



**AGENDA
GREER CITY COUNCIL**

January 24, 2017

MEETING LOCATION: Greer City Hall, 301 East Poinsett Street, Greer, SC 29651

6:30 PM

COUNCIL REGULAR MEETING

I. CALL TO ORDER OF REGULAR MEETING

II. PLEDGE OF ALLEGIANCE

III. INVOCATION

A. Councilman Jay Arrowood

IV. PUBLIC FORUM

V. MINUTES OF COUNCIL MEETING

**A. January 10, 2017
(Action Required)**

VI. DEPARTMENTAL REPORTS

A. Building & Development Standards Activity Report - December 2016

B. Financial Activity Report - December 2016

Link to Detail Statements

Highlights will be provided by David Seifert, Chief Financial Officer

C. Fire Department Activity Report - December 2016

D. Municipal Court Activity Report - December 2016

E. Parks & Recreation Activity Report - December 2016

F. Police Department Activity Report - December 2016

G. Public Services Activity Report - December 2016

H. Website Activity Report - December 2016

VII. PETITIONER

A. Play It Forward

Allison Rauch would like to inform Council of the revitalization project Leadership Greer is sponsoring for the Biblebrook playground.

VIII. ADMINISTRATOR'S REPORT

A. Ed Driggers, City Administrator

IX. APPOINTMENTS TO BOARDS AND COMMISSIONS

A. Elections Commission

Alvetia Williams term expired 12/31/2016 (Action Required)

X. OLD BUSINESS

A. Second and Final Reading of Ordinance Number 34-2016

AN ORDINANCE AUTHORIZING THE CONVEYANCE OF ANY AND ALL INTEREST IN CERTAIN REAL PROPERTY IN THE CITY OF GREER (Action Required)

B. Second and Final Reading of Ordinance Number 1-2017

AN ORDINANCE AMENDING THE CITY OF GREER CODE OF ORDINANCE CHAPTER 2 ADMINISTRATION, ARTICLE V PURCHASING RULES AND PROCEDURES, SECTION 2-293 SMALL PURCHASES, SECTION 2-294 REGULAR PURCHASES, SECTION 2-295 EMERGENCY PURCHASES, SECTION 2-296 CENTRAL STOREHOUSE AND SECTION 2-297 OTHER GENERAL RULES (Action Required)

XI. EXECUTIVE SESSION For consideration of a contractual matter pertaining to the sale of the Allen Bennett property located at the corner of Wade Hampton Blvd. and Memorial Drive and to receive legal advice concerning a potential lawsuit involving the sale of the Allen Bennett Hospital Property

Council may take action on matters discussed in executive session.

XII. ADJOURNMENT

Anyone who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a program, service, activity or public meeting of the City of Greer should contact Ruthie Helms, ADA Coordinator at (864) 848-5397 as soon as possible, but no later than 48 hours prior to the scheduled event.

Category Number: III.
Item Number: A.



AGENDA
GREER CITY COUNCIL
1/24/2017

Councilman Jay Arrowood

ATTACHMENTS:

Description	Upload Date	Type
▣ Invocation Schedule	1/17/2017	Backup Material



**Greer City Council
2017 Invocation Schedule**

January 10, 2017	Mayor Rick Danner
January 24, 2017	Councilman Jay Arrowood
February 14, 2017	Councilman Wayne Griffin
February 28, 2017	Councilwoman Kimberly Bookert
March 14, 2017	Councilman Lee Dumas
March 28, 2017	Councilman Wryley Bettis
April 11, 2017	Councilwoman Judy Albert
April 25, 2017	Mayor Rick Danner
May 9, 2017	Councilman Jay Arrowood
May 23, 2017	Councilman Wayne Griffin
June 13, 2017	Councilwoman Kimberly Bookert
June 27, 2017	Councilman Lee Dumas
July 11, 2017	Councilman Wryley Bettis
July 25, 2017	Councilwoman Judy Albert
August 8, 2017	Mayor Rick Danner
August 22, 2017	Councilman Jay Arrowood
September 12, 2017	Councilman Wayne Griffin
September 26, 2017	Councilwoman Kimberly Bookert
October 10, 2017	Councilman Lee Dumas
October 24, 2017	Councilman Wryley Bettis
November 14, 2017	Councilwoman Judy Albert
November 28, 2017	Mayor Rick Danner
December 12, 2017	Councilman Jay Arrowood

Category Number: V.
Item Number: A.



AGENDA
GREER CITY COUNCIL
1/24/2017

January 10, 2017

Summary:

(Action Required)

ATTACHMENTS:

Description	Upload Date	Type
☐ January 10, 2017 Council Meeting Minutes	1/19/2017	Exhibit

CITY OF GREER, SOUTH CAROLINA

MINUTES of the FORMAL MEETING of GREER CITY COUNCIL January 10, 2017

MEETING LOCATION: Greer City Hall, 301 East Poinsett Street, Greer, SC 29651

I. CALL TO ORDER OF REGULAR MEETING

Mayor Rick Danner - 6:31 P.M.

The following members of Council were in attendance:
Jay Arrowood, Kimberly Bookert, Lee Dumas, Wryley Bettis and Judy Albert. Councilmember Wayne Griffin arrived at 6:36.

Others present: Ed Driggers, City Administrator, Mike Sell, Assistant City Administrator, Elizabeth Adams, Executive Administrative Assistant, Steve Owens, Communications Manager and various other staff and media.

II. PLEDGE OF ALLEGIANCE

Mayor Rick Danner

III. INVOCATION

Mayor Rick Danner

IV. PUBLIC FORUM

No one signed up to speak

V. MINUTES OF THE COUNCIL MEETING

December 13, 2016

ACTION - Councilman Wryley Bettis made a motion that the minutes of December 13, 2016 be received as written. Councilwoman Judy Albert seconded the motion.

VOTE - Motion carried unanimously.

VI. DEPARTMENTAL REPORTS

- A.** Building and Development Standards, Finance, Fire Department, Municipal Court, Parks & Recreation, Police Department, Public Services and the Website Activity Report for **November 2016** were included in the packet for informational purposes.

Finance

David Seifert, Chief Financial Officer presented the Financial Report for the period ending November 30, 2016. (Attached)

General Fund Cash Balance: \$5,957,067.

General Fund Revenue: \$3,377,213.
Revenue Benchmark Variance: \$945,174.
Overall Benchmark Variance: \$1,840,155.

General Fund Expenditures: \$7,198,639.
Expenditure Benchmark Variance: \$894,981.

The City is 10% under budget during this time period.

Hospitality Fund Cash Balance: \$1,600,855.
Storm Water Fund Cash Balance: \$940,475.

VII. PRESENTATION

A. City of Greer Audit Year Ending June 30, 2016

Presented by Lee Grissom of S. Preston Douglas & Associates

FINANCIAL HIGHLIGHTS

Key financial highlights for the Fiscal Year 2016 are as follows:

- The assets and deferred outflows of resources of the City of Greer exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by approximately \$21,107,000 (net position). Of this amount, approximately \$19,845,000 and \$1,262,000 were related to the governmental and business type activities, respectively. While the operations of the City during the fiscal year resulted in an increase to net position in excess of \$2,600,000, the reported ending balance of net position is still being affected by the adoption of GASB Statement No. 68 and GASB Statement No. 73 during fiscal year 2015, resulting in an unrestricted net position of (\$830,148).
- As of the close of the current fiscal year, the City of Greer's governmental funds reported combined ending fund balances of approximately \$15,849,000, an increase of approximately \$1,846,000 over the prior year's fund balance. Of this amount, approximately \$9,956,000 or 63% is available for spending at the government's discretion (unassigned fund balance).
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$9,956,266 or 48.3% of general fund expenditures and transfers. The \$1,501,135 increase is primarily a result of the improved economic activity resulting in increased business license fees in excess of budget of approximately \$848,000. The increase can also be attributed to additions to the City's tax base occurring through annexation and development, which resulted in an increase of approximately \$776,000 of tax revenue over the prior year, and approximately \$305,000 of permit fees in excess of budget.
- Council's and management's commitment to improving the financial stability of the City is reflected in the City's results in finishing the year approximately \$280,000 under budget for expenditures in the General Fund.
- During the current year, the City's long-term obligations, including lease purchases and compensated absences, decreased by \$1,514,086 from \$19,715,994 to \$18,201,909, a reduction of 7.7% as principal payments outpaced new borrowing.

B. Ann Cunningham, Director of Parks and Recreation presented her Annual Report

VIII. ADMINISTRATOR'S REPORT

Ed Driggers, City Administrator presented the following:

Activity Items:

City of Greer Audit Year Ending June 30, 2016 – We cannot over emphasize the significance of the financial strength of our City. We have come a long, long way. We appreciate the leadership and guidance that the Mayor and Council provide as we continue to develop strategies and to look at implementing policies that would allow us to undertake some of the projects we have been talking about over the last couple of years. If you have any questions we are available anytime.

15th Annual Martin Luther King, Jr. Luncheon – will be held Monday, January 16th from 11:00 am until 2:00 pm at City Hall.

Councilman Griffin thanked Justin Miller from the recreation department for his assistance.

Food Truck Rollout – We will be doing this quarterly and the next event is scheduled for Friday, January 20th in City Park.

Healthy Community 50 – We are participating with the municipalities of Spartanburg, Greer, Inman, Landrum, Pacolet and Woodruff and our partners at Spartanburg County offers an opportunity Saturday, January 21st gathering at 9:30 am at City Park to join our elected officials in a walk. The one mile and a half walk will begin at 10:00 am. The walk is to encourage the public to get out and get moving.

Hometown Legislative Action Day – the Municipal Elected Officials Advanced Institute is scheduled for Tuesday, January 31st and HLAD is scheduled for Wednesday, February 1st.

Greater Greer Chamber of Commerce Annual Meeting – is scheduled for Thursday, February 16th. We are a table sponsor.

Council Planning Retreat – we would like to offer to you for your consideration March 7th (Tuesday) & 8th (Wednesday) as possible Council Planning retreat dates. Please let me know if these dates will work for you. Additional communication will follow with details.

Snow Event (1/7-8/2017) –

Public Services – 12 Employees worked 435 hours over the weekend, traveled 1215 miles plowing, sanding and salting city streets. We used about 15 tons of sand and 26 yards of salt.

Police and Fire Departments were fully staffed.

Recreation Department – provided 62 hours of additional resources for City Hall, City Park, Municipal Court, Police Department etc.

Greenville County Radio System Update – As you are aware there is an effort through the Sheriff's Department, the countywide Fire Chief's Association, the special

purpose districts, 911, EMS, and all municipalities within Greenville County looking for a communications system that would serve everyone. There are a number of components as you can imagine, we are anticipating there will be a number of upgrades to equipment and recurring costs such as licensing agreements etc. After a three-year period of studying this effort they are prepared to offer additional information to us we will participate in that event January 19, 2017. Elected officials are invited to attend. We are sending representatives from the Police Department and Fire Department.

2016 Housing Starts – our highest housing starts were in 2003 and there were 435. In 2016 we had 521 housing starts. In 2014 we had 230 housing starts and in 2015 we had 290 housing starts. In 2015 we had record high permit evaluations in the amount of \$123,606,000. In 2016 permit evaluations were \$284,839,502. All figures are in the city limits and do not include development outside the city.

Commission of Public Works Partnership – Highway 29 Lighting – We are currently converting our high-pressure sodium lighting on the Highway 29 corridor to LED lighting and to include decorative lighting fixtures. We budgeted \$2.5 million dollars, when we last met we indicated some concern that bids for available resources for labor and installation of the project may come in a little higher than that. We are very, very pleased that the materials and labor for that project has been bid by Greer Commission of Public Works in the amount of \$2,120,062. We have some additional work we will be doing such as gateway improvements and landscaping improvements to the medians. Council will need to provide instruction as to how much of this we will fund out of cash, how much will be done as a matter of bonding we had conversation about the previously. Mr. Seifert and myself will meet with our financial advisors and bonding attorney in the latter part of January. We will bring a proposal to Council. It is my intent to issue a notice to proceed to Greer Commission of Public Works unless you have any objections or concerns. No one indicated and issues or concerns.

Executive Session

Mr. Driggers stated he had one (1) Contractual matter and Legal Briefing (Allen Bennett Memorial Hospital Campus), two (2) Personnel matters (Recreation Department and Police Department), one (1) Contractual matter (the potential purchase of a piece of property) and one (1) Economic Development matter (on an ongoing project with Greer Development Corporation) for consideration during Executive Session.

IX. APPOINTMENTS TO BOARDS AND COMMISSIONS

A. Board of Zoning Appeals

District 6 Dewey Tarwater resigned effective 9/27/2016 his term expires 12/31/2017

ACTION - Councilwoman Judy Albert made a motion to appoint William Henry to the District 6 seat on the Board of Zoning Appeals. Councilman Wryley Bettis seconded the motion.

VOTE - Motion carried unanimously.

B. Elections Commission

Alvetia Williams term expires 12/31/2016
No nominations were made.

C. Greer Development Corporation Board of Directors

Larry Wilson's term expires 12/31/2016

ACTION – Mayor Rick Danner made a motion to appoint Kevin Duncan to the Greer Development Corporation Board of Directors. Councilman Lee Dumas seconded the nomination.

VOTE - Motion carried unanimously.

X. OLD BUSINESS

A. Request to Recall Ordinance Number 34-2016

Staff is seeking a motion to recall Ordinance Number 34-2016 from the table and place it on the January 24, 2017 Agenda.

ACTION - Councilman Wryley Bettis made a motion to recall Ordinance Number 34-2016 from the table and place it on the January 24, 2017 Agenda. Councilman Wayne Griffin seconded the motion.

VOTE – Motion carried unanimously.

XI. NEW BUSINESS

A. First and Final Reading of Resolution Number 1-2017

A RESOLUTION TO ACCEPT O'NEAL VILLAGE SUBDIVISION STREETS, NAMELY NOBLE STREET AND NOVELTY STREET INTO THE CITY OF GREER STREET SYSTEM

Glenn Pace, Planning and Zoning Coordinator presented the resolution. Staff recommended approval.

ACTION - Councilman Wryley Bettis made a motion to approve First and Final Reading of Resolution Number 1-2017. Councilman Wayne Griffin seconded the motion.

VOTE – Motion carried unanimously.

Historic Resource Survey

Glenn Pace also informed Council the Historic Resource Survey will begin the week of January 16th. A community meeting will be held January 19th at City Hall From 4:00 pm until 6:30 pm. We will be looking at approximately 850 properties throughout the City.

B. First Reading of Ordinance Number 1-2017

AN ORDINANCE AMENDING THE CITY OF GREER CODE OF ORDINANCE CHAPTER 2 ADMINISTRATION, ARTICLE V PURCHASING RULES AND PROCEDURES, SECTION 2-293 SMALL PURCHASES, SECTION 2-294 REGULAR PURCHASES, SECTION 2-295 EMERGENCY PURCHASES, SECTION 2-296 CENTRAL STOREHOUSE AND SECTION 2-297 OTHER GENERAL RULES

David Seifert, Chief Financial Officer presented the ordinance.

ACTION - Councilman Jay Arrowood made a motion to approve First Reading of Ordinance Number 1-2017. Councilman Wayne Griffin seconded the motion.

VOTE – Motion carried 6-1 with Councilman Wryley Bettis voting in opposition.

XII. EXECUTIVE SESSION

Mayor Rick Danner stated an Executive Session was needed to receive information on (1) Contractual matter and Legal Briefing (Allen Bennett Memorial Hospital Campus), two (2) Personnel matters (Recreation Department and Police Department), one (1) Contractual matter (the potential purchase of a piece of property) and one (1) Economic Development matter (on an ongoing project with Greer Development Corporation).

ACTION - In (8:06 p.m.) - Councilwoman Judy Albert made a motion to go into Executive Session to receive information as stated by the Mayor. Councilwoman Kimberly Bookert seconded the motion. Motion carried unanimously.

Mayor Danner stated during Executive Session they received the information as stated above and no action would be needed on the stated items.

ACTION - Out (10:19 p.m.) – Councilman Wryley Bettis made a motion to come out of Executive Session. Councilwoman Kimberly Bookert seconded the motion. Motion carried unanimously.

XIII. ADJOURNMENT

10:20 P.M.

Richard W. Danner, Mayor

Tammela Duncan, Municipal Clerk

Notifications:

Agenda posted in City Hall and email notifications sent to The Greenville News, The Greer Citizen, GreerToday.com and the Spartanburg Herald Journal Friday, January 6, 2017.

Category Number: VI.
Item Number: A.



AGENDA
GREER CITY COUNCIL
1/24/2017

Building & Development Standards Activity Report - December 2016

ATTACHMENTS:

Description	Upload Date	Type
□ Building and Development Standards Activity Report - December 2016	1/19/2017	Backup Material



December 2016
Monthly Activity Report
Building Inspections & Code Enforcement

Project Name	Address	Estimated Cost
Barista Alley Electrical Plans	125 E. Poinsett Street	N/A
Darien Properties	1629 Poplar Drive Extn.	27,087
St. Rafka Catholic Church	1215 Hwy. 14 S	92,000
Mastec Network Solutions	211 School Street	5,000
Good Shepherd Church	200 Cannon Street	46,681
Golds Gym – Plumbing Revisions	1207 Wade Hampton Blvd	N/A
Pelham Medical Phase 1A	250 Westmoreland	N/A
Pelham Medical Gibbs Cancer	250 Westmoreland	N/A
Plastic Omnium Foundation Plan	310 Genoble Road	38,429,159
KFC	1329 W Wade Hampton Blvd.	250,000
LQK	13054 Wade Hampton Blvd	84,375
Plastic Omnium Underground Elect.	310 Genoble Road	N/A
Pallet Rack Installation	1635 Poplar Drive	38,000
Lee Nail and Spa	850 E. Suber Road Suite 140	80,000
Kay Jewelers New Store Front	6015 Wade Hampton Blvd.	18,000



December 2016
Monthly Activity Report
Building Inspections & Code Enforcement

Commercial Permits -Total Cost of Construction: \$41,800,926.40

Mechanical Permits - Total Cost of Construction: \$3,820,751.64

Total New Housing Starts – 34

Total New Housing Starts Attached - 12

Total Cost of all Residential Permits (Including Renovations & Remodels) - \$11,576,508.60

Total Misc. Permits - \$2,345,400.00

Total Valuation of all Permits - \$59,543,586.64

Total Inspections - 1989

Total Code Enforcement Inspections – 303

City of Greer

Engineering and Stormwater Division

TO: ED DRIGGERS, CITY ADMINISTRATOR
TAMMY DUNCAN, CITY CLERK

FROM: ENGINEERING/STORMWATER DIVISION

SUBJECT: ACTIVITY REPORT for December 2016

DATE: January 10, 2017



Stormwater pond at the Cranky Yankee project – photo by Anthony Copeland

CITY ENGINEER – Steve Grant

Stormwater Issues –

Wildwood Drive - Ready to bid out.

Chick Springs Road – Ready to bid out.

Westmoreland Drive – Design finalized. Will add to Wildwood and Chick Springs; plan to bid out in February.

Subdivision/Development Issues – Continue to meet regularly with engineers and developer representatives in pre-submittal and pre-construction meetings to work out details with new subdivisions or commercial sites that are in the early stages of planning. Working through field issues discovered once construction has started. **Active sites:**

- Hammett Bridge Road Subdivision
- Blue Ridge Plantation
- Peachtree Drive
- O'Neal Village Phase 2

Ongoing Engineering Projects:

- Century Park pedestrian bridge – design underway
- Wildwood Drive/Chick Springs Road drainage – plan to bid in February
- Westmoreland Drive – Design finalized; plan to bid in February
- Recycle Center Upgrade Phase 2 – Evaluating scope
- Brushy Creek road sidewalk project – redesign per SCDOT comments
- Depot St Parking Lot – design underway
- Spring Street Improvement GLDTC
- Downtown Streetscape project

STORMWATER ENGINEER – Lillian Hanley

Construction/ Post-construction Program - Plan Reviews, Pre-construction meetings, As-built Reviews and Project Meetings *(Construction and Post-construction Minimum Control Measures) - Stormwater site plan reviews that incorporate consideration for water quality impacts and attempt to maintain pre-development runoff conditions are required by our SMS4 permit.*

Pre-submittal meetings were held for Peachtree Subdivision and Protrans Logistics.

Preliminary meeting(s) was held for a commercial development on Wade Hampton Blvd. near Town Center Drive.

Plan reviews were conducted for: Brockman McClimon Warehouse, Belshire Phase II, Bojangles, Brushy Creek Towns, and Gibbs Cancer Center Phase IB.

As-built Reviews were held for: Hood Road Automotive.

Project Close-out Inspections were conducted for Hood Road Automotive.

Bonds

Bonds were released for Culvers. Bonds were received for Hammett Bridge Subdivision and Hammett Bridge Townhomes.

Enforcement – *Section 4.2.4.7 of our SMS4 permit requires us to develop and Enforcement Response Plan, (ERP). The ERP must contain a description of how specific types of responses, (verbal warning, written notices, Stop Work Orders, citations, etc.) to address various types of violations. The ERP must be reasonably effective in reducing pollutant discharges to the maximum extent practicable and protect water quality.*

A Stop Work Order was issued for Hammett Bridge Subdivision for conducting land disturbing activity without a city grading permit. Although the preconstruction meeting for this project had been conducted on November 21st, they had not yet provided a stormwater bond for the project and hence had not been issued a city grading permit. A meeting was held with the engineer, contractor and developer to review areas where the project had gotten out of sequence and preliminary erosion controls needed to contain erosion on site while under the Stop Work Order. These items were addressed in a meeting on December 14th. On December 19th the city received the stormwater bond for the site, the Stop Work Order was lifted and a city grading permit was issued for the project.

Pollution Prevention and Good Housekeeping for Municipal Operations – *Our SMS4 permit requires us to develop and implement an operations and maintenance program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations as an integral part of the Stormwater Management Program. This includes:*

- 1) *development of a municipal facility and stormwater control inventory,*
- 2) *municipally owned or operated facility assessments,*
- 3) *annual inspections of “high priority” facilities,*
- 4) *storm sewer system maintenance activities*
- 5) *maintenance of municipally owned or operated structural stormwater controls,*
- 6) *pollution prevention measures for municipal activities and operations,*
- 7) *employee training and education requirements, and*
- 8) *requirements for contractor oversight.*

During December annual inspections of municipal facilities identified as “high priority” by Woolpert Inc. were conducted. Draft inspection reports of the “high priority” facilities were submitted by Woolpert Inc.

Miscellaneous

- 1) Took 4 days vacation.

STORMWATER INSPECTOR: Anthony Copeland

Stormwater Inspections - Stormwater Construction Inspections – *Per the 2014 Small Municipal Storm Sewer System Permit, (SMS4), all newly permitted sites must be inspected within the first two weeks of beginning land disturbing activity and at least monthly during construction. All inactive sites must be inspected at least bi-monthly.*

SUBDIVISION NAME	INSPECTION DATE	OPERATION	Frequency
Belshires At Riverside Subd.	12-7-2016	Storm Water/Site Inspection	Monthly
Orchard Crest Subd	12-7-2016	Storm Water/Site Inspection	Monthly

O'Neal Village Subd. Ph-1	12-7-2016	Storm Water/Site Inspection	Monthly
O'Neal Village Subd. Ph-2	12-7-2016	Storm Water/Site Inspection	Monthly
O'Neal Village Subd. Ph-3	12-7-2016	Storm Water/Site Inspection	Monthly
Cypress Landing Subd.	12-7-2016	Storm Water/Site Inspection	Monthly
The Ledges	12-7-2016	Storm Water/Site Inspection	Monthly
Greer Shelter	12-8-2016	Storm Water/Site Inspection	Monthly
POM Storage	12-8-2016	Storm Water/Site Inspection	Monthly
Dick Brooks Honda	12-8-2016	Storm Water/Site Inspection	Monthly
The Residence At Century Park	12-9-2016	Storm Water/Site Inspection	Monthly
Wade Hampton Mini Storage	12-13-2016	Storm Water/Site Inspection	Monthly
REWA - Greer	12-13-2016	Storm Water/Site Inspection	Monthly
Thrive Greer	12-13-2016	Storm Water/Site Inspection	Monthly
Manor At Abner Creek Subd.	12-13-2016	Storm Water/Site Inspection	Monthly
Enclave At Lismore	12-13-2016	Storm Water/Site Inspection	Monthly
Riverside Commons	12-13-2016	Storm Water/Site Inspection	Monthly
Pleasant Dr. Subd.	12-13-2016	Storm Water/Site Inspection	Monthly
Swafford Trucking Expans.	12-16-2016	Storm Water/Site Inspection	Monthly
MGA Research	12-16-2016	Storm Water/Site Inspection	Monthly
Darrien Properties	12-16-2016	Storm Water/Site Inspection	Monthly
Cranky Yankee	12-16-2016	Storm Water/Site Inspection	Monthly
Caliber Ridge North	12-16-2016	Storm Water/Site Inspection	Monthly
Heatherfield Subd.	12-16-2016	Storm Water/Site Inspection	Monthly
Franklin Point Subd.	12-21-2016	Storm Water/Site Inspection	Monthly
Redcroft Subd. Ph-2	12-22-2016	Storm Water/Site Inspection	Monthly
Redcroft Subd. Ph-1	12-22-2016	Storm Water/Site Inspection	Monthly
RV Boat & Storage	12-22-2016	Storm Water/Site Inspection	Monthly
The Reserves At Richglen Subd.	12-22-2016	Storm Water/Site Inspection	Monthly
Hood Rd. Auto	12-22-2016	Storm Water/Site Inspection	Monthly
Brusters Ice Cream	12-22-2016	Storm Water/Site Inspection	Monthly
Plastic Omnium	12-27-2016	Storm Water/Site Inspection	Monthly
Jones Ave. Site Prep	12-27-2016	Storm Water/Site Inspection	Monthly
BMW Parking Expansion	12-27-2016	Storm Water/Site Inspection	Monthly
Dalton Stock Pile	12-27-2016	Storm Water/Site Inspection	Monthly

Peterbilt Store	12-28-2016	Storm Water/Site Inspection	Monthly
Hartwood Lake Subd.	12-28-2016	Storm Water/Site Inspection	Monthly
Benson Ext.	12-28-2016	Storm Water/Site Inspection	Monthly
Minquah	12-28-2016	Storm Water/Site Inspection	Monthly
Velocity Park	12-28-2016	Storm Water/Site Inspection	Monthly
40 Total Stormwater Inspections			

