

**SPECIAL MEETING/WORKSHOP OF CITY COUNCIL
OCTOBER 22, 2020 – 4:00 PM
TELECONFERENCE
LIVE STREAM:**

<https://www.facebook.com/cityofgtown/>



**Notice of this meeting has been made in accordance with the
South Carolina Code of Laws as amended.**

- 1. CALL TO ORDER**
- 2. ANNOUNCEMENT CONCERNING ELECTRONIC DEVICES**
- 3. ROLL CALL**
- 4. ADMINISTRATION**
 - A. Motion to approve an extension to an Emergency Ordinance requiring individuals to wear face coverings in certain establishments due to the COVID-19 pandemic.**

Attachments:

 - 1 10-22-20 COVID-19 Mask Ordinance Extension (PDF)
 - 2 08.27.20 Emergency Ordinance Extension - COVID-19 Face Coverings (PDF)
 - B. Vehicle and Equipment Replacement Policy**

Attachments:

 - 1 Vehicle and Equipment Replacement Policy (PDF)
 - 2 2020.10.22 Vehicle Equipment Replacement Program (PDF)
 - C. Destination Marketing Organization**

Attachments:

 - 1 2020.10.22 Promoting Georgetown (PDF)
 - D. Update on Fiscal Year 2020/2021 Budget**

Attachments:

 - 1 2020.10.22 Budget Update (PDF)
- 5. ADJOURNMENT**
 - A. Motion to adjourn the Special Meeting of City Council.**



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

ACTION ITEM

DOC ID: 3154

Council Meeting Date:	22 October 2020
Department:	Administration
Issue Under Consideration:	Motion to approve an extension to an Emergency Ordinance requiring individuals to wear face coverings in certain establishments due to the COVID-19 pandemic.
Amount Requested:	
Is Item in Current Budget?	
If no, please explain:	
Financial Impact:	
Points to Consider:	
Options:	
Staff Recommendation:	

Reviews:

Sandra E. Yudice Ph.D. Completed 10/15/2020 7:02 PM
 Sandra E. Yudice Ph.D. Completed 10/15/2020 7:02 PM
 Stephanie Buccione Completed 10/16/2020 9:18 AM
 Georgetown City Council Pending 10/22/2020 4:00 PM

Attachments:

1. 1 10-22-20 COVID-19 Mask Ordinance Extension (PDF)
2. 2 08.27.20 Emergency Ordinance Extension - COVID-19 Face Coverings (PDF)

**CITY OF GEORGETOWN EMERGENCY ORDINANCE
EXTENDING THE CITY-WIDE REQUIREMENT FOR
INDIVIDUALS TO WEAR FACE COVERINGS IN CERTAIN ESTABLISHMENTS**

WHEREAS, on July 2, 2020, the City Council of the City of Georgetown passed an Emergency Ordinance requiring face coverings to be worn in certain establishments due to the COVID-19 Emergency; and

WHEREAS, the Emergency Ordinance extension of September 1, 2020, requiring face coverings is set to expire automatically as of the sixty-first day following enactment (the “Emergency Term”); and

WHEREAS, the Emergency Ordinance expressly authorized Council to extend the Emergency Term by emergency ordinance for one or more terms, each of no more than sixty days; and

WHEREAS, the Mayor and City Council of the City of Georgetown recognize the positive COVID-19 cases in the City of Georgetown and its surrounding communities have risen and fallen during this pandemic but have not abated for any sustained period; and

WHEREAS, The citizens of Georgetown remain at risk of exposure to COVID-19, and the wearing of face coverings has been consistently recommended by public health authorities to slow the spread of the virus;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Georgetown, South Carolina, in assembly and by the authority thereof, as an Emergency Ordinance on one reading, by affirmative vote of two-thirds of the members present, this 22nd day of October, 2020, that the July 2, 2020 “CITY OF GEORGETOWN EMERGENCY ORDINANCE REQUIRING INDIVIDUALS TO WEAR FACE COVERINGS IN CERTAIN ESTABLISHMENTS,” attached and incorporated in its entirety, be and hereby is extended for sixty (60) days.

Effective Date and Time. This extension shall take effect October 31, 2020, Day 61 from the September 1, 2020 Emergency Ordinance being extended.

ATTEST:

Stephanie Buccione
City Clerk

Brendon M. Barber, Sr.
Mayor

APPROVED AS TO FORM:

Elise F. Crosby
City Attorney

**CITY OF GEORGETOWN EMERGENCY ORDINANCE
EXTENDING THE CITY-WIDE REQUIREMENT FOR
INDIVIDUALS TO WEAR FACE COVERINGS IN CERTAIN ESTABLISHMENTS**

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WHEREAS, the Emergency Ordinance expressly authorized Council to extend the Emergency Term by emergency ordinance for one or more terms, each of no more than sixty days; and

WHEREAS, the Mayor and City Council of the City of Georgetown recognize the positive COVID-19 cases in the City of Georgetown and its surrounding communities have risen and fallen during this pandemic but have not abated for any sustained period; and

WHEREAS, The citizens of Georgetown remain at risk of exposure to COVID-19, and the wearing of face coverings has been consistently recommended by public health authorities to slow the spread of the virus;

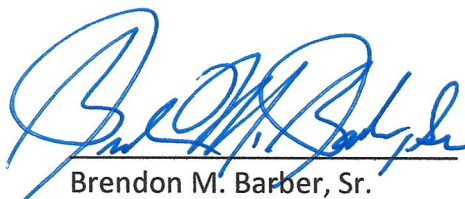
NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Georgetown, South Carolina, in assembly and by the authority thereof, as an Emergency Ordinance on one reading, by affirmative vote of two-thirds of the members present, this 27th day of August, 2020, that the July 2, 2020 "CITY OF GEORGETOWN EMERGENCY ORDINANCE REQUIRING INDIVIDUALS TO WEAR FACE COVERINGS IN CERTAIN ESTABLISHMENTS," attached and incorporated in its entirety, be and hereby is extended for sixty (60) days.

Effective Date and Time. This extension shall take effect September 1, 2020, Day 61 from the July 2, 2020 Emergency Ordinance being extended.

ATTEST:

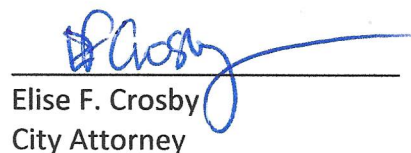


Stephanie Buccione
City Clerk



Brendon M. Barber, Sr.
Mayor

APPROVED AS TO FORM:



Elise F. Crosby
City Attorney

**CITY OF GEORGETOWN EMERGENCY ORDINANCE
REQUIRING INDIVIDUALS TO WEAR FACE COVERINGS IN CERTAIN ESTABLISHMENTS**

WHEREAS, the 2019 Novel Coronavirus ("COVID-19") is a respiratory disease that can result in serious illness or death by the SARS-CoV-2 virus, which can spread from person to person;

WHEREAS, the World Health Organization declared COVID-19 a Public Health Emergency of International Concern on January 30, 2020;

WHEREAS, the Centers for Disease Control and Prevention (the "CDC") has warned of the high public health threat posed by COVID-19 globally and in the United States;

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Secretary declared a public health emergency in the United States for COVID-19;

WHEREAS, on March 13, 2020, the President of the United States declared that the COVID-19 outbreak in the United States constitutes a national emergency, which began on March 1, 2020;

WHEREAS, also on March 13, 2020, the Governor of the State of South Carolina (the "State") issued Executive Order 2020-08, declaring a State of Emergency based on a determination that the COVID-19 poses an actual or imminent public health emergency for the State;

WHEREAS, the Governor of the State has subsequently declared a continued State of Emergency in Executive Orders 2020-15 (March 28), 2020-23 (April 12), 2020-29 (April 27), 2020-35 (May 12), 2020-38 (May 27), and 2020-40 (June 11);

WHEREAS, on March 16, 2020, pursuant to Art. III, § 16-41 of the Code of Ordinances of the City of Georgetown, Mayor Brendon M. Barber, Sr., proclaimed a Civil Emergency in the City of Georgetown due to COVID-19;

WHEREAS, on May 7, 2020, the Mayor and City Council of the City of Georgetown passed an Emergency Ordinance extending the Mayor's proclaimed State of Emergency;

WHEREAS, the State is experiencing a dramatic increase in the number of identified new confirmed COVID-19 cases and additional deaths;

WHEREAS, if COVID-19 cases continue to increase in the State and in Georgetown, the demand for medical, pharmaceutical, personal, and general cleaning supplies may overwhelm sources of supply; the private and public sector work force may be negatively impacted by absenteeism; and the demand for medical facilities may exceed locally available resources;

WHEREAS, health authorities, including the CDC, the Surgeon General of the United States, and DHEC have recommended the use of face coverings as a means of preventing the spread of COVID-19; and

WHEREAS, S.C. Code § 5-7-250(d) provides that “[t]o meet public emergencies affecting life, health, safety or the property of the people, council may adopt emergency ordinances ... by the affirmative vote of at least two-thirds of the members of council present. An emergency ordinance is effective immediately upon its enactment without regard to any reading, public hearing, publication requirements, or public notice requirements. Emergency ordinances shall expire automatically as of the sixty-first day following the date of enactment;”

WHEREAS, the Mayor and Council of the City of Georgetown determined, based on the recommendations of public health experts and responsive to a serious threat to the public health, safety, and welfare of its citizens, that it would serve the public interest and be within the City’s police powers under Home Rule and S.C. Code § 5-7-60 to require that individuals wear face coverings in certain situations and locations;

WHEREAS, the South Carolina Attorney General, on June 25, 2020, issued a public statement that enacting local mask requirements is within the police power of municipalities and is not preempted by State law;

WHEREAS, this Ordinance has been approved by at least two-thirds of the Councilmembers present at the meeting in which it was considered;

NOW, THEREFORE, be it ordained by the Mayor and Council of the City of Georgetown as follows:

Section 1. Definitions. As used herein, the terms below shall have the following meanings:

- 1) “Establishment” means a Foodservice Establishment or Retail Establishment.
- 2) “Face Covering” means a uniform piece of cloth, fabric, or other material that securely covers a person’s nose and mouth and remains affixed in place without the use of one’s hands. Face Coverings include, but are not limited to, bandanas, medical masks, cloth masks, scarves, and gaiters, provided that they are worn such that they securely cover the person’s nose and mouth.
- 3) “Foodservice Establishment” means any establishment within the city limits of the City of Georgetown that sells prepared food on a delivery, carry-out, or drive-through basis.
- 4) “Responsible Person,” with respect to an Establishment, means any individual associated with the Establishment who has the authority and ability to enforce the requirements of the Ordinance within the Establishment, such as an owner, manager, or supervisor. “Responsible Person” may also include an employee or other designee that is present at the Establishment but does not have the title of manager or supervisor, but who has the temporary or designated authority and ability to ensure that the requirements of this Ordinance are met while the Establishment is open to the public.

- 5) "Retail Establishment" means any retail business, organization, establishment, or facility open to the public within the City of Georgetown, including without limitation:
- a) grocery stores, convenience stores, and any other establishment engaged in the retail sale of non-prepared food;
 - b) commercial stores engaged in the retail sale of goods or services to the public including without limitation sporting goods stores; furniture and home-furnishings stores; clothing, shoe, and clothing-accessory stores; jewelry, luggage, and leather goods stores; department stores; hardware and home-improvement stores; book, craft, and music stores; florists and flower stores; and all other stores that sell supplies for household consumption or use;
 - c) pharmacies and other stores that sell medications or medical supplies;
 - d) alcoholic beverage stores; and
 - e) laundromats.

