



AGENDA

**Council Chambers
300 Wall Street, Fountain Inn, SC 29644**

FORMAL MEETING OF CITY COUNCIL

Thursday, September 14, 2023 - 6:00 p.m.

Citizens may access the meeting at the following YouTube address:

<https://www.youtube.com/@cityoffountaininn3536>

1. Call to Order - Mayor McLeer
2. Invocation and Pledge of Allegiance
3. Presentations
 - a. Miss Fountain Inn USA, Crystal Drummond
4. Introduce New Employees
 - a.

Grate, La'Kresha	Finance
Hindman, Jessica	Finance
Denson, Angela	Finance
French, Erica	Finance
Guzman, Ashley	Finance
Miller, Dean	Planning and Dev.
Berry, Joseph	Police
Hutchison, Scott	Police
Jackson, Sean	Police
Ledford, Hunter	Police
Leonard, Elaina	Police
Meck, Jeffery	Police
Williams, Reggie	Police
Belasco, Jared	Public Works
Howard, Terry	Public Works
Glaser, Cindy	Public Works
Duggan, Brian	Public Works
Paulding, Jimmy	Public Works

Council may enter executive session to discuss any item on the agenda as permitted by S.C. Code Ann. § 30-4-70.

Phillips, Jason
Sanchez, Jose

Public Works
Public Works

5. Appointment
 - a. Approval for the Appointment of James Rice as the Recreation Director
 - b. Approval for the Appointment of Douglas Kirk as the Public Works Director
6. Public Forum - Persons wishing to speak may signup 15 minutes prior to the meeting. Signups will be on a first-come, first-served basis. Your remarks will be limited to 3 minutes.
7. Consent Agenda - There will be no discussion of Consent Agenda items unless a Council member so requests in which event the item in question will be considered separately.
 - a. Minutes from the Regularly Scheduled Council Meeting on August 10, 2023
 - b. Minutes from Special Called Council Meeting on August 23, 2023
8. City Administrator's Report - Shawn M. Bell
 - a. Department Reports
9. Unfinished Business
 - a. Second and Final Reading of Ordinance Z 2023-6- Amending Sections 5:8.2, Related to the Permitted Uses in an Industrial District, of Appendix A (Zoning) of the Code of Ordinances of the City of Fountain Inn, South Carolina, 1992, As Amended ("Code").
10. New Business
 - a. First Reading of Ordinance 2023-10 to Repeal and Replace Ordinance 2023-8, to Provide for the Special Property Tax Assessment Authorized By South Carolina Code Annotated Section 5-21-140; and other related matters.
 - b. First Reading of Ordinance 2023-11 Amending Article 11, Specifically Section 11:3 of Appendix A (Zoning) of the City Code of Ordinances of the City of Fountain Inn, South Carolina, 1992, as Amended ("City Code") Regarding the Planning Commission; and invoking Pending Ordinance Doctrine.
 - c. First Reading of Ordinance 2023-12 Amending Article 11, Specifically Section 11:7, through and including section 11:12, of Appendix A (Zoning) of th City Code of Ordinances of the City of Fountain Inn, South Carolina,

Council may enter executive session to discuss any item on the agenda as permitted by S.C. Code Ann. § 30-4-70.

1992, as amended ("City Code") regarding the Board of Zoning Appeals; and invoking pending ordinance doctrine.

- d. First and Final Reading of Resolution 2023-11, a Resolution Certifying Certain Real Property in the City of Fountain Inn as an Abandoned Textile Mill Site.
- e. Authorize the City Administrator to enter into an agreement with FGP Consulting for an updated Classification & Compensation Study.
- f. Authorize the City Administrator to enter into an agreement with Studio Main LLC for a Municipal Complex Master Plan

11. Executive Session -After coming out of executive session, Council may vote on items discussed during executive session.

- a. The receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege – 610 N. Woods Drive.
- b. The receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege – Greenville County TMS: 0348000200100
- c. Discussion of matters relating to the proposed location, expansion, or the provision of services encouraging location or expansion of industries or other businesses in the area – Project Grind

12. Adjourn

Council may enter executive session to discuss any item on the agenda as permitted by S.C. Code Ann. § 30-4-70.

Miss Fountain Inn USA 2024 - Crystal Drummond

Introduction

Crystal Drummond was born in Fountain Inn and is a current resident of Greenville, SC. She is an HR professional who holds a Bachelor of Science degree in Biology and Spanish from Wofford College. In her free time, Crystal enjoys dancing, exploring nature, experiencing new cuisine, and working with youth. Crystal is passionate about being an example to others and making a positive impact everywhere. One of her mottos is *"Leave a little sparkle wherever you go."* Crystal has always loved fashion and modeling. She has competed in various events such as the National American Miss pageant where she won the state Top Model award in 2013 and 2014, Charlotte Fashion Week, and Charleston Fashion Week. As a resident of the Upstate, Crystal is looking forward to being a positive role model in the community and making her mark to positively influence others. Crystal aims to use her title of Miss Fountain Inn, and prayerfully Miss South Carolina USA, to inspire the next generation of young women.



MISS * USA
MISSTEEN * USA
SOUTH CAROLINA



MINUTES
FORMAL MEETING OF CITY COUNCIL
Thursday, August 10, 2023

Judicial Building, Council Chambers
300 Wall Street Fountain Inn, SC

Citizens may access the meeting at the following YouTube address:
<https://www.youtube.com/channel/UC6JiylrM1NUcM8Ea8BLXCfA>

1. Call to Order- Mayor McLeer

Mayor McLeer called the meeting to order at 6:00 p.m.

The following members of City Council were in attendance: Joey Garrett, GP McLeer, Jay Thomason, Mack Blackstone, Jason Sanders, Phil Clemmer and John Don.

The following members of staff were in attendance: Shawn Bell, Russell Slatton, Eduardo Noreiga, Rebecca Mejia-Ward, Russell Alexander, Melissa Woods, Jasmyne Michaels, Patrick Fortenberry, and Elizabeth Adams.

2. Invocation and Pledge of Allegiance

3. Public Forum - Persons wishing to speak may signup 15 minutes prior to the meeting. Signups will be on a first-come, first-served basis. Your remarks will be limited to 3 minutes.

No one signed up to speak.

4. Consent Agenda- There will be no discussion of Consent Agenda items unless a Councilmember so requests in which event the item in question will be considered separately.

a. Approval of minutes from City Council's Special Called meeting on July 11, 2023, the Regularly Scheduled Meeting on July 13, 2023 and the Special Called Meeting on July 18, 2023.

Motion by Mayor Pro Tem Clemmer, seconded by Councilmember Garrett to approve the minutes from City Council's Special Called meeting on July 11, 2023, the Regularly Scheduled Meeting on July 13, 2023 and the

Special Called Meeting on July 18, 2023.

The motion carried unanimously 7/0.

5. City Administrator's Report- Shawn M. Bell

a. July Department Reports

Mr. Bell highlighted the following items: Woodside connector project, the construction of the Miracle League restroom, the FIHS parade at 5pm with a pep rally at Commerce Park, Jeepers Creepers will take place on October 28 in addition to the annual Halloween street closure for trick or treating. The 2nd annual civics academy will take place starting in September. For the Fire Department, SCBA and bunker gear arrived. The Comp Plan INNvision Update: Steering Committee meeting on August 31, 2023. The Chamber's Aunt Het festival is scheduled for October 7, 2023, the Younts Center is currently advertising their Decade Hits show, Swinging Medallions, Motown Special, and Christmas shows in December.

6. Unfinished Business

a. No unfinished business.

7. New Business

a. First Reading of Ordinance Z 2023-6- Amending Sections 5:8.2, Related to the Permitted Uses in an Industrial District, of Appendix A (Zoning) of the Code of Ordinances of the City of Fountain Inn, South Carolina, 1992, As Amended ("Code").

Motion by Councilmember Thomason, seconded by Councilmember Blackstone to approve First Reading of Ordinance Z 2023-6- Amending Sections 5:8.2, Related to the Permitted Uses in an Industrial District, of Appendix A (Zoning) of the Code of Ordinances of the City of Fountain Inn, South Carolina, 1992, As Amended ("Code").

The motion carried unanimously 7/0.

b. First and Final reading of Resolution 2023-8- Committing the City of Fountain Inn to providing a local match for a Municipal Association of South Carolina Hometown Economic Development Grant and following its procurement policy when securing services and products with grant funds.

Motion by Mayor Pro Tem Clemmer, seconded by Councilmember Sanders to approve First and Final reading of Resolution 2023-8, Committing the City of Fountain Inn to providing a local match for a Municipal Association of South Carolina Hometown Economic Development Grant and following its procurement policy when securing services and products with grant funds.

The motion carried unanimously 7/0.

8. Executive Session - After coming out of Executive Session, Council may vote on items discussed during Executive Session.

Motion by Councilmember Sanders, seconded by Councilmember Garrett to enter into Executive Session.

The motion carried unanimously 7/0.

a. For the discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee related to the Judicial and Recreation Departments.

Motion by Councilmember Don, seconded by Councilmember Clemmer to appoint Melissa Woods as the Clerk of Court and Ministerial Recorder.

The motion carried unanimously 7/0.

b. For the discussion of negotiations incident to proposed contractual arrangements related to the Natural Gas Department.

Motion by Councilmember Garrett, seconded by Councilmember Blackstone to authorize the City Administrator to enter into an agreement with TransCo for additional capacity to be spread evenly to all our gas customers.

The motion carried unanimously 7/0.

c. For the discussion of matters relating to the proposed location, expansion, or the provision of services encouraging location or expansion of industries or other businesses in the area relating to Project Grind and Project Irish.

Motion by Councilmember Thomason, seconded by Councilmember Garrett to come out of Executive Session.

The motion carried unanimously 7/0.

9. Adjourn

Motion by Councilmember Thomason, seconded by Councilmember Blackstone to adjourn the meeting.

The motion carried unanimously 7/0.



**MINUTES
SPECIAL CALLED MEETING OF CITY COUNCIL**

**Wednesday, August 23, 2023
5:30 p.m.**

**200 N. Main Street
Fountain Inn, SC**

1. Call to Order- Mayor McLeer

Mayor McLeer called the meeting to order at 5:36 p.m.

The following members of City Council were in attendance: GP McLeer, Jay Thomason, Phil Clemmer, Mack Blackstone, John Don, Joey Garrett. Mr. Sanders was absent.

The following members of staff were in attendance: Shawn Bell, Russell Slatton, Eduardo Noriega, and Elizabeth Adams.

2. Executive Session -After coming out of executive session, Council may vote on items discussed during executive session.

Motion by Councilman Garrett, seconded by Councilman Don to enter into Executive Session for the following purposes:

- a. Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee related to the Office of the City Clerk and Council.**
- b. Discussion of negotiations incident to proposed contractual arrangements related to the Natural Gas Department.**
- c. Discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property related to the Recreation, Public Works, Police, Fire, Finance, Administration, Human Resources, Finance, and Judicial Departments.**
- d. Discussion of matters relating to the proposed location, expansion, or the provision of services encouraging location or expansion of industries or other businesses in the area related to Project Irish.**

Motion by Councilman Garrett, seconded by Councilman Thomason to come out of Executive Session.

The motion carried unanimously 6/0.

3. New Business

- a. First and Final Reading of Resolution 2023-9, Authorizing the purchase of natural gas from Patriots Energy Group financing authority; approving the execution and delivery of a gas supply contract and other documents relating to said purchase; consenting to the assignment of certain obligations under the gas supply contract in connection with the issuance of bonds by Patriots Energy Group financing authority and addressing related matters.**

Motion by Councilmember Blackstone, second by Councilmember - Garrett to approve First and Final Reading of Resolution 2023-9, Authorizing the purchase of natural gas from Patriots Energy Group financing authority; approving the execution and delivery of a gas supply contract and other documents relating to said purchase; consenting to the assignment of certain obligations under the gas supply contract in connection with the issuance of bonds by Patriots Energy Group financing authority and addressing related matters.

