



**AGENDA  
GREER CITY COUNCIL**

**March 27, 2018**

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

**6:30 PM**

**COUNCIL REGULAR MEETING**

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**I. CALL TO ORDER OF REGULAR MEETING**

**II. PLEDGE OF ALLEGIANCE**

**III. INVOCATION**

**A. Councilwoman Judy Albert**

**IV. PUBLIC FORUM**

**V. MINUTES OF COUNCIL MEETING**

**A. March 13, 2018  
(Action Required)**

**VI. SPECIAL RECOGNITION**

**A. Employee Recognition**

**VII. DEPARTMENTAL REPORTS**

- A. Building & Development Standards Activity Report - February 2018**
- B. Financial Activity Report - February 2018  
Link to Detail Financial Reports**
- C. Fire Department Activity Report - February 2018**
- D. Municipal Court Activity Report - February 2018**
- E. Parks and Recreation Activity Report - February 2018**
- F. Police Department Activity Report - February 2018**
- G. Public Services Activity Report - February 2018**

## **H. Website Activity Report - February 2018**

## **VIII. PRESENTATION**

- A. Steve Grant, Director of Building and Development Standards will present his Annual Report**

## **IX. ADMINISTRATOR'S REPORT**

- A. Ed Driggers, City Administrator**

## **X. OLD BUSINESS**

- A. Second and Final Reading of Ordinance Number 8-2018**

**AN ORDINANCE TO CHANGE THE ZONING CLASSIFICATION OF PROPERTIES OWNED BY WILLIAM D. GRADY LOCATED AT 124 AND 126 GILBERT STREET FROM RM-1 (RESIDENTIAL MULTI - FAMILY) TO DRD (DESIGN REVIEW DISTRICT). (Action Required)**

- B. Second and Final Reading of Ordinance Number 11-2018**

**AN ORDINANCE TO AMEND THE CITY OF GREER ZONING CODE OF ORDINANCE BY ADDING TO ARTICLE 4, DEFINITIONS AND ARTICLE 5, ZONING DISTRICT REGULATIONS TO INCORPORATE BREWPUBS, MICRO BREWERIES, BREWERIES, MICRO DISTILLERIES, AND DISTILLERIES WITHIN THE CITY OF GREER. (Action Required)**

## **XI. NEW BUSINESS**

- A. Greer Commission of Public Works Letter of Intent (Action Required)**

- B. First and Final Reading of Resolution Number 9-2018**

**ALLOCATION OF GREENVILLE COUNTY CDBG AND HOME FUNDS FOR PROGRAM YEAR 2018 (Action Required)**

- C. First and Final Reading of Resolution Number 11-2018**

**A RESOLUTION ADOPTING THE CITY OF GREER FRAUD RISK MANAGEMENT POLICY (Action Required)**

- D. First and Final Reading of Resolution Number 12-2018**

**A RESOLUTION ADOPTING THE CITY OF GREER PURCHASING CARD / CREDIT CARD POLICY (Action Required)**

## **XII. EXECUTIVE SESSION**

**Council may take action on matters discussed in executive session.**

### **XIIIADJOURNMENT**

**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**  
**3/27/2018**

**Councilwoman Judy Albert**

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
▣ Invocation Schedule	3/14/2018	Backup Material





**Greer City Council  
2018 Invocation Schedule**

January 9, 2018	Councilman Wayne Griffin
January 23, 2018	Councilwoman Kimberly Bookert
February 27, 2018	Councilman Lee Dumas
March 13, 2018	Councilman Wryley Bettis
March 27, 2018	Councilwoman Judy Albert
April 10, 2018	Mayor Rick Danner
April 24, 2018	Councilman Jay Arrowood
May 8, 2018	Councilman Wayne Griffin
May 22, 2018	Councilwoman Kimberly Bookert
June 12, 2018	Councilman Lee Dumas
June 26, 2018	Councilman Wryley Bettis
July 10, 2018	Councilwoman Judy Albert
July 24, 2018	Mayor Rick Danner
August 14, 2018	Councilman Jay Arrowood
August 28, 2018	Councilman Wayne Griffin
September 11, 2018	Councilwoman Kimberly Bookert
October 9, 2018	Councilman Lee Dumas
October 23, 2018	Councilman Wryley Bettis
November 13, 2018	Councilwoman Judy Albert
November 27, 2018	Mayor Rick Danner
December 11, 2018	Councilman Jay Arrowood

**Category Number: V.**  
**Item Number: A.**



**AGENDA**  
**GREER CITY COUNCIL**  
**3/27/2018**

**March 13, 2018**

**Summary:**

(Action Required)

**ATTACHMENTS:**

Description	Upload Date	Type
☐ March 13, 2018 Council Meeting Minutes	3/20/2018	Backup Material

# **CITY OF GREER, SOUTH CAROLINA**

## **MINUTES of the FORMAL MEETING of GREER CITY COUNCIL March 13, 2018**

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

### **I. CALL TO ORDER OF PUBLIC HEARING**

Call to Order 6:35 P. M.

The following members of Council were in attendance:  
Jay Arrowood, Kimberly Bookert, Lee Dumas, Wryley Bettis and Judy Albert.

Councilmember Wayne Griffin was absent.

Others present: Ed Driggers, City Administrator, Mike Sell, Assistant City Administrator, Tammela Duncan, Municipal Clerk, Steve Owens, Communications Manager and various other staff and media.

Douglas Dent, Interim Executive Director of Greenville County Redevelopment Authority introduced himself and Imma Nwobodu, Program Manager. Ms. Nwobodu presented the Greenville County Program Year 2018 Annual Action Plan for the City of Greer. (attachment)

No one spoke during the Public Hearing.

Adjourn 7:00 P.M.

### **II. CALL TO ORDER OF REGULAR MEETING**

Mayor Rick Danner - 7:00 P.M.

### **III. PLEDGE OF ALLEGIANCE**

Councilmember Wryley Bettis

### **IV. INVOCATION**

Councilmember Wryley Bettis

### **V. PUBLIC FORUM**

**Peter Flink**, 412 Meadow Hill Way, voiced his concerns involving traffic related to the new construction on Henderson Gap Road related to Ordinance Numbers 9 & 10, 2018.

**Jane Salts**, 502 Meadow Hill Way, also shared her concerns related to traffic on Henderson Gap Road related to Ordinance Numbers 9 & 10, 2018.

**Teresa DeVito**, 509 Meadow Hill Way, shared her concerns related to traffic on Henderson Gap Road related to Ordinance Numbers 9 & 10, 2018.

**Matt Bowes**, 11 Matlock Circle, spoke in favor of Ordinance Number 11-2018.

## **VI. MINUTES OF THE COUNCIL MEETING**

February 27, 2018

**ACTION** - Councilman Wryley Bettis made a motion that the minutes of February 27, 2018 be received as written. Councilwoman Judy Albert seconded the motion.

**VOTE** - Motion carried unanimously.

## **VII. PRESENTATION**

### **A. 2018-2022 City of Greer Fire Department Customer Centered Strategic Plan**

Fire Chief Dorian Flowers introduced Shawn S. Kelley with Practical Solutions for Public Safety, Inc. Mr. Kelley presented the plan. (attached)

## **VIII. ADMINISTRATOR'S REPORT**

Ed Driggers, City Administrator presented the following:

### **Calendar Items:**

**Touch a Truck** – Tuesday, March 20<sup>th</sup> downtown.

**Eggtastic** – Saturday, March 24<sup>th</sup>.

### **Baseball Opening Weekend**

Friday, April 13<sup>th</sup> Opening Night

Saturday, April 14<sup>th</sup> Opening Day

**International Festival** – Saturday, April 14<sup>th</sup>

**Kids Planet** – the Recreation Department is actively involved in our elementary schools doing an assessment for the redevelopment of kids Planet. We are doing interviews at the schools and we have an upcoming community event with interviews as well.

**Employment Application** – is now online. That site is our most visited site on our website. We hope this will improve our processes and continue to provide quality folks on board as part of Team Greer.

**Council Planning Retreat** – we have not been able to reach a consensus when everyone can participate. Mayor Danner will continue to have conversation with all of Council relative to timing and process. As staff we are glad to do that in any way that best accommodates you and your schedules and provides you with the feedback you need.

**Statement of Economic Interest (Ethics Report)** – Due March 30<sup>th</sup>.

## **IX. APPOINTMENTS TO BOARDS AND COMMISSIONS**

### **A. Planning Commission**

District 1 Don Foster resigned effective immediately his term expires 6/30/2020.

**ACTION** - Councilman Jay Arrowood nominated John Holland to serve on the District 1 seat of the Planning Commission. Councilman Lee Dumas seconded the nomination.

**VOTE** – Motion carried unanimously.

## **X. OLD BUSINESS**

- A. Second and Final Reading of Ordinance Number 5-2018**  
**AN ORDINANCE TO CHANGE THE ZONING CLASSIFICATION OF PROPERTY OWNED BY B. SCOTT STREETMAN LOCATED AT RIDGECREST CIRCLE FROM O-D (OFFICE DISTRICT) TO R-7.5 (RESIDENTIAL SINGLE- FAMILY).**

Kelli McCormick, Planning Manager stated there was no new information.

**ACTION** - Councilwoman Kimberly Bookert made a motion to recieve Second and Final Reading of Ordinance Number 5-2018. Councilman Wryley Bettis seconded the motion.

**VOTE** – Motion carried unanimously.

- B. Second and Final Reading of Ordinance Number 6-2018**  
**AN ORDINANCE TO CHANGE THE ZONING CLASSIFICATION OF PROPERTY OWNED BY RICHARD FRANS LOCATED AT 937 ABNER CREEK ROAD FROM C-3 (COMMERCIAL) TO R-7.5 (RESIDENTIAL SINGLE- FAMILY).**

Kelli McCormick, Planning Manager stated there was no new information.

**ACTION** - Councilwoman Kimberly Bookert made a motion to recieve Second and Final Reading of Ordinance Number 6-2018. Councilman Jay Arrowood seconded the motion.

**VOTE** – Motion carried unanimously.

- C. Second and Final Reading of Ordinance Number 7-2018**  
**AN ORDINANCE TO PROVIDE FOR THE ANNEXATION OF PROPERTY OWNED BY DOBBIE LIMITED PARTNERSHIP LOCATED AT VICTOR HILL ROAD BY ONE HUNDRED PERCENT PETITION; AND TO ESTABLISH A ZONING CLASSIFICATION OF I-1 (INDUSTRIAL), FOR SAID PROPERTY.**

Kelli McCormick, Planning Manager stated there was no new information.

**ACTION** - Councilman Jay Arrowood made a motion to receive Second and Final Reading of Ordinance Number 7-2018. Councilman Lee Dumas seconded the motion.

**VOTE** – Motion carried unanimously.

## **XI. NEW BUSINESS**

### **A. First Reading of Ordinance Number 8-2018**

**AN ORDINANCE TO CHANGE THE ZONING CLASSIFICATION OF PROPERTIES OWNED BY WILLIAM D. GRADY LOCATED AT 124 AND 126 GILBERT STREET FROM RM-1 (RESIDENTIAL MULTI - FAMILY) TO DRD (DESIGN REVIEW DISTRICT).**

Kelli McCormick, Planning Manager presented Ordinance Number 8-2018. The owner was present but did not speak.

**ACTION** - Councilwoman Kimberly Bookert made a motion to receive First Reading of Ordinance Number 8-2018. Councilman Jay Arrowood seconded the motion.

**VOTE** – Motion carried unanimously.

### **B. First Reading of Ordinance Number 9-2018**

**AN ORDINANCE TO CHANGE THE ZONING CLASSIFICATION OF PROPERTY OWNED BY FAYE C. ROSS LOCATED ON HENDERSON GAP ROAD FROM R-15 (RESIDENTIAL SINGLE - FAMILY) TO DRD (DESIGN REVIEW DISTRICT).**

Kelli McCormick, Planning Manager presented Ordinance Number 9-2018. A representative was present and spoke briefly.

**ACTION** - Councilwoman Judy Albert made a motion to receive First Reading of Ordinance Number 9-2018. Councilman Jay Arrowood seconded the motion.

Lengthy discussion held.

Councilmember Albert spoke at length regarding her concern with the narrow road, students walking on the road, people walking their dogs on the road and the general safety of the road. She was also concerned with the number of homes in the development.

Councilmember Arrowood shared his concerns with making a decision for zoning based on increase in traffic.

Sharon Calhoun (realtor for property owner) with Berkshire Hathaway C. Dan Joyner spoke briefly in support of the project.

Micah Fraley with Bluewater Civil Design spoke briefly regarding the design of the project.

**VOTE** – Motion carried 5-1 with Councilmember Albert voting in opposition.

**C. First Reading of Ordinance Number 10-2018**

**AN ORDINANCE TO PROVIDE FOR THE ANNEXATION OF PROPERTIES OWNED BY JENNIFER AND EDGAR BAXTER LOCATED ON HENDERSON GAP ROAD BY ONE HUNDRED PERCENT PETITION; AND TO ESTABLISH A ZONING CLASSIFICATION OF DRD (DESIGN REVIEW DISTRICT) FOR SAID PROPERTY.**

Kelli McCormick, Planning Manager presented Ordinance Number 10-2018. A representative was present.

**ACTION** - Councilman Jay Arrowood made a motion to receive First Reading of Ordinance Number 10-2018. Councilman Wryley Bettis seconded the motion.

Lengthy discussion held.

Councilmember Albert restated her concerns for the narrow road, the congested traffic, and the safety of the road.

Councilmember Bookert stated "I definitely wanted to make sure it is known that we hear the request of the citizens, our votes tonight are definitely on zoning and our vote is on annexation. It's not on the ability to run the traffic streets or anything of that nature."

**VOTE** – Motion carried 5-1 with Councilmember Albert voting in opposition.

**D. First Reading of Ordinance Number 11-2018**

**AN ORDINANCE TO AMEND THE CITY OF GREER ZONING CODE OF ORDINANCE BY ADDING TO ARTICLE 4, DEFINITIONS AND ARTICLE 5, ZONING DISTRICT REGULATIONS TO INCORPORATE BREWPUBS, MICRO BREWERIES, BREWERIES, MICRO DISTILLERIES, AND DISTILLIERIES WITHIN THE CITY OF GREER.**

Kelli McCormick, Planning Manager presented Ordinance Number 11-2018.

**ACTION** - Councilwoman Kimberly Bookert made a motion to approve First Reading of Ordinance Number 11-2018. Councilman Wryley Bettis seconded the motion.

Brief discussion held.

**VOTE** – Motion carried unanimously.

**E. First and Final Reading of Resolution Number 7-2018**  
**Supporting Sunshine Week and Open Government**

Ed Driggers, City Administrator presented Resolution Number 7-2018.

**ACTION** - Councilwoman Kimberly Bookert made a motion to approve First and Final Reading of Resolution 7-2018. Councilman Lee Dumas seconded the motion.

**VOTE** – Motion carried unanimously.

**F. First and Final Reading of Resolution Number 8-2018**

**A RESOLUTION PURSUANT TO SECTION 4-1-170(C), CODE OF LAWS OF SOUTH CAROLINA 1976, AS AMENDED, CONSENTING TO THE PLACEMENT IN A JOINT INDUSTRIAL AND BUSINESS PARK BETWEEN GREENVILLE AND ANDERSON COUNTIES OF CERTAIN PROPERTY CURRENTLY LOCATED WITHIN THE CORPORATE LIMITS OF THE CITY OF GREER.**

Reno Deaton, Executive Director of Greer Development Corporation presented Resolution Number 8-2018.

**ACTION** - Councilwoman Kimberly Bookert made a motion to approve First and Final Reading of Resolution 8-2018. Councilman Wryley Bettis seconded the motion.

**VOTE** – Motion carried unanimously.

**XII. EXECUTIVE SESSION**

**ACTION** - In (8:53 p.m.)

(A) Contract for Services

Councilman Lee Dumas made a motion to go into Executive Session to discuss contractual negotiations between ACE Environmental and the City as allowed by SC Code of Laws Section 30-4-70(a)(2). Councilman Jay Arrowood seconded. Motion carried unanimously.

(B) Contract for Professional Services

Councilman Lee Dumas made a motion to go into Executive Session to discuss contractual negotiations between RBA Group and the City as allowed by State Statute Section 30-4-70(a)(2). Seconded by Councilwoman Kimberly Bookert. Motion carried unanimously.

(C) Legal Advice

Councilman Lee Dumas made a motion to go into Executive Session to receive legal advice from the City Attorney as allowed by State Statute Section 30-4-70(a)(2). Councilwoman Kimberly Bookert seconded the motion. Motion carried unanimously.

Mayor Danner stated during Executive Session they discussed the above matters and no action was taken.

**ACTION** - Out (9:51 p.m.) – Councilman Lee Dumas made a motion to come out of Executive Session. Councilman Wryley Bettis seconded the motion. Motion carried unanimously.

**Action taken after Executive Session**

(A) Contract for Services with ACE Environmental.



Councilman Lee Dumas made a motion authorizing the City Administrator to enter into a contractual agreement with ACE Environmental. Councilwoman Kimberly Bookert seconded the motion. Motion carried unanimously.

(B) Contract for Professional Services with RBA Group.

Councilman Lee Dumas made a motion authorizing the City Administrator to execute an agreement with RBA Group (handling the parking deck design for the city). Councilwoman Kimberly Bookert seconded the motion. Motion carried unanimously.

C) Legal Advice from the City Attorney.

No action was taken.

## **XII. ADJOURNMENT**

9:54 P.M.

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Richard W. Danner, Mayor

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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, March 9, 2018.

**Category Number: VI.**  
**Item Number: A.**



**AGENDA**  
**GREER CITY COUNCIL**  
**3/27/2018**

**Employee Recognition**

**ATTACHMENTS:**

Description	Upload Date	Type
□ Resolution Number 10-2018	3/21/2018	Resolution

**RESOLUTION NUMBER 10-2018**

**A RESOLUTION RECOGNIZING AND COMMENDING  
CITY OF GREER EMPLOYEES**

**WHEREAS**, the City of Greer endeavors to recognize and reward its dedicated and faithful employees; and

**WHEREAS**, Ashley Guinn has served in the Police Department for 5 years; Ruthie Helms has served in the Building and Development Standards Department for 5 years; Angel Santana has served in the Police Department for 5 years; Heather Smith has served in Administration for 5 years; Ashlyn Stone has served in the Parks and Recreation Department for 5 years; Nicholas “Jordan” Williams has served in Police Department for 5 years and Willis “Lamar” Whitman has served in the Parks and Recreation Department for 25 years; and

**WHEREAS**, these employees have served in a distinguished and professional manner;

**NOW, BE IT THEREFORE RESOLVED**, that the City Council of the City of Greer, South Carolina, in a meeting duly assembled, wishes to officially recognize and commend these employees for the distinguished and dedicated service which they have performed; and

**BE IT FURTHER RESOLVED** that the City of Greer hereby rewards these dedicated employees with a certificate of appreciation and an administrative day off with pay approved this 27<sup>th</sup> day of March 2018.

**CITY OF GREER, SOUTH CAROLINA**

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Richard W. Danner, Mayor

**ATTEST:**

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Tammela Duncan, Municipal Clerk



**AGENDA**  
**GREER CITY COUNCIL**  
**3/27/2018**

**Building & Development Standards Activity Report - February 2018**

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
□ Building & Development Standards Activity Report - February 2018	3/22/2018	Backup Material



# City of Greer

## Building & Development Standards

### Monthly Report

February 2018

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This is the monthly activity report of the Building and Development Standards department. It tracks the activities of three divisions: Planning & Zoning, Engineering & Stormwater, and Building Inspections & Code Enforcement. More information about each of these divisions is located on the City of Greer's website at [www.cityofgreer.org](http://www.cityofgreer.org).

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## Planning & Zoning

### Planning Commission

The Planning Commission reviewed **five** cases in February:

RZ 2018-05: Gilbert Street: R-M1 to DRD (Grady Manor) (approval)

AN 2018-03: Jones Avenue: I-1 (Greenville County) to DRD (withdrawn)

AN 2018-04: Victor Hill Road: Unzoned (Spartanburg County) to I-1, Industrial (approval)

Final Development Plan Review: Ansel School Road: Town Pines (approval)

Text Amendment: Breweries and Distilleries (approval)

### Board of Zoning Appeals

The Board of Zoning Appeals reviewed **one** case in February:

BZA 2018-01: Highway 14 and Johnson Avenue: Special Exception for Mini Warehouses (this project has been withdrawn)

### **Board of Architectural Review**

The Board of Architectural Review did not review any cases in February.

### **Planning Advisory Committee**

The Planning Advisory Committee reviewed **five** cases in February:

SUB 2018-05: Grady Manor Townhomes (proposed DRD)

COM 2018-02: Andy's Frozen Custard

COM 2018-03: Poinsett Retail Development

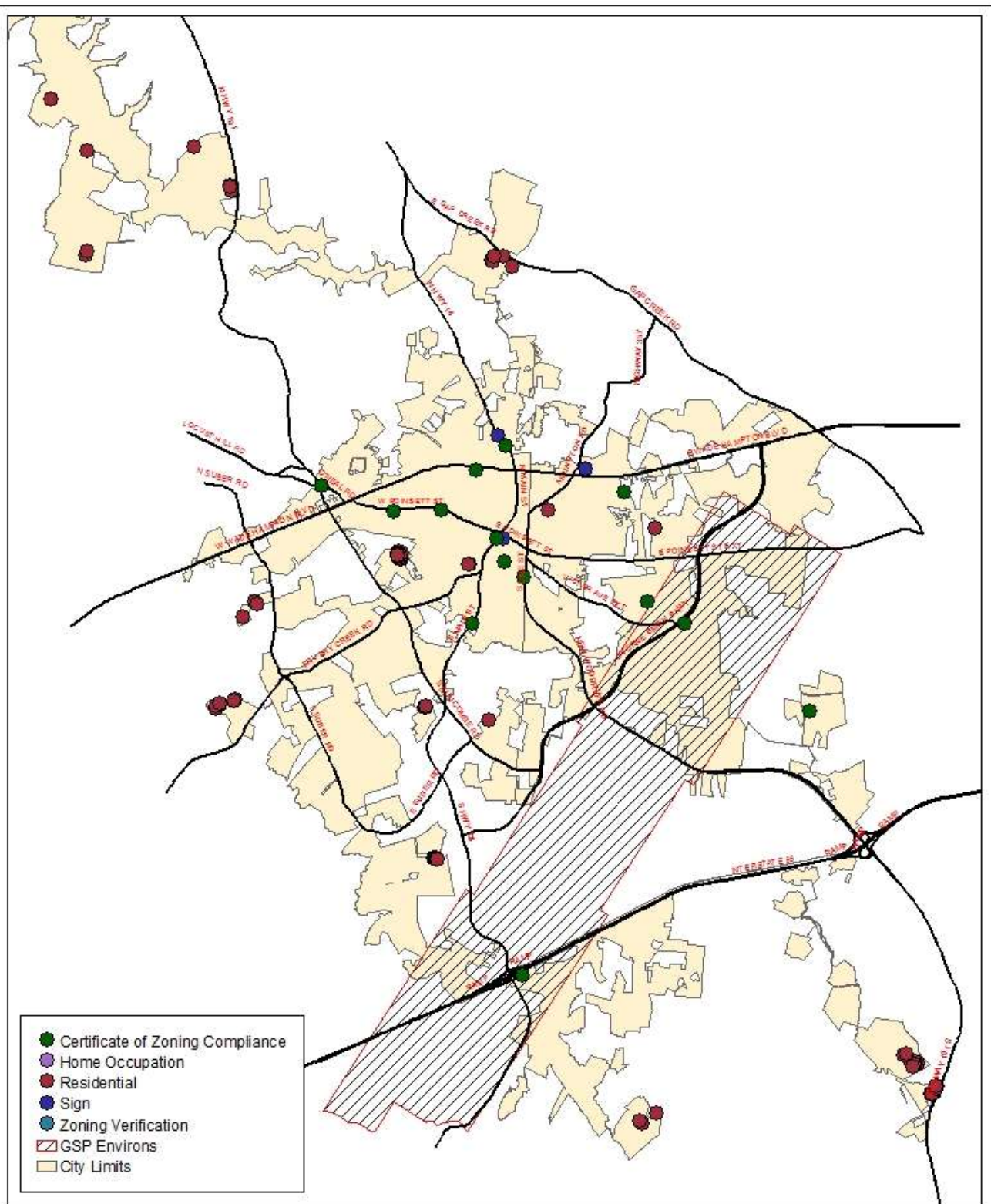
COM 2018-04: Lawrence Reid Mini Storage (project has since been withdrawn)

COM 2018-05: Benson Automotive (old hospital site)

**Permits** for the month of February included 69 residential reviews, 16 commercial projects, and 4 signs.

### **Planning & Zoning Summary**

PERMIT TYPE	TOTAL CASES	TOTAL CASES
	February	2018
BZA: Residential	0	0
BZA: Commercial	1	1
Planning Commission	5	15
Planning Advisory Committee	5	8
Annexation Planning Committee	0	0
Board of Architectural Review	0	1
<b>TOTAL</b>	<b>11</b>	<b>25</b>



- Certificate of Zoning Compliance
- Home Occupation
- Residential
- Sign
- Zoning Verification
- GSP Environs
- City Limits



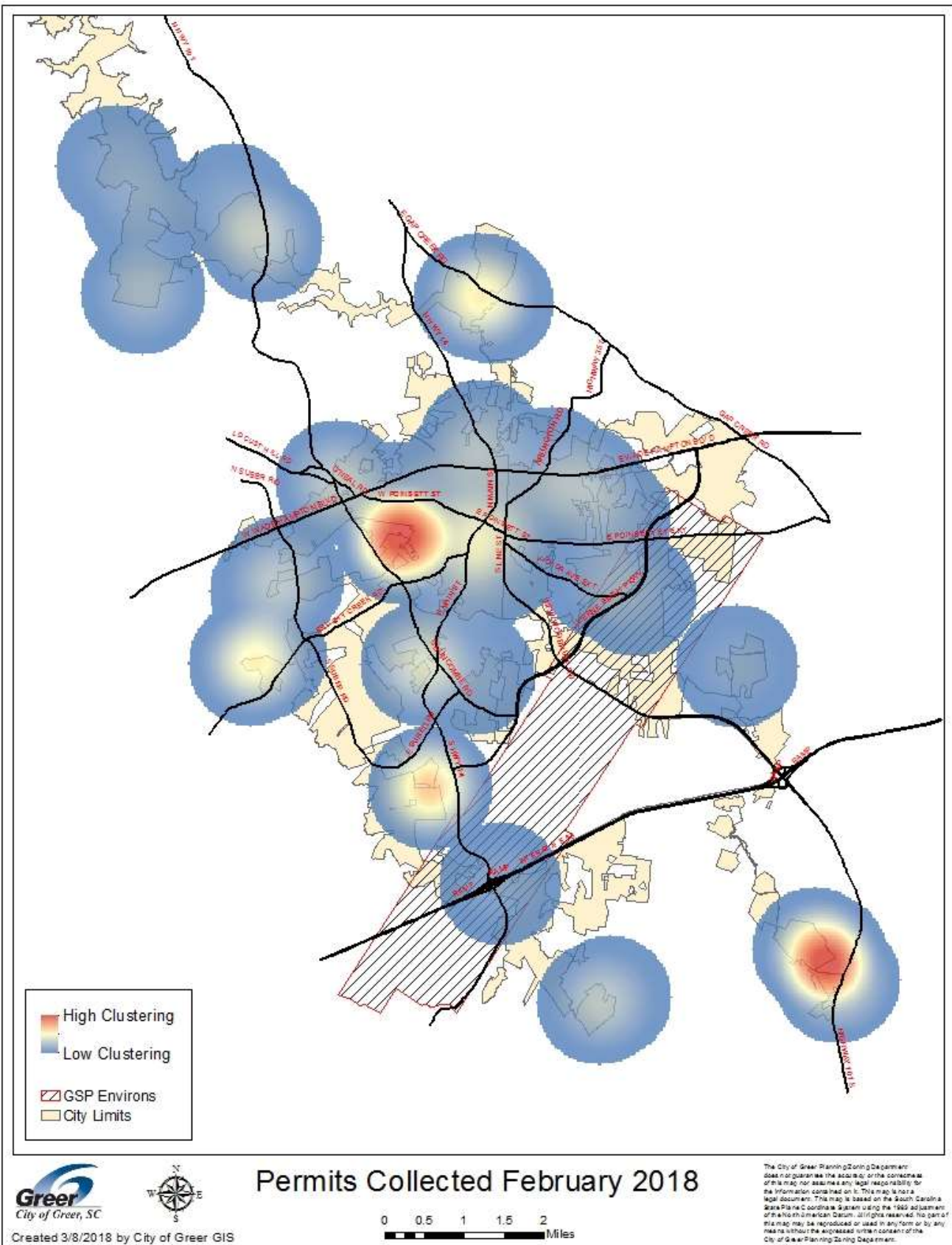
## Permits Collected February 2018



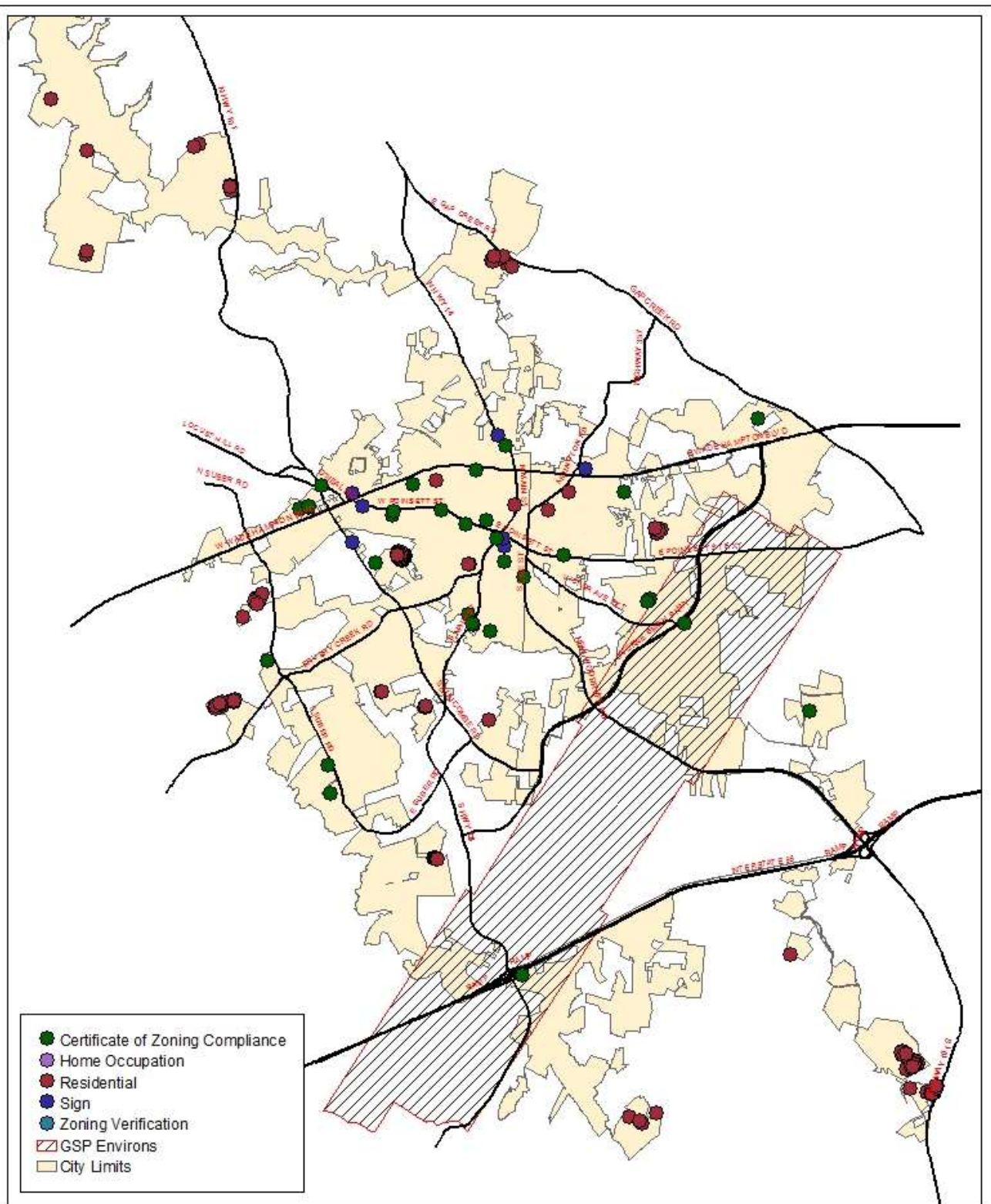
Created 3/8/2018 by City of Greer GIS

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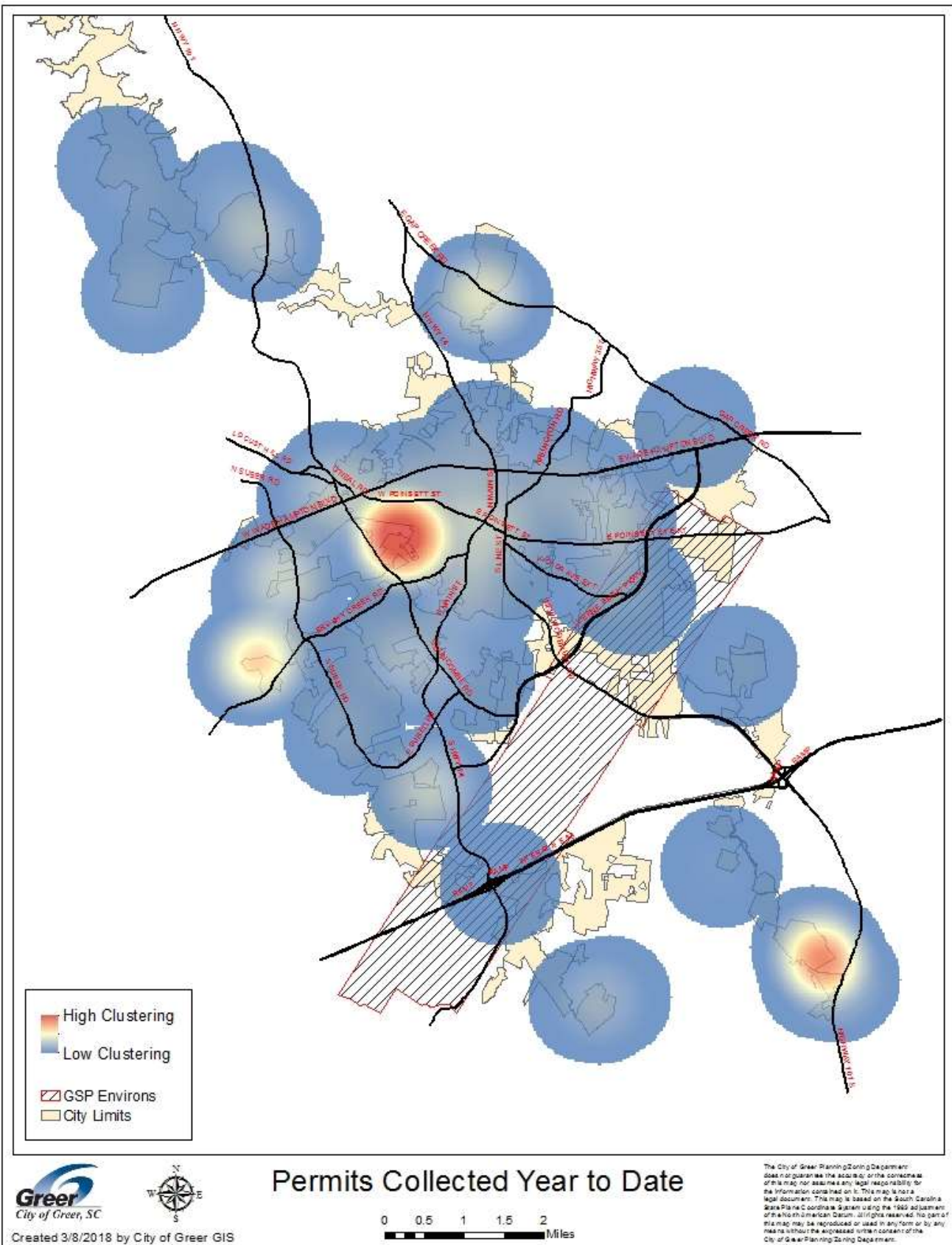


## Permits Collected Year to Date



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# Engineering & Stormwater

## CITY ENGINEER –

### **Ongoing Engineering Projects:**

- Drainage Improvements Wildwood Dr/Chick Springs Rd-Out for bids
- Drainage Improvements Waterbrook Dr – Prelim meetings/planning
- Downtown Streetscape project – ongoing planning meetings
- Alley Improvement/Depot St parking lot – Bid opening meeting
- Trakit Project Management Software – Core Teams meeting
- Recycle Center Upgrade Phase 2 – Evaluating scope (temp on hold)
- Lemon Creek speed humps – planning (on hold)

**Subdivision/Development Projects** – Meetings with engineers and developer representatives discussing details with new subdivisions or commercial sites that are either in planning stages or under construction.

