



AGENDA

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

**FORMAL MEETING OF CITY COUNCIL
Thursday, September 11, 2025 at 6 p.m.**

Citizens may access the meeting at the following YouTube address:
<https://www.youtube.com/@cityoffountaininn3536>

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Introduce New Employees
 - a.

Marisol Laboy	Police Department
Christopher Gibson	Fire Department
Eric Reid	Public Works
 - b. Recognize City of Fountain Inn employee, Chad Chandler, as the Employee Walk Challenge Winner, completing 1,591,949 steps.
4. 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.
5. Appointment for the Election Commission
 - a. Margaret McPartland
6. 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 of the August 12, 2025 Regularly Scheduled Council Meeting

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

7. City Administrator's Report - Shawn M. Bell
 - a. Department Reports

8. Unfinished Business
 - a. Second and Final Reading of Ordinance 2025-05, amending chapter 19 (traffic and motor vehicles), by adding article IV (low speed vehicles), Section 19-101 (golf carts and recreational vehicles) of the City Code of Ordinances of the City of Fountain Inn, South Carolina, 1992, as amended.

9. New Business
 - a. First reading of Ordinance 2025-06, amending various portions of section 8:1 (C) of appendix A (Zoning) of the City Code of Ordinances of the City of Fountain Inn, South Carolina, 1992, as amended ("City Code"); and invoking pending ordinance doctrine.
 - b. First and Final Reading of Resolution 2025-06, a resolution certifying certain real property in the City of Fountain Inn as an abandoned textile mill site.
 - c. Re-Appoint Judge Rebecca Perkins and Judge William Hawkins for a two-year term.
 - d. Approval of the 2025 Employee Handbook

10. Executive Session -After coming out of executive session, Council may vote on items discussed during executive session.
 - a. Discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property related to 100 South Weston Street and 610 Fairview Street.

11. Adjourn

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



For Office Use ONLY

This application is a: New Appointment

Reappointment

Council Ward: _____

Attendance Record: _____

CITY OF FOUNTAIN INN BOARD AND COMMISSION APPLICATION for Planning Commission and Board of Appeals

Name of Board or Commission to which you are applying: Election
An individual may only apply to serve on one board or commission during any election cycle.

Mr. Mrs.
Ms. Dr.

Name: Margaret McPartland

Home Address: 112 Forrest Dr. City: Fountain Inn Zip: 29644

County: Greenville Email Address: margaretmcpartland@gmail.com

Home Phone: (803) 341-4675 Work Phone: 888-663-6503 Other: _____
xtn 1005

Occupation: SR. Account Manager Employer: SKY Insurance Technologies

School attended: Greenville High School / Greenville Tech / Lander

Highest degree earned: Associates Field of Study: marketing

Volunteer Experience (Please list and describe): PTA - FIE + Bryson middle, active in fundraising efforts + Aunt Het auction with FIE

Describe your understanding of the position for which you are applying.
Yes, to verify the candidates for the election.

What specific skills do you believe you could contribute as a member of this board or commission?
I have a people personality. I am dedicated to a fault in order to get things done and done properly.

Have you ever attended a meeting of this board or commission? Yes No

Are you available to meet at the regularly scheduled date and time of the board or commission meetings? Yes No

Do you or your family or business(es) regularly have dealing(s) with the board/commission? Yes No
 If yes, please explain: _____

Do you or any member of your immediate family receive direct services from this board? Yes No
 If yes, please explain: _____

Have you ever been convicted of a crime other than a minor traffic violation? Yes No
 If yes, please give details. _____

Do you currently hold any elected or appointed office or commission? Yes No
 If yes, please list _____

Have you previously held any elected or appointed office or commission? Yes No
 If yes, please list _____

Have you ever been fined for an ethics violation? Yes No
 If yes, please explain: _____

Have you ever been subject to penalty relating to a violation of State ethics standards? Yes No
 If yes, please explain: _____

Are you current in payment of your Greenville County and/or Laurens County property taxes? Yes No

Statement of Agreement and Understanding

By my signature, I attest all information contained in this application is true and accurate to the best of my knowledge;

I understand it is my responsibility to insure my application is submitted within the application period and that it has been received by the City Council office;

I understand my appointment to the board for which I am applying will not result in me receiving any compensation for my service;

Signature Margonett McArthur Date 8/15/2025



**MINUTES
FORMAL MEETING OF CITY COUNCIL**

Thursday, August 14, 2025 at 6 p.m.

1. Call to Order

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

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

2. Invocation and Pledge of Allegiance

3. Presentations

a. City of Fountain Inn Police Department Superhero 5K Check Presentation to the Little White House

Chief Fortenberry presented a check to the Little White House for over \$25,500 for the 6th Annual Superhero 5K Run.

b. Main Street Award

Jenny and Jonathan from Main Street SC presented the Excellence on Main Award to Bryan Beal and the City of Fountain Inn.

4. Introduce New Employees

Chief Alexander, Brison Taylor, James Rice, and Chief Fortenberry presented their newest employees.

a.

Nathan Aguilar	Fire
Jeffrey Sparks	Fire
Cory Nottingham	Fire
Samuel Wooley	Public Works
Michael Williams	Recreation

Peter Borkowski	Police Department
Connor Klokocnik	Police Department
Margaret Ruse	Police Department
Shaun Storey	Police Department

5. 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.

6. 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.

Motion by Councilman Garrett, seconded by Councilman Blackstone to approve the Consent Agenda.

The motion carried unanimously 7/0.

a. May and June 2025 Unaudited Financials

b. Minutes of the Regularly Scheduled Meeting July 10, 2025

7. City Administrator’s Report- Shawn M. Bell

City Administrator, Shawn Bell, presented the following information: Main Street Streetscape is behind schedule about 8 weeks due to the rain with a completion date at end of February 2026. Main and Jones should be completed by Christmas Parade. Wall Street parking lot went out to bid on July 28, sealed bids opened this past Monday, staff are reviewing bids now. Tomorrow is the final sounds of Summer and the Fountain Inn Fury Parade starts at 5pm. Farmers market is scheduled through September 27, Jeepers Creepers scheduled for October 25 , Christmas in July was celebrated online by the Community Relations team highlighting Christmas Inn Our Town Events. Main Street program Heddy the Piano in the breezeway next to Steam Coffee and Cream. The Fountain Inn Police Department was named the 15th safest city in SC for 2025, all uniform patrol positions have been filled. North Main Street traffic enforcement stats: 313 warnings issued year to date for 41% increase, 213 citations YTD for 87% increase. Recreation Jamboree this weekend, flag football and softball on September 2, and new Zoomba class in the activities center community room. Younts Center hosting open house on August 22 from

5-7, their upcoming show is Wind in the Willows. Chamber of Commerce hosting ribbon cuttings for Younts center make and believe artists tomorrow at 12 p.m. and Elite Custom Golf Carts next week. October 4 is the annual Aunt Het festival and December 3 is the annual Christmas Parade.

Mr. Clemmer asked about security in the breezeway for Heddy the Piano. Mayor McLeer reminded the public's understanding about the Highway 14 project is between the County Transportation Committee and CTC, the City is often informed of changes or updates.

a. Department Reports

8. Unfinished Business

No unfinished business.

9. New Business

a. Appoint Jhonnea McAllister for a two-year term as a Part-time/Weekend Judge

Motion by Mayor McLeer, seconded by Councilman Clemmer to appoint Jhonnea McAllister for a two-year term as a Part-time/Weekend Judge. The motion carried unanimously 7/0.

b. First reading of Ordinance 2025-05, amending chapter 19 (traffic and motor vehicles), by adding article IV (low speed vehicles), Section []-[] (golf carts and recreational vehicles) of the City Code of Ordinances of the City of Fountain Inn, South Carolina, 1992, as amended.

Discussion held.

Motion by Councilman Sanders, seconded by Councilman Thomason to approve First reading of Ordinance 2025-05, amending chapter 19 (traffic and motor vehicles), by adding article IV (low speed vehicles), Section []-[] (golf carts and recreational vehicles) of the City Code of Ordinances of the City of Fountain Inn, South Carolina, 1992, as amended.

The motion carried unanimously 7/0.

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

Motion by Councilman Clemmer, seconded by Councilman Garrett to go into Executive Session.

The motion carried unanimously 7/0.

a. Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee in the Finance

Department.

- b. Discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of property related to 100 South Weston Street.**

11. Adjourn

No votes were taken during or after Executive Session.

Mayor McLeer adjourned the meeting.

CITY ADMINISTRATOR REPORT



Agenda Date: September 11, 2025

To: Mayor and City Council

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

Administration

- Main Street Streetscape
 - The contractor is behind schedule, but additional crews have arrived to help speed the project along
 - Before the additional crews arrived, the completion date was estimated to be by the end of February 2026
 - The completion date *should* now be by the end of 2025
- Wall/Jones Parking Lot
 - Negotiating a start date and timeline with the lowest bidders

Community Relations

- Upcoming Events
 - Farmers Market continues each Saturday morning from 8:00 a.m. to noon through 9/27
 - Domestic Violence Awareness Walk on 10/4 at 8:00 a.m.
 - Pynkalicious Beast Cancer Awareness Event on 10/11 from 10:00 a.m. to 5:00 p.m. at the Nirvana Cultural Center
 - Jeepers Creepers - Trunk or Treat on 10/25 from 6:00 - 9:00 p.m.
 - Live music by The Vinyl Junkies
 - North Main Street Trick or Treating on 10/31 from 5:00 - 8:00 p.m. from Fairview Street to North Weston Street
 - Christmas INN Our Town
 - Tree lighting on 12/2 from 5:00 - 8:00 p.m.
 - House Decorating Contest on 12/4
 - Holiday Carnival on 12/6 from 11:00 a.m. - 5:00 p.m.
 - Carriage Rides from 12/4 - 12/18 from 5:00 - 9:00 p.m.
- Main Street
 - Downtown Merchant Meeting scheduled for 9/30 at 6:30 p.m. at Voodoo Brewing

Fire

- 215 calls for service in August, with 50 calls overlapping (24%)
 - 1,627 calls for service Year-to-Date
- Three new hires will attend recruit school beginning on 9/15

Human Resources

- Planning & Development
 - Code Enforcement Officer - One vacancy; applications under review
- Police
 - Certified Uniform Patrol Officer - One vacancy; accepting applications until 9/9
- Public Works
 - Sanitation Supervisor - One vacancy; candidates in process
 - Sewer/Stormwater Technician I-III - Two vacancies; candidates in process
- Recreation
 - Support Staff - Two seasonal vacancies; accepting applications & offers extended

Judicial

- August 2025
 - 300 total cases
 - 65 criminal and 235 traffic
 - 244 pending cases
 - 22 disposed cases
- Jury trials: October 20-24

Natural Gas

- Gas Supply
 - Deliveries for August 2025
 - Gas volume of 35,788 Dekatherms (lowest August consumption since 2017)
 - Gas consumption for August 2025 was 11% lower than August 2024 and 5% lower than the August three-year average
- Gas Prices/Rates
 - The price of natural gas for September 2025 settled at \$2.867 per Dekatherm, representing a \$0.21 decrease from August's price
- Operations
 - August 2025 Key Indicators
 - 4,259 feet of new main lines installed
 - 77,672 Y-T-D

- 3,298 feet of new service lines installed (62)
 - 20,502 feet (400) Y-T-D
- 12,789 active customers

Planning & Development

- August 2025 Building & Codes
 - Inspections & Permits
 - 111 permits issued with a total valuation of \$28,652,200
 - 478 inspections
 - 69 residential plan reviews and seven commercial plan reviews
 - 27 certificates of occupancy issued
 - Code Compliance
 - 5 vehicle complaints
 - 4 property maintenance

Police

- Key Indicators for August 2025
 - 2,336 calls for service
 - 16,435 Y-T-D
 - 499 inbound 911 calls
 - 269 citations issued
 - 2,071 Y-T-D
 - 449 warnings issued
 - 2,544 Y-T-D
 - 43 collisions
 - 311 Y-T-D
 - Property Crimes for 2025 are down 29% from 2024
 - Animal Control
 - 25 calls for service
 - 2 incident reports
 - 4 transferred to Greenville County Animal Control
 - 2 returned to owner
 - 1 quarantined
 - 81% kennel usage

Public Works

- Streets & Grounds
 - 439 bags of litter collected
- Sanitation
 - 512 tons of waste collected
- Sewer/Stormwater
 - 344 sewer locates in August, 2,385 Y-T-D
 - 17,000 linear feet of cleaning and CCTV
 - Smoke tested 2,595 linear feet
- Parks Maintenance
 - ESSC and P.D. Terry City Park were aerated, fertilized, and treated for fire ants
 - Top dressed ESSC Field #2 and the multipurpose field
 - Conducted playground safety inspections

Recreation

- Fall Sports
 - Flag Football, Baseball, and Softball seasons began on 9/2
 - Volleyball season begins 9/22
 - Miracle League games begin 9/15 and will be played every Monday at 6:00 p.m.
- Upcoming Registrations
 - Basketball: 9/29 - 10/31
 - Wrestling: 9/29 - 10/31
- Zumba classes every Monday & Thursday from 6:00 - 7:00 p.m. in the Activities Center Community Room
- 55+
 - Fall Ceramic Painting Workshop on 9/12
 - 55+ Night Out on 9/18 in the Boondocks (1955 Trinity Church Road, Gray Court)
 - Diabetes Support Group on 9/23
 - *Ask a CPT* (Certified Personal Trainer) on 9/25

Younts Center for Performing Arts

- The Wind in the Willows: A New Musical from 9/19 – 10/4
- Something Rotten, Jr. from 10/17 – 11/1
- Rockin' Around the Christmas Tree from 11/21 – 12/7

Fountain Inn Chamber of Commerce

- Ribbon Cutting:
 - New Assisted Living Wing at Quillen Manor Independent & Assisted Living (709 Quillen Avenue) on 9/26 at 8:30 a.m.
- 42nd Annual Aunt Het Fall Festival on 10/4
 - Car Show from 9:00 a.m. to 2:00 p.m.
 - Blood Drive from 9:00 a.m. to 1:00 p.m.
- Sporting Clays Tournament on 11/14 from 8:30 a.m. to 2:00 p.m. at The Clinton House Plantation
- Annual Christmas Parade to be held on 12/3 at 5:30 p.m.

Fountain Inn Museum

- *Drawing Laughter - An Aunt Het Collection* from 9/12 - 10/11

Assistant City Administrator – August 2025

PROJECT HIGHLIGHTS

- **Main Street Streetscape**: The construction team is behind schedule due to weather and staffing issues. AOS has brought in additional staff to help get the project back on track. We are working to mitigate delays and minimize impacts on residents and store owners. The project now has a new completion date of February 2026.
- **Parking Lot Revitalization Project**: The project was put out to bid with a closing bid date of Monday, August 11th. We are currently negotiating the start date and schedule for the project with the lowest bidders.
- **Municipal Complex**: We are refining the programming document and final Direct Report approval. We have already started to work on the site plan and how the different departments and citizens will interact at the new city hall. Next steps are to finalize the programming document and further refine the site plan.
- **Fire Station #3**: Cloverleaf has been chosen as the construction manager at risk for this project. Reviewing the construction contract with Cloverleaf. Next steps are to start construction drawings for the project.
- **Swamp Rabbit Trail Dam**: A repair plan for the SRT has been developed, which includes draining the pond and constructing a culvert for future stormwater management. The landowner supports the plan, and Greenville County is collaborating on planning and securing grants for the project. Currently, there is no set timeline for bidding or repairs.