Section 2. Use of Face Coverings. Effective as of 9 a.m. on July 3, 2020

- 1) all customers are required to wear Face Coverings while inside the enclosed area of any Retail Establishment or Foodservice Establishment;
- 2) all Retail Establishments shall require staff to wear, and those staff shall wear, Face Coverings while working in areas open to the general public and areas in which interactions with other staff are likely in which social distancing of at least six feet cannot be observed; and
- 3) all Foodservice Establishments shall require staff who interact with customers (including, without limitation, delivery personnel) to wear, and those staff shall wear, Face Coverings while working.

Section 3. Exemptions. Face Coverings shall not be required:

- a) in outdoor or unenclosed areas appurtenant to Retail Establishments or Foodservice Establishments in which social distancing of at least six feet is possible and observed;
- b) for people whose religious beliefs prevent them from wearing a Face Covering;
- c) for those who cannot wear a Face Covering due to a medical or behavioral condition;
- d) for children under ten (10) years old, provided that adults accompanying children age two through ten (10) shall use reasonable efforts to cause those children to wear Face Coverings while inside the enclosed area of any Retail Establishment or Foodservice Establishment
- e) for patrons of Foodservice Establishments while they are dining;
- f) in private, individual offices;
- g) when complying with directions of law enforcement officers;
- h) in settings where it is not practical or feasible to wear a Face Covering, including when obtaining or rendering goods or services such as the receipt of dental services or while swimming;
- i) while exclusively with members of a family or the same household, and no person other than such family or household is within the same enclosed area.

Section 4. Individual Violations: Civil Infraction. Any person violating the provisions of this Ordinance by failing to wear a Face Covering when required shall be guilty of a civil infraction, punishable by a penalty of not more than \$50. Each day of a continuing violation of this Ordinance shall be considered a separate and distinct offense.

Section 5. Responsible Person Violations: Civil Infraction. Any Responsible Person violating the provisions of this Ordinance by failing to require employees of the Establishment to wear a Face Covering when required shall be guilty of a civil infraction, punishable by a penalty of not more than \$50. Each day of a continuing violation of this Ordinance shall be considered a separate and distinct offense.

Section 6. Responsible Person Violations: Revocation of Permits and Licenses. In addition to the penalties established by Section 5 hereof, repeated violations of this Ordinance by a Responsible Person by failing to require employees of the Establishment to wear a Face Covering may, subject to all procedural protections set forth in the Code of Ordinances for the City of Georgetown, result in the suspension or revocation of any occupancy permit or business license issued to business where the repeated violations occurred.

Section 7. Responsible Person Violations: Public Nuisance. In addition to the penalties established by Section 5 hereof, repeated violations of this Ordinance by a Responsible Person by failing to require employees of the Establishment to wear a Face Covering are additionally hereby declared to be a public nuisance, which may be abated by restraining order, preliminary and permanent injunction, or other means provided for by the laws of this State. The foregoing notwithstanding, every effort shall be made to bring Establishments into voluntary compliance with the terms of this Ordinance prior to the commencement of any enforcement action.

Section 8. Duties of Establishments and Responsible Persons. Establishments and Responsible Persons shall have a duty to enforce the provisions of this Ordinance only against employees of the Establishment. Without limiting the generality of the foregoing, no Establishment or Responsible Person shall have any duty to require that customers, visitors, or other members of the general public wear Face Coverings.

Section 9. Suspension of Contrary Local Provisions. During the Emergency Term (as defined in Section 12 below), any ordinance, resolution, policy, or bylaw that conflicts with the provisions hereof shall be and is hereby suspended and superseded.

Section 10. Expiration of Ordinance; Extension of Emergency Term. As provided by S.C. Code § 5-7-250(d), this Ordinance shall expire automatically as of the sixty-first day following the date of enactment (the "Emergency Term"). Notwithstanding the foregoing, however, Council may extend the Emergency Term by emergency ordinance for one or more additional terms, each of no more than sixty days, provided that the total duration of the Emergency Term shall not exceed six months without enacting an ordinance in the ordinary course.

Section 11. Severability. Should any provision, section, paragraph, sentence, or word of this Ordinance be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences, or words of this Ordinance as hereby adopted shall remain in full force and effect.

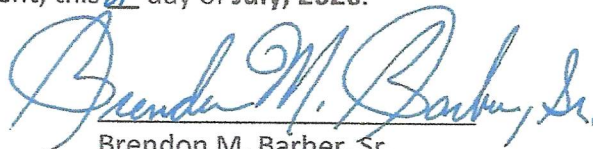
Section 12. Effective Date and Time. This emergency Ordinance shall take effect at 9 a.m. July 3, 2020.

BE IT ORDAINED by the Mayor and Council of the City of Georgetown, South Carolina, in assembly and by the authority thereof, as an Emergency Ordinance on one reading, by affirmative vote of two-thirds of the members present, this 2nd day of July, 2020.

ATTEST:

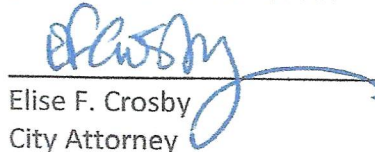


Stephanie Buccione
City Clerk



Brendon M. Barber, Sr.
Mayor

APPROVED AS TO FORM:



Elise F. Crosby
City Attorney



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

INFORMATION ITEM

DOC ID: 3152

Council Meeting Date: 22 October 2020
Department: Administration
Issue Under Consideration: Vehicle and Equipment Replacement Policy

CITY OF GOERGETOWN, SC VEHICLE AND EQUIPMENT REPLACEMENT POLICY

1. POLICY

An effective fleet and equipment replacement program is essential for controlling fleet and equipment performance (i.e., vehicle maintenance, suitability, availability, reliability, safety, and environmental impacts) and total cost of ownership. The Vehicle and Equipment Replacement Policy ("Policy") provides for the planned maintenance, repairs, and replacement of vehicles and equipment and will be administered by the Fleet Services Department. The Policy provides details and management information about replacement and operation costs for the City's rolling stock and about individual pieces of equipment, which will assist department directors in planning for future equipment needs when developing operating and capital budgets.

2. PURPOSE

To provide efficient and effective delivery of services by maintaining a fleet that is safe, reliable, and cost effective while preserving the vehicle value and equipment investment through mandatory preventative maintenance and best management practices. Within this document, procedures and practices are provided, which are intended to guide the use, operation, maintenance, and replacement of the fleet and fixed equipment. The underlying goals and objectives of the Policy include:

- a) To maintain vehicles and equipment in a manner that provides for the safety of employees and the public.
- b) To standardize the composition of the fleet.
- c) To accurately budget for maintenance and replacement costs.
- d) To control the cost of operating and maintaining the fleet of vehicles and equipment.
- e) To control the growth of the fleet, acquisition, and assignment of vehicles based on demonstrated need and direct service delivery benefit to residents.
- f) To increase vehicle and equipment efficiency through mandatory preventative maintenance and repairs.
- g) To ensure that vehicle and equipment needs are matched with available financial resources and needs of each department.
- h) To anticipate and smooth the long term outflow of capital funding and the rotation of incoming and outgoing vehicles year to year to prevent spikes in cash and asset flow.
- i) To provide a central point of control to account for all fleet specifications, acquisition, assignment, optimization of utilization, maintenance, repurposing, and repairs.
- j) To maximize fleet resources by providing timely acquisition and disposal of vehicles and equipment.
- k) To standardize and right size the fleet. Ensure the City has the optimum number and type of vehicles and equipment and that fleet growth, when needed, is planned and controlled.
- l) To reduce per unit maintenance costs by eliminating vehicles and equipment that have exceeded their economic and useful lifecycle.

- m) To schedule the purchase of vehicles and equipment through the budget process and coordinate through Fleet Services and the Finance Department.

3. POLICY GUIDELINES

The Fleet Superintendent will be responsible for managing the entire fleet and complying with the following guidelines:

- a) Purchasing: based on needs and replacement schedules, submit budget requests during the annual budget process that adhere to this Policy.
- b) Repair and maintenance: based on manufacturers' maintenance manuals, establish mandatory schedules for preventative maintenance and repairs of the City's fleet.
- c) Insurance: in consultation with the Risk Manager, establish insurance schedules. In the event of total losses, work with the Risk Manager and Finance Director to replace vehicles and equipment.
- d) Disposal: review the utilization of each vehicle/equipment annually, schedule deletion from inventory, and sell on GovDeals.

4. DEFINITIONS

Replacement Schedule: A program that lists a replacement date and anticipated cost of replacement for each vehicle in the City fleet or equipment.

Vehicle and Equipment: All licensed City vehicles, heavy maintenance equipment, emergency equipment, field maintenance equipment, and other specialized equipment in excess of \$5,000 in value.

Excess Stock: Excess stock includes those vehicles and pieces of equipment that are to be disposed of and replaced and those that are no longer necessary to supply the City's services.

Salvage Value: The estimated current value of a vehicle or piece of equipment at the time that is scheduled to be replaced.

Standard Life: A predetermined period of time that is economical for the City to own a particular vehicle and equipment prior to its replacement.

5. VEHICLE AND EQUIPMENT REPLACEMENT STANDARDS

Changes and Adjustments

Fleet Services, in consultation with the City Administrator and the Finance Director, may modify the standard life taking into account the excessive use and/or the high cost of repairs should the recommendation is to replace the vehicle or equipment sooner than the end of the standard life. The assigned department may request this modification to Fleet Services. The request should be based on a type or amount of use that is substantially different than the average.

Evaluation and Replacement Standards

Vehicles and equipment will be scheduled for replacement based on its mileage standards and maintenance evaluation. The Fleet Services Superintendent (“Superintendent”) will conduct assessments using the Capital Assessment for Vehicle and Equipment Purchases form (Attachment 1) to determine if the vehicle or equipment is unsafe to operate, obsolete, and/or unusable. If the vehicle or equipment is determined to be unsafe, obsolete, and/or unusable, based on the assessment, the Superintendent will recommend to the Finance Director that it be replaced.

Table 1. City of Georgetown Vehicle and Equipment Replacement Standards

Vehicle Type	Assignment	Standard Life	Miles/Hours
Sedans	Administrative Support	10-15 years	150,000 miles
Pickups	Public Works/Water/Electric	10 years	110,000 - 150,000 miles
Utility Vehicles (SUVs)	Public Works/Water/Electric	10 years	110,000 - 150,000 miles
Patrol Cars	Police	4 years	90,000 - 130,000 miles
Unmarked Cars	Police	10-15 years	100,000 - 130,000 miles
Garbage Trucks	Public Works	10 years	75,000-100,000 miles
Dump Trucks	Public Works/Water/Electric	10 years	75,00-125,000 miles
Sweeper	Water	10 years	45,000-75,000
Vactor Truck	Water	10 years	85,000-110,000
Tractors	Public Works/Water/Electric	10 years	10,000 hours
Backhoe	John Deere	10 years	10,000 hours
Small Farm Tractor	New Holland	10 years	8,000 hours
Fire Engines	Per the National Fire Protection Association (NFPA) 1901, 1912 properly maintained Fire Engines should move to Reserve status after 15 years of service and brought up newest standard. NFPA does not recognize hours or miles do to the ever changing demands of the apparatus and the changing standards for the different components of the apparatus.		
Fire Engines (Reserve)	Per NFPA 1901, 1912 properly maintained Reserve Fire Engines in compliance with newest standards should be removed from service after 25 years of service. NFPA does not recognize hours or miles do to the ever changing demands of the apparatus and the changing standards for the different components of the apparatus.		

Life of vehicles and equipment not included in Table 1 will be based on recommendations of

manufacturers and user groups of that type of equipment. Vehicle and equipment replacement will generally be based on the maximum mileage standard depending on the vehicle assignment. However, vehicles and equipment can be replaced sooner due to maintenance evaluation and high repair costs.