The motion carried unanimously 6/0.

- b. First and Final Reading of Resolution 2023-10, Requesting Greenville County to Authorize and approve, under certain conditions, the execution and delivery of a fee in lieu of tax and special source credit agreement with Project Irish; and other related matters.**

Motion by Councilmember Thomason, seconded by Councilmember Don to approve First and Final Reading of Resolution 2023-10, Requesting Greenville County to Authorize and approve, under certain conditions, the execution and delivery of a fee in lieu of tax and special source credit agreement with Project Irish; and other related matters.

The motion carried unanimously 6/0.

4. Adjourn

Mayor McLeer adjourned the meeting at 7:32 p.m.

CITY ADMINISTRATOR REPORT



Agenda Date: September 14, 2023

To: Mayor and City Council

From: Shawn M. Bell, ICMA-CM
City Administrator

Administration

- Woodside Streetscape and Connector projects
 - Projects are being re-let in October because SCDOT made an error with the August letting
 - SCDOT is going to cover any increased costs
- ESSC ADA Restroom
 - Final inspection is scheduled for this week
- Interstate Signage (Exits 23 and 26)
 - Working through permitting and finalizing surveys
 - Expected to begin construction in October
- Main Street Streetscape
 - Requesting \$2.5 million from the Greenville Legislative Delegation Transportation Committee (GLDTC) on September 28; the Committee will vote on the request on October 26
 - If awarded, the City will have \$5 million for the project, but latest cost estimate of \$6.8 million will likely require a reduction in scope (a second phase would be needed to get all the way to SC-418)
- Parking lot revitalizations
 - Finalizing the designs for the splash pad, Finance building, and behind the buildings on S. Main (103-117); construction RFP should be released in October

Community Relations

- Events
 - Last Farmers Market of the season on September 16
 - Farms Only (produce, meat, honey, etc.)
 - Pynkalycious
 - October 7 from 9:00 a.m. – noon
 - Starting at the Younts Center
 - Jeepers Creepers Cruise INN
 - October 28 from 6:00 – 9:00 p.m.
 - Jeeps asked to preregister online (<https://fountaininn.org/444/Jeepers-Creepers-Cruise-Inn>)

- Vinyl Junkies will perform on Main Street
- Event also includes activities such as pumpkin painting, ghostly games, creepy contests, and truck or treating
- Civics Academy
 - September 19 – October 24
 - Tuesdays, 6:00-8:00 p.m.

Fire

- 217 calls for service in August 2023
- New uniforms have been ordered and are about 2-3 weeks out
- New SCBA's and bunker gear have arrived
- Open House scheduled for October 14 to promote fire prevention

Human Resources

- Administration/Finance
 - Accounting Manager – One vacancy; **currently filled by a temporary employee**
- Fire
 - Firefighter – One vacancy; **offer accepted and screenings underway**
 - Part-time Firefighter – Three vacancies; applications under review
- Natural Gas
 - Warehouse Coordinator – One vacancy; applications under review
 - Gas Technician I – One vacancy; applications under review
- Police
 - Patrol Officer – three vacancies; interviews and screenings in process
 - **one offer accepted – start date 9/18**
 - Dispatch – one vacancy; one candidate in process
 - **two offers accepted – start dates of 9/11 and 9/18**
- Public Works
 - Director – One vacancy; **offer accepted – start date 9/18**
 - Sewer/Stormwater Technician – One vacancy; **offer accepted – start date 9/5**
- Recreation
 - Director – One vacancy; **offer accepted – start date 9/25**
 - Part-time City Activity Support Staff & Officiants – continuous recruiting

Natural Gas

- Gas Supply
 - Deliveries for August 2023
 - Gas volume of 42,429 Dekatherms

- Gas consumption for August 2023 was down 3.8% from August 2022, but up 2.6% from the August three-year average.
- Gas Prices/Rates
 - The price of natural gas for September 2023 settled at \$2.556 per Dekatherm, which represents a \$0.06 increase from August 2023's price of \$2.492 per Dekatherm
 - Williams/Transco Open Season: preliminary agreement has been executed and delivered
 - Patriots Energy Group Pre-Pay: closing is set for late September; savings should be approximately \$0.52 per Dth
- Gas Operations
 - Key Indicators
 - 10,673 feet of new gas main lines installed in August 2023
 - 62,598 feet installed Y-T-D
 - 3,387 feet of new service lines (53) installed in August 2023
 - 28,491 feet (543) installed Y-T-D
 - System Improvement Projects:
 - Installation of 1,750 feet of 6" plastic pipe behind the H.B. Fuller plant
 - Contractor has started the job, which is currently about 75% completed
 - Estimated to be in service by the end of September
 - Durbin Creek Crossing at Jones Mill Road
 - Project has been sent out to bid with bids being opened on September 15
 - Line should be in service by December 1st
 - Replace Regulator Station at corner of N. Main & Bryson Drive
 - The station has been fabricated and delivered
 - Projected to have the new station in service by November 1st

Planning & Development

- Building & Codes
 - August 2023
 - 47 permits issued with a total valuation of \$7,224,123
 - 549 inspections
 - 36 residential plan reviews; 3 commercial plan reviews
 - 29 certificates of occupancy issued
- Comprehensive Plan (INNvision) update
 - Draft elements of the plan were presented to the Steering Committee on August 31 for initial feedback/review
 - A complete draft of the plan is expected to be received in late September

Police

- Greenville County Law Enforcement Appreciation Day on September 15
- Walk for Domestic Violence Awareness on October 7 at 9:00 a.m.
- Key Indicators
 - 1,249 calls for service in August 2023
 - 985 in August 2022
 - 111 citations and 129 warnings in August 2023
 - 88 citations and 65 warnings in August 2022
 - 24 collisions in August 2023
 - 38 in August 2022

Recreation

- Miracle League (Miracle Mondays) begins on September 18

Chamber of Commerce

- 40th Annual Aunt Het Fall Festival on October 7
- Clay Shoot fundraising event on November 3 at The Clinton House
- Christmas Parade on December 6

Younts Center

- Rev Nation's Motown Special
 - September 16 at 7:30 p.m.
- Disney's Beauty and the Beast, Jr.
 - November 10-18
- Finally, It's Christmas!
 - 7:30 p.m. showings on December 1-2 & 7-9
 - 3:00 p.m. showings on December 2-3 & December 9
- The Gullah Singers: A Hallelujah Christmas
 - December 10 at 3:00 p.m.
- Fountain Inn Chorale: Home for the Holidays
 - December 15 at 7:30 p.m. & December 17 at 3:00 p.m.
- The Stage Academy: The Nutcracker
 - December 21-23

History Museum

- Drawing Laughter: An Aunt Het Exhibition
 - September 5 – October 13

September 2023 Council Report

Website by the Numbers



Sessions

14K



Top Metrics

11K Users

51.2% Bounce Rate

00:00:28 Average
Session Duration

Social Connection Year to Date

Impressions

1,883,503



Engagements

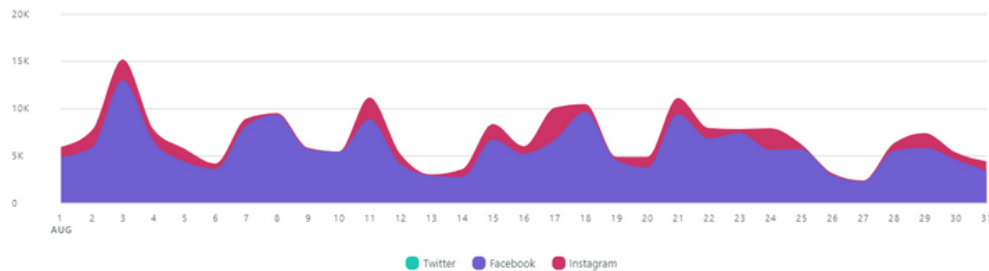
150,698



Impressions

How many times your content was seen across networks during the reporting period.

Impressions, by Day

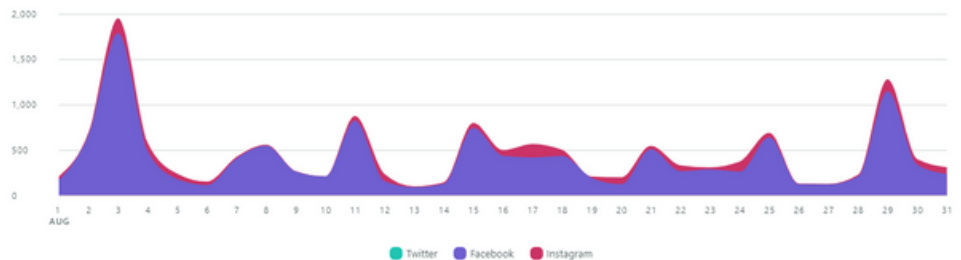


Engagement Metrics

Engagement

How many people are engaging with your posts during the reporting period.

Engagements, by Day



August Numbers



Impressions

212,686



Engagements

14,074



Post Clicks

423



Fountain Inn in the News

- New police chief appointed for Fountain Inn | Fox Carolina | www.foxcarolina.com
- A Day In Fountain Inn | Kidding Around Greenville | www.kiddingaroundgreenville.com
- The Farehouse to open in former J Peters space in Fountain Inn | Upstate Business Journal | www.upstatebusinessjournal.com

Downtown in August



Visits

#88.6K

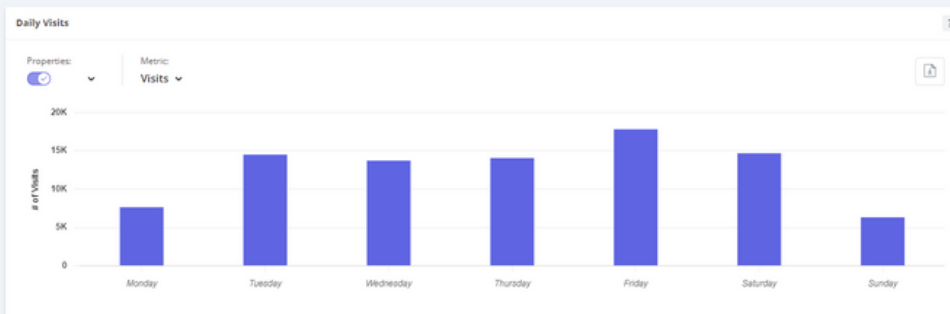
Visitors

#51.8K

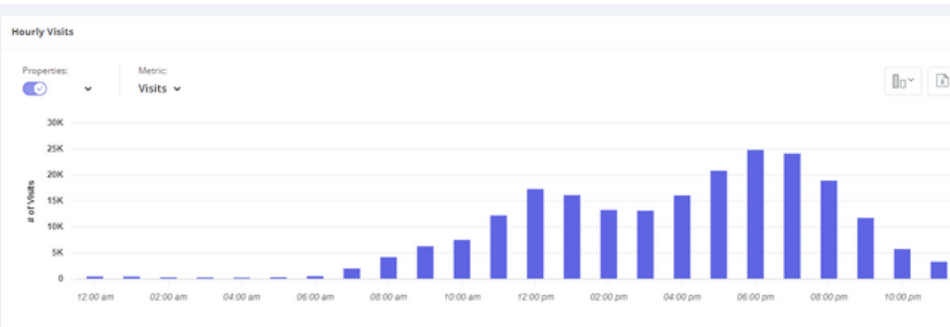
Visit Frequency 1.71

Visitor Information

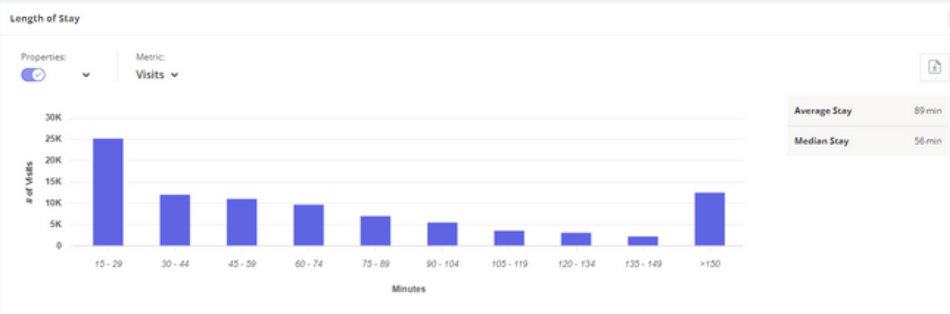
Daily Visits



Hourly Visits



Length of Stay



Visit Trend



In 2023

Visits

#657.4k

Visitors

#171.6k

Average

Dwell Time

86 Min

Visit

Frequency

3.83 visits

Events

Past Events

- Mac Arnold Cornbread & Collard Greens Blues Festival- 6,500 Attendance
- Italian American Heritage Festival - 9,000 Attendance
- Juneteenth Soul Food Festival - 5,500 attendance
- Fireworks Spectacular - 7,700 attendance
- Sounds of Summer - 20,100 total attendance