On August 15, we celebrated the annual Fountain Inn High School Fury Parade right through Main Street Fountain Inn! Each sport was proudly represented, the energy was high, and the streets were filled with cheers from proud onlookers. While the weather may have cut the evening short, it didn't dampen our pride one bit. We are so proud of our Furys and grateful for the opportunity to support the amazing students, educators, and parents who make Fountain Inn High School such a vital part of our community.



🎵 **That's a wrap on Sounds of Summer 2025!** 🎵



We closed out the season with an unforgettable show from Ryan Spencer & Grayson Russell—taking the stage in the rain and rocking it until the sunshine broke through! This year, 12 amazing bands brought Main Street to life with classic rock, 80s hits, country favorites, and high-energy performances. Week after week, YOU filled the street with dancing, singing, and incredible community spirit. Thank you to every band, sponsor, and especially our residents and visitors who made Friday nights in Fountain Inn the place to be.

We're already planning for Sounds of Summer 2026—and we can't wait!

Chamber Ribbon Cuttings... The Chamber hosted 7 ribbon cuttings throughout the month of August, welcoming a variety of new businesses and expansions to our community.



Legacy Women's Health & Wellness



Let's Dance Collective



Elite Custom Golf Carts



D.R. Horton Homes – Cedar Gap



Wendy's



Make and Believe Artists



Sherwin-Williams

MARK YOUR CALENDER

Farmer's Market through 9/27
10/4 Domestic Violence Walk - 8 am
10/4 Aunt Het - Chamber of Commerce
10/11 Pynkalicious 10-5 pm
Nirvana Cultural Center

10/25 Jeepers Creepers 6-9 pm
Vinyl Junkies Band
10/31 Trick or Treat on 5-8 pm
Fairview to N. Weston Street
11/29 Small Business Saturday



**FOUNTAIN INN
JEEPERS CREEPERS
TRUNK OR TREAT**

**October 25, 2025
6 pm - 9 pm**

SPOOKY & FUN JEEPS
FACE PAINTING
CANDY & CRAFTS
FOOD & DRINKS
LIVE MUSIC · VINYL JUNKIES
GAMES

**MAIN STREET
FOUNTAIN INN**

**Halloween
INN
Our Town**

**October 31, 2025
5 pm - 8 pm**


Trick or Treat

**FAIRVIEW STREET TO
N. WESTON STREET**

Christmas INN Our Town



While the summer sun is shining, we're already planning a season full of holiday cheer (just 4 months away) and the most magical holiday season yet! Our 2025 Christmas INN Our Town Calendar is filling up and just like Santa's list, it's only going to grow! Dust off your jingle bells, and get ready — Because this December, Fountain Inn will be The Inn Place to Be for Christmas magic. Details to come... ✨



**DECEMBER 2
TREE LIGHTING
5 - 8 pm**



**DECEMBER 3
CHRISTMAS PARADE
5 - 8 pm**



**DECEMBER 4
HOUSE DECORATING CONTEST
TURN YOUR PORCH LIGHT ON!**



**DECEMBER 6
HOLIDAY CARNIVAL
11 - 5 PM**



**DECEMBER 4 - 18
CARRIAGE RIDES
5 - 9 PM**

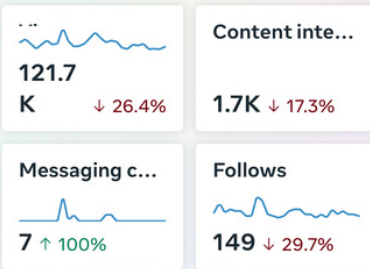


Main Street Fountain Inn

9.4K followers • 225 following

Main Street Fountain Inn is dedicated to showcasing culture, happenings, & community in Fountain Inn.

Your Facebook views decreased by **26.4%** in the last 28 days



Top content by views [See all](#)

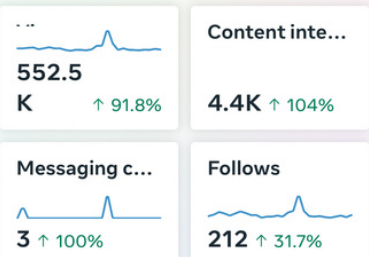


City of Fountain Inn Municipality - Government

12K followers • 192 following

The Official Facebook Page for the City of Fountain Inn. #BestInnSC

Your Facebook views increased by **91.8%** in the last 28 days



Top content by views [See all](#)

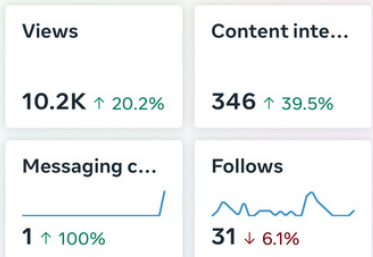


Fountain Inn Fire Department

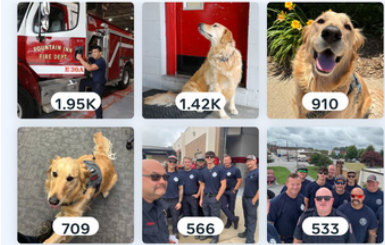
184 followers • 15 following

Founded in 1933 as a volunteer group, the Fountain Inn Fire Department has grown into a 33-member career department. It operates from two stations and provides full-time fire protection to Greenville and Laurens Counties.

Your Facebook views increased by **20.2%** in the last 28 days



Top content by views [See all](#)



Our Reach is Growing!



City of Fountain Inn Parks and Recreation

4K followers • 93 following

The Official Facebook for the City of Fountain Inn Parks and Recreation Department. #bestinnsc



Fountain Inn Police Department

979 followers • 5 following

The Official Facebook for the Fountain Inn Police Department. #bestinnsc
This Page is not monitored 24/7, in case of emergency please call 911



Fountain Inn Natural Gas

418 followers • 2 following

Fountain Inn Natural Gas is a locally owned utility serving Fountain Inn, Simpsonville, and nearby areas since 1954. It serves over 12,500 customers with 330+ miles of pipeline, operates under city council oversight, and holds an A+ BBB accreditation.



Audience

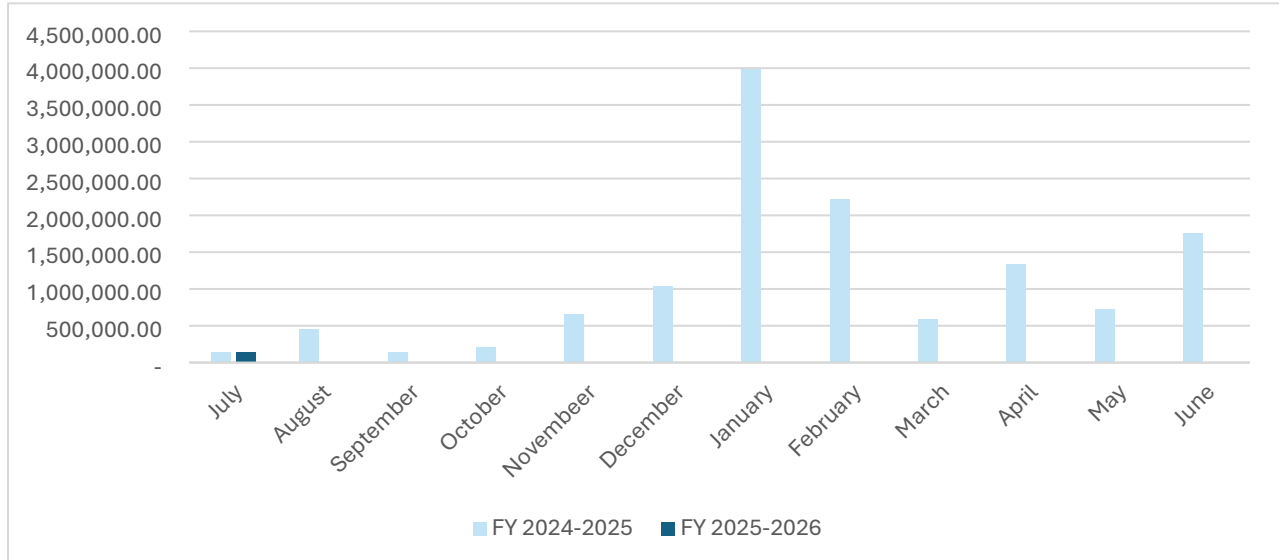


Content



Preliminary Monthly Financial Update – July 2025

GENERAL FUND – Revenue Overview



FY 2024-2025	Revenue	FY 2025- 2026	Revenue
July 2024	\$139,462.24	July 2025	\$147,250.40
August 2024	\$454,594.25	August 2025	\$0.00
September 2024	\$146,204.88	September 2025	\$0.00
October 2024	\$214,149.24	October 2025	\$0.00
November 2024	\$658,884.69	November 2025	\$0.00
December 2024	\$1,033,738.22	December 2025	\$0.00
January 2025	\$3,988,534.88	January 2026	\$0.00
February 2025	\$2,217,082.30	February 2026	\$0.00
March 2025	\$592,858.25	March 2026	\$0.00
April 2025	\$1,344,155.54	April 2026	\$0.00
May 2025	\$730,858.80	May 2026	\$0.00
June 2025	\$1,759,951.43	June 2026	\$0.00
Year to Date Other Financing Sources	\$3,886,205.31	Year to Date Other Financing Sources	\$0.00
YTD Revenue	\$17,166,680.03	YTD Revenue	\$147,250.40
% of Budget	106%	% of Budget	<1%
BUDGET	\$13,138,528.00	BUDGET	\$13,827,899.00
Budgeted Other Financing Sources	\$3,045,913.00	Budgeted Other Financing Sources	\$3,276,624.00
Total Budget FYE 25	\$16,184,441.00	Total Budget FYE 26	\$17,104,523.00

Preliminary Monthly Financial Update – July 2025



FOUNTAIN INN
est. 1886

GENERAL FUND – Other Financing Sources Detail

Account – Other Financing Sources	Budget	Year to Date
GO Bond Proceeds	\$639,000.00	\$0.00
Transfer In – Local Option Sales Tax	\$372,317.00	\$0.00
Transfer In – Gas Fund	\$1,235,269.00	\$0.00
Transfer In – Sewer Fund	\$110,038.00	\$0.00
Transfer In – Hospitality Fund (Christmas)	\$450,000.00	\$0.00
Transfer In – Gas Fund (Special Events)	\$100,000.00	\$0.00
Transfer In – Hospitality Fund (Special Events)	\$50,000.00	\$0.00
Insurance Proceeds	\$0.00	\$0.00
Proceeds on Disposal of Capital Assets	\$0.00	\$0.00
Transfer In – Hospitality Fund (Street & Grounds)	\$220,000.00	\$0.00
Transfer In – Hospitality Fund (Community Relations Grant)	\$100,000.00	\$0.00
Total FY 2024-2025	\$3,276,624.00	\$0.00

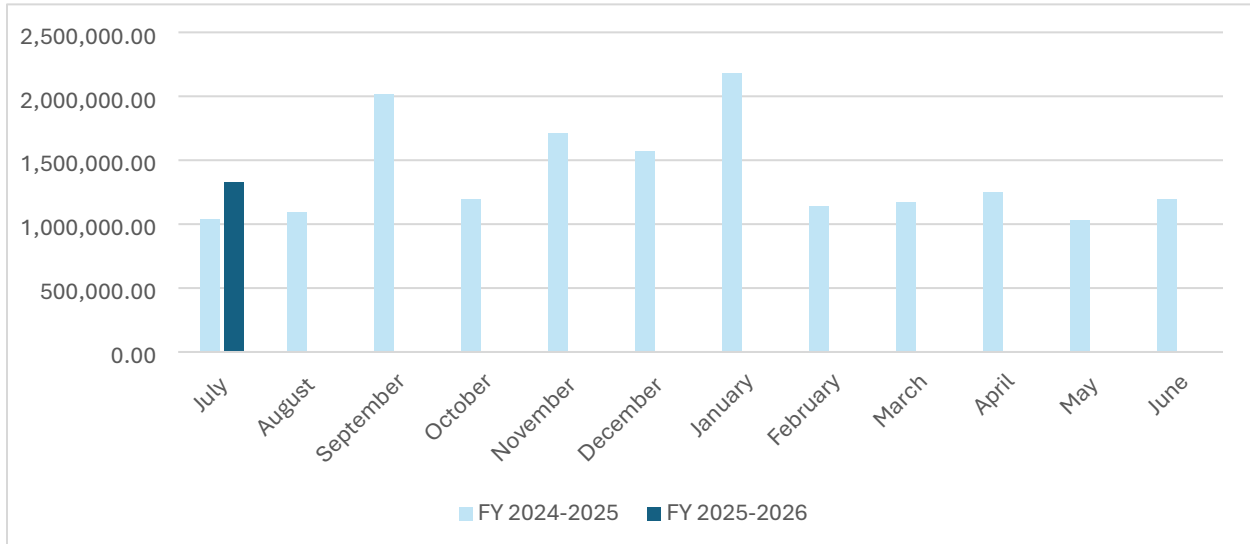
GENERAL FUND – Debt Overview

Debt	Maturity Date	Original Amount	Remaining Balance (Principal)	Payments Already Made FYE 2026	Amount Still Due in FYE 2026
2019 IPRB Woodside Park Recreation	6/30/2039	\$4,349,000.00	\$3,591,000.00	\$0.00 Principal & Interest	\$325,221.20
2019 IPRB Ladder Truck Fire	6/30/2039	\$1,391,000.00	\$602,000.00	\$0.00 Principal & Interest	\$162,986.40
2019 IPRB Debris Truck Solid Waste	6/30/2039	\$459,000.00	\$71,000.00	\$0.00 Principal & Interest	\$73,357.20