Replacement Schedule

The Superintendent will be responsible for maintenance of the Vehicle and Equipment Maintenance Report to include also the year that each vehicle or equipment is scheduled to be replaced to anticipate future and timely budget requests. The replacement schedule will form the basis of the following fiscal year replacement Capital Improvement Plan (CIP) budget and a five-year CIP budget as updated annually. Fleet Services and user departments will follow the annual schedule outlined below:

Task	Deadline
Departments will submit a list of qualified replacement vehicle/equipment to Fleet Services for evaluation and final determination	October 31
Fleet Services will develop the proposed replacement schedule and submit to Finance Director through the budget process	November 15

6. VEHICLE AND EQUIPMENT SPECIFICATION STANDARDS

Equipment Standardization and Specifications

The following standards of colors will be maintained by the City fleet:

Assigned Department	Color
Administrator (unmarked)	Silver
Police Chief (unmarked)	Silver
Police unmarked vehicles	Different colors
Fire Department (Fire Chief and Assistant Fire Chief will be unmarked)	Red (as determined by the Fire Association)
All City Departments, including police patrol vehicles	White

All vehicles shall bear the City of Georgetown logo on each side of the front doors along with the name of the assigned department, except for the Administrator, Fire Chief, Assistant Fire Chief, Police Chief, and unmarked vehicles. Fleet Services will maintain a specification file for all vehicles and equipment and their assigned departments and use. Smoking in vehicles and equipment is strictly prohibited. Therefore, all vehicles and equipment shall have a 'NO SMOKING' decal inside. Per Section 2.f of the Vehicle Management Program, "Employees are prohibited from altering City owned vehicles by adding any personal decorations, signage, or items that reflect their personal views/beliefs that may cause misrepresentation of the City in any way."

Replacement of vehicles shall conform to the specifications available for comparable vehicles established in the annual State contract process. The State's specifications will be used as

standards for establishing vehicle requirements. All vehicles and equipment scheduled for replacement will be replaced with the same type of vehicle, unless justification for an upgrade change is submitted and approved by the City Administrator. For standardization purposes, Table 2 provides the classes of vehicles for each department (depending on the needs the Type/Size of vehicles may change from the list provided):

Table 2. Vehicle and Equipment Specification Standards

Category	Use	Type/Size
Administration	Support staff	Compact SUV, sedan
Electric	Administrative staff	Truck, Pickup, ½ - 3/4 ton (2 or 4-wheel drive)
	Ford	F150 /250/550
	Line Trucks / Pole Truck	Heavy Duty Utility Truck
Engineering	Inspections, projects	SUV, pickup truck
Law Enforcement/Public Safety	Patrol	Sedan, SUV, pursuit patrol
	Unmarked (Investigative)	Sedan, SUV
	Crime Scene (Forensics Crime Lab)	Medium Pickup truck
	Fire/Emergency Response, Hazmat	Truck, Pickup, 3/4 ton Truck, Utility, SUV (4-wheel drive)
	Crime Prevention	Sedan
	Parking	Sedan, John Deere, Gator
Municipal Court	Support staff	Compact SUV, sedan
Public Works	Grounds Maintenance	Truck, Medium or Heavy Duty Pickup, ½ - 3/4 ton (2 or 4-wheel drive)
	Keep Georgetown Beautiful	Light or Medium duty pickup truck, SUV
	Recycling	Super Duty Pickup Truck
	Streets	Medium Pickup, ½ - 3/4 ton (2 or 4-wheel drive)
Planning and Community Development	Inspections, Codes Enforcement	Compact pickup truck, SUV
Stormwater	Supervisor and Support Staff	Super Duty Pickup Truck, Sterling Gapvac, GMC Dump truck, John Deere Backhoe, Bush Hog
Wastewater	Manager, Supervisor, and Support Staff	Compact SUV, Super Duty pickups, Sterling Gapvac, Freightliner Dump truck, John Deere Backhoe, Super Duty TV Truck, Bobcat

Category	Use	Type/Size
Water	Administrative and Support Staff	Medium and Super Duty pickup trucks, Freightliner Dump Truck, John Deere Backhoe, John Deere Excavator

7. EQUIPMENT PURCHASE AND FINANCING

The Finance Department will process the purchase order according to the replacement schedule submitted by Fleet Services based on the adopted replacement schedule and as authorized in the Capital Improvement Plan.

Financing Mechanism

When purchasing vehicles and/or equipment, the Finance Department will use the most cost effective financing mechanism that is most advantageous to the City. The City may establish a lease/purchase plan where a group of vehicles and equipment scheduled to be replaced will be purchased once every five (5) years. The funding source would be debt service millage, the capital projects fund, and/or fund balance from the respective enterprise fund.

Additions to Stock

Additions to the fleet must occur through the annual budget process. When feasible, replaced vehicles may be reassigned to other departments where there is a need. Replacing a vehicle with a new one and keeping the replaced vehicle and, thereby, increasing the size of the fleet is not permitted without (a) including the appropriate additional operating and maintenance costs in the budget; (b) the recommendation of the Fleet Superintendent; and (c) approval from the City Administrator and Council.

Review of and Deletions from Stock

Fleet Services will review the utilization of each vehicle/equipment annually. In the event that sufficient mileage/hours cannot be maintained annually or the repairs are cost prohibited, the vehicle/equipment will be scheduled for deletion from inventory and sold on GovDeals. Sale proceeds will be credited to the respective fund that financed the purchase of the vehicle or equipment.

Utilizing the above-referenced vehicle and equipment replacement standards, when Fleet Service determines that a vehicle and/or an equipment needs to be replaced, Fleet Services will notify the Finance Director of its intent to delete the equipment from inventory. Fleet Services will submit to the Finance Director a list of all excess stock for disposal, along with an estimated salvage value. After the equipment is sold or completely disposed, the asset would be removed from the City's inventory.

Replacement of Total Losses

Depending on the circumstances, the City will follow the outlined scenarios in cases of total

losses:

- a) Through the annual budget process, the City will schedule the replacement of the vehicle or equipment during the following fiscal year using insurance proceeds and additional funds from the debt service millage, the capital projects fund, and/or fund balance from the enterprise funds; or
- b) If no additional funds are required beyond the insurance proceeds to replace a total loss, with the approval of Council, the City will strive to replace the vehicle or equipment in the same fiscal year when the total loss occurred; or
- c) If the replacement is needed in the same fiscal year the total loss occurred and additional funds are required, Council must approve the difference between the purchase price of a new vehicle or equipment and the insurance proceeds received as an amendment to the budget ordinance—through an ordinance and a public hearing—for the unbudgeted additional spending.

8. OPERATING STANDARDS

Fleet Services Charges

The annual operating budget will include a Fleet Services allocation for maintenance, repairs, etc. for each department. Fleet Services will charge each department its cost for maintaining and servicing vehicles and equipment.

Fuel Charges

Reports of fuel usage by driver PIN number, vehicle card number and department will be reviewed monthly by department heads and by the Fleet Superintendent to verify invoiced amounts and identify any irregularities, according to Section 5 of the Vehicle Management Program policy.

Fuel Cards

Department Heads must notify the Office Manager at the Department of Public Works, by email, to activate or deactivate employee fuel PIN numbers. Department heads or designees should send an email request to the Office Manager to order or replace fuel cards. See also Section 5 of the Vehicle Management Program policy.

Preventative Maintenance Schedules

Fleet Services will perform mandatory annual maintenance evaluations of each vehicle, in addition to the maintenance schedule pursuant to the manufacturers' recommendations and necessary repairs. Following the manufacturer's maintenance manual, Fleet Services will schedule each vehicle and equipment mandatory maintenance. Vehicles will have "Next Service" stickers and it shall be the responsibility of the vehicle user to monitor the service date and make an appointment to have the maintenance service completed. It is the responsibility of vehicle users and Fleet Services to make sure that all vehicles are serviced as scheduled.

If the vehicle user does not schedule appropriate preventative maintenance, the using department director will be notified. Upon notification and concurrence of the using department

director, Fleet Services shall secure the vehicle and complete the required service. It is the responsibility of the department directors to ensure that vehicles and equipment are properly maintained for the safety of employees.

Repair Procedures

Fleet Services will make the decision concerning when and how to repair a vehicle and inform the using department of the cost implications of such repairs prior to completing the work. Since the using department is responsible for funding the repair, the department may delay such repair. However, such delay may result in Fleet Services removing the vehicle from service until the repair is complete.

Inventory and Condition Assessment

Fleet Services will maintain an updated Vehicle and Equipment Maintenance and Inventory Report ("Report") by department. The Report will include such things as make, type, purchase date and price, insurance cost, and maintenance and repairs costs, and the year when the vehicle or equipment is slated for replacement according to Section 5 (Evaluation and Replacement Standards) of this policy. Annually, in October, Fleet Services will confer with the Finance Director to discuss the conditions of the fleet and make recommendations to replace vehicles and equipment.

9. INSURANCE

The Human Resources/Risk Manager will enter respective vehicle(s) into the Municipal Association of South Carolina (MASC), South Carolina Municipal Insurance and Risk Financing Fund (SCMIRF) Underwriting Portal as an endorsement for approval. Once the endorsement is reviewed and approved by SCMIRF, the HR/Risk Manager is notified via email. This approval information is relayed to the Fleet Services Superintendent. Insurance cards are provided once a year by SCMIRF which covers all fleet vehicles. SCMIRF provides an auto schedule in their annual coverage contract, which is broken down by department. The contract coverage period is from 01/01/xxxx to 01/01/xxxx of the following year. This information will be relayed to the Fleet Services Superintendent once received. SCMIRF bills the City of Georgetown semi-annually for coverage.



CAPITAL ASSESSMENT FOR VEHICLE AND EQUIPMENT PURCHASES

DEPARTMENT HEAD/MANAGER: _____

DEPARTMENT: _____

REPLACEMENT

Equipment # _____

Year _____

Make _____

Model _____

Body _____

Style/Type _____

Mileage _____

CAPITAL REQUEST

Equip/Veh. _____

Type _____

Fiscal Year _____

Make _____

Model _____

Body _____

Style/Type _____

JUSTIFICATIONS

**INSERT
VEHICLE/EQUIP PICTURE**

COMPLETED BY FLEET SERVICES MANAGER

CALCULATIONS UNDER VEHICLE AND TRUCK REPLACEMENT POLICY

TOTAL MAINTENANCE COSTS: _____

TOTAL REPAIR COSTS: _____

REPLACEMENT/NEW COSTS: _____

		<u>TOTAL</u>
1 Current Year _____	minus Purchase Year _____	_____
2 Current Mileage _____	divided by (12,500) _____	_____
3 Overall Condition: 1 TO 5 _____		_____
4 Type of Service: 1 TO 5 _____		_____
5 Service History: 1 TO 5 _____		_____
6 Maintenance Cost: _____	1 TO 5 divided by Purchase Cost: _____	_____
		100%
		0

FLEET MANAGER RECOMMENDATIONS

_____ Indicates that this vehicle is obsolete/unusable.
Fleet Services recommends that this vehicle be replaced.

VEHICLE AND EQUIPMENT REPLACEMENT POLICY

SANDRA E. YÚDICE, PH.D.

CITY ADMINISTRATOR

OCTOBER 22, 2020



Why this Policy?