Upcoming Events

- **Farmers Market Extension**
 - August 5th to September 16th
 - Farms Only (Produce, Meat, Honey, etc.)
- **40th Annual Aunt Het Festival**
 - October 7th | 9AM to 5PM
- **Pynkalycious**
 - October 14th | 9AM to 12:30PM
 - Starting at Younts Center
- **Jeepers Creepers Cruise INN**
 - October 28th | 6 - 9PM
 - Band contracted
 - Announcement/Social Campaign in August

Main Street Buildings in Façade Grant Program Awarded and Approved

9

1. Swanky Steer
2. Voodoo Brewing
3. Bundle of Joy
4. Longevity Pilates
5. Earthwise
6. Back Door Gallery
7. Outdoor Properties
(RE/MAX Building)
8. Gio's
9. 200 S Main Street
(Venus Poe)

Facade Grant Update



Before



After



Downtown Investment 2023

\$4,980,407

**Now Accepting Grant Applications
for the 23-24 Fiscal year**

2023/2024 Goals

General

- Refresh all website pages
- Increase social media engagement by 20%
- Acquire .com, myfountaininn.com
- Work with Younts Center for Programming
- Create a Business Start-up Guide

Events

- Update Vendor applications
- Consolidate event footprint
- Investigate alternative Carriage Route
- Sell carriages by row/carriage rather than by the seat

Website

- Increase organic growth by 10%
- Increase data collection by 10%
- Establish Consistent navigation

Main Street

- Complete Trade St Improvements
- Research mural/signage
- Create a new social media campaign for MSFI by September 1
- Expand grants where appropriate

FIRE – FIRE DEPARTMENT SUMMARY

Summary of Monthly Events

- 217 calls for August
- Multiple trainings and community events completed
- 24.88% overlapping calls (27.71% YTD)
- New uniforms have been ordered and are about 2-3 weeks out
- Offer has been made and accepted for the open firefighter position
- Members attended the annual Table Rock training with South Carolina Task Force 1

DEPARTMENT HIGHLIGHTS

Current Projects

- Design of Training Facility is underway
- Station 3 plans are beginning
- FF Moultrie is working on updating our Community Risk Reduction program and planning for an open house is underway. Oct 14th.
- Multiple plan reviews and building surveys are being completed
- New training plan is being developed
- New training props are being purchased and designed
- Working with Greenville County Emergency Management on Project Partnership

Upcoming

- Hydrant Maintenance and Annual Inspections continue
- Multiple members signed up for training events



City of Fountain Inn - Human Resources Monthly Report - August 2023

Home Department**	July Headcount	August Hires / Transfers In	August Terms	August Transfers Out	August Headcount	DIVERSITY					
						Asian	Black or African American	Hispanic or Latino	White	Pacific Islander	One or More
000411 / Administration	2	0	0	0	2	0	0	0	2	0	0
000412 / Judicial	5	1	1	0	5	0	0	0	4	1	0
000413 / Council	8	0	0	0	8	0	0	1	7	0	0
000414 / Special Events	6	0	0	0	6	0	0	0	6	0	0
000416 / Finance	5	0	0	0	5	0	1	0	4	0	0
000417 / Human Resources	2	0	0	0	2	0	0	1	1	0	0
000421 / Police	38	2	0	1	39	0	4	2	32	0	1
000422 / Fire	29	0	0	0	29	0	2	0	27	0	0
000424 / Public Works	2	0	0	0	2	0	1	0	1	0	0
000425 / Planning & Development	3	0	0	0	3	0	0	0	3	0	0
000431 / Streets & Grounds	6	1	0	0	7	0	2	0	5	0	0
000432 / Sanitation	8	1	0	0	9	0	2	0	7	0	0
000434 / Sewer	4	0	0	0	4	0	0	0	4	0	0
000451 / Recreation	48	0	0	0	48	0	12	0	36	0	0
000453 / Facilities Maintenance	1	1	0	0	2	0	0	1	1	0	0
000510 / Gas Billing	5	0	0	0	5	0	1	0	4	0	0
000510 / Gas Field	17	0	0	0	17	0	0	1	16	0	0
Totals:	189	6	1	1	193	0	25	6	160	1	1

**Based on Home Departments

FULL TIME 142 / PART TIME 51

Recruitment Status - AS OF 9/7/23

411 Finance: Accounting Manager (1) Vacancy; (currently filled by a temporary employee)

421 Police: Patrol Officer (3) Vacancies; interviews & screenings in process

** (1) Vacancy; **OFFER ACCEPTED - START DATE 9/18/23**

421/422 Dispatch: Dispatcher (1) Vacancy; 1 candidate in process

** (2) Vacancies; **OFFERS ACCEPTED - START DATES 9/11 & 9/18**

422 Fire: Firefighter (1) Vacancy; **OFFER ACCEPTED - screenings processing**

422 Fire: Part-Time Firefighter (3) Vacancies; applications under review

424 Public Works: Public Works Director (1) Vacancy; **OFFER ACCEPTED - START DATE 9/18/23**

434 Sewer: Sewer/Stormwater Technician (1) Vacancy; applications under review

** (1) Vacancy; **OFFER ACCEPTED - START DATE 9/5/23**

451 Recreation: Recreation Director (1) Vacancy; **OFFER ACCEPTED - START DATE 9/25/23**

451 Recreation: Part-time City Activity Support Staff & Officials; (continuous recruiting)

510 Gas: Warehouse Coordinator (1) Vacancy; applications under review

510 Gas: Gas Technician I (1) Vacancy; applications under review

AUGUST HIRES:

Name	Department	Title
Fortenberry, Patrick Neil	000421	Police Chief
Leonard, Elaina Christine	000421	Police/Fire Dispatcher
Phillips, Jason Linn	000431	Maintenance Worker I - Streets & Grounds
Belasco, Jared A.	000432	Public Works Driver CDL
Sanchez, Jose Esteban	000453	Facilities Maintenance Worker I

GAS SUPPLY

- Gas volume moved through our system: **42,429 Dths** for the month of August.
- Gas consumption for August was down 3.8% from last August, but up over 2.59% from the August 3-year average.
- The price of natural gas for the month of September settled at \$2.556 per Dekatherm. This represents an increase of \$0.06 from August's price of \$2.492 per Dekatherm. Please keep in mind this represents the commodity price only, there are other factors that impact the final "Cost of Gas" which is used in FING's monthly billing calculations.
- Williams/Transco Open season update: the preliminary agreement was signed and delivered to Williams; we are now waiting on them for further instructions/updates.
- Patriot Energy Group Pre-Pay: the savings should be around \$0.52 per Dth. Looks like closing will late-September.

GAS OPERATIONS

- The 3 system improvements listed below are in progress as follows:
 - Install 1,750 of 6" plastic pipe behind the H.B. Fuller plant.
 - FING's contractor has started the job and it's about 75% completed, should be in service at the end of September.
 - Directional bore Durbin Creek at Jones Mill Rd. to loop the North end of our system.
 - Heath and Associates has sent the invitation for bid, and the project was advertised as required. Bids will be opened on September 15th, and we are on track to have the line in service by December 1st, 2023.
 - Replace the regulator station at the corner of North Main and Bryson Rd.
 - The station has been fabricated and delivered to FING. As soon as the 6" plastic job mentioned above is in service, we will start. We are planning to have the new station in service by November 1st.
- FING obsolete meter replacement program of several hundred meters is well on its way.
 - In August we replaced 121 meters.
 - To date we have replaced 483 meters.
- The Office of Regulatory Staff has concluded its Comprehensive Field Operations audit of the gas department. **I'm pleased to report we had a clean audit.**

This major audit is conducted every 5 years and covers all aspect of field operations; some of the records they reviewed:

- Operation and Maintenance Manual
- Operations Procedures Manual
- Relief Valves capacity calculations
- All paperwork related to:

- Valve and critical valve inspections
- OQ records
- Inactive services
- Leak surveys
- Leak repairs
- Corrosion records
- Pipe visual inspection records
- Main and services testing records

After the records were reviewed, the auditors spent a day in the field with gas employees looking at:

- Valves
- Cathodic tests points
- Inactive services
- Regulator station security

This was the last audit for 2023; auditors will come next year to do an audit of our Drug Plan.

- Employee training: two field employees attended a comprehensive 3-day leak investigation. The training had both classroom time and hands-on field work.
- All FING's vehicles have been equipped with maintenance tracking devices to better help with vehicle maintenance and cost savings.

GAS PRICES

August gas prices were not reported.

KEY INDICATORS

PERFORMANCE INDICATORS	CURRENT	Y-T-D
NEW MAIN LINES INSTALLED	10,673 ft.	62,598 ft.
NEW SERVICE LINES INSTALLED	53 SL; 3,387 ft.	543 SL; 28,491 ft.

PLANNING & ZONING DIVISION ACTIVITY

Comprehensive Plan Project Update

During August, the Comprehensive Plan Team drafted elements of the plan. These drafts were presented to the Steering Committee on August 31st for initial feedback. A complete draft of the Comprehensive Plan, incorporating comments from the Steering Committee, is expected in September.

BOARDS AND COMMISSION

Planning Commission

The Fountain Inn Planning Commission September meeting included one final development plan, one rezoning request, and two preliminary plans.

PF-2023-002

Request: Final Development Plan for Barton Hollow
TMS: 0562010102801, 0562010102822, 0562010102815,
0562010102823, 0562010102820, and 0562010102800
Location: Highway 418 and Greenpond Road
Zoning: PD, Planned Development District

PZ-2023-012

Request: Rezoning for Woodside Village
TMS: 0345000100602
Location: Fairview St and Diamond Tip Blvd
Current Zoning: PD, Planned Development District
Requested Zoning: PD-MC, Planned Development District – Major Change

PP-2023-002

Request: Preliminary Plan Approval for Dylan Roberts
TMS: 0556010100400
Location: Hellams Street
Zoning: R-12, Residential District

PP-2023-003

Request: Preliminary Plan Approval for Fountainside Trail
TMS: 0354000100300, 0354000100309
Location: Speedway Drive
Zoning: FRD, Flexible Review District



Board of Zoning Appeals

The regularly scheduled meeting will be on September 18th. There is one case of new business on the docket.