### **Active projects:**

- Creekside Manor –plan review
- O’Neal Village Phase 3 – street inspections
- Jones Creek Gardens – BP issues
- Nail Salon Parking Expansion – plan review
- Braeburn Orchard – plan review, site meeting w/ engineer, plat review
- Pelham Medical Center – plan review
- S. Buncombe site prep – plan review
- Unnamed project Johnson Ave – met with SCDOT and owner on site
- Old Woodruff Road Industrial site – plan review
- Project Pollux – follow up issues
- Holiday Road Townes – drainage issue follow up
- Unnamed project Brushy Creek Rd – met developers and engineer
- O’Neal Village Phase 1, ADA parking issues
- Unnamed project W. Hampton Blvd – Access/driveway discussions

### **Other:**

- PAC meeting site review, 6 sites
- Encroachment permit reviews - 1
- Working on Department report
- Arts Center – driveway/parking review
- Attended GPATS meeting
- Bloodborne Pathogen training
- Facade Grant workshop
- Bluebeam discussion
- Floodplain Manager training – Columbia, SC
- Seminar on Parking Structure Design, Construction and Mtce – Charlotte, NC
- Introduction meeting with consultant HDR
- Website consultant meeting
- Illicit Discharge complaint – New Woodruff Road
- Driveway permit review – Chick Springs Rd
- Met Paving Technology paving consultant
- ICMA Coaching Webinar

## **STORMWATER ENGINEER – (Brandon Wagner – Contractor)**

**Construction/ Post-construction Program - Plan Reviews, Pre-construction meetings, & Project Closeout Inspections**(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.

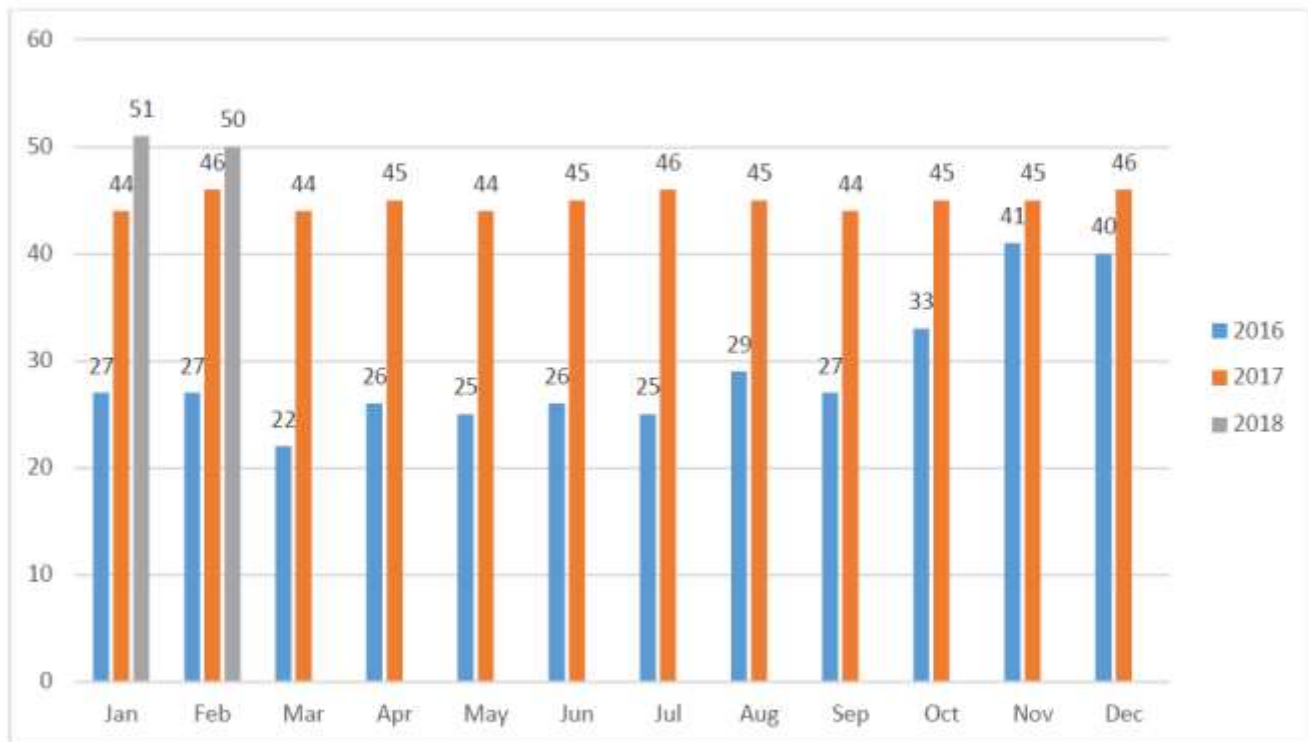
Pre-submittal Meetings			
Development Type		Project Name	# Lots/Units
Commercial		Staggs Plumbing Parking Addition	NA
Commercial – Site Prep		Buncombe Rd Site Prep	NA
Residential		Braeburn Orchard	82
Commercial		Tran Property – Nail Salon	NA
Plan Reviews			
Development Type		Project Name	Review Type # Lots/Units
Commercial		Staggs Plumbing Parking Addition	Initial NA
Commercial – Site Prep		Buncombe Rd Site Prep	Initial NA
Residential		Braeburn Orchard	Initial 82
Commercial		Tran Property – Nail Salon	Initial NA
Commercial		Tran Property – Nail Salon	Follow-up NA
Commercial		Global Commerce Park	Initial NA
Residential		Town Pines	Initial 50
Residential		Town Pines	Follow-up 50
Commercial		API Box Expansion	Follow-up NA
Residential		Piedmont Pointe Apt	Follow-up NA
Residential		Piedmont Pointe Apt	Follow-up NA
Commercial		Old Woodruff Rd Industrial Warehouse	Follow-up NA
Residential		O’neal Village Phase III Section II	Follow-up 17
Pre-Construction Meetings			
Development Type		Project Name	# Lots/Units
Commercial		RV & Boat Storage Facility Phase II	NA
Commercial		Gibbs Cancer Center Phase IB	NA
Commercial		Bradshaw Automotive	NA
Residential		Creekside Manor	144
Project Closeout Inspections			
Development Type		Project Name	# Lots/Units
None			
2018 Stormwater Summary January 1 <sup>st</sup> through February 28 <sup>th</sup> 2018			
Projects Submitted		Plan Reviews	Preconstruction Meetings
7		20	6
Historical Project Submittals			
Year		Projects Submitted	
2018		7	
2017		37	
2016		41	
2015		35	
2014		34	
2013		34	
2012		33	

\*\* Projects Submitted values derived from project tracking sheet by L. Hanley.



## **STORMWATER INSPECTOR: Anthony Copeland**

### **50 Active Site Inspected (Per Month)**

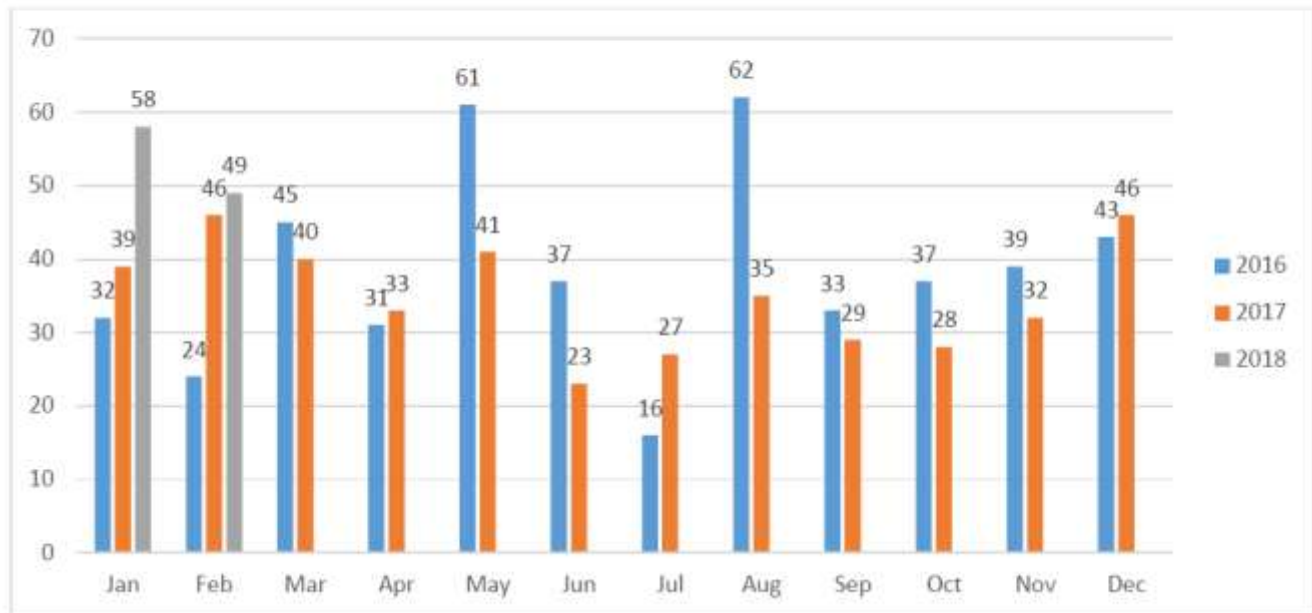


### **Project Name – 50 Active Sites**

1. Belshires Subd. Ph-1	2. Le Jardin Subd.	3. Crosswinds Towns
4. Belshires Subd. Ph-2	5. Minquah Industries	6. GSP-Flex Hub Ph-3
7. Cranky Yankey Ph-2 WH	8. POM Storage	9. Cypress Landing Subd.
10. Franklin Point Subd.	11. Westhaven Subd.	12. TWB Gilliam Warehouse
13. Heatherfield Subd.	14. RV and Boat Storage Ph-III	15. GSP Centerpoint (Logistics)
16. Manor At Abner Crk. Subd.	17. Enclave At Lismore Subd.	18. Green Rd. Industrial Site
19. Mayfield Crossing Subd.	20. Pleasant Hill Subd.	21. Caliber Ridge North
22. ONeal Village Subd. Ph-1	23. Bee Storage	24. Dick Brooks Honda
25. ONeal Village Subd. Ph-2	26. Darrien Properties	27. New Hope Baptist Church
28. ONeal Village Subd. Ph-3	29. Residence At Century Pk.	30. Benson Memorial Ext.
31. ONeal Village Subd. Ph-4	32. Redcroft Subd. Ph-1	33. Mayfair Station
34. Orchard Crest Subd. Ph-1	35. Redcroft Subd. Ph-2	36. South Main Towns
37. Orchard Crest Subd. Ph-2	38. Pelham Medical Addition	39. Sage Creek Way
40. Peterbilt Store	41. Hammett Bridge Town	42. GSP ProTrans
43. Reserves At Richglen Subd.	44. Hammett Bridge Res. Subd.	45. Enclave At Lismore
46. Plastic Omnium	47. Hartwood Lake Subd.	48. STI Phase II
49. Brushy Creek Towns	50. PNG Gas Line	

## **STORMWATER INSPECTION: Anthony Copeland**

### **49 Individual LOT Drainage Plan Reviews (Per Month)**



### **Asphalt Activities**

Subd. / Project Name	Date	Operation
Jones Creek Gardens	2/23/2018	Asphalt Placement

### **Addressed Citizen Complaints**

Issue	Complaint Date	Address	Resolution	Completed
Requires Silt Fence at Creek	2/8/2018	3 Meadowvale Ct.	Contractor installed silt fence	2/12/2018
Sink Hole In Back Yard	2/28/2018	184 Lemon Crk. Dr.	No COG issue / Home owner will seek Geotech Firm for Sub-surface Exploratory	2/28/2018

## Building Inspections & Code Enforcement

### COMMERCIAL PLAN REVIEWS

Project Name	Address
Staggs Plumbing	106 Arlington Road
Plastic Omnium – <u>Ferag</u>	310 <u>Genoble</u> Road
Piedmont Pointe Apartments	2001 Overland Drive
COG Dog Kennel	315 Buncombe Street
Rockbridge Townhomes Lots 25-28	101,103,105,107 <u>Coogan</u> Lane
Condustral Inc.	51 Concourse Way
Southern Dance Connection	215 W. Wade Hampton Blvd.
BMW Canopy	226 GSP Logistics PKWY
New Life International Revisions	14173 B. Wade Hampton Blvd
AT & T	211 School Street
Plastic Omnium	310 <u>Genoble</u> Road
<u>Ultra</u> Revisions	1316 Wade Hampton Blvd.
Pure Balance Float Spa	215 W. Wade Hampton Blvd.
2980 Green Road Rack Plans	2980 Green Road
<u>Insite</u> /Onsite	228 Trade Street
Colon Law Firm	115 S. Main Street
RV Storage Retaining Wall Plans	Old Woodruff Road
Piedmont Pointe Retaining Wall Plans	2001 Overland Drive

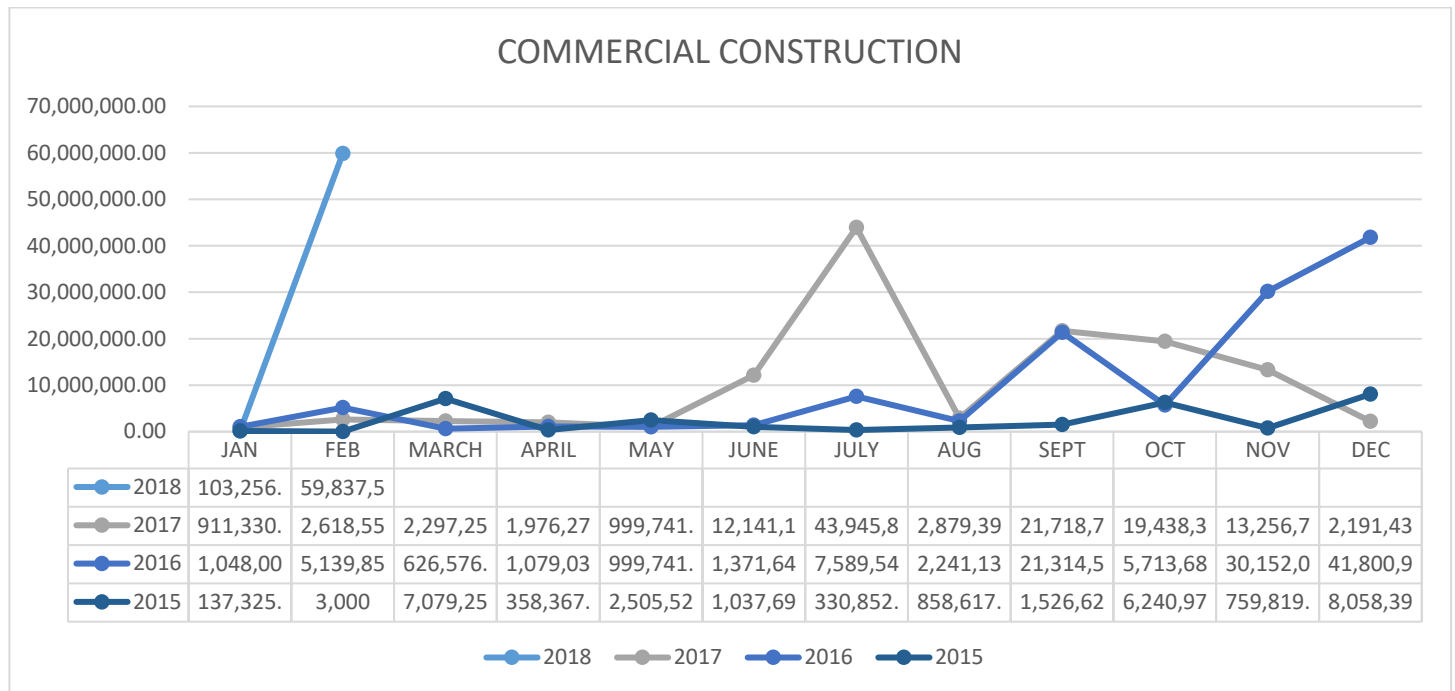
## COMMERCIAL CONSTRUCTION - \$59,837,552.00

2018 - \$60,748,882.00 YTD

2017 - \$124,511,263.15

2016 - \$118,166,101.70

2015 - \$28,862,382.54



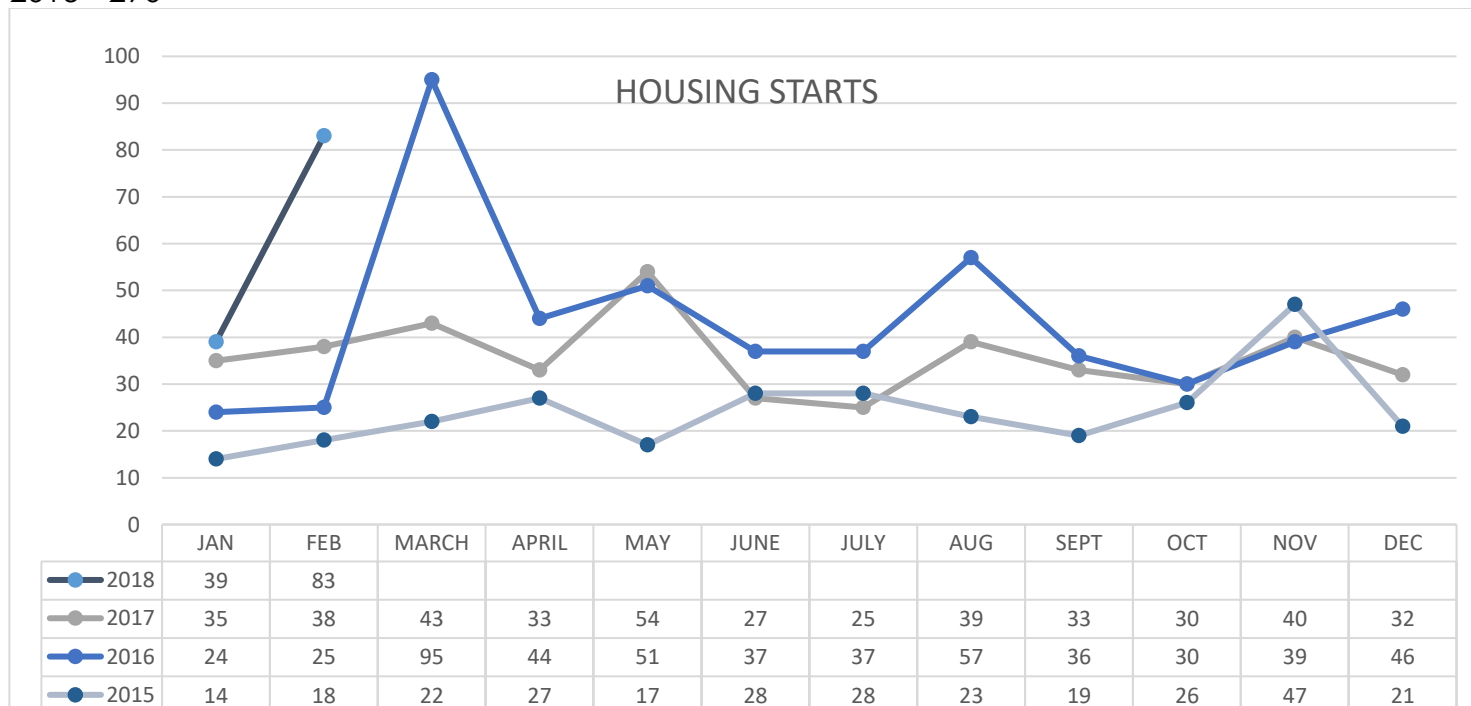
## HOUSING STARTS – 83

2018 – 122 YTD

2017 - 429

2016 - 521

2015 - 290





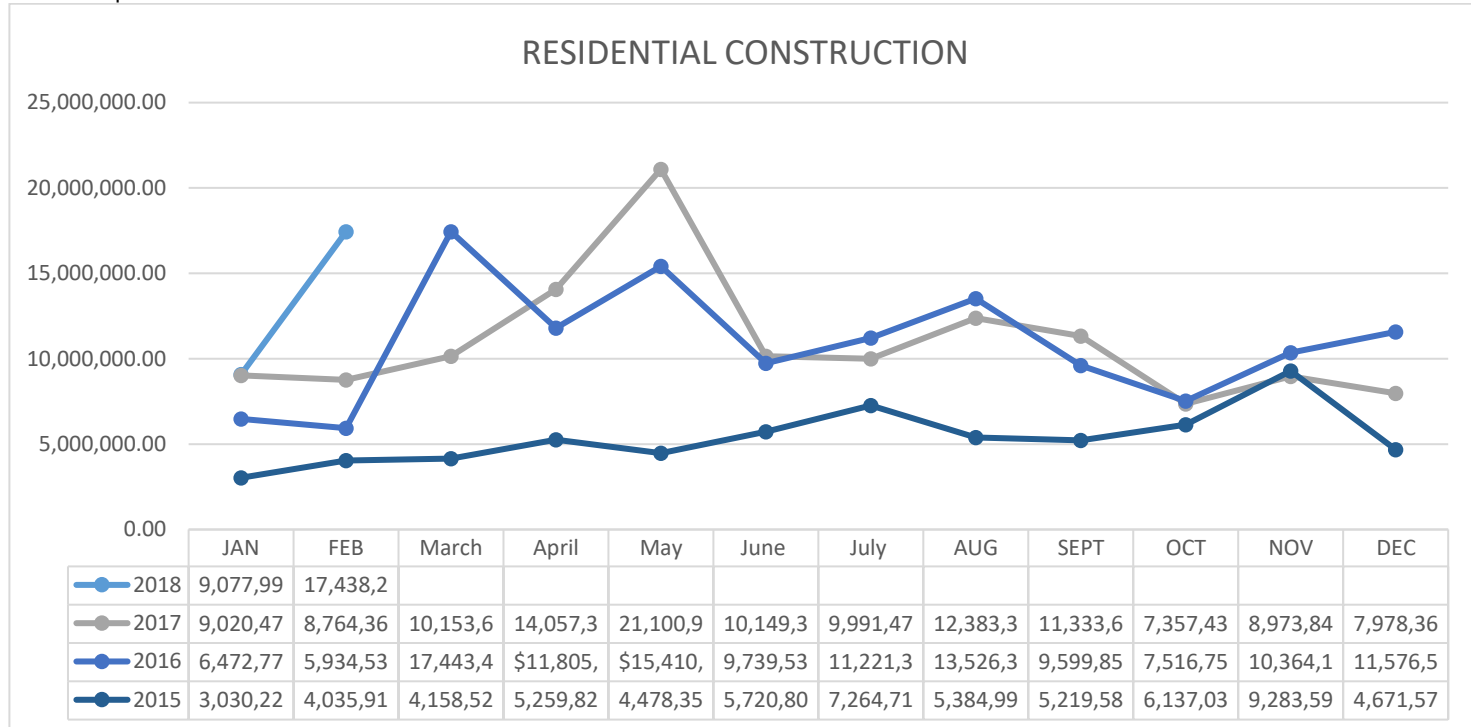
## TOTAL RESIDENTIAL CONSTRUCTION – \$17,438,250.20

2018 - \$26,516,243.00 YTD

2017 - \$131,264,321.21

2016 - \$130,611,289.14

2015 - \$64,645,145.70



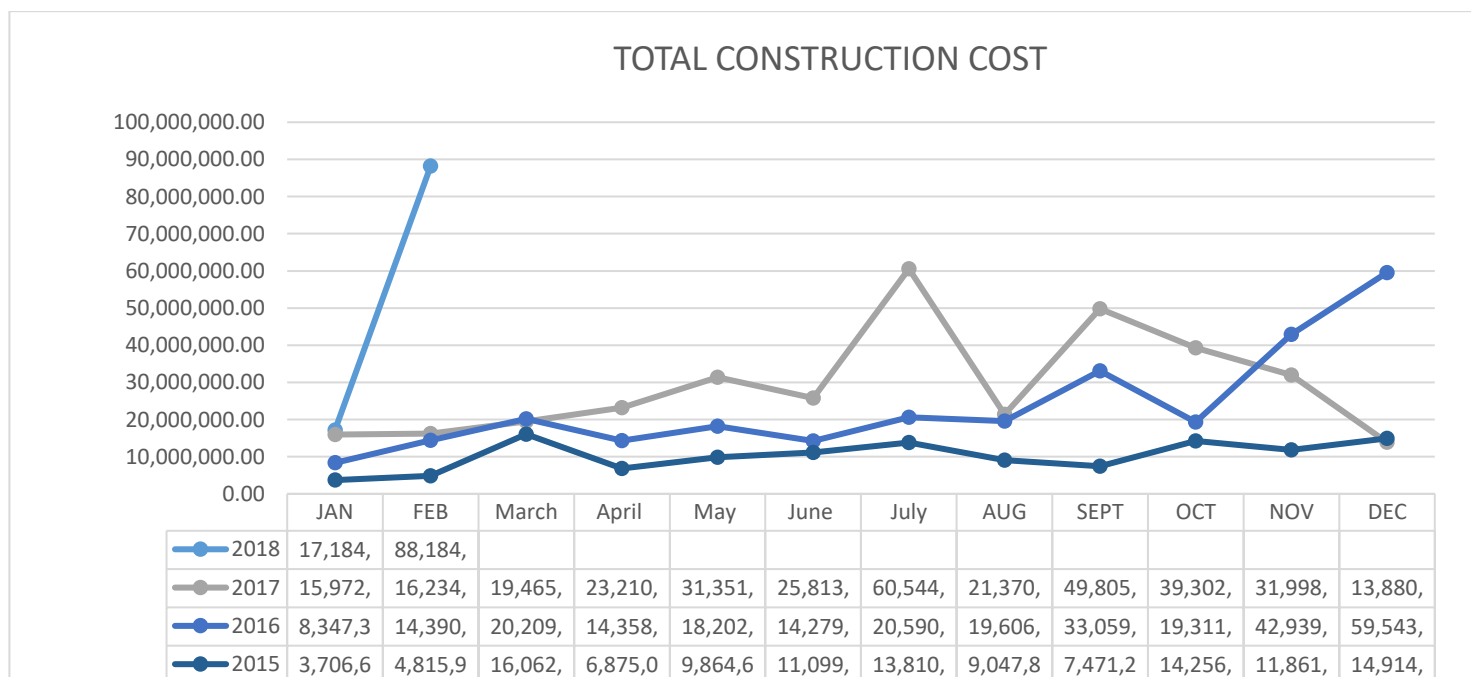
## TOTAL CONSTRUCTION COST – \$88,184,876.36