- Effective fleet and equipment replacement program
 - Controlling fleet and equipment performance
 - Maintenance, suitability, availability, reliability, safety, and environmental impacts
 - Planned maintenance, repairs, and replacement of vehicles and equipment
 - Administered by the Fleet Services Department
 - Assist department directors in planning for future equipment needs
 - Anticipate short term needs rather than annual needs when developing operating and capital budgets
 - Having a consistent payment schedule

Purpose

- Provide efficient and effective delivery of services
 - Maintain a fleet that is safe, reliable, and cost effective
 - Preserving the vehicle value and equipment investment
 - Mandatory preventative maintenance and best management practices
- Goals
 - Safety of employees and the public
 - Standardization
 - Fleet specifications
 - Establish controls: budget and costs

Guidelines

- Responsibility
 - Fleet Superintendent
- Purchasing based on needs
- Mandatory repair and maintenance based on manufacturers' schedules
- Insurance
 - In consultation with Risk Manager ensure that fleet and equipment has proper insurance coverage

Replacement Standards

- Replacement standards
 - Based on miles, hours, or recommendations from National Fire Protection Association
- Replacement schedule
 - Budget process or as needed in case of total losses

Vehicle Type	Assignment	Standard Life	Miles/Hours
Sedans	Administrative Support	10-15 years	150,000 miles
Pickups	Public Works/Water/Electric	10 years	110,000 - 150,000 miles
Utility Vehicles (SUVs)	Public Works/Water/Electric	10 years	110,000 - 150,000 miles
Patrol Cars	Police	4 years	90,000 - 130,000 miles
Unmarked Cars	Police	10-15 years	100,000 - 130,000 miles
Garbage Trucks	Public Works	10 years	75,000-100,000 miles
Dump Trucks	Public Works/Water/Electric	10 years	75,000-125,000 miles
Sweeper	Water	10 years	45,000-75,000
Vactor Truck	Water	10 years	85,000-110,000
Tractors	Public Works/Water/Electric	10 years	10,000 hours
Backhoe	John Deere	10 years	10,000 hours
Small Farm Tractor	New Holland	10 years	8,000 hours
Fire Engines	NFPA: properly maintained Fire Engines should move to Reserve status after 15 years of service and brought up newest standard.		
Fire Engines (Reserve)	NFPA: properly maintained Reserve Fire Engines in compliance with newest standards should be removed from service after 25 years of service.		

Specification Standards

- City of Georgetown logo
 - Each side of the front doors
 - Name of the assigned department
- Exceptions
 - Administrator
 - Fire Chief and Assistant Fire Chief
 - Police Chief and unmarked vehicles
- ‘NO SMOKING’ decal inside
- No alterations
 - Section 2.f of the Vehicle Management Program
 - “Employees are prohibited from altering City owned vehicles by adding any personal decorations, signage, or items that reflect their personal views/beliefs that may cause misrepresentation of the City in any way.”

Specification Standards (cont.)

Assigned Department	Color
Administrator (unmarked)	Silver
Police Chief (unmarked)	Silver
Police unmarked vehicles	Different colors
Fire Department (Fire Chief and Assistant Fire Chief will be unmarked)	Red (as determined by the Fire Association)
All City Departments, including police patrol vehicles	White

Category	Use	Type/Size
Administration	Support staff	Compact SUV, sedan
Electric	Administrative staff	Truck, Pickup, ½ - 3/4 ton (2 or 4-wheel drive)
	Ford	F150 /250/550
	Line Trucks / Pole Truck	Heavy Duty Utility Truck
Engineering	Inspections, projects	SUV, pickup truck
Law Enforcement/Public Safety	Patrol	Sedan, SUV, pursuit patrol
	Unmarked (Investigative)	Sedan, SUV
	Crime Scene (Forensics Crime Lab)	Medium Pickup truck
	Fire/Emergency Response, Hazmat	Truck, Pickup, 3/4 ton Truck, Utility, SUV (4-wheel drive)
	Crime Prevention	Sedan
	Parking	Sedan, John Deere, Gator
Municipal Court	Support staff	Compact SUV, sedan
Public Works	Grounds Maintenance	Truck, Medium or Heavy Duty Pickup, ½ - 3/4 ton (2 or 4-wheel drive)
	Keep Georgetown Beautiful	Light or Medium duty pickup truck, SUV
	Recycling	Super Duty Pickup Truck
	Streets	Medium Pickup, ½ - 3/4 ton (2 or 4-wheel drive)
Planning and Community Development	Inspections, Codes Enforcement	Compact pickup truck, SUV
Stormwater	Supervisor and Support Staff	Super Duty Pickup Truck, Sterling Gapvac, GMC Dump truck, John Deere Backhoe, Bush Hog
Wastewater	Manager, Supervisor, and Support Staff	Compact SUV, Super Duty pickups, Sterling Gapvac, Freightliner Dump truck, John Deere Backhoe, Super Duty TV Truck, Bobcat
Water	Administrative and Support Staff	Medium and Super Duty pickup trucks, Freightliner Dump Truck, John Deere Backhoe, John Deere Excavator

Purchase and Financing

- Lease/purchase plan
 - A lot of vehicles and equipment scheduled to be replaced
- Purchased once every five years
- Funding source
 - Debt service millage, capital projects fund, and/or fund balance from respective enterprise fund

Review and Deletions from Fleet

- Additions to the fleet will be done through the budget process and requires approval from City Administrator and Council
- Fleet Services will review the utilization of each vehicle/equipment annually
- Vehicle/equipment will be scheduled for deletion from inventory and sold on GovDeals
 - Sale proceeds will be credited to the respective fund that financed the purchase of the vehicle or equipment

Replacement of Total Losses

- Through the annual budget process
 - Schedule replacement during the following fiscal year using insurance proceeds and additional funds from the debt service millage, the capital projects fund, and/or fund balance from the enterprise fund; or
- If no additional funds are required beyond the insurance proceeds
 - With Council approval, replace in the same fiscal year when the total loss occurred; or
- If the replacement is needed in the same fiscal year the total loss occurred and additional funds are needed
 - Council must approve the difference between the purchase price and the insurance proceeds received as a budget amendment — through an ordinance and a public hearing — for the unbudgeted additional spending

Operating Standards

- Fleet charges
 - Annual allocation through budget process to charge services to departments
- Use of fuel cards and fuel charges
- Preventative maintenance
 - Mandatory
 - Users and department directors responsible
- Insurance

Next Steps

- Request Council's approval
 - November 19th meeting

Questions and Answers



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

INFORMATION ITEM

DOC ID: 3155

Council Meeting Date: 22 October 2020
Department: Administration
Issue Under Consideration: Destination Marketing Organization

City of Georgetown Tourism and Visitors Bureau

SANDRA E. YÚDICE, PH.D., CITY ADMINISTRATOR

OCTOBER 22, 2020

PROPOSAL



Background

- SC Code, Section 6-4-10 requires allocation of the State A-Tax funds
 - Funds exempt from all requirements allocated to the General Fund
 - First \$25,000
 - 5% of the balance
 - Allocation to a special fund
 - 30% of the balance to generate publicity to increase tourists attendance
 - FY 2021: \$29,000
 - Remaining balance with earned interest
 - Tourism-related expenses by municipalities or counties

Background (cont.)

- SC Code, Section 6-4-10(3) on Destination Marketing Organization (DMO)
 - To manage and direct the expenditure of the 30% tourism promotion funds
 - Select one or more organizations, ..., which has an existing, ongoing tourist promotion program
 - If no organization exists, the municipality or county shall create an organization with the same membership standard in Section 6-4-25
 - Seven members with a majority being selected from the hospitality industry
 - At least two of the hospitality industry members must be from the lodging industry
 - One representative from cultural organizations of the municipality

Background (cont.)

- SC Code, Section 6-4-10(3) on Destination Marketing Organization (DMO)
 - To manage the 30% A-Tax allocation and direct the expenditure of tourism promotion funds
 - Be a nonprofit organization and demonstrate...that it has an existing, ongoing tourism promotion program or that it can develop an effective one
 - Tourism Expenditure Review Committee (SCDOR)
 - “...cities are nonprofits after all so it meets that requirement...”

Destination Marketing Organizations

- Over the past four years
 - Georgetown had three different DMOs with no continuity on promoting the City with a uniform and specific brand
 - City was part of an overall marketing package over the last two years
- Currently
 - Georgetown does not have a viable DMO
- In the interim
 - Complete transition from previous DMO to City and continue marketing the City as destination with current staff

What Other SC Cities are Doing?

- Cities have created and operated DMOs under their umbrella
 - Folly Beach
 - Travelers Rest
 - City and County of Greenwood
 - Newberry
- Other jurisdictions are exploring similar concept
 - Kiawah Island

Example: Folly Beach created the Tourism and Visitor Committee in 2017

- Makes recommendations to City Council on, and establish guidelines for, the advertisement and promotion of tourism for the city using the 30% accommodation tax funds received from the state pursuant to S.C. Code § 6-4-10 et seq
- Membership
 - Hospitality industry, including the lodging sector, a cultural organization, and the general public
- Prepare a Tourism Promotion Plan and budget each fiscal year
- Seek grants to supplement funding
- Maintain status as a nonprofit corporation and remain in good standing
- Meet when necessary

Example: City of Travelers Rest

- Created the Accommodations Tax Advisory Committee
 - Advise City Council on the expenditure of accommodations tax funds for promoting tourism, the arts and cultural affairs in the community
 - Council appoints members for a 2-year term who represent the hospitality and lodging industries, and the community at large
 - The tourism marketing and promotion services are contracted out under the city's umbrella
 - The city administrator directly oversees the tourism marketing and promotion efforts

City & County of Greenwood

- City and County of Greenwood entered into an intergovernmental agreement to create the Greenwood Regional Visitors and Tourism Bureau (GRVTB)
- GRVTB functions as the joint destination marketing organization for both
 - Operates as a city department
- An advisory committee oversees the efforts

City of Georgetown Proposal

- Create the City of Georgetown Tourism and Visitors Bureau (GTVB)
 - GTVB would be the DMO and operate under the City's umbrella
 - Current local A/H Tax Committee would become the GTVB Committee
- FY 2022 or sooner
 - Approve a Public Information Officer/GTVB Coordinator position
 - Require experience in marketing and public information/relations
 - Liaison between City and the public
 - Manage the GTVB, public information, social media, website, etc.

What would the GTVB do?

Bridge 2 Bridge Charrette Branding and Marketing Sub-Committee

Recommendation	Status/Result
City should set up a "TMC" Board to allocate Hospitality and A-Tax Funds.	Action Needed.
City should take more direct control of tourism marketing.	Hospitality tax funds used to commission new City rack cards. No style book prepared.
City should have direct representation on Georgetown Tourism Management Commission.	Two members of sub-committee attended TMC meeting and arranged for TMC to present to Bridge2Bridge. No permanent membership arranged.
City's redesigned web site should include Home Page promotional material to solicit tourists	Action Needed.
City should paint the water tower.	Funds are in proposed budget.
Rice Museum should be urged to repair the clock tower clock.	This has been funded by state and federal authorities and needs to be scheduled.