PB-2023-006

Request:	Variance Request for Setbacks
TMS:	0356000500900
Location:	406 North Weston Street
Zoning:	R-15, Residential District

BUILDING AND CODES DIVISION

INSPECTIONS	AUGUST	JULY	LAST YEAR
ALL CONSTRUCTION	549	610	x
REINSPECTIONS	28	35	x
SAFETY INSPECTIONS	0	0	x
COMPLAINT INSPECTIONS	0	1	x
TOTAL INSPECTIONS	549	610	x
PERMITS			
PERMITS ISSUED	47	71	x
NEW SINGLE FAMILY	20	17	x
NEW MULTI-FAMILY (UNITS)	0	0	x
NEW COMMERCIAL	0	0	x
CERTIFICATES OF OCCUPANCY -ISSUED	29	57	x
REMODEL/ADD. RESIDENTIAL	4	2	x
REMODEL/ADD. COMMERCIAL	3	1	x
SIGN/ROOFING/SOLAR/MISC TRADE	19	26	x
PLAN REVIEWS			
COMMERCIAL PLAN REVIEWS	3	3	x
RESIDENTIAL PLAN REVIEWS	36	27	x

CODE COMPLIANCE

BUILDING CODE COMPLAINTS	AUGUST	JULY	LAST YEAR
OPEN COMPLAINTS	3	3	x
PENDING INSPECTION	9	11	x
RESOLVED COMPLAINTS	10	8	x
PENDING COURT	1	1	x
TOTAL COMPLAINTS (*DOES NOT INCLUDE COMPLAINTS PENDING COURT)	22	22	x
ACTIVE COMPLAINTS BY TYPE			
BUILDING – UNSAFE CONDITIONS	0	0	x
PROPERTY MAINTENANCE	18	15	x
VEHICLES/OTHER	4	7	x

DEPARTMENT HIGHLIGHTS

Financial Summary

FINANCIAL STATISTICS	AUGUST	JULY	LAST YEAR
TOTAL VALUATION	\$7,224,123	\$5,717,657	x
TOTAL PERMIT FEES	\$40,300	\$39,566	x
TOTAL PLAN REVIEW REVENUE	\$20,723	\$20,698	x

Current Projects

- Comprehensive Plan Update – Project Manager: Lisa Mann, Planning and Development Manager
- Planning Process Audit – Project Manager: Kendig Keast Collaborative
- Permitting Process Audit – Project Manager: SafeBuilt



Police Department *August 2023 Monthly Report*



National Night Out August 1, 2023





Chief Fortenberry Swearing-In



Meet and Greet



Upcoming Events



Greenville County Law Enforcement
Appreciation Day
September 15, 2023

Walk for Domestic Violence Awareness

Fountain Inn Police Department

October 7th | 9 am

200 N Main St. Fountain Inn





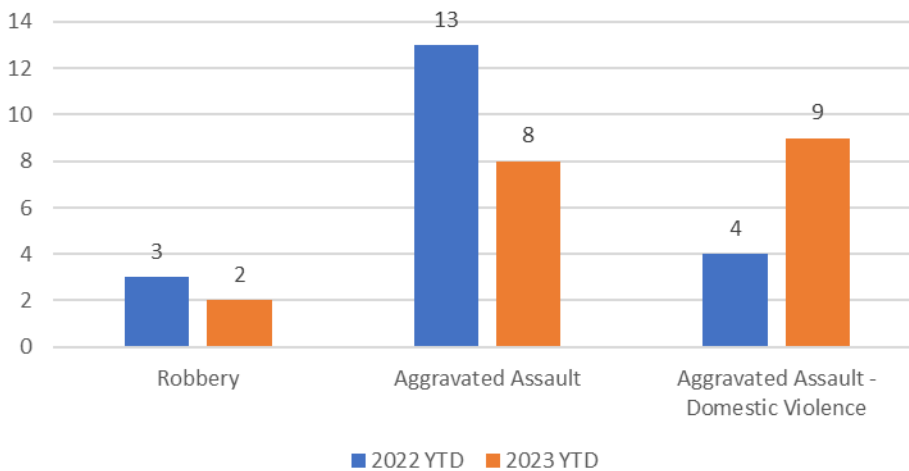
Violent Crime

Crime Type	August 2022	August 2023	% Change	2022 YTD	2023 YTD	% Change	YTD Cases Cleared	% Cleared
Robbery	0	0	0.00%	3	2	-33.3%	1	50.0%
Aggravated Assault	2	1	-50.0%	13	8	-38.5%	5	62.5%
Aggravated Assault - Domestic Violence	1	0	-100.0%	4	9	125.0%	9	100.0%

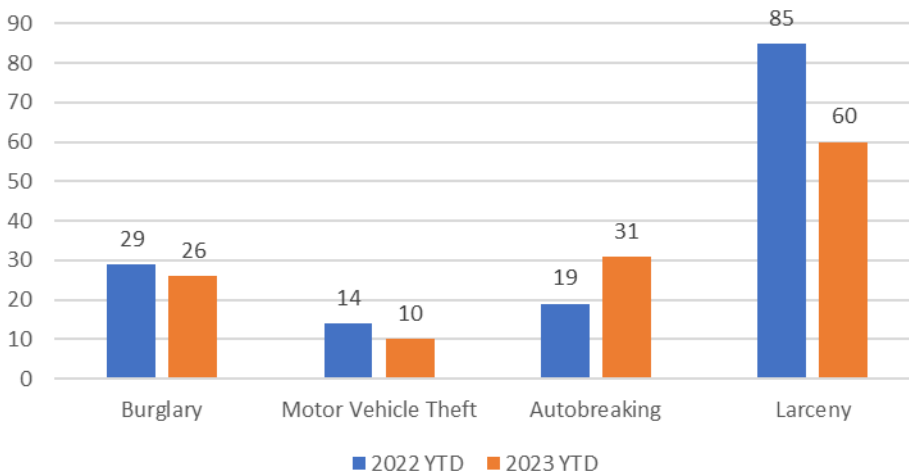
Property Crime

Crime Type	August 2022	August 2023	% Change	2022 YTD	2023 YTD	% Change	YTD Cases Cleared	% Cleared
Burglary	10	0	-100.0%	29	26	-10.3%	3	11.5%
Motor Vehicle Theft	2	3	50.0%	14	10	-28.6%	3	30.0%
Autobreaking	1	1	0.0%	19	31	63.2%	4	12.9%
Larceny	15	9	-40.0%	86	60	-30.2%	8	13.3%

Violent Crime YTD Comparison



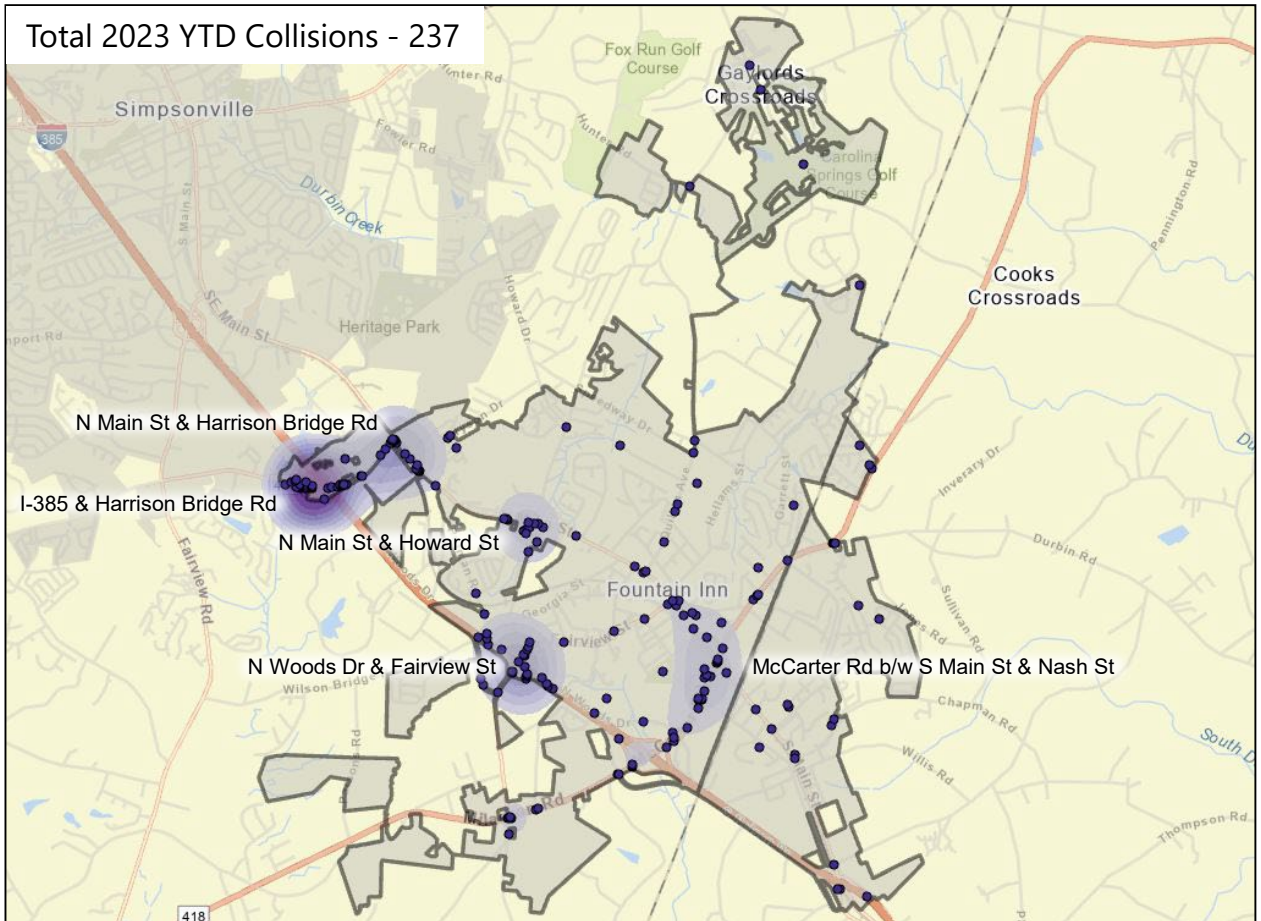
Property Crime YTD Comparison



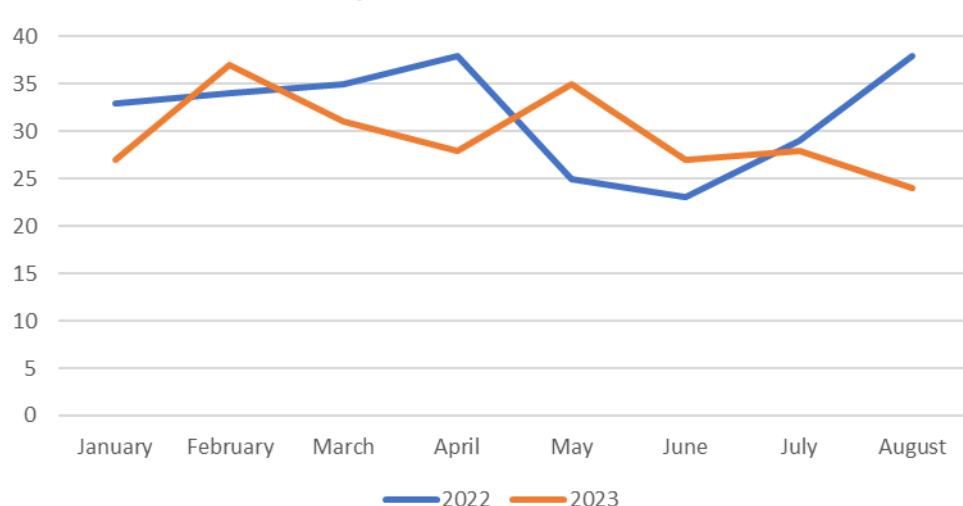


Count	August 2022	August 2023	% Change	2022 YTD	2023 YTD	% Change
Collisions	38	24	-36.8%	255	237	-7.1%

Total 2023 YTD Collisions - 237



Collisions by Month - 2022 YTD/2023 YTD





Collisions by Hour and Day of Week - 2023 YTD								
Hour Range	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Grand Total
0000-0059							1	1
0100-0159	1	1		1				3
0200-0259							1	1
0300-0359	1							1
0500-0559		1	1	1				3
0600-0659		1	3	1	1	2		8
0700-0759	1	1	6	1	7	3	1	20
0800-0859		4	5	3	2	1		15
0900-0959	2	1		2	1	3		9
1000-1059	3	1		2		2		8
1100-1159	1					3	3	7
1200-1259	3	1		2	1	2		9
1300-1359	3	1	1	2	3	1	1	12
1400-1459	2	1	1	2	5	4	2	17
1500-1559	1	4	5	6	3	4	3	26
1600-1659	4	3	6	3	7	6		29
1700-1759	2	3	6	5	5	3	1	25
1800-1859	1	4	1	4	3	2		15
1900-1959	3		3	2		2	1	11
2000-2059					1	1	1	3
2100-2159	1		1	2	1			5
2200-2259		1	1	1	2	1		6
2300-2359	2						1	3
Grand Total	31	28	40	40	42	40	16	237