General Fund - Cash on hand as of 9/5/25: \$794,899.93

Preliminary Monthly Financial Update – July 2025

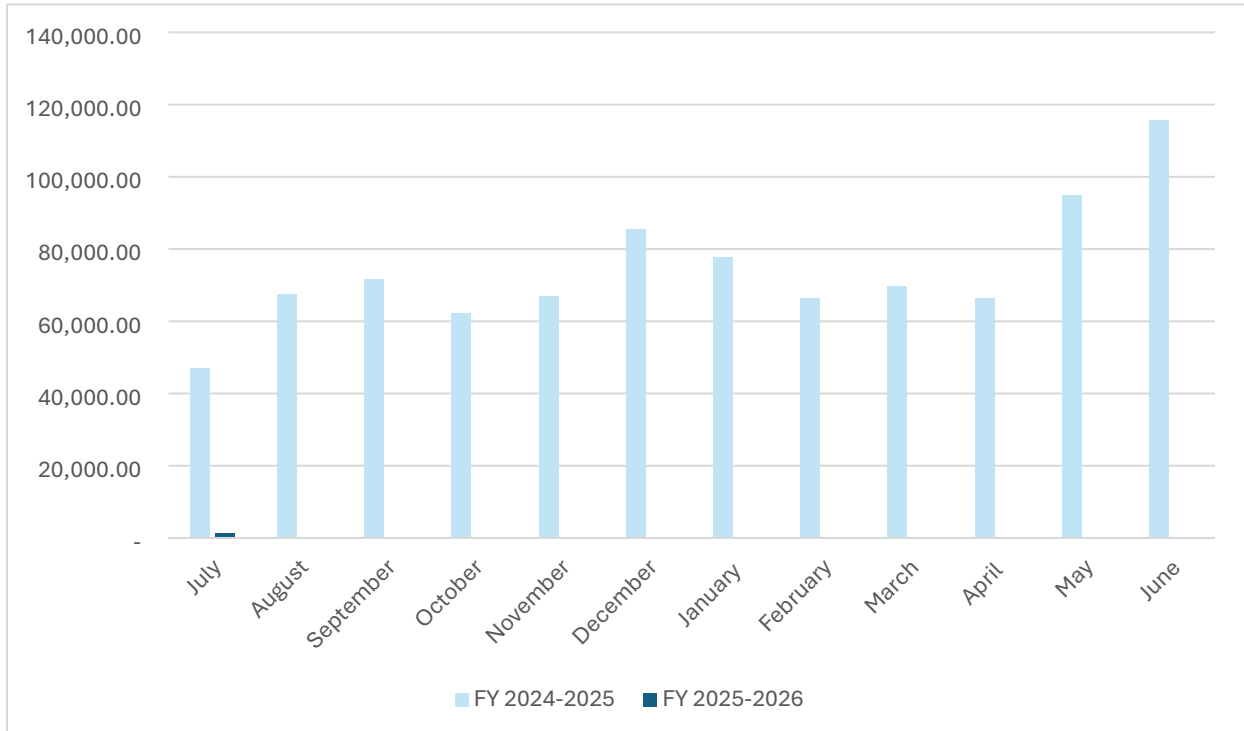
GENERAL FUND – Expenditure Overview



FY 2024-2025	Expenditures	FY 2025- 2026	Expenditures
July 2024	\$1,038,038.44	July 2025	\$1,276,206.94
August 2024	\$1,092,057.09	August 2025	\$0.00
September 2024	\$2,017,417.90	September 2025	\$0.00
October 2024	\$1,196,473.90	October 2025	\$0.00
November 2024	\$1,708,730.24	November 2025	\$0.00
December 2024	\$1,565,277.49	December 2025	\$0.00
January 2025	\$2,179,860.31	January 2026	\$0.00
February 2025	\$1,139,916.62	February 2026	\$0.00
March 2025	\$1,170,752.41	March 2026	\$0.00
April 2025	\$1,244,570.87	April 2026	\$0.00
May 2025	\$1,026,462.13	May 2026	\$0.00
June 2025	\$1,191,660.17	June 2026	\$0.00
Year to Date Other Financing Use	\$77,000.00	Year to Date Other Financing Use	\$48,097.32
Year to Date	\$16,648,217.57	Year to Date	\$1,324,304.26
% of Budget	105%	% of Budget	8%
BUDGET	\$15,788,640.00	BUDGET	\$17,104,523.00
Budgeted Other Financing Use	\$395,801.00	Budgeted Other Financing Use	\$0.00
Budget FYE 25	\$15,788,640.00	Budget FYE 26	\$17,104,523.00

Preliminary Monthly Financial Update – July 2025

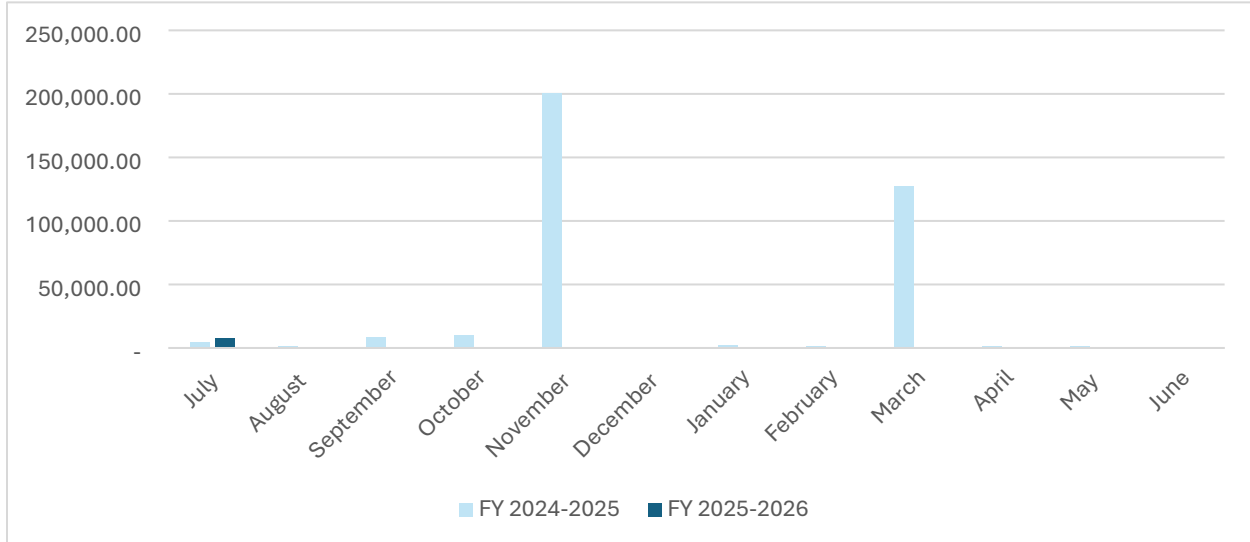
HOSPITALITY FUND – Revenue Overview



FY 2024-2025	Revenue	FY 2025- 2026	Revenue
July 2024	\$46,855.02	July 2025	\$1,121.85
August 2024	\$67,354.35	August 2025	\$0.00
September 2024	\$71,696.16	September 2025	\$0.00
October 2024	\$62,168.82	October 2025	\$0.00
November 2024	\$66,778.83	November 2025	\$0.00
December 2024	\$85,454.91	December 2025	\$0.00
January 2025	\$77,803.03	January 2026	\$0.00
February 2025	\$66,237.36	February 2026	\$0.00
March 2025	\$69,543.07	March 2026	\$0.00
April 2025	\$66,420.25	April 2026	\$0.00
May 2025	\$94,717.58	May 2026	\$0.00
June 2025	\$115,646.02	June 2026	\$0.00
YTD Revenue	\$890,675.40	YTD Revenue	\$1,121.85
% of Budget	94%	% of Budget	<1%
Total Budget FYE 25	\$949,939.00	Total Budget FYE 26	\$2,066,000.00

Preliminary Monthly Financial Update – July 2025

HOSPITALITY FUND – Expenditure Overview



FY 2024-2025	Expenditures	FY 2025- 2026	Expenditures
July 2024	\$4,313.26	July 2025	\$893.43
August 2024	\$1,490.46	August 2025	\$0.00
September 2024	\$8,468.94	September 2025	\$0.00
October 2024	\$10,139.05	October 2025	\$0.00
November 2024	\$200,139.05	November 2025	\$0.00
December 2024	\$550.95	December 2025	\$0.00
January 2025	\$1,939.05	January 2026	\$0.00
February 2025	\$1,159.95	February 2026	\$0.00
March 2025	\$126,954.28	March 2026	\$0.00
April 2025	\$870.75	April 2026	\$0.00
May 2025	\$789.05	May 2026	\$0.00
June 2025	\$293.62	June 2026	\$0.00
Year to Date	\$496,354.47	Year to Date	\$6,744.00
Other Financing Uses		Other Financing Uses	
Year to Date	\$853,462.88	Year to Date	\$7,637.43
% of Budget	90%	% of Budget	<1%
BUDGET	\$439,939.00	BUDGET	\$1,246,000.00
Budgeted Other Financing Uses	\$510,000.00	Budgeted Other Financing Uses	\$820,000.00
Budget FYE 25	\$949,939.00	Budget FYE 25	\$2,066,000.00

Preliminary Monthly Financial Update – July 2025



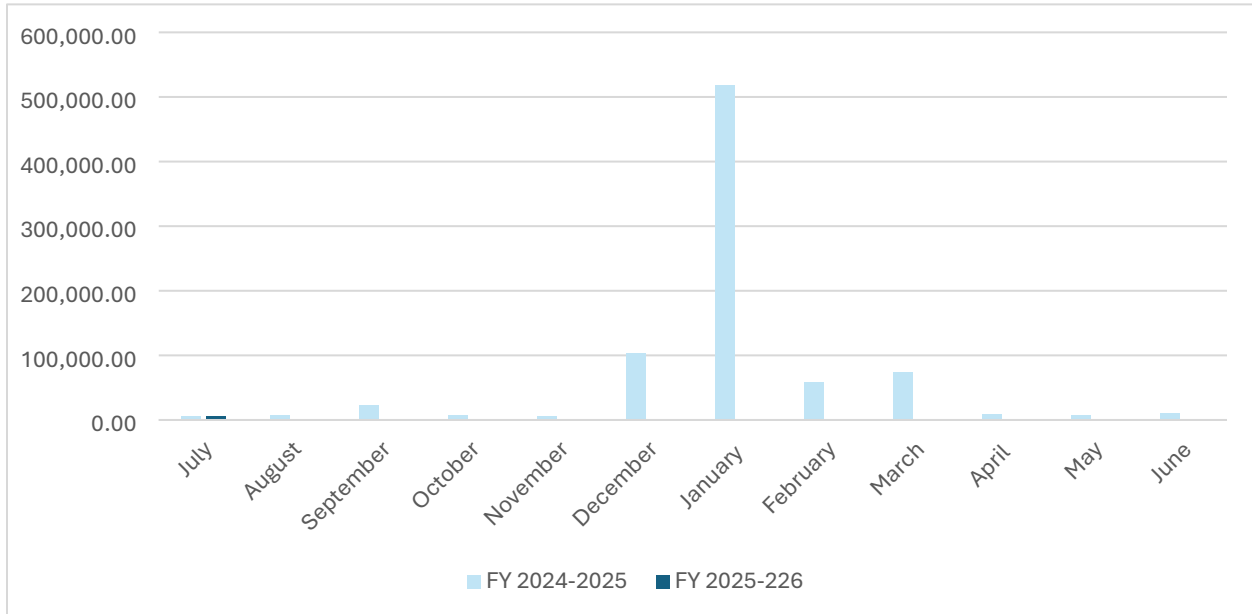
HOSPITALITY FUND – Debt Overview

Debt	Maturity Date	Original Amount	Remaining Balance (Principal)	Payments Already Made FYE 2026	Amount Still Due in FYE 2026
2013A A&H Tax Bond	4/01/2029	\$914,833.33	\$270,603.72	\$0.00 Principal & Interest	\$71,955.96
2013B A&H Tax Bond	4/01/2028	\$785,000.00	\$181,900.00	\$0.00 Principal & Interest	\$63,920.36

***Hospitality Fund - Cash on hand as of 9/5/25:
\$1,321,688.65***

Preliminary Monthly Financial Update – July 2025

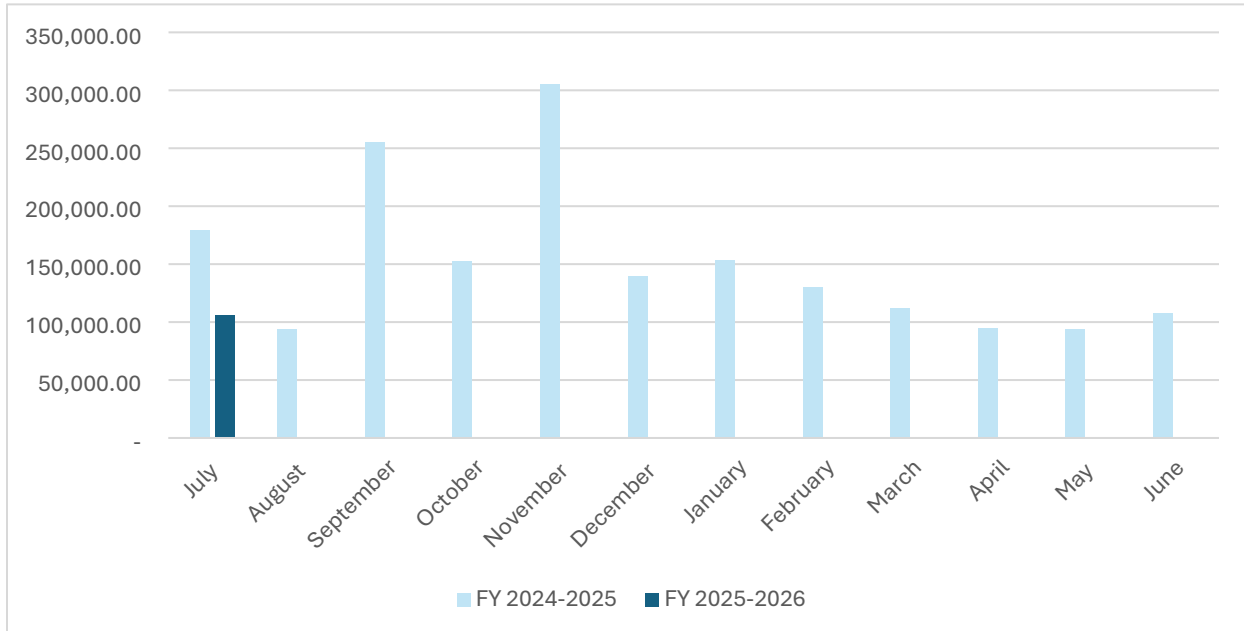
SOLID WASTE FUND – Revenue Overview



FY 2024-2025		Revenue	FY 2025- 2026		Revenue
July 2024		\$5,780.00	July 2025		\$5,688.00
August 2024		\$7,472.00	August 2025		\$0.00
September 2024		\$22,296.00	September 2025		\$0.00
October 2024		\$7,448.00	October 2025		\$0.00
November 2024		\$6,120.00	November 2025		\$0.00
December 2024		\$103,348.00	December 2025		\$0.00
January 2025		\$517,221.00	January 2026		\$0.00
February 2025		\$57,942.07	February 2026		\$0.00
March 2025		\$74,254.00	March 2026		\$0.00
April 2025		\$9,192.00	April 2026		\$0.00
May 2025		\$7,272.00	May 2026		\$0.00
June 2025		\$10,192.00	June 2026		\$0.00
Year to Date		\$0.00	Year to Date		\$0.00
Other Financing Sources			Other Financing Sources		
YTD Revenue		\$828,537.07	YTD Revenue		\$5,688.00
% of Budget		74%	% of Budget		<1%
BUDGET		\$1,120,389.00	BUDGET		\$1,510,985.00
Budgeted Other Financing Sources		\$395,801.00	Budgeted Other Financing Sources		\$0.00
Total Budget FYE 25		\$1,156,190.00	Total Budget FYE 26		\$1,510,985.00

Preliminary Monthly Financial Update – July 2025

SOLID WASTE FUND – Expenditure Overview



FY 2024-2025	Expenditures	FY 2025- 2026	Expenditures
July 2024	\$179,305.25	July 2025	\$105,566.03
August 2024	\$93,862.34	August 2025	\$0.00
September 2024	\$254,605.27	September 2025	\$0.00
October 2024	\$152,219.68	October 2025	\$0.00
November 2024	\$305,293.76	November 2025	\$0.00
December 2024	\$139,582.17	December 2025	\$0.00
January 2025	\$153,237.69	January 2026	\$0.00
February 2025	\$129,820.19	February 2026	\$0.00
March 2025	\$111,866.00	March 2026	\$0.00
April 2025	\$94,773.12	April 2026	\$0.00
May 2025	\$94,011.61	May 2026	\$0.00
June 2025	\$107,399.15	June 2026	\$0.00
Year to Date	\$1,815,976.23	Year to Date	\$105,566.03
% of Budget	120%	% of Budget	7%
Budget FYE 25	\$1,516,190.00	Budget FYE 26	\$1,510,985.00