2018 - \$105,369,062.00 YTD

2017 - \$348,948,323.48

2016 - 284,839,502.84

2015 - 123,606,213.367



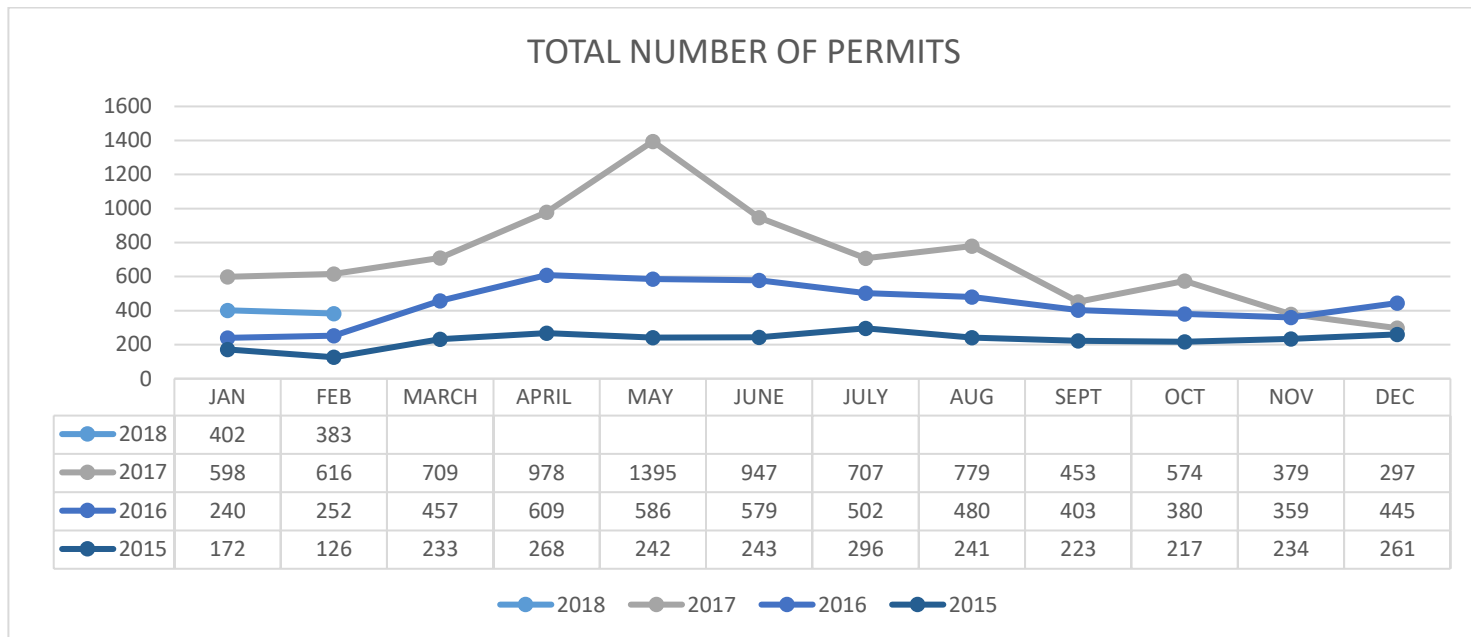
## NUMBER OF PERMITS ISSUED – 383

2018 – 785 YTD

2017 - 7625

2016 - 5292

2015 - 2756



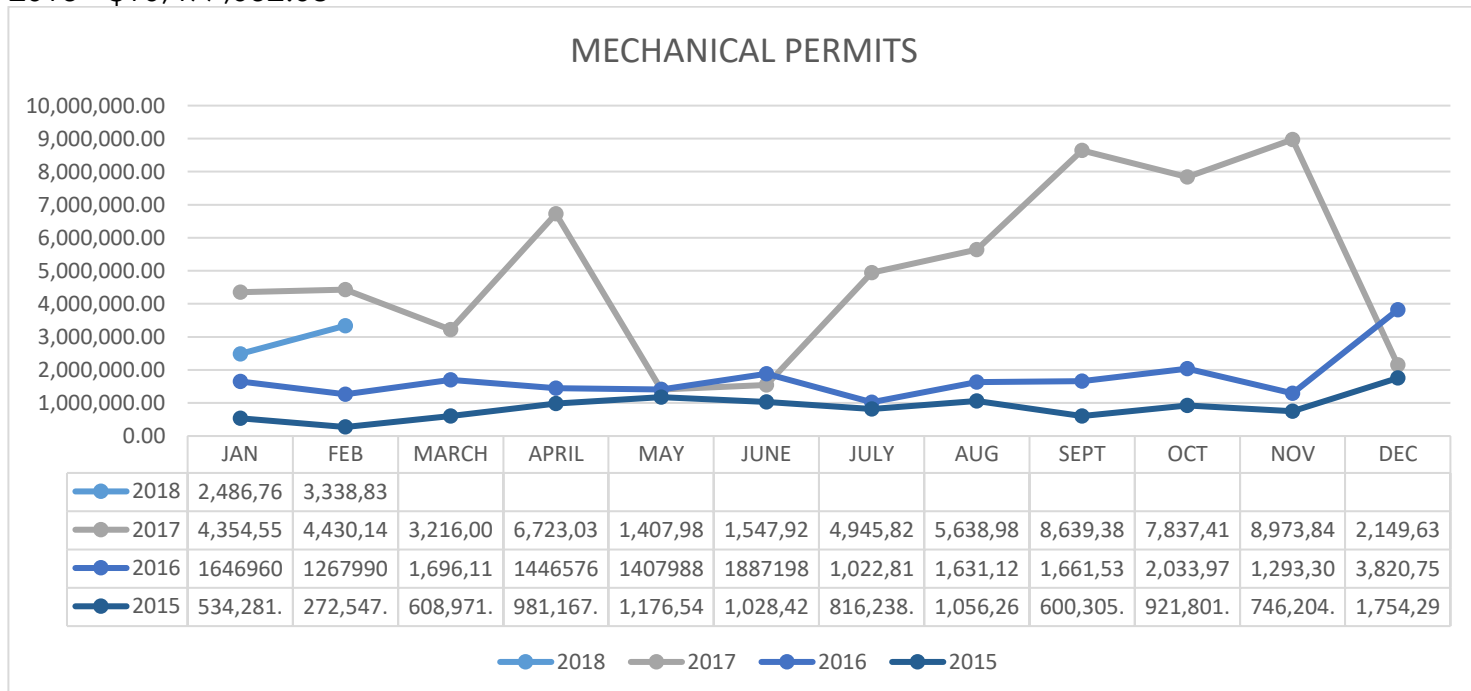
## MECHANICAL PERMITS – \$3,338,836.77

2018 - \$5,825,599.84 YTD

2017 - \$59,864,747.40

2016 - \$20,816,343.54

2015 - \$10,497,052.08



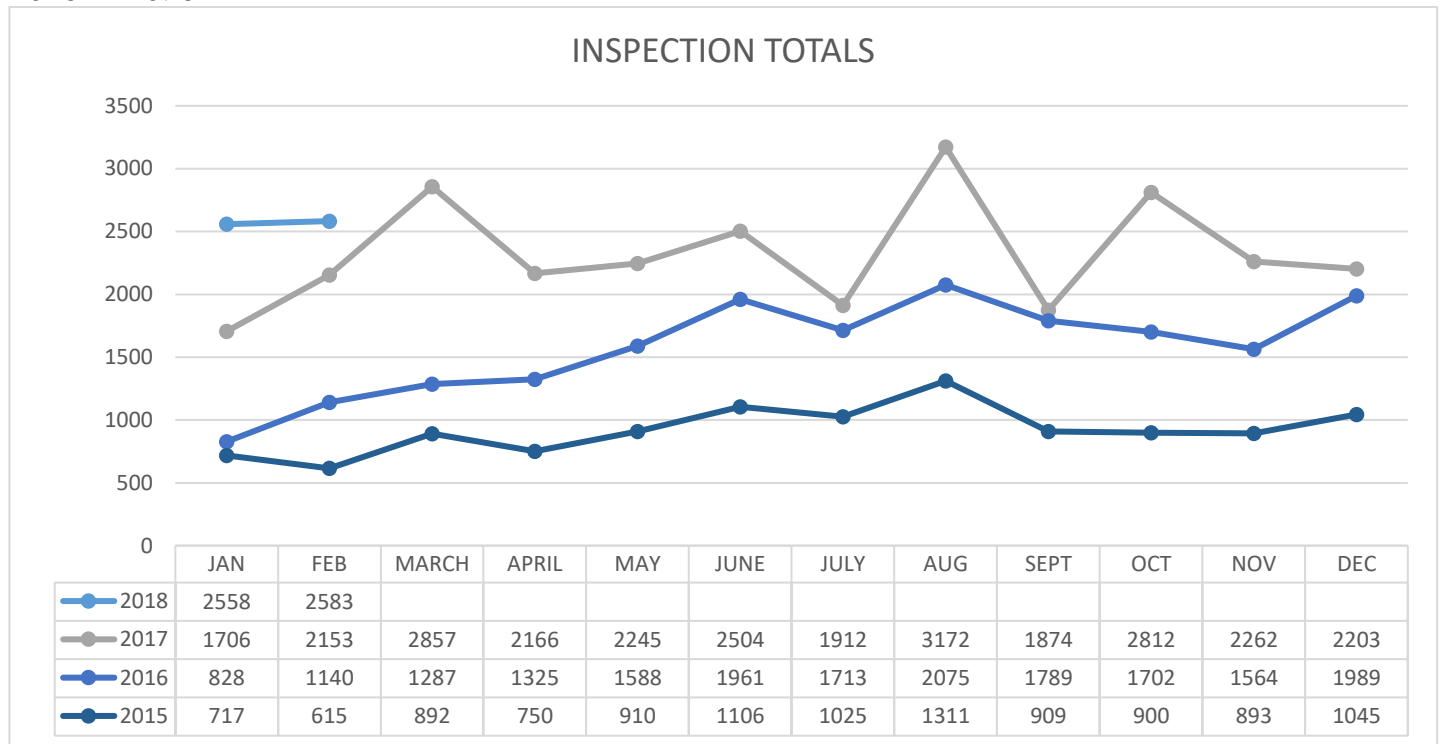
## TOTAL INSPECTIONS – 2583

2018 – 5141 YTD

2017 - 27866

2016 - 18961

2015 - 11073



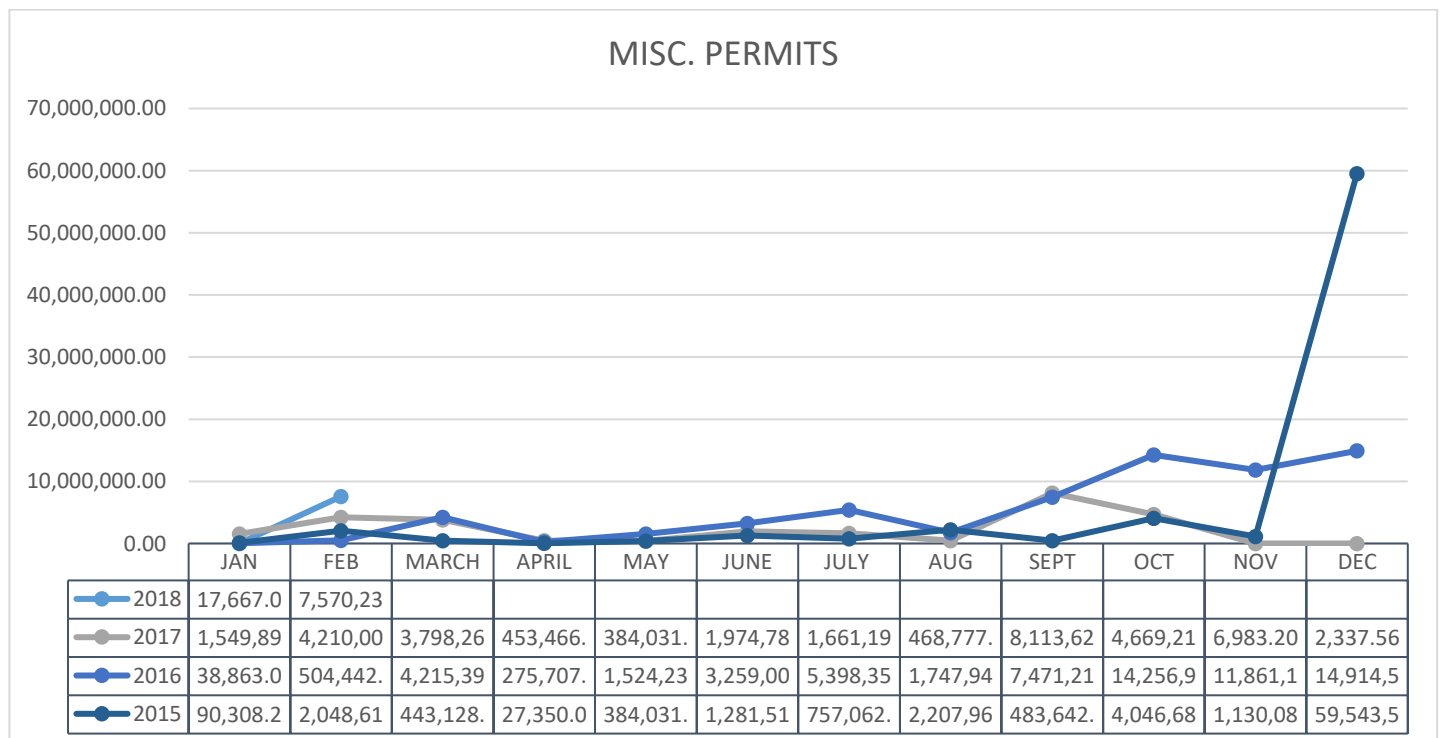
### TOTAL MISC. PERMITS - \$7,570,237.39

2018 – \$7,587,904.30

2017 - \$29,757,048.44

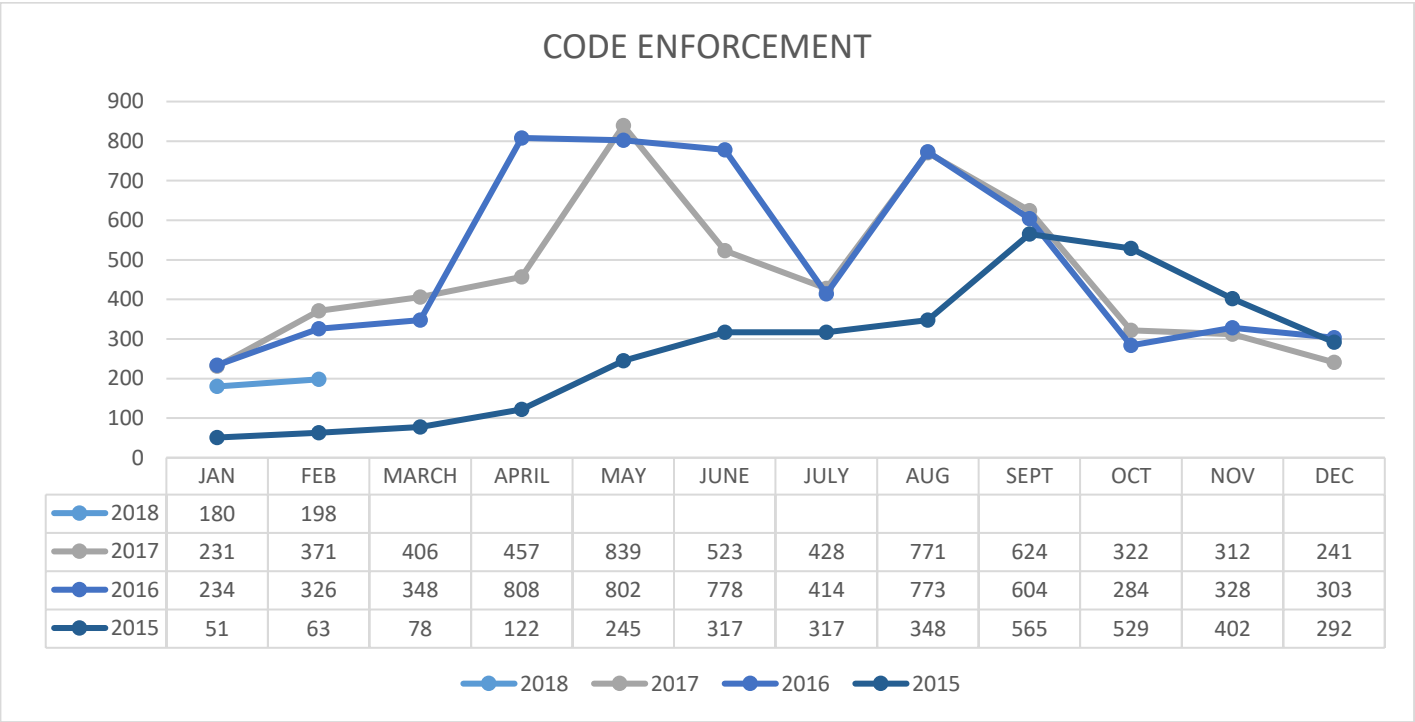
2016 - \$65,467,832.78

2015 - \$72,443,981.90



CODE ENFORCEMENT INSPECTIONS – 198

2018 - 378  
2017 - 5525  
2016 - 6002  
2015 - 3329





**AGENDA**  
**GREER CITY COUNCIL**  
**3/27/2018**

**Financial Activity Report - February 2018**

**Summary:**

[Link to Detail Financial Reports](#)

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
☐ February 2018 Summary Financial Report	3/22/2018	Backup Material



February 2018 Summary Financial Report



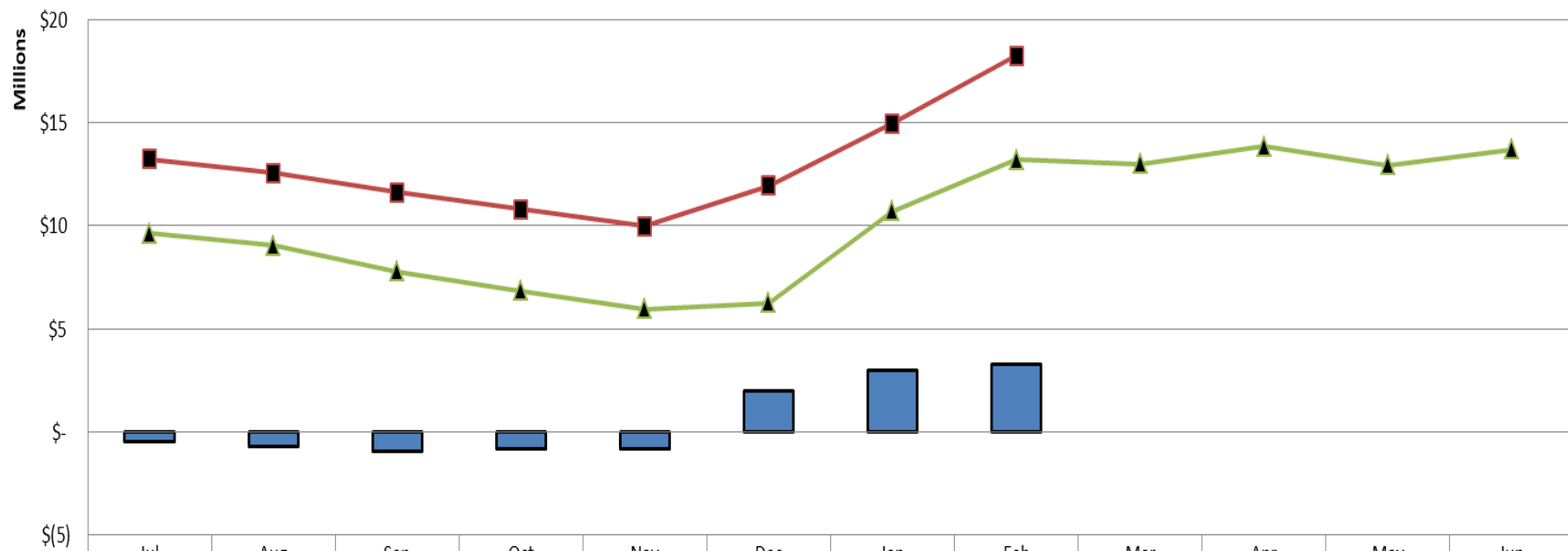
# Financial Performance Summary

As of Month End February, 2018

<b>Quick Look Indicators</b>	<b>This Month</b>	<b>This Year</b>	<b>Balance</b>
General Fund Cash Balance	↑	↑	\$ 18,235,330
General Fund Revenue	↑	↑	\$ 18,135,497
General Fund Expenditures	↑	↑	\$ 13,798,208
Budget Percentage (Over) / Under	↓	↓	9%
Revenue Benchmark Variance	↑	↑	\$ 3,124,204
Expenditure Benchmark Variance	↓	↓	\$ 746,269
Overall Benchmark Variance	↑	↑	\$ 3,870,473
Hospitality Fund Cash Balance	↓	↓	\$ 956,535
Hospitality Fund Revenue	↓	↑	\$ 1,437,690
Hospitality Fund Expenditures	↑	↑	\$ 1,661,847
Storm Water Fund Cash Balance	↓	↑	\$ 1,270,471
Storm Water Fund Revenue	↓	↑	\$ 1,076,709
Storm Water Fund Expenditures	↑	↑	\$ 508,160

## Cash Balance - General Fund

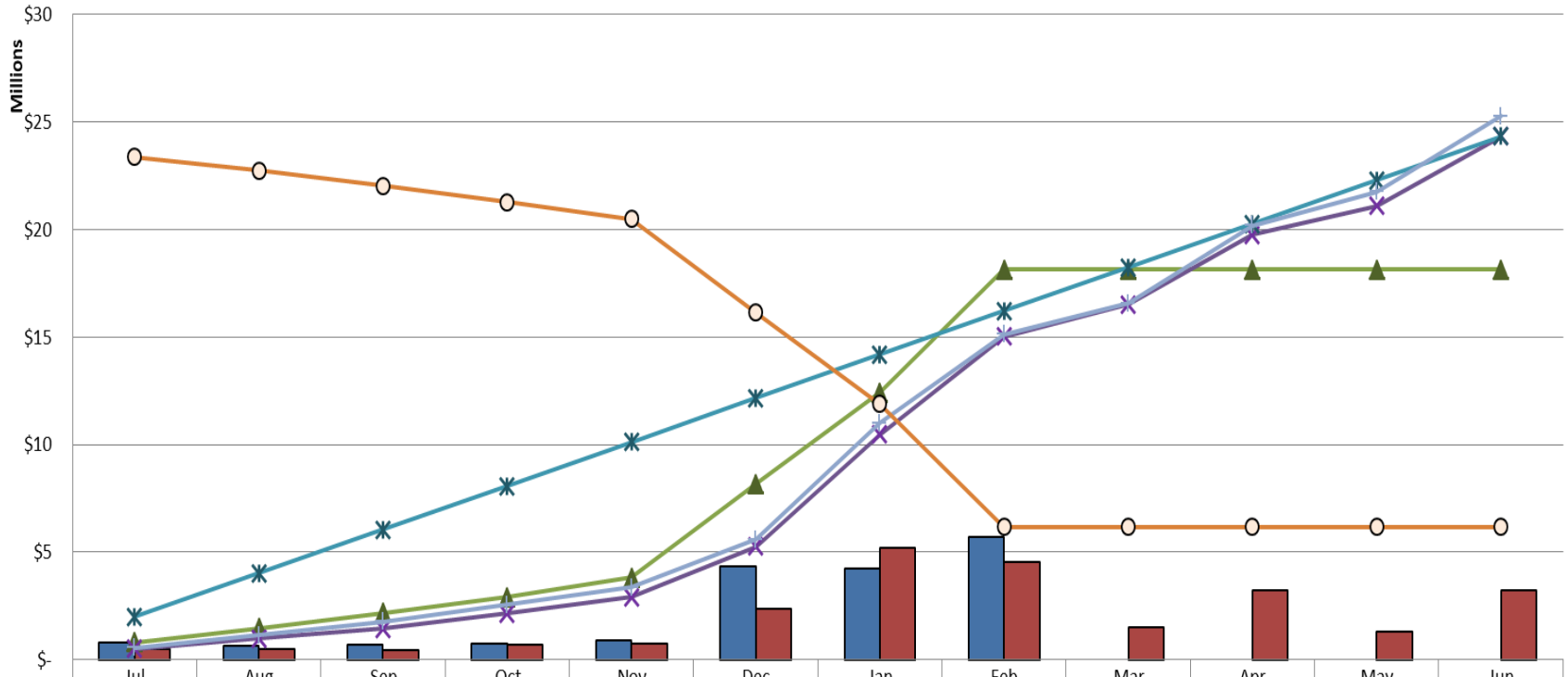
Fiscal Year 2017/18



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Net Monthly Cash	(467,669)	(682,276)	(922,974)	(830,327)	(820,853)	1,972,931	3,008,401	3,271,235				
Current Fiscal YTD Balance	13,239,192	12,556,916	11,633,942	10,803,615	9,982,762	11,955,693	14,964,094	18,235,330				
Prior Fiscal YTD Balance	9,632,104	9,054,808	7,786,897	6,839,711	5,957,067	6,247,394	10,726,068	13,202,239	12,986,177	13,840,392	12,927,775	13,706,119



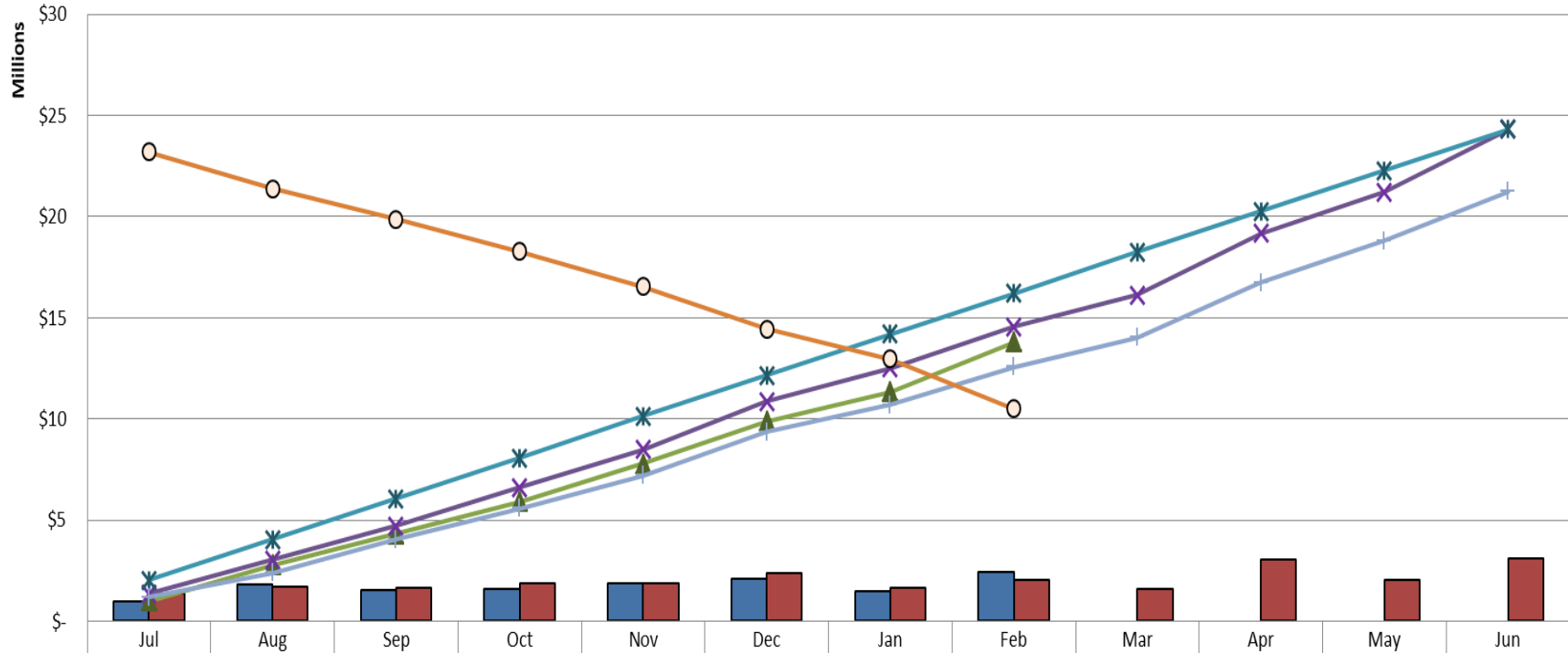
## Revenue - General Fund Fiscal Year 2017/18



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Monthly Actual	813,461	651,003	705,905	747,074	908,538	4,340,318	4,260,861	5,708,337				
Monthly Benchmark	511,313	483,894	459,005	698,450	758,149	2,347,987	5,203,473	4,549,022	1,488,117	3,244,557	1,328,373	3,237,191
YTD Actual	813,461	1,464,464	2,170,369	2,917,443	3,825,980	8,166,299	12,427,160	18,135,497	18,135,497	18,135,497	18,135,497	18,135,497
YTD Benchmark	511,313	995,207	1,454,212	2,152,662	2,910,811	5,258,798	10,462,271	15,011,293	16,499,410	19,743,967	21,072,340	24,309,531
YTD Prorated Budget	2,015,152	4,030,303	6,045,455	8,060,606	10,128,971	12,154,766	14,180,560	16,206,354	18,232,148	20,257,943	22,283,737	24,309,531
Prior YTD Actual	575,713	1,141,512	1,770,564	2,564,010	3,377,213	5,592,657	10,993,687	15,115,936	16,550,824	20,179,820	21,737,542	25,258,515
Balance to Collect	23,368,358	22,717,355	22,011,450	21,264,376	20,483,551	16,143,233	11,882,371	6,174,034	6,174,034	6,174,034	6,174,034	6,174,034

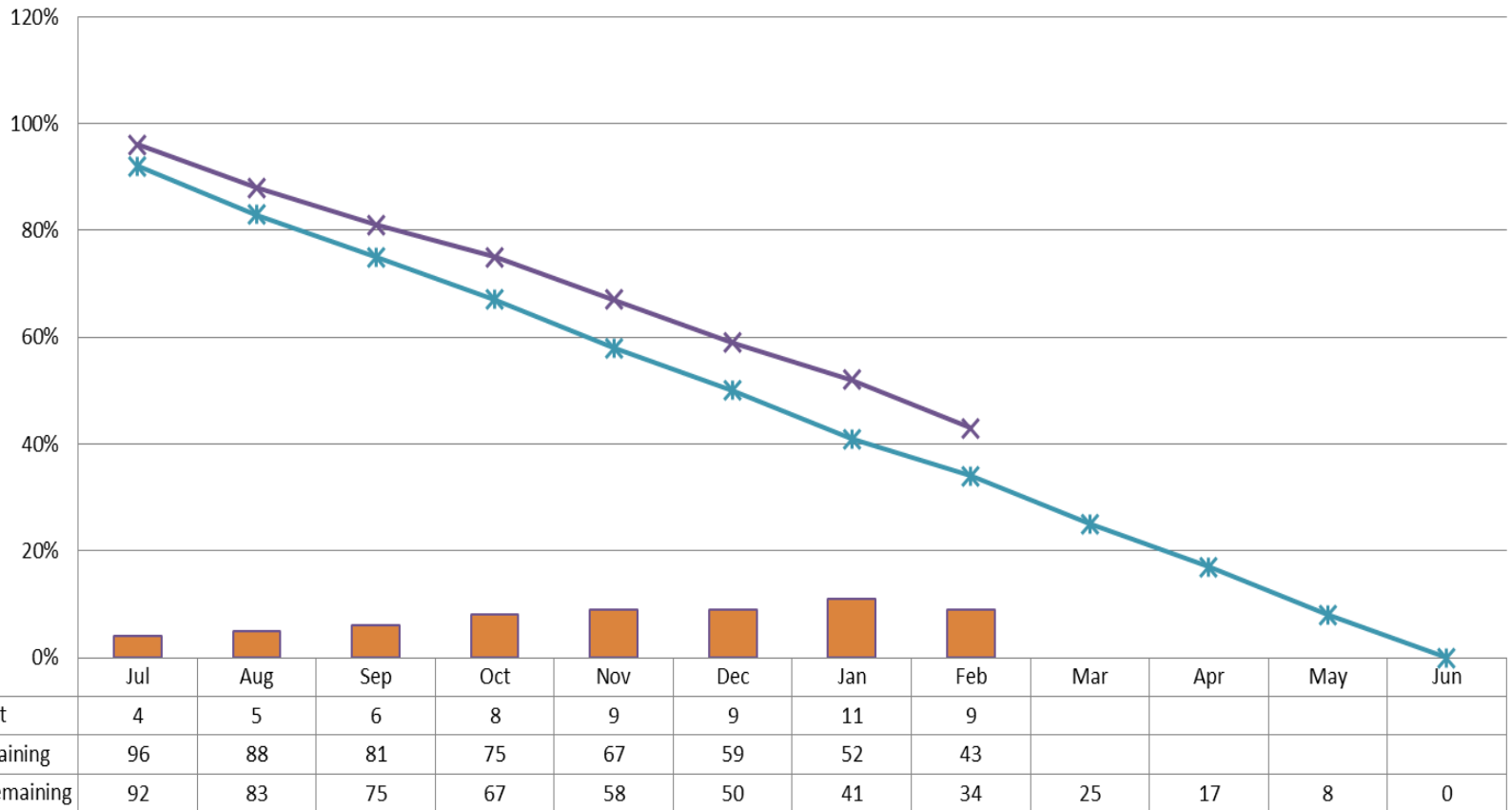
## Expenditures - General Fund

### Fiscal Year 2017/18



Monthly Actual	987,658	1,802,370	1,532,369	1,586,613	1,866,039	2,105,322	1,466,317	2,451,521				
Monthly Benchmark	1,343,133	1,699,282	1,674,653	1,883,898	1,879,401	2,379,002	1,643,364	2,041,744	1,584,256	3,026,488	2,059,441	3,094,869
YTD Actual	987,658	2,790,028	4,322,397	5,909,009	7,775,048	9,880,370	11,346,687	13,798,208				
YTD Benchmark	1,343,133	3,042,415	4,717,068	6,600,966	8,480,367	10,859,369	12,502,733	14,544,477	16,128,733	19,155,221	21,214,662	24,309,531
YTD Prorated Budget	2,015,152	4,030,303	6,045,455	8,060,606	10,128,971	12,154,766	14,180,560	16,206,354	18,232,148	20,257,943	22,283,737	24,309,531
Prior YTD Actual	1,180,597	2,397,447	4,046,054	5,579,825	7,198,639	9,341,968	10,708,015	12,577,634	14,030,028	16,723,945	18,803,161	21,237,025
Balance to Expend	23,194,161	21,391,791	19,859,422	18,272,810	16,534,483	14,429,161	12,962,844	10,511,323				