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

Proposed GTVB

✓ discovergeorgetownsc.com

Bridge 2 Bridge Charrette

Recommendations



- Develop and formally adopt logo/brand and propagate to:

Signs



Bridge 2 Bridge Charrette



- Distribute marketing materials to visitors through local museums and Visitor Center
- Send visitors welcome packets with souvenirs when responding to tourism inquiries



Bridge 2 Bridge Charrette

Signs

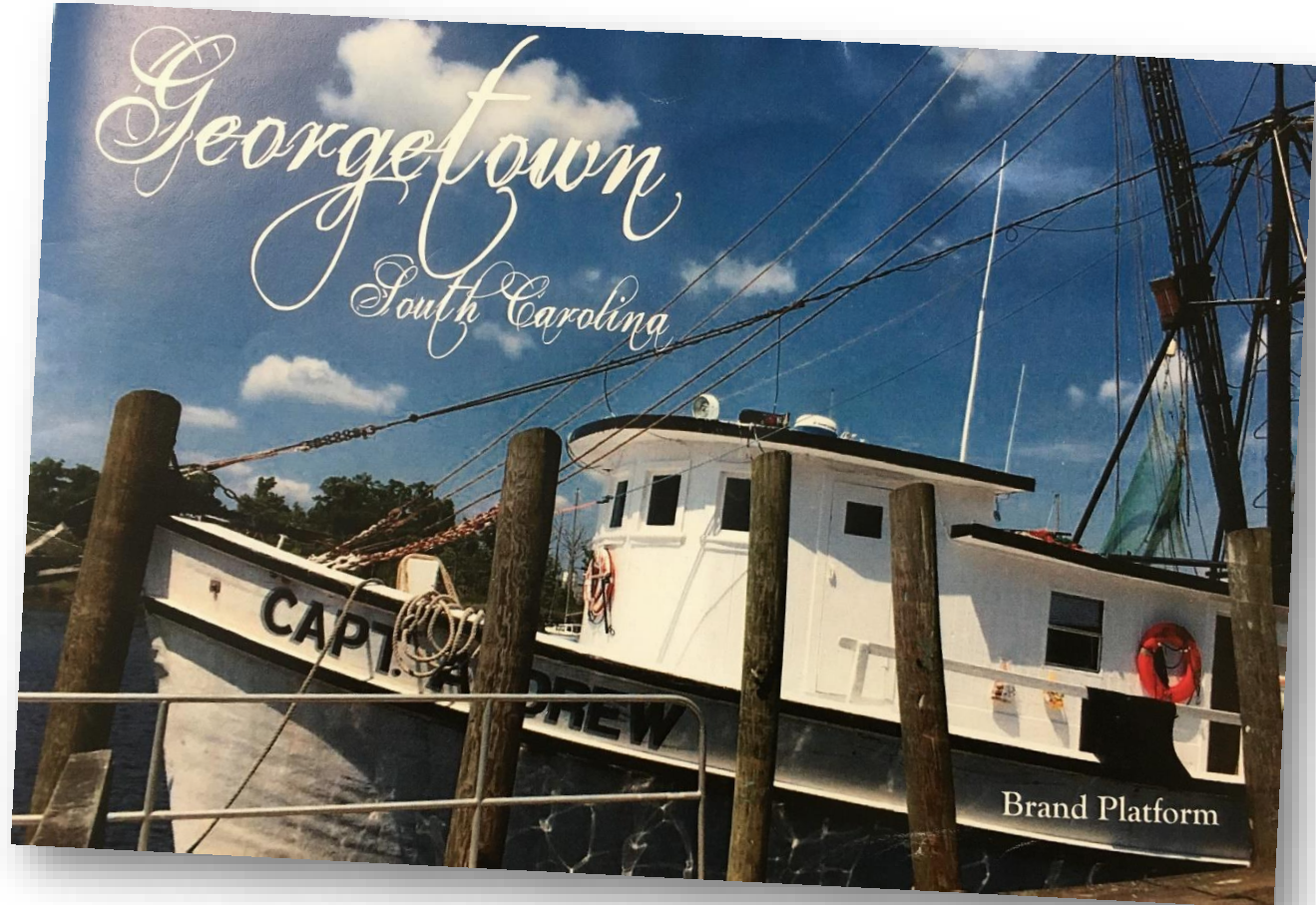


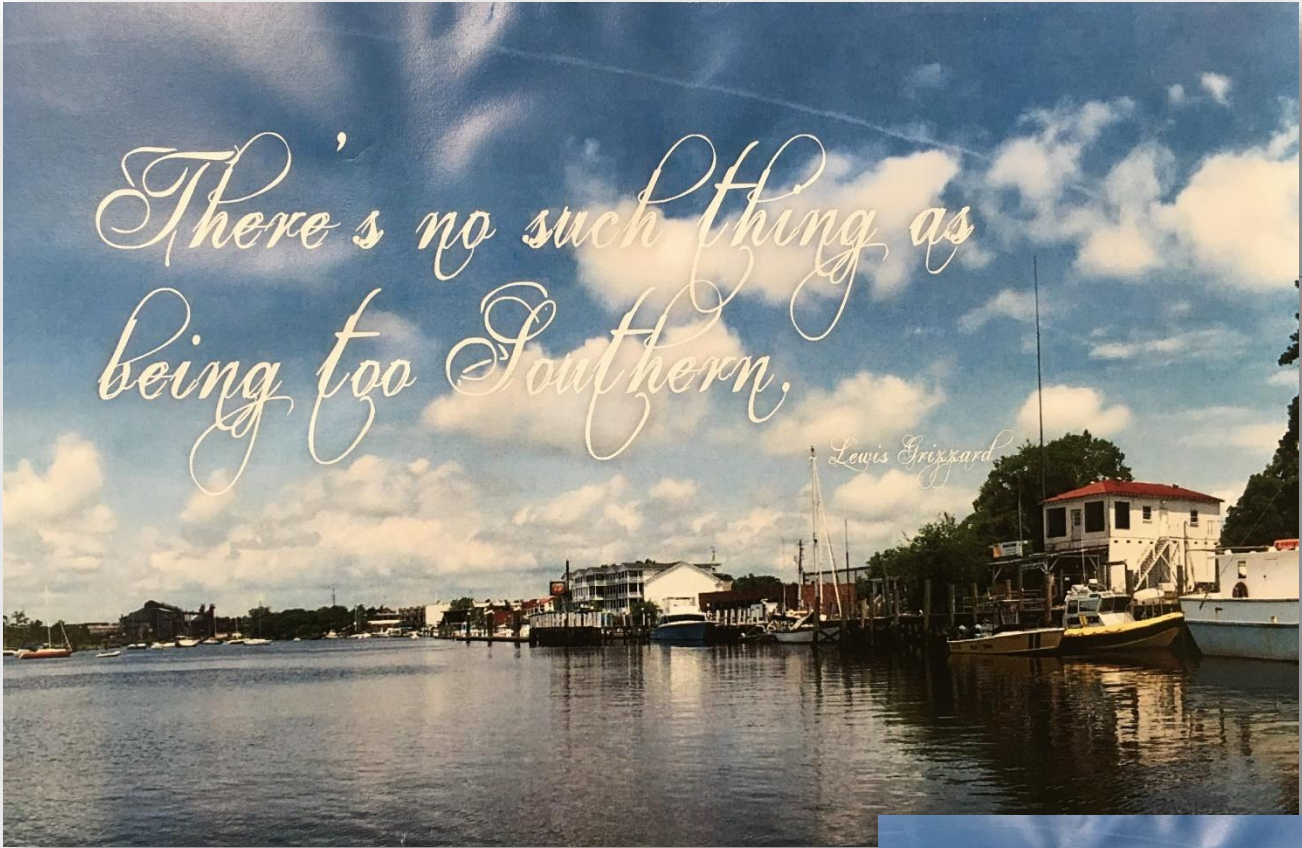
- Wayfinding: Improve and Make Standard
- Strategically place wayfinding signs throughout the City to identify all the communities within the City

Do We Need a New Brand?

May be not!

Implement
Previous
Brand
Platform





Brand Values & Motivators

adventure

the lure of the unknown, juiced by a thrill factor, motivates us to explore new destinations.

community

as a building block of action and expression of shared concerns, giving people a way to bond around traditions, places or pursuits held in common.

experience

what have you done lately? Bragging rights go to the active curious seekers whose scrapbooks are cooler than the stuff in their closets.

nostalgia

longing for the mood and trappings of an earlier time, which most likely never happened the way we imagine.

tradition

whether centuries-old or invented anew, traditions connect us to cultural and familial realities beyond our own time and place.

vitality

the state of being full to the brim with vigor, energy and love for life.

authenticity

the quality that says this is the real deal, true to its origins, unadulterated and uncompromised.

curiosity

what is it that piques our interest? Curiosity is the desire to know, touch, taste, climb, reach and discover.

happiness

we find that special mix of wellbeing, joy and contentment in myriad ways. Our search for it never stops.

whimsy

lighthearted joy; curiosity about and quest for the offbeat, less serious side of life.

heritage

the enduring roots from previous generations that help us build connections from past to future.

discovery

desire to feel connected with people who share our interests – family, clubs, communities, companies, ideals, causes. – for new ideas, sights, tastes, sounds, experiences, you name it.

Need to capitalize on what has been done already

- Brand Values & Motivators
- Tenets

Tenets

We are the third oldest city in the state.

We have a rich history. From prominent residents to visitors.

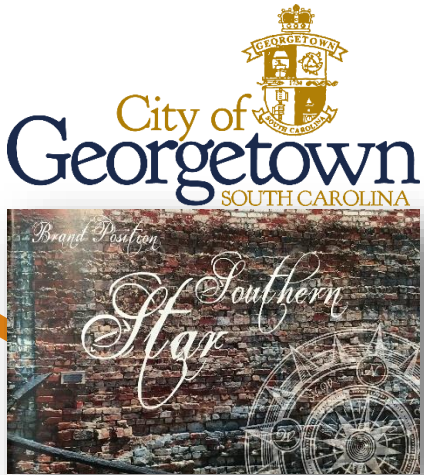
We have more than 50 homes, buildings and sites listed on the National Register of Historic Places.

We have maintained the charm of the destination.

We have a passionate group of evangelists.

We are blessed with industry, woven into the fabric of the destination.

Promote Location! Location! Location!



Attachment: 2020.10.22 Promoting Georgetown (3155 : Destination Marketing

Adopt Tag Line

Saturate tourism market with brand recognition through a heavy marketing campaign beyond the region



Use in all promotional materials along with Georgetown logo

Conclusion and Recommendations

- If the City wants to be recognized as a unique destination
 - It is time to establish a unique brand and have continuity with marketing that brand heavily beyond the region
- Recommendations
 - Create the City of Georgetown Tourism and Visitors Bureau
 - Current H/A Tax Committee would become the GTVB Committee
 - Approve the PIO/GTVB Coordinator position in FY 2022 or sooner
 - Consistently implement the previous brand platform

Next Steps

- If consensus today
 - At November 19th meeting
 - Formally adopt the “Southern Star” brand platform
 - There is no need to reinvent the wheel
 - Staff will initiate process to establish the GTVB function
 - Expand purpose of the current local H/A Tax Committee
 - Amend §§ 21-37 and 21-39 of the City Code to add language regarding the State 30% A-Tax allocation
 - Rename this committee as Georgetown Tourism and Visitors Bureau Committee
 - Re-write Committee bylaws



Questions and Answers





120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

INFORMATION ITEM

DOC ID: 3153

Council Meeting Date: 22 October 2020
Department: Administration
Issue Under Consideration: Update on Fiscal Year 2020/2021 Budget