Preliminary Monthly Financial Update – July 2025

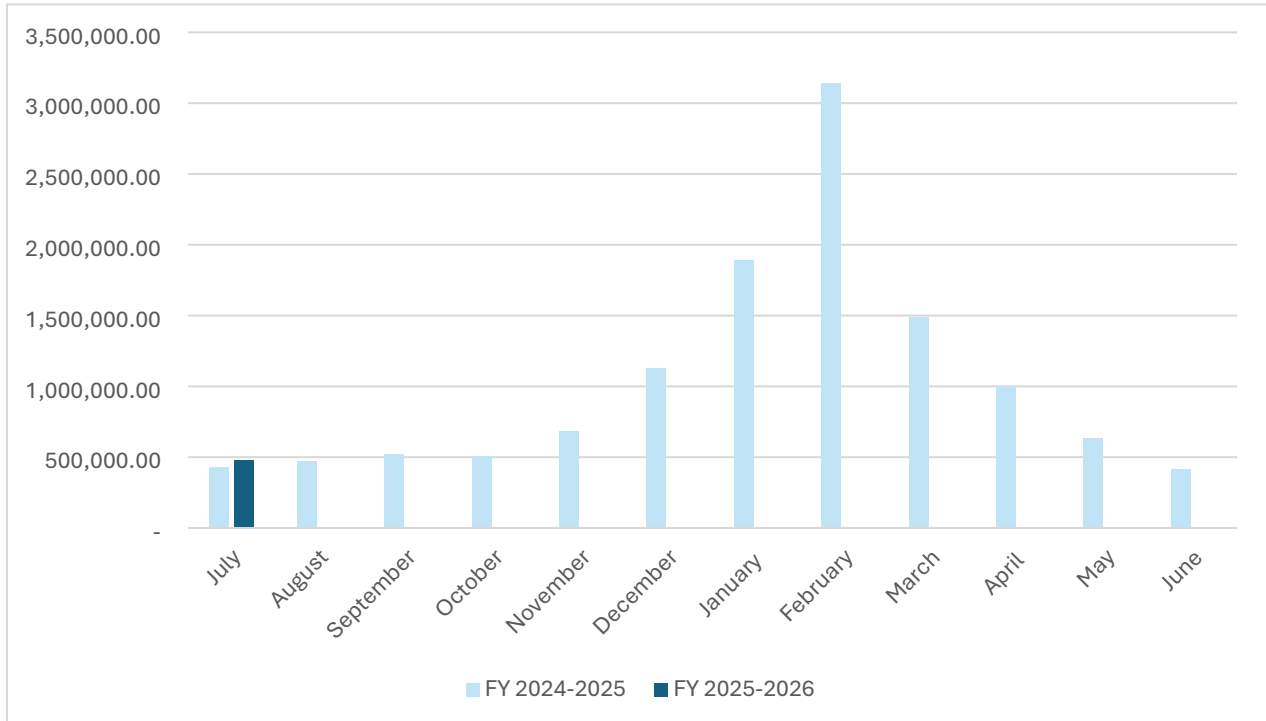


SOLID WASTE FUND – Debt Overview

Debt	Maturity Date	Original Amount	Remaining Balance (Principal)	Payments Already Made FYE 2026	Amount Still Due in FYE 2026
2019 IPRB (Debris Truck)	6/30/2026	\$459,000.00	\$71,000.00	\$0.00 Principal & Interest	\$73,357.20
2020 Master Lease (Sanitation Vehicle)	6/30/2026	\$443,000.00	\$91,000.00	\$0.00 Principal & Interest	\$92,292.20
2021 Master Lease	6/30/2027	\$113,000.00	\$46,000.00	\$0.00 Principal & Interest	\$23,616.40

Preliminary Monthly Financial Update – July 2025

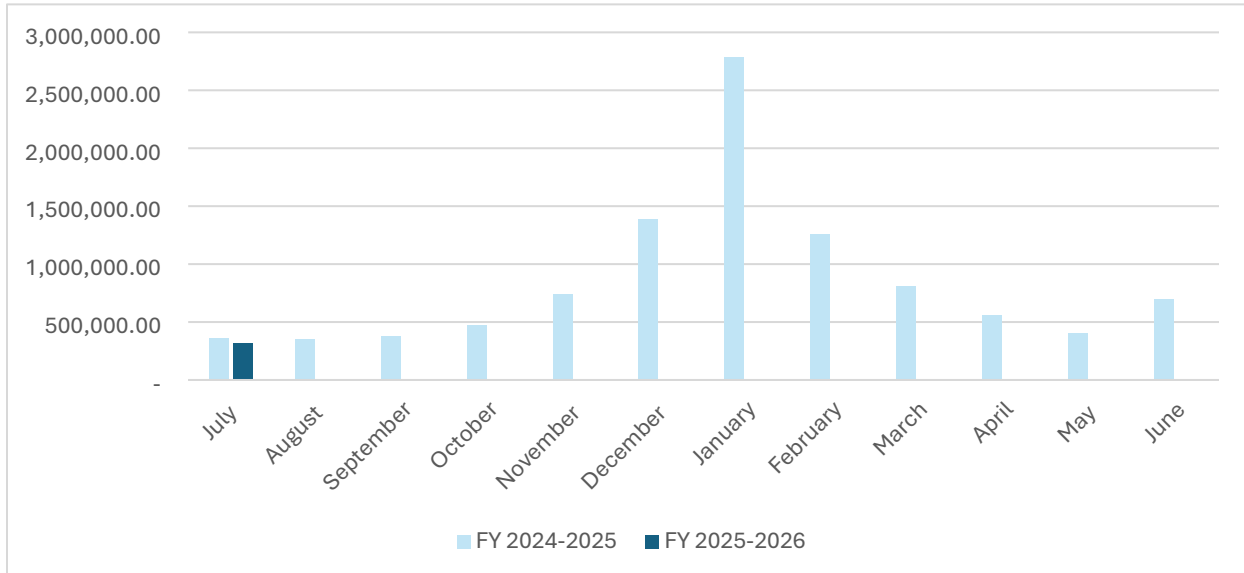
NATURAL GAS – Revenue Overview



FY 2024-2025	Revenue	FY 2025- 2026	Revenue
July 2024	\$429,142.59	July 2025	\$478,606.07
August 2024	\$468,134.26	August 2025	\$0.00
September 2024	\$521,699.86	September 2025	\$0.00
October 2024	\$506,817.73	October 2025	\$0.00
November 2024	\$680,417.38	November 2025	\$0.00
December 2024	\$1,123,258.56	December 2025	\$0.00
January 2025	\$1,889,426.67	January 2026	\$0.00
February 2025	\$3,136,973.81	February 2026	\$0.00
March 2025	\$1,487,057.78	March 2026	\$0.00
April 2025	\$997,640.80	April 2026	\$0.00
May 2025	\$628,970.42	May 2026	\$0.00
June 2025	\$411,824.85	June 2026	\$0.00
YTD Revenue	\$12,281,364.71	YTD Revenue	\$478,606.07
% of Budget	101%	% of Budget	4%
Total Budget FYE 25	\$12,148,482.00	Total Budget FYE 26	\$12,553,048.00

Preliminary Monthly Financial Update – July 2025

NATURAL GAS FUND – Expenditure Overview



FY 2024-2025	Expenditures	FY 2025- 2026	Expenditures
July 2024	\$357,357.26	July 2025	\$311,789.83
August 2024	\$346,953.46	August 2025	\$0.00
September 2024	\$371,132.65	September 2025	\$0.00
October 2024	\$470,885.40	October 2025	\$0.00
November 2024	\$735,065.16	November 2025	\$0.00
December 2024	\$1,381,965.87	December 2025	\$0.00
January 2025	\$2,785,048.79	January 2026	\$0.00
February 2025	\$1,253,630.37	February 2026	\$0.00
March 2025	\$811,114.00	March 2026	\$0.00
April 2025	\$558,216.38	April 2026	\$0.00
May 2025	\$399,900.46	May 2026	\$0.00
June 2025	\$697,019.88	June 2026	\$0.00
Year to Date	\$1,401,182.00	Year to Date	\$0.00
Other Financing Uses		Other Financing Uses	
Year to Date	\$11,569,471.68	Year to Date	\$311,789.83
% of Budget	95%	% of Budget	3%
BUDGET	\$10,747,300.00	BUDGET	\$9,837,504.00
Budgeted Other Financing Uses	\$1,401,182.00	Budgeted Other Financing Uses	\$2,715,544.00
Budget FYE 25	\$12,148,482.00	Budget FYE 26	\$12,553,048.00

Preliminary Monthly Financial Update - July 2025



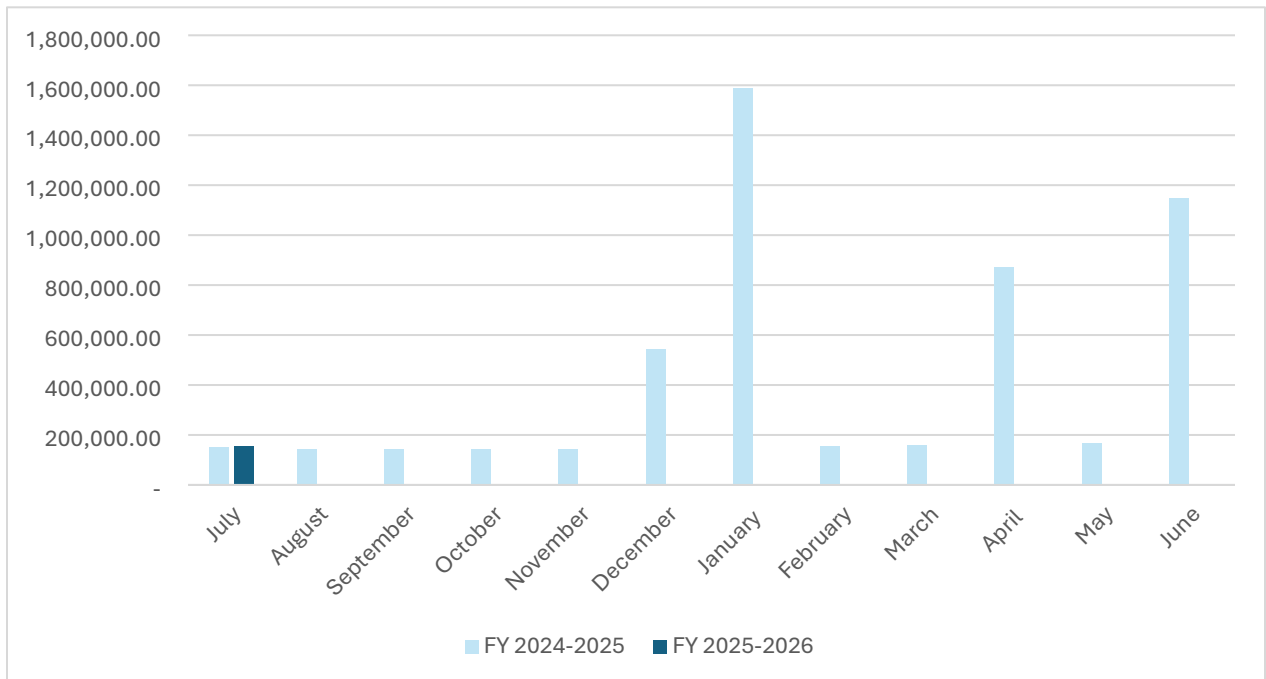
NATURAL GAS FUND – Debt Overview

Debt	Maturity Date	Original Amount	Remaining Balance (Principal)	Payments Already Made FYE 2026	Amount Still Due in FYE 2026
2015A Gas Bond	10/01/2030	\$3,465,000	\$2,419,000.00	\$0.00 Principal & Interest	\$440,513.60
2021 IPRB	6/30/2041	\$3,562,500	\$2,917,000.00	\$0.00 Principal & Interest	\$215,798.50

*Natural Gas Fund - Cash on hand as of 9/5/25:
\$3,452,220.09*

Preliminary Monthly Financial Update – July 2025

SEWER FUND – Revenue Overview



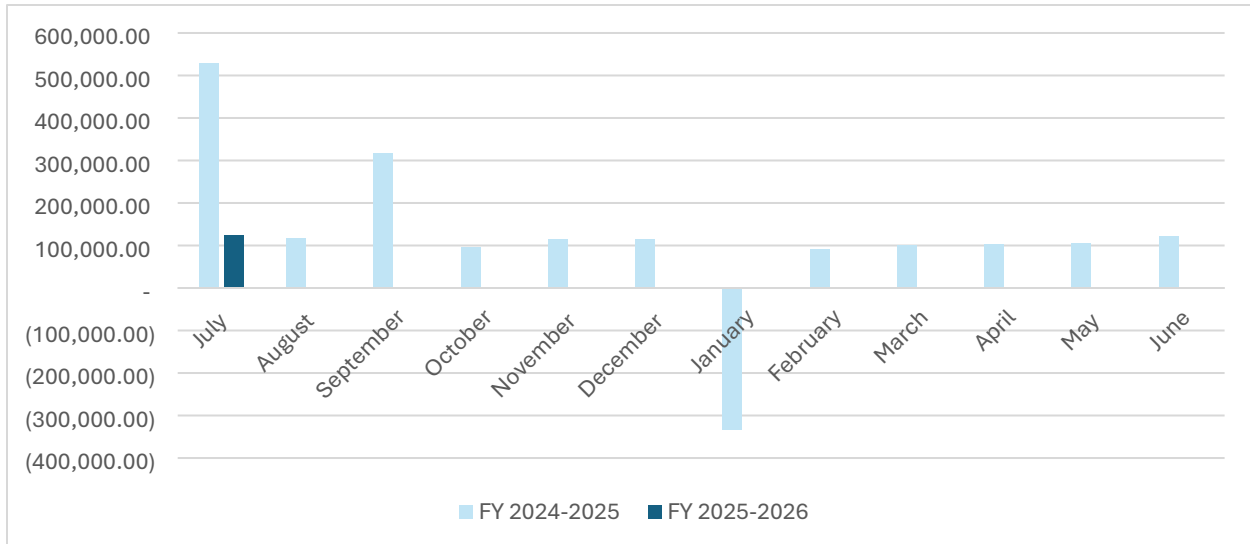
FY 2024-2025	Revenue	FY 2025- 2026	Revenue
July 2024	\$149,385.05	July 2025	\$153,605.50

August 2024	\$143,835.25	August 2025	\$0.00
September 2024	\$143,455.50	September 2025	\$0.00
October 2024	\$141,274.70	October 2025	\$0.00
November 2024	\$141,172.77	November 2025	\$0.00
December 2024	\$541,384.20	December 2025	\$0.00
January 2025	\$1,585,647.79	January 2026	\$0.00
February 2025	\$152,742.54	February 2026	\$0.00
March 2025	\$158,579.33	March 2026	\$0.00
April 2025	\$869,009.83	April 2026	\$0.00
May 2025	\$165,595.37	May 2026	\$0.00
June 2025	\$1,145,644.60	June 2026	\$0.00
Year to Date	\$10,761.12	Year to Date	\$0.00
Other Financing Sources		Other Financing Sources	
YTD Revenue	\$5,348,488.05	YTD Revenue	\$153,605.50
% of Budget	253%	% of Budget	2%
BUDGET	\$2,113,073.00	BUDGET	\$6,505,751.00
Budgeted Other Financing Sources	\$0.00	Budgeted Other Financing Sources	\$0.00
Total Budget FYE 25	\$2,113,073.00	Total Budget FYE 26	\$6,505,751.00