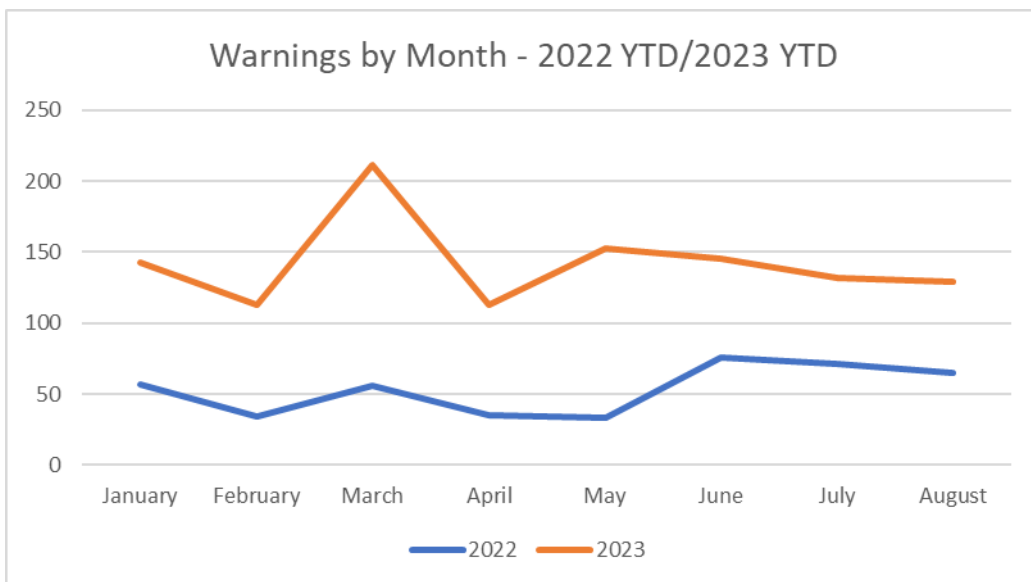
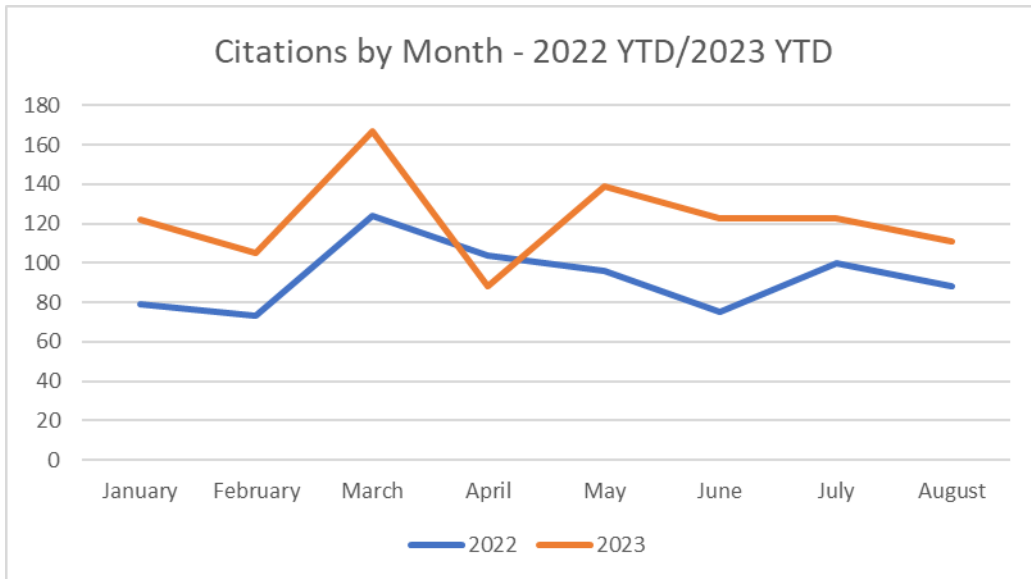
Top Contributing Factors	August 2023
Failed to Yield Right of Way	6
Followed Too Closely	4
Improper Lane Usage / Change	4
Driving Too Fast for Conditions	3

Top Contributing Factors	2023 YTD
Failed to Yield Right of Way	58
Followed Too Closely	40
Driving Too Fast for Conditions	36



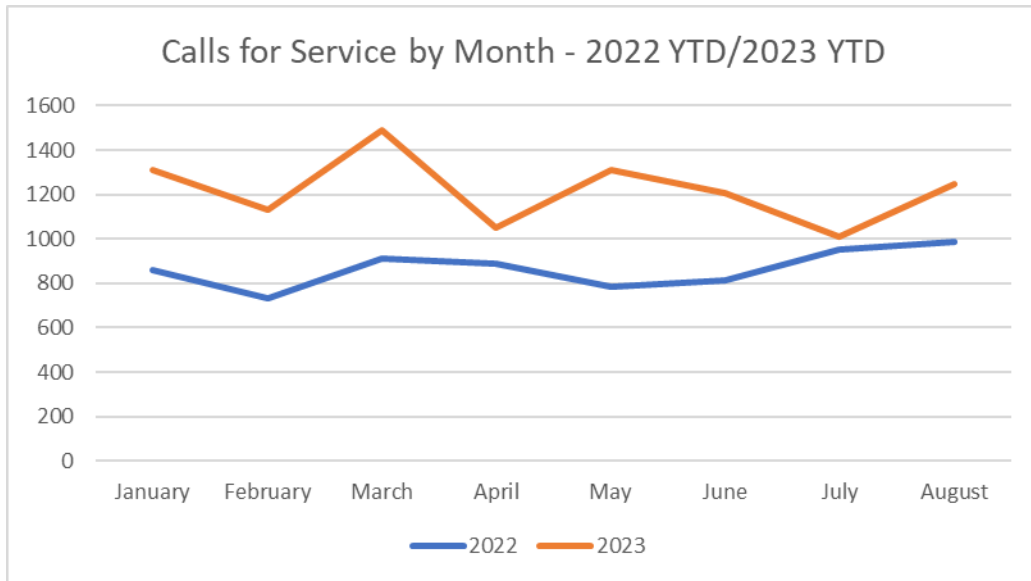
Citation/Warning Statistics

Contact Type	August 2022	August 2023	% Change	2022 YTD	2023 YTD	% Change
Citations	88	111	26.1%	739	978	32.3%
Warnings	65	129	98.5%	427	1,139	166.7%





Count	August 2022	August 2023	% Change	2022 YTD	2023 YTD	% Change
Calls for Service	985	1,249	26.8%	6,923	9,754	40.9%



Public Works – August 2023 Council Report

Work Orders

PERFORMANCE INDICATORS	CURRENT	Y-T-D	PRIOR YEAR
Animal Control	2	18	16
Facilities Maintenance	12	94	88
Sanitation	54	409	336
Streets and Grounds	4	83	53
Utilities	5	71	22

DEPARTMENT HIGHLIGHTS

Current Projects

- **Interstate Signage.** Working through permitting and finalizing the surveys for the project. Hope to be moving dirt in October 23.
- **Main Street, Street Scape.** Have received cost estimates and designs from COTRANSCO. Estimated prices were \$6,819,294. We are currently over budget by \$4,319,294. Requesting 2 million from GLDTC at the Thursday, 28 September 23 meeting. Will reduce scope of Street Scape to get within our budget.
- **Woodside Street Scape.** Project will be let by SCDOT in October 23.
- **Woodside Park Connector.** Project will be let by SCDOT in October 23.
- **Emanuel Sullivan ADA Bathroom.** Construction is almost completed, final inspection is scheduled for the week of 11 September 2023.
- **Durbin Creek Sewer Rehabilitation.** Finalized the SRF loan paperwork and project is currently out for bid. Had pre-bid meeting on Wednesday, 6 September 23. Bids for project will close on Thursday, 21 September 23.
- **Parking Lot Revitalization Project.** Finalizing the designs for the Splash pad, Finance, and VooDoo parking lots. Hope to have RFP released in October 23.
- **Stormwater Model.** Have identified several areas in the city that have experienced flooding during major rain events. Still taking surveys in the problem areas and starting the models to address some of the issues.



REQUEST FOR COUNCIL ACTION
City of Fountain Inn, South Carolina

September 14, 2023

To: Mayor and Members of City Council
From: Shawn M. Bell, City Administrator

Regular City Council Meeting

☐ Ordinance/First Reading ☒ Ordinance/Second Reading ☐ Resolution/First & Final Reading

Agenda Date Requested:

September 14, 2023

Ordinance/Resolution Caption:

Amending Article 5, District Regulations, Section 5:8, I-1, Industrial District, 5:8.2 Uses Permitted of Appendix A (Zoning) of the City Code of Ordinances.

Summary Background:

This is a text amendment to the Fountain Inn Zoning Ordinance Amending Section 5:8, I-1 Industrial District to allow a utilities substation by right in the I-1 District and eliminate the need for applicants to receive approval for a Use by Special Exception from the Board of Zoning Appeals.

This text amendment request went as a Resolution before City Council on June 8, 2023. There was a Public Hearing at Planning Commission on August 3, 2023. This will be followed by a First Reading before City Council on August 10, 2023.

The following change to *Article 5, District Regulations, Section 5:8, I-1, Industrial District, 5:8.2 Uses Permitted* is proposed:

1. Add the following language: “Utilities substation and other similar public service uses”.

Impact If Denied:

If denied, there will be no update to the Zoning Ordinance.

Impact If Approved:

If approved, the Zoning Ordinance will be updated to reflect the information above.

Financial Impact:

N/A

**CITY OF FOUNTAIN INN, SOUTH CAROLINA
ORDINANCE Z 2023-6**

**AMENDING SECTION 5:8.2, RELATED TO THE PERMITTED USES IN
AN INDUSTRIAL DISTRICT, OF APPENDIX A (ZONING) OF THE
CODE OF ORDINANCES OF THE CITY OF FOUNTAIN INN, SOUTH
CAROLINA, 1992, AS AMENDED (“CODE”).**

WHEREAS, the City Council (“Council”) of the City of Fountain Inn (“City”) finds:

(a) The Council is authorized and empowered to provide for its internal operation according to South Carolina Constitution Article VIII, section 17, and the Home Rule Act of 1975;

(b) Section 5:8.2, related to the permitted uses in an Industrial District, of Appendix A of the City Code provides, among other things, a mechanism through which the Council addresses a petition against a proposed zoning change; and

(c) The Council desires to clarify certain aspects of Council’s procedure for addressing such a petition.

NOW, THEREFORE, the Council ordains:

1. Amendment. Section 5:8.2 of Appendix A of the Code is amended with such items underlined being added to and such items stricken through being removed from, as follows:

5:8.2. Uses Permitted.

Apparel manufacturing

Automobile and truck repair and rebuilding shop

Bottling plant

Building contractor and related activities

Building materials, sales, and storage

Chemicals and allied products manufacturing

Electrical components manufacturing

Fabricated metal products manufacturing

Farm implement and machinery sales and storage

Feed and seed sales and storage

Food processing

Household and industrial cleaning products manufacturing

Laundry and cleaning plant

Lumber yard

Milk processing

Paper and allied products manufacturing

Petroleum refining and related industries

Plastic products manufacturing

Primary metal industries

Printing and allied industries

Signs, subject to the provisions of Article 6

Stone, clay, and glass products manufacturing

Temporary building which is incidental to the construction of buildings permitted in the district and which shall be removed when work is completed

Textile mill

Tire recapping and retreading plant

Truck terminal

Wholesale and warehousing

Utilities substation and other similar public service uses

Other uses which are considered to be compatible with the aforementioned uses

2. Codification. The City shall codify the contents of this Ordinance, online as soon as practicable and in print as part of the City's next, regular, re-codification of the City Code as and if next codified.