## Budget Percent Remaining - General Fund Fiscal Year 2017/18



## 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

## 2017-18 Financials



Revenues



Expenditures



YTD Actual

YTD Budget

Difference

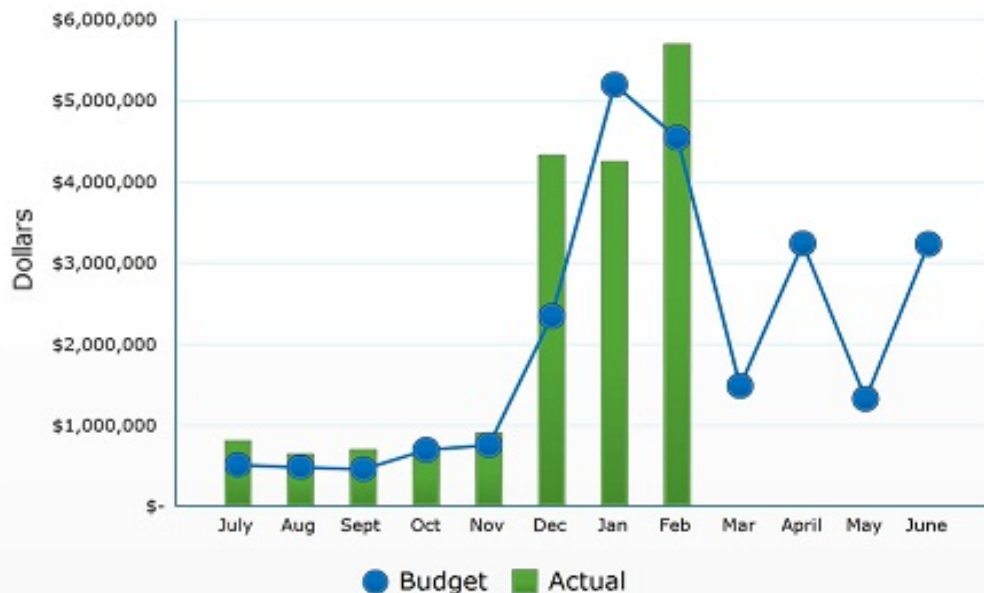
**\$18,135,497**

**\$15,011,293**

**\$3,124,204**

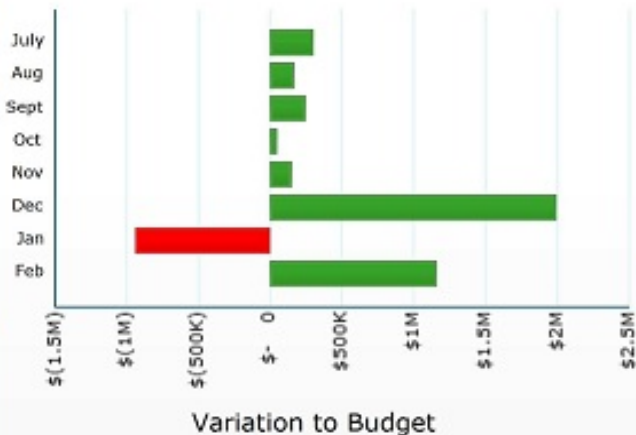
## City of Greer Revenues

Fiscal Year 2017-18



## Actual vs Budget

Fiscal Year 2017-18



## 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

## 2017-18 Financials

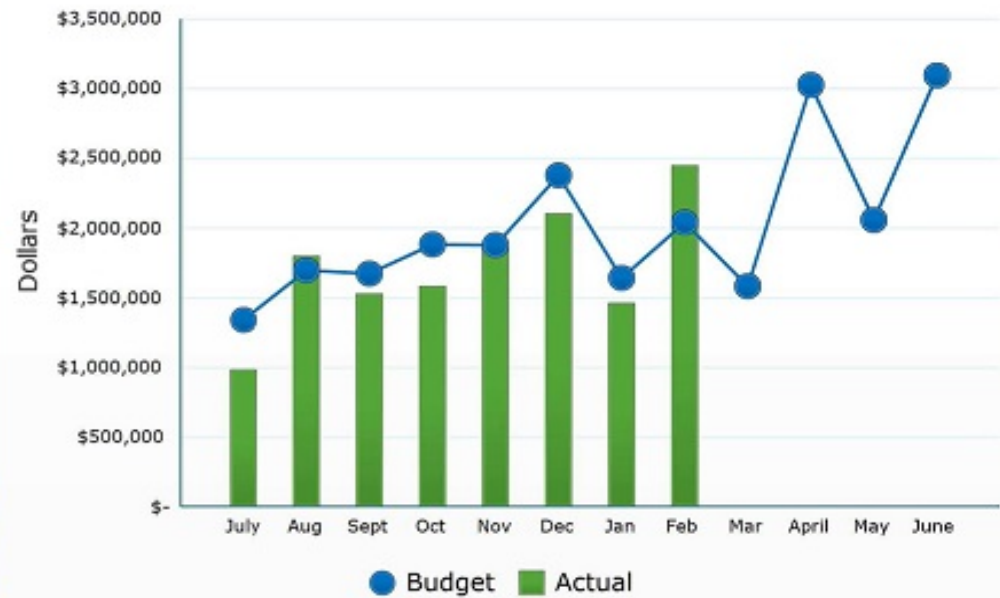
☐ Revenues
 ☒ Expenditures



YTD Actual	YTD Budget	Difference
<b>\$13,798,208</b>	<b>\$14,544,477</b>	<b>\$746,269</b>

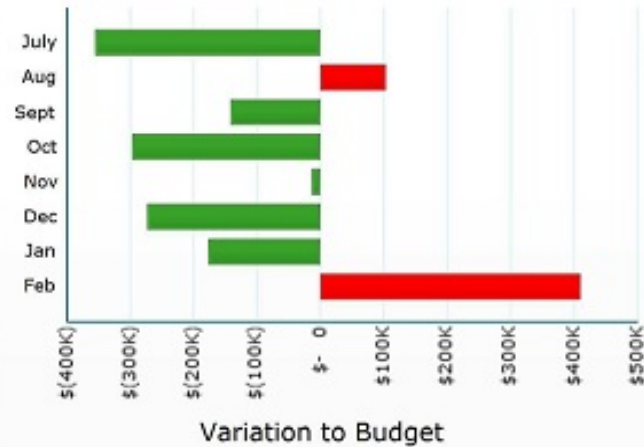
## City of Greer Expenditures

Fiscal Year 2017-18



## Actual vs Budget

Fiscal Year 2017-18

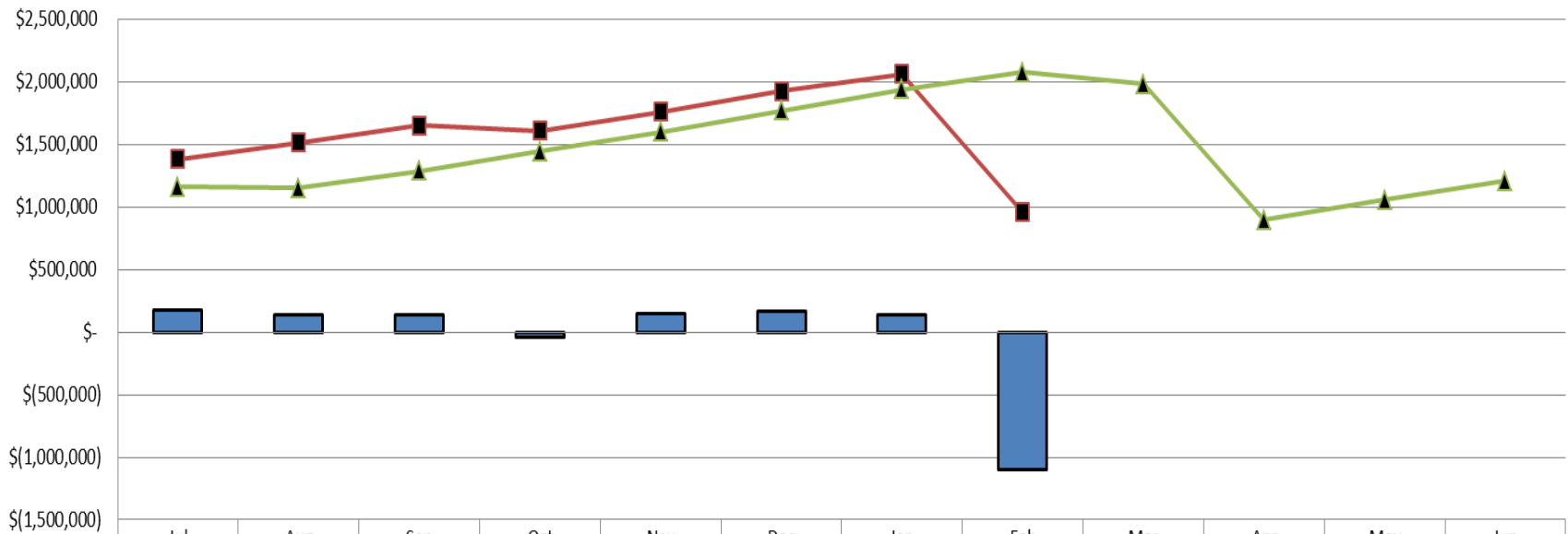




Hospitality Taxes Fund

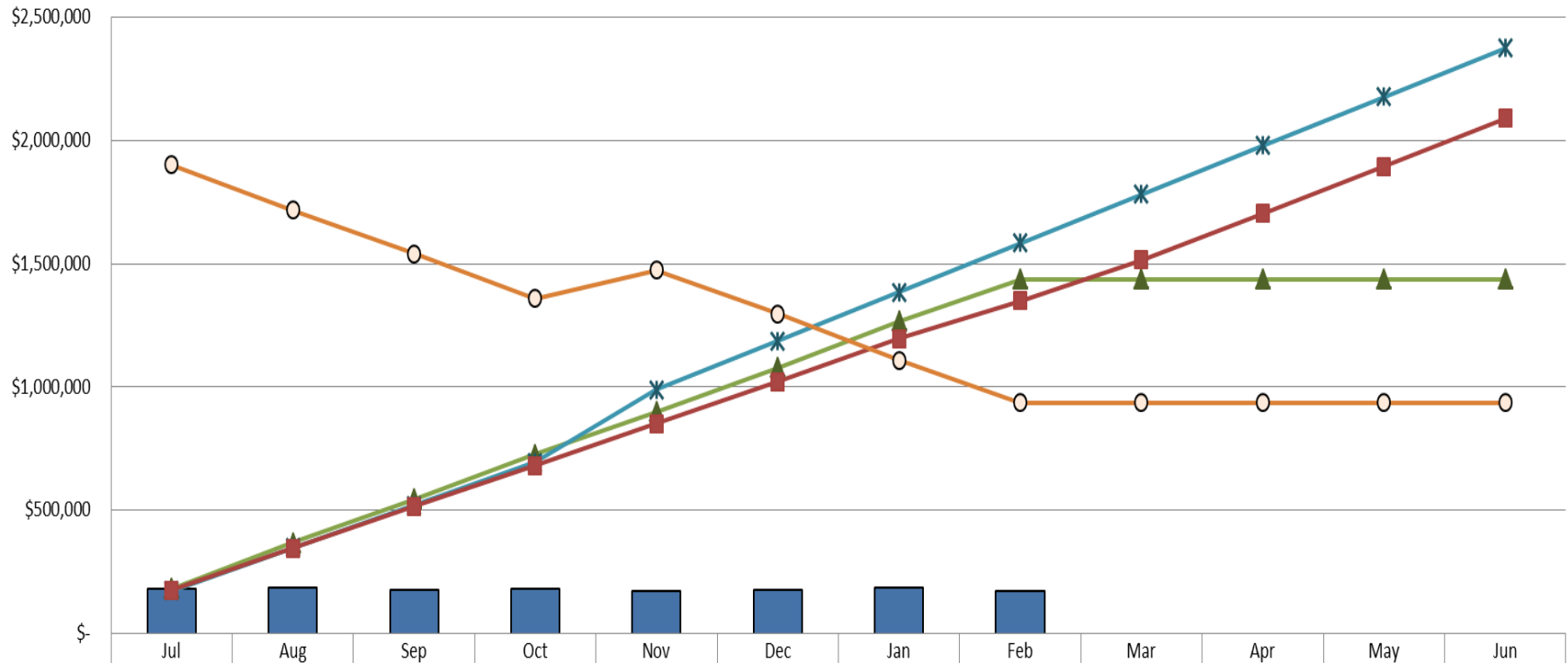
## Cash Balance - Hospitality Taxes Fund

### Fiscal Year 2017/18



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Net Monthly Cash	173,474	134,265	136,767	(45,174)	150,237	165,555	136,763	(1,103,258)				
Current Fiscal YTD Balance	1,381,380	1,515,644	1,652,412	1,607,238	1,757,474	1,923,030	2,059,793	956,535				
Prior Fiscal YTD Balance	1,159,255	1,149,821	1,286,959	1,444,431	1,600,855	1,767,391	1,939,444	2,076,071	1,980,509	897,428	1,056,270	1,207,608

## Revenue - Hospitality Taxes Fund Fiscal Year 2017/18

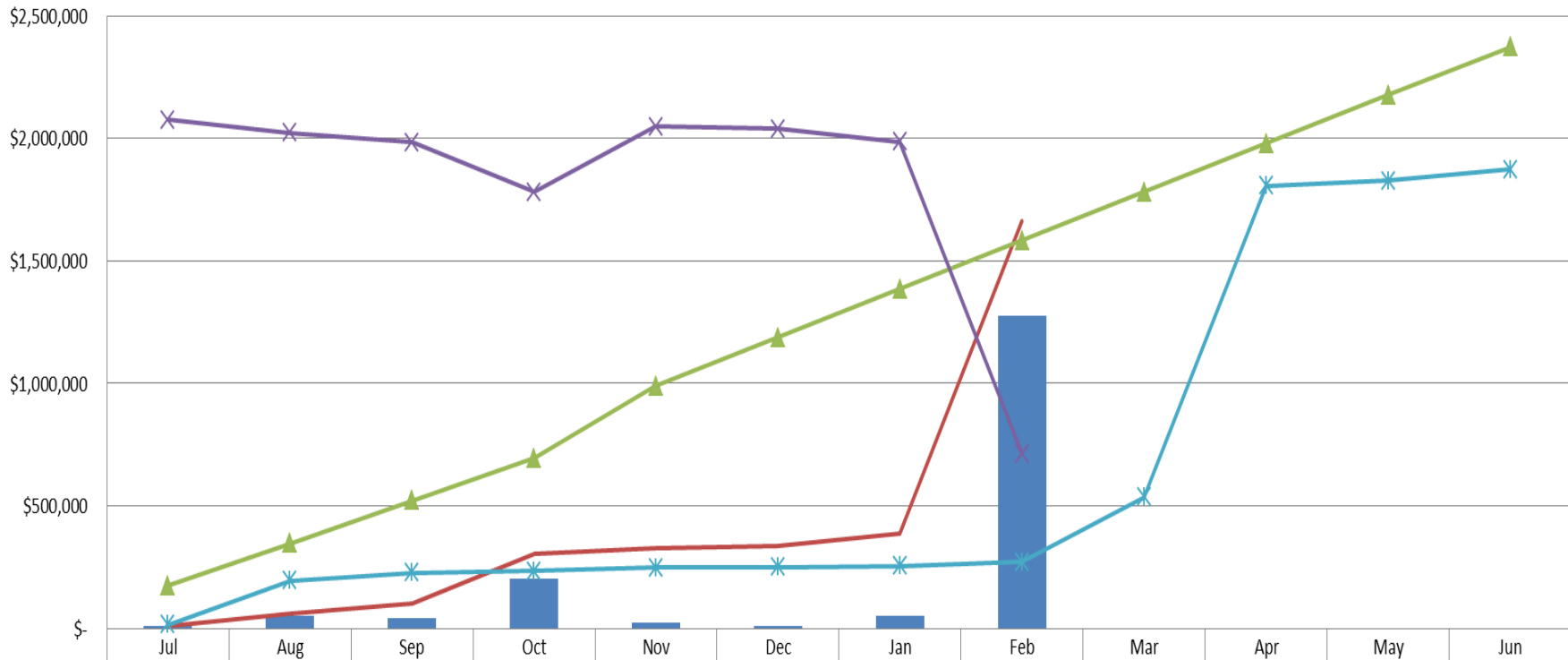


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Monthly Actual	183,838	185,094	177,422	181,356	172,490	177,683	188,410	171,397				
YTD Actual	183,838	368,932	546,354	727,710	900,200	1,077,883	1,266,293	1,437,690	1,437,690	1,437,690	1,437,690	1,437,690
YTD Prorated Budget	173,826	347,652	521,478	695,303	989,475	1,187,371	1,385,266	1,583,161	1,781,056	1,978,951	2,176,846	2,374,741
Prior YTD Actual	176,060	347,104	515,764	680,684	850,657	1,020,635	1,196,727	1,349,049	1,514,999	1,703,348	1,895,065	2,088,812
Balance to Collect	1,902,072	1,716,978	1,539,556	1,358,200	1,474,541	1,296,858	1,108,448	937,051	937,051	937,051	937,051	937,051



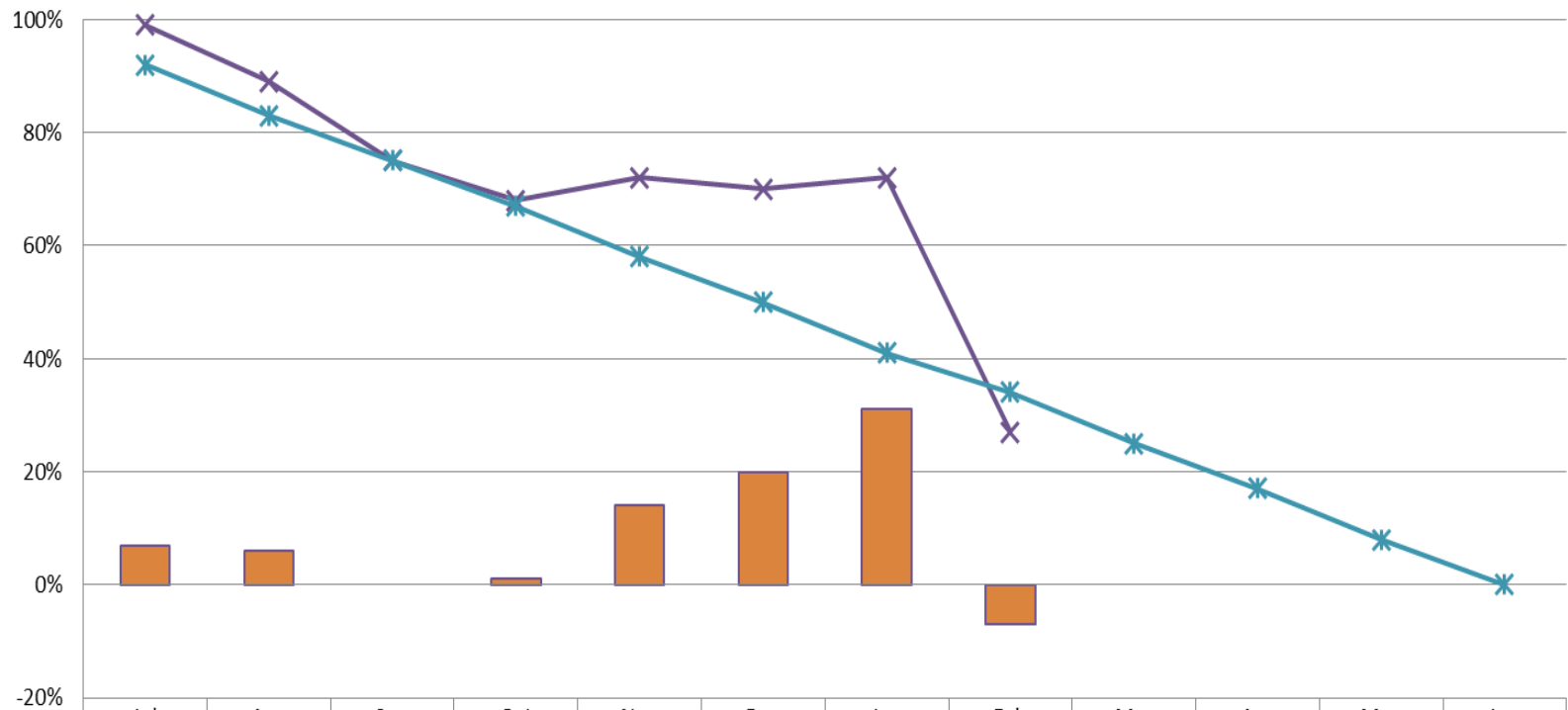
## Expenditures - Hospitality Taxes Fund

Fiscal Year 2017/18



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Monthly Actual	10,364	50,829	40,633	201,390	22,294	10,043	51,647	1,274,646				
YTD Actual	10,364	61,194	101,827	303,217	325,511	335,554	387,201	1,661,847				
YTD Prorated Budget	173,826	347,652	521,478	695,303	989,475	1,187,371	1,385,266	1,583,161	1,781,056	1,978,951	2,176,846	2,374,741
Prior YTD Actual	14,791	195,274	226,795	234,243	247,721	250,946	255,098	270,660	535,657	1,807,086	1,828,688	1,872,947
Balance to Expend	2,075,546	2,024,716	1,984,083	1,782,693	2,049,230	2,039,187	1,987,540	712,894				

## Budget Percent Remaining - Hospitality Taxes Fund Fiscal Year 2017/18



(Over) Under Budget

Actual Percent Remaining

Prorated Percent Remaining

Jul

Aug

Sep

Oct

Nov

Dec

Jan

Feb

Mar

Apr

May

Jun

7

6

0

1

14

20

31

-7

99

89

75

68

72

70

72

27

92

83

75

67

58

50

41

34

25

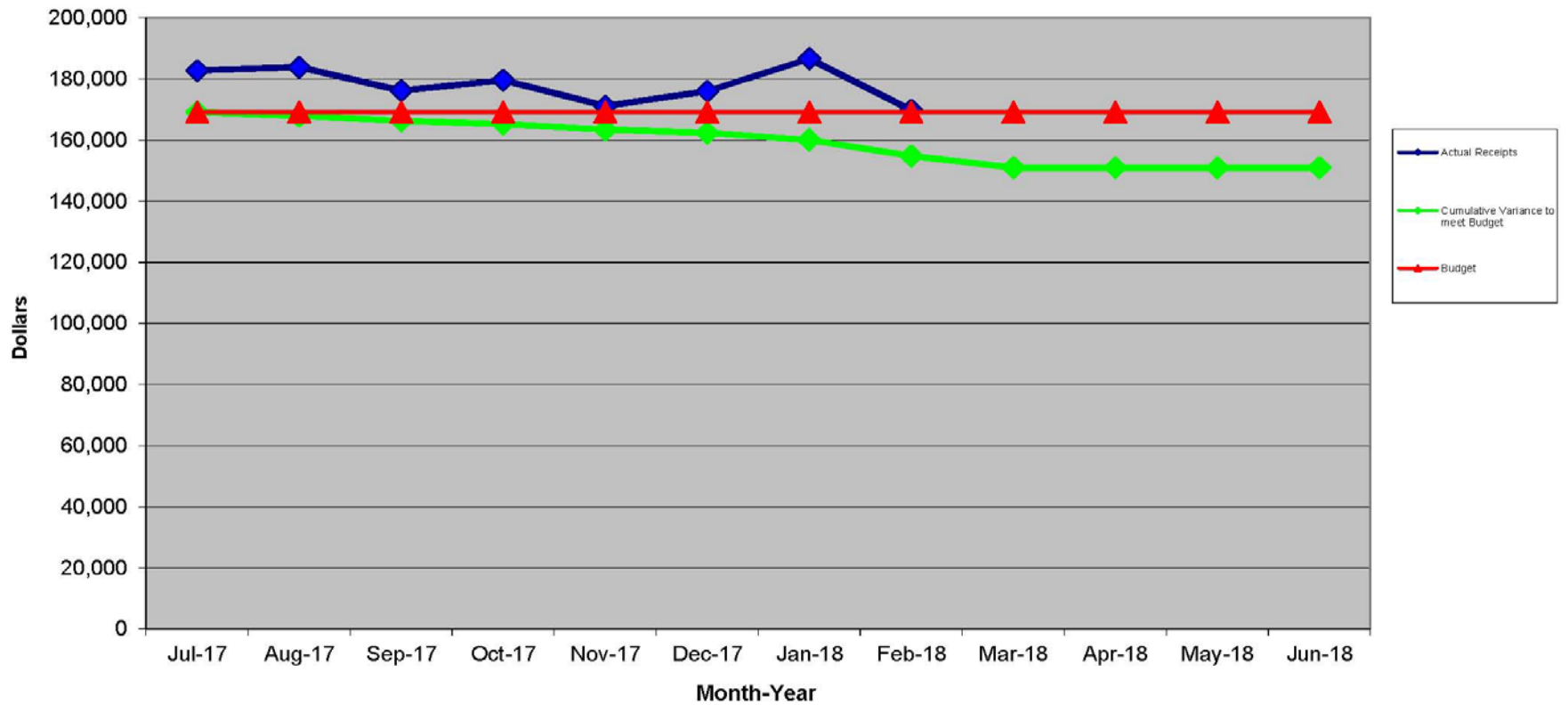
17

8

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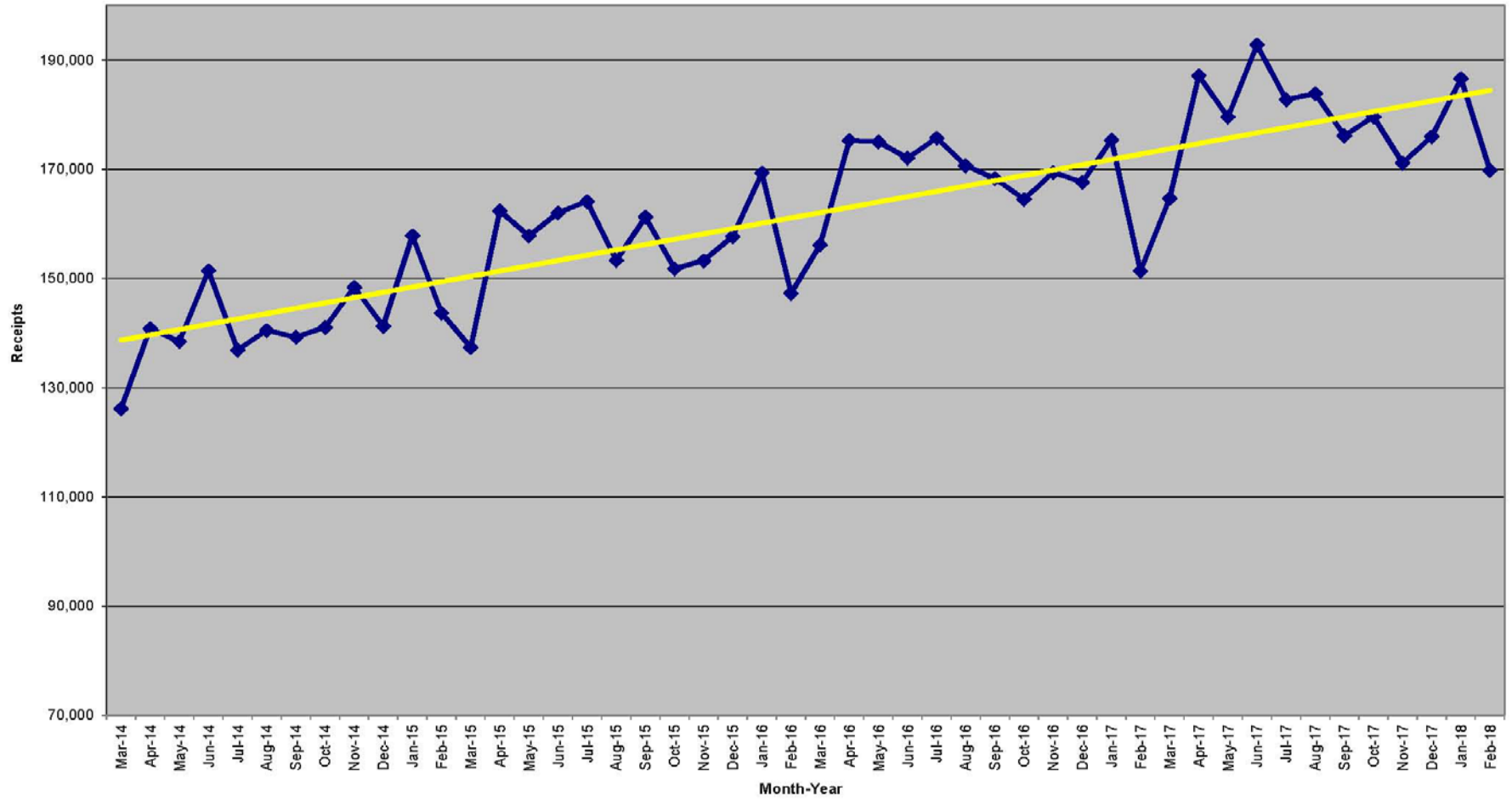
# HOSPITALITY TAX