Lot Drainage Review

Development	Date	Address	Lot #
Enclave At Lismore	12-1-2016	705 Roseclift	12
Riverside Commons	12-1-2016	106 Middleby Wy.	64
Riverside Commons	12-1-2016	104 Middleby Wy.	63
Riverside Commons	12-1-2016	102 Middleby Wy.	62
Riverside Commons	12-1-2016	100 Middleby Wy.	61
Private Residence	12-1-2016	372 Liberty Hill Rd	N/A
Franklin Point Subd.	12-1-2016	769 Tucksborough St.	124
Manor At Abner Creek	12-12-2016	309 Delbourne Ln.	27
Westhaven Subd.	12-12-2016	308 Mansfield Ln.	27
Westhaven Subd.	12-12-2016	338 Mansfield Ln.	23
Enclave At Lismore	12-12-2016	116 Vauburen Ct	5
Private Residence	12-12-2016	161 Notting Hill Ln	N/A
Hartwood Lake Subd.	12-12-2016	424 Graypoint Dr.	76
Private Residence	12-12-2016	316 Pelham St.	13
Hartwood Lake Subd.	12-12-2016	416 Graypoint Dr.	78
Hartwood Lake Subd.	12-12-2016	420 Graypoint Dr.	77
GCRA	12-14-2016	752 Pleasant Brook Ct.	N/A
Greystone Cottages	12-14-2016	4 Bradstock Dr.	110
Manor At Abner Creek	12-14-2016	313 Delbourne Ln.	28
(BRP) Hidden Spring	12-14-2016	22 Hidden Spring	11
(BRP) Hidden Spring	12-14-2016	112 Hidden Spring	19
Riverside Commons	12-15-2016	121 Middleby Wy.	11

Riverside Commons	12-15-2016	119 Middleby Wy.	10
Franklin Point Subd.	12-15-2016	328 Bucklebury Rd.	56
Franklin Point Subd.	12-15-2016	349 Bucklebury Rd.	52
Franklin Point Subd.	12-15-2016	340 Bucklebury Rd.	53
Franklin Point Subd.	12-16-2016	717 Tucksborough St.	137
Riverside Commons	12-16-2016	117 Middleby Wy.	9
Riverside Commons	12-16-2016	115 Middleby Wy.	8
Heatherfield Subd.	12-16-2016	199 Heatherwood Ln.	22
Heatherfield Subd.	12-16-2016	179 Heatherwood Ln.	18
Heatherfield Subd.	12-16-2016	203 Heatherwood Ln.	23
Heatherfield Subd.	12-16-2016	195 Heatherwood Ln.	21
Franklin Point Subd.	12-16-2016	183 Willowbottom Dr.	21
Greystone Cottages	12-16-2016	509 Ashler Dr.	113
Belshires At Alexander Subd.	12-22-2016	309 Carrollton Ct.	64
Private Residence	12-22-2016	301 Hillside Dr.	N/A
(BRP) Seven Oaks	12-28-2016	161 Bur Oak Dr.	232
Redcroft Subd. Ph-1	12-28-2016	136 Redcroft Dr.	104
Redcroft Subd. Ph-1	12-28-2016	129 Redcroft Dr.	16
Greystone Cottages	12-28-2016	527 Ashler Dr.	121
Redcroft Subd. Ph-1	12-28-2016	140 Redcroft Dr.	17
(BRP) Seven Oaks	12-28-2016	176 Bur Oak Dr.	133
43 LOT Drainage Review			

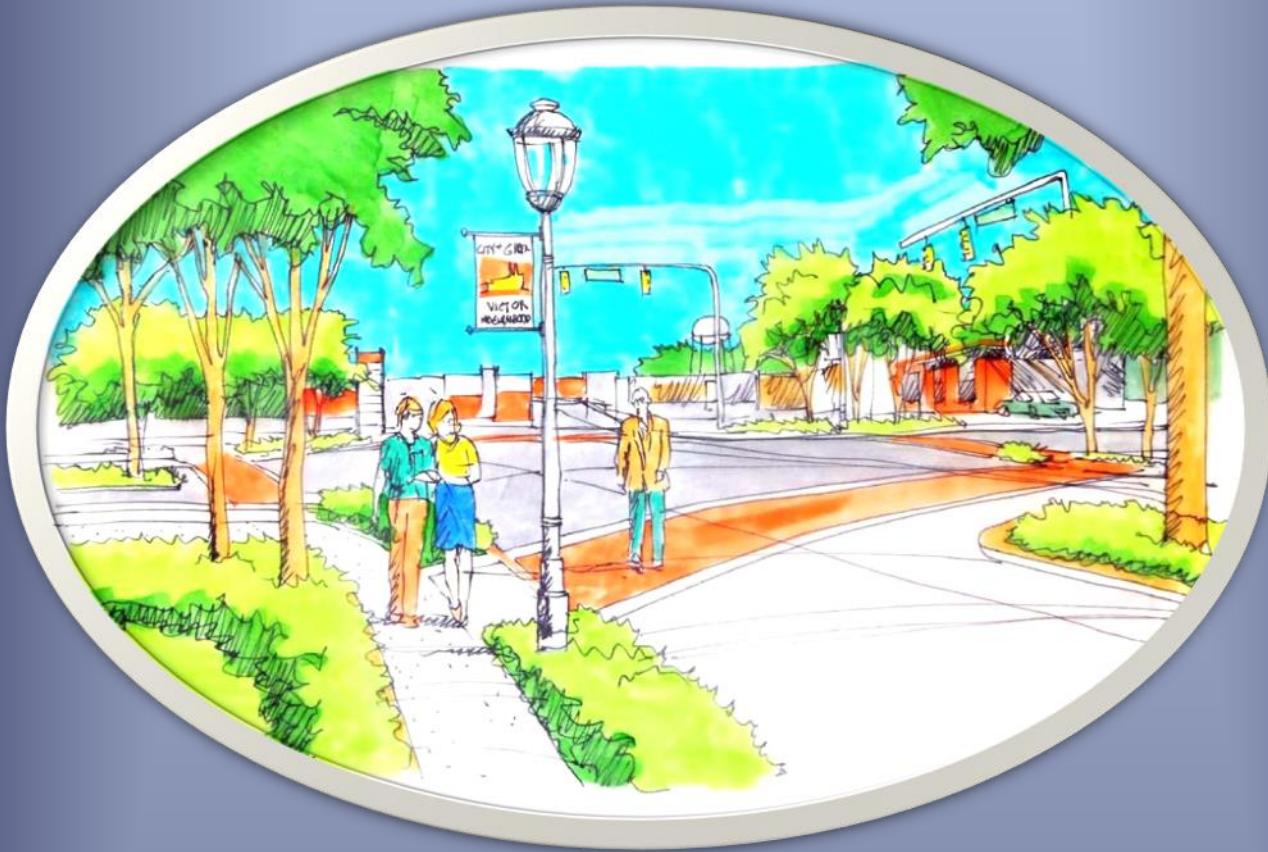
Final Engineering Visit

Name	Address	Date
Woodgrove Subd.	227 Pleasant Oak	12-1-2016
Franklin Point Subd.	430 Bucklebury	12-1-2016
Fox Run Subd.	152 Fox Run	12-1-2016
Oneal Village Ph-1	608 Springbank	12-1-2016
Oneal Village Ph-1	606 Springbank	12-1-2016
Oneal Village Ph-1	604 Springbank	12-1-2016
Oneal Village Ph-1	602 Springbank	12-1-2016
Oneal Village Ph-1	600 Springbank	12-1-2016

Westhaven Subd.	113 Mansfield.	12-5-2016
Redcroft Subd.	584 Allenton Wy.	12-5-2016
Riverside Commons	111 Middleton Wy	12-5-2016
The Ledges	410 Sparrow Ridge	12-7-2016
The Ledges	412 Sparrow Ridge	12-7-2016
The Ledges	414 Sparrow Ridge	12-7-2016
The Ledges	416 Sparrow Ridge	12-7-2016
Franklin Pt. Subd.	162 Willowbottom	12-12-2016
Westhaven Subd.	317 Mansfield	12-12-2016
Greystone Cottages	519 Ashler	12-12-2016
Greystone Cottages	532 Ashler	12-12-2016
Franklin Pt. Subd.	724 Tuckborough St.	12-14-2016
Belshire Subd.	42 Dauphine Wy.	12-14-2016
Oneal Village P-2	11 Novelty Dr.	12-19-2016
Oneal Village P-2	9 Novelty Dr.	12-19-2016
Westhaven Subd.	405 Simsbury	12-19-2016
Westhaven Subd	416 Simsbury	12-19-2016
Franklin Pt. Subd.	422 Bucklebury	12-20-2016
Franklin Pt. Subd.	450 Bucklebury	12-21-2016
Franklin Pt. Subd.	170 Willowbottom	12-21-2016
Fox Run Subd.	154 Fox run	12-21-2016
The Ledges	402 Sparrow Ridge	12-21-2016
The Ledges	404 Sparrow Ridge	12-21-2016
The Ledges	409 Sparrow Ridge	12-21-2016
Belshire Subd.	119 Dauphine Wy.	12-22-2016
Franklin Pt. Subd.	118 Willowbottom	12-27-2016
Franklin Pt. Subd.	142 Willowbottom	12-27-2016
35 Final Engineering Inspection		

Asphalt Activities

Name	Date	Operation
Redcroft Phase-2	12-22-2016	Asphalt Proof Roll



Planning & Zoning Division

December 2016

These reports comprehend monthly and year to date information as it relates to Boards and Commissions of the City of Greer. It further contains activity of Planning and GIS staff with fees collected.

Summary



December 2016

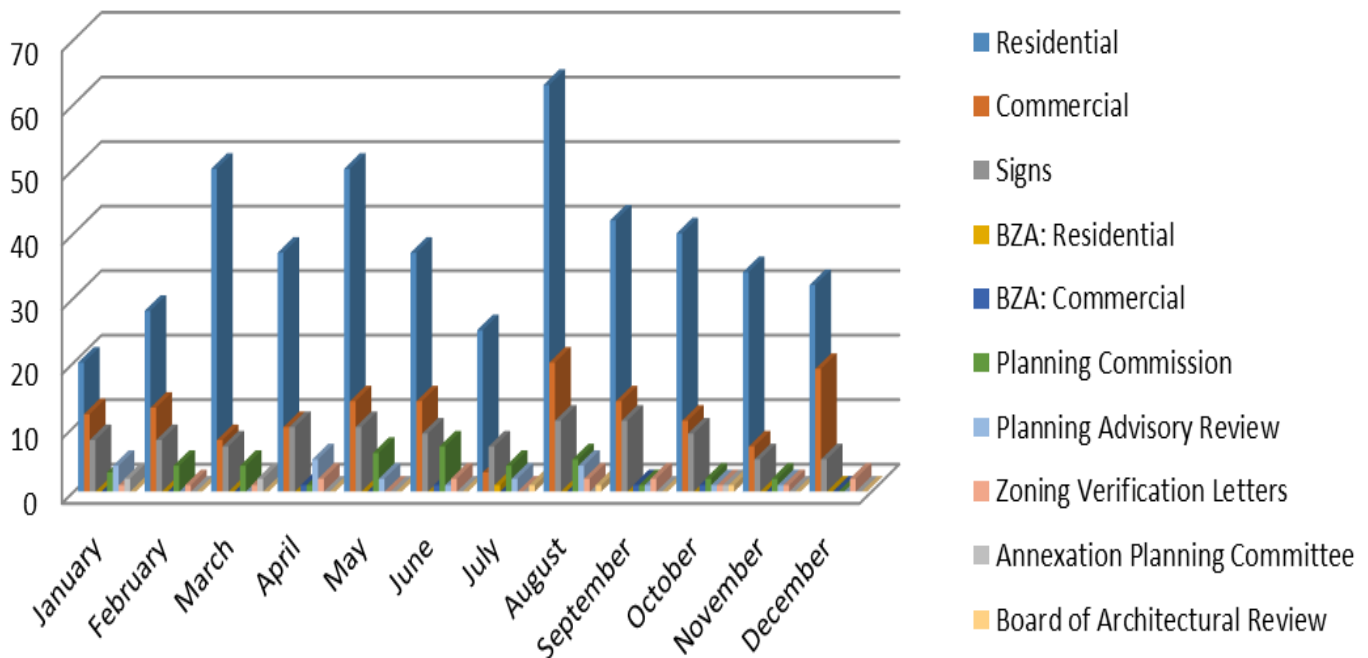
We had no regular scheduled meeting for the month of December. We do however project another busy year for 2017.

We issued 58 residential and commercial zoning permits for construction and new business start-ups, along with sign permits, collecting \$1,941.09 in fees.

Public Hearings and Business Meetings

Commission, Boards and Committees	Cases Reviewed December	Cases Approved/Recommendation	Cases Pending	Pending Review/Approval
Annexation Planning Committee (APC)				
Board of Architectural Review (BAR)	0	Does not meet in December		
Board of Zoning Appeals (BZA)	0	Does not meet in December		
Planning Commission (GPC)	0	Does not meet in December		
Planning Advisory Committee (PAC)	0	Does not meet in December		

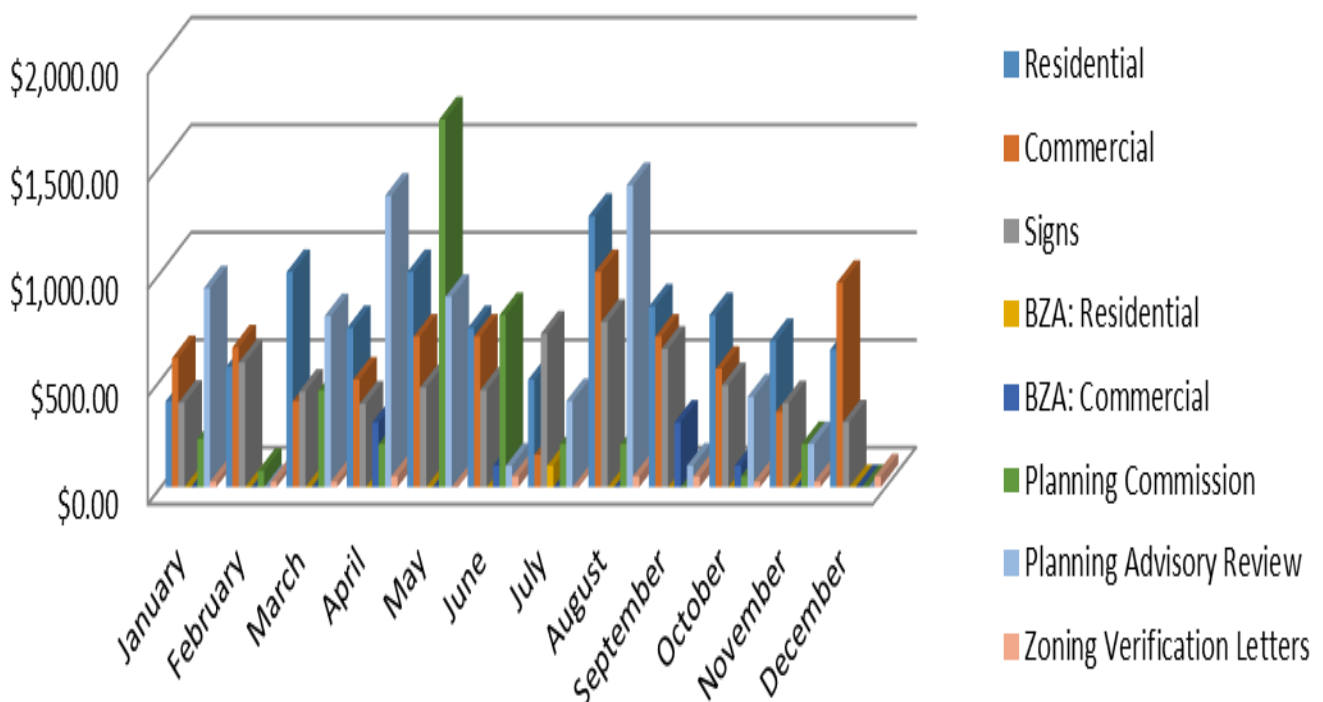
Monthly Permits

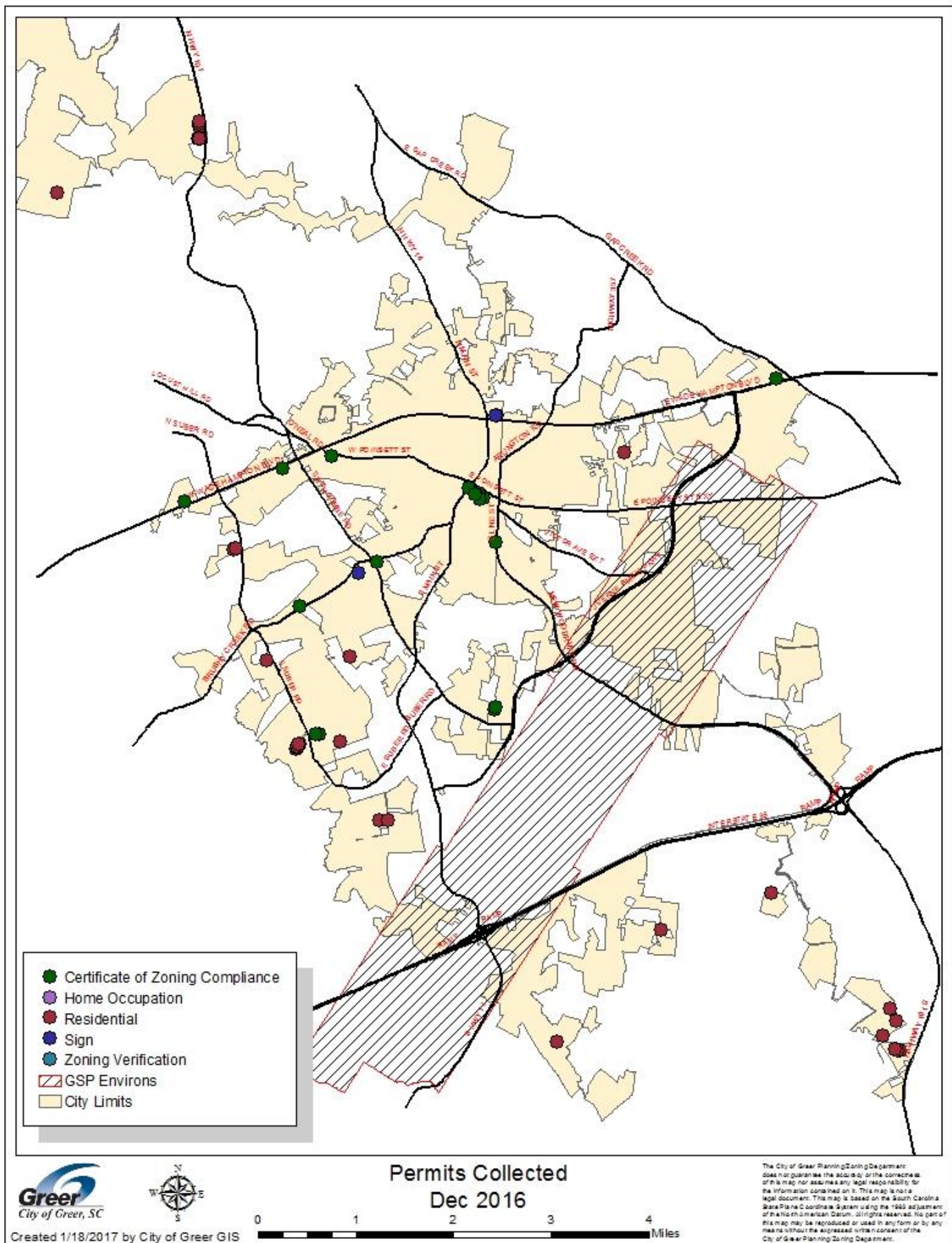


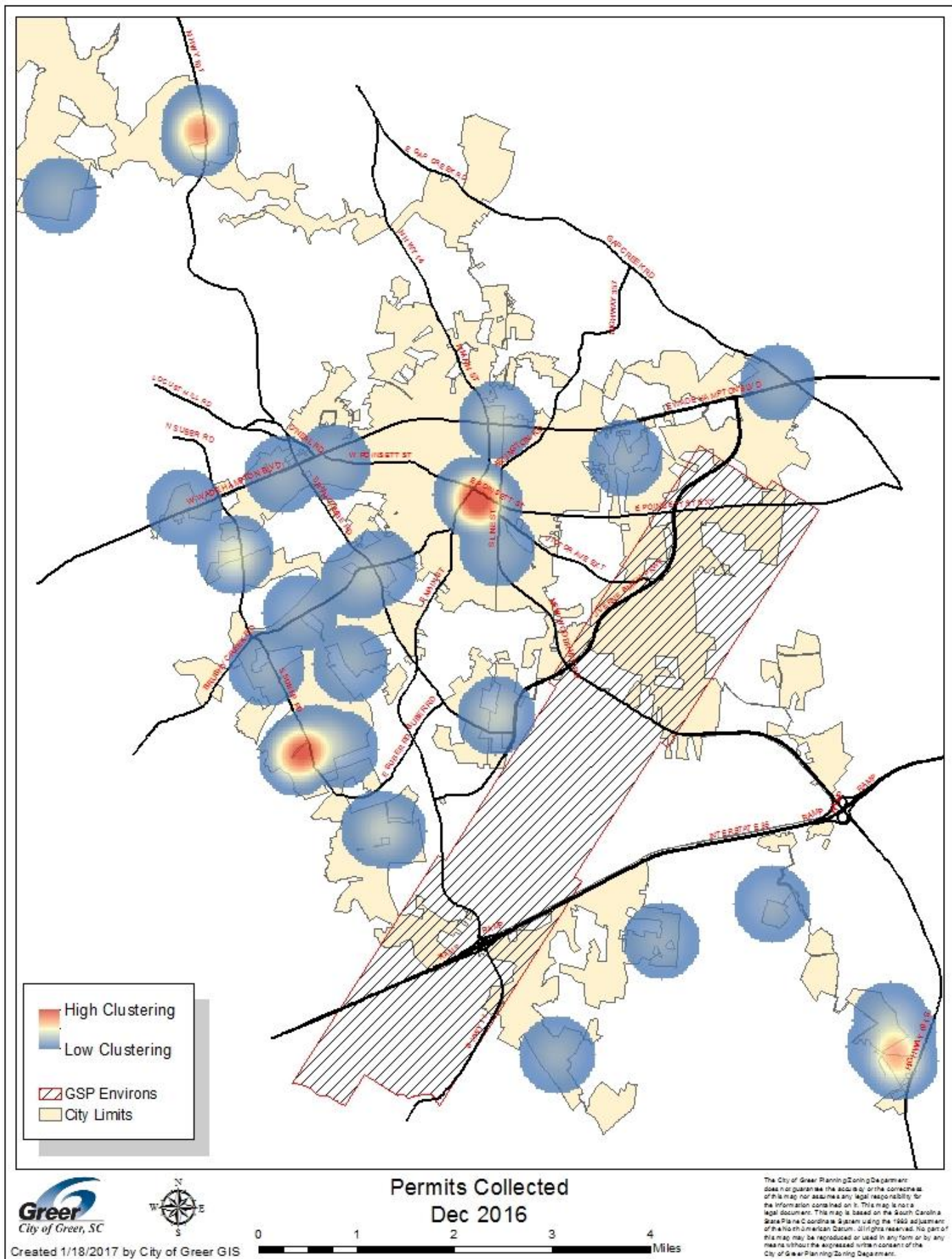
PERMIT TYPE	TOTAL PERMITS YTD	TOTAL PERMITS December	TOTAL PERMIT FEES	TOTAL FEES YTD
Residential	426	32	\$640.00	\$9,160.00
Commercial	126	19	\$950.00	\$7,250.00
Signs	95	5	\$301.09	\$6,008.78
Board of Zoning Appeals Filing Fees				
BZA: Residential	1	0	\$0.00	\$100.00
BZA: Commercial	4	0	\$0.00	\$800.00
Planning Commission Filing Fees	39	0	\$0.00	\$4,110.00
Planning Advisory Review Filing Fees	21	0	\$0.00	\$6,585.00
Zoning Verification Letters	13	2	\$50.00	\$375.00
Annexation Planning Committee	5	0		
Board of Architectural Review	3	0		
TOTAL	733	58	\$1,941.09	\$34,388.78

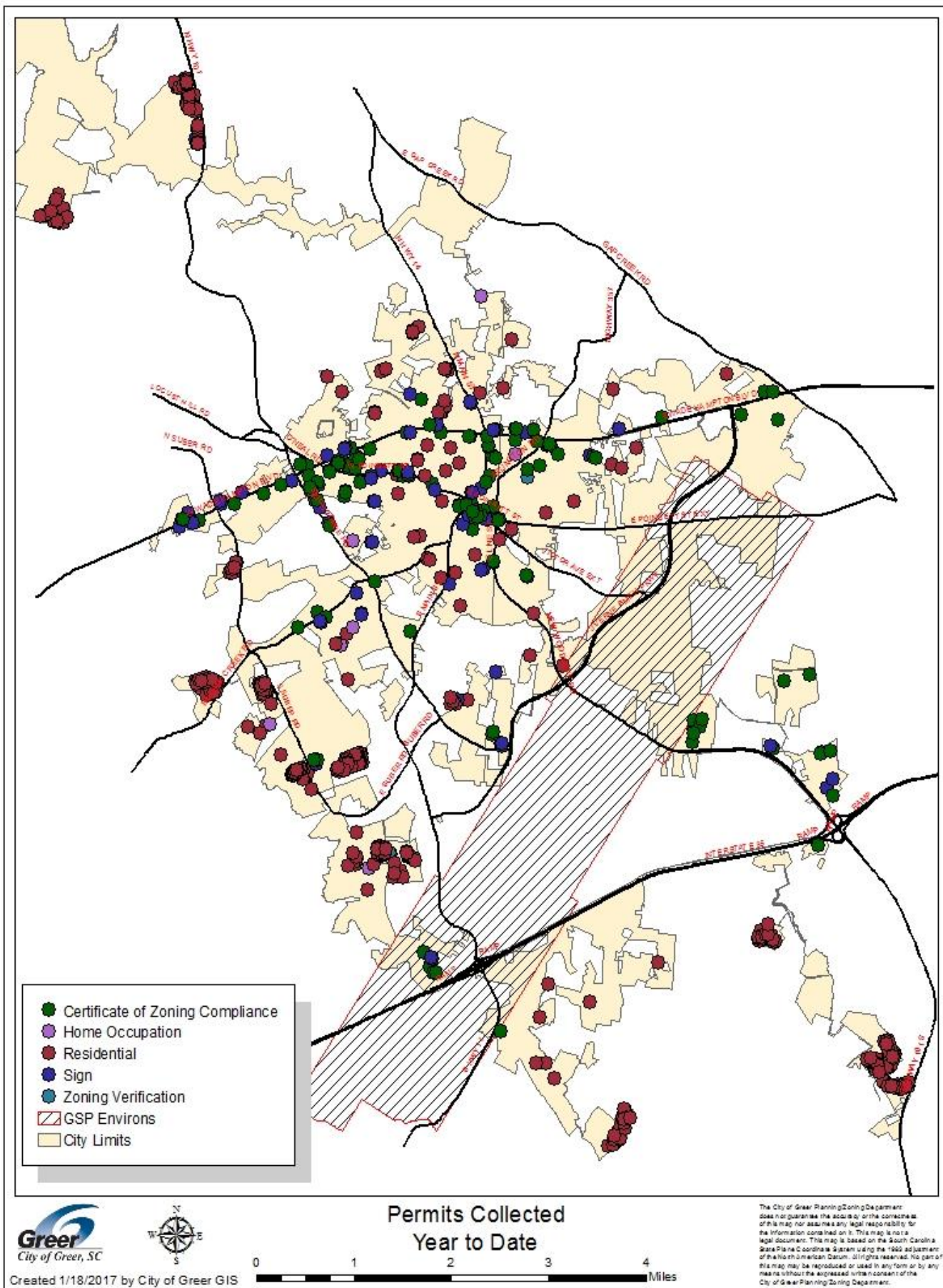
	Total Permits	Total Fees
Year End Totals:	791	\$34,388.78