Preliminary Monthly Financial Update – July 2025

SEWER FUND – Expenditure Overview





FY 2024-2025	Expenditures	FY 2025- 2026	Expenditures
July 2024	\$528,963.50	July 2025,	\$123,095.43
August 2024	\$117,384.39	August 2025	\$0.00
September 2024	\$317,143.32	September 2025	\$0.00
October 2024	\$95,686.23	October 2025	\$0.00
November 2024	\$113,242.20	November 2025	\$0.00
December 2024	\$114,809.91	December 2025	\$0.00
January 2025	-\$333,593.22	January 2026	\$0.00
February 2025	\$90,876.07	February 2026	\$0.00
March 2025	\$101,067.28	March 2026	\$0.00
April 2025	\$102,955.38	April 2026	\$0.00
May 2025	\$105,873.13	May 2026	\$0.00
June 2025	\$121,915.64	June 2026	\$0.00
Year to Date	\$266,570.00	Year to Date	\$0.00
Other Financing Uses		Other Financing Uses	
Year to Date	\$1,742,893.83	Year to Date	\$123,095.43
% of Budget	82%	% of Budget	2%
BUDGET	\$1,846,503.00	BUDGET	\$6,360,599.00
Budgeted Other Financing Uses	\$266,570.00	Budgeted Other Financing Uses	\$145,152.00
Budget FYE 25	\$2,113,073.00	Budget FYE 26	\$6,505.751.00

Preliminary Monthly Financial Update – July 2025



SEWER FUND – Debt Overview

Debt	Maturity Date	Original Amount	Remaining Balance (Principal)	Payments Already Made FYE 2026	Amount Still Due in FYE 2026
2012 Sewer Bond	5/01/2029	\$3,706,981.57	\$1,063,817.34	\$0.00 Principal & Interest	\$280,393.26
2014 Sewer Bond	5/01/2029	\$1,118,000.00	\$378,000.00	\$0.00 Principal & Interest	\$99,982.20
2021 IPRB	6/30/2041	\$712,500.00	\$583,400.00	\$0.00 Principal & Interest	\$43,159.70
2024 SRF Loan	2/1/2046	\$1,337,883.00	\$1,337,883.00	\$0.00 Principal & Interest	\$0.00

***Sewer Fund - Cash on hand as of 9/5/25:
\$486,667.75***

Preliminary Budget Update – July 2025

(Ideal Percentage Remaining 92%)



Department	Budgeted Expenditures	YTD Expenditures	Encumbrance	Remaining Balance	Percent Remaining
City	\$1,474,073.00	\$96,102.53	\$0.00	\$1,377,970.47	93%
Administration	\$361,448.00	\$32,358.90	\$0.00	\$329,089.10	91%
Court	\$446,262.00	\$27,384.05	\$0.00	\$418,877.95	94%
Mayor/Council	\$169,851.00	\$14,328.46	\$0.00	\$155,522.54	92%
Economic Development	\$836,978.00	\$66,551.01	\$0.00	\$770,426.99	92%
Finance	\$395,284.00	\$37,989.18	\$0.00	\$357,294.82	90%
Human Resources	\$209,704.00	\$19,248.58	\$0.00	\$190,455.42	91%
Police Dept.	\$5,912,622.00	\$431,324.29	\$8,220.06	\$5,473,077.65	93%
Fire Dept.	\$3,694,073.00	\$322,032.45	\$5,043.28	\$3,366,997.27	91%
Public Works	\$311,606.00	\$39,611.74	\$0.00	\$271,061.59	87%
Planning & Development	\$605,125.00	\$22,266.90	\$0.00	\$582,858.10	96%
Streets & Grounds	\$965,592.00	\$77,695.39	\$19,605.83	\$868,290.78	90%
Recreation	\$1,526,740.00	\$112,243.41	\$4,148.42	\$1,410,348.17	92%
Facility Maintenance	\$195,165.00	\$16,272.82	\$932.67	\$177,959.51	91%
Hospitality	\$2,066,000.00	\$7,637.43	\$749.52	\$2,057,613.05	100%
Solid Waste	\$1,510,985.00	\$105,566.03	\$20,617.96	\$1,384,801.01	92%
Natural Gas	\$12,553,048.00	\$320,684.38	\$52,786.55	\$12,179,577.07	97%
Sewer	\$6,505,751.00	\$123,095.43	\$21,382.67	\$6,361,272.90	98%

FIRE – FIRE DEPARTMENT SUMMARY

Summary of Monthly Events

- 215 calls for August / 1627 YTD
- New equipment (Nozzles) put into service
- 50 overlapping calls (roughly 24%)
- 2 members completed FEMA planning class. This brings us to 5 qualified Planning Team Managers
- Jody Garrett was accepted into the SC Officer’s Academy
- Silver Award received for Lexipol training management system

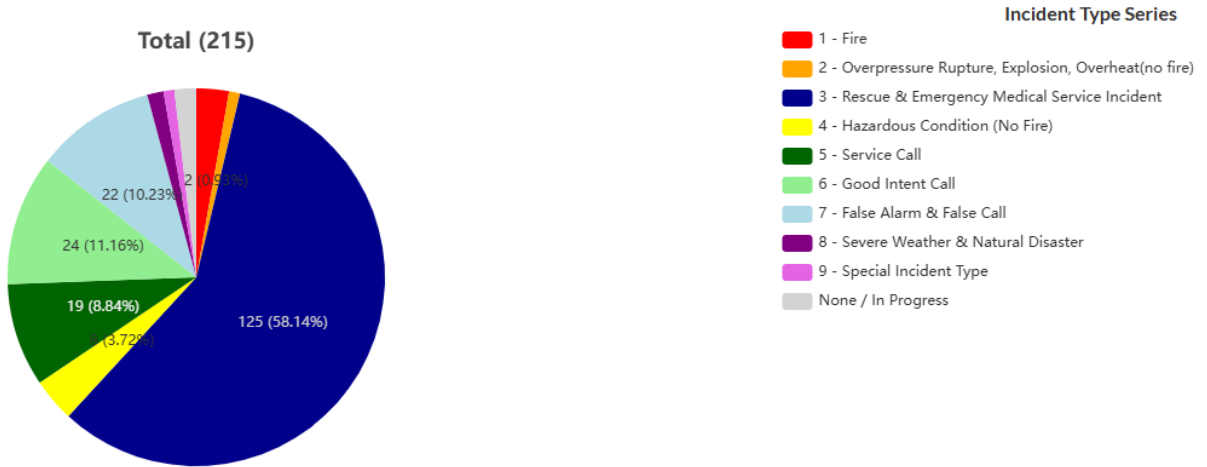
DEPARTMENT HIGHLIGHTS

Current Projects

- Station 3 is moving forward. Waiting on AIA paperwork to be signed and returned.
- Multiple plan reviews and building surveys are being completed each month. This continues to grow.
- TL29 is out for repair. Motor has been repaired now waiting on the charge air cooler issue
- Continue to search for replacement Engine. We have multiple options available depending on funding. This would put our fleet back to complete.
- One FF started EMT class
- Working on doing an in-house EMT course. Waiting on state to do inspection of equipment and schedule dates
- Working on building a CPR class schedule for all City employees
- Multiple citizens are taking advantage of our Community Connect project. This continues to grow each month with information being entered by our citizens.
- Updating probationary manuals

Upcoming

- Preparation beginning for Open House
- Crews are conducting annual burns and Auto aid training
- 3 new hires will attend recruit school starting Sept 15





City of Fountain Inn - Human Resources Monthly Report - August 2025

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	4	0	0	0	4	0	0	0	4	0	0
000413 / Council	8	0	0	0	8	0	0	1	7	0	0
000414 / Community Relations	6	0	0	0	6	0	0	0	6	0	0
000416 / Finance	10	0	0	0	10	0	3	0	7	0	0
000417 / Human Resources	2	0	0	0	2	0	0	1	1	0	0
000421 / Police	43	5	0	0	48	0	3	6	38	0	1
000422 / Fire	32	2	1	0	33	0	1	2	30	0	0
000424 / Public Works	3	0	0	0	3	0	1	0	2	0	0
000425 / Planning & Development	3	0	1	0	2	0	0	0	2	0	0
000431 / Parks/Grounds Maintenance	8	0	0	0	8	0	1	0	7	0	0
000432 / Sanitation	9	0	0	0	9	0	4	0	5	0	0
000434 / Sewer	3	1	0	0	4	0	0	0	5	0	0
000451 / Recreation *	39	1	12	0	28	0	8	1	18	0	0
000453 / Facilities Maintenance	2	0	0	0	2	0	0	1	1	0	0
000510 / Gas Field	20	0	0	0	20	0	0	1	19	0	0
Totals:	194	9	14	0	189	0	21	13	154	0	1

FULL TIME 160 / PART TIME 29

*Reclassification of Sports Officials

Recruitment Status for Open Positions - AS OF 9/5/2025

- 421 Police:** Certified UPO (1) Vacancy; accepting applications *until 9/9/2025*
- 425 Planning & Development:** Code Enforcement Officer (1) Vacancy - applications under review
- 432 Sanitation:** Supervisor (1) Vacancy - candidates in process
- 434 Sewer/Stormwater:** Technician I-III (2) Vacancies - candidates in process
- 451 Recreation:** Support Staff (2) Seasonal Vacancies - accepting applications & offers extended

New Hires - AUGUST

New Hires - AUGUST	Department	Title
Borkowski, Peter Warren	000421	Police Officer - Certified
Klokocnik, Connor George	000421	Police Officer - Certified
Laboy, Marisol	000421	Police Records Technician
Ruse, Margaret Davis	000421	Police/Fire Dispatcher
Storey, Shaun Taylor	000421	Police/Fire Dispatcher
Gibson, Christopher Patrick	000422	Firefighter
Nottingham, Cory Gene	000422	Firefighter
Reid, Eric Scott	000434	Sewer & Stormwater Tech I
Salisbury, Sharron L	000451	Fitness Instructor - ZUMBA

***Offers Accepted as of 9/5/2025**

- 421/422 Police/Fire Dispatcher - Start Date: TBD**
- 422 Firefighter - Start Date: TBD**
- 425 Zoning Administrator - Start Date: 9/29/25**

JUDICIAL DIVISION DEPARTMENT SUMMARY

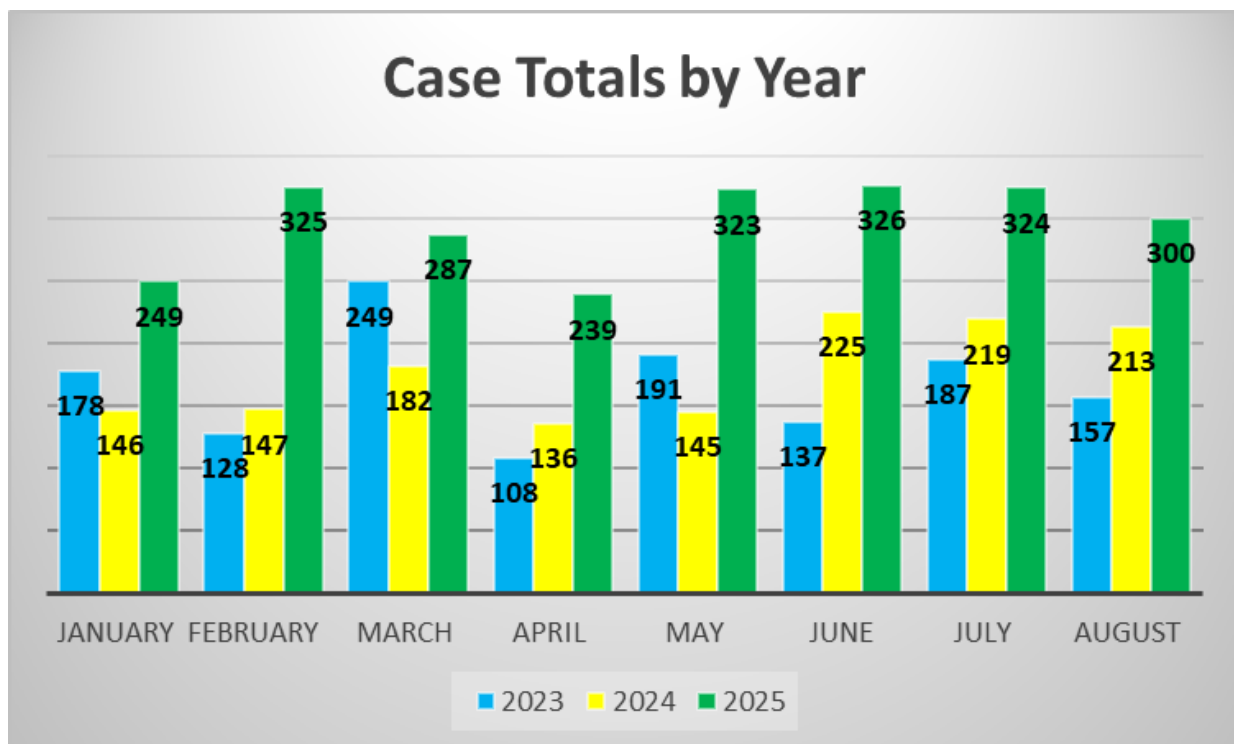
August Case Status

PERFORMANCE INDICATORS	CRIMINAL	TRAFFIC	TOTALS
CASE TOTALS	65	235	300
TRANSFERRED CASES	27	7	34
DISPOSED CASES	3	19	22
PENDING CASES	35	209	244

DEPARTMENT HIGHLIGHTS

Current Projects:

- Jury trials for the third quarter of 2025 scheduled for the week of October 20 - 24, 2025.
- Vacant night and weekend judge position filled.



Fountain Inn Natural Gas

GAS SUPPLY

- **August Gas Volume:** 35,788 Dths. (lowest August consumption since 2017)
- **August Consumption:** 11.3% lower than August 2024 and 5.44% lower than the 3-year average for August.
- **Natural Gas Pricing:**
 - **September Gas Price:** \$2.867 per Dekatherm
 - **Change from August:** decrease of \$0.21 per Dekatherm,
 - **Note:** This price reflects the commodity cost only. The final "Cost of Gas" includes additional factors such as transportation, fees and other costs which affect FING's monthly billing.

GAS OPERATIONS

- **Customer Base:** Currently we serve 12,789 customers in total.
- **System Improvement:** The planned 3 miles of 6" high pressure steel job to serve the North end of our system has been postpone until Spring of 2026.
- **Williams/Transco City Gate:**

FING and Williams have reached an agreement on the upgrade of the existing city gate. Estimated project cost \$2.3 million to \$3.1 million. Williams is currently preparing the contract agreement for review and approval.
- **Regulatory Audit:**

The South Carolina Office of Regulatory Staff responsible for safety compliance of all gas utilities in the State conducted a comprehensive 4-day audit on FING's operations in late August.

No violations or significant findings were reported.
- **High Pressure Line Conflict:**

FING's 300 PSIG high-pressure line appears to be in conflict with MetroConnects' new sewer line crossing Hwy 418.

Cost estimates are being developed for locating and, if necessary, rerouting a section of our line. All associated costs will be at MetroConnects' expense.