FY 2017-2018



# Hospitality Tax

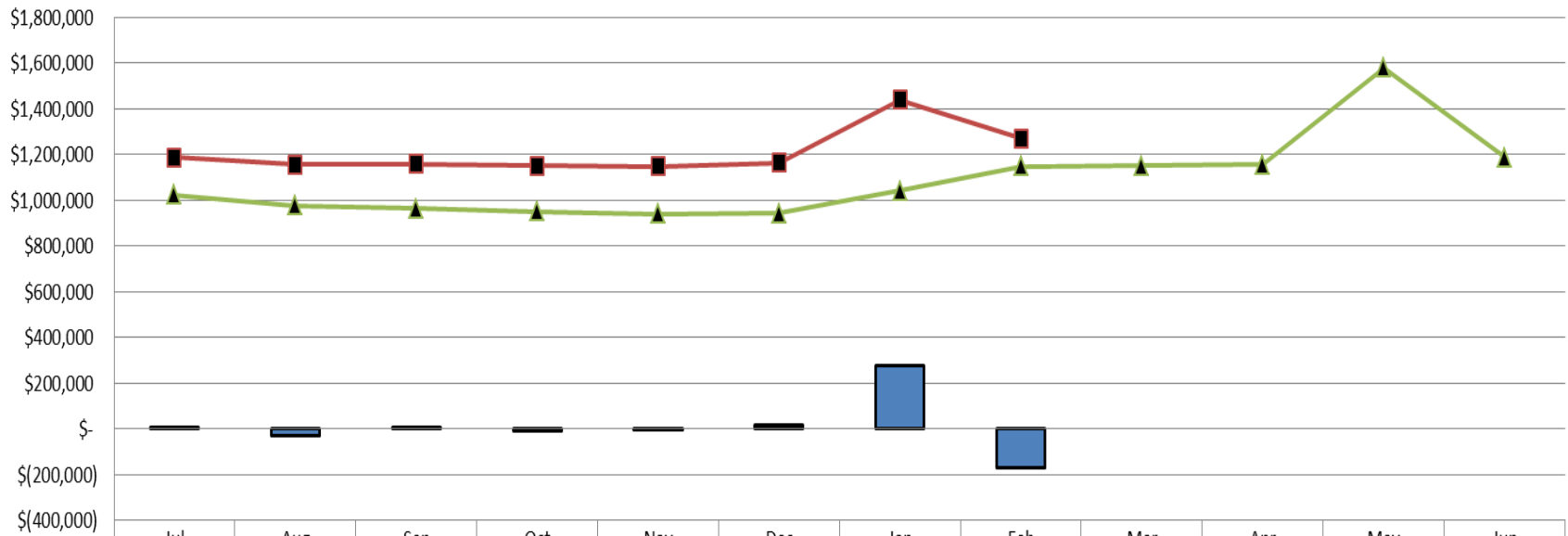
4 - Year Trending





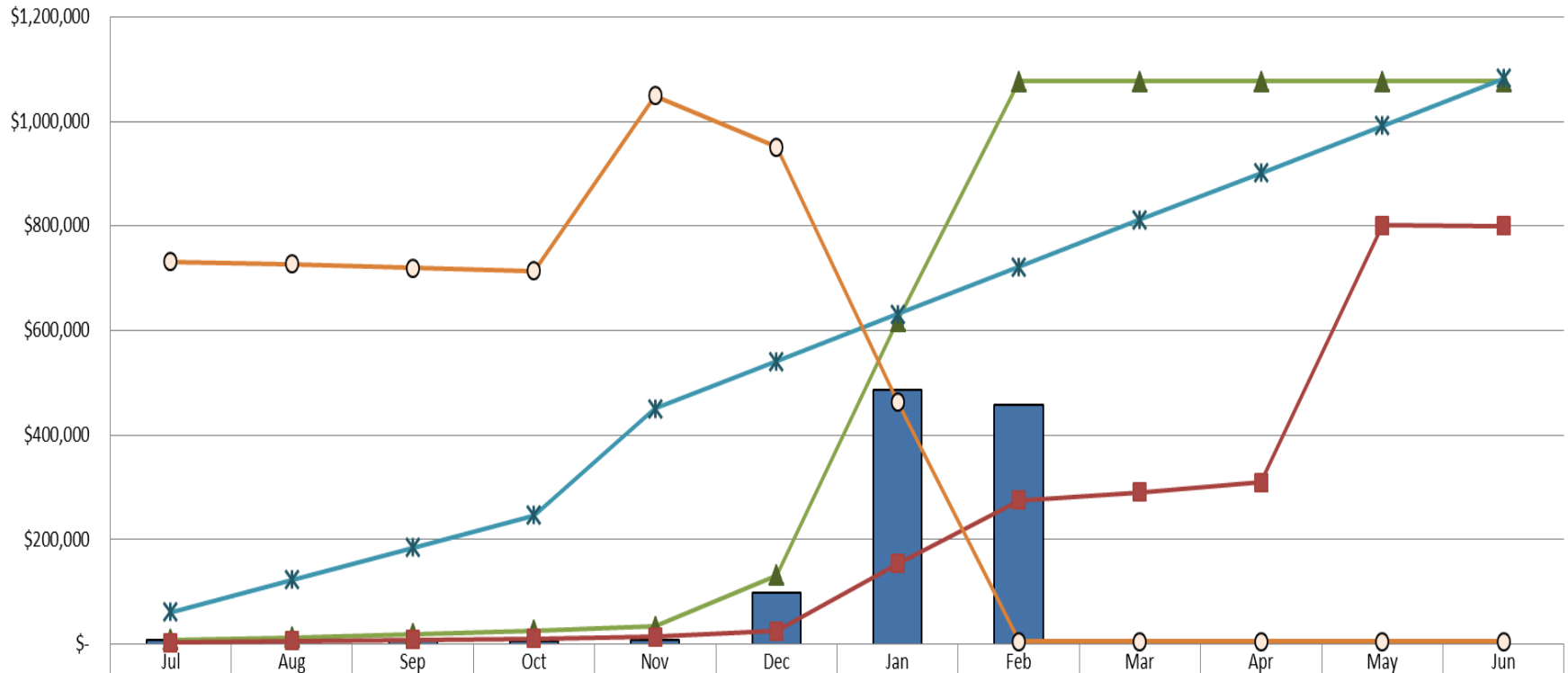
Storm Water Fund

## Cash Balance - Storm Water Fund Fiscal Year 2017/18



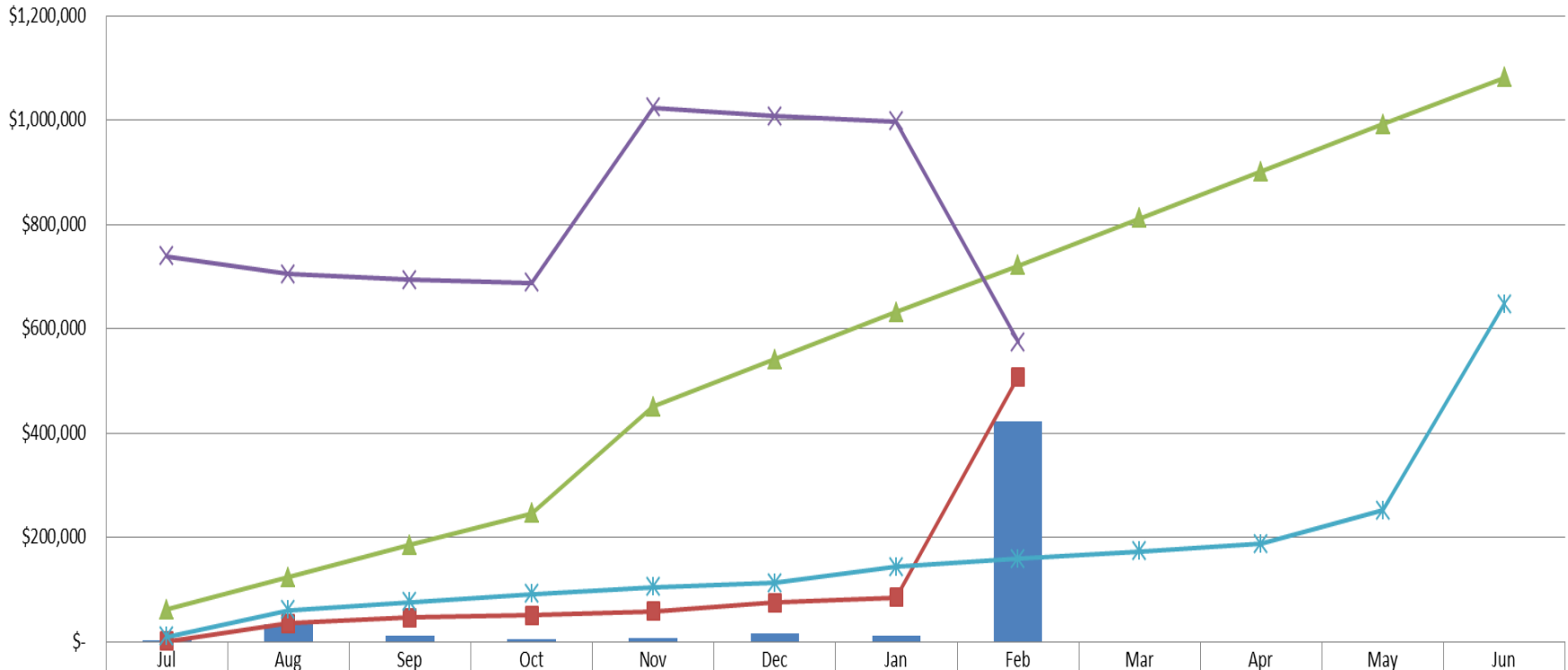
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Net Monthly Cash	135	(31,226)	1,536	(7,136)	(2,531)	15,857	275,014	(169,106)				
Current Fiscal YTD Balance	1,188,063	1,156,838	1,158,373	1,151,237	1,148,706	1,164,563	1,439,577	1,270,471				
Prior Fiscal YTD Balance	1,023,805	976,711	964,122	950,346	940,475	943,677	1,042,981	1,148,958	1,151,922	1,156,071	1,579,751	1,187,928

## Revenue - Storm Water Taxes Fund Fiscal Year 2017/18



Monthly Actual	8,321	4,109	7,264	6,396	7,322	98,204	486,647	458,446				
YTD Actual	8,321	12,430	19,694	26,090	33,412	131,616	618,263	1,076,709	1,076,709	1,076,709	1,076,709	1,076,709
YTD Prorated Budget	61,633	123,267	184,900	246,533	451,002	541,203	631,403	721,603	811,804	902,004	992,205	1,082,405
Prior YTD Actual	3,417	6,063	8,848	10,707	13,629	24,597	154,226	275,520	290,455	308,949	800,727	799,811
Balance to Collect	731,279	727,170	719,906	713,510	1,048,993	950,789	464,142	5,696	5,696	5,696	5,696	5,696

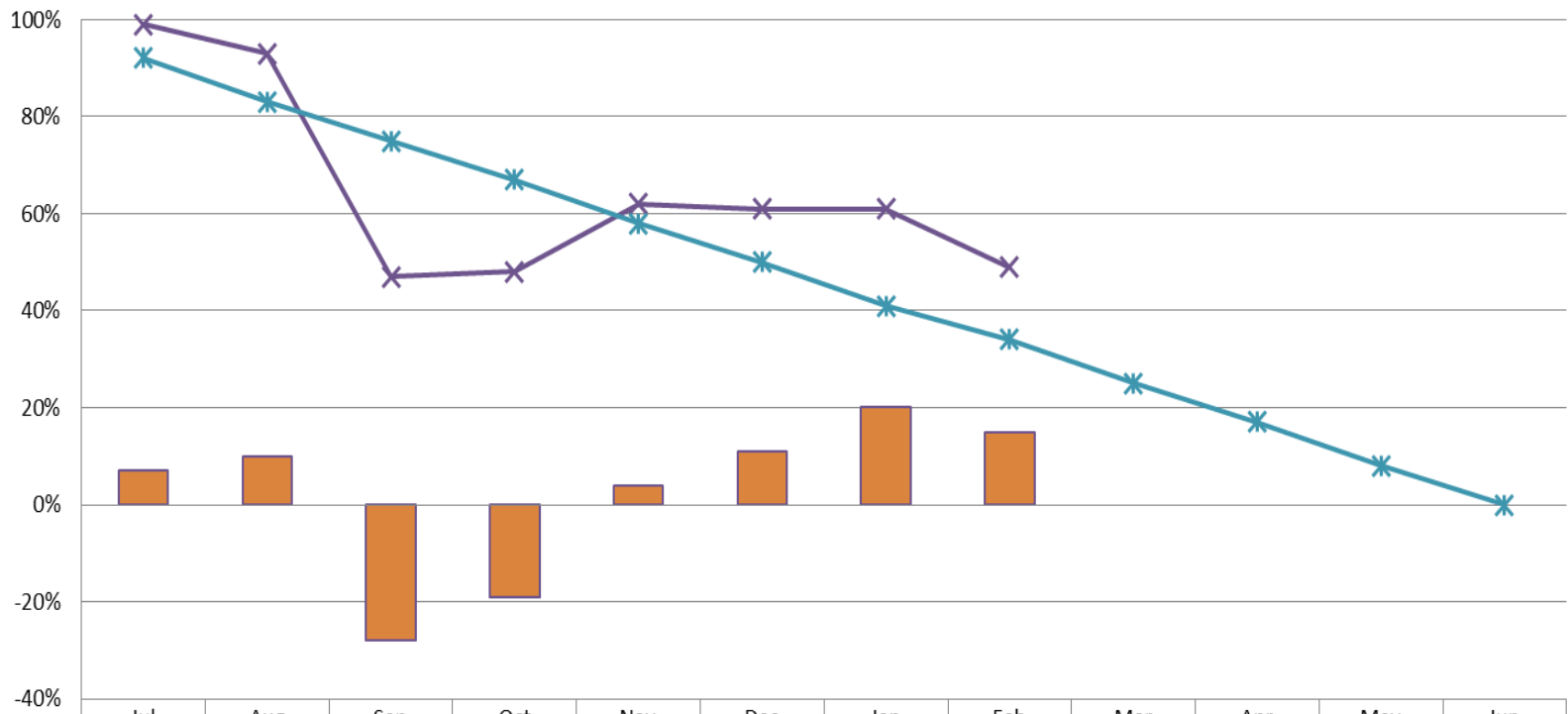
## Expenditures - Storm Water Fund Fiscal Year 2017/18



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Monthly Actual	697	33,946	10,904	5,206	7,420	16,317	10,573	423,096				
YTD Actual	697	34,643	45,547	50,753	58,173	74,491	85,064	508,160				
YTD Prorated Budget	61,633	123,267	184,900	246,533	451,002	541,203	631,403	721,603	811,804	902,004	992,205	1,082,405
Prior YTD Actual	9,833	59,933	75,611	91,341	104,341	112,169	142,801	158,475	172,599	187,185	251,328	647,045
Balance to Expend	738,903	704,957	694,053	688,847	1,024,232	1,007,914	997,341	574,245				



## Budget Percent Remaining - Storm Water Fund Fiscal Year 2017/18



(Over) Under Budget

Actual Percent Remaining

Prorated Percent Remaining

Jul

Aug

Sep

Oct

Nov

Dec

Jan

Feb

Mar

Apr

May

Jun

7

10

-28

-19

4

11

20

15

99

93

47

48

62

61

61

49

92

83

75

67

58

50

41

34

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**AGENDA**  
**GREER CITY COUNCIL**  
**3/27/2018**

**Fire Department Activity Report - February 2018**

**ATTACHMENTS:**

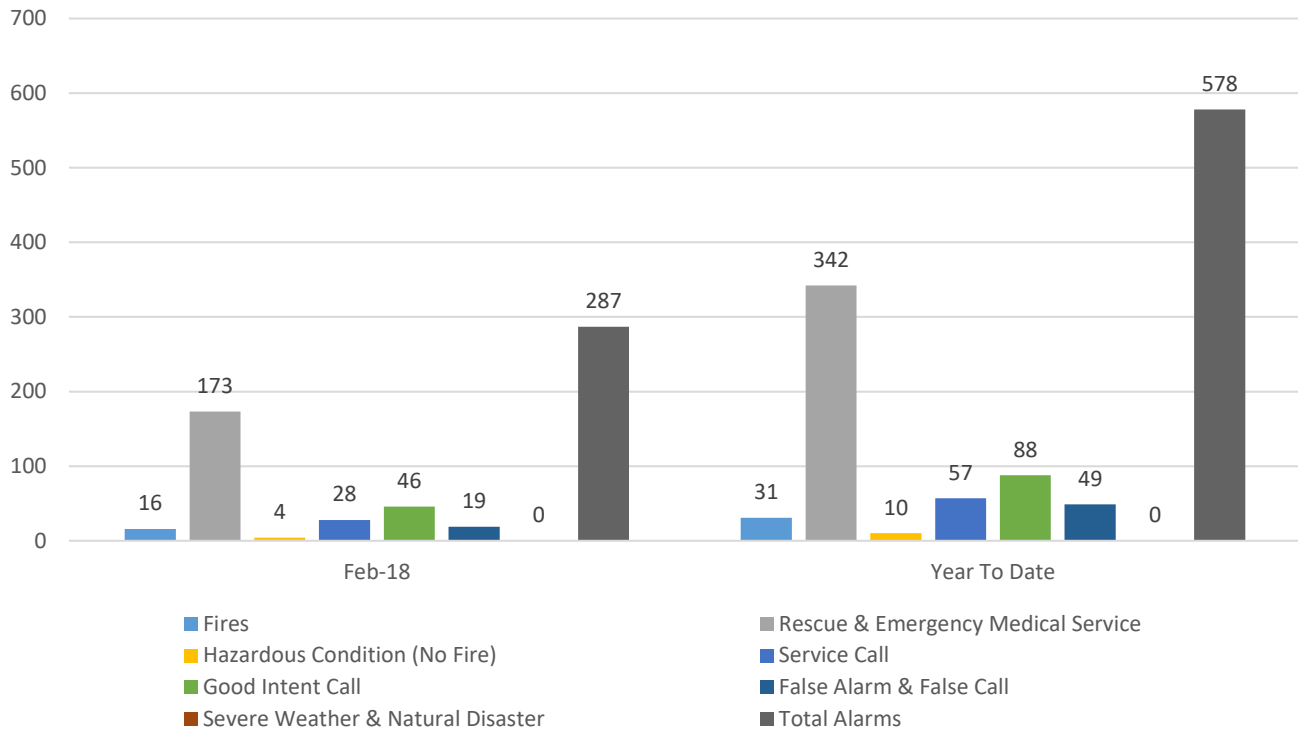
Description	Upload Date	Type
□ Fire Department Activity Report February 2018	3/20/2018	Backup Material



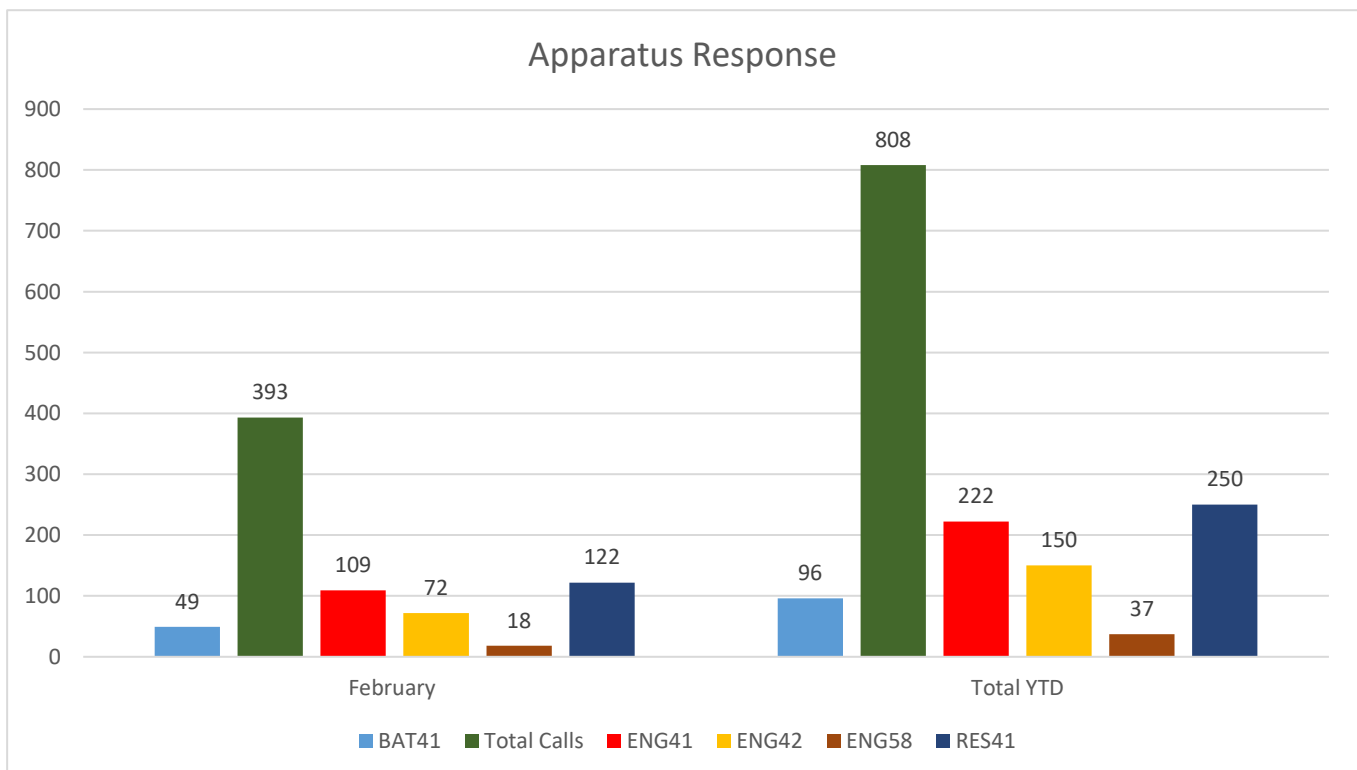
# City of Greer Fire Department Year-To-Date Statistics FEBRUARY 2018



## Incident Types



## Apparatus Response





# City of Greer Fire Department

## Year-To-Date Statistics

### FEBRUARY 2018



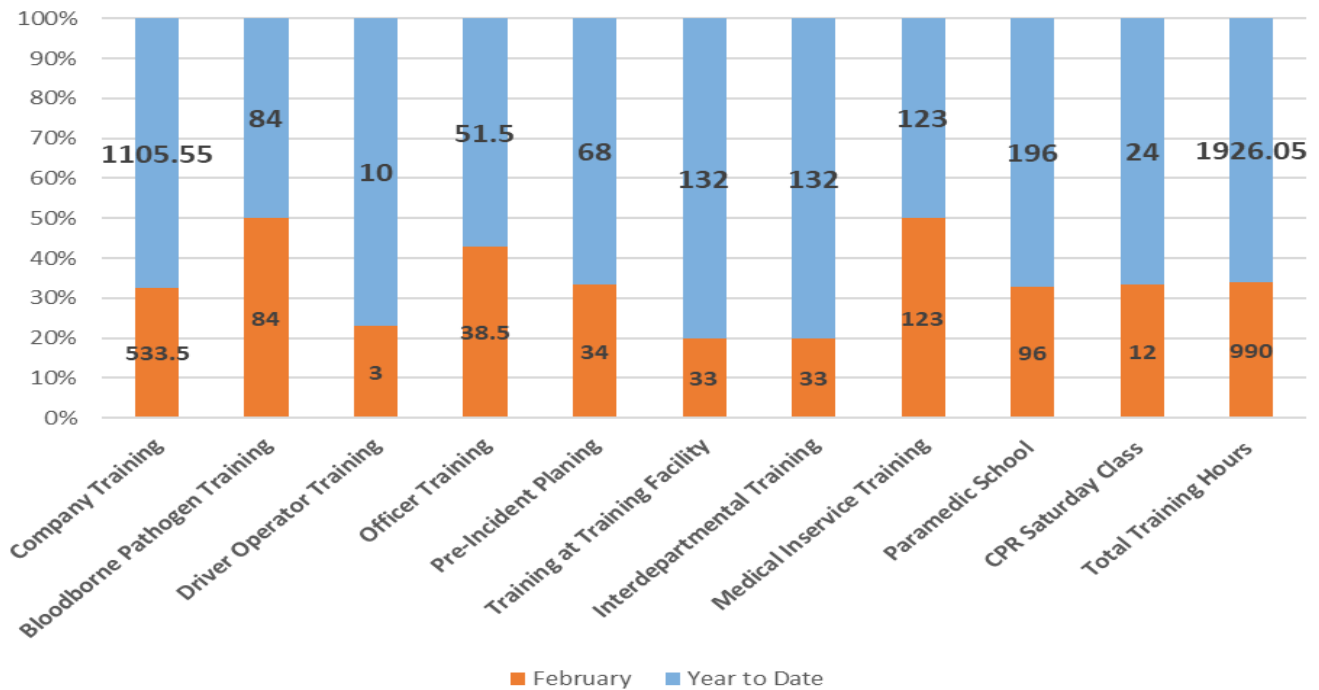
<b>NFPA REPORT</b> FIRES IN STRUCTURES BY FIXED PROPERTY USE (OCCUPANCY)		NUMBER OF INCIDENTS	DEATHS	INJURIES	EST. PROP. DAMAGE
1	Private Dwellings (1 or 2 family), including mobile homes (FPU 419)	14	0	2	\$155,200.00
2	Apartments (3 or more families) (FPU 429)	2	0	0	\$100.00
3	Hotels and Motels (FPU 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)	16	0	2	\$155,300.00
6	Public Assembly (church, restaurant, clubs, etc.) (FPU 100-199)	1	0	0	\$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)	1	0	0	\$0.00
9	Stores and Offices (FPU 500-599)	1	0	0	\$0.00
10	Industry, Utility, Defense, Laboratories, Manufacturing (FPU 600-799)	0	0	0	\$0.00
11	Storage in Structures (barns, vehicle storage garages, general storage, etc.) (FPU 800-899)	1	0	0	\$2,000.00
12	Other Structures (outbuildings, bridges, etc.) (FPU 900-999)	0	0	0	\$0.00
13	TOTAL FOR STRUCTURE FIRES (Sum of lines 5 through 12)	20	1	0	\$157,800.00
14a	Fires in Highway Vehicles (autos, trucks, buses, etc.) (IT 131-132, 136-137)	4	0	0	\$6,500.00
14b	Fires in Other Vehicles (planes, trains, ships, construction or farm vehicles, etc.) (IT 130, 133-135, 138)	0	0	0	\$0.00
15	Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc.) (IT 140, 141, 161, 162, 164, 170-173)	0	0	0	\$0.00
16	Fires in Brush, Grass, Wildland (excluding crops and timber), with no value involved (IT 142-143)	5	0	0	\$0.00
17	Fires in Rubbish, Including Dumpsters (outside of structures), with no value involved (IT 150-155)	1	0	0	\$100.00
18	All Other Fires (IT 100, 160, 163)	0	0	0	\$0.00
19	TOTAL FOR FIRES (Sum of lines 13 through 18)	30	1	0	\$164,400.00
20	Rescue, Emergency Medical Responses (ambulances, EMS, rescue) (IT 300-381)	342	0	0	\$0.00
21	False Alarm Responses (malicious or unintentional false calls, malfunctions, bomb scares) (IT 700-746)	49	0	0	\$300.00
22	Mutual Aid Responses Given	4	0	0	\$0.00
23a	Hazards Materials Responses (spills, leaks, etc.) (IT 410-431)	3	0	0	\$0.00
23b	Other Hazardous Responses (arcing wires, bomb removal, power line down, etc.) (IT 440-482, 400)	7	0	0	\$400.00
24	All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200-251, 500-699, 800-911)	146	0	0	\$0.00
25	TOTAL FOR ALL INCIDENTS (Sum of lines 19 through 24)	581	0	2	\$164,800.00



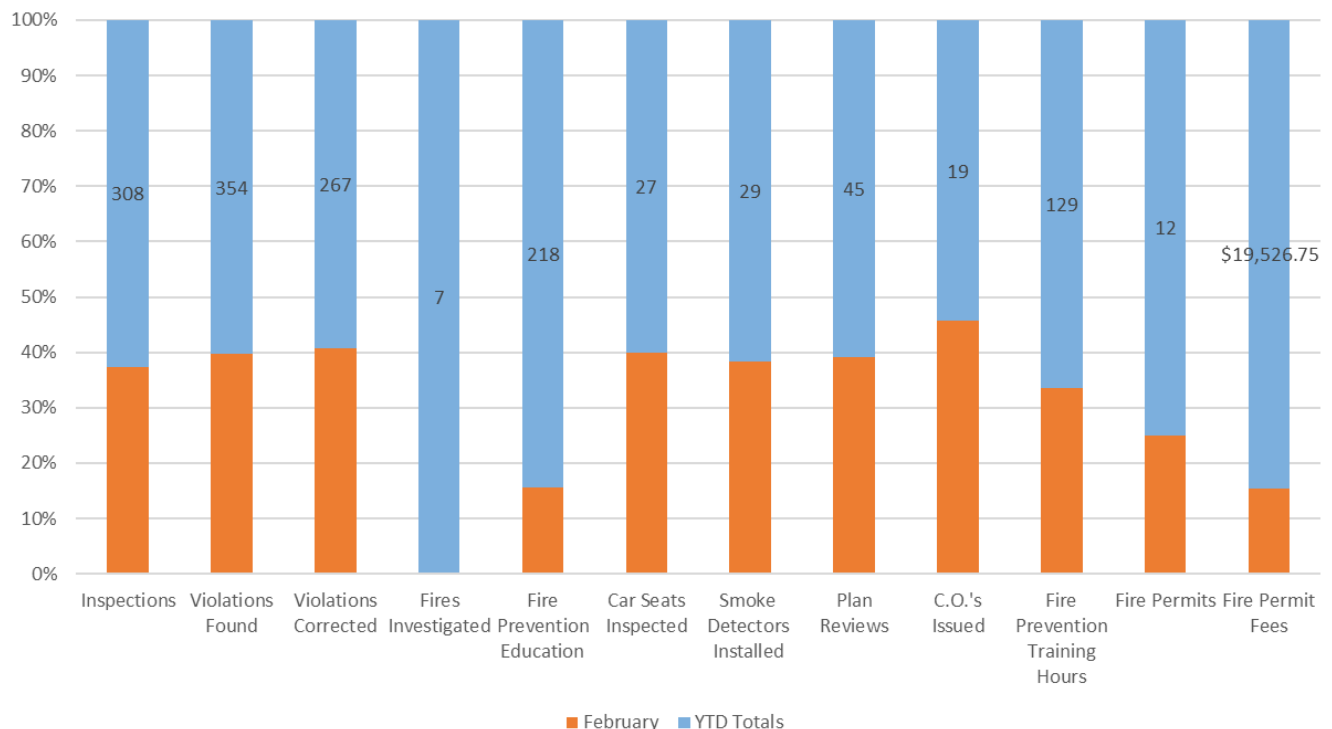
# City of Greer Fire Department Year-To-Date Statistics FEBRUARY 2018



## DEPARTMENT TRAINING



## OFFICE OF THE FIRE MARSHAL





**AGENDA**  
**GREER CITY COUNCIL**  
**3/27/2018**

**Municipal Court Activity Report - February 2018**

**ATTACHMENTS:**

Description	Upload Date	Type
□ Municipal Court Monthly Report February 2018	3/20/2018	Backup Material



# GREER MUNICIPAL COURT

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MONTHLY REPORT FEBRUARY 2018

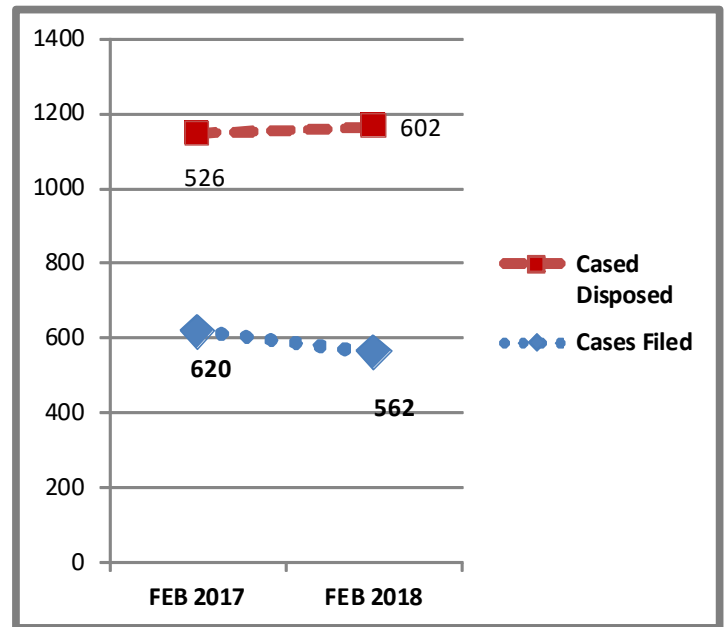
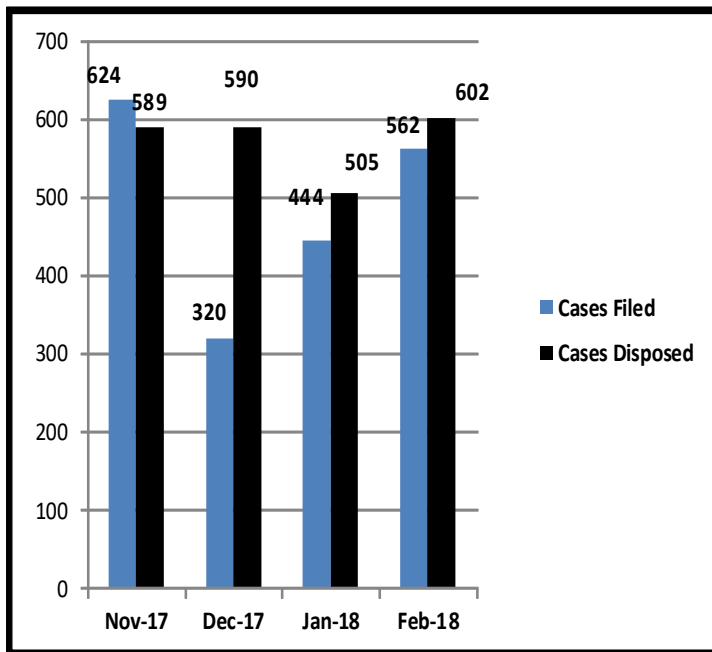


# CASE LOAD

## *Traffic, Criminal and City Ordinances*

*Total Cases disposed/processed: 602*

*Total cases filed by officers: 562*



## *Arrest Warrants, Bench Warrants & Search Warrants*

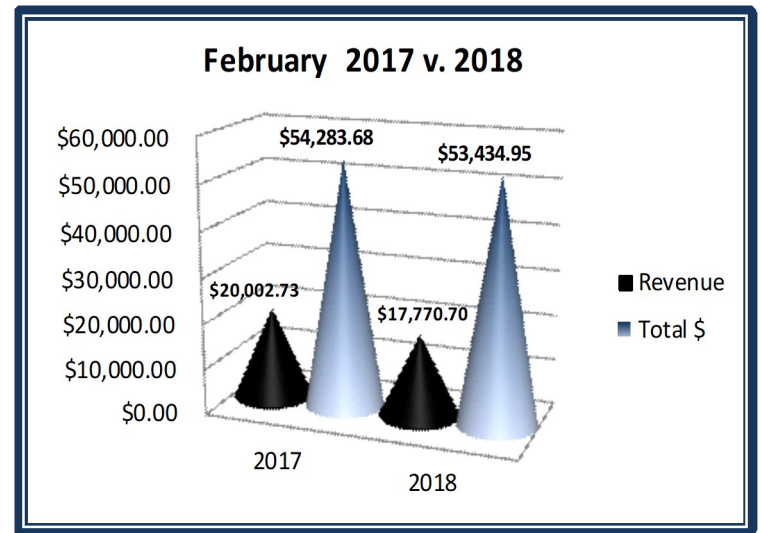
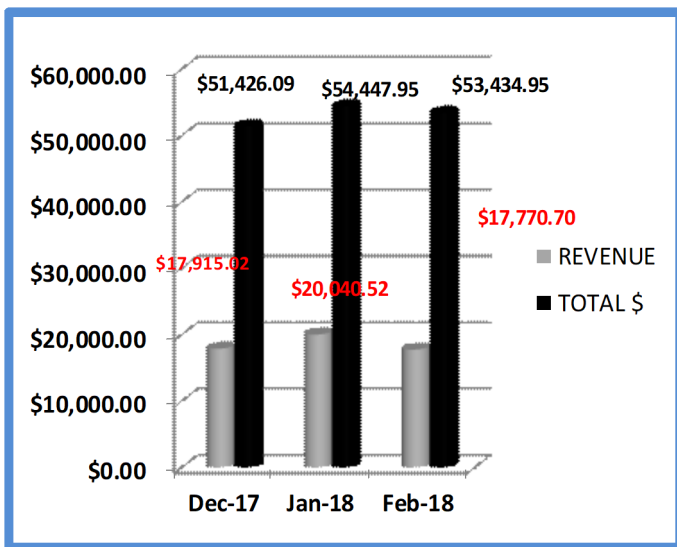
Arrest Warrants issued	136
Arraignments — # of defendants	147
Arraignments — # of charges	275
Bench Warrants issued	37
Bench Warrants served/processed	20
Search Warrants issued	5



# FINANCIALS

## *Revenue*

Total Revenue	\$17,770.70
Sent to State Treasurer	\$25,508.34
Victim Assistance Funds	\$ 3,136.58
Total \$ Collected	\$53,434.95



# ACTIVITY

- ♦ Traffic Court was held on February 7, 14, 21 and 28.
- ♦ General Sessions Preliminary Hearings were held on February 2nd.
- ♦ Pretrial Conferences were held on February 9th.
- ♦ Carroll Reynolds and Kirsten Pressley attended SC Gun Law training in Spartanburg on Feb 23rd.
- ♦ Domestic Violence court was held on February 8th.