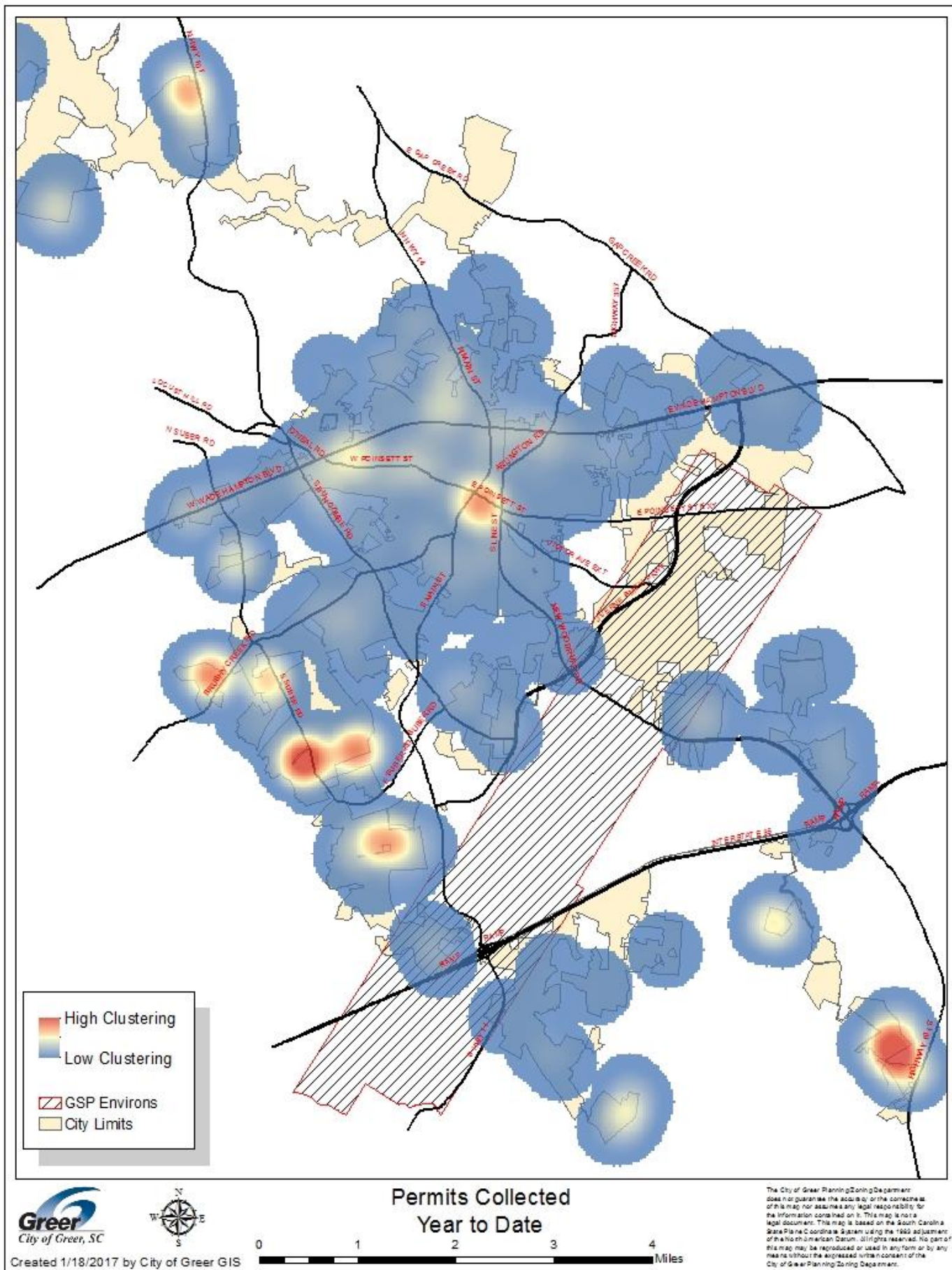
Monthly Permit Fees











Category Number: VI.
Item Number: B.



AGENDA
GREER CITY COUNCIL
1/24/2017

Financial Activity Report - December 2016

Summary:

[Link to Detail Statements](#)

Executive Summary:

Highlights will be provided by David Seifert, Chief Financial Officer

ATTACHMENTS:

Description	Upload Date	Type
❏ December Summary Financial Report	1/19/2017	Backup Material



December 2016 Summary Financial Report



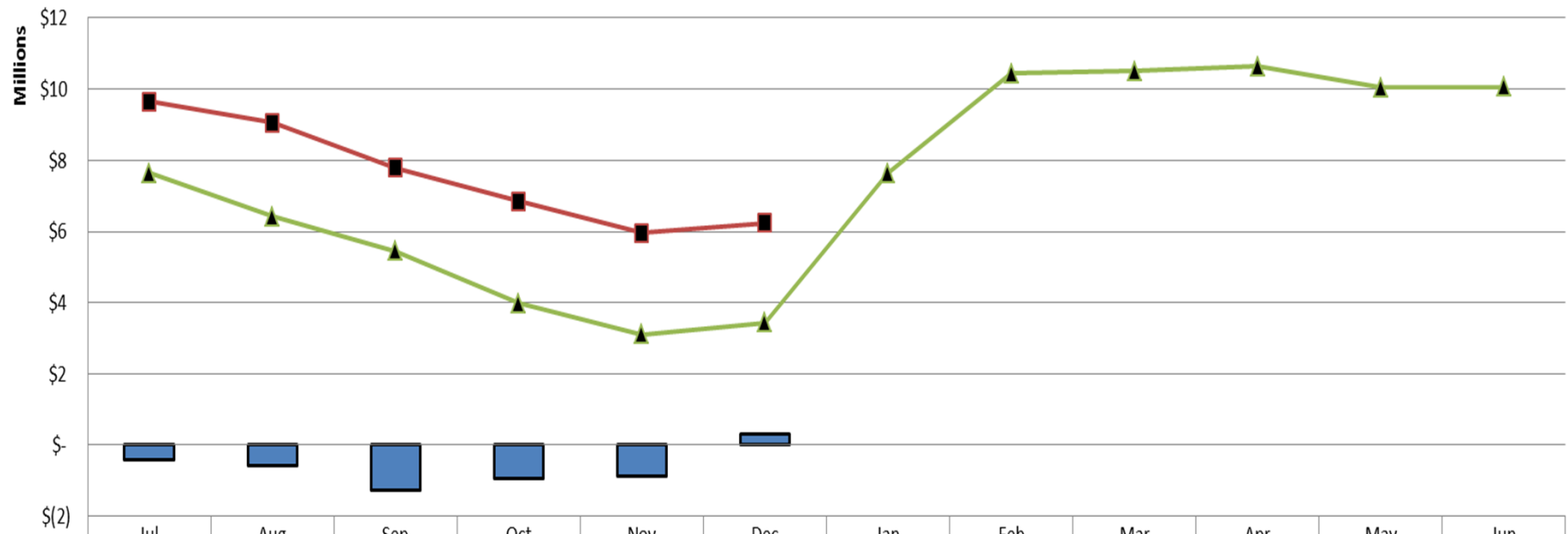
Financial Performance Summary

As of Month End December, 2016

Quick Look Indicators	This Month	This Year	Balance
General Fund Cash Balance	↑	↑	\$ 6,247,394
General Fund Revenue	↑	↑	\$ 5,592,657
General Fund Expenditures	↑	↑	\$ 9,341,968
Budget Percentage (Over) / Under	↓	↑	8%
Revenue Benchmark Variance	↓	↑	\$ 938,438
Expenditure Benchmark Variance	↓	↑	\$ 770,104
Overall Benchmark Variance	↓	↑	\$ 1,708,542
Hospitality Fund Cash Balance	↑	↑	\$ 1,767,391
Hospitality Fund Revenue	↑	↑	\$ 1,020,635
Hospitality Fund Expenditures	↓	↑	\$ 250,946
Storm Water Fund Cash Balance	↑	↑	\$ 943,677
Storm Water Fund Revenue	↑	↓	\$ 24,597
Storm Water Fund Expenditures	↓	↑	\$ 112,169

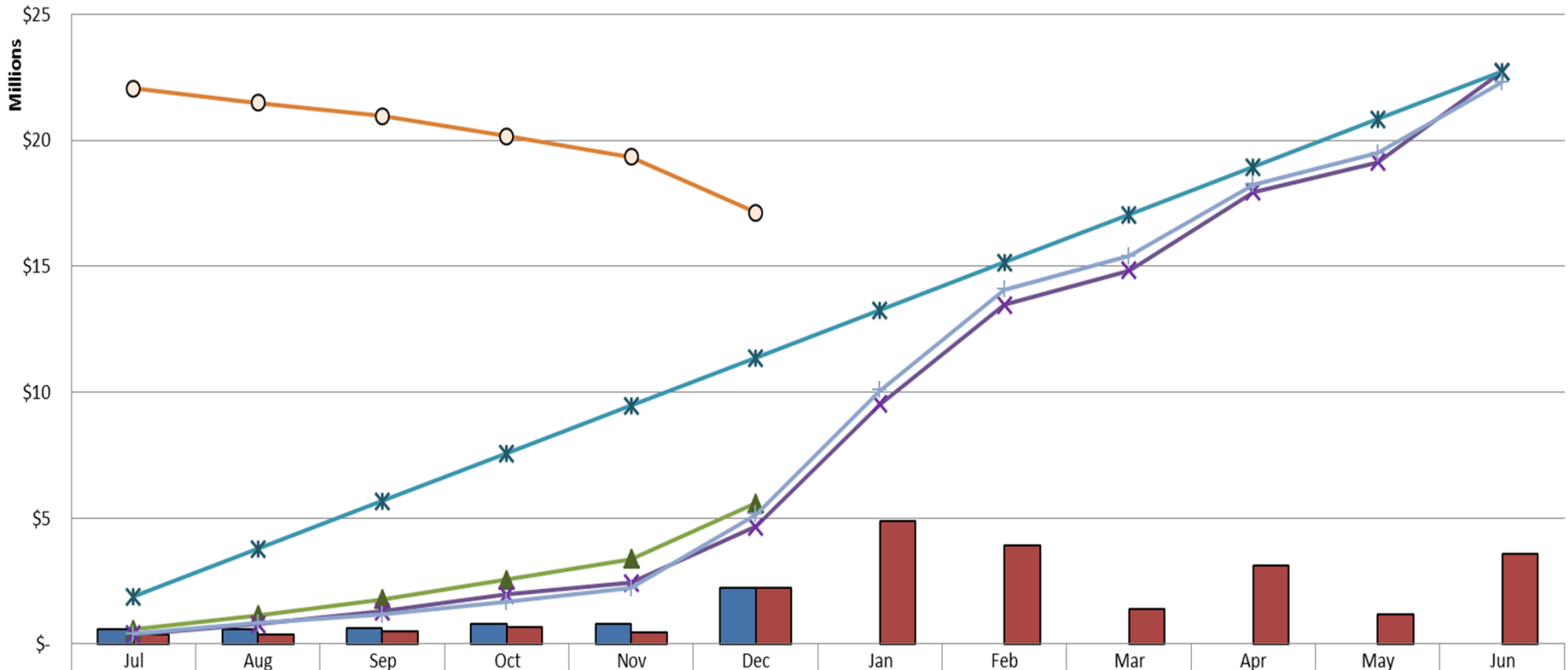
Cash Balance - General Fund

Fiscal Year 2016/17



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Net Monthly Cash	(417,239)	(577,296)	(1,267,911)	(947,186)	(882,644)	290,327	-	-	-	-	-	-
Current Fiscal YTD Balance	9,632,104	9,054,808	7,786,897	6,839,711	5,957,067	6,247,394						
Prior Fiscal YTD Balance	7,642,552	6,415,438	5,451,158	3,983,437	3,123,237	3,447,626	7,643,952	10,423,777	10,489,153	10,617,767	10,031,136	10,049,343

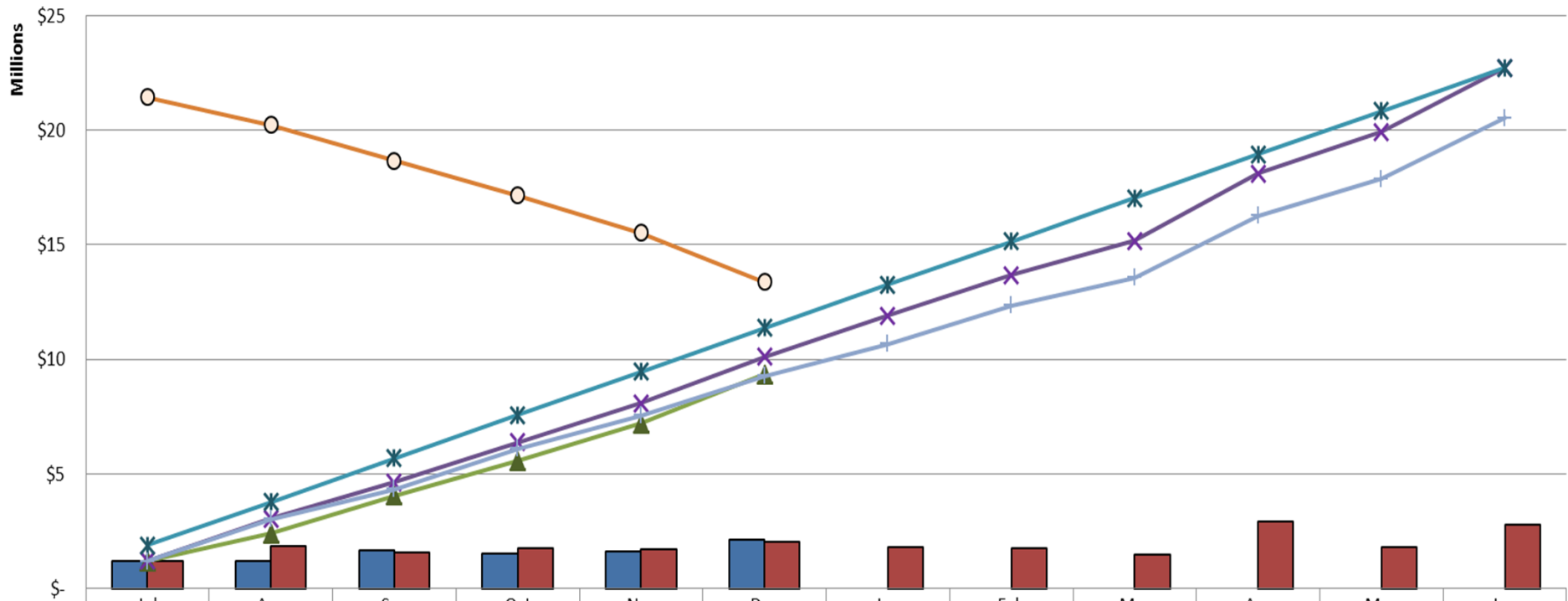
Revenue - General Fund Fiscal Year 2016/17



Monthly Actual	575,713	565,799	629,052	793,446	813,202	2,215,445						
Monthly Benchmark	381,400	396,839	506,408	682,338	465,054	2,222,180	4,868,277	3,931,645	1,379,106	3,111,307	1,179,951	3,597,704
YTD Actual	575,713	1,141,512	1,770,564	2,564,010	3,377,213	5,592,657						
YTD Benchmark	381,400	778,239	1,284,647	1,966,985	2,432,039	4,654,219	9,522,496	13,454,141	14,833,247	17,944,554	19,124,505	22,722,209
YTD Prorated Budget	1,885,495	3,770,990	5,680,552	7,574,070	9,467,587	11,361,105	13,254,622	15,148,139	17,041,657	18,935,174	20,828,692	22,722,209
Prior YTD Actual	399,989	826,914	1,165,767	1,673,577	2,214,478	5,136,133	10,066,064	14,080,368	15,404,784	18,243,812	19,481,174	22,301,763
Balance to Collect	22,050,227	21,484,428	20,951,645	20,158,199	19,344,996	17,129,552						

Expenditures - General Fund

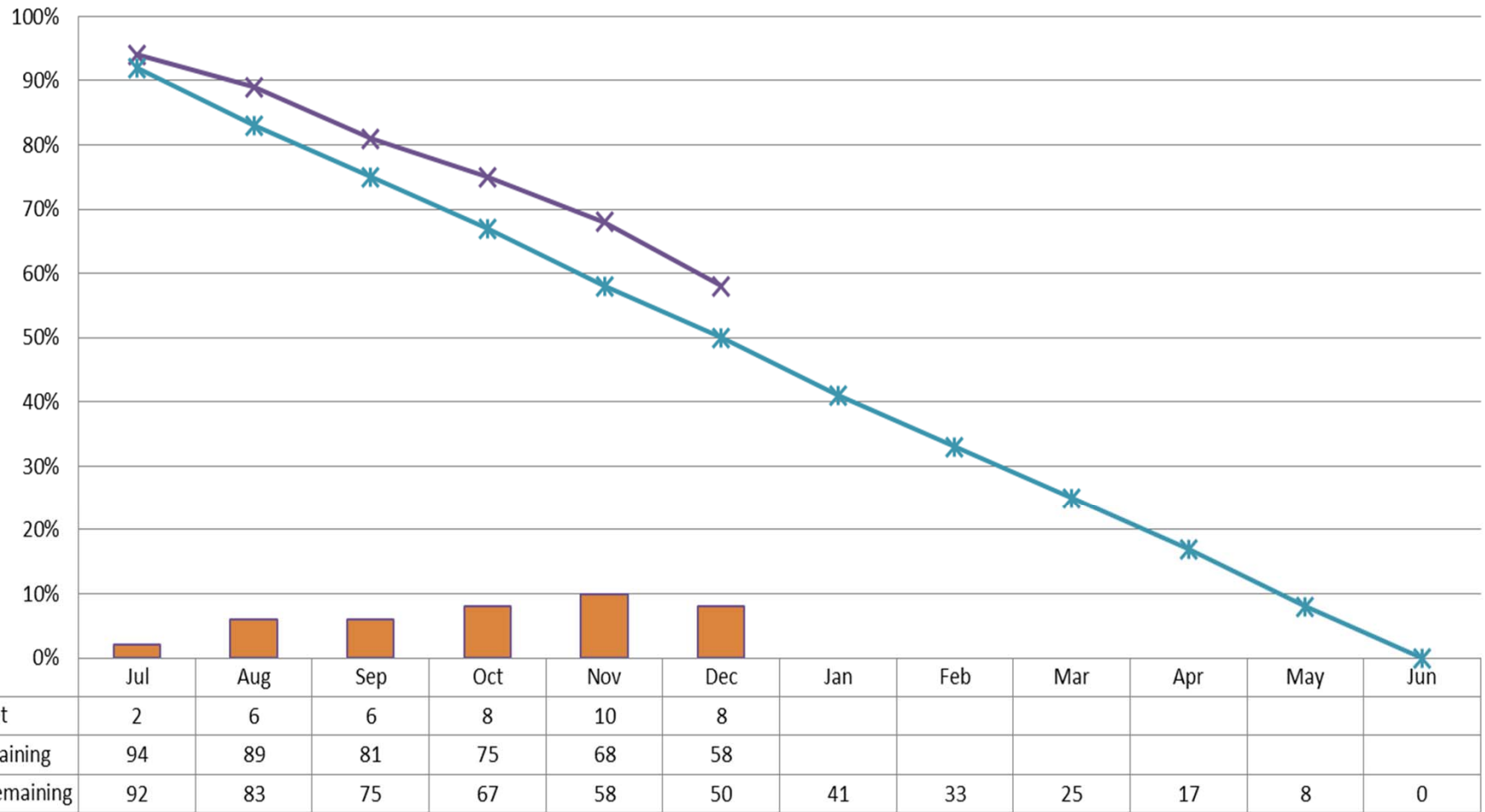
Fiscal Year 2016/17



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Monthly Actual	1,180,597	1,216,850	1,648,607	1,533,771	1,618,813	2,143,329						
Monthly Benchmark	1,204,121	1,858,107	1,569,788	1,758,648	1,702,956	2,018,452	1,784,304	1,779,927	1,496,820	2,942,964	1,811,192	2,794,931
YTD Actual	1,180,597	2,397,447	4,046,054	5,579,825	7,198,639	9,341,968						
YTD Benchmark	1,204,121	3,062,228	4,632,016	6,390,664	8,093,620	10,112,071	11,896,375	13,676,302	15,173,122	18,116,086	19,927,278	22,722,209
YTD Prorated Budget	1,885,495	3,770,990	5,680,552	7,574,070	9,467,587	11,361,105	13,254,622	15,148,139	17,041,657	18,935,174	20,828,692	22,722,209
Prior YTD Actual	1,186,602	3,026,273	4,326,601	6,102,644	7,544,912	9,283,177	10,674,028	12,341,742	13,568,744	16,259,615	17,884,490	20,540,390
Balance to Expend	21,445,343	20,228,493	18,676,155	17,142,384	15,523,570	13,380,241						