KEY INDICATORS

PERFORMANCE INDICATORS	CURRENT	Y-T-D
NEW MAIN LINES INSTALLED	4,259 ft.	77,672 ft.
NEW SERVICE LINES INSTALLED	62SL; 3,298 ft.	400 SL; 20,502 ft.
AVERAGE HORS OF EMPLOYEE TRAINING		Avg. 33 hrs./EE

SOUTH CAROLINA RESIDENCIAL GAS RATES

Below are the names and rates of other gas providers in South Carolinas for a comparison. Please note that every company has a completely different rate structure, fixed costs, and other factors that make it challenging to make an exact comparison.

SOUTH CAROLINA GAS RATE COMPARISONS					
For August 2025 Gas Rates					
COMPANY	SERVICE CLASS	METER CHARGE PER MONTH	AVEWRAGE RATE PER THERM	AVG. USAGE THERMS	TOTAL COST PER MONTH
GREER CPW, SC	Residential	\$10.00	\$0.93700	10.00	\$19.37
CHESTER COUNTY, SC	Residential	\$6.50	\$1.28899	10.00	\$19.39
GREENWOOD CPW, SC	Residential	\$10.00	\$1.00520	10.00	\$20.05
YORK NATURAL GAS, SC	Residential	\$9.25	\$1.15005	10.00	\$20.75
FOUNTAIN INN, SC	Residential	\$10.00	\$1.12982	10.00	\$21.30
FORT HILL NATURAL GAS, SC	Residential	\$10.75	\$1.11000	10.00	\$21.85
PIEDMONT, SC	Residential	\$10.00	\$1.21819	10.00	\$22.18
CLINTON-NEWBERRY, SC	Residential	\$12.15	\$1.28800	10.00	\$23.53
CITY OF ORANGEBURG, SC	Residential	\$11.50	\$1.13757	10.00	\$22.88
DOMINION, SC	Residential	\$10.90	\$1.72941	10.00	\$28.19
LANCASTER COUNTY, SC	Residential	\$5.00	n/a	10.00	#VALUE!

PLANNING & ZONING

A. Zoning Ordinance & Land Development Regulations Rewrite

- Staff is working with the consultants to be ready for a Council workshop this month.

B. Boards & Commissions

Planning Commission (August 21st)

- No applications were submitted, and the meeting was canceled.

Board of Zoning Appeals (Sept 4th)

- SE-2025-02, 203 Belmont Dr.
REQUEST: Special Exception for child care in a residential district
APPLICANT: Tracy Gibson
TMS #: 0354000104800
EXISTING ZONING: R-15, Residential
VOTE: 4-0, approved

C. Code Enforcement

- Staff is reviewing applications for the position.

BUILDING AND CODES

INSPECTIONS	AUGUST	JULY
TOTAL INSPECTIONS	478	354
PERMITS ISSUED	111	42
SUBMITTED PERMITS	87	69
NEW SINGLE FAMILY	56	37
NEW MULTI-FAMILY (UNITS)	0	0
NEW COMMERCIAL	1	1
CERTIFICATES OF OCCUPANCY-ISSUED	27	23
REMODEL/ADD. RESIDENTIAL	0	3
REMODEL/ADD. COMMERCIAL	1	1
SIGN/ROOFING/SOLAR/MISC TRADE	29	27
COMMERCIAL PLAN REVIEWS	7	6
RESIDENTIAL PLAN REVIEWS	69	50

CODE COMPLIANCE

BUILDING CODE COMPLAINTS	AUGUST	JULY
VEHICLES/OTHER	5	16
BUILDING – UNSAFE CONDITIONS	0	0
PROPERTY MAINTENANCE	4	16
TOTAL COMPLAINTS	9	32

FINANCIAL SUMMARY

FINANCIAL STATISTICS	AUGUST	JULY
TOTAL VALUATION	\$28,652,200	\$6,142,909
TOTAL PERMIT FEES COLLECTED	\$114,018.81	\$26,188.88
TOTAL PLAN REVIEW REVENUE	\$56,175	\$12,200



Police Department
August 2025 Monthly Report



Congresswoman Biggs Visit



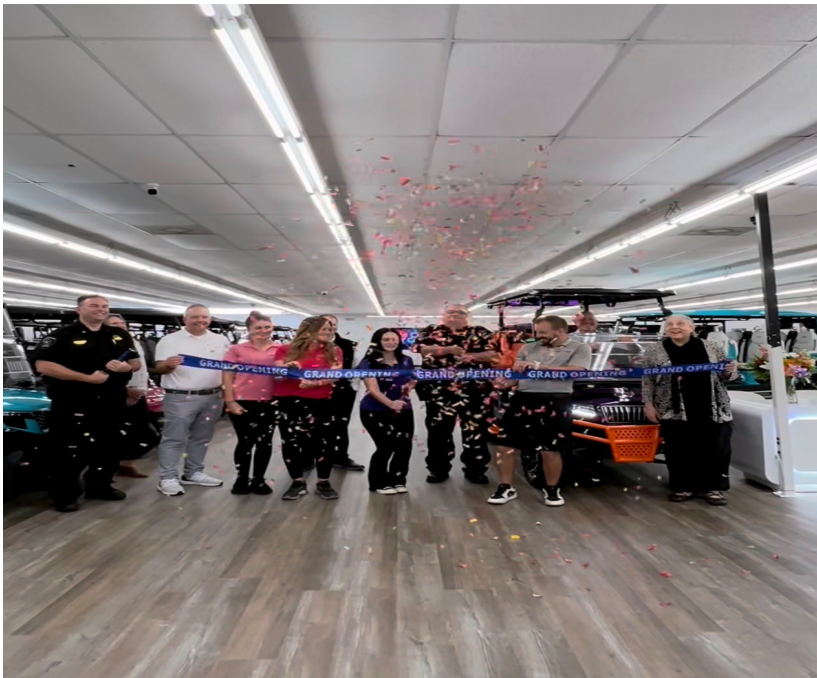
**Sgt. Rivera Graduation
(Narcotics Commanders Course)**



Super-Hero 5K Check Presentation to Little White House



Grand Openings- Wendy's and Elite Custom Golf Carts

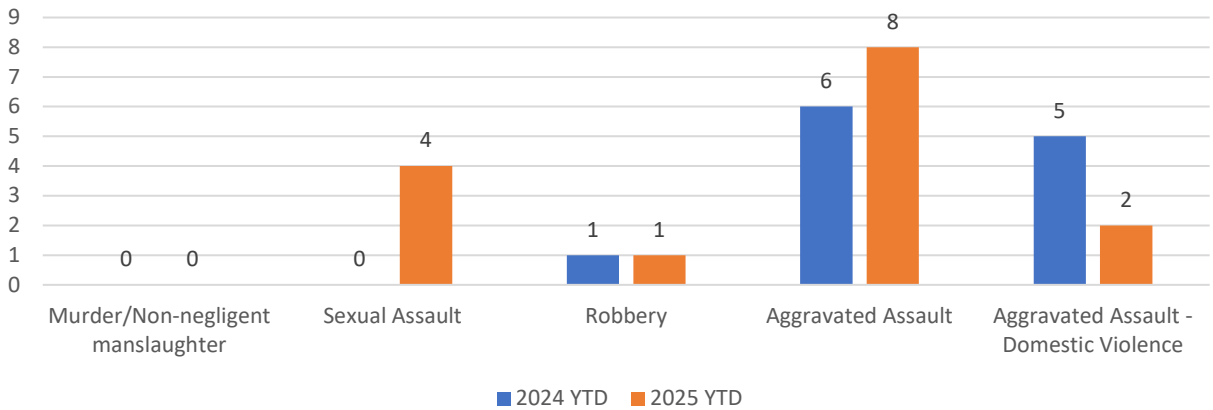




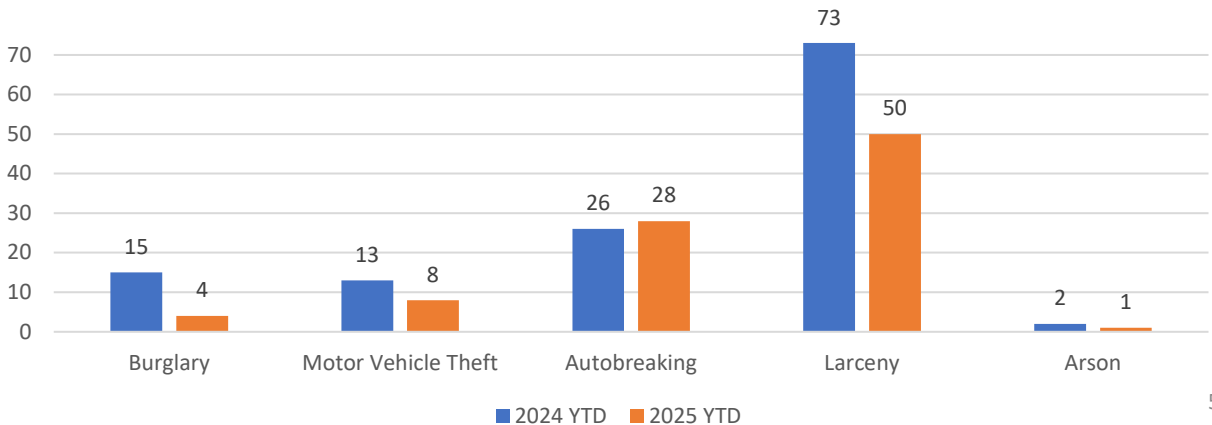
Violent Crime						
Crime Type	Aug 2024	Aug 2025	Difference	2024 YTD	2025 YTD	Difference
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Sexual Assault	0	1	1	0	4	4
Robbery	0	0	0	1	1	0
Aggravated Assault	0	0	0	6	8	2
Aggravated Assault - Domestic Violence	1	0	-1	5	2	-3
Total Violent Crime	1	1	0	12	15	3
Property Crime						
Crime Type	Aug 2024	Aug 2025	Difference	2024 YTD	2025 YTD	Difference
Burglary	0	0	0	15	4	-11
Motor Vehicle Theft	0	2	2	13	8	-5
Autobreaking	2	10	8	26	28	2
Larceny	6	8	2	73	50	-23
Arson	0	0	0	2	1	-1
Total Property Crime	8	20	12	129	91	-38
Total Part I Crime	9	21	12	141	106	-35

Unfounded Cases Removed / Source: VConnect

Violent Crime - 2024/2025 YTD Comparison

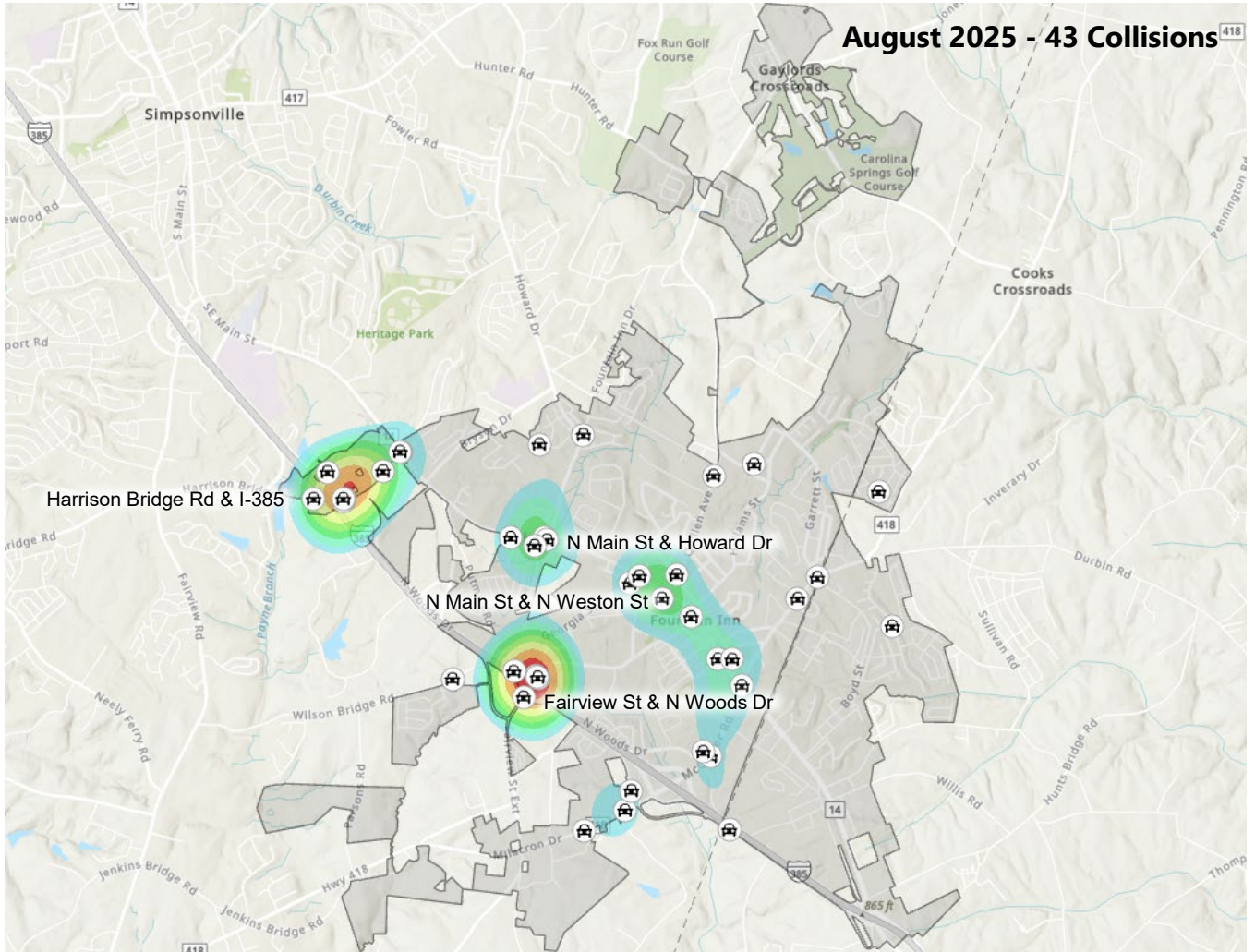


Property Crime - 2024/2025 YTD Comparison

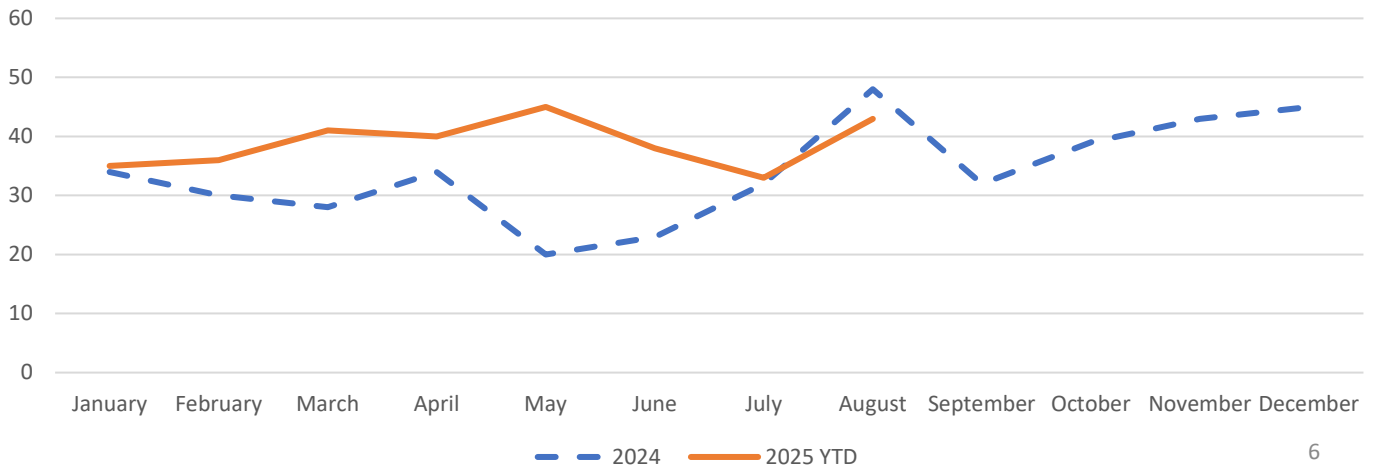




Collisions	Aug 2024	Aug 2025	Difference	2024 YTD	2025 YTD	Difference
Count	48	43	-5	249	311	62



