts, to serve our veterans, the military and our communities, and to advocate on behalf of all veterans; and

WHEREAS, since its inception the VFW has been instrumental in the establishment of the Veterans Administration, the national cemetery system, and the creation of every national veteran's memorial; and

WHEREAS, the VFW has played a vital role in virtually every significant piece of veterans' legislation passed in the 20th and 21st centuries to include the Honoring Our PACT Act, the most significant expansions of veterans benefit in history; and

WHEREAS, the VFW's 125th anniversary is being observed on September 29, 2024, this date shall officially be known as VFW Day; and

NOW, THEREFORE, BE IT RESOLVED THAT I, William T. Young Jr., Mayor of City of Walterboro, do hereby proclaim September 29, 2024, as VFW Day in honor of the VFW's invaluable contributions to the veteran community in Walterboro and around the world. We hereby stand with the VFW to ensure veterans are respected for their service, always receive their earned entitlements, and are recognized for the sacrifices they and their loved ones have made on behalf of this great country.

DONE, this 3rd day of September 2024.

William T. Young, Jr.,
Mayor

Adrienne Nettles
City Clerk



Charles Fox <charles@festivelo.org>

Event

Pam Williams <pam@walterborofirst.org>

Thu, Jun 20, 2024 at 11:18 AM

To: "Charles Festivelo 11.9 to 11.12" <charles@festivelo.org>

Our Administrative Council has approved the use of the vacant lot for your event again this year. Please forward COI and any other details to me.

Thanks!

Pam Williams
Ministry & Finance Director
First Baptist Church of Walterboro
pam@walterborofirst.org



June 21, 2024

To: Ryan R. McLeod, Assistant City Manager

Via email to rmcleod@walterborosc.org

Fm: Charles Fox, Event Director; FestiVELO

Re: Permission to use vacant lot

Thank you and the leadership of the City of Walterboro, the County, and the Community for their endless support of our event. We appreciate the high level of cooperation! FestiVELO's home is in Walterboro due in large part to this assistance and kindness.

The 27th Annual, 4-day, family-oriented bicycle tour (*NOT RACE*), will be held this November. We do not close streets. We bring in visitors and their families from over 20 states and several countries. We are an all-volunteer organization that funds the Palmetto Cycling Coalition, bicycle and pedestrian advocacy nonprofit in Columbia.

We are asking for the city's permission to use the lot behind 300 Hampton Street for our overnight campers and to place our 53-foot shower trailer, please.

We would like to start the set up on Monday November 4. Most campers will start to arrive on Wednesday, November 6. Most will depart by Sunday, late afternoon, on November 10. The lot will be as we found, or better by Monday November 12. **Please see attached email from Walterboro First Baptist granting approval for use of their lot.**

Thank you for your consideration. Look forward to hearing from you.

FestiVELO

2071 S. Shore Drive Charleston, SC 29407

Charles@FestiVELO.org

843.303.3334 cl/txt

Nov. 6-10, 2024

Supporting Bicycle and Pedistrian Advocacy for 20 years

Adrienne Nettles

From: TARSHA HOWELL <tarshahowell877@gmail.com>
Sent: Wednesday, August 21, 2024 11:33 AM
To: Adrienne Nettles
Subject: B.I.R.T.H's 3rd annual "Celebration of Life" walk.

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

Hello, Ms. Nettles!

I hope you are having a wonderful so far. I am getting an early start for next year's walk approval.

The date is scheduled for March 29th, 2025 at Pinckney's Park. The route will remain the same from the previous two years, beginning at 8 am.

B.I.R.T.H is a non-profit organization for mothers who have lost children. We provide free grief support and grief education to help mothers navigate through the grief journey of losing a child.

Please let me know the steps needed to take for March 29th, 2025.

Thank you, have an amazing day.