**Category Number: VII.**  
**Item Number: E.**



**AGENDA**  
**GREER CITY COUNCIL**  
**3/27/2018**

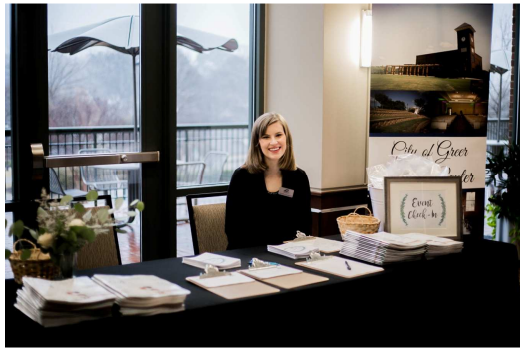
**Parks and Recreation Activity Report - February 2018**

**ATTACHMENTS:**

Description	Upload Date	Type
□ Parks and Recreation Activity Report February 2018	3/22/2018	Cover Memo

# City of Greer Parks & Recreation Department

## *Monthly Report for February 2018*



*Greater Greer Bridal Showcase*

*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

- ♦ The Kids Planet Steering Committee Meeting was held on February 14 at Greer City Hall. There were 15 members in attendance including community members, City of Greer staff and Greenville County School District. Numerous ideas to consider in the renovations of Century Park Kids Planet and a schedule for moving forward were discussed. During the month of March, staff and committee members will meet with children from various elementary schools to obtain their input.
- ♦ Department staff met with Productions Unlimited, on February 15, to consult on the lighting and sound and with Unified AV, on February 20, to discuss the AV system for the Center for the Arts facility.
- ♦ Ann Cunningham met with Capitol Construction, on February 22, to discuss the finalization for the Century Park Pedestrian Bridge Project.
- ♦ An application for the Recreation Trails Program Grant was submitted to fund the construction of the trail through the Center for the Arts facility.

## Department Trainings

- ♦ Department staff attended:
  - The Southern Leisure Management Trends Institute in Columbia, SC on February 1 & 2.
  - Civic Rec Activities Training on February 5 and Point of Sale Training on February 9 at the Operations Center.
  - Blood Borne Pathogen Training at Greer City Hall on February 6 & 13.
  - Pesticide CEU Workshop, on February 12, at Ewing in Greer.
  - The North Carolina Recreation and Parks Association's Events and Marketing Conference in Chapel Hill, NC on February 20-21.
  - Website meeting on February 20 and a Web Consulting meeting on February 22 at Greer City Hall.
  - A Construction Advisory Committee Meeting, on February 21, at the J. Harley Bonds Career Center.
  - Sexual Harassment Training at Greer City Hall on February 22.
  - The Southeast Festival and Events Association Conference in Nashville, TN on February 25-28. The City of Greer was presented with a Silver Award for best merchandise among the Southeast Festivals and Events for Railfest and the Food Truck Rollouts.
  - A mandatory workshop for agencies planning to submit applications requesting Land and Water Conservation Funds in the upcoming grant cycle on February 27.

- An ICMA Coaching Webinar on February 28 at Greer City Hall.
- Training and information sessions for Civic HR and Civic Plus throughout the month.
- Justin Miller taught a First Aid Class for City of Greer employees, at the Operations Center, on February 2. Employees who attended this training also attended the CPR training at Greer City Hall on February 23.

## Department Participation

- ♦ Ann Cunningham and Red Watson attended a review meeting for the Downtown Streetscapes Project on February 10.
- ♦ Justin Miller planned the Wellness Committee's Volleyball event held at the Victor Gym on February 16 with 13 employees in attendance.
- ♦ Ann Cunningham and Sally Wise met with staff from A Oak Farms, on February 22, to review Christmas Decorations at Greer City Hall, Cannon Centre, Police and Courts, Fire Department and Operations Center. Decorations for the Center for the Arts facility was also discussed.

## Department Highlights

- ♦ The Grounds Maintenance Division:
  - Installed asphalt ramps and locking bollards on Century Park pedestrian bridge.
  - Replaced two crawl tubes at BP Edwards Park playground and replaced picnic tables at Wards Creek playground.
  - Installed a water fountain and repaired a broken water fountain at City Stadium.
  - A new faucet was installed at Stevens Field.
  - Pressure washed City Stadium bathrooms and concrete areas around the concessions.
  - Installed Tube Dudes at Greer City Park, South Suber Road Park, Center for the Arts and the Fire Department.
  - Prepared all sports fields for the spring season of baseball, softball and soccer.
  - Applied pre-emergence on field at City Stadium, and flower beds at all facilities.
- ♦ Spring registration for youth baseball, girls' softball and youth soccer continued through February 2 for city residents and non-residents.
- ♦ Youth wrestling practices were facilitated at Riverside High School on Tuesday and Thursday nights. Wrestlers competed in a duals match at Victor Gym on February 3. Wrestling teams from Mauldin, Dorman, Byrnes and other local areas came to compete in a team format. Duals events are very popular among local wrestling clubs.
- ♦ FSCG Academy soccer programming was facilitated at South Suber Road Park and Greer City Stadium. Academy teams compete Monday, Tuesday, Thursday and Saturday at these facilities as well as various facilities throughout the state and southeast. The season will be completed with State Cup tournaments in May. Recreational soccer drafts were held on February 12-13 at Greer City Hall. Practices started on February 19 at South Suber Road Park on Monday and Thursday nights. Games are scheduled to begin on March 17 with each team playing 10 regular season games.
- ♦ Youth basketball league activities were facilitated at Victor Gym and Mauldin Sports Center. Currently seven teams, consisting of three (8U), two (10U) and two (12U), practice and scrimmage on Monday – Friday nights. Teams competed in a post-season tournament. For the first time in the history of Greer Parks and Recreation there will be an 8U Boys All Star Team participating in the 2018-2019 South Carolina Athletic Program District Tournament.
- ♦ Greer Baseball Club hosted a coaches training at Century Park, on February 20, for all youth volunteer baseball coaches. Coach Steve Goodwin (former Blue Ridge High School Head Coach) spoke to the coaches and provided great practice tips.
- ♦ Greer Baseball Club 4U and 6U drafts were held at the Operations Center on February 24. Teams will begin practicing on March 5 and Opening Days will be April 13-14. GBC board members and recreation staff conducted player evaluations, at Century Park, on February 26-27 for players age 7-14. The players were evaluated on pitching, fielding and hitting. Coaches will draft teams on March 1.

- ♦ A High School Varsity Soccer scrimmage between Riverside High School and Blue Ridge High School was hosted at Greer City Stadium on February 14. Approximately 100 people attended the game. This event was a great success and the Parks and Recreation Department will look to host additional high school games in the future.
- ♦ The Recreation Division continued to facilitate the following programs:
  - Senior Action – Needmore Recreation Center, Mondays - Fridays (200 participants monthly)
  - Piano Performers – Cannon Centre, Mondays (220 participants monthly)
  - Never Alone – Tryon Recreation Center (80 participants monthly)
  - Cutlery Club – Tryon Recreation Center (20 participants monthly)
  - Artifacts Club – Tryon Recreation Center (74 participants monthly)
  - Pickleball – Victor Gym & Tryon Tennis Courts (250 participants monthly)
  - Whole Fitness – Victor Gym (60 participants monthly)
  - Senior Whole Fitness – Victor Gym (20 participants monthly)
  - HAM Radio, Beginner and Intermediate Classes – Victor Gym (104 participants monthly)
  - Creative Advancement After School Program – Victor Gym (280 participants monthly)
  - Needmore After School Program – Needmore Recreation Center (100 participants monthly)
- ♦ S.O.A.R. (Seniors Out and ARound):
  - Line Dancing Classes were held on February 7, 14, 21 and 28 with an average attendance of 23 seniors.
  - Bingo was held on February 1 and 15 with 18 members in attendance.
  - The 3<sup>rd</sup> Annual Valentine's Day Party was held on February 9 at the Cannon Centre. Seventy-six seniors attended a fun day of dancing, fellowship and a great catered lunch from South House in Greer.
  - The SOAR monthly Potluck Luncheon was held on February 20 with a special guest speaker, Kathleen Stevens with GHS PACE Senior Care. Ms. Stevens presented information to 20 members about the services offered through the GHS PACE program.
  - On February 23, the Lunch Bunch took a trip to Tucanos Brazilian Grill in Greenville, SC. Ten members were in attendance.
  - A tour of the Greer Inland Port was attended by 14 seniors on February 27. The group experienced a behind the scenes look at the port.
  - The average attendance for the month was 27.
- ♦ The first of four "Walk with Your Local Elected Officials" kicked off at Greer City Hall on February 17. Twenty employees and residents were in attendance to stroll through town with Mayor Rick Danner, Councilwoman Judy Albert and Police Chief Matt Hamby. The next walk is set for May 19.
- ♦ The Foothills Philharmonic held their Annual Chamber Concert at the Cannon Centre on February 10. Approximately 200 people attended.
- ♦ The Greer Children's' Theatre performed Alice in Wonderland Jr at the Cannon Centre February 23-25 with approximately 250 people at each performance with Sunday being sold out. Due to the flexibility of the Cannon Centre, 40 chairs were added for the Sunday performance.
- ♦ Cultural Arts Division dance and art classes continued on Tuesdays and Wednesdays at the Tryon Recreation Center with approximately 18 students each week.
- ♦ Cultural Arts Division staff and several GCAC volunteers cleaned the prop room at the Tryon Recreation Center and sorted costumes.
- ♦ The Events Division hosted 54 events at which 2,814 guests visited the City of Greer Events Center.
- ♦ The 2<sup>nd</sup> Greater Greer Bridal Showcase was hosted at Greer City Hall on February 10. Upstate brides visited with local wedding vendors while the Events Division highlighted Greer City Hall and the Cannon Centre as prime wedding venues.
- ♦ The Events Division is in the process of planning for the following event:
  - The 4<sup>th</sup> Annual Greer Goes Global International Festival on April 14 from 11am-4pm at Greer City Park.
  - Freedom Blast 2018 on June 30 from 6pm-10:30pm at Greer City Park.

## Upcoming Events

- ♦ Hope Week – April 2-8
- ♦ Senior Computer Classes – April 5-May 10 (Thursdays)
- ♦ International Festival – April 14
- ♦ Opening Day (Baseball/Softball) – April 13-14
- ♦ Food Truck Rollout – May 18
- ♦ Tall Tale Tuesdays – June - July
- ♦ Moonlight Movies – June 7 - July 26 (Thursdays)
- ♦ Needmore & Victor Summer Camp – June 11 - August 10
- ♦ Freedom Blast – June 30
- ♦ National Night Out – August 7
- ♦ Camp ARK Performance – August 10-12 and August 17-19
- ♦ Food Truck Rollout – August 17
- ♦ Railfest – September 15
- ♦ Artisan Makers Market – September 29
- ♦ Food Truck Rollout – October 19
- ♦ Halloween Hoopla – October 27
- ♦ Christmas in Greer Tree Lighting – December 7
- ♦ Breakfast with Santa – December 8
- ♦ Food Truck Rollout – January 18

## Current Projects

- ♦ Victor Park Batting Cage Installation – Completed
- ♦ Bicycle Racks for the Downtown Area of Greer – 5 Installed; 12 Racks and 1 Fix-It Station in Storage Awaiting the City Streetscape Project
- ♦ Center for the Arts Renovation – Phase 2 (Conceptual Design Phase)
- ♦ Kids Planet Master Plan – Alta Planning + Design (Awarded Design Phase)
- ♦ Bankhead Highway Historical Marker for Poinsett and Depot Street Intersection – Received on February 6 – Installed During City Streetscape Project

***"Creating Community through People, Parks and Programs"***

**Category Number: VII.**  
**Item Number: F.**



**AGENDA**  
**GREER CITY COUNCIL**  
**3/27/2018**

**Police Department Activity Report - February 2018**

**ATTACHMENTS:**

Description	Upload Date	Type
□ Police Department Activity Report - February 2018	3/20/2018	Backup Material



# GREER POLICE DEPARTMENT

February 2018 Monthly Report



## GREER POLICE DEPARTMENT

February 2018 Monthly Report

### Command Staff

Chief Hamby

Captain Pressley

Lt. Richardson-

Administrative Division

Lt. Varner-

Investigations Division

Lt. Kelley-

Operations Division

Lt. Fortenberry-

Patrol Division



## Lt. Richardson- Administrative Division

### Staffing Report

2018 Greer Police Department Staffing Report				
Department	Total Allocated Position	Current Staffing Level	Individuals on Light Duty, FMLA, or Military Leave	Positions to Fill
Sworn Officers	60 FT/1 PT	58 FT/0 PT	1 FT	1 FT/1 PT
Dispatch	12 FT/1 PT	12 FT/1 PT	0	0
Detention	6 FT	3 FT	1 FT	2 FT
Administrative	6 FT/1 PT	6 FT/1 PT	0	0
Animal Control	1 FT	1 FT	0	0
Total	85 FT/3 PT	80 FT/2 PT	2 FT	3 FT/1 PT

### Volunteer Hours

Citizens Academy Volunteer Hours											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
71.25	7										
71.25	78.25										

### Departmental Training Report

Month	Classes	# Of Students	# Of Class Hours	Total Training Time
Jan. 2018	9	136	40	700
Feb. 2018	8	133	41	1031
Total YTD	17	269	81	1,731

## Lt. Richardson- Administrative Division

### Community Engagement

#### Sunnyside Drive



Before



After

#### Old Allen Bennett Site



Before



After

## Lt. Kelley- Operations Division

### Communications Center

Dispatch and Call Frequency	Jan-18	Feb-18	% Change From Previous Month	Year to Date 2017	Year to Date 2018	% Change from previous year
Number of 911 Calls	1,228	1,084	-11.7%	2,506	2,312	-7.7%
Incoming 7-Digit Line Calls	5,143	5,192	1.0%	10,450	10,335	-1.1%
Police Calls for Service	2,455	2,698	9.9%	3,996	5,153	29.0%
Fire Calls for Service	328	317	-3.4%	587	645	9.9%
Total Dispatched Calls	2,783	3,015	8.3%	4,583	5,798	26.5%

### Detention Center

Inmate and Process Total	Jan-18	Feb-18	% Change From Previous Month	Year to Date 2017	Year to Date 2018	% Change from previous year
Number of Adults Processed	134	138	3.0%	256	272	6.3%
Transported to Greenville	43	42	-2.3%	104	85	-18.3%
Transported to Spartanburg	24	27	12.5%	40	51	27.5%
Juveniles Processed	1	3	200.0%	11	4	-63.6%
Hours Covered by Patrol	12	12	0.0%	192	24	-87.5%

## Lt. Kelley- Operations Division

### Animal Control Services

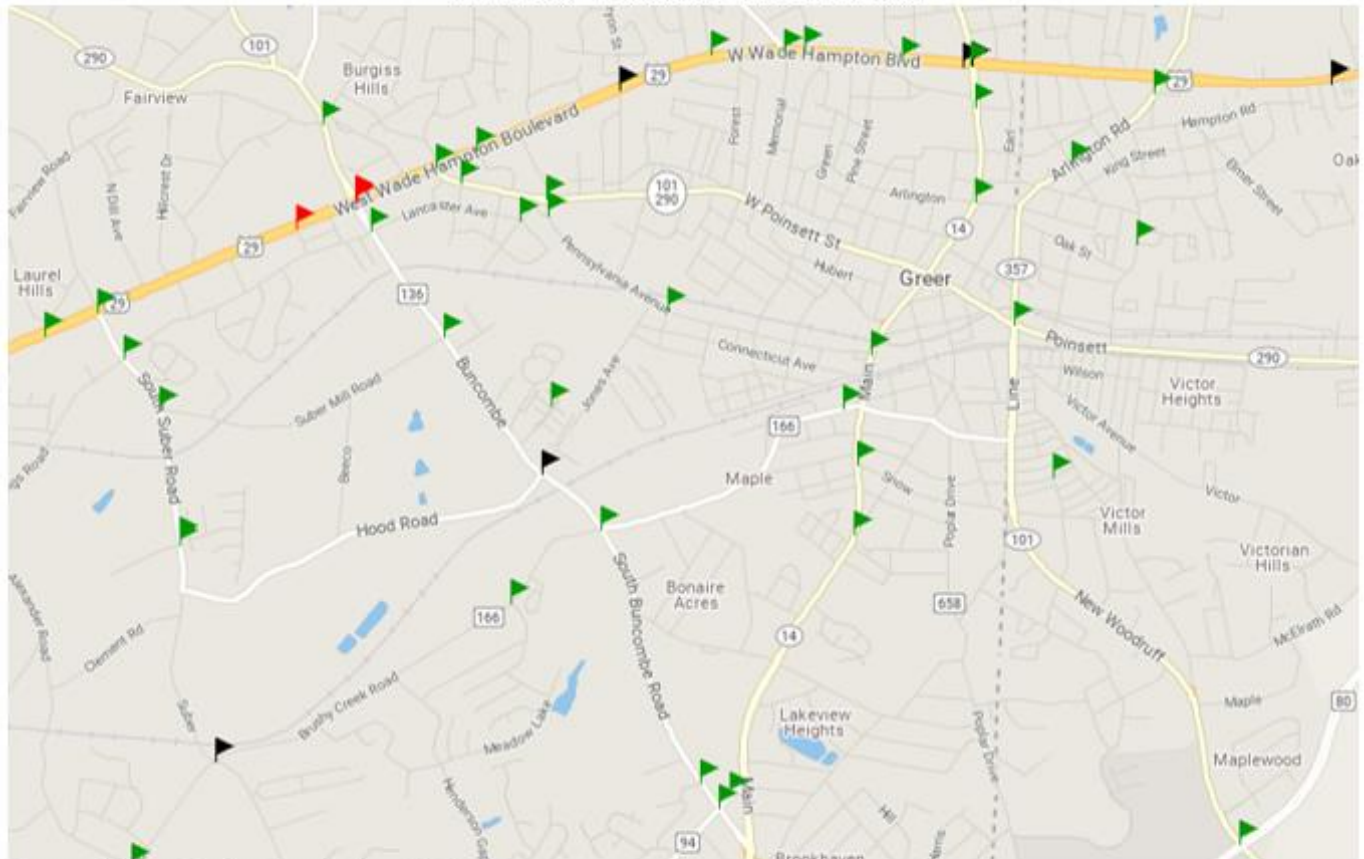
Animal Control Activity	January 2018	February 2018	% Change From Previous Month	Year to Date 2017	Year to Date 2018	% Change from previous year
Calls for Service	218	163	-25.2%	336	381	13.4%
Live Dogs Picked Up	10	15	50.0%	11	25	127.3%
Live Cats Picked Up	12	3	-75.0%	17	15	-11.8%
Traps Delivered	6	6	0.0%	12	12	0.0%
Follow Up Calls	16	12	-25.0%	27	28	3.7%
Citations Issued	0	0	0.0%	3	0	0.0%



## Lt. Fortenberry- Patrol Division

Police Patrol Activity	February-17	February-18	% Change	Last YTD	YTD	% Change
Citations issued	559	465	-16.82%	1033	799	-22.65%
Arrests	136	141	3.68%	270	267	-1.11%
Incident Reports	264	327	23.86%	574	618	7.67%
Collision Reports	112	134	19.64%	218	258	18.35%
Warning Citations	279	356	27.60%	504	614	21.83%
Patrol Miles	34402	34395	-0.02%	61156	67752	10.79%
Warrants Served	148	133	-10.14%	306	262	-14.38%
Field Interviews	16	14	-12.50%	28	24	-14.29%

February Collisions on Roadways



Green Flags indicates 1-2 collisions.  
 Black Flags indicates 2-4 collisions.  
 Red Flags indicates 5 or more collisions.

## **Lt. Fortenberry- Patrol Division**

### **Area Assignments**

#### **Area 1**

During the month of February, there were 529 calls for service (CFS) in Area 1 compared to 541 CFS in January (2.21% decrease). The proactive CFS in Area 1 this month totaled 407, which is a 14.64% increase from the 355 proactive CFS in January. In February, officers in Area 1 continued to concentrate on the hot spots of Target and QT and because of their efforts, both of those locations are no longer considered to be hotspot areas. With respect to QT, there were 20 CFS at this location and 19 of those calls were proactive in nature.

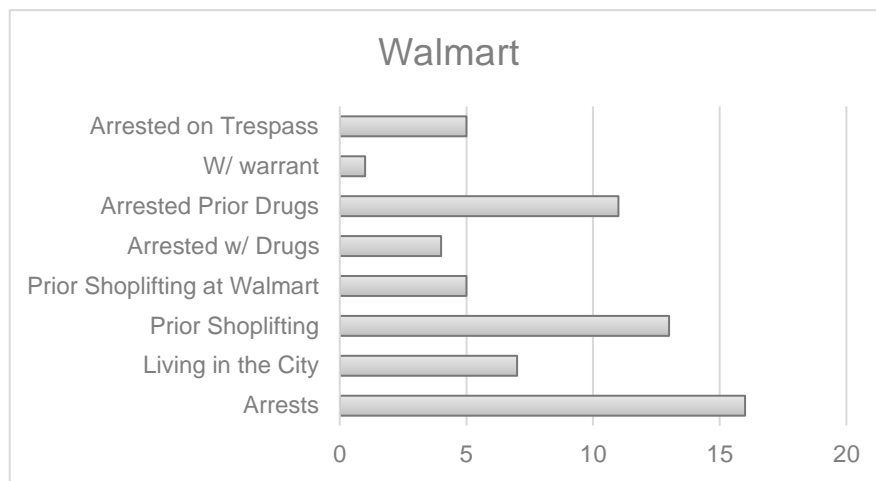
- **Target Plaza:** During this month, it was found that the hotspot area associated with this location has vanished. In February, there were 48 CFS in this area and 42 of those were proactive in nature. The continued proactive enforcement and extra patrols in this area by officers has significantly reduced the criminal activity at this location.
- **Kohl's:** It was noted this month that Kohl's has now become a hotspot in Area 1. There were 53 CFS at this location during the month of February and only 28 of those calls were proactive in nature. Officers will continue to extra patrol this location in an effort to reduce the non-proactive CFS at this location.
- **Chandler Road:** During the month of February, there were 45 CFS in this area with 23 of those being proactive in nature. The primary locations for the criminal calls for service in this area were at Bridle Ridge Apartments and Regency Apartments.
- **Needmore Community:** This community remains a hot spot area this month with 24 CFS made to the police department. Of those 24 CFS, 16 were proactive in nature. Officer Guinn spoke with residents in this area on February 14 and they stated they were experiencing a great deal of speeding in this area. There continue to be complaints concerning a house located on Forest Street that continuously burns items in a barrel with a large number of people present at the residence.

#### **Area 2**

During the month of February, there were 665 calls for service (CFS) in Area 2 compared to 610 CFS in January (9% increase). The proactive CFS in Area 2 this month totaled 402, which is a 2.8% increase from the 391 proactive CFS in January.

- **Walmart Project:** This location continues to be the most predominant in Area 2 for calls for service. In February, there were 148 CFS at Walmart of which 102 were proactive in nature. During the month of February, we tracked the shoplifting offenders that were arrested for a total of 17. We analyzed commonalities between the shoplifters, such as prior shoplifting, arrested with drugs, etc. and discovered some interesting information:
  - 44% of those arrested live in the city, 56% did not
  - 81% have prior shoplifting charges, 31% w/ priors at Walmart
  - 25% of those arrested had drugs, and 69% had prior drug charges
  - 31% of those arrested were currently on trespass from Walmart
  - 31% had previously been arrested for shoplifting at this Walmart

While it is just a snapshot of a much bigger picture, this information is useful for us to understand the type of subjects that come to Walmart for the purpose of shoplifting.



- **Northgate Manor:** Our focus at Northgate Manor has been on problem tenants and apartments that generate calls for service and police response. Area 2 officers have concentrated their efforts on extra patrolling the complex multiple times throughout their shift.
  - 27 out of 29 calls for service in Northgate were proactive policing efforts.
  - Heather Wilson in Apartment 25 is in the process of being evicted due to not paying rent.
  - In February, Spartanburg County Sheriff's Office went to Apartment 24 and arrested several individuals for active warrants, including tenant Megan Siler. Siler is a known drug user and cousin to Heather Wilson in Apartment 25.
  - Officers have made a concerted effort to interact with residents, especially children in the playground area. These interactions have been positive thus far.

### **Area 3**

During the month of February, there were 621 calls for service (CFS) in Area 3 compared to 601 CFS in January (3.3% increase). The proactive CFS in Area 3 this month totaled 335, which is a 6.7% decrease from the 359 proactive CFS in January.

- **Greer Mill:** This location generated 4 calls for service this month and officers generated 8 proactive calls for service. This area is no longer considered a hotspot; however, officers will continue to concentrate efforts in the area to prevent it from flaring back up.
- **Lismore Park:** Residents in this area have been reporting various incidents among themselves and not contacting the police department about them. Crime Analyst Penè Ellis reached out to them concerning some of the issues. The issues included the burning of mattresses in the roadway, hunting in the woods behind homes on Kylemore, someone knocking on the back doors of homes, and suspicious vehicles parked in front of homes late at night. Information will be posted on the police Intel site to increase officer visibility.
- **Apartment Complexes:**
  - **Beverly Apartments:** During February, there were 4 calls for service at this location with no incident reports taken. This area is no longer considered a hotspot area. Officers will remain vigilant and continue to conduct extra patrols at this location and keep making community contacts. The property manager has received complaints about loud music and loitering in the parking lot, which he states is taking place after business hours and during the weekends.

### **Area 4**

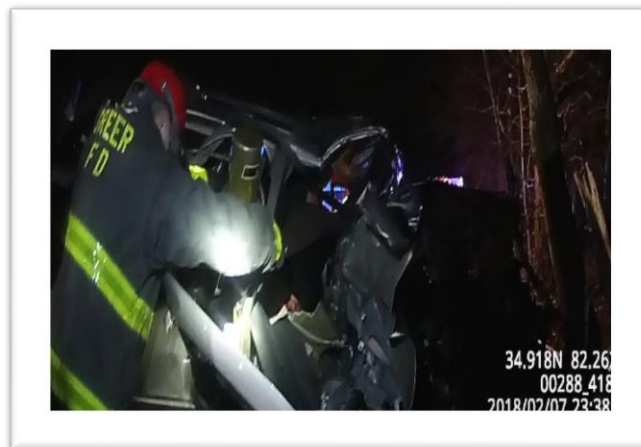
During the month of February, there were 434 calls for service (CFS) in Area 4 compared to 419 CFS in January (3.6% increase). The proactive CFS in Area 4 this month totaled 229, which is a 0.4% decrease from the 230 proactive CFS in January.

- **Victor Mill Community:** There has been a substantial increase in CFS in this area over the past month. In February, there were 93 total calls reported and in January, there were 55 total calls, which is a 69% increase. The most significant increase seen in the Victor Community involved nuisance calls. In February, there were 13 nuisance calls compared to 4 in January (225% increase). In response to these calls, Area 4 officers increased their productivity in the area by 73% in February.

## Community Engagement



Northgate Manor



Felony DUI Traffic Collision  
(Brushy Creek Rd.)



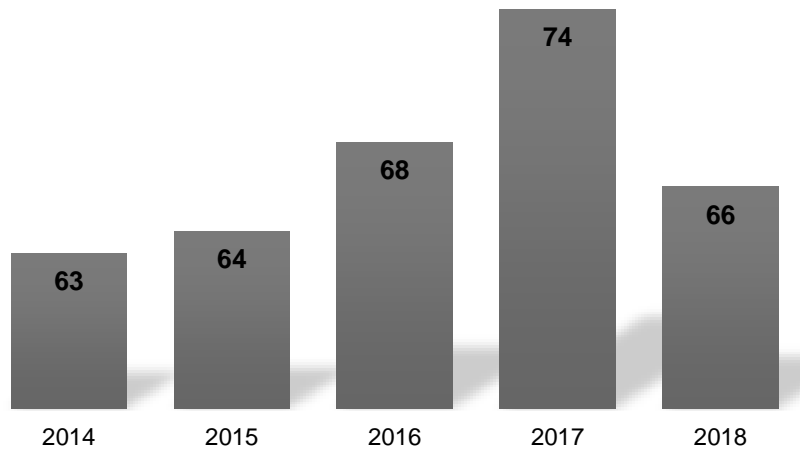
## Lt. Varner- Investigations Division

### Cases Assigned YTD

There were a total of 30 new cases assigned to CID in February 2018. This brings the total number of cases assigned this year to 66, which is an 11% decrease from this time last year.

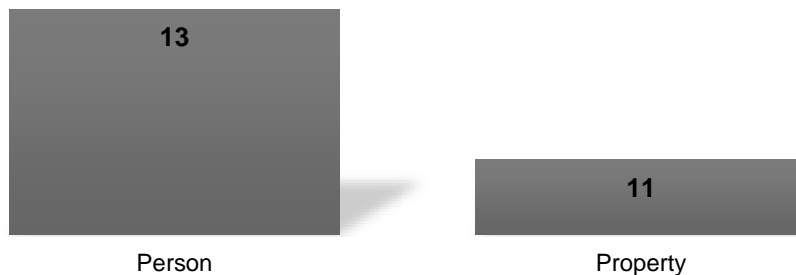
The chart depicts the number of cases assigned and the number of cases cleared pursuant to NIBRS standards for the month of February 2018 (cases assigned in February 2018 *and also cleared* in February 2018). This does not represent the clearance of any previously assigned cases.

### CID Assigned Cases Year to Date - February 2018



### CID Cleared Cases - Year to Date 2018

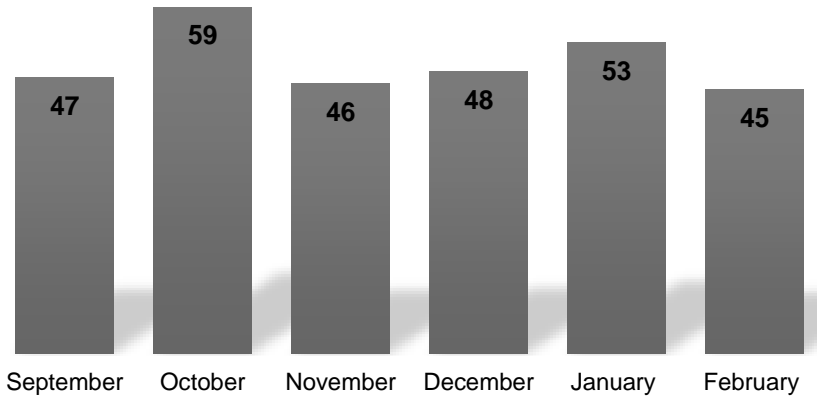
(Admin, Ex-Clear, No Status,  
Unfounded, Arrest)



The chart represents the total number of cases CID has closed in 2018 broken down by crimes against persons and property crimes. CID cleared a total of 14 cases in January and 10 in February. CID's current clearance rate (YTD) is 39%.

## Lt. Varner- Investigations Division

### New VA Cases February 2018

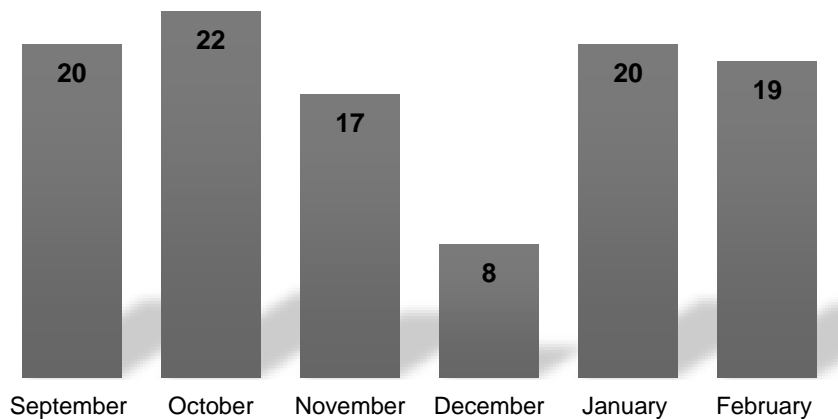


The number of new victim advocate cases in February is the lowest in six months (since September 2017). The average number of new cases assigned to the victim advocate is 50. This number includes cases only. The number of victims is slightly higher.

### Crime Analyst Cases Worked

The crime analyst worked 19 cases this month, which is slightly higher than the previous six-month average of 18. We expect the number of cases to consistently rise each month this year since patrol has been asked to utilize her expertise to help them with their cases.