3. Reservation to City. The City reserves the right to repeal or amend this Ordinance, at any time, from time to time, as often as the City, in its sole discretion, deems appropriate.

4. Severability. If any part of this Ordinance is unenforceable for any reason, then the remainder of this Ordinance remains in full force and effect.

5. Pending Ordinance Doctrine; Effective Date. The "Pending Ordinance Doctrine," as described and applied by the South Carolina Supreme Court in *Sherman vs. Reavis*, 273 S.C. 542, 257 S.E.2d 735 (1979), and as adopted and applied by South Carolina courts in other decisions, is adopted and declared to be in full force and effect in the City with respect to application of any City planning, zoning, and development matters, including the matters contained in this Ordinance. As a result, this Ordinance shall be deemed to be applicable at and after first reading.

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CITY OF FOUNTAIN INN, SOUTH CAROLINA

George Patrick McLeer, Jr., Mayor

[CITY SEAL]

ATTEST:

Elizabeth Adams, City Clerk

APPROVED AS TO FORM:

Michael E. Kozlarek, Esq.
King Kozlarek Law LLC

First Reading:	August 10, 2023
Second Reading / Final Approval:	September 14, 2023

**CITY OF FOUNTAIN INN, SOUTH CAROLINA
ORDINANCE 2023-10**

**TO REPEAL AND REPLACE ORDINANCE 2023-8, TO PROVIDE FOR
THE SPECIAL PROPERTY TAX ASSESSMENT AUTHORIZED BY
SOUTH CAROLINA CODE ANNOTATED SECTION 5-21-140; AND
OTHER RELATED MATTERS.**

WHEREAS, the City Council (“Council”) of the City of Fountain Inn (“City”) finds:

(a) South Carolina Code Annotated section 5-21-140 (“Municipal Bailey Bill”) provides that municipalities may, by ordinance, grant special property tax assessments to real property which qualifies according to Municipal Bailey Bill, as more fully described in South Carolina Code Annotated section 4-9-195;

(b) Greenville County, South Carolina (“Greenville”), by and through Chapter 7, Article I, section 7-13 of the Greenville County Code of Ordinances (with any amended or successor provision(s), collectively, “Greenville Bailey Bill”);

(c) The City previously enacted Ordinance 2023-8, providing for such special property tax assessments; and

(d) The City desires to repeal Ordinance 2023-8 and the related codification of Section 18-7 of “The Code of Ordinances of the City of Fountain Inn, South Carolina, 1992” (“City Code”) and replace Ordinance 2023-8 with this Ordinance and Section 18-7 of the City Code with a revised Section 18-7 as contained in this Ordinance;

NOW, THEREFORE, the Council ordains:

1. Enactment. The City enacts Section 18-7 of the City Code as everything between the “*” as provided in this Ordinance.

Sec. 18-7. Enactment of Municipal Bailey Bill.

(a) The City authorizes the Municipal Bailey Bill as part of the Code of Ordinances of the City of Fountain Inn.

(b) For all property located in the City and in either Greenville or Laurens County, the City adopts the provisions of the Greenville Bailey Bill, except for the provisions related to the “Reviewing Authority” as that term is defined in South Carolina Code Annotated section 4-9-195(B)(7), made applicable to the City according to Municipal Bailey Bill.

(c) For purposes of designating the Reviewing Authority, the City designates the South Carolina Department of Archives and History, provided, however, no separate application to the Department of Archives and History is required for any property that receives preliminary and final approval for the federal income tax credit allowed pursuant to Section 47 of the Internal Revenue Code, or any successor provision, or the South Carolina income tax credit allowed pursuant to South Carolina Code Annotated section 12-6-3535, or any successor provision.

(d) In addition to the requirements set forth in subitem (b), above, at the time at which the applicant seeks certification for the property, the property must be zoned one of the following: OD, C-1, C-2, S-1, PD, POD, NC, or FRD.

2. Codification. The City shall codify the contents of this Ordinance, online as soon as practicable and in print as part of the City's next, regular, re-codification as part of Chapter 18, section 18-7, or as otherwise appropriately numbered, of the City Code, as and if next codified.

3. Reservation of Code Sections. Any unused sections of the City Code shall remain reserved for future use.

4. Reservation to City. The City reserves the right to repeal or amend this Ordinance, at any time, from time to time, as often as the City, in its sole discretion, deems appropriate.

5. Severability. If any part of this Ordinance is unenforceable for any reason, then the remainder of this Ordinance remains in full force and effect.

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CITY OF FOUNTAIN INN, SOUTH CAROLINA

George Patrick McLeer, Jr., Mayor

[CITY SEAL]

ATTEST:

Elizabeth Adams, City Clerk

APPROVED AS TO FORM:

Michael E. Kozlarek, Esq.
King Kozlarek Law LLC

First Reading: September 14, 2023
Second Reading / Final Approval: October 12, 2023

**CITY OF FOUNTAIN INN, SOUTH CAROLINA
ORDINANCE 2023-011**

AMENDING ARTICLE 11, SPECIFICALLY SECTION 11:3 OF APPENDIX A (ZONING) OF THE CITY CODE OF ORDINANCES OF THE CITY OF FOUNTAIN INN, SOUTH CAROLINA, 1992, AS AMENDED (“CITY CODE”) REGARDING THE PLANNING COMMISSION; AND INVOKING PENDING ORDINANCE DOCTRINE.

WHEREAS, the City Council (“Council”) of the City of Fountain Inn (“City”) finds:

(a) The Council is authorized and empowered to provide for its internal operation according to South Carolina Constitution Article VIII, section 17, and the Home Rule Act of 1975;

(b) South Carolina Code Annotated Title 6, Chapter 29, Article 1, section 310, through and including section 380, provide for the creation, and governance, of a planning commission;

WHEREAS, the Article 11, specifically Section 11:3 of Appendix A (Zoning) of “The Code of Ordinances of the City of Fountain Inn, South Carolina, 1992” (“City Code”), provides for the composition of the Planning Commission; and

(c) The Council desires to clarify and amend certain aspects of the Planning Commission;

NOW, THEREFORE, the Council ordains:

1. Amendment.

(a) Section 11:3 (Composition of a Planning Commission) of Appendix A (Zoning) of the City Code is amended by striking all of Section 11:3 (Composition of a Planning Commission) and inserting therein the following:

Section 11:3. – Composition of a Planning Commission.

The Planning Commission shall be composed of seven commission members, a majority of which constitutes a quorum. Each member of the City Council is entitled to nominate one Commission member and the Mayor is entitled to nominate one Commission member from the City at large. The Councilmember’s nomination shall not require a second. Appointments after nomination shall be by simple majority vote of the members of the City Council. Each appointment shall be for a term of four years; provided, however, appointments are staggered: the Commission members from Wards 1, 3, and 5 shall be appointed for terms beginning contemporaneously, and the Commission members from Wards 2, 4, 6, and the Mayor shall be appointed for terms beginning contemporaneously. Commission members may not serve more than two consecutive terms; however, service by any Commission member of any partial term shall not be applied to such limitation. Notwithstanding the foregoing, all Commission members shall continue to serve until their successors are qualified and appointed.

A member of the City Council may nominate for membership to the Commission only individuals who are residents of the Ward represented by that Councilmember. The Mayor’s nominee shall be a resident of the City. Should any nominee of any member of the City Council fail to receive a majority vote of the members of the City Council, then the City Council member shall submit a new nominee for the consideration of City Council.

A vacancy in the membership of the Commission must be filled for the unexpired term in the same manner as the initial appointment. The City Council may remove any member of the commission. The City Council shall determine the amount of compensation, if any, to be paid to the members of the Commission. None of the Commission member shall hold any other public office or position in the municipality or county.

2. Transition Provisions. For the terms of the initial members of the Planning Commission following the enactment of this Ordinance, for any member of the Planning Commission who resides in, or was nominated by, a member of the City Council representing Wards 2, 4, 6, or the Mayor, their term shall commence January 1, 2024, and expire December 31, 2026, which shall be considered a partial term for the purpose of the limitation on successive terms. For any members of the Planning Commission who resides in, or was nominated by, a member of the City Council representing Wards 1, 3, and 5, their term shall commence on January 1, 2024, and shall expire December 31, 2028, which shall constitute a full term for the purpose of the limitation on successive terms. Any member's current service on the Planning Commission as of the date of this Ordinance shall be considered a partial term for the purpose of the limitation on successive terms.

3. Codification. The amendment to the section of the City Code references in this Ordinance, including, for example, Article 11, section 11:3 of Appendix A (Zoning) shall be codified as part of each applicable section of the City Code of Ordinances of the City of Fountain Inn, South Carolina, 1992, as amended, or as otherwise provided as part of the City's next re-codification.

4. Severability. If any part of this Ordinances is unenforceable for any reason, then the remainder of this Ordinance remains in full force and effect.

5. Pending Ordinance Doctrine; Effective Date. The "Pending Ordinance Doctrine," as described and applied by the South Carolina Supreme Court in *Sherman vs. Reavis*, 273 S.C. 542, 257 S.E.2d 735 (1979), and as adopted and applied by South Carolina courts in other decisions, is adopted and declared to be in full force and effect in the City with respect to application of any City planning, zoning, and development matters, including the matters contained in this Ordinance. As a result, this Ordinance shall be deemed to be applicable at and after first reading.

6. Savings Clause. Any actions taken or authorized to be taken that have accrued under or pursuant to Article 11, specifically, section 11:3 of Appendix A (Zoning) prior to the first reading of this Ordinance are treated as remaining in full force and effect for the purpose of sustaining any pending or vested right, as of the first reading of this Ordinance, and for the enforcement of rights, duties, and liabilities as they stood under, and prior to, the first reading of this Ordinance.

7. Effective Date. Except as otherwise provided by Section 2 and Section 5 of this Ordinance, this Ordinance takes effect immediately at second reading.

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CITY OF FOUNTAIN INN, SOUTH CAROLINA

George Patrick McLeer, Jr., Mayor

[CITY SEAL]

ATTEST:

Elizabeth Adams, City Clerk

APPROVED AS TO FORM:

Michael E. Kozlarek, Esq.
King Kozlarek Law LLC

First Reading: September 14, 2023
Second Reading / Final Approval: October 12, 2023

**CITY OF FOUNTAIN INN, SOUTH CAROLINA
ORDINANCE 2023-012**

**AMENDING ARTICLE 11, SPECIFICALLY SECTION 11:7, THROUGH
AND INCLUDING SECTION 11:12, OF APPENDIX A (ZONING) OF
THE CITY CODE OF ORDINANCES OF THE CITY OF FOUNTAIN
INN, SOUTH CAROLINA, 1992, AS AMENDED (“CITY CODE”)
REGARDING THE BOARD OF ZONING APPEALS; AND INVOKING
PENDING ORDINANCE DOCTRINE.**

WHEREAS, the City Council (“Council”) of the City of Fountain Inn (“City”) finds:

(a) The Council is authorized and empowered to provide for its internal operation according to South Carolina Constitution Article VIII, section 17, and the Home Rule Act of 1975;

(b) South Carolina Code Annotated section 780, through and including section 860, provide for the creation, and governance, of a board of zoning appeals;

WHEREAS, the Article 11, specifically Section 11:7, through and including section 11:12 of Appendix A (Zoning) of “The Code of Ordinances of the City of Fountain Inn, South Carolina, 1992” (“City Code”), provides for the composition, powers, and other general rules governing the Zoning Board of Appeals; and

(c) The Council desires to clarify and amend certain aspects of Board of Zoning Appeals;

NOW, THEREFORE, the Council ordains:

1. Amendment.

(a) Section 11:7 (Appeals) of Appendix A (Zoning) of the City Code is amended with such items underlined being added to and such items stricken through being removed from, as follows:

Section 11:7. – Board of Zoning Appeals.

According to South Carolina Code Annotated section 6-29-780, there is created hereby a the Board of Zoning Appeals by the City of Fountain Inn. with jurisdiction of said board shall lie within the city limits of the City of Fountain Inn, as may be amended at any time, from time to time as such exist on the date of enactment of this Ordinance or as may become determined in the future.