Budget Percent Remaining - General Fund

Fiscal Year 2016/17



Revenues

Revenue

Total Revenue

Taxes

Franchises & Licenses

Misc. Revenues

Permits and Fees

Intergovernmental Revenue

Fire Fees

Fines and Forfeitures

Grants

Fund Balance

Refunds

Operating Transfers

2016-17 Financials

☒ Revenues

☐ Expenditures



YTD Actual

\$5,592,657

YTD Budget

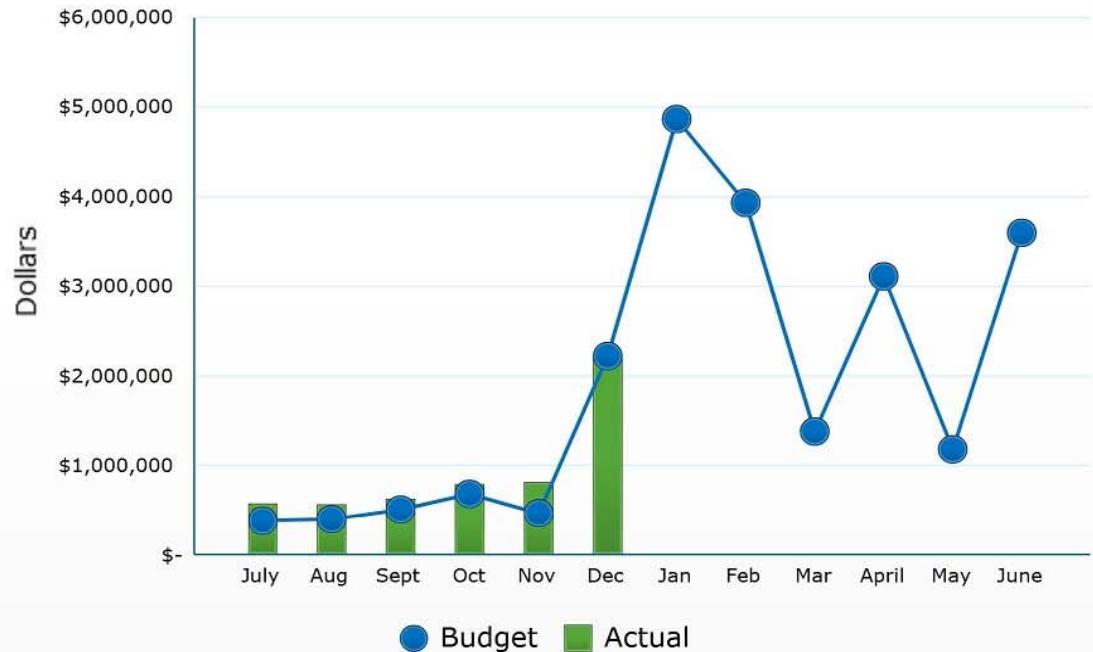
\$4,654,219

Difference

\$938,438

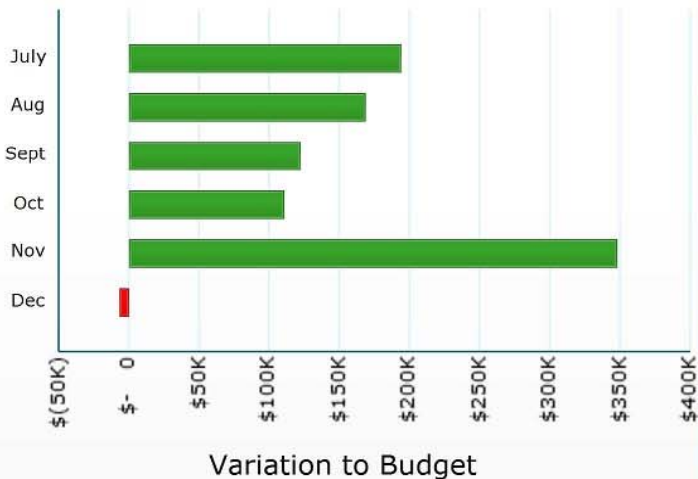
City of Greer Revenues

Fiscal Year 2016-17



Actual vs Budget

Fiscal Year 2016-17



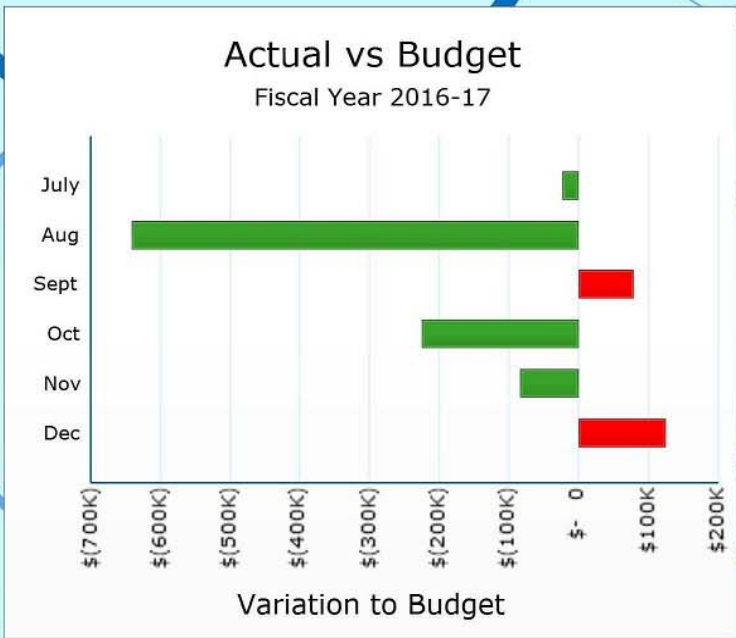
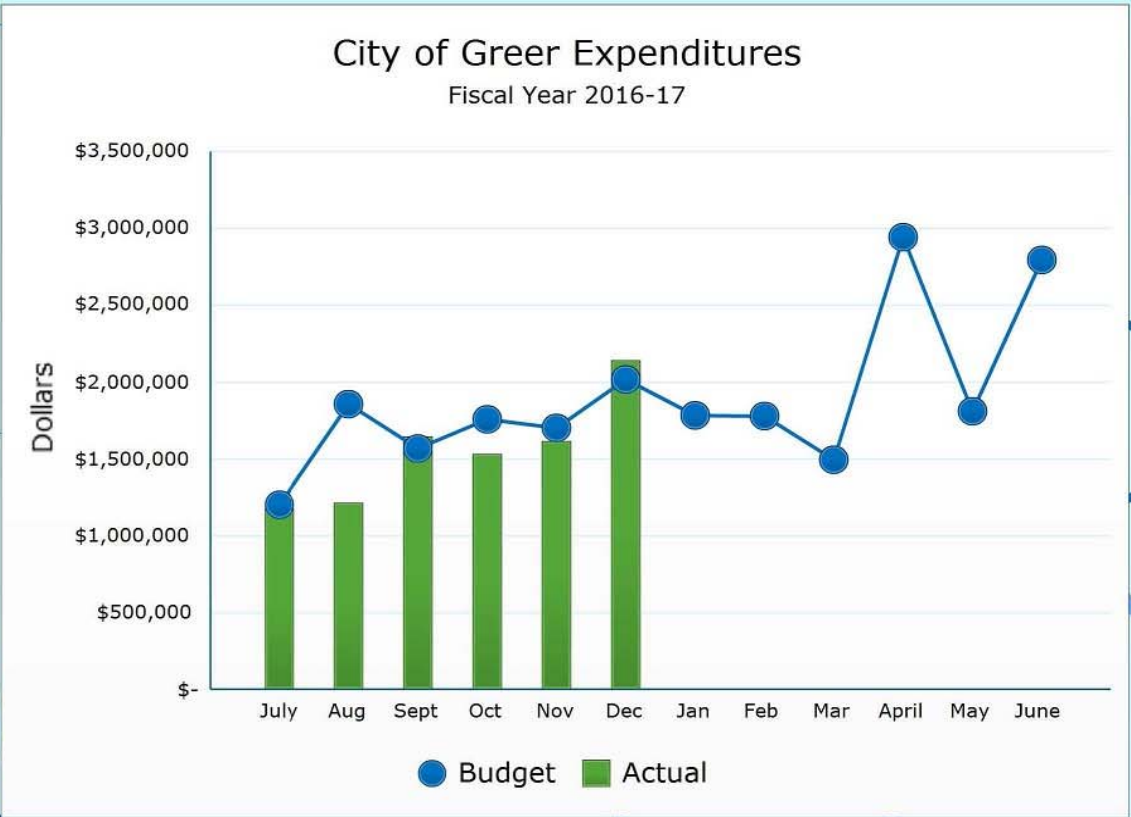


2016-17 Financials

☐ Revenues
 ☒ Expenditures

- Expenditures**
- Total Expenditures
 - Total City Expenditures
 - YTD Personnel
 - YTD Operations
 - YTD Debt Service
 - Mayor & Council
 - Administration
 - Municipal Court
 - General Government
 - Fire
 - Police
 - Public Services
 - Recreation
 - Building Standards

YTD Actual	YTD Budget	Difference
\$9,341,968	\$10,112,072	\$770,104

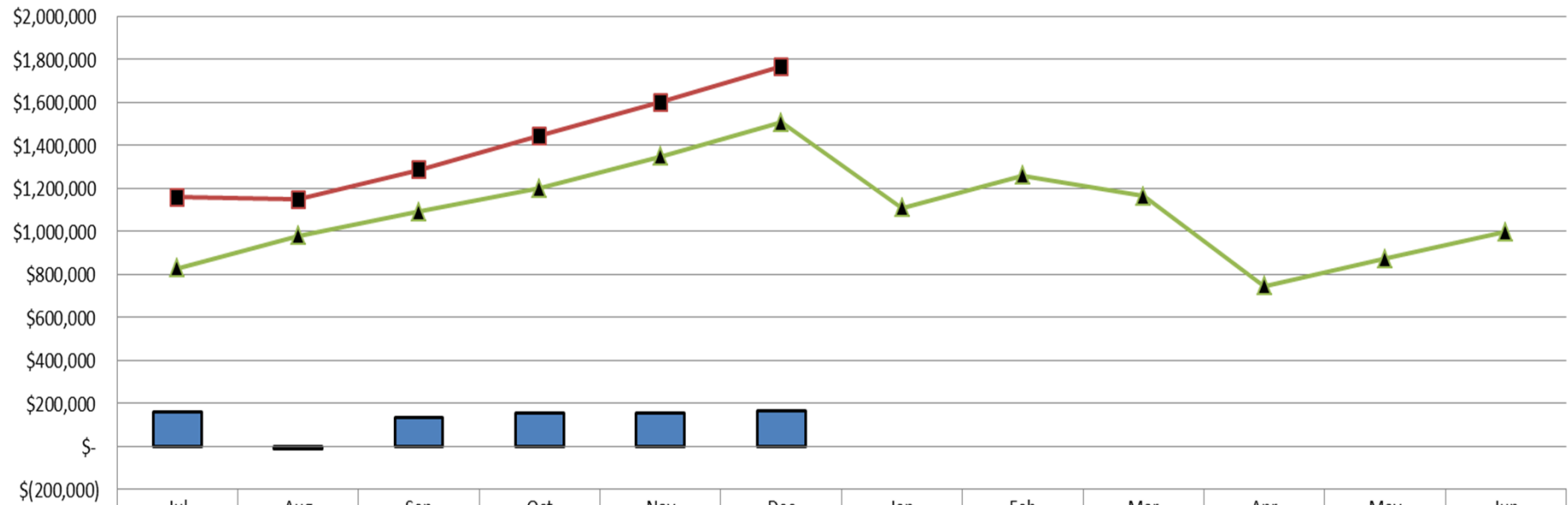




Hospitality Taxes Fund

Cash Balance - Hospitality Taxes Fund

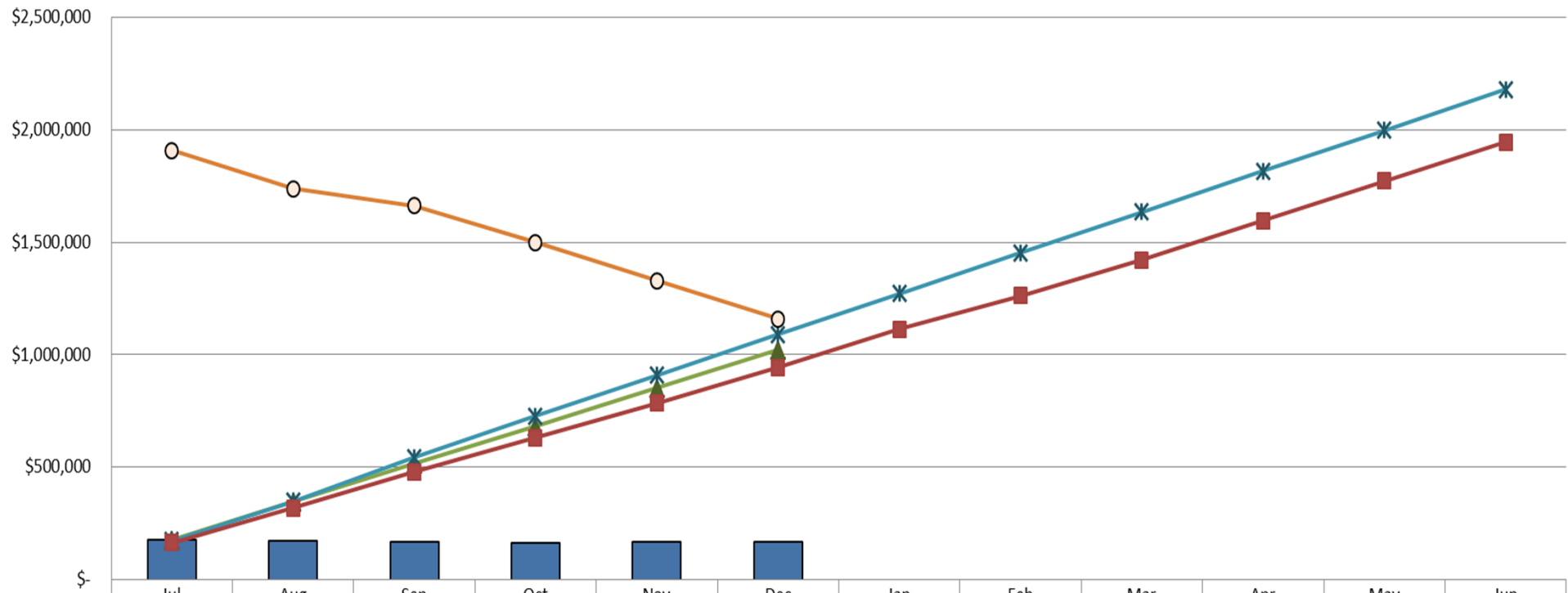
Fiscal Year 2016/17



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Net Monthly Cash	161,269	(9,434)	137,138	157,472	156,424	166,536	-	-	-	-	-	-
Current Fiscal YTD Balance	1,159,255	1,149,821	1,286,959	1,444,431	1,600,855	1,767,391						
Prior Fiscal YTD Balance	828,705	979,816	1,090,730	1,200,692	1,348,821	1,506,880	1,110,798	1,259,922	1,164,111	745,785	874,771	997,986

Revenue - Hospitality Taxes Fund

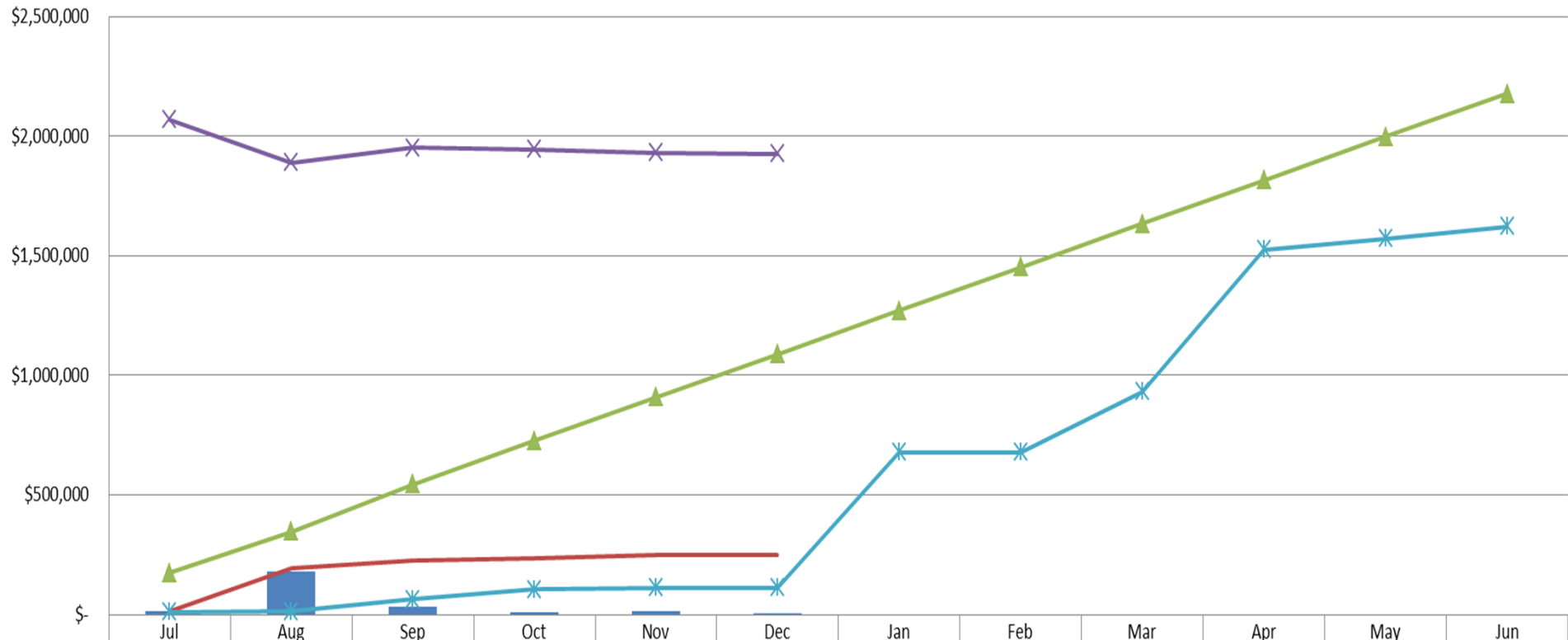
Fiscal Year 2016/17



Monthly Actual	176,060	171,044	168,659	164,920	169,973	169,978						
YTD Actual	176,060	347,104	515,764	680,684	850,657	1,020,635						
YTD Prorated Budget	173,711	347,422	544,748	726,330	907,913	1,089,496	1,271,078	1,452,661	1,634,243	1,815,826	1,997,408	2,178,991
Prior YTD Actual	164,244	317,711	479,120	631,069	784,527	943,494	1,113,177	1,262,601	1,420,737	1,596,364	1,771,638	1,944,727
Balance to Collect	1,908,470	1,737,426	1,663,227	1,498,307	1,328,334	1,158,356						

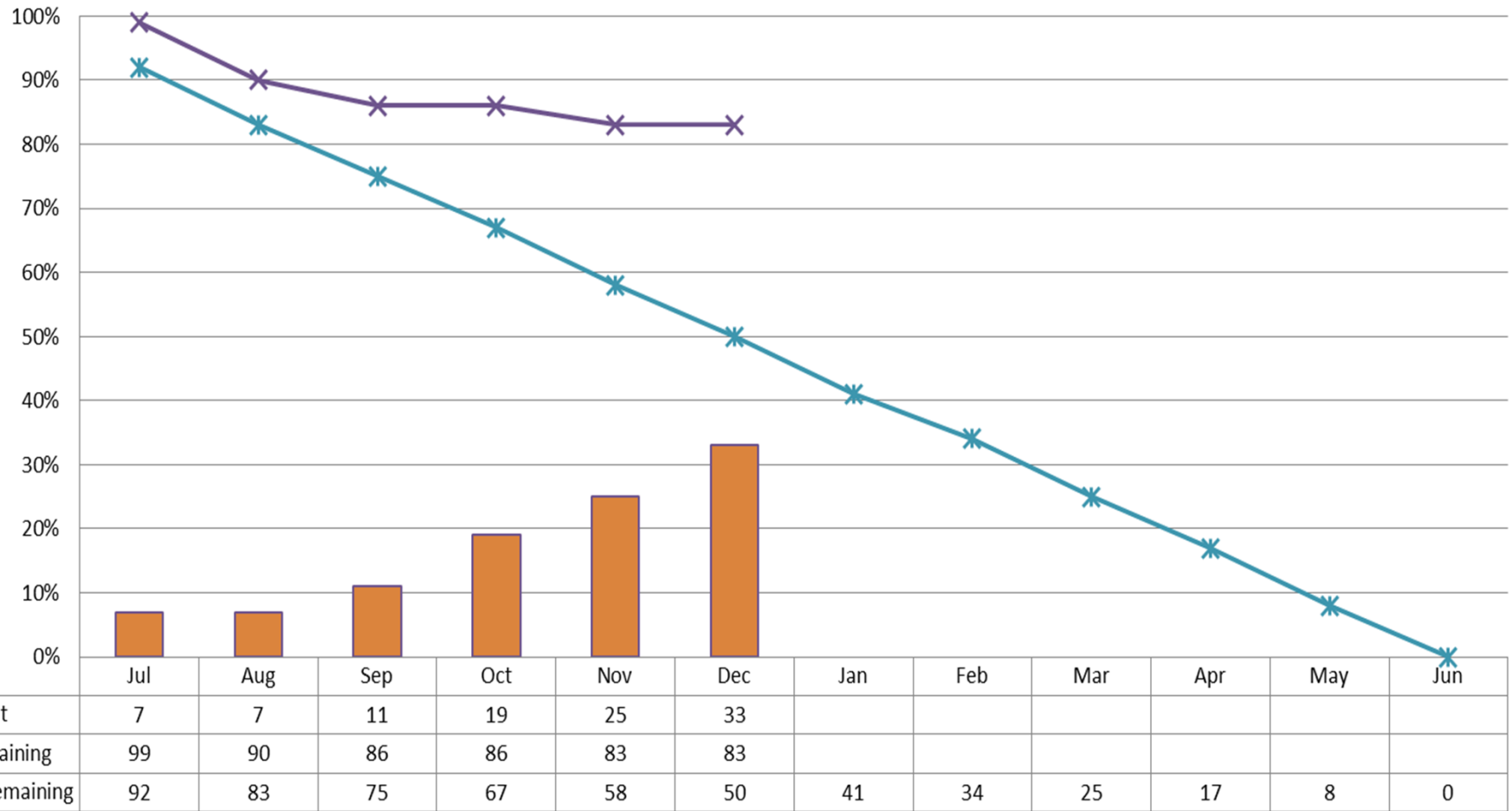
Expenditures - Hospitality Taxes Fund

Fiscal Year 2016/17



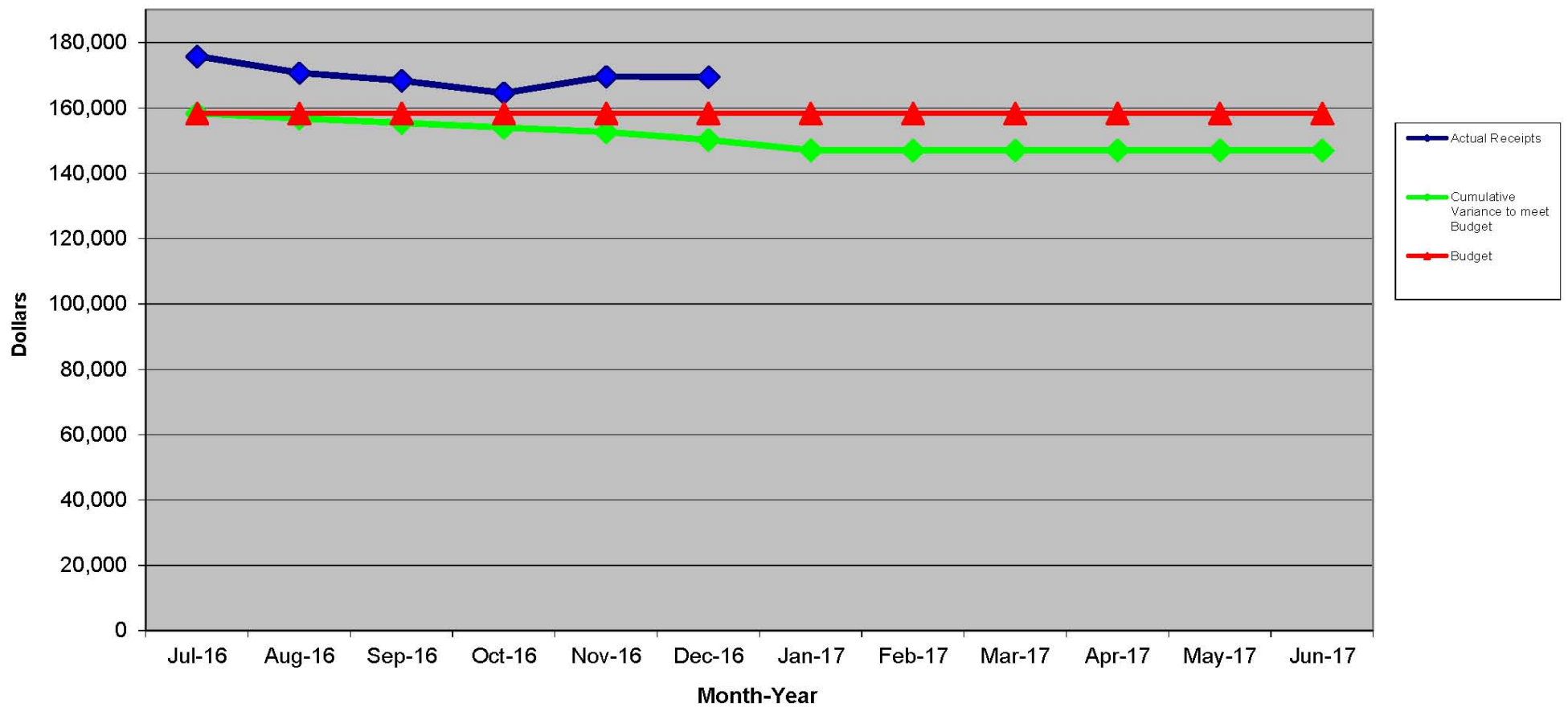
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Monthly Actual	14,791	180,483	31,521	7,448	13,477	3,225						
YTD Actual	14,791	195,274	226,795	234,243	247,721	250,946						
YTD Prorated Budget	173,711	347,422	544,748	726,330	907,913	1,089,496	1,271,078	1,452,661	1,634,243	1,815,826	1,997,408	2,178,991
Prior YTD Actual	11,244	13,600	64,110	106,098	111,427	112,335	678,099	678,399	932,346	1,526,299	1,572,587	1,622,462
Balance to Expend	2,069,739	1,889,256	1,952,196	1,944,748	1,931,270	1,928,045						