### Crime Analysis - Cases Worked February 2018



## Lt. Varner- Investigations Division

### Vice/Narcotics Activity for February 2018

**Arrests:** 4 adults

**Undercover Operations:** 6

**Agency Assists:** 3 (6 days total)

#### **Notable Events/Cases:**

##### **Operation Millstone**

On the dates of January 31, 2018- February 2, 2018 and February 14, 2018- February 16, 2018, the Greer Police Department Criminal Investigation Division and the Vice and Narcotics Unit assisted the Greenville County Sheriff's Office with an operation hosted at the Greer Police Department. The Greer Police Department, along with being the hosting agency, assisted the operation by providing surveillance, security, and initiating Greer Police Department investigations involving prostitution, illegal drugs and weapons, and human trafficking. On January 31, 2018, the Vice and Narcotics Unit arrested two Greenville residents for prostitution. The male subject in this case was also charged with possession of marijuana and unlawful carry of a pistol.

On February 15, 2018, the Vice and Narcotics unit charged one individual, a California native and Greenville resident, with prostitution and simple possession of marijuana. Later in the day, two subjects were taken into custody after arriving to a prostitution sting. One male subject, Leon Anderson, from Inman, SC, and a female later discovered to be a victim of Human Trafficking, were detained after Anderson dropped off the female subject at the decoy location. After interviewing Anderson and the victim, Anderson was arrested and charged with Human Trafficking for allegedly using the victim, through fraud, force, or coercion, to profit from non-consensual commercial sex acts against the victim's will. During the course of the investigation, it was determined that a second subject, Samantha Flayhart- also from Inman, was also involved with the act of trafficking the victim along with Anderson. On February 16, 2018, the Spartanburg County Sheriff's Office and Homeland Security Investigations assisted Greer Officers in arresting Flayhart at her Inman residence.

Both subjects charged with Human Trafficking are currently being held at the Greenville County Detention Center without bond. The victim in this case was not charged with any criminal offense, and is being provided with victim services to aid in her rehabilitation. **\*\* THIS IS THE FIRST CASE INVOLVING AN ADULT HUMAN TRAFFICKING VICTIM IN THE STATE OF SC\*\*** The Greenville County Sheriff's Office, the Spartanburg County Sheriff's Office, and Homeland Security Investigations Agents all assisted arresting the subjects involved and providing services to the victim in this case.

#### **Alcohol Compliance Checks**

18 locations were checked throughout the city using an undercover operative. None of the locations sold. 100% compliance.

**Category Number: VII.**  
**Item Number: G.**



**AGENDA**  
**GREER CITY COUNCIL**  
**3/27/2018**

**Public Services Activity Report - February 2018**

**ATTACHMENTS:**

<b>Description</b>		<b>Upload Date</b>	<b>Type</b>
□	Public Service Activity Report - February 2018	3/22/2018	Backup Material



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

**FROM:** PUBLIC SERVICES DEPARTMENT

**SUBJECT:** ACTIVITY REPORT FOR FEBRUARY, 2018

**DATE:** MARCH 05, 2018

The Public Services Department submits the following activity for February 2018.

**GARBAGE LANDFILLED**

**FEB**

(SPARTANBURG 567.26 Tons – GREENVILLE 484.10 Tons)

**GRAND TOTAL (Both Cnty's) 1051.36Tons**

**Running Totals to date:**

Spartanburg 3,580.64 Tons - Greenville 3,985.05 Tons

Total both Cnty's **7,565.69 Tons**

**CARTS DELIVERED**

**NEW HOME CARTS: 30 REPLACEMENT CARTS: 15**

**RECYCLE BINS: 53 CART REPAIRED: 16**

**YARD WASTE CARTS: 1 LEGAL EXTRA GREEN CARTS: 1**



*Recycle Center*

*RECYCLING CURB*

Total Collected Center **13.23 Tons**

Total Collected Curbside: **52.85 Tons**

Total Collected Curbside & Center: 66.08 Tons

*VEHICLE MAINTENANCE SHOP*

FULL SERVICE OIL/FILTER: **20**

MISCELLANEOUS JOBS: **52**

TIRES REPLACED: **16**

TIRE ROTATIONS: **1**

TIRES REPAIRED: **2**

BRAKE JOBS: **2**

MAJOR REPAIRS: **21**

MINOR REPAIRS: **12**

BATTERIES REPLACED: **5**

ROTORS TURNED: **4**

ROAD CALLS: **1**

### **Public Service Crew**

**Public Service crew hauled 3 loads of E-waste to the landfill. Also hauled 3 loads of construction material to the landfill. Ran 1 leaf truck with 3 employees to finish up the season. Cleaned out the catch basin, and cut trees out of the sediment pond at the OC Building.**

### **Storm Drains and Catch Basins**

**Cleaned storm grates and remove leaves from inlets, and storm drains around the city. Ran storm drain lines with the Jet Truck on Suber Road. Also cleaned the leaves and debris off numerous storm grates around the city.**

### **Street Sweeper**

**We ran the street sweeper 19 days on the city streets, and curb lines to clean leaves, and debris from the streets.**

### **Green Carts**

**Repaired, and, or replaced 52 green carts.**

### **Signs**

**Repaired, or replaced 1 street sign, 1 stop sign, 1 speed limit sign, and 1 no through trucks sign.**

### **POTHOLES**

**Patched several potholes in the following locations in January, Hilton Street, North Street, Gary Armstrong Road, Moss Street, Harris Street, and Tryon Street.**

### **Grass Cutting, and Weed Spraying**

**Started the 2018 grass cutting, and weed spraying, we cut the grass at the High bridge, the Old Shop, the OC Building, and Down Town, the sightlines at Stop Signs, and Intersections. Also started running the 2 bushhogs, and cutting back the right of ways. As well as we cut back overhead limbs on city streets.**

### **CITY BUILDING, AND CUSTODIAL MAINTENANCE**

**Our crew cleaned the city buildings daily along with other task. They also changed out light bulbs as needed, in all city buildings, such as Police, and Courts, as well as City Hall. Along with making any repairs needed in all city buildings, such as the following.**

**Worked with contractor, they installed 10 hp motor in HVAC unit at the City Hall Building.**

**Worked with contractor to have the sewer line cleaned, and repaired at the Victor Gym.**

**Cleaned the carpet at the Police Dept., 1<sup>st</sup> floor of City Hall, and Mr. Driggers office.**

**Worked with contractor to get the pressure washer cleaned, and they also painted the Sally Port at the PD.**

**Also worked with a contractor to get the ice maker repaired, for the Police Department, breakroom, and dispatch office.**

**Installed 2 new gun lock boxes in the jail area, and a roof port for the 911 antenna.**





**AGENDA**  
**GREER CITY COUNCIL**  
**3/27/2018**

**Website Activity Report - February 2018**

**ATTACHMENTS:**

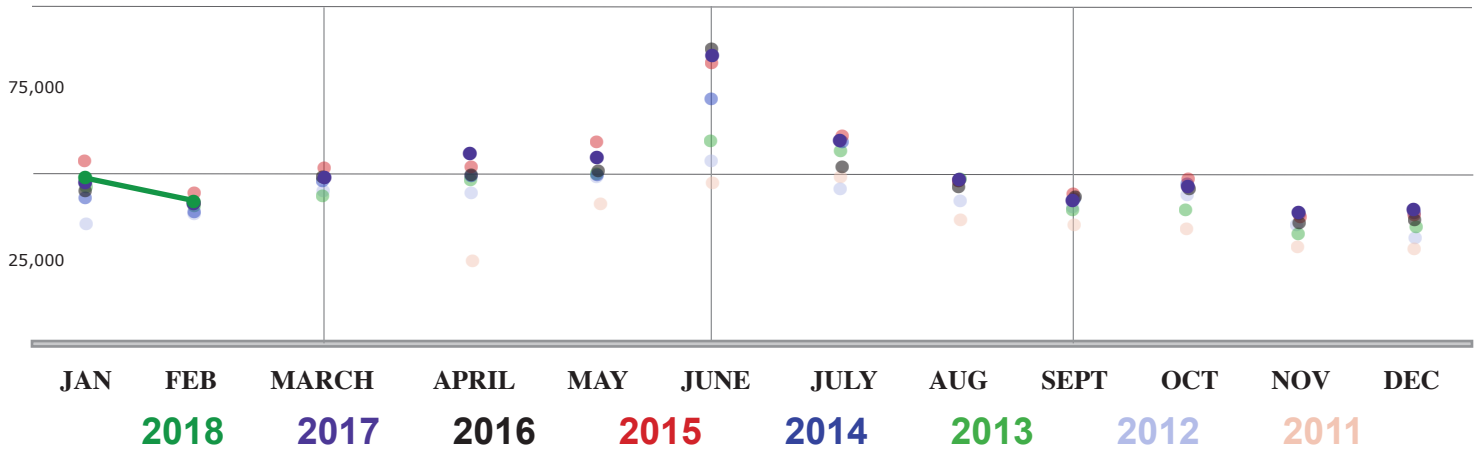
Description	Upload Date	Type
□ Website Activity Report - February 2018	3/22/2018	Backup Material



# City of Greer Website

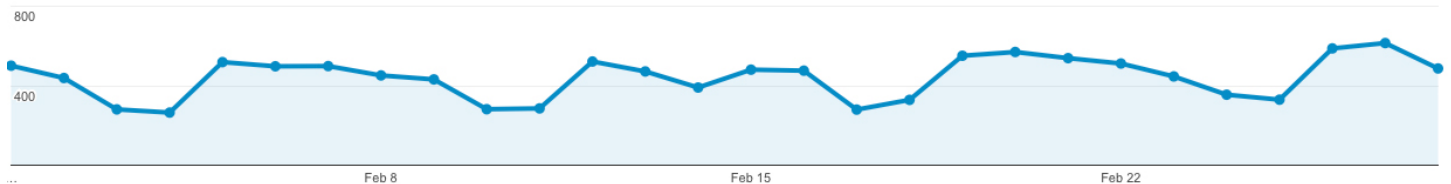
## February 2018 Monthly Report

### Total Page Views by Month



### Daily sessions at www.cityofgreer.org

February 1-28, 2018



### Visitors to www.cityofgreer.org

Total Sessions: 10,069 from 46 countries  
New Visitors: 8,408 (75.3 %)  
Returning Visitors: 2,759 (24.7 %)

### Traffic Sources

Search Engines 75.4 %  
Direct Traffic: 13.8 %  
Social/Other: 10.8 %

### Retention

Monthly Page Views: 39,833  
Avg Pages per Session: 2.83  
Average Time per Session: 2 minute, 6 seconds

### Most Viewed Pages

1. Home
2. Job Openings
3. Police Department
4. Rental Facilities
5. Events Center
6. Youth Baseball
7. Parks and Recreation
8. Quick Links
9. City Departments
10. Building & Development Standards

### Mobile Site Statistics

Total Sessions: 1,225 from 12 countries  
Monthly Page Views: 6,075  
Call Clicks: 17  
Map Clicks: 9

**Category Number: X.**  
**Item Number: A.**



**AGENDA**  
**GREER CITY COUNCIL**  
**3/27/2018**

**Second and Final Reading of Ordinance Number 8-2018**

**Summary:**

AN ORDINANCE TO CHANGE THE ZONING CLASSIFICATION OF PROPERTIES OWNED BY WILLIAM D. GRADY LOCATED AT 124 AND 126 GILBERT STREET FROM RM-1 (RESIDENTIAL MULTI - FAMILY) TO DRD (DESIGN REVIEW DISTRICT). (Action Required)

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
▣ Ordinance Number 8-2018	3/14/2018	Ordinance
▣ Ord 8-2018 Exhibit A Map	3/14/2018	Exhibit
▣ Ord 8-2018 Site Plan	3/14/2018	Backup Material

## **ORDINANCE NUMBER 8-2018**

### **AN ORDINANCE TO CHANGE THE ZONING CLASSIFICATION OF PROPERTIES OWNED BY WILLIAM D. GRADY LOCATED AT 124 AND 126 GILBERT STREET FROM RM-1 (RESIDENTIAL MULTI-FAMILY) TO DRD (DESIGN REVIEW DISTRICT).**

The City Council of Greer makes the following findings:

This ordinance pertains to certain properties owned by William D. Grady located at 124 and 126 Gilbert Street and more clearly identified by the attached City of Greer Map specifying Spartanburg County Parcel Numbers 9-03-14-231.00 and 9-03-14-356.00 containing approximately 0.56 acres attached hereto marked as Exhibit A.

1. The owner desires to change the zoning classification of the properties and has shown the need for such use to the Greer Planning Commission at a public hearing held on February 19, 2018.
2. To accomplish the desired change in use in the most effective manner, the zoning classification should be changed to DRD (Design Review District).
3. The proposed use is in keeping with the general character of the surrounding property.

**NOW, THEREFORE**, be it ordained by the Mayor and Council of the City of Greer, South Carolina, as follows:

The zoning classification of the properties located at 124 and 126 Gilbert Street and more particularly identified by the attached City of Greer Map specifying Spartanburg County Parcel Numbers 9-03-14-231.00 and 9-03-14-356.00 containing

approximately 0.56 acres attached hereto marked as Exhibit A shall be changed from RM-1 (Residential Multi-Family) to DRD (Design Review District).

This ordinance shall be effective immediately upon second reading approval.

**CITY OF GREER, SOUTH CAROLINA**

---

Richard W. Danner, Mayor

**ATTEST:**

---

Tammela Duncan, Municipal Clerk

Introduced by: Councilwoman Kimberly Bookert

First Reading: March 13, 2018

Second and  
Final Reading: March 27, 2018

Approved as to Form:

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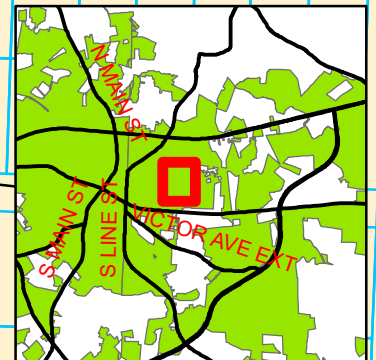
Daniel R. Hughes, Esquire  
City Attorney

EXHIBIT

A

Subject Properties  
9-03-14-231.00  
9-03-14-356.00  
Acres: 0.56

- Streets
- Streams
- Floodplains
- Parcels
- City Limits



## Ordinance 08-2018



Created 3/8/2018 by City of Greer GIS

0 75 150 225 300  
Feet

The City of Greer Planning/Zoning Department does not guarantee the accuracy or the correctness of this map nor assumes any legal responsibility for the information contained on it. This map is not a legal document. This map is based on the South Carolina State Plane Coordinate System using the 1983 adjustment of the North American Datum. All rights reserved. No part of this map may be reproduced or used in any form or by any means without the expressed written consent of the City of Greer Planning/Zoning Department.



Category Number: X.  
Item Number: B.



**AGENDA**  
**GREER CITY COUNCIL**  
**3/27/2018**

**Second and Final Reading of Ordinance Number 11-2018**

**Summary:**

AN ORDINANCE TO AMEND THE CITY OF GREER ZONING CODE OF ORDINANCE BY ADDING TO ARTICLE 4, DEFINITIONS AND ARTICLE 5, ZONING DISTRICT REGULATIONS TO INCORPORATE BREWPUBS, MICRO BREWERIES, BREWERIES, MICRO DISTILLERIES, AND DISTILLIERIES WITHIN THE CITY OF GREER. (Action Required)

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
☐ Ordinance Number 11-2018	3/14/2018	Ordinance



## ORDINANCE NUMBER 11-2018

### **AN ORDINANCE TO AMEND THE CITY OF GREER ZONING CODE OF ORDINANCE BY ADDING TO ARTICLE 4, DEFINITIONS AND ARTICLE 5, ZONING DISTRICT REGULATIONS TO INCORPORATE BREWPUBS, MICRO BREWERIES, BREWERIES, MICRO DISTILLERIES, AND DISTILLERIES WITHIN THE CITY OF GREER.**

**WHEREAS**, the City of Greer has determined that an ordinance should be adopted to allow the City of Greer to create opportunities for brewpubs, microbreweries, breweries, micro distilleries, and distilleries within the City limits as the Zoning Ordinance does not address these types of facilities and this is a growing market segment around the region and nation; and,

**WHEREAS**, The City of Greer Zoning Code of Ordinance needs to be amended by adding to Article 4, Definitions and Article 5, Zoning District Regulations to incorporate requirements within the City of Greer. Addressing these situations in the Zoning Code of Ordinance recognizes the fact that these businesses are being requested within the City limits; and,

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the City of Greer, the City of Greer Zoning Code of Ordinance Article 4, Definitions and Article 5, Zoning District Regulations is amended to include the following provisions:

#### ARTICLE 4 DEFINITIONS

**Brewpub – A restaurant, which produces on premise a maximum of two thousand barrels a year of beer for sale on the premise. One barrel equals 31 gallons.**

**Microbrewery – Any establishment where malt liquors are manufactured and packaged on premise or off-premise, manufacturing no more than 15,000 barrels of malt liquor on its licensed premise each calendar year. One barrel equals 31 gallons.**

**Brewery - Any establishment where malt liquors are manufactured and packaged on premise, manufacturing more than 15,000 barrels of malt liquor on its licensed premise each calendar year. One barrel equals 31 gallons.**

**Micro Distillery – A manufacturer who distills, blends, and bottles alcoholic liquors on the licensed premises with an alcohol content greater than seventeen percent and who produces a**

maximum, quantity of one hundred twenty-five thousand cases per year at the licensed premises.

Distillery - A manufacturer who distills, blends, and bottles alcoholic liquors on the licensed premises with an alcohol content greater than seventeen percent and who produces more than one hundred twenty-five thousand cases per year at the licensed premises.

#### ARTICLE 5 ZONING DISTRICT REGULATIONS

Amend Article § 5:7.3 of the City of Greer, SC Zoning Ordinance to add the following uses permitted by Special Exception in the C-1 district: **Brewpub and Micro distillery.**

Amend Article § 5:8.1 of the City of Greer, SC Zoning Ordinance to add the following use to the C-2 district: **Brewpub and Micro distillery.**

Amend Article § 5:9.1 of the City of Greer, SC Zoning Ordinance to add the following use to the C-3 district: **Brewpub and Micro distillery.**

Amend Article § 5:9.2 of the City of Greer, SC Zoning Ordinance to add the following use permitted by Special Exception in the C-3 district: **Microbrewery.**

Amend Article § 5:10.1 of the City of Greer, SC Zoning Ordinance to add the following use to the S-1 district: **Brewpub, Microbrewery, Brewery, Micro distillery, and Distillery.**

Amend Article § 5:11.1 of the City of Greer, SC Zoning Ordinance to add the following use to the I-1 district: **Brewpub, Microbrewery, Brewery, Micro distillery, and Distillery.**

---

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: Councilwoman Kimberly Bookert

First Reading: March 13, 2018

Second Reading  
And Final Approval: March 27, 2018

Approved as to Form:

---

Daniel R. Hughes, Esquire  
City Attorney

Category Number: XI.  
Item Number: A.



**AGENDA**  
**GREER CITY COUNCIL**  
**3/27/2018**

**Greer Commission of Public Works Letter of Intent**

**Summary:**

(Action Required)

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
☐ PMPA Email	3/22/2018	Backup Material
☐ PMPA Letter of Intent	3/22/2018	Backup Material

**From:** Mike Richard [<mailto:Mike.Richard@greercpw.com>]

**Sent:** Thursday, March 22, 2018 2:33 PM

**To:** Edward Driggers

**Cc:** Marc Regier

**Subject:** PMPA Non-Binding Letter of Intent

Ed,

Attached you will find the Non-Binding Letter of Intent between PMPA and the City of Greer. As you will read in the attachment this letter basically says; "PMPA and the Participant agree that they will work in good faith to finalize the terms and conditions of a renewal or extension of the Power Sales Agreement on or prior to October 1, 2018."

I will be asking the Commission to sign the same Letter of Intent on March 26, 2018. The Commissioners are in agreement that the extension of the Power Sales Agreement is in the best interests of our customers.

The reason this Letter of Intent is necessary that it allows PMPA to know how many of its members plan on extending their contracts, which allows PMPA to start planning and take advantage of a major bond refunding opportunity in 2021.

If you need any further background information please let me know.

Thanks

Mike Richard  
Greer Commission of Public Works  
General Manager  
(864) 848-5505





**Piedmont Municipal Power Agency**

121 Village Drive (864) 877-9632  
Greer, SC 29651 (864) 879-2122 fax  
www.pmpa.com (877) 236-3547 toll free

**LETTER OF INTENT  
RELATING TO THE RENEWAL OR EXTENSION OF  
THE PIEDMONT MUNICIPAL POWER AGENCY  
CATAWBA PROJECT POWER SALES AGREEMENT**

WHEREAS, Piedmont Municipal Power Agency ("PMPA") has a 25% undivided ownership interest in the nuclear-fueled generation facility known as Unit 2 of the Catawba Nuclear Station, located in York County, South Carolina (the "Catawba Project"); and

WHEREAS, PMPA and the City of GREER, SC (the "Participant") are parties to a certain Piedmont Municipal Power Agency Catawba Project Power Sales Agreement dated as of the [first day of August 1980] (the "Power Sales Agreement"); and

WHEREAS, PMPA is party to substantially similar Power Sales Agreements with nine (9) other PMPA member municipalities in South Carolina (collectively, including the Participant, the "Power Sales Agreements"); and

WHEREAS, under the Power Sales Agreements, PMPA sells and each Participant purchases its Participant's Share of Catawba Project Output; and

WHEREAS, each Participant shall make payment to PMPA under its Power Sales Agreement solely from the revenues of its electric system whether the Catawba Project is completed, operable or operating notwithstanding the suspension, interruption, interference, reduction or curtailment of Catawba Project Output, in whole or in part, for any reason whatsoever; and

WHEREAS, the Catawba Project's current operating license on file with the Nuclear Regulatory Commission extends to December 5, 2043; and

WHEREAS, Section 2 of the Power Sales Agreement states that "...[this Agreement] shall expire no later than fifty (50) years from and after August 1, 1985...."; and

WHEREAS, PMPA has made various presentations to the Participant relating to the renewal or extension of the Power Sales Agreement and the parties desire to set forth certain non-binding understandings and commitments set forth in this Letter of Intent.

This Letter of Intent generally describes the intent of the parties and certain procedural terms relating to renewing or extending the Power Sales Agreement. By signing below, the Participant indicates its intention to renew or extend the Power Sales Agreement and work in good faith to enter into an agreement with PMPA relating to such renewal or extension. Such an agreement will maintain the material terms, provisions, covenants and defaults contained in the existing Power Sales Agreement. Certain defined terms not defined herein shall have the meaning ascribed to them in the Power Sales Agreement.

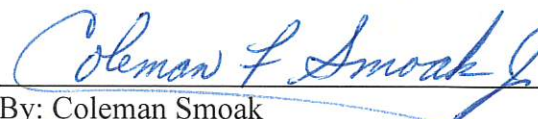
The signing of this Letter of Intent does not obligate the Participant to sign an agreement with PMPA. By signing this Letter of Intent, PMPA and the Participant agree that they will work in good faith to finalize the terms and conditions of a renewal or extension of the Power Sales Agreement on or prior to October 1, 2018.

Please send an executed copy of this Letter of Intent to me via email at [csmoak@pmpa.com](mailto:csmoak@pmpa.com) prior to August 1, 2018; with the original to follow by mail to PMPA, Attn: General Manager, 121 Village Drive, Greer, South Carolina 29651.

Should you have any questions, feel free to contact me.

Sincerely,

PMPA

A handwritten signature in blue ink that reads "Coleman F. Smoak". The signature is written in a cursive style and is positioned above a horizontal line.

By: Coleman Smoak  
Its: General Manager

The Participant hereby acknowledges its intent to work in good faith to enter into an agreement with PMPA relating to the renewal or extension of the Power Sales Agreement as set forth in this non-binding Letter of Intent.

City of GREER, SC

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**Category Number: XI.**  
**Item Number: B.**



**AGENDA**  
**GREER CITY COUNCIL**  
**3/27/2018**

**First and Final Reading of Resolution Number 9-2018**

**Summary:**

ALLOCATION OF GREENVILLE COUNTY CDBG AND HOME FUNDS FOR PROGRAM  
YEAR 2018 (Action Required)

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
☐ Resolution Number 9-2018	3/21/2018	Resolution
☐ 2018-2019 CDBG Sub recipient allocations	3/23/2018	Backup Material
☐ FY 2018 Annual Action Plan	3/14/2018	Backup Material



## **RESOLUTION NUMBER 9-2018**

### **ALLOCATION OF GREENVILLE COUNTY CDBG AND HOME FUNDS FOR PROGRAM YEAR 2018**

**STATE OF SOUTH CAROLINA  
COUNTY OF GREENVILLE**

**CITY OF GREER**

**WHEREAS**, the City of Greer participates in the Greenville County Urban County Program; and

**WHEREAS**, the funds received by Greenville County available for allocation by the City of Greer are as follows:

	<u>CDBG</u>	<u>HOME</u>
County Allocation	<b>\$223,464</b>	<b>\$72,003</b>
Program Income	<b>\$ 70,000</b>	<b>\$180,000</b>
Total	<b>\$293,464</b>	<b>\$252,003</b>

**WHEREAS**, the HOME funds may only be used to increase the supply of decent affordable housing for modest income persons, and CDBG funds may only be used to assist low and moderate-income persons, reduce or eliminate slum and community blight, or meet an urgent community need where no other funding is available; and

**WHEREAS**, a public hearing was held at **6:30 PM on March 13, 2018** at Greer City Hall to provide opportunity for the public and the Mayor and Council of the City of Greer to review, discuss, and propose projects and activities for which these funds should be allocated by Greenville County;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the City of Greer accepts the allocation of funds as set forth above and budgets use of the funds as follows:

HOME funds – the amount of **\$252,003** or such other amount as may be received in HOME funds in the **2018** program year to be used for new home construction and owner-occupied rehabilitation activities for eligible low and moderate-income applicants in the City of Greer;

CDBG funds – the amount of **\$293,464** or such other amount as may be received in CDBG funds in the **2018** program year to be used for the following activities; **\$25,000** for eligible owner-occupied housing rehabilitation; **\$20,000** for emergency home repairs and rehabilitation; **\$137,464** for infrastructure improvements and public works projects; **\$70,000** for facility improvements; and **\$41,000** in sub-recipient funding to be allocated in the following amounts, as recommended by the Greenville County Redevelopment Authority, for these public services/special projects: **\$6,000** to the City of Greer Needmore Youth Summer Program; **\$1,000** to the City of Greer Needmore Senior Program; **\$10,000** to Creative Advancement Center, **\$15,000** to Greer Community Ministries, Inc, **\$7,000** to Greer Relief and Resources Agency, Inc.; and, **\$2,000** to Helping Hands Ministry.

ANY CHANGE in CDBG and HOME funding allocations, increase or decrease in funding, will be distributed on a pro rata basis to all activities.

**PASSED, ADOPTED AND APPROVED, by the Council of the City of Greer on this 27<sup>th</sup> day of March 2018.**

**CITY OF GREER, SOUTH CAROLINA**

---

Richard W. Danner, Mayor

**Attest:**

---

Tammela Duncan, Municipal Clerk

**Reviewed:**

---

Ed Driggers, City Administrator



# GCRA

Greenville County Redevelopment Authority

March 23, 2018

Ed Driggers  
City Administrator  
City of Greer  
301 E. Poinsett Street  
Greer, SC 29651-3708

**Re: Subrecipient applications received for services in the City of Greer**

Dear Ed:

The Redevelopment Authority staff has reviewed the seven applications submitted by organizations interested in providing community service in the City of Greer. This year GCRA received requests for funding in excess of available funds. These organizations are applying for \$41,000 in subrecipient funds which represents fifteen percent of your **proposed** Community Development Block Grant (CDBG) funds for Program Year 2018. GCRA staff is making the following funding recommendations to the City of Greer:

1. **City of Greer Parks and Recreation – Needmore Summer Camp**

The application request was for \$24,139.42 in operational costs, specifically for salaries for counselors of the Needmore Community Summer Program, supplies, and activities.

**Recommendation:** \$6,000 for operational costs including supplies and activities.

2. **City of Greer Parks and Recreation – Cannon Senior Center Program**

This new application is for \$10,560 to provide computer services, programs, for seniors.

**Recommendation:** Staff recommends \$1,000 in funding for computer services and lessons.

3. **Creative Advancement Centers**

The application is for \$10,000 to operate an afterschool program. The request is for personnel and operational costs including supplies and materials.

**Recommendation:** \$10,000 for administration, supplies and materials.

4. **Greer Community Ministries, Inc.**

The application submission is for \$20,000 toward the purchase of food for Greer Community Ministries' mobile meals, senior dining, and food pantry programs as well as equipment.





# GCRA

Greenville County Redevelopment Authority

**Recommendation:** \$15,000 toward purchase of food for mobile meals, senior dining, and food pantry programs.

5. **Greer Relief and Resources Agency, Inc.**

The application is for \$24,600 for client financial assistance towards mortgage/rent payments, client utilities as well as case management, Renewal program and Charity Tracker services.

**Recommendation:** \$7,000 for case management and Program services.

6. **Helping Hands of Greer, Inc.**

This application is for \$2,000 for a Care Fair Gifts in kind and Food Program.

**Recommendation:** Staff recommends funding \$ 2,000 for gifts in kind and food program and care fair support.

7. **Senior Action**

The application is for \$15,000 to provide non-medical and recreational transportation and salary for Care Coordinator

**Recommendation:** Staff did not recommend funding for the program and agency

GCRA staff reviewed and scored each application to determine if applications met GCRA requirements for application completeness, eligibility, experience, administration of funds, and project design. Staff also reviewed the number of persons served, any significant increase in service, and the other funding sources in the project. Enclosed you will find a short description of the activities and request, along with the scoring sheet, and expenses to date.

As always the Greenville County Redevelopment Authority Board and staff appreciates the great working relationship with the City of Greer. If you have any questions or need additional information, please let me know. I can be reached at 242-9801, extension 114.

Sincerely,

Douglas Dent  
Interim Executive Director

ENCLOSURES





**GCRA CDBG SUBRECIPIENT FUNDING REQUESTS FY 2018 – 2019**  
**CITY OF GREER**

*Total Amount Recommended for Funding: \$41,000*

AGENCY NAME	PROGRAM DESCRIPTION/ REQUEST INFORMATION	CDBG FUNDING AMOUNT REQUEST	DETAILS FOR THE ACTIVITY/ PROGRAM OF REQUEST	GCRA FUNDING			STAFF RECOMMENDATION
				17-18	16-17	YEARS	
Greer Parks and Recreation (Needmore Center – Youth Summer Camp)	Provides summer camp that will operate 6/2018 – 8/2018 will enjoy field trips, cultural activities and lunch.	Requested \$24,139.42          Total Project \$24,139.42	\$17,726.43 for salaries; \$4,335.99 for supplies; \$2,077 for activities.  Expected to serve 50 children (FY17-18 Annual served 0 Children).	\$7,000	\$7,000	05-06 06-07 08-09 09-10 10-11 11-12 12-13 13-14 14-15	Total funding: \$6,000 for supplies and activities
Greer Parks and Recreation (Cannon Center – Senior)	Provides computer functions / computer programs; teach them how to access health information, social media, etc.	Requested \$10,560       Total Project \$10,560	\$10,560 for computer lessons for 80 persons x 6 classes X \$22 / class fee  Expected to serve 80 Seniors (FY 17-18 Bi-annual report served 0)	\$1000	\$1000	13-14 14-15 15-16 16-17 17-18	Total funding: \$1,000 computer lessons for seniors
Creative Advancement Centers	Provides afterschool program for disadvantaged children at risk.	Requested \$10,000       Total Project \$150,000	\$5,000 for administration \$5,000 for supplies and materials.  Expected to serve 100 children (FY17-18 Biannual served 75 Children).	\$10,000	\$10,000	10-11 11-12 12-13 13-14 14-15 15-16 16-17 17-18	Total funding: \$10,000 for administration, supplies, and materials.