FY 2021 Budget Update

DEBRA BIVENS, FINANCE DIRECTOR

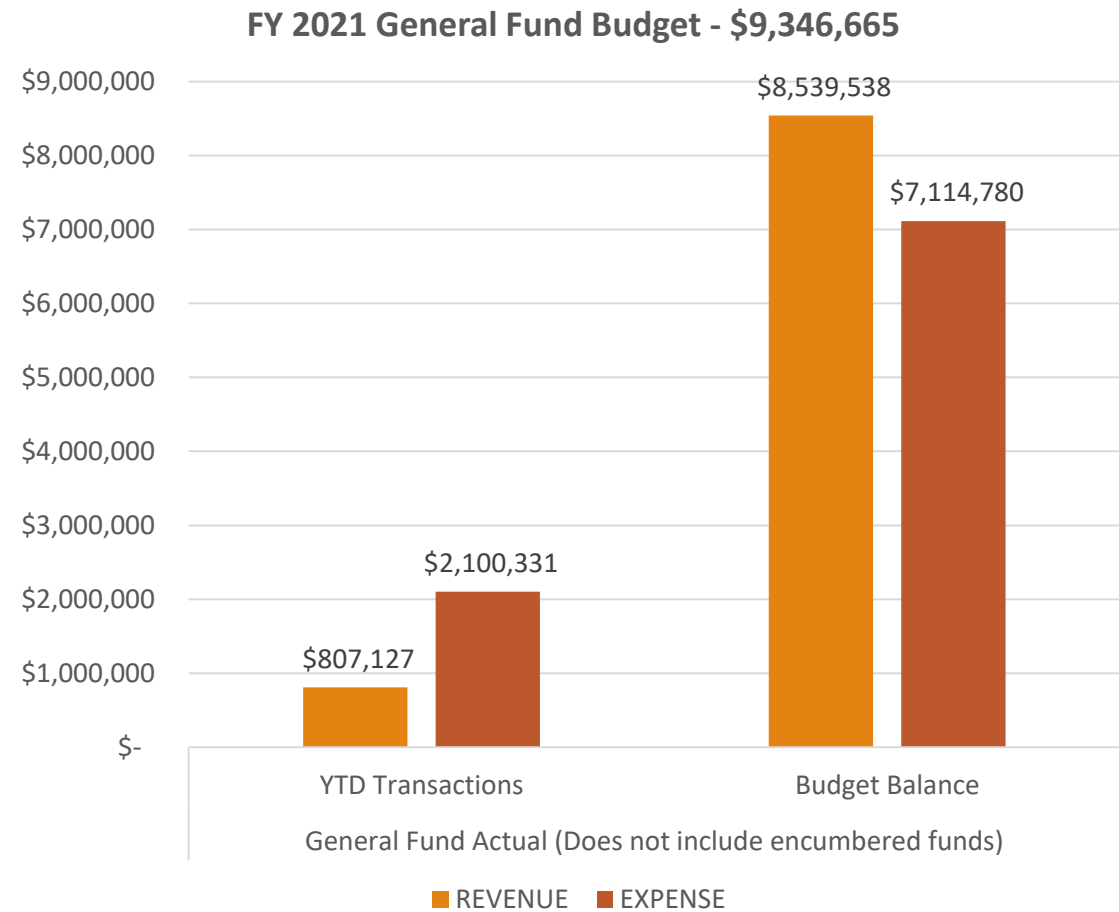
SANDRA E. YÚDICE, PH.D., CITY ADMINISTRATOR

OCTOBER 22, 2020 COUNCIL WORKSHOP



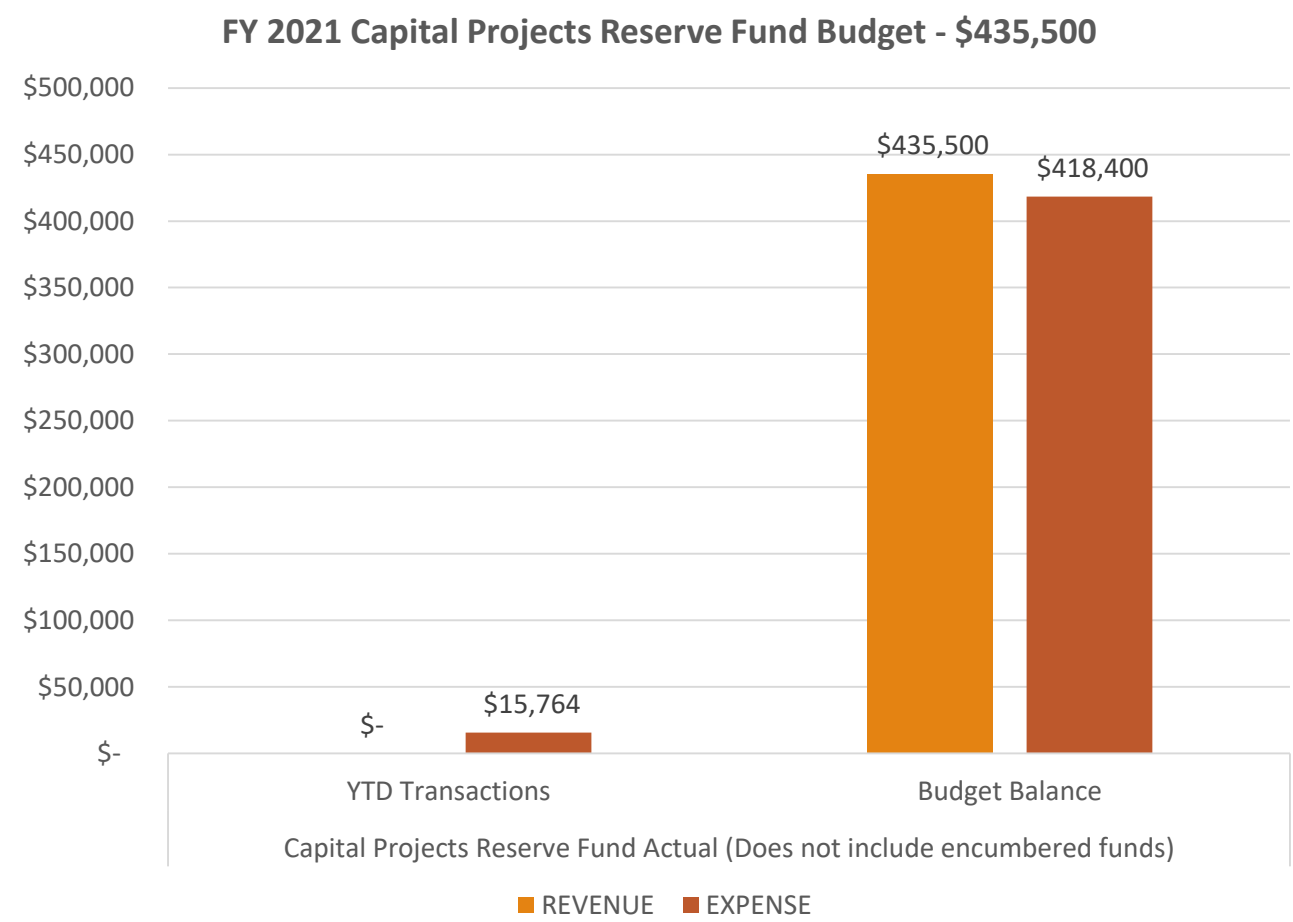
General Fund

- Budget
 - \$9.3 million
- Revenue collected
 - 8.6%
- Expenditures
 - 22.5%
- Property tax revenue collections begin in December 2020
- Business License revenue collections begin in April 2021



Capital Projects Reserve Fund

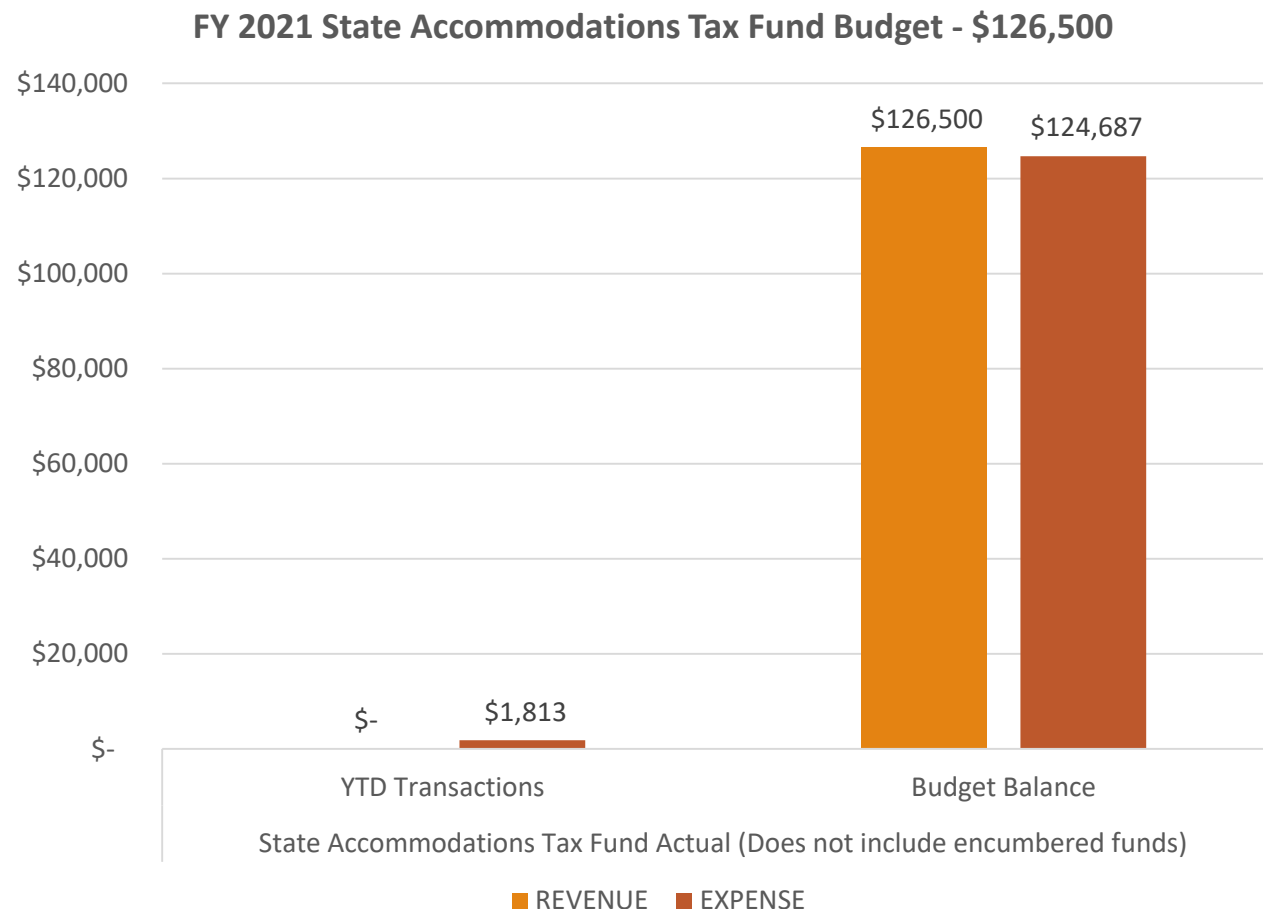
- Budget
 - \$435,500
- Revenue collected
 - 0%
- Expenditures
 - 3.6%



Attachment: 2020.10.22 Budget Update (3153 : Update on Fiscal Year 2020/2021 Budget)

State Accommodations Tax Fund

- Budget
 - \$126,500
- Revenue collected
 - 0%
- Expenditures
 - 1.4%
- 1st quarter payment is expected by the end of October 2020