Budget Percent Remaining - Hospitality Taxes Fund Fiscal Year 2016/17



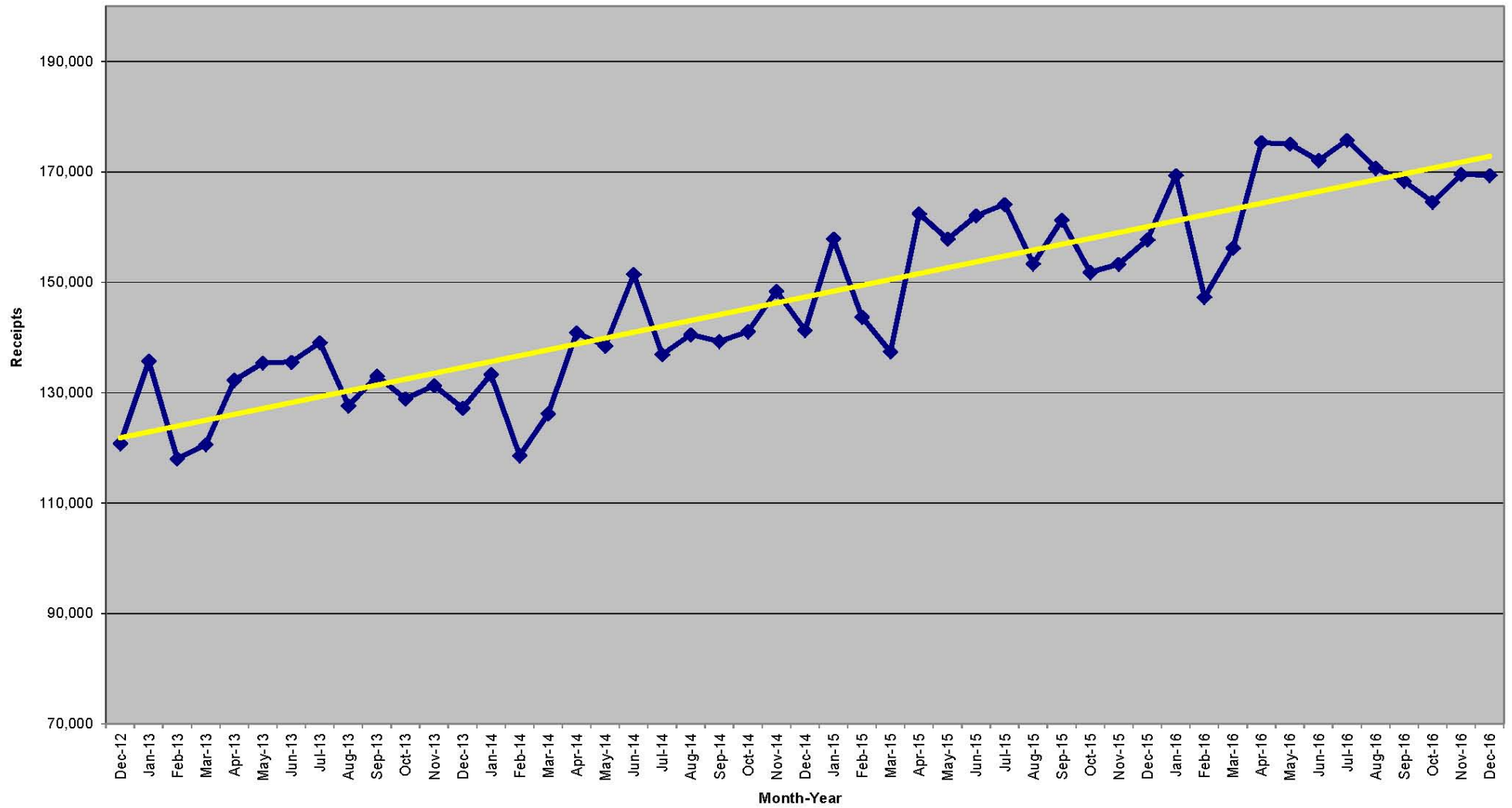
HOSPITALITY TAX

FY 2016-2017



Hospitality Tax

4 - Year Trending

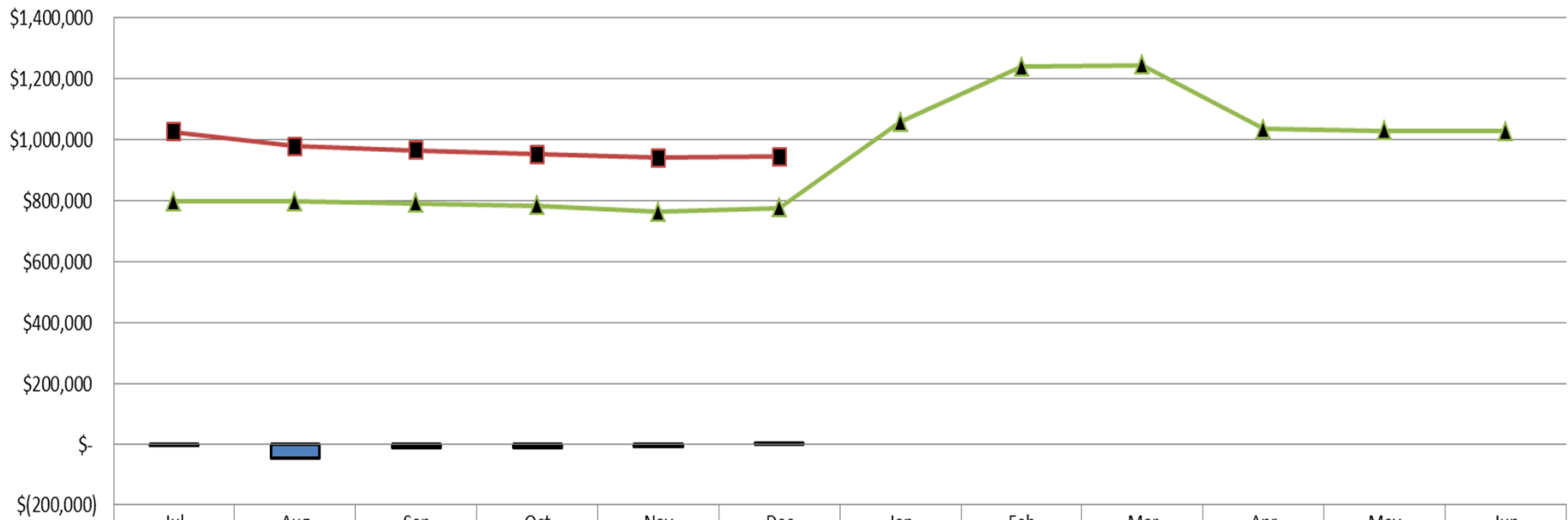




Storm Water Fund

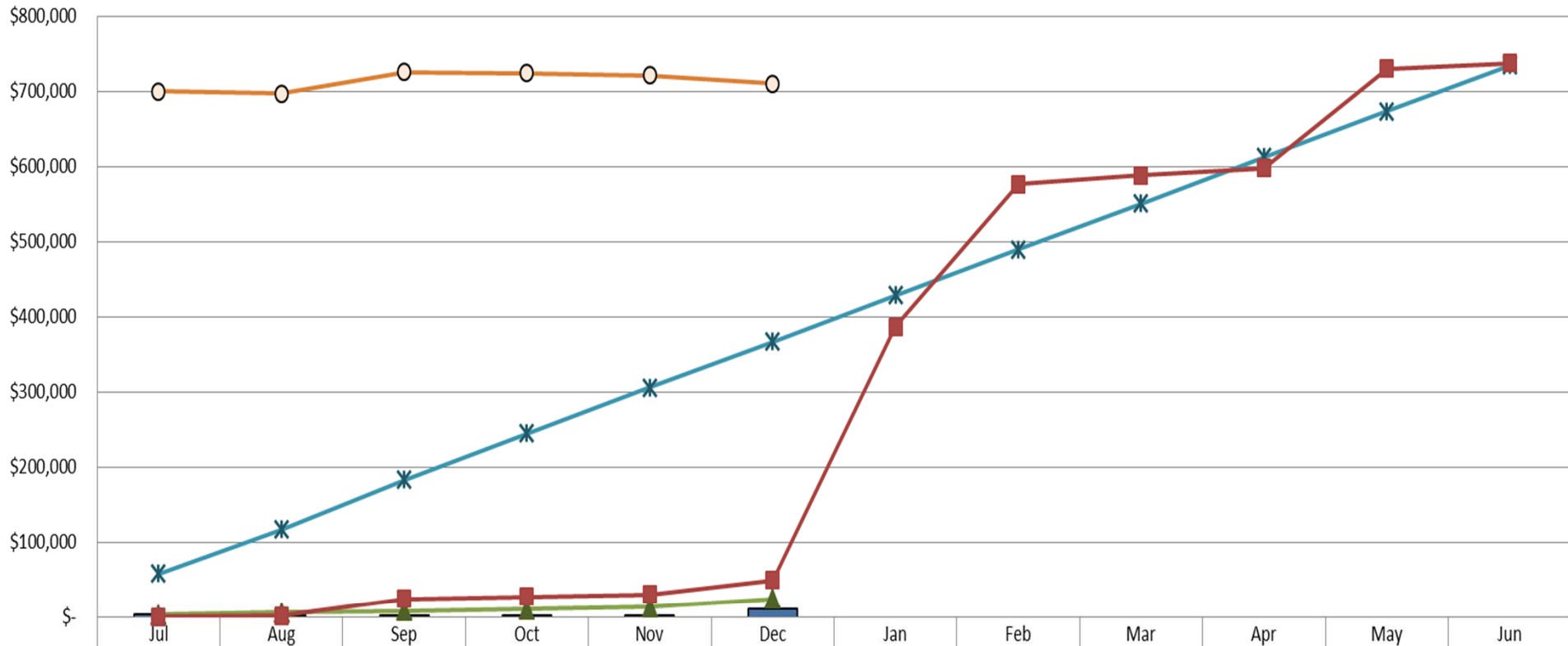
Cash Balance - Storm Water Fund

Fiscal Year 2016/17



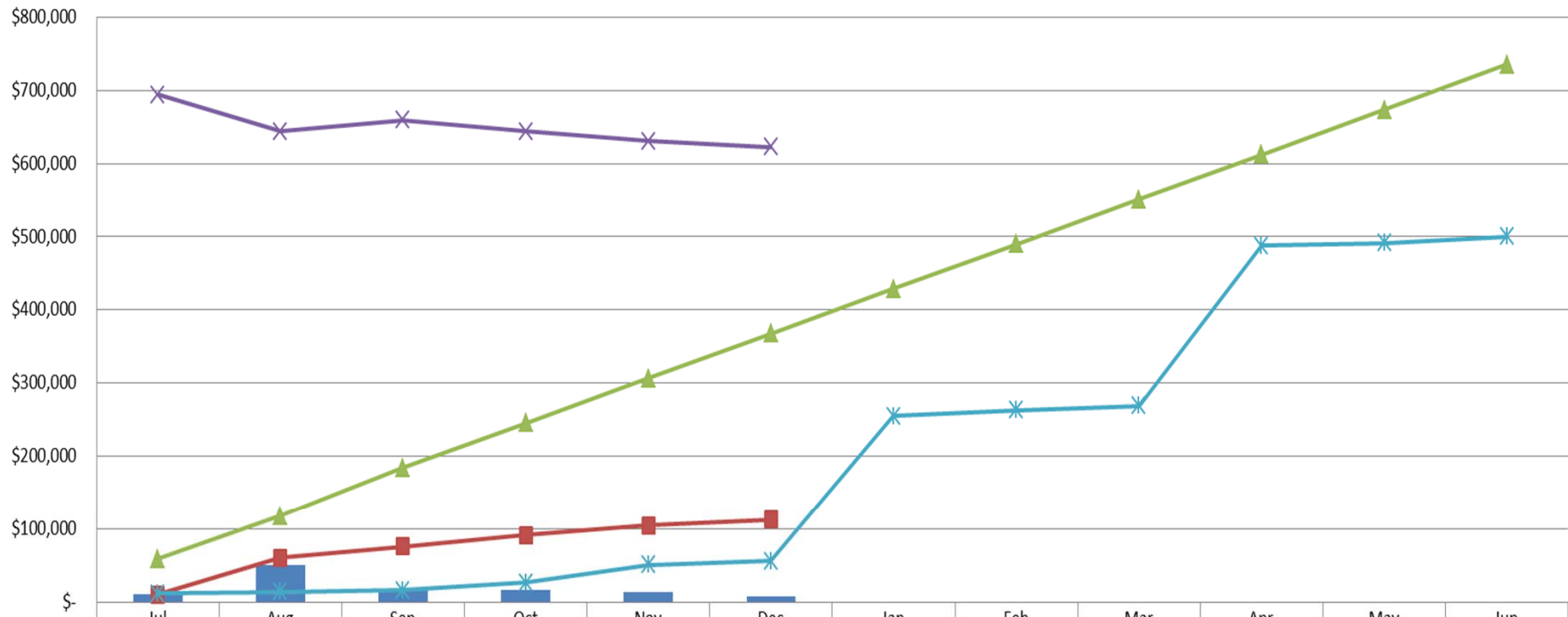
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Net Monthly Cash	(6,193)	(47,094)	(12,589)	(13,776)	(9,871)	3,202	-	-	-	-	-	-
Current Fiscal YTD Balance	1,023,805	976,711	964,122	950,346	940,475	943,677						
Prior Fiscal YTD Balance	795,532	795,695	790,327	782,658	762,080	776,224	1,055,987	1,237,657	1,243,983	1,034,424	1,027,402	1,026,017

Revenue - Storm Water Taxes Fund Fiscal Year 2016/17



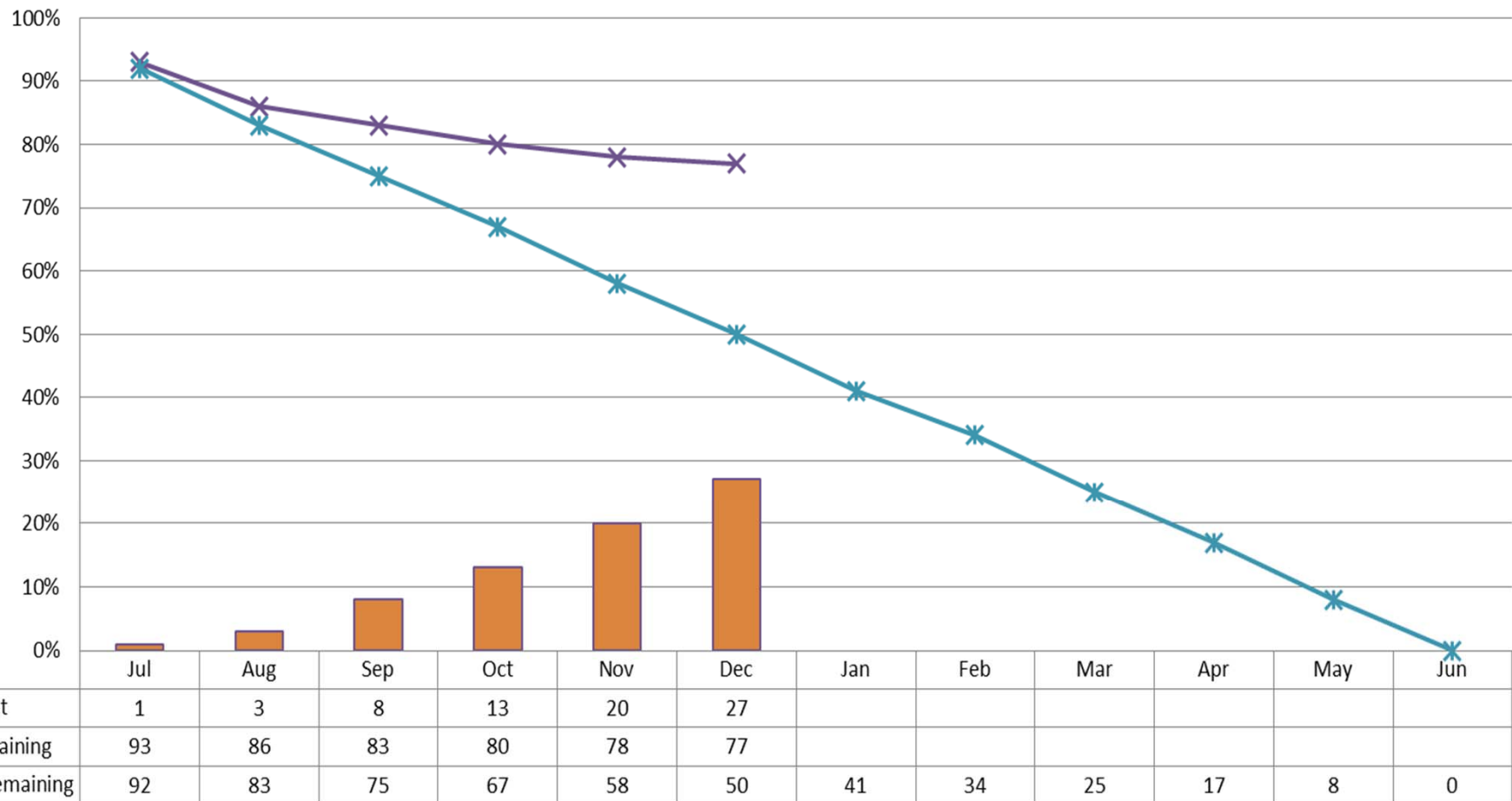
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Monthly Actual	3,417	2,646	2,785	1,859	2,923	10,968						
YTD Actual	3,417	6,063	8,848	10,707	13,629	24,597						
YTD Prorated Budget	58,625	117,250	183,742	244,989	306,237	367,484	428,731	489,979	551,226	612,473	673,721	734,968
Prior YTD Actual	261	2,243	24,849	27,395	30,649	49,820	387,204	577,074	588,785	598,073	730,085	737,563
Balance to Collect	700,083	697,437	726,120	724,261	721,339	710,371						

Expenditures - Storm Water Fund Fiscal Year 2016/17



Monthly Actual	9,833	50,100	15,678	15,730	13,000	7,828						
YTD Actual	9,833	59,933	75,611	91,341	104,341	112,169						
YTD Prorated Budget	58,625	117,250	183,742	244,989	306,237	367,484	428,731	489,979	551,226	612,473	673,721	734,968
Prior YTD Actual	11,414	13,760	16,179	26,489	50,367	55,562	254,633	262,833	268,550	487,557	491,235	500,098
Balance to Expend	693,667	643,567	659,357	643,627	630,627	622,799						

Budget Percent Remaining - Storm Water Fund Fiscal Year 2016/17



Category Number: VI.
Item Number: C.



AGENDA
GREER CITY COUNCIL
1/24/2017

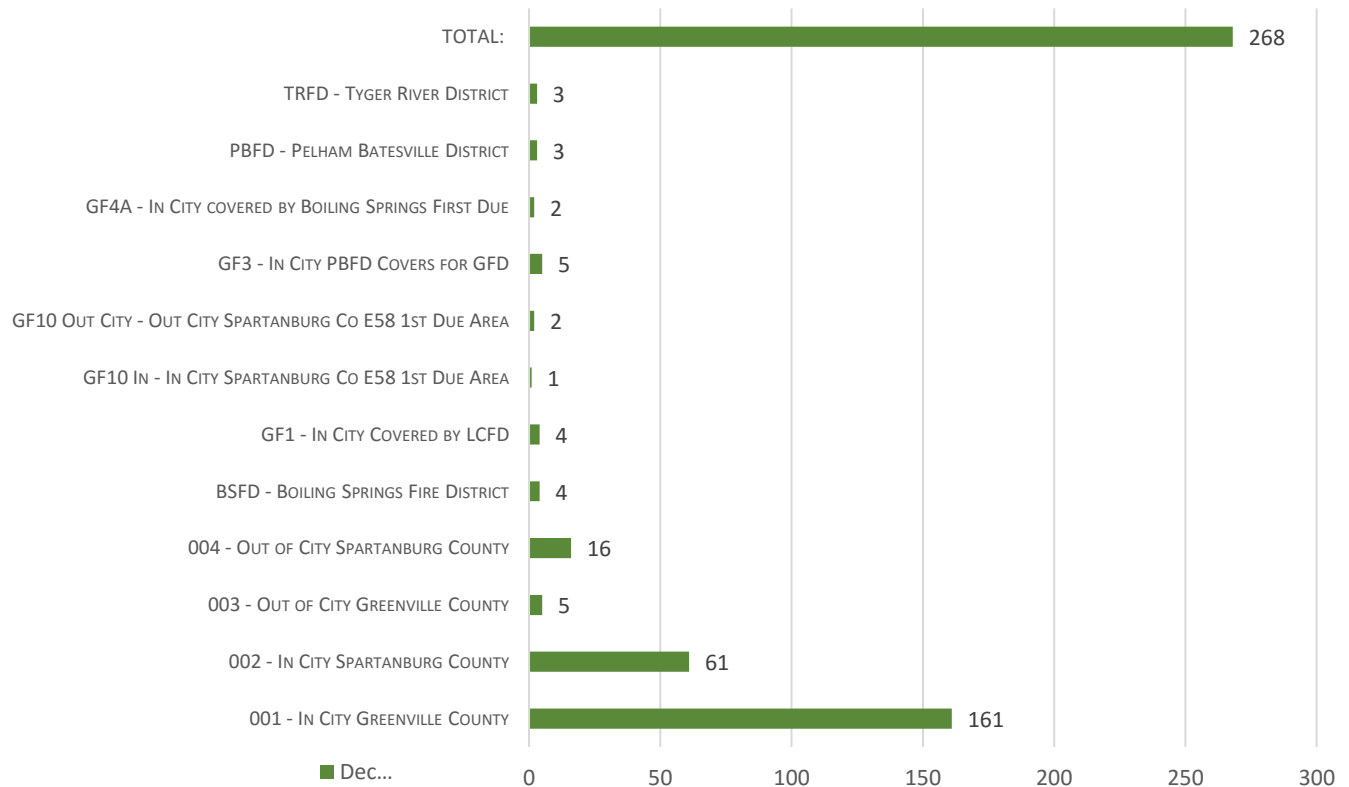
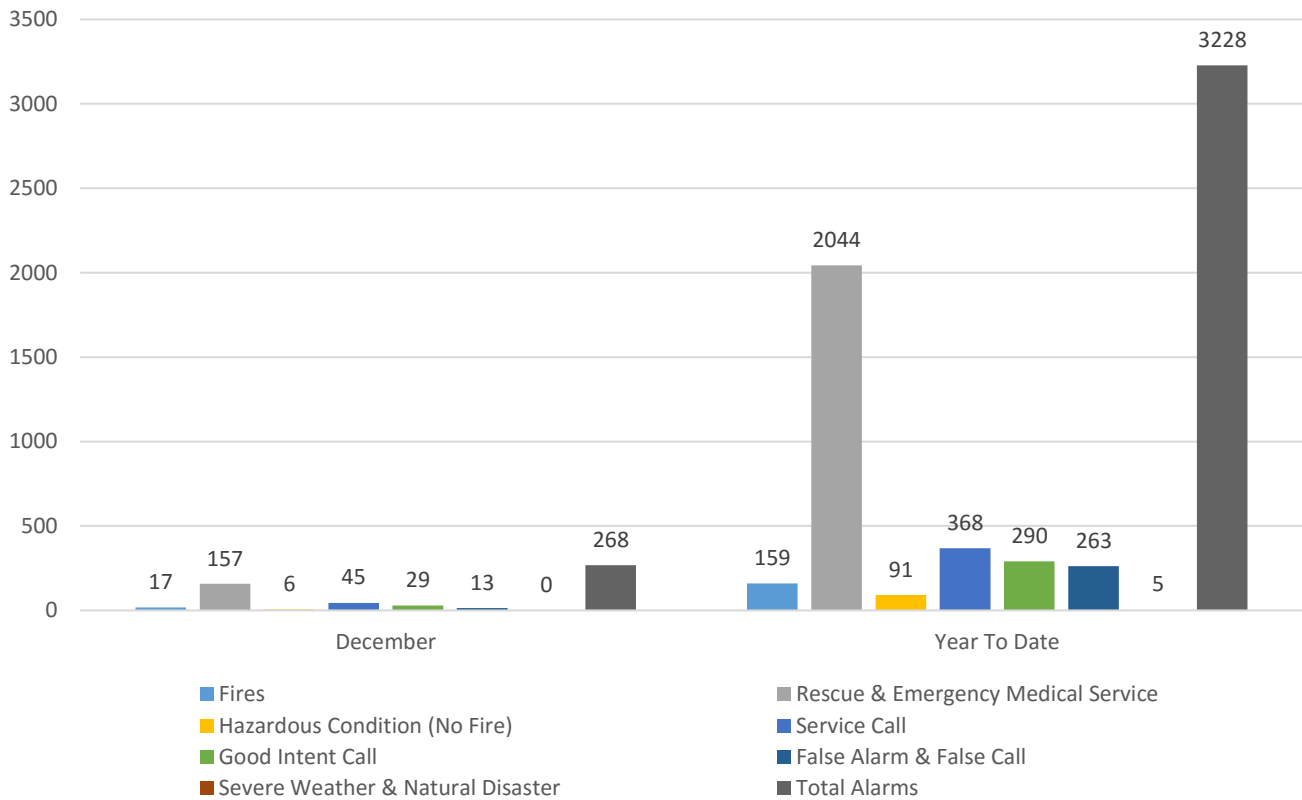
Fire Department Activity Report - December 2016

ATTACHMENTS:

Description	Upload Date	Type
□ Fire Department Activity Report - December 2016	1/17/2017	Exhibit



City of Greer Fire Department Year-To-Date Statistics December 2016





City of Greer Fire Department

Year-To-Date Statistics

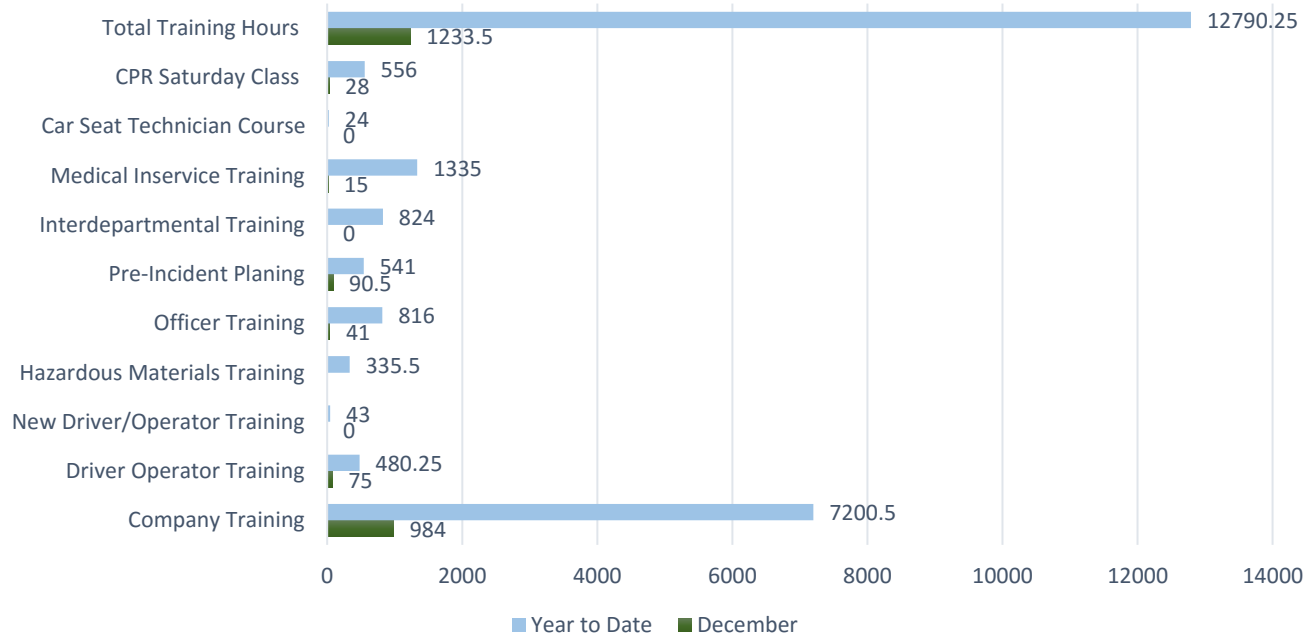
December 2016



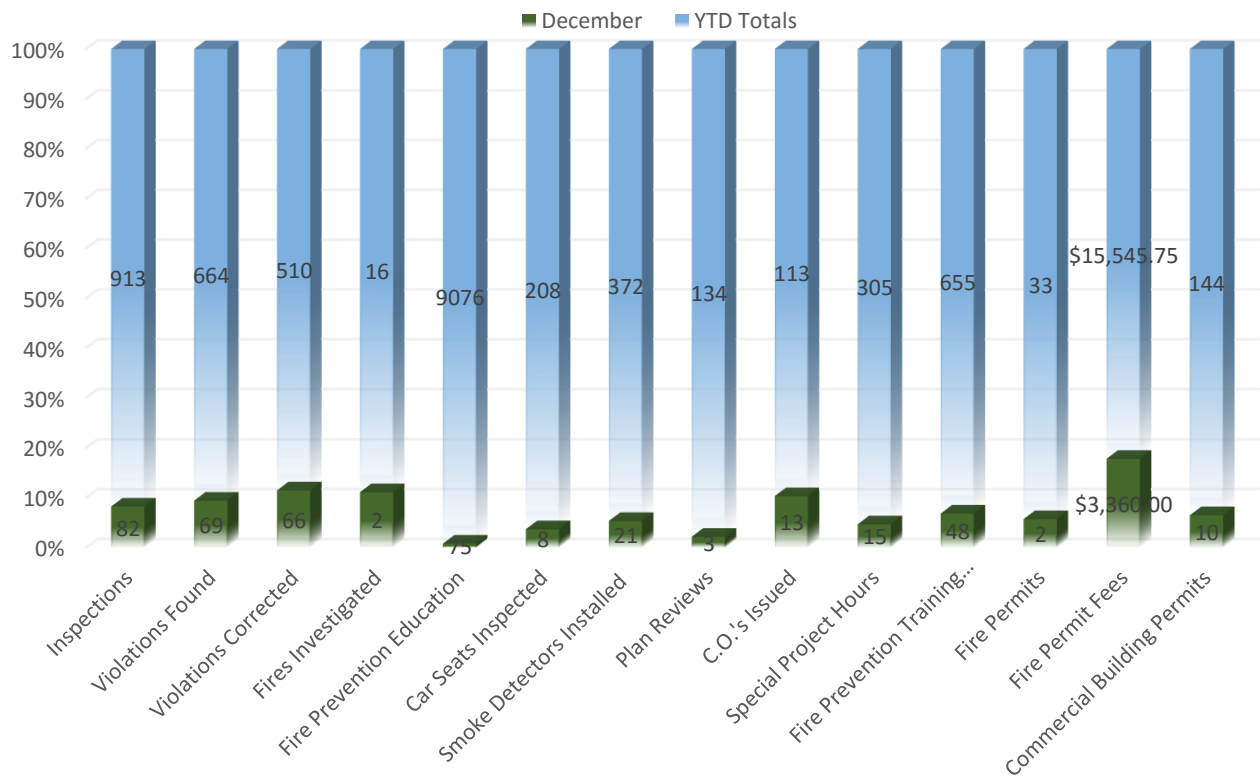
NFPA REPORT FIRES IN STRUCTURES BY FIXED PROPERTY USE (OCCUPANCY)		NUMBER OF INCIDENTS	DEATHS	INJURIES	EST. PROP. DAMAGE
1	Private Dwellings (1 or 2 family), including mobile homes (FPU 419)	39	1	0	\$204,325.00
2	Apartments (3 or more families) (FPU 429)	6	0	0	\$12,200.00
3	Hotels and Motels (FPU 449)	0	0	0	\$0.00
4	All Other Residential (dormitories, boarding houses, tents, etc.) (FPU 400, 439, 459-499)	0	0	0	\$0.00
5	TOTAL RESIDENTIAL FIRES (Sum of lines 1 through 4)	45	1	0	\$216,525.00
6	Public Assembly (church, restaurant, clubs, etc.) (FPU 100-199)	3	0	0	\$2,500.00
7	Schools and Colleges (FPU 200-299)	0	0	0	\$0.00
8	Health Care and Penal Institutions (hospitals, nursing homes, prisons, etc.) (FPU 300-399)	2	0	0	\$300.00
9	Stores and Offices (FPU 500-599)	1	0	0	\$0.00
10	Industry, Utility, Defense, Laboratories, Manufacturing (FPU 600-799)	4	0	0	\$0.00
11	Storage in Structures (barns, vehicle storage garages, general storage, etc.) (FPU 800-899)	3	0	0	\$4,500.00
12	Other Structures (outbuildings, bridges, etc.) (FPU 900-999)	7	0	0	\$2,000.00
13	TOTAL FOR STRUCTURE FIRES (Sum of lines 5 through 12)	65	1	0	\$225,825.00
14a	Fires in Highway Vehicles (autos, trucks, buses, etc.) (IT 131-132, 136-137)	34	0	0	\$73,350.00
14b	Fires in Other Vehicles (planes, trains, ships, construction or farm vehicles, etc.) (IT 130, 133-135, 138)	2	0	0	\$50,000.00
15	Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc.) (IT 140, 141, 161, 162, 164, 170-173)	9	0	0	\$0.00
16	Fires in Brush, Grass, Wildland (excluding crops and timber), with no value involved (IT 142-143)	27	0	0	\$400.00
17	Fires in Rubbish, Including Dumpsters (outside of structures), with no value involved (IT 150-155)	18	0	0	\$0.00
18	All Other Fires (IT 100, 160, 163)	4	0	0	\$500.00
19	TOTAL FOR FIRES (Sum of lines 13 through 18)	159	1	0	\$350,075.00
20	Rescue, Emergency Medical Responses (ambulances, EMS, rescue) (IT 300-381)	2044	0	0	\$368,300.00
21	False Alarm Responses (malicious or unintentional false calls, malfunctions, bomb scares) (IT 700-746)	263	0	0	\$250.00
22	Mutual Aid Responses Given	16	0	0	\$0.00
23a	Hazards Materials Responses (spills, leaks, etc.) (IT 410-431)	41	0	0	\$0.00
23b	Other Hazardous Responses (arcing wires, bomb removal, power line down, etc.) (IT 440-482, 400)	50	0	0	\$0.00
24	All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200-251, 500-699, 800-911)	671	0	0	\$12,500.00
25	TOTAL FOR ALL INCIDENTS (Sum of lines 19 through 24)	3244	1	0	\$731,125.00