(b) Section 11:8 (Fee) of Appendix A (Zoning) of the City Code is amended by striking all of Section 11:8 (Fee) and inserting therein the following:

Section 11:8. – Meetings; Notice; Records.

Public notice of all meetings of the Board of Zoning Appeals shall be provided by publication in a newspaper of general circulation in the City of Fountain Inn. In cases involving variances or special exceptions, conspicuous notice shall be posted on or adjacent to the property affected, with at least one such notice being visible from each public thoroughfare that abuts the property. The chair or, in the chair’s absence, the acting chair, may administer oaths and compel the attendance of witnesses by subpoena. The Board of Zoning Appeals shall keep minutes of its proceedings, showing the vote of each member on each question, or if a member is absent or fails to vote, indicating that fact, and shall keep records of the Board of Zoning Appeals’

examinations and other official actions, all of which must be immediately filed in the office of the Board of Zoning Appeals and must be a public record.

(c) Section 11:9 (Duties of Zoning Board of Appeals) of Appendix A (Zoning) of the City Code is amended with such items underlined being added to and such items stricken through being removed from, as follows:

Section 11:9. – Duties of Zoning Board of Appeals.

~~The activities of the Fountain Inn Zoning Board of Appeals~~ has the authority provided by, and shall be governed according to, South Carolina Code Annotated section 6-29-800, and section 6-29-810 and as otherwise provided by this Code in accord with S.C. Code § 6-29-790, and as governed by the procedures outlined in the Comprehensive Planning Guide for Local Governments. Any decisions of the board shall be in writing and in the form of an order signed by the chairman and secretary to the board. Furthermore, the powers of the board shall be in accord with S.C. Code § 6-29-800, which is specifically adopted by reference as authority within the Code of Ordinances for the City of Fountain Inn.

(d) Section 11:10 (Composition) of Appendix A of the City Code is amended by striking all of Section 11:10 (Composition) and inserting therein the following:

Section 11:10. – Composition.

The Board of Zoning Appeals shall be composed of seven board members, a majority of which constitutes a quorum. Each member of the City Council is entitled to nominate one board member and the Mayor is entitled to nominate one board member from the City at large. The Councilmember's nomination shall not require a second. Appointments after nomination shall be by simple majority vote of the members of the City Council. Each appointment shall be for a term of four years; provided, however, appointments are staggered: the board members from Wards 1, 3, and 5 shall be appointed for terms beginning contemporaneously, and the board members from Wards 2, 4, 6, and the Mayor shall be appointed for terms beginning contemporaneously. Board members may not serve more than two consecutive terms; however, service by any board member of any partial term shall not be applied to such limitation. Notwithstanding the foregoing, all board members shall continue to serve until their successors are qualified and appointed.

A member of the City Council may nominate for membership to the board only individuals who are residents of the Ward represented by that Councilmember. The Mayor's nominee shall be a resident of the City. Should any nominee of any member of the City Council fail to receive a majority vote of the members of the City Council, then the City Council member shall submit a new nominee for the consideration of City Council.

A vacancy in the membership of the board must be filled for the unexpired term in the same manner as the initial appointment. The City Council may remove any member of the board. The City Council shall determine the amount of compensation, if any, to be paid to the members of a board. None of the board members shall hold any other public office or position in the municipality or county.

(e) Section 11:11 (Appointment of a Secretary) of Appendix A of the City Code is amended by striking all of Section 11:11 (Appointment of a Secretary) and inserting therein the following:

11:11 – Organization; Appointment of Officers.

The Board of Zoning Appeals shall appoint one of its members as the chair, who shall serve for one year, unless re-elected, or a successor is elected and qualified. The Board of Zoning Appeals shall appoint a secretary, who may be an officer of the City of Fountain Inn, or a member of the Board of Zoning Appeals. The Board of Zoning Appeals shall adopt rules of procedure that are not inconsistent with either South Carolina Code Annotated section 6-29-[], through and including section 6-29-[], or with this Code. Meetings of the Board of Zoning Appeals must be held at the call of the chair and at such other times as no less than three of the members may request.

(e) Section 11:12 (Appeals) of Appendix A of the City Code is amended with such items underlined being added to and such items stricken through being removed from, as follows:

Section 11:12. – Appeals from the Board of Zoning Appeals.

A person who may have a substantial interest in any decision of the Board of Zoning Appeals, or an officer or agent of the City of Fountain Inn, may appeal from a decision of the Board of Zoning Appeals according to South Carolina Code Annotated section 6-29-820 to the Circuit Court by filing with the Clerk of Court a complaint in writing setting forth plainly, fully and distinctly why the decision is contrary to law. The appeal must be filed within thirty days after the decision of Board of Zoning Appeals is forwarded in writing to the proposed appellant. Any and all decisions of the Board of Zoning Appeals shall be in writing in the form of an order. The party appealing the decision is responsible for providing a written verbatim written transcript of the proceedings before the Board of Zoning Appeals. No more than 30 days after the secretary of the Board of Zoning Appeals has received notice of the appeal from the Clerk of Court, the secretary of the Board of Zoning Appeals shall file with the Clerk of Court a duly certified copy of the proceedings held before the Board of Zoning Appeals, including a transcript of the evidence heard before the Board of Zoning Appeals, if any, and the decision of the Board of Zoning Appeals, including its findings of fact and conclusions. The filing of an appeal in the circuit court from any decision of the Board of Zoning Appeals does not *ipso facto* act as a *supersedeas*.

2. Transition Provisions. For the terms of the initial members of the board following the enactment of this Ordinance, for any member of the board who resides in, or was nominated by, a member of the City Council representing Wards 2, 4, 6, or the Mayor, their term shall commence January 1, 2024, and expire December 31, 2026, which shall be considered a partial term for the purpose of the limitation on successive terms. For any members of the board who resides in, or was nominated by, a member of the City Council representing Wards 1, 3, and 5, their term shall commence on January 1, 2024, and shall expire December 31, 2028, which shall constitute a full term for the purpose of the limitation on successive terms. Any board member's current service on the board as of the date of this Ordinance shall be considered a partial term for the purpose of the limitation on successive terms.

3. Codification. The amendment to each of the sections of the City Code references in this Ordinance, including, for example, Article 11, specifically, section 11:7, through and including section 11:12, of Appendix A (Zoning) shall be codified as part of each applicable section of the City Code of Ordinances of the City of Fountain Inn, South Carolina, 1992, as amended, or as otherwise provided as part of the City's next re-codification.

4. Severability. If any part of this Ordinance is unenforceable for any reason, then the remainder of this Ordinance remains in full force and effect.

5. Pending Ordinance Doctrine; Effective Date. The “Pending Ordinance Doctrine,” as described and applied by the South Carolina Supreme Court in *Sherman vs. Reavis*, 273 S.C. 542, 257 S.E.2d 735 (1979), and as adopted and applied by South Carolina courts in other decisions, is adopted and declared to be in full force and effect in the City with respect to application of any City planning, zoning, and development matters, including the matters contained in this Ordinance. As a result, this Ordinance shall be deemed to be applicable at and after first reading.

6. Savings Clause. Any actions taken or authorized to be taken that have accrued under or pursuant to Article 11, specifically, section 11:7, through and including section 11:12, of Appendix A (Zoning) prior to the first reading of this Ordinance are treated as remaining in full force and effect for the purpose of sustaining any pending or vested right, as of the first reading of this Ordinance, and for the enforcement of rights, duties, and liabilities as they stood under, and prior to, the first reading of this Ordinance.

7. Effective Date. Except as otherwise provided by Section 2 and Section 5 of this Ordinance, this Ordinance takes effect immediately at second reading.

[ONE SIGNATURE PAGE FOLLOWS]
[REMAINDER OF PAGE INTENTIONALLY BLANK]

CITY OF FOUNTAIN INN, SOUTH CAROLINA

George Patrick McLeer, Jr., Mayor

[CITY SEAL]

ATTEST:

Elizabeth Adams, City Clerk

APPROVED AS TO FORM:

Michael E. Kozlarek, Esq.
King Kozlarek Law LLC

First Reading: September 14, 2023
Second Reading / Final Approval: October 12, 2023

RESOLUTION NUMBER 2023-11

A RESOLUTION CERTIFYING CERTAIN REAL PROPERTY IN THE CITY OF FOUNTAIN INN AS AN ABANDONED TEXTILE MILL SITE

WHEREAS, the City of Fountain Inn, South Carolina (“City”), acting by and through its City Council (“Council”), is authorized and empowered to certify real property as an abandoned textile mill site, as described in South Carolina Code Annotated 12-65-10, *et seq.*, as amended (“Act”);

WHEREAS, according to section 12-65-20 of the Act, an “Abandoned” “Textile Mill Site” means, among other things, a “textile mill together with the land and other improvements on it which were used directly for textile manufacturing operations or ancillary uses” “at least eighty percent of [which] has been closed continuously to business or otherwise nonoperational as a textile mill for a period of at least one year immediately preceding the date on which the taxpayer files a ‘Notice of Intent to Rehabilitate’”;

WHEREAS, Blackstock Development, LLC (“BS”) has informed the City that BS owns and/or is acquiring one or more parcels with Greenville County tax map numbers 0344.00-03-001.00, 0344.00-03-002.00, 0344.00-03-006.00, 0345.00-01-009.00, 0345.00-01-006.00 and 0345.00-01-006.02 (collectively, “Property”);

WHEREAS, according to the letter from the Appalachian Council of Governments (“ACOG”), dated August 21, 2023, attached as Exhibit A, the Appalachian Council of Governments has certified a portion of the Property (tax map number 0345.00-01-006.02) is located in a distressed area of Greenville County; and

WHEREAS, BS has requested the City to determine the Property is a “textile mill site” and “abandoned” as provided in the Act.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Members of Council of the City of Fountain Inn, in Council Assembled that:

- (a) The site located on the Property has now, or had in the past, a “textile mill” as provided in section 12-65-20(4)(a) of the Act, and, as such, the Property would constitute a “textile mill site,” as provided in section 12-65-20(4)(a) of the Act, if all other requirements of the Act and South Carolina Revenue Ruling #15-8, issued July 8, 2015, and/or any similar revenue rulings and/or guidance from the South Carolina Department of Revenue, are met;
- (b) Under the same conditions, the Property would qualify as “abandoned” as provided in section 12-65-20(1) of the Act; and
- (c) The geographic area of a portion of Property, as described above, is located in a “distressed area,” as designated by the ACOG, and consistent with the definition of “textile mill site,” as defined in section 12-65-20(4) of the Act.

[ONE SIGNATURE PAGE AND ONE EXHIBIT FOLLOW]
[REMAINDER OF PAGE INTENTIONALLY BLANK]

Adopted: September 14, 2023.

CITY OF FOUNTAIN INN, SOUTH CAROLINA

George Patrick McLeer, Jr., Mayor

[CITY SEAL]

ATTEST:

Elizabeth Adams, City Clerk

APPROVED AS TO FORM:

Michael E. Kozlarek, Esq.
King Kozlarek Law LLC

EXHIBIT A
APPALACHIAN COUNCIL OF GOVERNMENTS CERTIFICATION



Blackstock Development, LLC
c/o Richard L. Few, Jr.
Parker Poe
110 East Court Street
Suite 200
Greenville, SC 29601

August 21, 2023

Dear Richard,

Amendments to the South Carolina Textiles Communities Revitalization Act provide the opportunity for tax credits for certain activities pertaining to a property that is located in a distressed area, as designated by the applicable council of governments. At their regular meeting on October 26, 2018, the Appalachian Council of Governments Board of Directors made these designations for Anderson, Cherokee, Greenville, Oconee, Pickens, and Spartanburg Counties.

Through this correspondence, I am certifying that Greenville County tax parcels 0344000300100, 0344000300200, 0344000300600, 0345001000900, 0345000100600 and 0345000100602 are in a distressed area of the State of South Carolina as designated by the Board of Directors of the Appalachian Council of Governments.