Collisions by Month - 2024/2025





August 2025 Collisions by Day of Week and Hour								
Hour	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Grand Total
1 AM							1	1
2 AM	1							1
4 AM	1							1
6 AM			1					1
7 AM					1			1
8 AM				1	1			2
9 AM		1	1					2
10 AM				1				1
11 AM				1			1	2
12 PM	1	1			1	1		4
1 PM			1				1	2
2 PM		1		1		2	1	5
3 PM		1		1	1	1		4
4 PM	2					1	1	4
5 PM		2		1		1		4
6 PM	2		1	1				4
8 PM	1							1
9 PM						2		2
11 PM		1						1
Grand Total	8	7	4	7	4	8	5	43

Hot Days for Collisions in August
 Sundays and Fridays – 8 collisions
 Hot Time Range for Collisions in August
 1400-1459 – 5 collisions

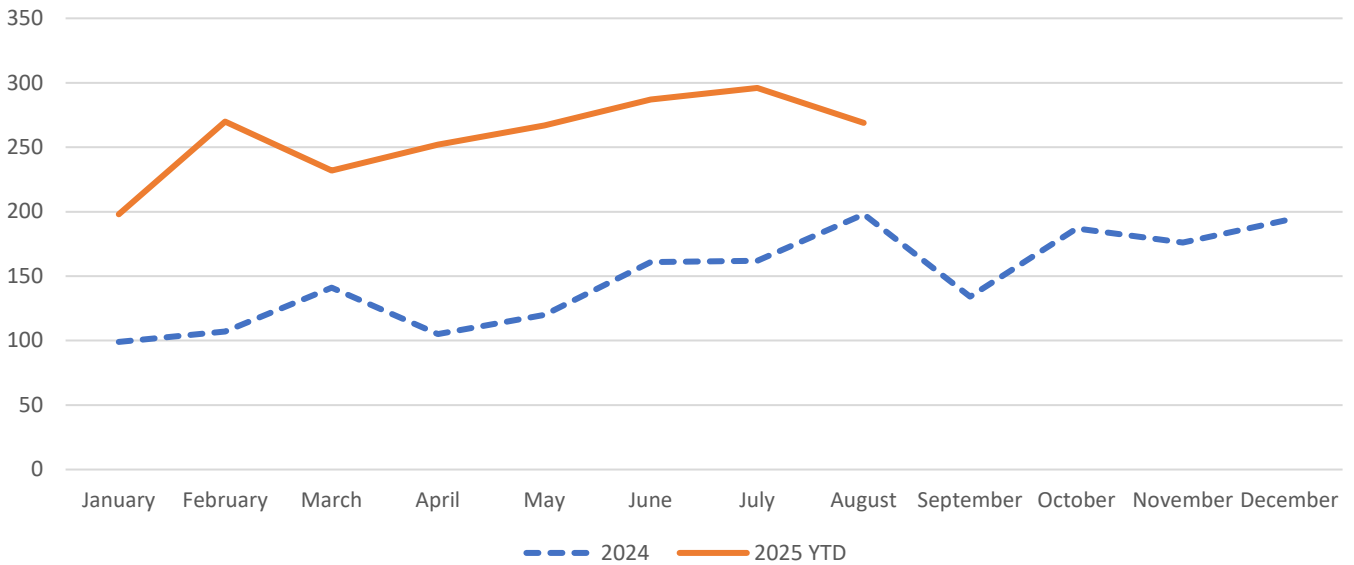
Primary Contributing Factor	Count
Failed to Yield Right of Way	10
Followed Too Closely	6
Distracted / Inattention	4
Driving Too Fast for Conditions	4
Under the Influence	2
Other Improper Action	2
Disregarded Signs, Signals, Etc	1
Unknown (driver)	1
Swerving to Avoid Object	1
Inattentive	1
Grand Total	32

*Does not include 11 private property collisions

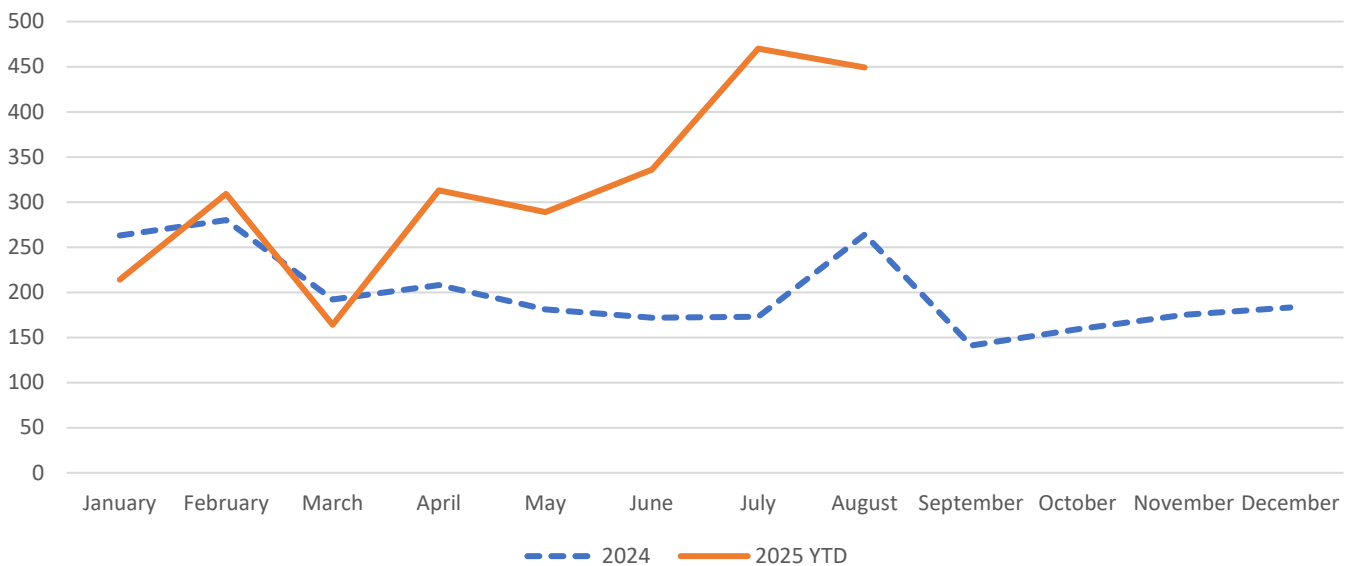


Contact Type	Aug 2024	Aug 2025	Difference	2024 YTD	2025 YTD	Difference
Citations	198	269	71	1,093	2,071	978
Warnings	264	449	185	1,733	2,544	811

Citations by Month - 2024/2025



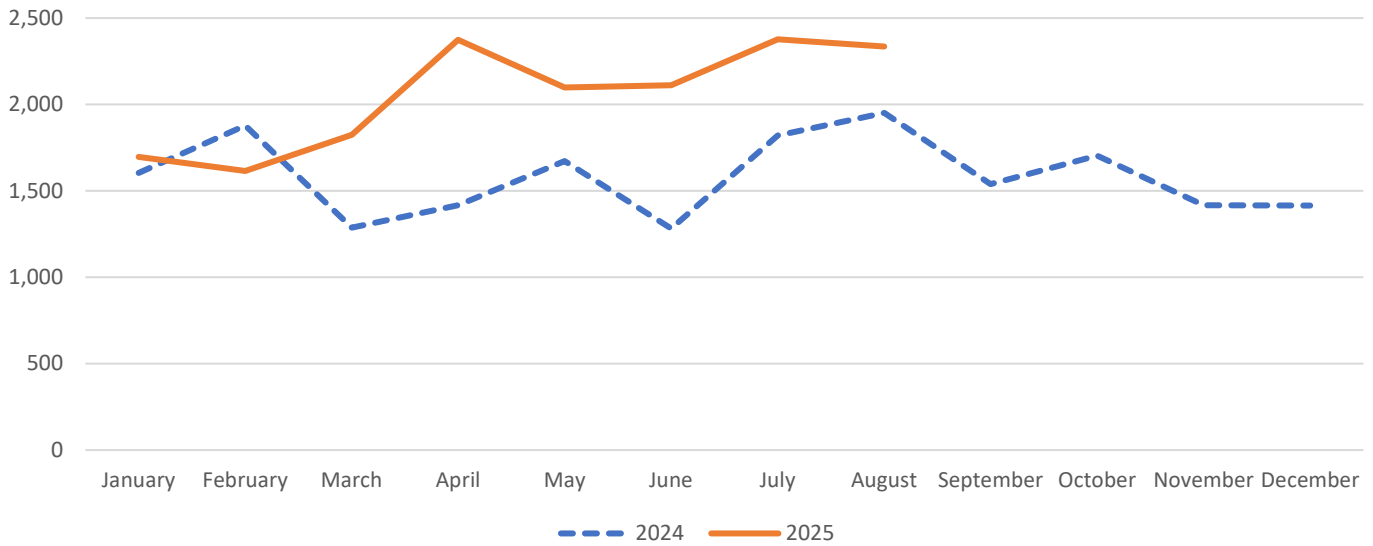
Warnings by Month - 2024/2025





Aug 2024	Aug 2025	Difference	2024 YTD	2025 YTD	Difference
1,951	2,336	385	12,910	16,435	3,525

Calls for Service by Month - 2024/2025

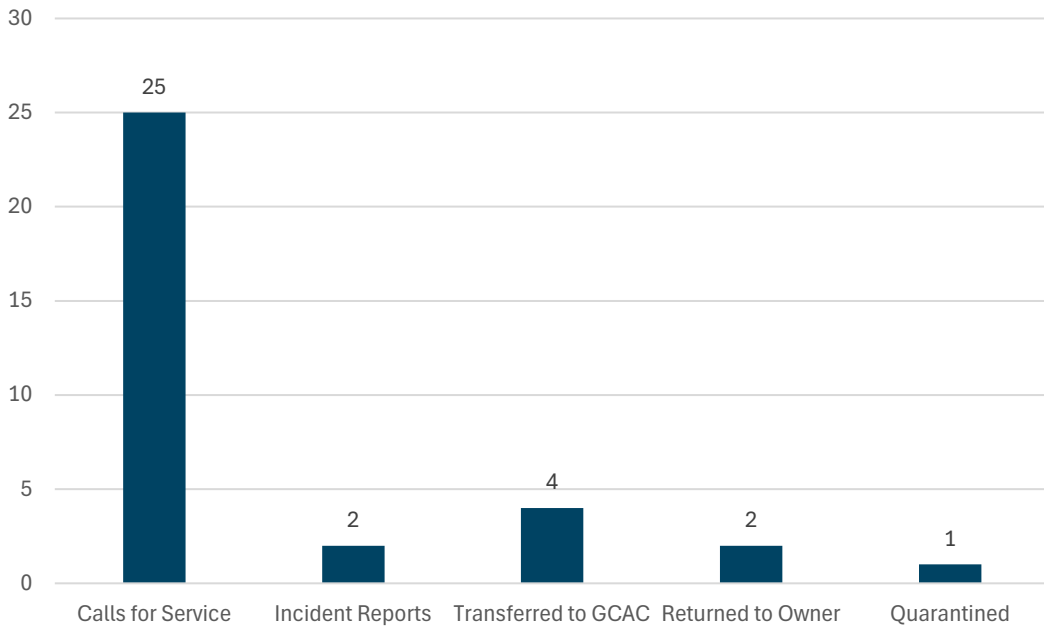


Communications Call Summary Report

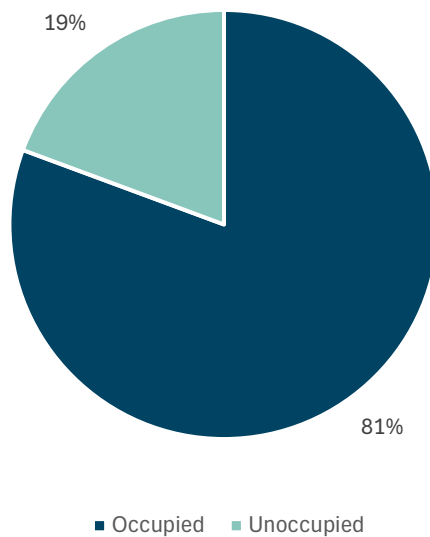
August Call Summary				
Call Type		Aug 2024	Aug 2025	% Change
911	Inbound	299	499	66.9%
	Administrative			
Administrative	Inbound	1,697	1,518	-10.5%
	Outbound	782	832	6.4%



August 2025 Animal Control Activity



August 2025 Kennel Usage



Sanitation

- 24 Work Order Completed
- 512 Tons of waste hauled to the landfill
- Awaiting trash can delivery to continue change out program

Streets and Grounds

- 439 bags of litter
- Catch up on Landscaping from excessive rain this month
- Conducted hot patch asphalt training

Sewer / Storm Water

- 344 locates for August; 2,385 for 2025
- 17,000 Ft of Cleaning and CCTV, great success with “5K in 30days”
- Burton farms currently cutting ROWs
- Generating ROW map
- Smoke tested 2595 LF
- Clearing property at Valley View
- New employee Eric Reid

Parks

- ESSC, and City Park were aerated, fertilized, and treated for fire ants
- Conducted Certified Playground Safety inspection with only minor issues i.e.: painting, age of equipment,
- Top dressed ESSC field 2 and multi-purpose field
- Preparing for miracle league season

Facility Maintenance

- 18 Work Orders completed
- Installed washer and dryer at Utility Complex, continuing EOC preparedness

Department of Public Works
435 Telfair St
Fountain Inn, SC 29644
864-409-3310

“With willing hearts and skillful hands, the difficult we do at once, the impossible takes a little bit longer.”

Golden Strip Jamboree kicked off the season Saturday Aug 16th at Mauldin High for **Tackle Football**.



- **Flag Football, Baseball, and Softball** games began Tuesday Sept 2nd. **Volleyball** games are scheduled to begin Monday Sept 22nd.
- **Miracle League** games will begin Monday Sept 15th and will be played every Monday at 6:00pm on the Miracle League field at Emanuel Sullivan Sports Complex. Come out and have fun cheering on our teams!