City of Greer Fire Department Year-To-Date Statistics December 2016



OFFICE OF THE FIRE MARSHAL



Category Number: VI.
Item Number: D.



AGENDA
GREER CITY COUNCIL
1/24/2017

Municipal Court Activity Report - December 2016

ATTACHMENTS:

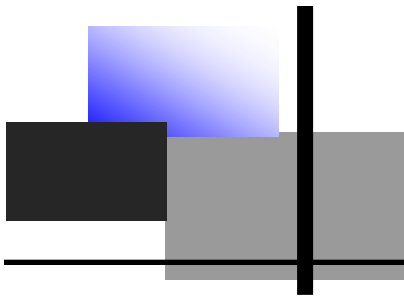
Description	Upload Date	Type
□ Municipal Court Monthly Report December 2016	1/17/2017	Backup Material



GREER MUNICIPAL COURT

MONTHLY REPORT DECEMBER 2016



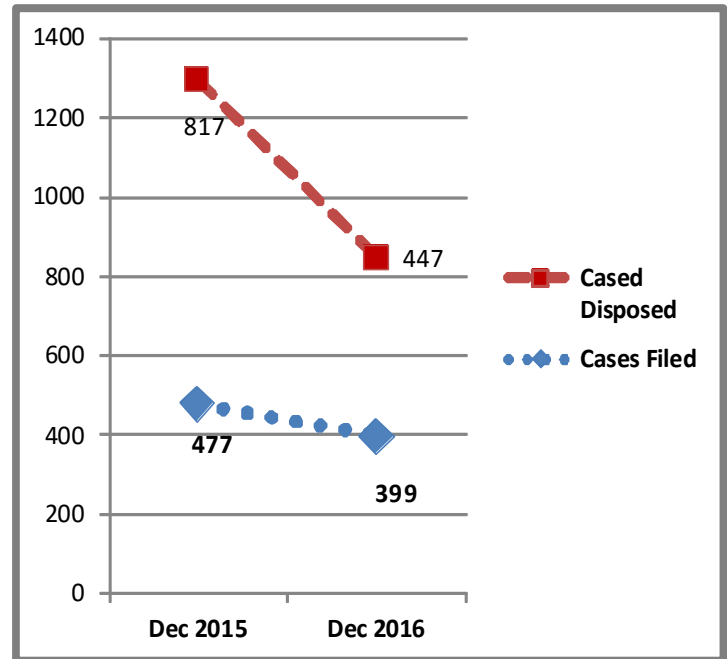
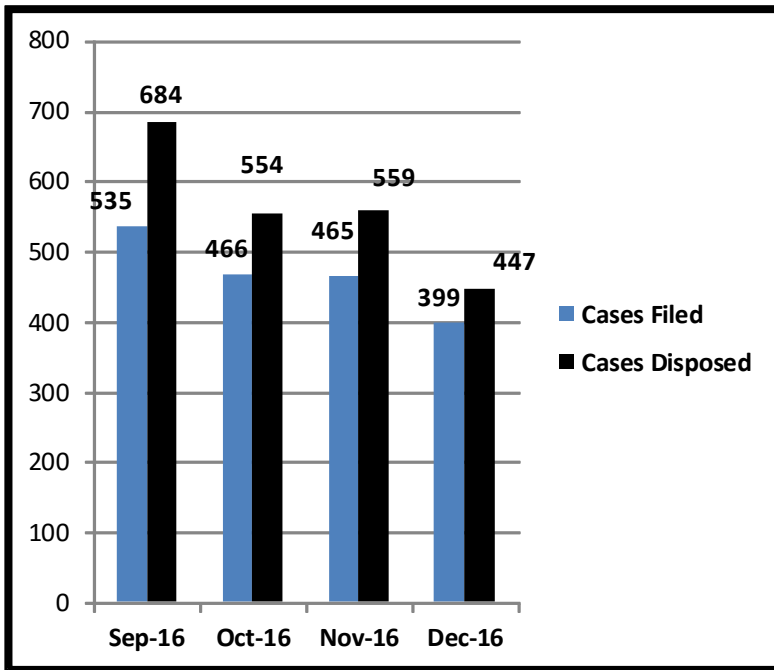


CASE LOAD

Traffic, Criminal and City Ordinances

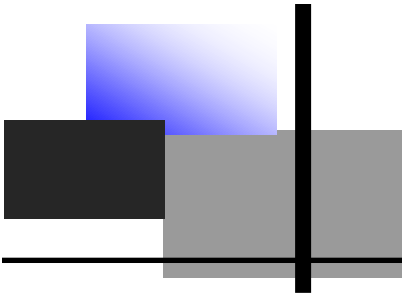
Total Cases disposed/processed: 447

Total cases filed by officers: 399



Arrest Warrants, Bench Warrants & Search Warrants

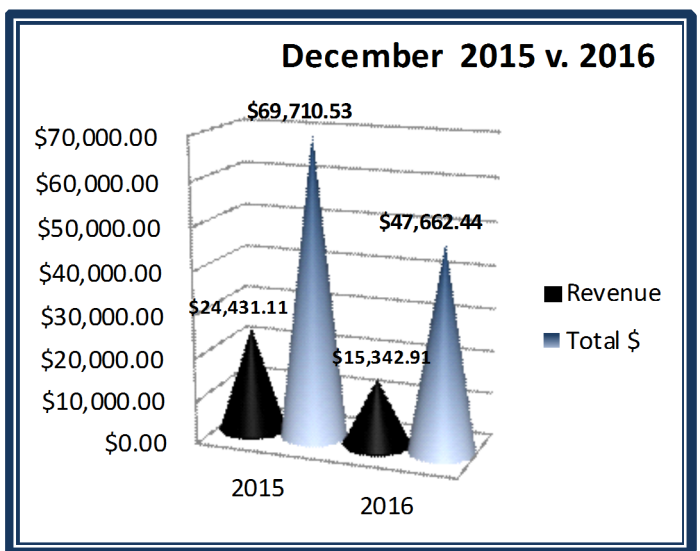
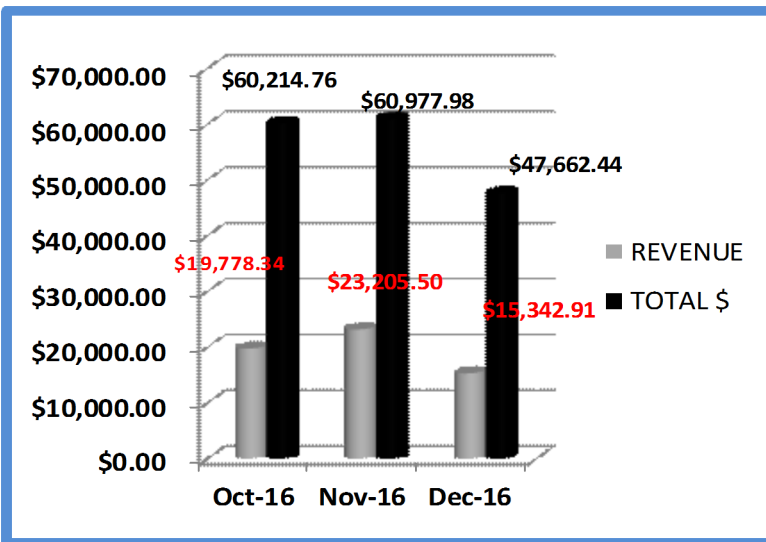
Arrest Warrants issued	103
Arraignments – # of defendants	125
Arraignments – # of charges	241
Bench Warrants issued	37
Bench Warrants served/processed	26
Search Warrants issued	6



FINANCIALS

Revenue

Total Revenue	\$15,342.91
Sent to State Treasurer	\$23,165.53
Victim Assistance Funds	\$3,017.00
Total \$ Collected	\$47,662.44



ACTIVITY

- ♦ Traffic Court was held on December 7, 14 and 21.
- ♦ General Sessions Preliminary Hearings were held on December 2nd.

Category Number: VI.
Item Number: E.



AGENDA
GREER CITY COUNCIL
1/24/2017

Parks & Recreation Activity Report - December 2016

ATTACHMENTS:

Description	Upload Date	Type
□ Parks and Recreation Department Activity Report December 2016	1/18/2017	Cover Memo

City of Greer Parks & Recreation Department

Monthly Report for

December 2016



Christmas Tree Lighting at Greer City Park

The City of Greer Parks and Recreation Department is committed to fulfilling our mission of providing quality recreational experiences while administering the values of community image, human development, preservation of environmental resources, health and wellness, economic development and cultural unity.

Department Projects

- ♦ Replacement of Pedestrian Bridge at Century Park:

With Mr. Driggers' approval, PARD funds in the upcoming cycle will be utilized, to replace the bridge at Century Park. Originally, \$45,000 was requested (for a 45-ft. bridge) in the current budget year, through hospitality funds, for this project. This number was obtained through comparing similar projects that the Greenville County Recreation Department has done in the past, recommending \$1,000 per lineal foot.

Payments have been made to Sinclair Associates to provide a topographical survey (\$1,350), S&ME to provide soil borings (\$3,700), and Palmetto Structural Engineering to make a recommendation for the bridge moving forward (\$4,500). These costs total \$9,550, leaving \$35,450 remaining in hospitality for this project.

Ryan Summey, Structural Engineer with Palmetto Structural Engineering, suggests that a 70-ft. bridge will now be needed, based on data from a topographical survey and soil borings. The estimated total cost of a 70-ft. bridge is \$63,500 (including \$3,000 for architectural fees).

There is \$49,910.33 available in PARD funding for this cycle (\$5,251.24 recurring funds from 2016, \$6,437.08 recurring funds from 2017, \$38,222.01 one-time money). Using these funds requires the City to provide a 20% match, which would total \$12,477.58 (\$1,312.81 recurring funds from 2016, \$1,609.27 recurring funds from 2017, \$9,555.50 one-time money). We will use these funds for the bridge project, and pay for the match through our budgeted hospitality funds for this project.

The remaining \$9,382.75 in budgeted hospitality funds for this project could be used for project contingency and/or applied to the Kid's Planet Master Plan.

- ♦ Giant Tube Dude was installed on December 12, at Greer City Hall, and Scott Gerber, the artist, was given a tour of the City of Greer and our facilities. A list of recommended locations was determined for the 8 smaller tube dudes that have been commissioned for the city. Designs for each piece will be discussed and finalized in the early part of next year.

- ◆ The Suber Road Master Plan meeting was held on December 15 in the OC Conference Room. Members were presented with conceptual plans for the project and made suggestions for final changes.
- ◆ Red Watson and Ann Cunningham met on December 6 to finalize the grant application for Parks and Recreation Development Funds. The application was submitted on December 16.

Department Trainings

- ◆ Several staff attended a software demonstration for work orders and inventory provided by BS&A on December 7 at Greer City Hall.
- ◆ Justin Miller instructed and certified Cory Holtzclaw, David Holtzclaw and Meredith Anzur in CPR, First Aid and AED use on December 21.
- ◆ Members of the Parks and Recreation Department staff completed MASC online training.

Department Participation

- ◆ On December 1, several staff attended a meeting with Mr. Driggers to discuss potential FLSA upcoming changes.
- ◆ The City of Greer Christmas weekend kicked off, on December 2, with the Annual Christmas Tree Lighting at Greer City Park where hundreds of guests being entertained by young dance companies, enjoyed the Chandler Creek Chorus and the Foothills Trumpet Ensemble, participated in Christmas crafts and welcomed Santa to the stage to read a Christmas story.
- ◆ A meeting was held on December 8, at Greer City Hall, with Parks and Recreation Directors and Management Staff from the Cities of Greenville, Mauldin, Simpsonville and Greenville County. Issues discussed included the allocation and distribution of PARD funds by the Greenville County Legislative Delegation, LiveWell Greenville's 2017 Park Hop and the final report of the Greenville County Recreation and Needs Assessment and Strategic Recommendations from Dr. Bob Brookover, Clemson University.

Department Highlights

- ◆ The Grounds Division:
 - Re-floored and painted the equipment trailer.
 - Repaired light fixtures at the Tryon Recreation Center and Victor Gym.
 - Winterized restrooms at Stevens Field and South Suber Road Park.
 - Assembled and delivered picnic tables to Country Club Road Park and South Suber Road Park.
 - Assembled new bleachers for Century Park.
 - Cleared Kudzu and brush from along the creek and fence at Century Park.
 - Removed basketball goals at BP Edwards Park, new goals will be installed in the near future.
 - Athletic fields were prepared for practices and fall season games.
 - Winter pruning of trees and shrubs continued at several facilities.
 - Mulch mowing of all facilities continued on a rotational schedule.
- ◆ The Parks and Recreation and Public Services Departments held their annual Christmas luncheon in the warehouse of the Operations Center on December 14. Texas Roadhouse catered the meal for our employees.
- ◆ The youth wrestling practice was facilitated every Tuesday and Thursday night at the Riverside High School wrestling room. Youth wrestlers are training to compete in weekend tournaments at various high schools around the state as well as weekday/weekend duals at Victor Gym.
- ◆ The Athletics Division visited with local elementary schools, on December 1, to promote athletic programming and a healthy lifestyle.
- ◆ Board meetings were held at the Operations Center for baseball (December 7) and soccer (December 19) to prepare for the upcoming seasons.
- ◆ Youth basketball practice was facilitated every Tuesday and Thursday night at Victor Gym. Through a partnership with other municipalities, participants ages 7-12 will compete with other municipal leagues. League games begin the first week in January.
- ◆ All athletic fields are now closed for the winter.

- ◆ On December 5, 7, 12 and 14, the Greer Children's Theater held auditions and parent meetings, at the Center for the Arts, for their spring production of Madagascar.
- ◆ The first Open Studio was held on December 8 at the Center for the Arts. Five Artists in Resident along with 5 guest artists were available for the community to meet and purchase their artwork.
- ◆ Two additional artists have rented space at the Center for the Arts with all 6 studios now occupied with resident artists.
- ◆ The Recreation Division hosted 2 separate Piano Recitals performed by the Piano Performers program participants on December 11-12 at the Cannon Centre. Over 150 people attended the event with approximately 50 students performing various Christmas selections.
- ◆ The Recreation Division:
 - Continued to facilitate Senior Action (50 participants daily) at the Needmore Recreation Center every Monday – Friday.
 - Piano Performers (36 participants weekly) utilized the Cannon Centre every Monday.
 - Never Alone (20 participants weekly) met every Tuesday evening at the Tryon Recreation Center.
 - The Cutlery Club (20 participants monthly) met on December 6 at the Tryon Recreation Center.
 - The Pickleball Program (30 participants each session) continued on Mondays and Wednesday at 6:00pm at Victor Gym.
 - The Needmore Recreation Center and the Creative Advancement Afterschool programs continued to meet at the Needmore Recreation Center and the Victor Gym respectively Mondays – Fridays.
 - The Ham Radio Beginner and Amateur Classes are currently being planned to begin in January.
 - The newest program, Whole Fitness, a free community workout continued every Saturday morning at the Victor Gym with an average of 7 participants. A new program, "Weigh Less to Feed More", will begin in January on Monday nights at 7:00pm at the Victor Gym. This new program will be a nutrition, fitness and spiritual study that meets weekly for 6 weeks.
- ◆ The Needmore Afterschool Garden Club was established, in partnership with Greer's Primrose Garden Club, during the first semester of the 2016/2017 school year. A plant day was held in August to plant fall plants and members of the Primrose Garden Club met and continue to meet with the Needmore Garden Club students once a month to teach a lesson about the garden and plants. Proper water, growing, weeding and harvesting are all fundamentals the students are learning. The students are incorporating their harvest into their healthy afterschool snacks and meals. This new program has been a great success!
- ◆ On December 2, Arbor Day, the Needmore Afterschool Garden Club partnered with the Greer Council of Garden Clubs to plant a Nellie Stevens Holly tree. The Garden Council started in the classrooms and taught the students a lesson on the importance of trees and why we need them in our environment. The club members and students then moved outdoors where the students were taught how to properly plant, water and care for the new tree.
- ◆ S.O.A.R. (Seniors Out and ARound):
 - Attended the Holiday Air at the TD Convention Center on December 2. The group enjoyed Christmas shopping for handmade gifts.
 - On December 6, seniors met for Lunch Bunch at Fatz Café in Greer with 8 in attendance.
 - December 8, the group of 8 seniors attended a painting class at LVV & Co. of Greer where they painted a wooden Christmas cutout to take home and decorate their front door.
 - Bingo was held on December 1 and 15 at the Victor Gym with 18 seniors in attendance at each session.
 - The Annual Christmas Potluck and gift exchange was held on December 20 with 28 members attending.
 - Two line dancing classes were held on December 14 and 28 at the Tryon Recreation Center with 15 seniors in attendance at each session.
 - The average attendance for the month was 15.
- ◆ The Events Division hosted 40 events at which over 6,694 guests visited the City of Greer Events Center. The division continues to maintain over 350 rental clients while also planning upcoming events.
- ◆ Three sessions filled with nearly 200 people per session occupied the Cannon Centre from 8:00am – 12:00pm on December 3 for the annual Breakfast with Santa event.

Upcoming Events

- ♦ Spring Sports Registrations (Residents, January 2; Non-Residents, January 9) throughout January
- ♦ Martin Luther King Day, January 16
- ♦ Food Truck Rollout, January 20
- ♦ Walk with Your Elected Officials, January 21
- ♦ Foothills Philharmonic, February 3
- ♦ Black History Essay Contest, February 17
- ♦ Bridal Showcase, February 17
- ♦ Madagascar Performances, February 24 – 26 and March 3 – 5
- ♦ Summer Camp Registrations (Residents, March 13; Non-Residents, March 20 until capacity is reached)
- ♦ 2017 Juried Art Show Reception, March 24
- ♦ Baseball Opening Day, April 1
- ♦ Eggstastic Easter, April 8
- ♦ International Festival, April 22
- ♦ Vintage Market in the Park, April 29
- ♦ Greer Family Fest, May 5 – 6
- ♦ Food Truck Rollout, May 26
- ♦ Moonlight Movies, Thursdays June 1 – July 27
- ♦ Tall Tale Tuesday, June 17 – July 17
- ♦ Summer Camps, June 5 – August 4
- ♦ Freedom Blast, June 24
- ♦ National Night Out, August 1
- ♦ Food Truck Rollout, August 4
- ♦ Friends of Lake Robinson, September 24
- ♦ Railfest, September 30
- ♦ Food Truck Rollout, October 19
- ♦ Christmas in Greer Tree Lighting, December 1
- ♦ Breakfast with Santa, December 2

Highlighted Projects

- ♦ Century Park Construction (LWCF) – Concession, Pressbox and Restrooms – Waiting Final Walkthrough
- ♦ Victor Park Batting Cage Installation – Concrete Pad Completed
- ♦ South Suber Road Park Master Plan – Recommendations Are in Process
- ♦ Bicycle Racks for the Downtown Area of Greer – 5 Installed; 12 Racks and 1 Fix-It Station Remaining
- ♦ Top Dressing Sand – City Park & Suber FY 16/17; Infield Clays at Century Park Completed
- ♦ Playground Equipment (Neighborhood Parks)
- ♦ Trash Containment Area (City Park)
- ♦ Scoreboard Installation – (Century Park) Removed Old Scoreboard Installation of New 3/2017
- ♦ Kids Planet Renovations & Woodworking
- ♦ Country Club Maintenance Area Windscreen
- ♦ Batting Cage Nets and Portable Mounds – To Be Ordered by 3/2017
- ♦ Removable Bollards Victor Park
- ♦ Pedestrian Bridge
- ♦ Hard Surface Dugout Covers – Century Park
- ♦ Shade Covers – Ordered to Be Installed 2/2017
- ♦ BP Edwards Park Basketball Goals – Old Goals Removed
- ♦ Cannon Centre Bathroom Renovations – Advertised for Bid 1/2017
- ♦ City Hall Event Hall Chairs
- ♦ Century Park Public Address System – Advertised for Bid 1/2017
- ♦ South Suber Road Park Drainage
- ♦ Century Park Gate Painted

"Creating Community through People, Parks and Programs"

Category Number: VI.
Item Number: F.