Tarsha



Walking Route

- Leaving Pinckney Park, make a left onto Hampton Street.
Trust in the Lord with all thine heart; and lean not unto thine own understanding.
Proverbs 3: 5-6
- Walk straight to Howell Street, and make a left.
The Lord is close to the brokenhearted and saves those who are crushed in spirit. Psalm 34: 18
- Walk straight to Padgett Loop, and make a left.
I will instruct thee and teach thee in the way which thou shalt go: I will guide thee with mine eye.
Psalm 32:8
- Walk straight to Wichman Street, and make a left.
Be of good courage, and he shall strengthen your heart, all ye that hope in the Lord.
Psalm 31:24
- Walk straight to North Jeffries, and make a left.
Watch ye, stand fast in the faith, quit you like men, be strong.
1 Corth 16:13
- Walk straight to Hampton Street, and make a left.
The Lord is my shepherd; I shall not want.
Psalm 23:1
- Walk straight to Miller Street, and make a left.
Come unto me, all ye that labour and are heavy laden, and I will give you rest.
Matt 11: 28

CITY OF WALTERBORO PARADE/PROCESSION PERMIT REQUEST

(PLEASE PRINT INFORMATION REQUESTED)

1. Person submitting application:

Tarsha Howell

2. Address: 431 Park Ridge Lane,
Winston-Salem, NC

3. Name of Organization:

B.I.R.T.H, Inc

4. Chairperson/President:

Tarsha Howell

Telephone: 843-879-1199

5. Address: P.O Box 12777 Winston-Salem, NC
27104

6. Parade Chairman: Tarsha
Howell

Address: 431 Park Ridge Lane,
Winston-Salem, NC

Telephone: 843-568-0452

Date/Time of Parade:
8 am- 11 am, March 29th,
2025

5.

Parade Route requested (Attach
Sketch)

Application

Date: **8/27/24**

7.

Number of Vehicles/Floats: 0

Number of **Animals: 0**

8..

Portion (width) of the street parade will
occupy: the sidewalk

9. Additional Information (Upon Request):

Signature/Parade
Chairman

Approval

Signature/Organization
Chairperson

Disapproval

Police Chief

City Manager

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

CITY OF WALTERBORO
PARADE/PROCESSION PERMIT REQUEST

(PLEASE PRINT INFORMATION REQUESTED)

Application Date: 8/20/24

1. Person submitting application: *Ellen Fender
Address: 3668 Sniders Hwy, Walterboro, SC 2948
Telephone: 843-893-7240
2. Name of Organization: Colleton Baptist Association / Yellow Jack Prayer Walk
Chairperson/President: *Ellen Fender
Address: same as above
Telephone: _____
3. Parade Chairman: same as above
Address: _____
Telephone: _____
4. Date/Time of Parade: September 28, 2024 @ 8:00 am
5. Parade Route requested (Attach Sketch) _____
6. Number of Vehicles/Floats: 2 Number of Animals: 0
7. Portion (width) of street parade will occupy: 1 lane or sidewalk
8. Additional Information (Upon Request): _____

Ellen Fender
Signature/Parade Chairman

Ellen Fender
Signature/Organization Chairperson

X Approval _____ Disapproval

[Signature]
Police Chief

City Manager

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

Collection End
County School District
Forest Hills
The Head Shed
of Waterbury

Hiers Corner Road

Rosenwood Road

Forest Hills Rd

Irish Lane

Dowling Ave

Washington St

Hampton St

Start Here



Google

Cole & Associates

First Baptist

Memorial

124

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August 26, 2024

Walterboro City Council
242 Hampton Street
Walterboro, SC 29488

RE: 10th Annual Ireland Creek Bridge Run

Dear Mayor and City Council,

The Walterboro Rotary Club is planning for the 10th Annual Ireland Creek Bridge Run to be held on Thursday, October 10, 2024. We look forward to another successful event. Our fundraising efforts benefit many organizations in Walterboro. There are several items we are requesting approval from City Council for the event on Thursday, October 10th:

- Close one side of Ireland Creek Road and Ivanhoe Road between Washington Street and Forest Hills Road from 5:00 PM until 7:00 PM.
- Reserve picnic area on Ireland Creek from 1:00 PM – 9:00 PM (tent and tables).
- Allow for event directional signs (18" x 24") to be placed where appropriate in the city.
- Provide police escort for runners and walkers.

On behalf of the Walterboro Rotary Club, we thank you for your continued support and encouragement.

Sincerely,

A handwritten signature in blue ink, appearing to read "Cliff Warren", with a stylized flourish at the end.

Cliff Warren
Rotary Club President