If we may provide further assistance, please do not hesitate to let me know.

With regards,

E. Brooke Ferguson
Economic Development Director

**REQUEST FOR COUNCIL ACTION**

City of Fountain Inn, South Carolina

To: Mayor and Members of City Council
From: Shawn M. Bell, City Administrator

September 14, 2023

Regular City Council Meeting

☐ Ordinance/First Reading ☐ Ordinance/Second Reading ☒ Resolution/First & Final Reading**Agenda Date Requested:** September 14, 2023**Ordinance/Resolution Caption:** Authorize the City Administrator to enter into an agreement with FGP Consulting for an updated Classification & Compensation Study.**Summary Background:** The presented Compensation Review, Analysis, and Recommendation Proposal by FGP (FIND GREAT PEOPLE) Consulting is designed to assist the City of Fountain Inn as an organization to (a) maintain employee retention and facilitate employee recruitment, (b) remain competitive, equitable, and innovative regarding pay and benefits and (c) provide insight on how it compares to industry, competitors, and the region. This is especially important considering the changed landscape of the “government employee/essential worker” in a post-COVID environment coupled with the upstate region experiencing record-breaking growth.

The City of Fountain Inn will be over 200 employees (150+ full time / 50+ part time) by the end of September 2023.

Impact If Denied: Impaired ability to plan and project compensation and benefit needs/adjustments to manage the demands of expected population growth and services rendered. Employee recruitment and retention challenges will likely worsen.**Impact If Approved:** Strategic market alignment with successful recruitment and retention, including the identification of new positions and career paths/employee development to remain competitive. Continue to provide superior services for citizens.**Financial Impact:** Initial proposal amount of \$22,133 with potentially \$3,000-6,000 in adjustments based on potential component additions and/or data requested. Total cost would be below budgeted amount for services as presented.

Proposal for Compensation Review, Analysis, and Recommendations

Submitted to:



September 7, 2023

Presented by:
Carrie Cavanaugh, SPHR, SHRM-SCP, CCP
FGP Consulting



Overview >>>

Thank you for the opportunity to provide a proposal for a compensation study for the City of Fountain Inn. The following objectives have been identified as the focus for the scope of work.

SCOPE OF PROJECT

- Using job descriptions establish appropriate benchmarking standards and conduct salary surveys for similar positions with comparable organizations.
 - Benchmarking to include:
 - Geographic location: local (position to be benchmarked in area worked and surrounding areas)
 - SIC Code: client's current sic code.
 - Additional areas can be added at the client's request.
 - Data to include:
 - 25th percentile
 - Survey median
 - 75th percentile
 - Bonus compensation (if applicable)
- Recommend salary range for each position using the market data.
- Review of incumbent salaries against market data related to job description, skills, and abilities.
- Analyze and recommend changes to the present compensation structure to meet market analysis.

Project Components >>>



DISCOVERY & REVIEW

- Organization overview information
- Data request and collection
- Review of existing compensation



ANALYSIS & RECOMMENDATIONS

- Market analysis
- Comparison of market with existing compensation
- Review for internal inequities
- Develop recommendations for each role.



COMMUNICATION & IMPLEMENTATION

- Present final report with findings, data, and recommendations.
- Implement compensation recommendations.



DISCOVERY & REVIEW

Objective: Acquire foundational understanding and insights of the current compensation program and desired objectives

- Conduct a project kickoff meeting to finalize objectives/deliverables and timeline.
- Gain insight into compensation practices, benefits offered, strengths, challenges, compensation philosophy, and the desired objectives of compensation within the organization.
- Discuss the market in which Fountain Inn competes for talent.
- Provide a data request listing (i.e. organization information, compensation philosophy, job descriptions, compensation for each role, FLSA status, etc.).
- Review all data and information to include incumbent compensation against market data related to job descriptions, knowledge, skills, and abilities.
- Review compensation philosophy.
- Review existing compensation for each position.



ANALYSIS & RECOMMENDATIONS

Objective: Utilize market data and experience to provide compensation recommendations for each position

- Conduct a market compensation study based upon the following resources:
 - Economic Research Institute (ERI)
 - SC Municipal Association
 - Bureau of Labor Statistics (BLS)
- Benchmark analysis based upon the 25th, 50th and 75th percentiles according to position and region.
- Compare market data with current compensation levels for each position.
- Identify any pay issues including, but not limited to pay compression, equal pay act issues, etc.
- Analyze exiting salary bands/ranges to market ranges and make recommendations for changes as necessary.
- Develop compensation recommendations based upon market analysis.



COMMUNICATION & IMPLEMENTATION

- Present findings and recommendations to executive sponsor(s) and executive team.

Project Deliverables and Timeline >>>

DELIVERABLES <i>Listing of deliverables is based upon the initial statement of work and could expand based upon discovery findings.</i>	
 DISCOVERY & REVIEW	• Data request listing • Project plan and timeline
 ANALYSIS & RECOMMENDATIONS	• Market data comparisons for each position • Findings and data based upon analysis. • Recommended compensation for each position
 COMMUNICATION & IMPLEMENTATION	• Final comprehensive report to include. - Findings - Recommendations - All data • Presentation of Findings and Recommendations to executive sponsor and executive team • Implementation support as needed (optional)
TIMELINE The project is estimated to take ten (10) weeks from the project kick off meeting.	



Client Investment and Terms of Agreement >>>

The costs listed below are estimated and may adjust according to project scope. If costs begin to exceed estimation, FGP will discuss with client.

Compensation study for

- Approximately 85 unique positions

Total estimated project cost.....\$22,133

Note:

- The pricing above assumes all job descriptions provide an updated view of responsibilities and requirements for the positions, particularly positions that aren't standard. If a job description or outlining or responsibilities is necessary, this will be discussed with the client and billed on an hourly basis.
- If additional roles are requested to be reviewed and analyzed, FGP will provide a price based upon the scope of the market review for the level of position.

AGREEMENT FOR SERVICES

This agreement provides a general scope for the project described above. If the scope of the project expands or changes, FGP HR reserves the right to provide an amended service agreement for approval of changes. By signing below, client agrees to formally engage FGP HR to complete the assignment as referenced in this proposal. Any changes in the scope of this project will be made in writing and attached to this Service Agreement. This agreement must be signed and received by FGP HR before services are delivered.

Submitted by FGP Consulting, September 8, 2023

Company Name: _____

Company Address: _____

Invoice Contact Name for Billing: _____

Invoice Contact Email for Billing: _____

Signature: _____

Date: _____

**REQUEST FOR COUNCIL ACTION**

City of Fountain Inn, South Carolina

To: Mayor and Members of City Council
From: Shawn M. Bell, City Administrator

September 14, 2023

Regular City Council Meeting

☐ Ordinance/First Reading ☐ Ordinance/Second Reading ☒ Resolution/First & Final Reading**Agenda Date Requested:** September 14, 2023**Ordinance/Resolution Caption:** Authorize the City Administrator to enter into an agreement with Studio Main LLC for a Municipal Complex Master Plan.**Summary Background:** As our city staff continues to grow, office space for new personnel has become more and more challenging. Space in our current municipal buildings (City Hall, Police Department, and Fire Department HQ) has reached its limit. A potential municipal complex could result in greater efficiencies by not having to utilize the Finance and Municipal Court Buildings.

The scope of work for this proposal is an analysis of existing conditions (data collection, mapping & analysis; fieldwork & a kick-off meeting; and building programing), as well as, master planning (conceptual master plans).

Impact If Denied: We would need to start exploring options for renovating/expanding our various municipal buildings. A more cohesive approach would be to explore the idea of consolidating multiple City services/departments into a single facility utilizing TMS #'s: 0356000400100, 0357000100400, 0357000100100, and 0357000100200.**Impact If Approved:** We would be starting the process of planning for the City's current and future space and personnel needs.**Financial Impact:** Lump sum fee of \$31,000; reimbursable expenses (printing, mileage, etc.) are estimated to be \$1,000; this project can be paid for by utilizing the savings from overestimating the cost of the Classification & Compensation study.



Studio Main LLC
1 Hindman Street
Pelzer, SC 29669
p. 864.617.0347
e. blake@studiomainllc.com

August 7, 2023

Shawn M. Bell, ICMA-CM – City Administrator (sent via email)
City of Fountain Inn
200 N. Main Street
Fountain Inn, SC 29644
Email: Shawn.Bell@fountaininn.org

RE: **Proposal for Professional Services | City of Fountain Inn SC Municipal Complex Master Plan**

Mr. Shawn Bell:

Studio Main LLC, in partnership with LS3P Architects, is pleased to provide this scope to the City of Fountain Inn for municipal complex master planning services. Studio Main and LS3P (Project Team) have completed similar scoped municipal projects across South Carolina, including the City of Clemson, City of Greer, City of Myrtle Beach, and Town of Kiawah Island.

We understand that the City of Fountain Inn has engaged in discussions to develop a conceptual master plan for a proposed municipal complex at existing facilities (Police, Fire, City Hall). The proposed services below are inclusive of planning and design services required to complete master plan concepts to assist in funding and further discussions for future development.

Project Scope

Task 1: Analysis of Existing Conditions

This task will consist of a comprehensive inventory and analysis and identification of existing facilities and programming needs.

Subtask 1.1: Data Collection, Mapping & Analysis

The Project Team will compile all relevant GIS data provided by the City of Fountain Inn (or Greenville County) for the site. The Project Team will use this information to effectively convey and display the sites characteristics and in the preparation of existing conditions maps for use during site inventory and analysis. Collection of data will include the following essential information:

- The locations of existing facilities that may impact site design, such as roads, water, sewer, electric, telephone, fiber optic, other utility lines, stormwater infrastructure, and other site amenities.
- The locations of existing trees, vegetation, and significant natural features of the sites that should be retained.
- Property boundary line information
- Relevant environmental boundaries, etc.
- Current aerial photography of the project areas

Deliverables

- One (1) Hard Copy Base Map (24"x36") and One (1) Digital Copy

Subtask 1.2: Fieldwork and Kick-Off Meeting

Upon base map development, the Project Team will begin preliminary assessments of the site. As part of this initial fieldwork, the Project Team will lead a kick-off meeting to discuss programming, intent, historical and natural elements to remain, etc.

Deliverables

- One (1) site visit with the City of Fountain Inn
- Kick-off Meeting
- Fieldwork and Meeting Summary Memorandum

Subtask 1.3: Building Programming

The Project Team will verify existing and proposed overall program needs and square footages. This will include analysis of program adjacencies for building layout and building footprint (no detail floor plans to be developed at this time).

Deliverables

- Existing and Proposed Building Programming Memorandum

Task 2: Master Planning

This task will involve the development of conceptual master plans and supporting documents to illustrate the desired vision as set by the City of Fountain Inn.

Subtask 2.1 Conceptual Master Plans

From the programmatic and site meeting as part of Task 1, the Project Team will develop two (2) initial illustrative conceptual designs with supporting imagery exhibits that will define locations of proposed buildings, vehicular and pedestrian circulation and connectivity, and ADA accessibility.

After review by the City of Fountain, the Project Team will refine the concepts to incorporate the requested revisions and comments. The Project Team will prepare the final illustrative master plans using AutoCAD. Up to three (3) Architectural concepts will be developed to include exterior elevations of one (1) building, Architectural vernacular and imagery support, and up to two (2) 3-D renderings. The Project Team will present the final master plan, supporting imagery, and design intent as part of a final presentation as determined by the City of Fountain Inn.

The final presentation will be notated with descriptive narratives and additional supporting information and provided as a Final Report.

Deliverables:

- Development of draft and final illustrative concepts and supporting Architectural documentation
- Presentation to the City of Fountain Inn
- Final Report

Project Schedule

The Project Team shall commence performance of Services and proceed toward completion of deliverables as directed by the City of Fountain Inn.

Project Fee

The Project Team will complete the scope of services provided for a lump sum fee of \$31,000. Reimbursables (prints, mileage, etc.) are estimated to be \$1,000.

Proposal Accepted By:

Signature and Title

Date