AGENDA
GREER CITY COUNCIL
1/24/2017

Police Department Activity Report - December 2016

ATTACHMENTS:

Description	Upload Date	Type
□ Dec 2016 Police Department Monthly Report	1/18/2017	Cover Memo



Police Department

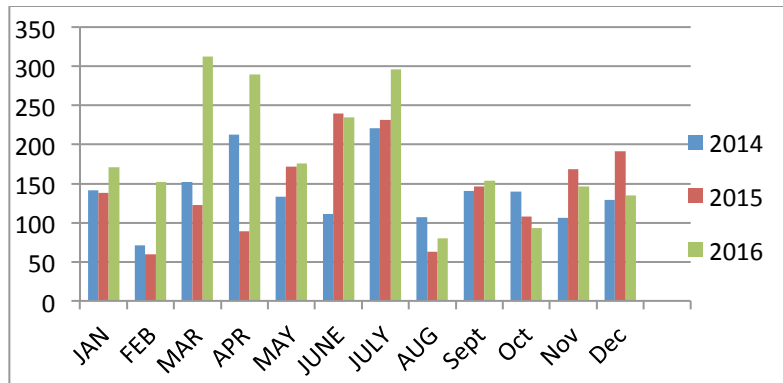


December 2016 Monthly Report

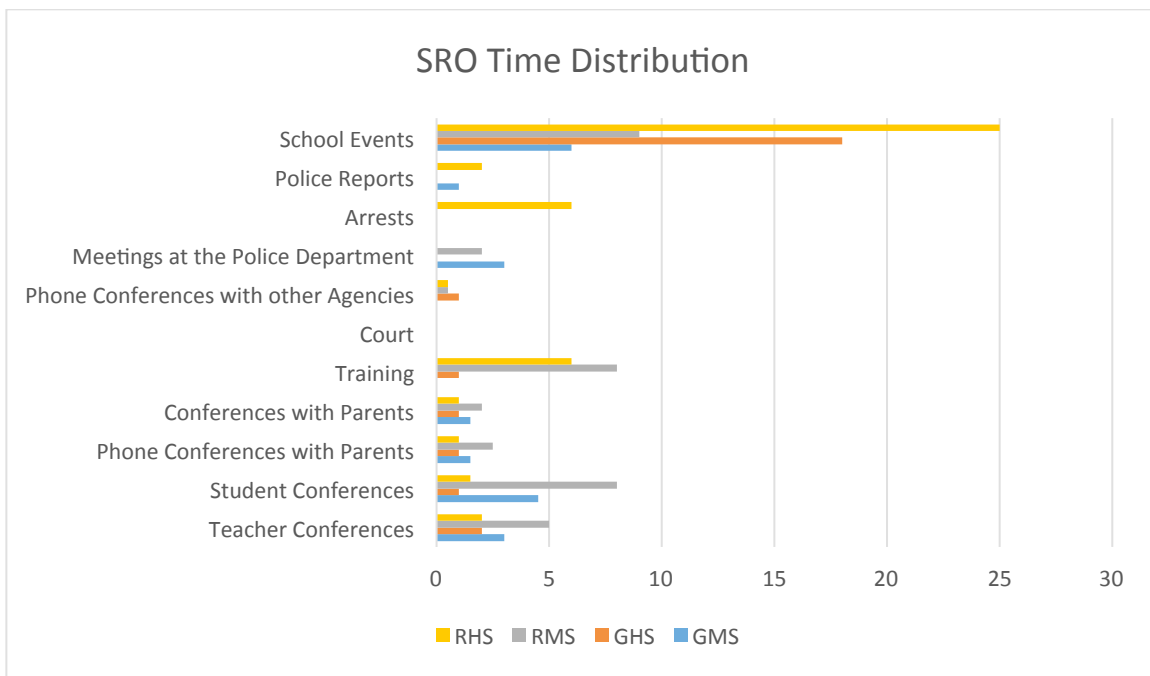
Administrative Division – Lt. Jimmy Holcombe

	Positions	Filled	Light Duty/FMLA/Military	Total
Sworn Officers	58	54	4	50
Dispatch	12	8	0	8
Detention	5	4	0	4
Admin	6/1pt	5/1pt	0	5/1
Animal Control	1	1	0	1
Total	82/1pt	72/1pt	4	68/1pt

Volunteer Hours



Month	Classes	# Of Students	# Of Class Hours	Total Training Time
Jan. 2016	5	112	18	381
Feb. 2016	9	184	30	520
March 2016	9	312	33	1346
April 2016	7	166	60	1074
May 2016	7	218	32	1373
June 2016	7	76	98	1176
July 2016	4	59	126	1850
August 2016	9	234	67	1782
September 2016	6	147	23	519
October 2016	11	254	23	2228
November 2016	6	164	20	576
December 2016	5	81	40	594
Total	85	2007	570	13419



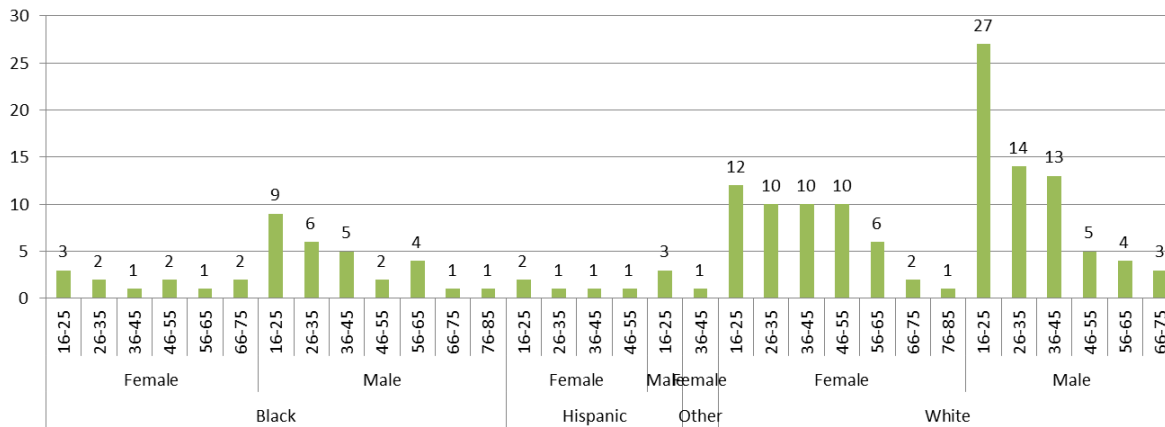
Operational Support Division – Lt. Marcus Kelley

Dispatch and Call Frequency	Nov-16	Dec-16	% Change From Previous Month	Year to Date 2015	Year to Date 2016	% Change from previous year
Number of 911 Calls	1,343	1,280	-4.7%	16,634	17,715	6.5%
Incoming 7-Digit Line Calls	4,871	5,012	2.9%	50,421	55,390	9.9%
Police Calls for Service	1,661	1,768	6.4%	26,449	26,265	-0.7%
Fire Calls for Service	285	268	-6.0%	3,489	3,244	-7.0%
Total Dispatched Calls	1,946	2,036	4.6%	29,908	29,237	-2.2%

Inmate and Process Total	Nov-16	Dec-16	% Change From Previous Month	Year to Date 2015	Year to Date 2016	% Change from previous year
Number of Adults Processed	119	122	2.5%	1,642	1,718	4.6%
Transported to Greenville	31	52	67.7%	353	442	25.2%
Transported to Spartanburg	30	18	-40.0%	153	237	54.9%
Juveniles Processed	4	2	-50.0%	38	36	-5.3%
Hours Covered by Patrol	72	180	150.0%	447	442	-1.1%

Animal Control Activity	November 2016	December 2016	% Change From Previous Month	Year to Date 2015	Year to Date 2016	% Change from previous year
Calls for Service	158	106	-32.9%	1,804	1,890	4.8%
Live Dogs Picked Up	3	4	33.3%	137	91	-33.6%
Live Cats Picked Up	7	3	-57.1%	92	108	17.4%
Dead Dogs Picked Up	1	0	-100.0%	7	11	57.1%
Dead Cats Picked Up	3	2	-33.3%	39	30	-23.1%
Live Wildlife Picked Up	1	1	0.0%	19	22	15.8%
Dead Wildlife Picked Up	4	3	-25.0%	64	55	-14.1%
Traps Delivered	6	6	0.0%	82	74	-9.8%
Follow Up Calls	16	10	-37.5%	166	163	-1.8%
Citations Issued	0	2	#DIV/0!	16	7	-56.3%
Warrants Obtained	0	0	0.0%	0	0	0.0%
Warnings Issued	16	10	-37.5%	167	147	-12.0%
Court Cases	0	0	0.0%	2	10	400.0%
Dogs Tx to County Shelter	0	2	#DIV/0!	129	60	-53.5%
Cats Tx to County Shelter	7	3	-57.1%	96	95	-1.0%
Treated by Vet	0	0	0.0%	9	1	-88.9%
Hours Training	0	32	#DIV/0!	66	40	-39.4%

Public Contacts by Race, Gender and Age Group



Patrol Division – Lt. Varner

Police Patrol Activity	16-Oct	16-Nov	% Change	Last YTD	YTD	% Change
Citations issued*	387	326	-15.76%	8474	6539	-22.83%
Arrest	126	129	2.38%	2008	1804	-10.16%
Incident Reports	259	277	6.95%	3373	3376	0.09%
Collision Reports	138	154	11.59%	1436	1564	8.91%
Warning Citations	149	153	2.68%	3531	3465	-1.87%
Patrol Miles	22946	30337	32.21%	390083	419254	7.48%
Warrants Served	146	148	1.37%	1574	1839	16.84%
Field Interviews	15	17	13.33%	219	362	65.30%
Citations are for traffic and criminal offenses*						
Traffic citations 75%						
Criminal citations 25%						



Trafficking heroin located during a collision

Logging truck collision on Hwy 14



Felony DUI on New Year's Eve

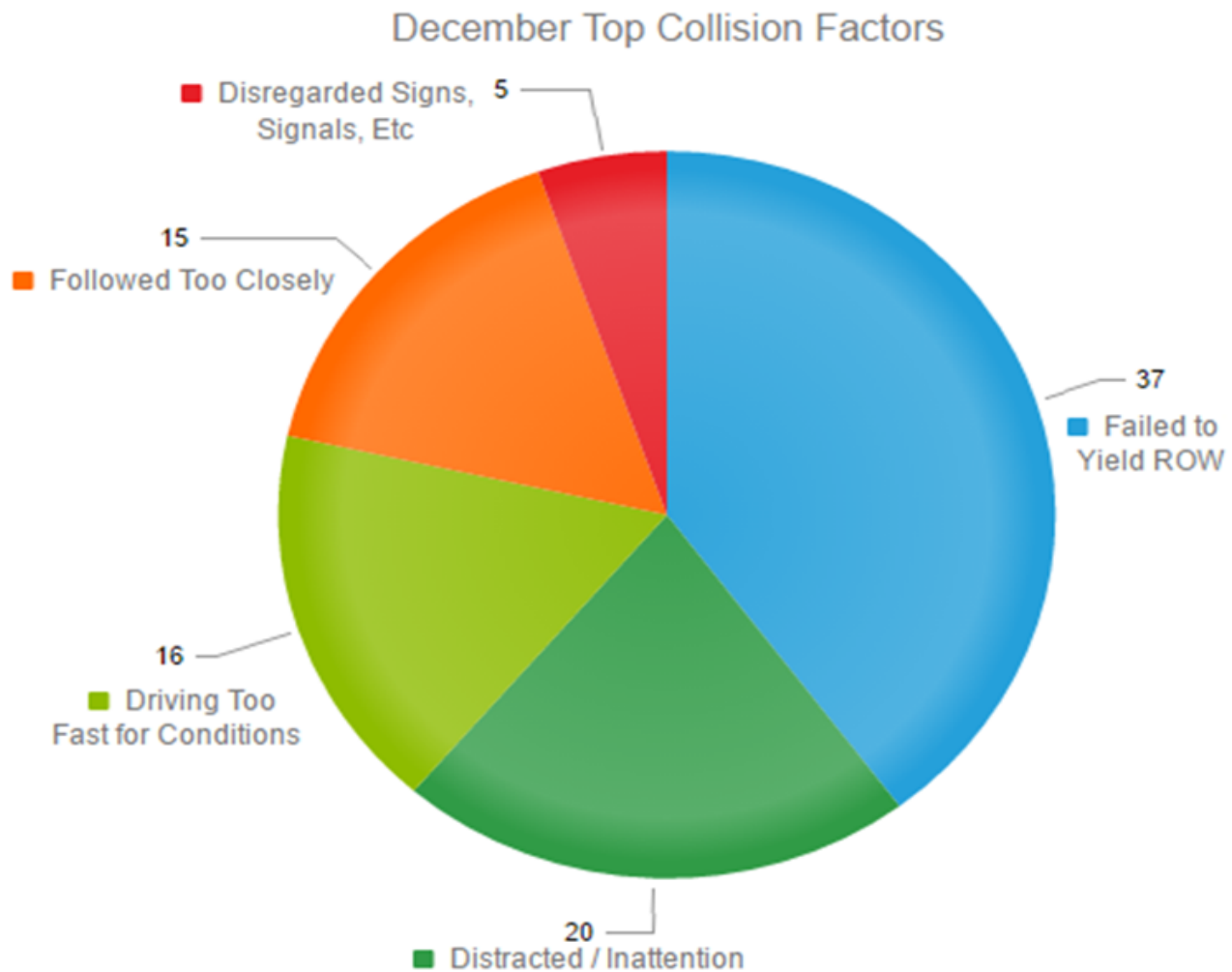


Citizens giving toys for COPS for TOTS

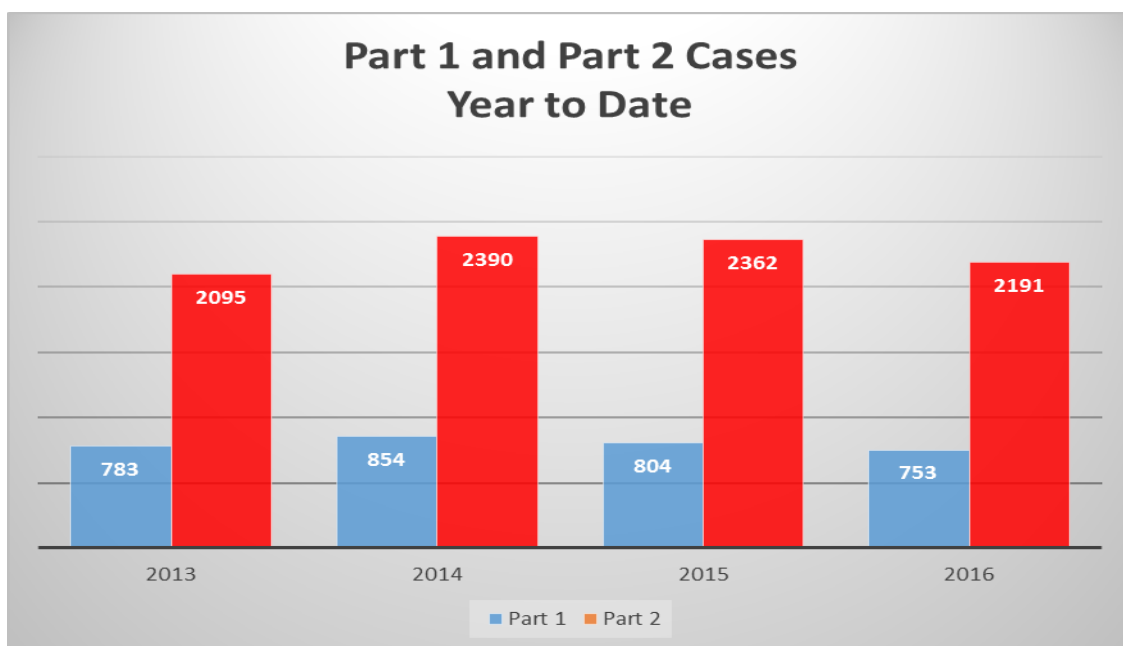


Officers assisted with traffic control during the City of Greer Christmas Tree Lighting



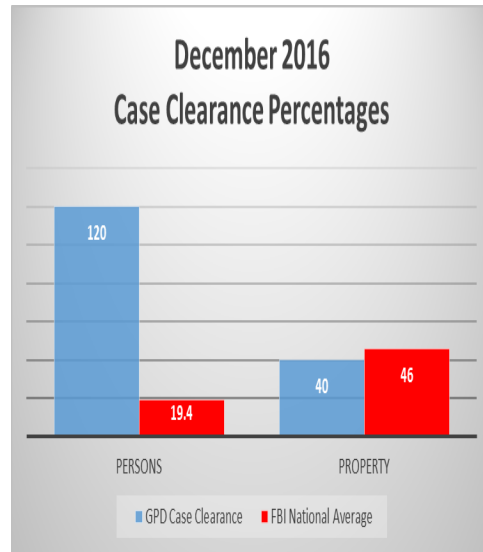
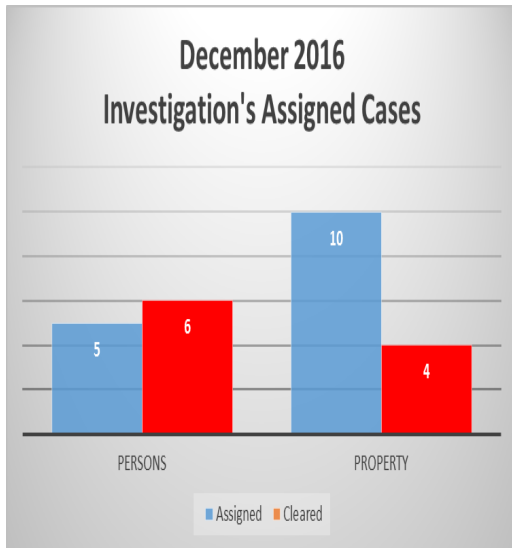


Criminal Investigations Division – Lt. Eric Pressley



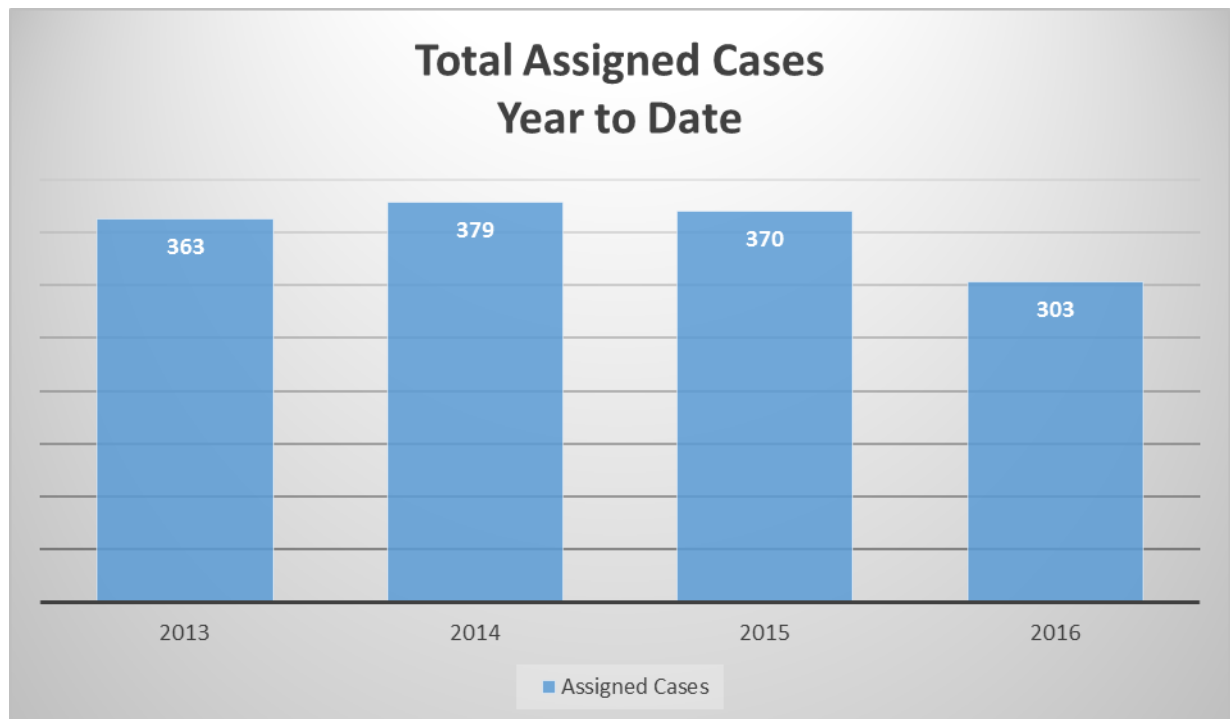
Parts 1 and 2 crimes

Both categories are reduced from previous two years



Cases assigned and cleared

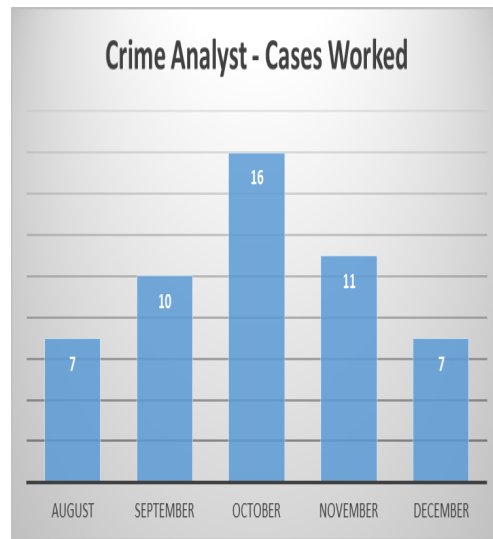
Property crime clearance rates dipped just above the National average



Cases assigned year to date



Victim Advocate case load



Crime Analyst assistance cases

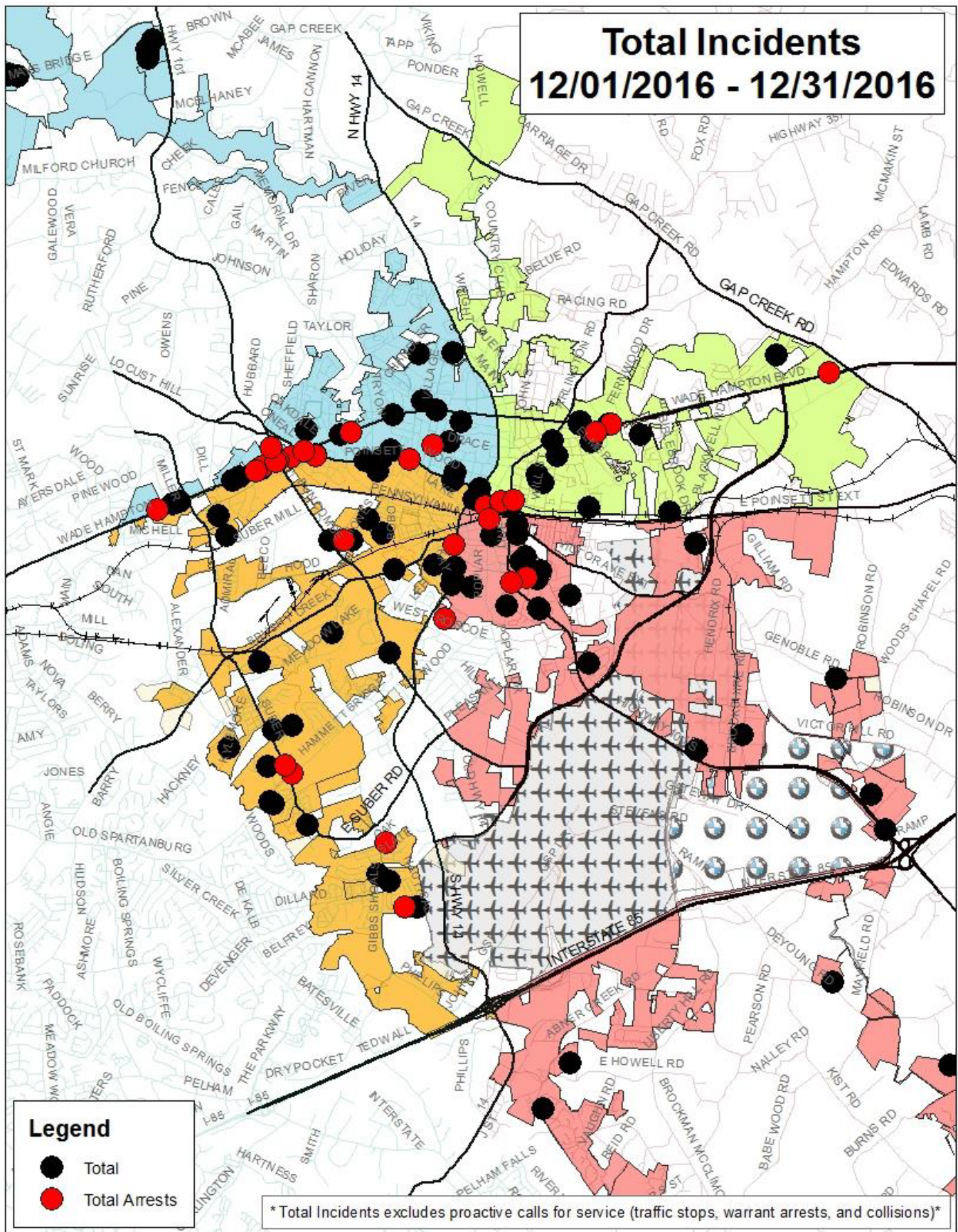


Marijuana and pills from search warrant



Marijuana from search warrant

Total Incidents 12/01/2016 - 12/31/2016



Legend

- Total
- Total Arrests

* Total Incidents excludes proactive calls for service (traffic stops, warrant arrests, and collisions)*

Category Number: VI.
Item Number: G.



AGENDA
GREER CITY COUNCIL
1/24/2017

Public Services Activity Report - December 2016

ATTACHMENTS:

Description		Upload Date	Type
□	Public Services Activity Report L Dec 2016	1/19/2017	Exhibit



TO: ED DRIGGERS, CITY ADMINISTRATOR
TAMMY DUNCAN, CITY CLERK

FROM: PUBLIC SERVICES DEPARTMENT

SUBJECT: ACTIVITY REPORT FOR DECEMBER 2016

DATE: JAN 16, 2016

The Public Services Department submits the following activity for December 2016.

GARBAGE LANDFILLED

DEC

(SPARTANBURG 416.91 Tons – GREENVILLE 372.70 Tons)

GRAND TOTAL (Both City's) 789.61 Tons

Running Totals to date:

Spartanburg 2,440.99 Tons – Greenville 2,956.83 Tons

Total both City's **5,397.82 Tons**

Carts Delivered

NEW HOME CARTS: 34 REPLACEMENT CARTS: 8

RECYCLE BINS: 53 CARTS REPAIRED: 20

Legal Extra Green Cart 1



Recycle Center

Recycle Curbside

Paper Mixed 9.66 Tons

Tons Collected **Center:** 12.34

Plastic 2.68 Tons
Cardboard: 0.00 Tons

Tons Collected **Curbside:** 44.52
Total Tons: 56.86

E-Waste: 0.00 Tons

Both **Center**, and **Curbside**

Metal/Alum 000 Tons

Tires: 000 Tons

VEHICLE MAINTENANCE SHOP

FULL SERVICE OIL/FILTER: 9

MISCELLANEOUS JOBS: 49

TIRES REPLACED: 12

TIRE ROTATIONS: 0

TIRES REPAIRED: 3

BRAKE JOBS: 0

MAJOR REPAIRS: 9

MINOR REPAIRS: 14

BATTERIES REPLACED: 5

ROTORS TURNED: 2

ROAD CALLS: 6

STREET REPAIR AND ROAD MAINTENANCE

- Storm Drain & Catch basin: Worked on catch basins also repaired, and replaced storm drains in several locations: **5** days
 - Sign Work: **5** Days of repairing and, or replacing street signs.
 - Repair/Replace Green Carts: **11** Days repairing or replacing green carts.
 - Street Work: **12** Days of patching potholes, repairing sidewalks & curblines, in various locations.
 - Leaf Pickup: **20** Days of cutting grass and spraying weeds.
 - Vac Truck: **1** Days of jetting city storm drain lines.
 - Street Sweeper: **6** days of sweeping streets.
 - Camera Van: **1** days of running camera thru city storm drain lines.
1. Hauled 3load of E-Waste to the landfill.
 2. Closed roads and picked up trash for the 2016 Christmas Parade, All employees worked.
 3. Redone section of sidewalk on Victor Ave.
 4. Worked on storm drain in Hunter Place, patched the line, and worked on storm box.
 5. Removed stump on the corner of Pine Street, and Barbare Street, also removed the curbline so the street can be repaved.
 6. Two employees stayed the night of 12/16/16 due to the chance of freezing rain, and sleet.

CITY BUILDING MAINTENANCE

Maintenance Supervisor: Overseeing building maintenance, janitorial work, etc. for all city buildings. **40** hours a week. Heating and cooling tracer summit. **5-14** hours a week.

Janitorial Work: **2** Employees full time, and **1** part time.

City Hall: **3** Hours a day **5** day's week. City Police & Courts: **3** Hours a day **5** days.
Operation Center: **2** hours a day **2** days. City Hall/Cannon Centre: full time **8** hour shift.
5 days a week. City Hall, Hall A set up for council: **2** hrs City Hall, Hall A break down for council: **2** hrs. City Hall, Hall A set up for council: **2** hrs City Hall, Hall A break down for council: **2** hrs.