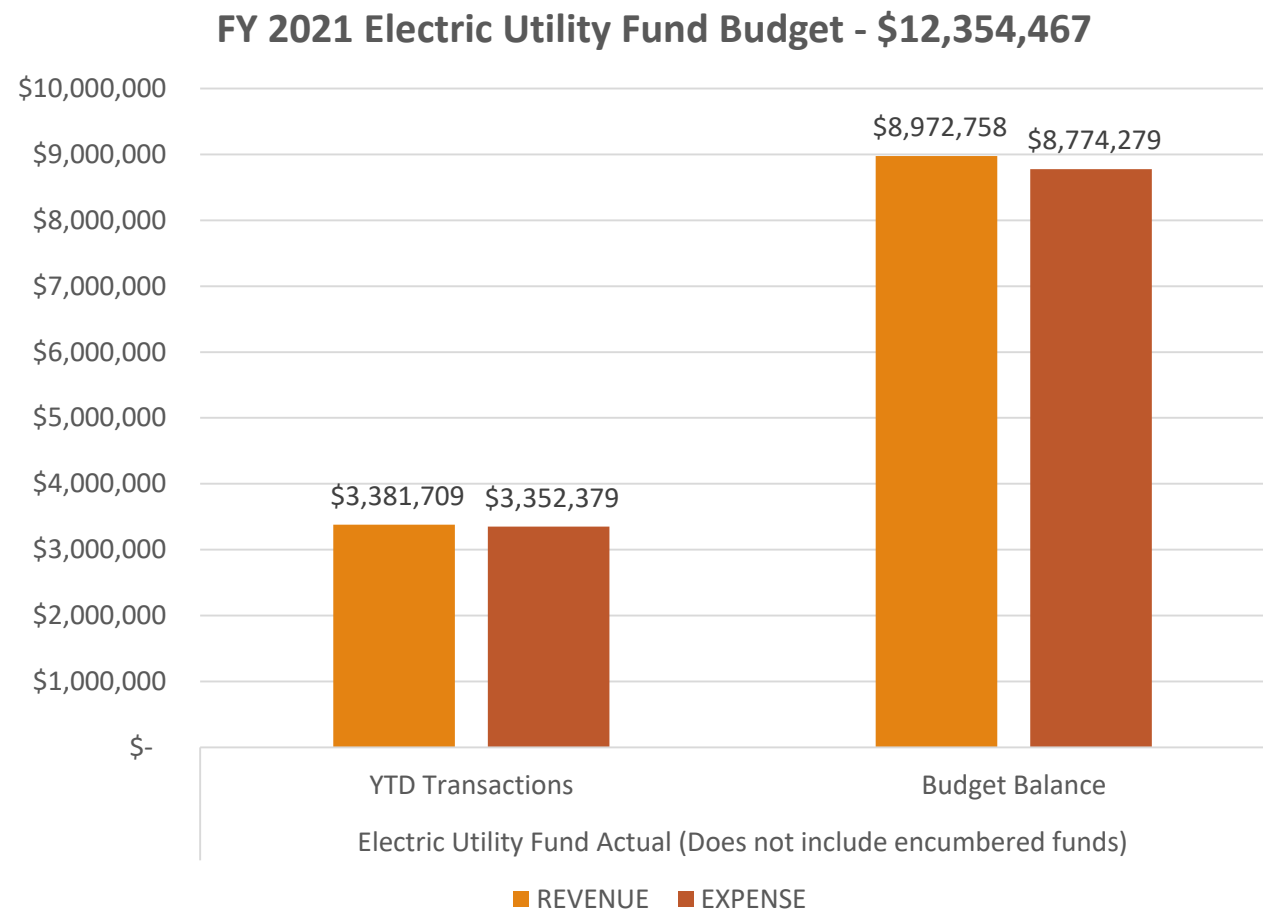
Local Hospitality/Accommodations Tax Fund

- Budget
 - \$819,776
- Revenue collected
 - 34.8%
- Expenditures
 - 16.6%
- 1st quarter payment was higher than expected
 - Improved local hospitality economy