**GCRA CDBG SUBRECIPIENT FUNDING REQUESTS FY 2018 – 2019**  
**CITY OF GREER**

*Total Amount Recommended for Funding: \$41,000*

AGENCY NAME	PROGRAM DESCRIPTION/ REQUEST INFORMATION	CDBG FUNDING AMOUNT REQUEST	DETAILS FOR THE ACTIVITY/ PROGRAM OF REQUEST	GCRA FUNDING			STAFF RECOMMENDATION						
				17-18	16-17	YEARS							
Greer Community Ministries	To run meals on wheels program	Requested \$20,000	\$20,000 for food	\$15,000	\$15,000	00-01	Total funding: \$15,000 for food						
						01-02							
						02-03							
						03-04							
						04-05							
						05-06							
						06-07							
						07-08							
						08-09							
						09-10							
						10-11							
						11-12							
						12-13							
						13-14							
						14-15							
Greer Relief & Resources Agency, Inc.	Provides emergency assistance to Greater Greer community in Greenville county for financial assistance with rent or mortgages, utilities, and prescriptions as well as new RENEW program and Charity Tracker database.	Requested \$24,600	\$10,000 for financial assistance for low income/ elderly/disabled; \$2,000 case management \$600 for Charity Tracker \$12,000 for Renew Program	\$7,000	\$6,000	05-06	Total funding: \$7,000 to be divided as seen fit by organization among activities						
						06-07							
						09-10							
						10-11							
						11-12							
						12-13							
						13-14							
						14-15							
						15-16							
						16-17							
						17-18							
						Expected to serve 358 individuals (FY 17-18 Bi-Annual served 299 individuals).		Total Project \$130,000					
						Expected to serve 70 - 140 people (FY17-18 Bi-Annual 21 people served).		Total Project \$1,216,924 and dispersing \$87,000 in financial assistance					



**GCRA CDBG SUBRECIPIENT FUNDING REQUESTS FY 2018 – 2019**  
**CITY OF GREER**

*Total Amount Recommended for Funding: \$41,000*

AGENCY NAME	PROGRAM DESCRIPTION/ REQUEST INFORMATION	CDBG FUNDING AMOUNT REQUEST	DETAILS FOR THE ACTIVITY/ PROGRAM OF REQUEST	GCRA FUNDING			STAFF RECOMMENDATION
				17-18	16-17	YEARS	
Helping Hands of Greer, Inc.	Provides diapers, food, toiletries, Care Fair for low income areas of Greer	Requested \$2,000       Total Project \$2,000	\$800 for Care Fair \$600 gifts in kind program \$600 for food  Expected to serve 5700 individuals (FY17-18 Bi-Annual served 635 individuals).	\$1,000	\$2,000	12-13 13-14 14-15 16-17 17-18	Total funding: \$2,000 to be divided among activities as seen fit
Senior Action-Greer	Improve wellness with exercise classes, health screenings; financial stability programs, financial planning, tax free assistance and other legal issues; music and art programs, group travel, home care and nutritious meals.	Requested \$15,000       Total Project Not listed	\$5,000 non-medical transportation \$5,000 recreational transportation \$ 5,000 Care Coordinator  Expected to serve 6-17 individuals	n/a	n/a	n/a	Total funding: \$0

SUBRECIPIENT PERFORMANCE REPORT							
Contract Period 07/01/17 - 6/30/18							
February 2018							
			FY 17 Contract		Balance	Previous Month	FY 17
Contract	Subrecipient	Account #	Amount	Expenditures	to Spend	Percent Expended	Percent Expended
	Creative Advancement	8403-520-1017	10,000.00	4,522.59	5,477.41	36.69%	45.23%
	Greer Community Ministries	8021-520-1017	15,000.00	15,000.00	-	0.00%	100.00%
	Greer Parks & Recreation (Cannon)	8010-520-1017	1,000.00	-	1,000.00	0.00%	0.00%
	Greer Parks & Recreation (Needmore)	8031-520-1017	7,000.00	-	7,000.00	0.00%	0.00%
	Greer Relief and Resources Agency	8401-520-1017	7,000.00	6,260.00	740.00	0.00%	89.43%
	Helping Hands Ministry	8011-520-1017	1,000.00	1,000.00	-	0.00%	100.00%
	<b>Total Greer Subrecipients:</b>		<b>41,000.00</b>	<b>26,782.59</b>	<b>14,217.41</b>	<b>36.69%</b>	<b>65.32%</b>



# **TOTALS FOR GREER SCORING SHEETS**

<u>AGENCY</u>	<u>APPLICATION (40)</u>	<u>ELIGIBILITY (100)</u>	<u>EXPERIENCE (60)</u>	<u>ADMINISTRATION (80)</u>	<u>PROJECT (120)</u>	<u>GRAND TOTAL (400)</u>
Parks & Recreation Cannon Center	29	96	59	68	108	360
Parks & Recreation Needmore Center	40	93	60	76	117	386
Creative Advancement	40	97	59	79	115	390
Greer Community Ministries	40	97	60	78	115	320
Greer Relief & Resources Agency	38	91	59	70	106	373
Helping Hands of Greer, Inc.	38	96	59	72	111	376
Senior Action-Greer	36	83	54	61	101	337

# **FY 2018**

## **Annual Action Plan**

### **City of Greer**

**Program Year 2018**  
**Prepared by**  
**Greenville County Redevelopment Authority**

**Public Hearing March 13, 2018**



# **FY 2018 Annual Action Plan**

- The Annual Action Plan is Greenville County's Application to the Federal Government (US Department of Housing and Urban Development) proposing the use of Community Development Block Grant (CDBG), HOME and Emergency Solutions Grant (ESG).
- FY 2018 funds is for the period beginning July 1, 2018 to June 30, 2019.
- This funding period also marks the 4th year allocation of funds and activities for the current Greenville County 2015-2019 Consolidated Plan

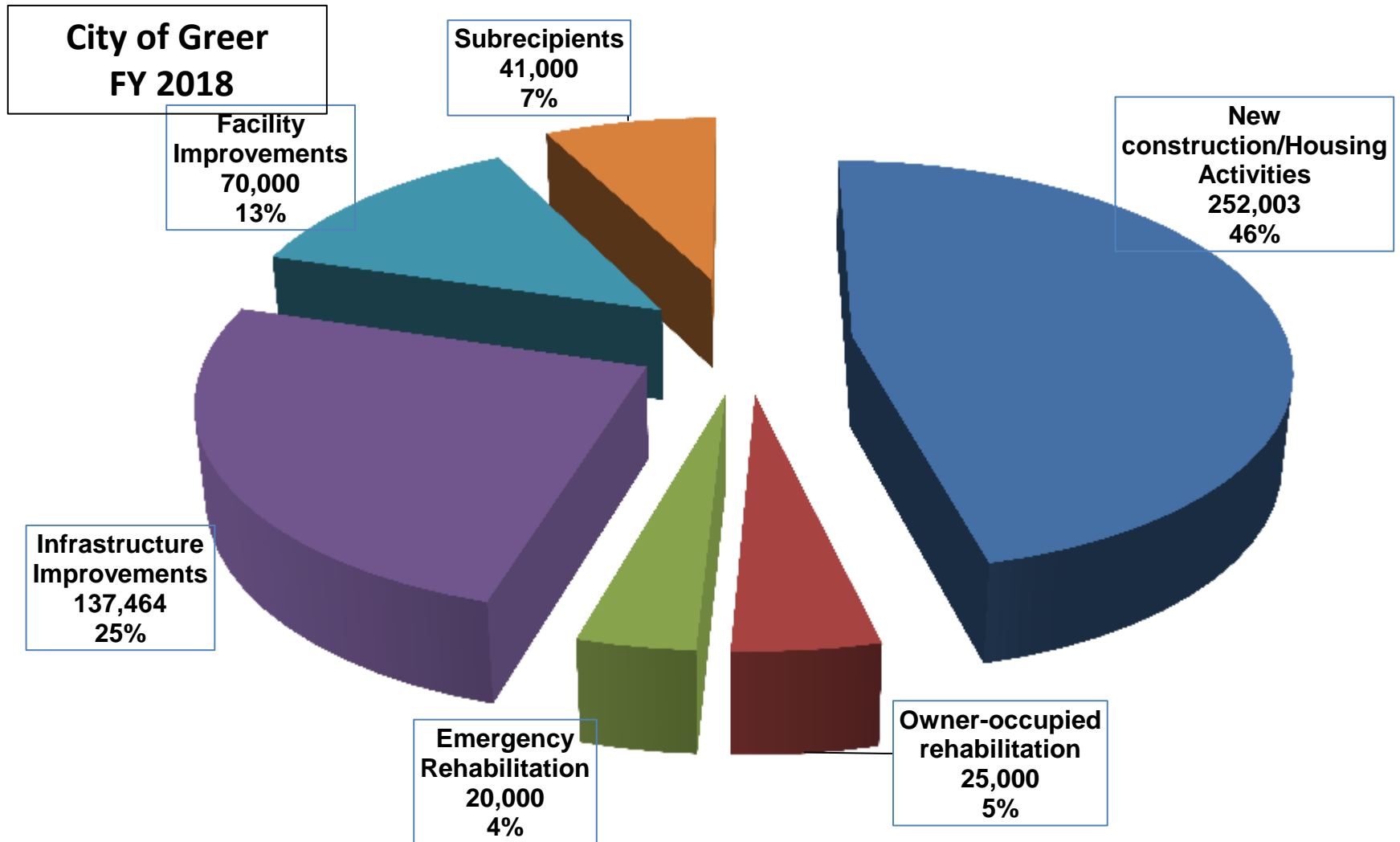
# City of Greer

## FY 2018 Proposed Allocation

### FY 2018 City of Greer - Allocation

PROJECT / ACTIVITY	CDBG	CDBG-PI	HOME	HOME-PI	TOTAL	Percent
Planning	0				0	0
Acquisition	0				0	0
New construction/Housing Activities			72,003	180,000	252,003	46
Owner-occupied rehabilitation	25,000	0			25,000	5
Emergency Rehabilitation	20,000	0			20,000	4
Infrastructure/facility Improvements	137,464	0			137,464	25
Facility Improvements		70,000			70,000	13
Subrecipients	41,000				41,000	8
Demolition	0				0	0
<b>TOTAL ALL FUNDING SOURCES</b>	<b>223,464</b>	<b>70,000</b>	<b>72,003</b>	<b>180,000</b>	<b>545,467</b>	<b>100</b>
PI-represents Program Income and is generated by housing loans						
<i>All projects must be CDBG or HOME eligible, as appropriate.</i>						

**City of Greer - Council District 18**  
**Program Year 2018**  
**Annual Action Plan Proposed Allocations: \$545,467**



# City of Greer

## FY 2018 Proposed Subrecipients Allocations

	Name of Public Service Agency	Proposed Use CDBG fund	Recommended Allocation
1	Greer Parks and Recreation – Needmore Youth Summer Program	Summer Program Requested \$23,132	\$6,000
2	Greer Parks and Recreation – Needmore Senior Program	Computer classes Requested \$10,560	\$1,000
3	Creative Advancement Center	Afterschool Program Requested \$10,000	\$10,000

# City of Greer

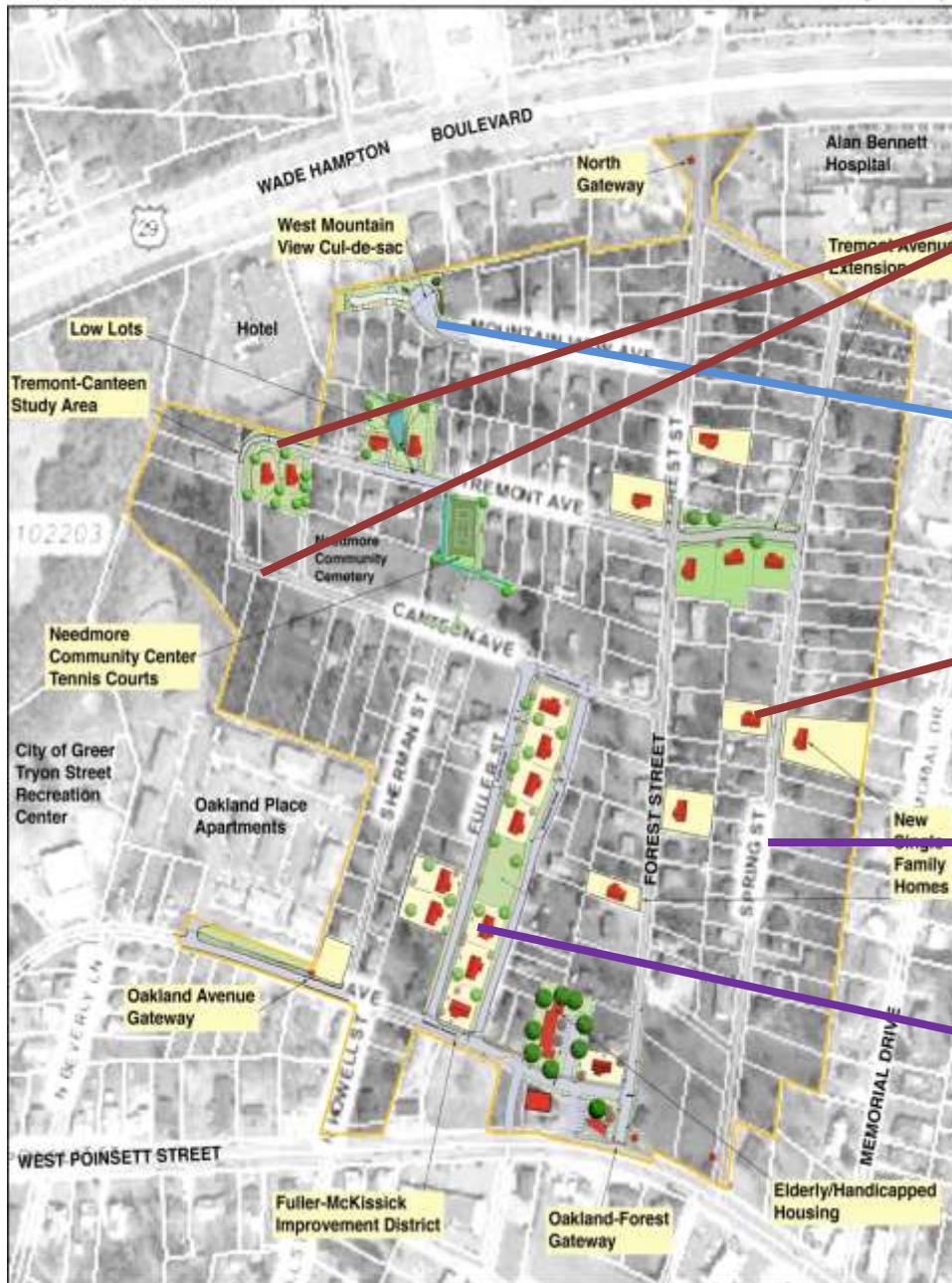
## FY 2018 Proposed Subrecipients Allocations

	<b>Name of Public Service Agency</b>	<b>Proposed Use CDBG fund</b>	<b>Recommended Allocation</b>
4	Greer Community Ministries	Home Bound Meals Program Requested \$20,000	\$15,000
5	Greer Relief & Resources	Casemangement – RENEW program/Short term– financial assistance. Requested \$24,600	\$7,000
6	Helping Hands of Greer, Inc.	Essential services – Food and Care Fair Program. Requested \$2,000	\$2,000

**City of Greer  
FY 2018 Proposed  
Subrecipients Allocations**

	<b>Name of Public Service Agency</b>	<b>Proposed Use CDBG fund</b>	<b>Recommended Allocation</b>
7	Senior Action	Transpiration for Non Medical & Coordination of services. Request \$15,000	\$0
	Total – Greer Public Service – CDBG		\$41,000



Needmore Revitalization  
Implementation Strategies

➤ **Completed** - Canteen and Tremont Avenue – GLDTC & CDBG (Approx. Cost \$900,000)

➤ **Planning Phase – 2018**  
➤ **Mountain View Avenue**

➤ **Completed** - Housing units on Spring Street sold

➤ **Spring Street Improvement Implementation – April/May 2018**  
➤ **Estimated Cost: \$1.15million.**

➤ **Nehemiah Housing Development**  
– **Planning & Permitting phase**



# Creekside Phases

**Phase 1A: 10 homeownership units completed and 1 under construction**

**PHASE 1B**

**Phase 1B- UHC 36 senior units completed**

**PHASE 2**

GRAPHIC SCALE  
50 0 25 50 100 200  
( IN FEET )  
1 inch = 50 ft.

CALL BEFORE YOU DIG !  
1-888-721-7877

PALMETTO UTILITY LOCATION SERVICE



# Municipal Activity: Greer - Needmore



122 A & B  
Spring Street,  
complete





# Municipal Activity: Greer – Creekside



632 Ruddy Creek Circle & 746 Pleasant Brook Court, Creekside



Façade  
Improvement  
&  
Economic  
Development  
Loan  
Programs



***Building better futures ...***

**Greenville County Redevelopment Authority  
301 University Ridge, Suite 2500  
Greenville, SC 29601  
Phone: 864-242-9801  
Website: [www.gcra-sc.org](http://www.gcra-sc.org)**



**Category Number: XI.**  
**Item Number: C.**



**AGENDA**  
**GREER CITY COUNCIL**  
**3/27/2018**

**First and Final Reading of Resolution Number 11-2018**

**Summary:**

A RESOLUTION ADOPTING THE CITY OF GREER FRAUD RISK MANAGEMENT POLICY  
(Action Required)

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
☐ Resolution Number 11-2018	3/22/2018	Resolution
☐ Res 11-2018 Fraud Risk Management Policy	3/26/2018	Backup Material

**RESOLUTION NUMBER 11-2018**

**A RESOLUTION ADOPTING THE CITY OF  
GREER FRAUD RISK MANAGEMENT POLICY**

**WHEREAS**, Council finds it necessary to adopt Personnel Policies and Procedures to provide the employees a detailed and comprehensive guide to the policies of the City of Greer, and

**WHEREAS**, Council finds it beneficial to provide employees with a detailed and comprehensive guide to the personnel policies of the City of Greer that are relative to their employment with the City, and

**WHEREAS**, Council recognizes the importance of implementing policies of best practice to provide guidance in regards to safeguarding publicly owned assets.

**NOW, THEREFORE, BE IT RESOLVED** the City Council of the City of Greer hereby:

1. Adopts the City of Greer Fraud Risk Management Policy and makes it a part of the Personnel Policies and Procedures Manual as fully as if incorporated herein.

**PASSED, ADOPTED and APPROVED** by the Council of the City of Greer this 27<sup>th</sup> day of March, 2018.

**CITY OF GREER, SOUTH CAROLINA**

\_\_\_\_\_  
Richard W. Danner, Mayor

**ATTEST:**

\_\_\_\_\_  
Tammela Duncan, Municipal Clerk

\_\_\_\_\_  
Edward Driggers, City Administrator



## **City of Greer**

### **Fraud Risk Management Policy**

#### **Purpose**

The City of Greer recognizes the importance of protecting the City, its taxpayers, its employees, and its assets against financial risks and unethical activities. This policy is intended to state the position of the City of Greer to “fraud”, as defined in this policy.

The purpose and the spirit of this document is to confirm that the City of Greer supports and fosters a culture of zero tolerance to fraud in all of its manifestations. The City of Greer recognizes the fact that acts of fraud by its employees seriously deplete the scarce resources available to meet the mandates of a municipal service delivery system. The City of Greer is aware that the effects of fraud extend beyond the loss of cash and other assets which has severe negative repercussions on the ability of the City to achieve its objectives.

Although it is difficult to quantify, such acts, if left unchecked, seriously impact:

- The quality and effectiveness of service delivery;
- The strength of business relationships with customers, suppliers, and the public;
- Employee morale; and,
- Reputation and image of the City of Greer.

It is the intent of the City Council to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and the conduct of the investigations.

The goal of the City of Greer is to promote, establish, and maintain an environment of fairness, ethics, and honesty for the City’s employees, citizens, suppliers, and other organizations who engage in business on behalf of the City of Greer.

#### **Policy**

The Policy of the City of Greer is zero tolerance to fraud. All fraud will be investigated and followed up by the application of all remedies available within the full extent of the law as well as the application of appropriate prevention and detection controls. These prevention controls include the existing financial and other controls and checking mechanisms as prescribed in the systems, policies, procedures, rules, and regulations of the City of Greer meant to deter, prevent, detect, react to, reduce, and remedy the impact of fraud.

All employees are expected to support this policy by avoiding behaviors and actions defined by this policy as fraud. All employees are responsible to uphold the Fraud Risk Management Policy

by reporting all incidents of fraud and helping maintain a culture for the prevention and detection of fraud. Furthermore, all employees should apply this policy seeking full compliance by reporting any irregularity that is detected or suspected that could be perceived as fraud.

All department heads and supervisors shall communicate the provisions of this policy to all staff and are responsible for initiating preventative measures when appropriate as well as being familiar with the types of improprieties described in this policy.

It is the responsibility of the Human Resources Department to ensure that all employees receive appropriate training and education regarding this policy.

### **Actions Constituting Fraud**

For the purposes of this policy, fraud includes any willful or deliberate act committed with the intention of obtaining an unauthorized benefit, act, decision or outcome, such as money, property or favorable result, by misrepresentation, deception, or other unethical means.

The following acts will be referred to as fraud:

- Any dishonest, fraudulent, or corrupt act;
- Misappropriation of funds, securities, supplies, or other assets;
- Claim for reimbursement of expenses that are not job-related or authorized under current policies;
- Impropriety in the handling or reporting of money, financial transactions, or other assets;
- Forgery or intentional and inappropriate alteration of a check, bank draft, or any other financial document;
- Profiteering as a result of insider knowledge of City operations;
- Disclosing confidential information to outside parties for financial or other advantages;
- Accepting or seeking anything of value from vendors, contractors, suppliers, or other parties in exchange for or to induce favorable consideration concerning services, materials, supplies, equipment, or other work provided to the City;
- Irregular destruction, removal, or abuse of records and equipment;
- Any act of embezzlement, theft, misappropriation or fiscal irregularities;
- Deliberately omitting or refusal to report or act upon reports of any such irregular or dishonest conduct;
- Bribery, blackmail, secret commissions and/or extortion involving a City of Greer employee in the performance of her or his duties;
- Abuse of City of Greer facilities;
- Any similar or related irregularity.

This list is representative of the acts of fraud, but it is not complete nor exhaustive, and is not intended to limit what constitutes fraud.

## **Reporting Procedures and Resolution of Reported Incidents**

Employees must exercise professional and mature judgment in reporting suspected fraud in order to avoid wrongful accusations or compromising a potential investigation.

1. Suspected or known fraudulent acts by employees shall be immediately reported to the City Administrator. The City Administrator shall make the determination of notifying and including the proper investigative body. If the City Administrator is suspected of fraudulent activity, directly contact the City Attorney, whereby the City Attorney shall notify and include the proper investigative body.
2. The City Administrator and Human Resources Manager will determine if any disciplinary action is deemed necessary when there is evidence of wrong-doing. Disciplinary action will be applied in accordance with the City of Greer Policy and Procedures Manual. If necessary, the Police Department or other appropriate law enforcement and/or regulatory agencies will be notified.
3. All information related to fraud that is received and investigated will be treated confidentially. The progression of the investigations will be handled in a confidential manner and will not be disclosed or discussed with any person(s) other than those who have a legitimate right to such information. This is important to avoid harming the reputations of suspected persons who are subsequently found innocent of wrongful conduct. No person is authorized to supply any information with regard to allegations or incidents of fraud to the media without the express permission of the City Administrator.
4. Any employees reporting an act of fraud; or assisting, testifying or participating in a fraud investigation, acting in accordance with the requirement of this policy, shall not be subject to any adverse employment action unless it is determined the employee is culpable for such action and/or made an allegation knowing it was false.

Any fraud committed by employees of the City of Greer will be pursued by thorough investigation and to full extent of the law, including consideration of the following:

- Taking disciplinary action in accordance with City of Greer Policy and Procedures Manual;
- Instituting recovery of financial losses, including formal civil action;
- Initiating criminal prosecution by reporting the matter to the appropriate law enforcement agency; and,
- Any other appropriate and legal remedy available.

We encourage citizens, suppliers, and any other person(s) or organizations(s) engaging in business on behalf of the City to also come forward with any suspicion of fraudulent acts. Written notifications can be addressed to the City Administrator and delivered in person or by mail to the following address:

Greer City Hall  
Attention: City Administrator - Confidential  
301 East Poinsett Street  
Greer, SC 29651

Upon receiving a written report of fraud from an external person, the City will respond to the person making the report (unless the report has been made anonymously) that:

- The City acknowledges receiving the stated concern;
- Informing him or her whether any further investigations will take place, and if not, why; and,
- Subject to legal constraints, information about outcomes of any investigation will only be disseminated to those with a legitimate right to the information.

If an investigation results in a recommendation to pursue internal discipline, civil and/or criminal fraud proceedings, the recommendation must be reviewed and approved by the City Administrator, the Human Resources Manager, and the City Attorney, as appropriate. The City Attorney, in conjunction with the City Administrator, will determine whether the recommendation and results of the investigation warrant civil and/or criminal actions. The City Administrator or the City Attorney will initiate disclosure to the proper law enforcement or other entities.

### **Acting in Good Faith**

No person will suffer any penalties or retribution for reporting in good faith, any suspected or actual incident of fraud. Individuals should be discouraged from making allegations which are false and made with malicious intentions. False allegations of suspected fraud with the intent to disrupt or cause harm to another may be subject to disciplinary or legal action.

### **Prevention Control and Detection Methods**

When incidents of fraud are reported, department heads are required to immediately review, and where possible, improve the effectiveness of the controls which have been breached in order to prevent similar irregularities from taking place in the future.

**Category Number: XI.**  
**Item Number: D.**



**AGENDA**  
**GREER CITY COUNCIL**  
**3/27/2018**

**First and Final Reading of Resolution Number 12-2018**

**Summary:**

A RESOLUTION ADOPTING THE CITY OF GREER PURCHASING CARD / CREDIT CARD POLICY (Action Required)

**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
☐ Resolution Number 12-2018	3/22/2018	Resolution
☐ Res 12-2018 Purchasing Card/Credit Card Policy	3/23/2018	Backup Material

**RESOLUTION NUMBER 12-2018**

**A RESOLUTION ADOPTING THE CITY OF GREER  
PURCHASING CARD / CREDIT CARD POLICY**

**WHEREAS**, Council finds it necessary to adopt Financial Policies and Procedures to provide the employees a detailed and comprehensive guide to the policies of the City of Greer with regard to finance, and

**WHEREAS**, Council finds it beneficial to provide employees with a detailed and comprehensive guide to the finance policies of the City of Greer that are relative to their employment with the City, and

**WHEREAS**, Council recognizes the importance of implementing policies of best practice to provide guidance in regards to safeguarding publicly owned assets and implementing financial controls.

**NOW, THEREFORE, BE IT RESOLVED** the City Council of the City of Greer hereby:

1. Adopts the City of Greer Purchasing Card / Credit Card Policy, and makes it a part of the Financial Policies and Procedures as fully as if incorporated herein.

**PASSED, ADOPTED and APPROVED** by the Council of the City of Greer this 27<sup>th</sup> day of March, 2018.

**CITY OF GREER, SOUTH CAROLINA**

\_\_\_\_\_  
Richard W. Danner, Mayor

**ATTEST:**

\_\_\_\_\_  
Tammela Duncan, Municipal Clerk

\_\_\_\_\_  
Edward Driggers, City Administrator

## **City of Greer**

### **Purchasing Card/Credit Card Policy**

#### **Purchasing Card/Credit Card Distribution**

Purchasing Cards and Credit Cards (collectively “Cards”) will be issued to employees in certain positions upon hiring. Additional Cards can be requested by the Department Head for other employee(s) with the approval of the Finance Department. The Cards are intended for the named employee; however, it may be used in certain circumstances by other employees only with the knowledge and approval of the named cardholder and the employee’s Department Head. Some departments of the City of Greer will maintain additional Cards that may be checked out by their employees for temporary use. Cards not specifically assigned to an employee are subject to the same rules.

#### **Making a Purchase**

Cards issued by the City of Greer should be used for purchases that are for the use and benefit of the City. City Card users must notify vendors or merchants that the City of Greer is not exempt from the South Carolina sales and use taxes, and should be charged sales tax when applicable.

The following should not be purchased with a City Card unless approved by the City Administrator:

1. Alcohol and/or tobacco;
2. Restaurants, groceries, food items, or meals of any kind unless for bona fide City purposes, City meetings or City business;
3. Items already in City inventory;
4. Personal purchases;
5. Cash advances;
6. Office supplies that are on contract; and,
7. Employee compensation.

Employees are responsible for all receipts, documentation detailing the goods or services purchased, cost, date of the purchase, and the business explanation. Receipts should be forwarded to the Finance Department with applicable Purchase Orders. Whenever a Card purchase is made, either over the counter, by telephone, or by the internet, documentation should be retained as proof of the purchase. If you do not have a receipt for a transaction, you must attach the Lost Receipt Verification Form detailing the amount, description of the item(s) purchased, date of purchase, vendor’s name, business purpose, and general ledger account number in which to charge the purchase. Habitual offenders may be subject to revocation of card

privileges, reimbursement for missing receipt, and disciplinary action according to the City of Greer Personnel Policies and Procedures Manual.

Whenever making a Card purchase, check as many vendors as reasonable for the situation to assure the best price and/or delivery. The Finance Department has the discretion to establish pricing agreements and identify a “preferred supplier” list. Employees are expected to purchase from the vendors on that list whenever possible. Employees will be notified of any arranged discounts.

### **Travel**

Receipts for any and all travel expenses must be accompanied by a Travel Voucher prior to the close of the monthly billing cycle so that the Finance Department can verify that all travel expenses comply with the City travel policy. Any City of Greer employee on business travel should use the Federal Per Diem guidelines for reasonableness of purchases. Receipts are required for all expenses.

### **Reconciliation**

For Purchasing Cards, the employee will be given access to the Bank of America “Works” program. After purchases are posted to the account, the employee will be required to authorize the transaction confirming all charges are correct and the goods were received and/or the services performed.

Subsequent to employee’s authorization, Department Heads will perform final approval on the employee’s transactions. Once the charges are approved, all original sales documents associated with the purchase should be forwarded to the Finance Department as soon as possible. Include a Purchase Order and Travel Voucher as appropriate.

For Credit Cards, the Bank of America “Works” program is not available. All receipts and documentation for purchases on Credit Cards should be approved and coded to the appropriate general ledger account and forwarded to the Finance Department. Employees should ensure that all purchases recorded on the billing statements are correct and matched with appropriate documentation.

### **Credits and Returns**

If an item purchased on the Card is not satisfactory, incorrect, damaged, defective, etc., the cardholder is responsible for the following:



1. Replacing the item purchased or securing a credit;
2. Contact the vendor as soon as possible to explain the problem and inquire about return policies;
3. If a credit is given, retain the appropriate transaction documentation to compare with the monthly statement;
4. If purchased items or credits are not listed on your monthly statement, you should hold on to the receipt or credit memo and check the next monthly statement;
5. If the purchase or credit does not appear on the statement within 60 days after the date of purchase, notify the Finance Department immediately;
6. Under no circumstances should you accept cash in lieu of a credit; and,
7. Once all transactions have been properly posted to the account, approvals should be completed and documentation forwarded to the Finance Department.

If there is an incorrect charge on the monthly statement, notify the appropriate issuing financial institution using the phone number on the back of the Card. Also, notify your Department Head and the Finance Department.

### **Card Security**

The cardholder is responsible for safeguarding their issued card along with all the corresponding account information. Any employee who makes unauthorized purchases or carelessly uses the purchasing card may be liable for the total dollar amount of the unauthorized purchases plus any administrative fees associated with the misuse charged by the lending financial institution. If the purchasing card is lost or stolen, the employee must contact the Finance Department immediately.

### **Employee Disciplinary Action**

Failure to comply with the Purchasing Card/Credit Card Policy criteria may result in permanent revocation of the card, notification of the situation to the Chief Financial Officer, and may result in disciplinary action in accordance with City of Greer Policies and Procedures Manual. Misuse of the City's Cards may constitute fraud. Fraudulent use of the Cards will be subject to review under the City's Fraud Risk Management Policy which may result in disciplinary action in accordance with the City of Greer Policies and Procedures Manual up to and including termination, as well as possible criminal charges issued against the cardholder.

Any exceptions to this policy must be made at the discretion of the City Administrator.

# **Purchasing Card / Credit Card**

## **Employee Agreement**

I, \_\_\_\_\_, hereby accept this Purchasing Card/Credit Card. As a cardholder I agree to comply with the following terms and conditions regarding my use of the card.

1. I understand that I am being entrusted with this card and will be making financial commitments on behalf of the City.
2. I understand that the City is liable to the issuing financial institution for all charges made on the card.
3. I agree to use this card for approved purchases only and agree not to charge personal purchases. I understand that the City may take appropriate action for any discrepancies.
4. I will follow the established procedures for the use of this card. Failure to do so may result in either losing my card privileges or other disciplinary actions.
5. I have been given a copy of the City of Greer Purchasing Card/Credit Card Policy and understand the requirements for the card's use.
6. I agree to return the card immediately upon request or upon termination of employment (including retirement). Should there be any organizational change which causes my need for a card to likewise change, I also agree to return my card, if appropriate.
7. If the card is lost or stolen, I agree to immediately notify the Finance Department.

Employee Signature \_\_\_\_\_

Department: \_\_\_\_\_

Department Head Signature \_\_\_\_\_

**ALL EMPLOYEES OF THE CITY OF GREER ARE EMPLOYEES "AT-WILL" WHOSE EMPLOYMENT MAY BE TERMINAED AT ANY TIME, WITH OR WITHOUT NOTICE OR CAUSE. ONLY THE CITY ADMINISTRATOR AND CITY COUNCIL HAS THE AUTHORITY TO ENTER INTO ANY AGREEMENT REGARDING LENGTH OF SERVICE OR GROUNDS FOR TERMINATION AND ANY SUCH AGREEMENT MUST BE IN WRITING AND SIGNED BY THE CITY ADMINISTRATOR.**