Managing City Projects: Safety Committee Meeting: **1** hr.

City Auditorium, renovations & budget cost, ongoing project.

Police & Courts: Installation of bullet proof walls, ongoing project.

Category Number: VI.
Item Number: H.



AGENDA
GREER CITY COUNCIL
1/24/2017

Website Activity Report - December 2016

ATTACHMENTS:

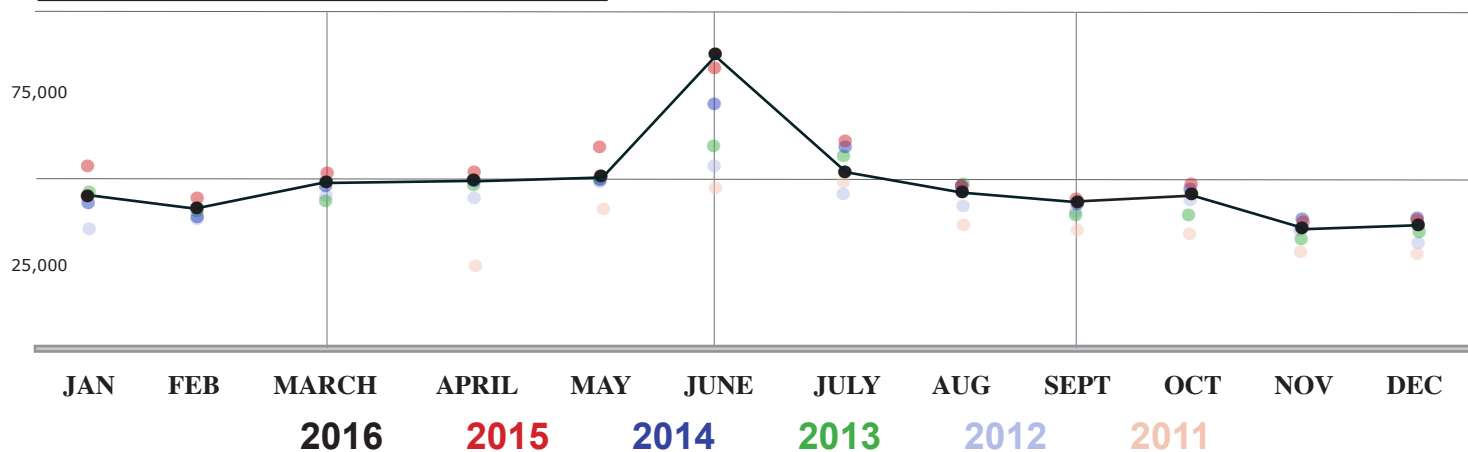
Description	Upload Date	Type
□ Website Activity Report December 2016	1/19/2017	Exhibit



City of Greer Website

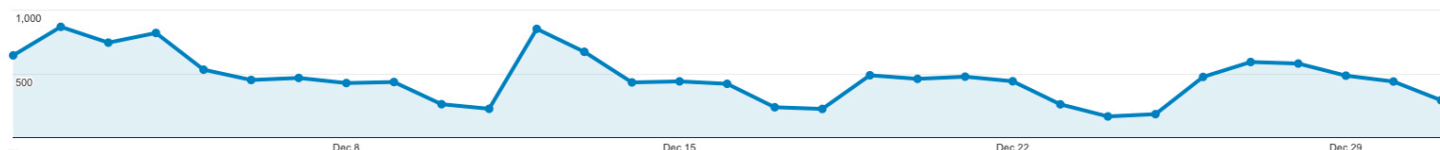
December 2016 Monthly Report

Total Page Views by Month



Daily sessions at www.cityofgreer.org

December 1-31, 2016



Visitors to www.cityofgreer.org

Total Sessions: 14,520 from 56 countries
New Visitors: 9,330 (64.3 %)
Returning Visitors: 5,190 (35.7 %)

Traffic Sources

Search Engines 71.1 %
Direct Traffic: 12.3 %
Referral/Social: 16.6 %

Retention

Monthly Page Views: 37,844
Avg Pages per Session: 2.61
Average Time per Session: 1 minute, 41 seconds

Most Viewed Pages

1. Home
2. Job Openings
3. Upcoming Events
4. Police Department
5. Quick Links
6. Events Center
7. Rental Facilities
8. Trash Collection
9. Building & Development Standards
10. Fire Department

Mobile Site Statistics

Total Sessions: 1,531 from 10 countries
Monthly Page Views: 7,346
Call Clicks: 36
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AGENDA
GREER CITY COUNCIL
1/24/2017

Play It Forward

Summary:

Allison Rauch would like to inform Council of the revitalization project Leadership Greer is sponsoring for the Biblebrook playground.

Category Number: IX.
Item Number: A.



AGENDA
GREER CITY COUNCIL
1/24/2017

Elections Commission

Summary:

Alvetia Williams term expired 12/31/2016 (Action Required)

ATTACHMENTS:

Description	Upload Date	Type
☐ Elections Commission	1/17/2017	Exhibit



CITY OF GREER ELECTIONS COMMISSION

Six Year Terms

	Date of Appointment	Term Expiration
Alvetia Williams (Chairman) 11 Seventh Street Greer, SC 29651 Work 308-7429 Cell 434-6210 E-mail vitiawilliams@yahoo.com ***Mailing address: P. O. Box 1871, Greer, SC 29652	November 23, 2010 October 12, 2004	December 31, 2016 December 31, 2010
Mark Turnbull 258 Cornelson Drive Greer, SC 29651 Residence 864-469-6770 Cell 905-0807 E-Mail rhondabrian@yahoo.com	November 13, 2012 November 28, 2006	December 31, 2018 December 31, 2012
Paul Lamb 119 Cotter Lane Greer, SC 29650 Cell 905-0882 E-mail paulhlamb@gmail.com	November 25, 2014 January 13, 2009	December 31, 2020 December 31, 2014

Sec. 2-188. The election commission is specifically exempted from the provisions of this article in view of the requirements as to membership and appointment established by state statutes. (Not subject to seven member appointment ordinance)

Category Number: X.
Item Number: A.



AGENDA
GREER CITY COUNCIL
1/24/2017

Second and Final Reading of Ordinance Number 34-2016

Summary:

AN ORDINANCE AUTHORIZING THE CONVEYANCE OF ANY AND ALL INTEREST IN CERTAIN REAL PROPERTY IN THE CITY OF GREER (Action Required)

ATTACHMENTS:

Description	Upload Date	Type
▣ Ordinance Number 34-2016	1/18/2017	Ordinance

ORDINANCE NUMBER 34-2016

**AN ORDINANCE AUTHORIZING THE CONVEYANCE OF
ANY AND ALL INTEREST IN CERTAIN REAL PROPERTY IN THE CITY OF
GREER**

WHEREAS, the City of Greer received an interest in certain real property by deed dated June 8, 2012, and recorded April 30, 2012, in Deed Book 2404 at Page 5318, Greenville County Register of Deeds Office, which is approximately ten (10) acres located at the intersections of Wade Hampton Boulevard, Memorial Drive, Spring Street, and Forest Street and identified as Tax Map No. G014000300400, G014000300101, G014000300100, and, G014000305608 within the city limits of Greer, County of Greenville (hereinafter “Property”).

WHEREAS, **313 Memorial Drive, LLC intends to purchase** ~~The City of Greer intends to sale~~ the Property pursuant to the terms and conditions of a Contract for sale and negotiations thereto known as “Project Forest.”

WHEREAS, pursuant to S.C. Code § 5-7-40, a municipality may convey or dispose of property it owns by Ordinance.

WHEREAS, the Mayor and City Council find that it is in the best interest of the City of Greer to convey the Property **to 313 Memorial Drive, LLC** pursuant to the terms and conditions of the Contract for Sale and negotiations **with 313 Memorial Drive, LLC** known as “Project Forest.”

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the City of Greer, that the Mayor of the City is hereby authorized, empowered, and directed to execute, acknowledge and deliver a quit-claim deed to convey any and all interest the City may have in the Property **to 313 Memorial Drive, LLC**.

This Ordinance shall be effective upon second reading approval and no further authorization is required to execute and deliver all documents related to the conveyance contemplated by this Ordinance.

Richard W. Danner, Mayor

ATTEST:

Tammela Duncan, Municipal Clerk

Introduced by: Councilman Wayne Griffin

First Reading: November 22, 2016

Second Reading: January 24, 2017

Approved as to form:

John B. Duggan, Esquire
City Attorney

Category Number: X.
Item Number: B.



AGENDA
GREER CITY COUNCIL
1/24/2017

Second and Final Reading of Ordinance Number 1-2017

Summary:

AN ORDINANCE AMENDING THE CITY OF GREER CODE OF ORDINANCE CHAPTER 2 ADMINISTRATION, ARTICLE V PURCHASING RULES AND PROCEDURES, SECTION 2-293 SMALL PURCHASES, SECTION 2-294 REGULAR PURCHASES, SECTION 2-295 EMERGENCY PURCHASES, SECTION 2-296 CENTRAL STOREHOUSE AND SECTION 2-297 OTHER GENERAL RULES (Action Required)

ATTACHMENTS:

Description	Upload Date	Type
☐ Ordinance Number 1-2017	1/17/2017	Ordinance

ORDINANCE NUMBER 1-2017

AN ORDINANCE AMENDING THE CITY OF GREER CODE OF ORDINANCE CHAPTER 2 ADMINISTRATION, ARTICLE V PURCHASING RULES AND PROCEDURES, SECTION 2-293 SMALL PURCHASES, SECTION 2-294 REGULAR PURCHASES, SECTION 2-295 EMERGENCY PURCHASES, SECTION 2-296 CENTRAL STOREHOUSE AND SECTION 2-297 OTHER GENERAL RULES

WHEREAS, the City of Greer City Council at various times reviews the city ordinances to make necessary improvements and/or changes; and

WHEREAS, Greer City Council wishes to amend Chapter 2 Administration, Article V Purchasing Rules and Procedures Section 2-293 through Section 2-297 to streamline the processes, create better efficiencies by shortening the procurement window, and adjusting the approval thresholds to better accommodate inflation and rising prices for smaller parts and supplies;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the City of Greer, South Carolina that the City of Greer Code of Ordinance be amended as follows:

ARTICLE V. - PURCHASING RULES AND PROCEDURES

State Law reference— Requirement that political subdivisions develop and adopt procurement laws, S.C. Code 1976, § 11-35-50.

Sec. 2-291. - Purpose.

- (a) The provisions of this article are adopted pursuant to S.C. Code 1976, § 11-35-50, and may be referred to as the city procurement code or purchasing rules and procedures.
- (b) The purpose of this system is to assure that the city receives the best possible prices from vendors for quality goods and services.

(Code 1982, § 2-171)

Sec. 2-292. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Formal bid means a sealed, written quotation of price for such items conforming to city specifications. Such bids must be written and submitted after vendors have been properly notified that the city seeks such bids.

Informal bid means any oral or written quotation of price for materials or services conforming to specifications required by the city. State purchasing contracts or other such contracts may be considered an informal bid.

(Code 1982, § 2-172)

Sec. 2-293. - Small purchases.

A small purchase is one where the items or services required do not exceed ~~\$500.00~~ **\$1,000.00**. The items purchased must be within the budget appropriation (refer to monthly budgetary statement). The approval of the department head for the small purchase shall be ~~his~~ certification that funds are appropriated and available for purchased items or services.

- (1) Step one. The department head determines ~~that~~ the item needed is below ~~\$500.00~~ **\$1,000.00** and that funds are available in the budget for the item or service to be purchased.
- (2) Step two. The department head **authorizes the** orders from the vendor most advantageous to the city.
- (3) Step three. The department head delivers invoices/receipts to the finance ~~division~~ **office coded to the proper departmental line item with approval for payment.**
- (4) Step four. The ~~business~~ **finance** office checks the invoice for **pricing and** mathematical errors, ~~makes sure prices charged are correct,~~ and **ensures** ~~makes sure that the~~ payment is not a duplicate; then stamps and initials the invoice **signifying verification of the invoice details and accuracy of the departmental line item to which the invoice is coded.**
- ~~(5) Step five. The department head approves payment.~~
- ~~(6) Step six.~~ **(5) Step five.** The ~~business~~ **finance** office ~~makes out issues~~ a check and sends it **payment** to the vendor along with a **payment stub or** copy of the invoice, and files appropriately.

(Code 1982, § 2-173)

Sec. 2-294. - Regular purchases.

A regular purchase is any item that exceeds ~~\$500.00~~ **\$1,000.00** or any item for which quotes must be secured. The standard purchase order form shall be used for such purchases and the following procedure shall be used:

- (1) Step one. The department head prepares requisition forms completely, **ensuring the requisition form is properly filled out and the requisition does not exceed the budget, then** ~~and~~ submits the requisition to the ~~business~~ **finance** office-well in advance of the time goods and services are required.
- ~~(2) Step two. The department head checks to see that the requisition is properly filled out and sees that the requisition does not exceed the budget.~~
- ~~(3) Step three.~~ **(2) Step two.** The **department head, in cooperation with the** ~~business~~ **finance** office checks to see if the items requisitioned are covered by contract agreement (state purchasing, etc.). **If so, proceed to step seven (subsection (7) of this section). Otherwise, proceed to step three (subsection (3) of this section).**
- ~~(4) Step four.~~ **(3) Step three.** The ~~business~~ **finance** office determines if the expenditure is less than ~~\$5,000.00~~ **\$10,000.00**. If so, ~~he~~ **the finance office then** determines whether or not this is a situation where informal bid may be waived (see section 2-297(g)), **and if so, then proceeds to step seven (subsection (7) of this section);** otherwise ~~he~~ **the finance office, in cooperation with the department head,** seeks and obtains at least three informal bids if possible, selects the vendor most advantageous to the city

and proceeds to step ~~nine~~ **seven** (subsection (9) ~~(7)~~ of this section). **If the expenditure exceeds \$10,000.00, proceed to step four (subsection (4) of this section).**

- ~~(5) Step five.~~ **(4) Step four.** The business **finance** office, if the expenditure is over \$5,000.00, **having determined the expenditure exceeds \$10,000.00, then determines whether or not this is a situation where informal bid may be waived (see section 2-297(g)), and if so, then proceeds to step seven (subsection (7) of this section);** proceeds to step six (subsection (6) of this section) unless this particular situation permits this procedure to be waived (see section 2-297(g)). **Otherwise, the finance office, in cooperation with the department head, prepares a formal bid/proposal, drawing up detailed specifications and the bid/proposal notice, advertises the notice in a newspaper of general circulation at least ten days prior to receipt of bids/proposals, notifies suppliers that have indicated they wish to be notified, notifies applicable city business license holders, and secures a minimum of three bids/proposals where possible.**
- ~~(6) Step six.~~ The business office, in cooperation with the department head, draws up detailed specifications and the bid notice, advertises bids in a newspaper of general circulation at least ten days prior to receipt of bids, notifies suppliers that have indicated they wish to be notified and secure a minimum of three bids where possible. Notify applicable city business license holders.
- ~~(7) Step seven.~~ **(5) Step five.** The city administrator, if the cost of the item is estimated to be over \$5,000.00 **\$10,000.00** but less than \$25,000.00 **\$35,000.00**, opens the bids and awards the contract to the vendor most advantageous to the city.
- ~~(8) Step eight.~~ **(6) Step six.** The city council, if the cost is over \$25,000.00 **\$35,000.00**, shall make the final decision as to which vendor **will be awarded** the contract ~~shall be awarded to.~~
- ~~(9) Step nine.~~ **(7) Step seven.** The business **finance** office files the requisition and ~~makes out~~ **prepares** the purchase order when the vendor is selected by the city administrator or city council **selection process is complete.**
- ~~(10) Step ten.~~ **(8) Step eight.** The business **finance** office sends the original **signed** copy of the purchase order to the **department head to be forwarded to the** vendor **when the order is placed;** **and** keeps one copy on file at business **the finance** office.; returns two copies to the ordering department, one of which is to be kept on file for one year by the ordering department and the other signed and returned to the office as soon as the goods are received (see step 12 of this section).
- ~~(11) Step eleven.~~ **(9) Step nine.** The vendor fills the order and sends it to the ordering department with a copy of **and provides** the invoice and ~~sends the original copy of the invoice to the business finance office.~~
- ~~(12) Step twelve.~~ **(10) Step ten.** The department of origin examines **the received** goods immediately upon delivery. **The ordering department then provides notification to the finance office with the proper signatures** returns one copy of the purchase order to the business office with the signature certifying that the items were received in good condition. Payment for these goods will not be made until this certification is made.
- ~~(13) Step thirteen.~~ **(11) Step eleven.** The business **finance** office, after receiving the signed certification that the goods were received in good condition, matches the invoice and purchase order and checks **them** for errors in billing and mathematical mistakes ~~errors;~~ **makes sure and ensures** the payment is not a duplicate.; **then** stamps and initials in appropriate spaces **signifying verification of the order details and accuracy of the departmental line item to which the invoice is coded.**
- ~~(14) Step fourteen.~~ **(12) Step twelve.** The city administrator approves final payment.
- ~~(15) Step fifteen.~~ **(13) Step thirteen.** The business **finance** office ~~makes out~~ **issues** the check and sends payment to the vendor, along with a **payment stub or** copy of the invoice, collates and files a copy of the purchase order, payment check, invoice and requisition if available. **and files appropriately.**

Sec. 2-295. - Emergency purchases.

An emergency purchase is authorized when the interruption of a project due to need of an item or service will directly affect the efficient and orderly completion of the project, and when the use of normal purchasing procedures will cause an excessive delay in obtaining the needed item or service. In such cases the following procedure shall be used:

- (1) Step one. The department head verbally explains the emergency situation to the city administrator, or mayor ~~only~~ in the absence of the city administrator.
- (2) Step two. The city administrator or mayor, ~~only~~ in the absence of the city administrator, after determining that funds are available for the purchase either from the budgeted account or contingency fund and ~~that~~ the purchase is necessary to prevent interruption of a city project or service, gives verbal approval to the department head.
- (3) Step three. The department head, upon verbal approval, immediately obtains a purchase order number and refers this number to the vendor when placing the order.
- (4) Step four. The department head, by the end of the next working day, submits a requisition and one copy to the ~~business~~ finance office. This requisition should list the items.
- (5) Step five. The ~~business~~ finance office processes in the same manner as the normal purchasing procedure, but eliminates the pricing and vendor selection functions.
- (6) Step six. The ~~business~~ finance office marks "emergency purchase" on the assigned purchase order.
- (7) Step seven. The city administrator reports at the next council meeting emergency purchases made and funds utilized if the city administrator determines the purchase will cause a financial hardship on the city.

Sec. 2-296. - Central storehouse.

- (a) A new account, to be called central purchasing (~~account number 35~~), shall be set up for ordering merchandise in bulk for more than one city department. When the merchandise is purchased, the amount of the purchase shall be debited to the central purchasing account. For purposes of inventory control, the city administrator shall designate an officer to keep a log of merchandise received in the storehouse and also merchandise disbursed from the storehouse. Then, when a commodity arrives at the storehouse, the date received, the quantity, and new balance shall be entered on the log. Then, when the merchandise is disbursed to the various departments, the proper entries are made, and the individual taking the merchandise for a city department must sign the appropriate blank on the log. The following sample illustrates how the system may work:

CENTRAL STOREHOUSE DISBURSEMENT LOG

ITEM: (description of Mdse.)		UNIT COST: (XX per gal.)			Bal. 000
QTY Received	QTY Disbursed	Date	Dept.	Signature	Bal.
55 gal.	—	XX-XX-75	—	—	55 gal.
—	5 gal.	XX-XX-75	Fire	(signature)	50 gal.
—	10 gal.	XX-XX-75	Police	(signature)	40 gal.

- (b) This log shall be submitted to the ~~accounting~~ finance office monthly, where the dollar value of the merchandise taken out by each department shall be computed and charged to the appropriate department. Then, the total amount checked out by all

departments for that month shall then be credited back to the central purchasing account. In addition, the designated officer shall conduct an inventory check quarterly to verify all log figures.

(Code 1982, § 2-176)

Sec. 2-297. - Other general rules.

- (a) Inventory checks should be conducted quarterly, if not more often to prevent stockouts and emergency purchases. It shall be the responsibility of the various department heads to see that such an inventory check is carried out.
- (b) Before appointing anyone to act as his agent for inventory or requisitioning purposes, the department head shall clear such an appointment with the city administrator.
- (c) Quality checks may be made from time to time by the city administrator or someone designated by him to make sure all items used by the city departments are satisfactory and up to required standards.
- (d) The city administrator's office cannot accept requisitions nor issue purchase orders except within the amount adopted in the budget.
- (e) The various department heads should work with the city administrator's office in preparing specifications or standards expected of products to be purchased by the city. Further, it shall be the responsibility of the department heads to provide the city administrator with feedback as to quality of merchandise, dependability of the vendors, etc.
- (f) All invitations to bid shall include the provision that the city reserves the right to reject any and all bids.
- (g) Bidding procedures may be waived under the following circumstances:
 - (1) When there exists no possibility of a competitive bid, as in the case of only one source of supply.
 - (2) When it is to the city's advantage to acquire goods or services on the basis of a previously awarded bid or contract.
 - (3) In the case of emergency purchases or purchase of used equipment.
 - (4) When, in the opinion of the city administrator, it is to the advantage of the city to do so.
 - (5) For professional services where the person engaged is customarily employed on a fee basis rather than competitive bidding (including, but not limited to appraiser, architect, auditor, consultant, engineer, legal services, physician).
 - (6) Proposals invited on a competitive sealed basis.
 - (7) Negotiations after unsuccessful competitive sealed bidding.
 - (8) Small purchases under ~~\$500.00~~ **\$1,000.00.**
 - (9) Blanket purchase agreements for repetitive small purchases not requiring a purchase order for each purchase.
 - (10) Compatibility of equipment or parts is the paramount consideration.
 - (11) Procurement of information technology.
 - (12) Leasing or purchasing of real property.
 - (13) Purchasing on state and other governmental contracts.
 - (14) "Piggybacking" on another properly executed procurement within one year of the original purchase.
- (h) The functions to be performed by department heads may also be performed by an individual designated by the city administrator to act as purchasing assistant for the department head.

- (i) Any funds expended by the city must be spent in accordance with the procedures in this section, except that, the city administrator may, in his discretion, choose to waive formal bidding procedure and modify existing specifications when purchasing used equipment.

(Code 1982, § 2-177)

Sec. 2-298. - Award of contracts by city.

- (a) Contracts for goods or services shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to price, the city council or city administrator shall consider:
 - (1) The ability, capacity and skill of the bidder to perform the contract or provide the service required;
 - (2) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 - (3) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
 - (4) The quality of performance of previous contracts or services;
 - (5) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 - (6) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the services;
 - (7) The quality, availability and adaptability of the supplies or contractual services to the particular use required;
 - (8) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and
 - (9) The number and scope of conditions attached to the bid;
 - (10) Tie bids:
 - a. If two or more bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to the local bidder (as defined in subsection 2-298(b)), if applicable.
 - b. If two or more of such bids are submitted by local bidders, the purchasing agent shall award the contract to one of the local tie bidders by drawing lots in public.
 - c. If local bidders are not involved in the tie bids, the purchasing agent shall award the contract to one outside tie bidder by drawing lots in public.
 - (11) For construction projects, bids may only be considered from bidders with the proper state licenses.
- (b) It is the policy of the city to support businesses located within the city. To that end, the city supports a local vendor preference applied to requested bids. To qualify for the local vendor preference, the vendor must meet all of the following requirements:
 - (1) The vendor must complete the application for local vendor preference certificate;
 - (2) The vendor must maintain an office within the legally defined boundaries of the city and have a majority of full-time employees, chief officers and managers regularly conducting work and business from this office;
 - (3) The vendor must have held a valid resident city business license for at least three consecutive years prior to the date of the application for certification; and
 - (4) The vendor must submit a copy of their local vendor preference certificate with their bid.
- (c) Use of the local vendor preference during the bid evaluation process:
 - (1) For comparing bids, any vendor who meets all the criteria in [subsections] (b)(1)—(b)(4) above will have their bid price reduced by five percent, not to exceed a maximum reduction of \$2,500.00. If after the application of the local vendor preference, the vendor

is determined to be the low responsive and responsible bidder, they will be awarded the contract; and

- (2) Final contract price will reflect the original bid amount before the local vendor preference was applied.

(d) Minority-owned and woman-owned businesses:

- (1) It is the policy of the City of Greer to provide minorities and women equal opportunity for participating in all aspects of the city's contracting and procurement programs, including but not limited to employment, construction projects, and lease agreements consistent with the laws of the State of South Carolina.
- (2) It is further the policy of the City of Greer to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, religion, sex, age, handicap, or veteran status.
- (3) It is further the policy of the City of Greer to conduct its contracting and procurement programs so as to prevent such discrimination and to resolve any and all claims of such discrimination.

(Code 1982, § 2-178; Ord. No. 7-2008, 4-8-2008)

Sec. 2-299. - Protests.

Invitations to bid shall include procedures for the filing of protests by an actual prospective bidder who is aggrieved in connection with the solicitation or award of a contract.

(Code 1982, § 2-179)

Sec. 2-300. - Debarment or suspension.

The purchasing agent may issue a notice of debarment or suspension to a person or firm upon a determination, after reasonable notice and an opportunity to be heard, that there is cause for doing so in the best interest of the city. The determination of the purchasing agent may be appealed to council by written notice filed with the city administrator within ten days after receipt of the determination. The causes for debarment or suspension shall include, but not be limited to:

- (1) Conviction of a criminal offense incident to obtaining or attempting to obtain a public or private contract, or in the performance of such contract;
- (2) Conviction for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or professional honesty which currently, seriously, and directly affects responsibility as a city contractor;
- (3) Conviction under antitrust laws arising out of submission of bids or proposals;
- (4) A recent deliberate failure without good cause to perform in accordance with the terms of a contract;
- (5) Any other cause determined to be so serious and compelling as to affect responsibility as a city contractor, including debarment by another governmental entity.

(Code 1982, § 2-180)

Secs. 2-301—2-330. - Reserved.

This Ordinance shall become effective immediately upon second reading approval thereof.

CITY OF GREER, SOUTH CAROLINA

Richard W. Danner, Mayor

Attest:

Tammela Duncan, Municipal Clerk

Introduced By: Councilman Jay Arrowood

First Reading: January 10, 2017

Second and
Final Reading: January 24, 2017

Approved as to Form:

John B. Duggan, Esquire
City Attorney