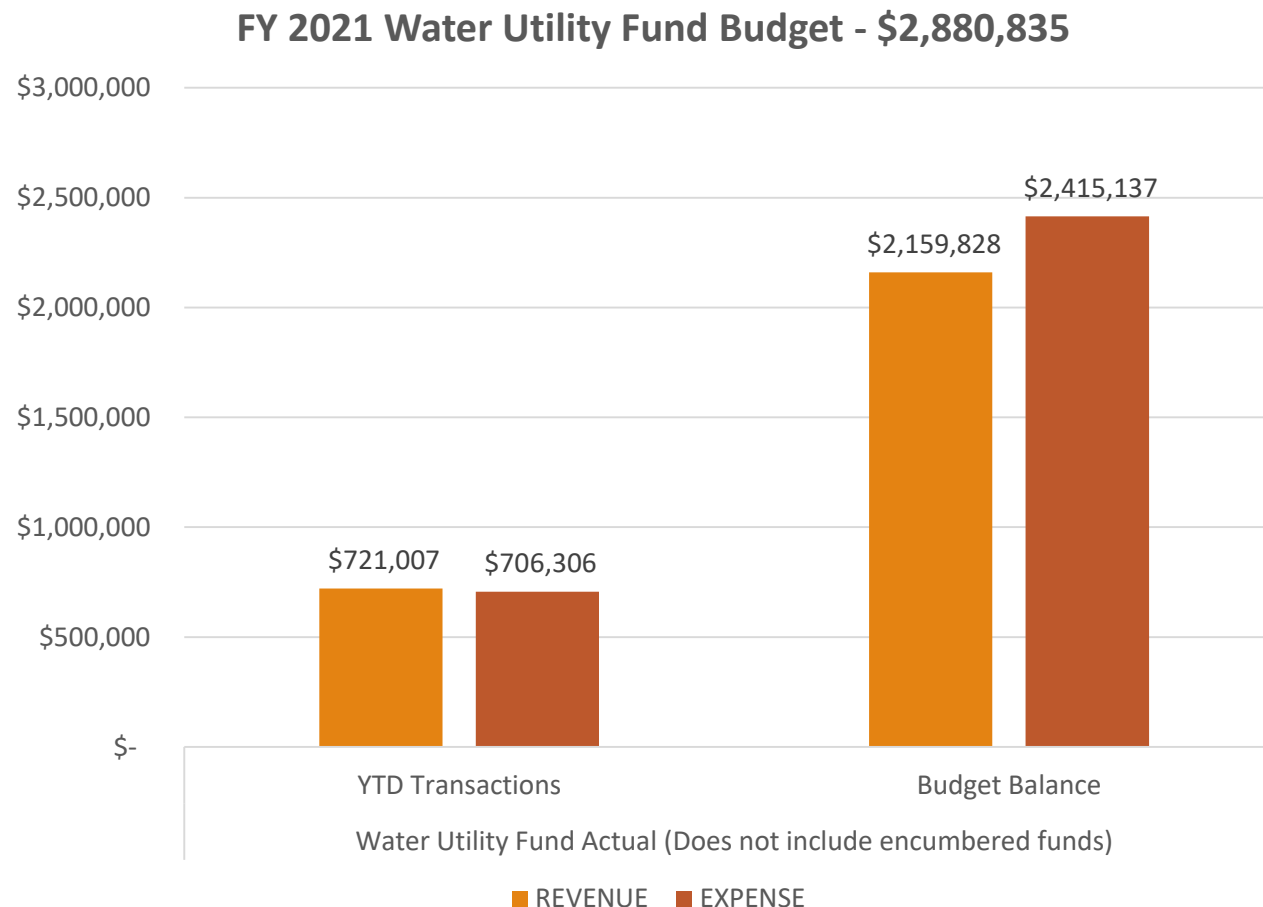
Electric Utility Fund

- Budget
 - \$12.4 million
- Revenue collected
 - 27.4%
- Expenditures
 - 27.1%



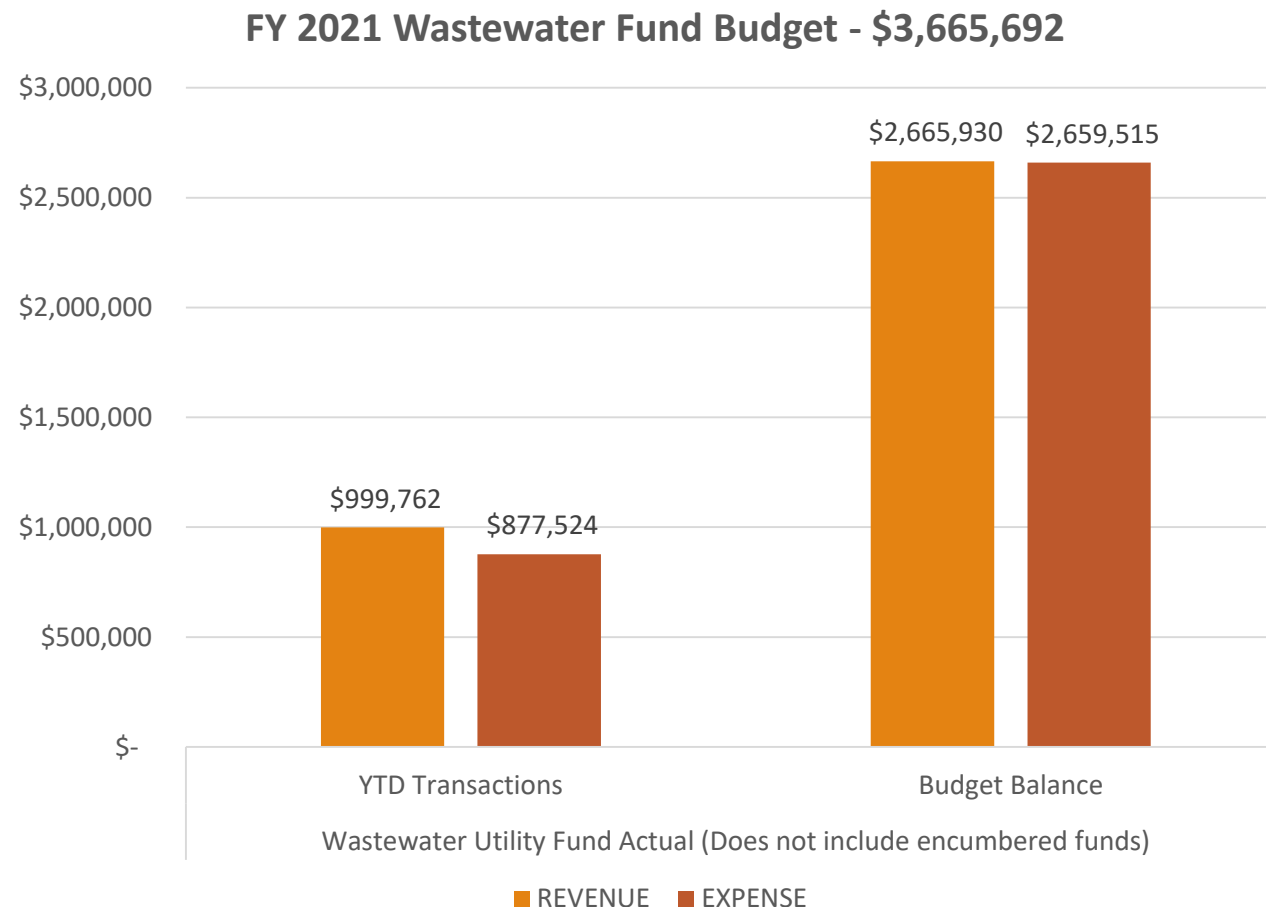
Water Utility Fund

- Budget
 - \$2.9 million
- Revenue collected
 - 25%
- Expenditures
 - 24.5%



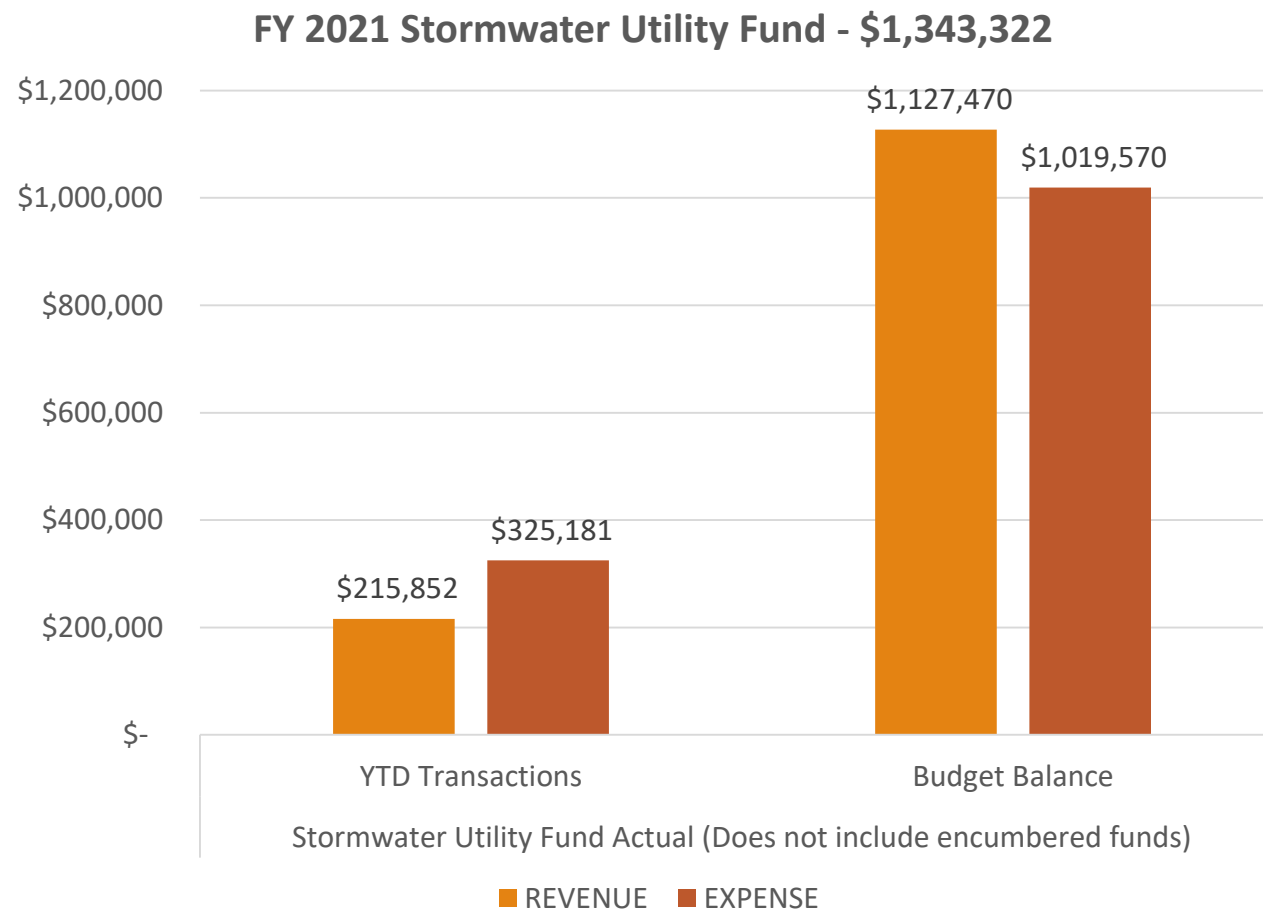
Wastewater Utility Fund

- Budget
 - \$3.7 million
- Revenue collected
 - 27.3%
- Expenditures
 - 23.9%



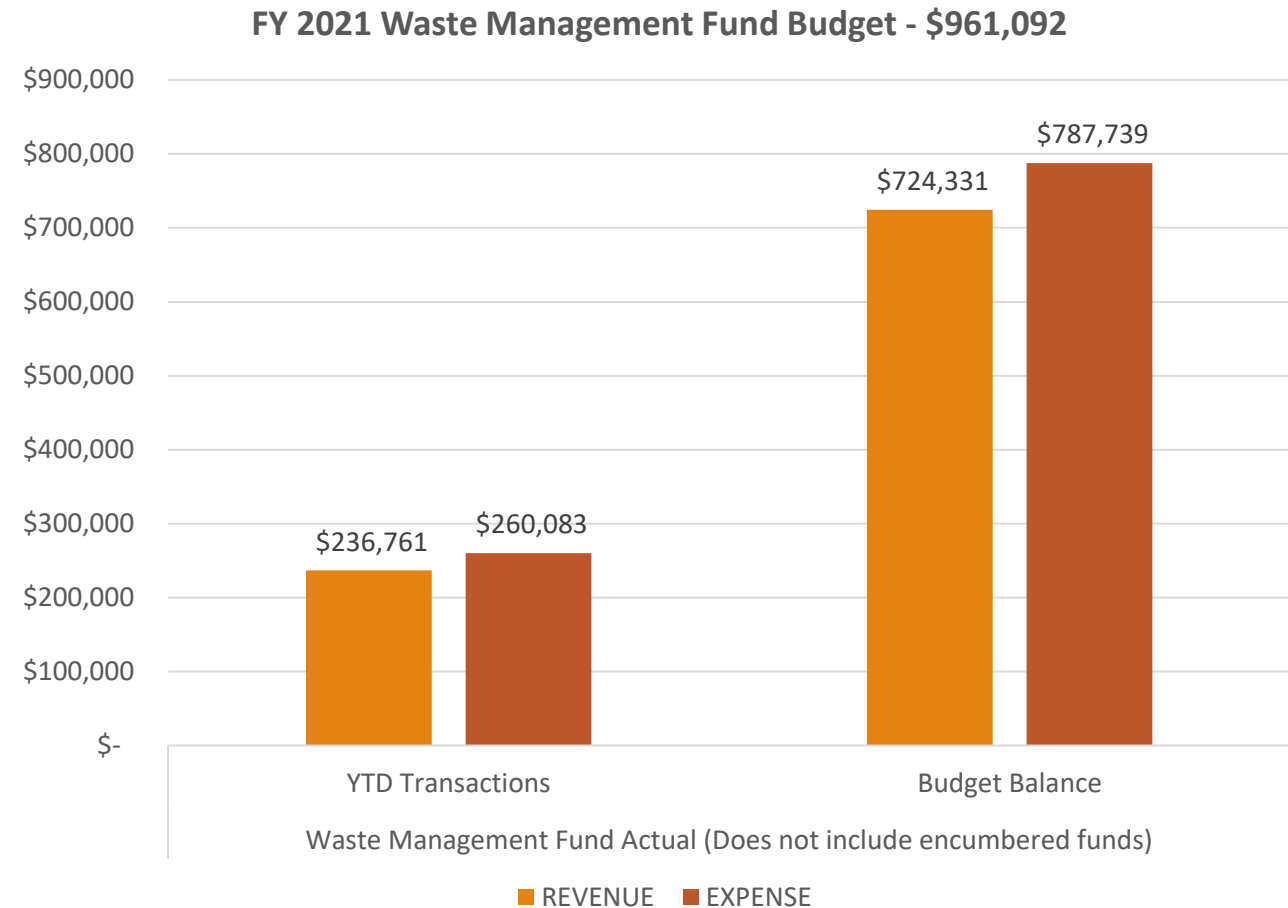
Stormwater Utility Fund

- Budget
 - \$1.3 million
- Revenue collected
 - 16.1%
- Expenditures
 - 24.2%
- ~ \$480,000 of fund balance was required to balance the FY2021 budget



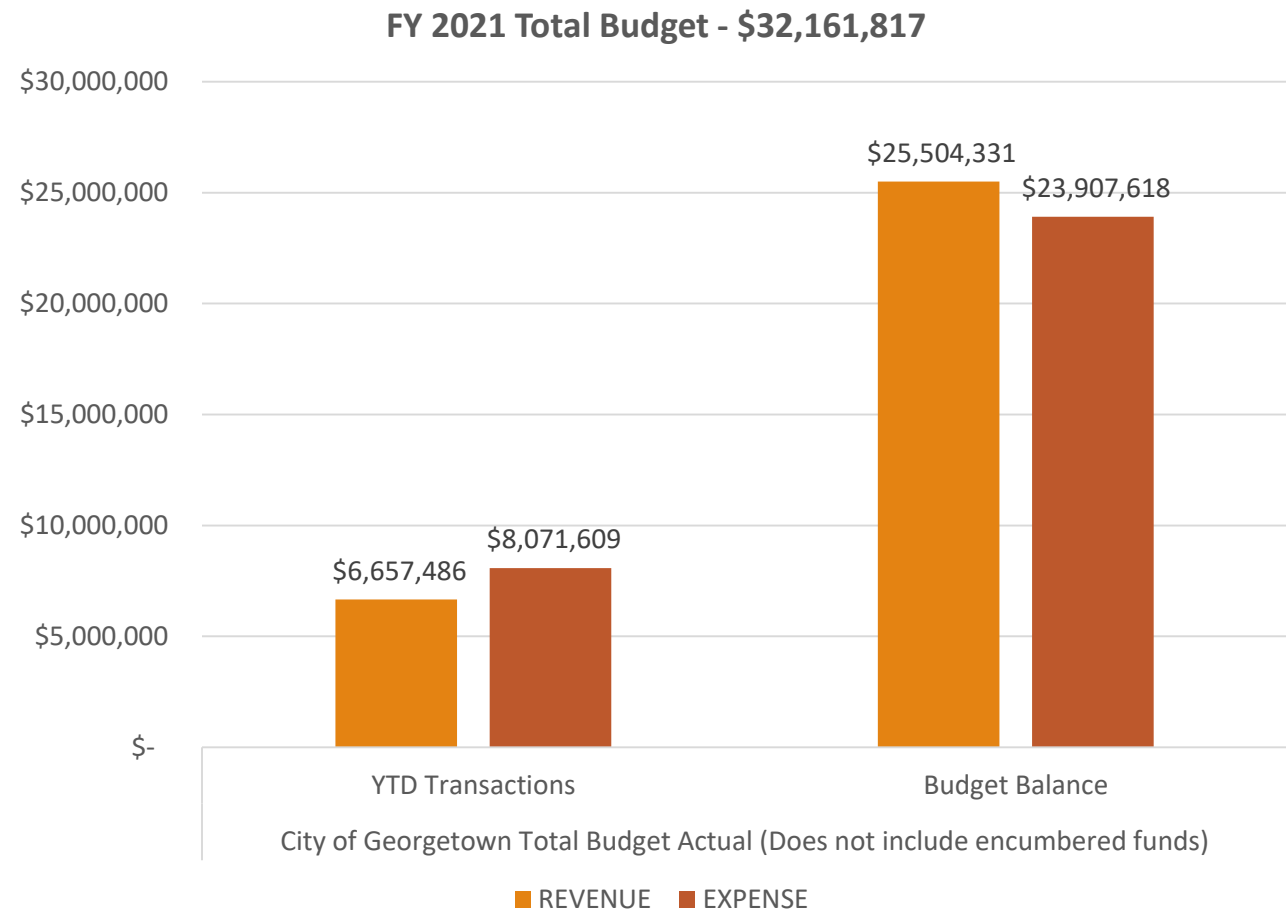
Waste Management Fund

- Budget
 - \$961,092
- Revenue collected
 - 24.6%
- Expenditures
 - 27.1%



FY 2021 Budget

- Budget
 - \$32.2 million
- Revenue collected
 - 20.7%
- Expenditures
 - 25.1%



Attachment: 2020.10.22 Budget Update (3153 : Update on Fiscal Year 2020/2021 Budget)

Employees One Time Holiday/Safety Bonus

- One time payment on November 25th
 - Funding source
 - Approved budgeted line items that will not be utilized due to COVID-19 restrictions and SCMIT Surplus Refund
 - Payment would be between \$300-\$400

Funding Source	
Line Item	Approved Budget
Christmas Party	\$6,000
Safety Luncheon	\$5,500
SCMIT Surplus Check Received	\$58,987
Total	\$70,487

Salary Increase

- Effective first, full pay period in January 2021
- Based on merit and longevity
- Fiscal impact
 - FY 2021: \$86,800
 - FY 2022: \$175,000

FY 2021 Budget Amendment

- Currently compiling information from departments
- Timeline
 - 1st Reading: November 19th
 - 2nd Reading and Public Hearing: December 17th
 - Effective: January 2021