Upcoming registrations:

- **Basketball** - September 29 thru October 31
- **Wrestling** - September 29 thru October 31



Events:

- 9/8 - **College Football Bingo at The Market** - sponsored by Melissa Roth, Complete Home Care & Kristy Billings, LawyerLisa Care Planning
- 9/12 - **Fall Ceramics Painting Workshop**
- 9/18 - **55+ Night Out** in the Boondocks
- 9/23 - **Diabetes Support Group** - Topic: "Diabetes Medication Before a Procedure" presented by Jessica Odom, PharmD
- 9/25 - **Ask a CPT** - Certified personal training
- 9/25 - **Birthday Celebration**



College Football BINGO Tuesday 9/9

Games @ 11:00
Lunch @ 12:00

Sponsored by:
Melissa Roth, Complete Home Care
&
Kristy Billings, LawyerLisa Life Care Planning

** Taco Bar **

\$3 donation



**55+ Night Out
in the Boondocks
Again!!**

Thursday Sept 18th
4:30-6:30p

1955 Trinity Church Rd
Gray Court, SC 29645



Fountain Inn Diabetes Support Group

Tuesday Sept 23rd
@ 8:00 in CR

" Diabetes Medication Before a Procedure "

Presented by
PRISMA Health
with
Jessica Odom, PharmD

Healthy breakfast provided in the hallway



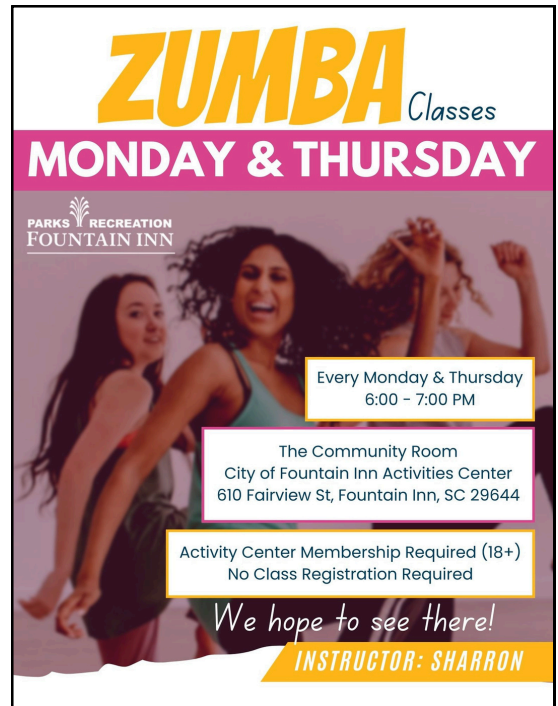
Fall Ceramic Painting Workshop

Friday Sept 12th
@ 9:30a in the CR

Join us for a fun and festive ceramic painting activity. We will be painting a ceramic gourd featuring a cornucopia and the words "Give Thanks". Using acrylic paints, you'll create a beautiful piece that makes the perfect decoration for fall and Thanksgiving. Sign up at the front desk to reserve your spot!

Cost: \$20
Includes ceramic bisque ware and painting supplies

- **Yoga at The Market** - Join us at The Farmers Market for a refreshing morning of beginner's yoga. The last class of the season begins at 8:00a on September 6th. Don't forget your mat!
- **Zumba** classes are here! All persons age 18 and up with a membership are welcome to join our newest instructor, Sharron, for an hour of cardio fitness and a whole lot of fun!



ZUMBA Classes
MONDAY & THURSDAY

PARKS RECREATION
FOUNTAIN INN

Every Monday & Thursday
6:00 - 7:00 PM

The Community Room
City of Fountain Inn Activities Center
610 Fairview St, Fountain Inn, SC 29644

Activity Center Membership Required (18+)
No Class Registration Required

We hope to see there!
INSTRUCTOR: SHARRON





REQUEST FOR COUNCIL ACTION

City of Fountain Inn, South Carolina

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

September 11, 2025

Regular City Council Meeting

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

Agenda Date Requested: September 11, 2025

Ordinance/Resolution Caption: Ordinance 2025-05

An Ordinance amending Chapter 19 (Traffic and Motor Vehicles), by adding Article IV (Low Speed Vehicles), Section 19-101 (Golf Carts and Recreational Vehicles), of the City Code of Ordinances of the City of Fountain Inn, South Carolina, 1992, as amended.

Summary Background:

H3292 (R92, Act 64) was signed into law by Governor McMaster and became effective on May 22, 2025. The bill changes the current law governing the registration and operation of golf carts. It allows cities and towns to adopt ordinances regulating golf carts, require seat belts on the golf cart for children under 12 years of age, and requires liability insurance like that required for automobiles.

Impact If Denied:

In the absence of a municipal ordinance, golf carts are permitted to be operated:

- Only during daylight hours
- Only on a secondary highway where the speed limit is 35 mph or less
- Only within 4 miles of the address on the registration certificate
- Are permitted to cross a highway at an intersection where the speed limit is more than 35 mph

Impact If Approved:

Ordinance 2025-05 would allow golf carts within the City limits:

- On any roadway on which the speed limit is 35 mph or less
- To be operated more than 4 miles from the address on the registration certificate
- To be operated until 11:00 p.m. if the golf cart is equipped with operable, illuminated headlights, taillights, and turn signals

Financial Impact:

Not applicable.

**CITY OF FOUNTAIN INN, SOUTH CAROLINA
ORDINANCE 2025-05**

**AMENDING CHAPTER 19 (TRAFFIC AND MOTOR VEHICLES), BY
ADDING ARTICLE IV (LOW SPEED VEHICLES), SECTION 19-101
(GOLF CARTS AND RECREATIONAL VEHICLES), OF THE CITY
CODE OF ORDINANCES OF THE CITY OF FOUNTAIN INN, SOUTH
CAROLINA, 1992, AS AMENDED.**

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) The South Carolina General Assembly enacted South Carolina Code Annotated section 56-2-90, which enables local governments to enact ordinances to regulate the operation of golf carts;
- (c) Section 56-2-90(c)(1) specifically provides that a municipality may, with some limitations, stipulate the hours, methods, and locations of golf cart operations;
- (d) the safety and regulation of low-speed vehicles such as golf carts are vital to maintaining order and protecting all users of public roads and highways;
- (e) golf carts and other low speed, recreational vehicles are increasingly used for short-distance travel within neighborhoods and communities, necessitating clear, consistent, and enforceable rules for their lawful operation; and
- (f) the Council intends to provide for the health and safety of its residents and visitors by enacting the Section 19-101 and providing for the regulated use of golf carts and recreational vehicles;

NOW, THEREFORE, the Council ordains:

1. **Amendment.** Chapter 19 is hereby amended, as and if amended, by adding Article IV (Low Speed Vehicles), and enacting section 19-101 (Golf Carts and Recreational Vehicles) as follows:

Section 19-101. Regulated Use of Golf Carts and Recreational Vehicles.

- (a) Definitions. For purposes of this Section, each capitalized term listed below has the meaning ascribed to that term.
 - (i) “Golf Cart” means a motorized vehicle described in Chapter 2 of Title 56 of the South Carolina State Code of Laws, 1976, as amended, and is designed and/or manufactured for typical operation on a golf course and/or for sporting and/or other recreational purposes, and that are generally not designed to exceed a speed of 20 miles per hour.
 - (ii) “Night” means from one half hour before sunset until 11:00 p.m. and from sunrise until one half hour after sunrise.
 - (iii) “Recreational Vehicle” means a motorized vehicle that is designed and/or manufactured for off-road operation and is not eligible to be registered by the South Carolina Department of Motor Vehicles. Some example of these vehicles are All Terrain Vehicles, Side-by-Sides, and Utility Terrain Vehicles.
- (b) Golf Cart Use. Subject to regulations provided by State law, the City Code, generally, and as provided in this Section 19-101,
 - (i) a Golf Cart shall not be operated:

- a. except in accordance with the provisions of the City Code, including this Section, and applicable State law;
- b. unless and until, an individual or business owner of the Golf Cart first obtains a permit decal and registration from the South Carolina Department of Motor Vehicles upon presenting proof of ownership and liability insurance for the Golf Cart and upon payment of a registration fee to the Department of Motor Vehicles and affixes the permit decal to the Golf Cart, and otherwise complies with all applicable registration requirements;
- c. except by a person who is at least 16 years of age and holds a current, valid driver's license, which the operator must have in the operator's possession while operating the Golf Cart;
- d. until and unless each passenger under the age of twelve years old is wearing a fastened safety belt or is otherwise properly restrained in a car seat or booster seat;
- e. until and unless each Golf Cart occupant is compliant with all provisions of the City Code, including this Section, and applicable State law;
- f. if any occupant possesses an open alcoholic beverage;
- g. if the Golf Cart is over-occupancy, that is, each occupant must be able directly to sit on a seat designed by the manufacturer for that purpose;
- h. on any roadway on which the speed limit is more than thirty-five miles an hour, except the Golf Cart is permitted to be operated to cross such a highway at an intersection;
- i. without the operator's using: (i) proper hand/arm signals to signal a stop and/or turn, (ii) illuminated headlights, taillights, and turn signals, as provided by South Carolina law, or (iii) both, and a Golf Cart shall not be operated at Night until and unless the Golf Cart is equipped with operable, illuminated headlights, taillights, and turn signals that are in compliance with South Carolina Code Annotated section 56-5-4490 and/or section 56-5-4510, as applicable, and are not so bright or positioned as to impact the driver of an oncoming vehicle as provided by South Carolina Code Annotated section 56-5-4780;
- j. under any circumstances, during the period between 11:00 PM and sunrise;
- k. until and unless the Golf Cart is equipped with working taillights or taillamps that are in compliance with South Carolina Code Annotated section 56-5-4510.

Notwithstanding the provisions of South Carolina Code Annotated section 56-2-90(D)(3), a Golf Cart may be operated in the City limits more than four miles of the address on the registration certificate described in Section 19-101(b)(i)(b), and/or more than four miles from a point of ingress and egress of a gated community if the address on such registration certificate is within a gated community.

- (c) **Recreational Vehicle Use.** In addition to other regulations provided by State law and the City Code, a Recreational Vehicle is prohibited from traveling on the roads, bike paths, sidewalks, and pathways in the City.
- (d) **Parking.** A Recreational Vehicle shall not park in any public parking space or on any public property. A "motor vehicle," as described in Chapter 15 of Title 56 of the South Carolina Code, shall not park in any public parking space or on any public property designated as parking for a Golf Cart. A Golf Cart shall not park in violation of applicable State law, in violation of applicable provision of the City Code, or in violation of the restrictions provided below:
 - (i) Park only in a legal parking space or other location designed for a motor vehicle parking, including a metered parking space, but must then comply with all parking fees and/or fines.
 - (ii) Shall not park in any space designed for motorcycle or moped parking.

(iii) May park more than one Golf Cart per space subject to the following additional conditions:

- a. Each Golf Cart does not block any other Golf Cart from leaving;
- b. Each Golf Cart parked in the parking space does impede the ability of vehicles parked next to the space from being accessed; and
- c. A Golf Cart does not extend beyond the length of the parking space to the extent that it impedes the regular traffic flow of the street.

(e) Enforcement. Any violation of this Section constitutes a misdemeanor. Any person convicted of violating this Section is punishable by a fine of not more than two hundred dollars (\$200.00) or by imprisonment for not more than thirty (30) days, or both. Further, a Golf Cart and/or a Recreational Vehicle operating and/or parking in violation of this Section may be impounded for the safety of the operator and the public.

2. **Codification.** The City shall codify the contents of this Ordinance as Chapter 19, Article IV, Section 19-101, of the City Code, as and if so amended, online as soon as practicable and in print as part of the City's next, regular, re-codification.

3. **Reservation of Code Sections.** The remaining available Sections of the City Code, including specifically, Section 19-60, through and including Section 19-100, 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.

6. **Effective Date.** 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 Root Law LLC

First Reading: August 14, 2025
Second Reading / Final Approval: September 11, 2025



REQUEST FOR COUNCIL ACTION
City of Fountain Inn, South Carolina

September 11, 2025

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 11, 2025

Ordinance/Resolution Caption: Ordinance 2025-06

Amending various portions of Section 8:1(C) of Appendix A (Zoning) of the City Code of Ordinances of the City of Fountain Inn, South Carolina, 1992, as amended (“City Code”); and invoking pending ordinance doctrine.

Summary Background:

Per the City’s Zoning Code, a home occupation can be permitted in any Residential District if it meets the requirements of Section 8:1(a) through 8:1(g).

Section 8:1(c) currently states, *No display of merchandise shall be visible from the street. There shall be no outside storage of equipment, vehicles, or supplies associated with the home occupation.*

Ordinance 2025-06 would add the following provision to Section 8:1(c): *For the purposes of this Section 8:1(c), products grown naturally, including, but not limited to, vegetation, and/or animal products, shall not be considered “supplies.”*

Impact If Denied:

Section 8:1(c): *No display of merchandise shall be visible from the street. There shall be no outside storage of equipment, vehicles, or supplies associated with the home occupation* effectively prohibits home occupations where products such as flowers, fruits, vegetables, etc. are grown on the property with the intent to sell.

Impact If Approved:

A home occupation in which the homeowner/resident grows flowers in their yard with the intent to sell would now be allowed.

Financial Impact:

Not applicable.

**CITY OF FOUNTAIN INN, SOUTH CAROLINA
ORDINANCE 2025-06**

**AMENDING VARIOUS PORTIONS OF SECTION 8:1(C) OF APPENDIX
A (ZONING) OF THE CITY CODE OF ORDINANCES OF THE CITY OF
FOUNTAIN INN, SOUTH CAROLINA, 1992, AS AMENDED (“CITY
CODE”); AND INVOKING PENDING ORDINANCE DOCTRINE.**

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

(a) there appear to be conflicting setback requirements in the “The Code of Ordinances of the City of Fountain Inn, South Carolina, 1992” with the enactment of this Ordinance; and

(b) the Council desires to remove certain setback requirements and clarify language and provide for revised references across all provisions of the City Code;

NOW, THEREFORE, the Council ordains:

1. Amendment. Section 8:1(c) 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:

No display of merchandise shall be visible from the street. There shall be no outside storage of equipment, vehicles, or supplies associated with the home occupation. For the purposes of this Section 8:1(c), products grown naturally including, but not limited to, vegetation, and/or animal products shall not be considered “supplies.”

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 Root Law LLC

First Reading: September 11, 2025
Second Reading / Final Approval: October 9, 2025



REQUEST FOR COUNCIL ACTION
City of Fountain Inn, South Carolina

September 11, 2025

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 11, 2025

Ordinance/Resolution Caption: Resolution 2025-06

A Resolution Certifying Certain Real Property in the City of Fountain Inn as an Abandoned Textile Mill Site.

Summary Background:

Blackstock Development, LLC is acquiring Greenville County TMS#'s: 0341000100400 and 0341000100200. The South Carolina Textiles Communities Revitalization Act (section 12-65-10 through 12-65-60) provides that a taxpayer who rehabilitates a textile mill site may be eligible for either a property tax credit or an income tax credit.

The Fountain Inn City Council is being asked to certify that:

- The parcels had, in the past, a “textile mill” as provided by the South Carolina Textiles Communities Revitalization Act
- The parcels would qualify as “abandoned” as provided by the Act
- The parcels are in a “distressed area” as designated by the Appalachian Council of Governments, and consistent with the definition of a “textile mill site” as defined by the Act

Impact If Denied:

The purchaser of the parcels would not be eligible to receive South Carolina *Abandoned Textile Mill Site* tax credits.

Impact If Approved:

The purchaser of the parcels would be eligible to receive South Carolina *Abandoned Textile Mill Site* tax credits.

Financial Impact:

Not applicable.

RESOLUTION NUMBER 2025-06

**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 0341.00-01-002.00 and 0341.00-01-004.00 (collectively, “Property”);

WHEREAS, according to the letter from the Appalachian Council of Governments (“ACOG”), dated May 15, 2025, attached as Exhibit A, the Appalachian Council of Governments has certified the Property 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 #25-1, issued February 10, 2025, 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.

Adopted: September __, 2025.

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

PHASE I ENVIRONMENTAL SITE ASSESSMENT

806 NORTH MAIN STREET
FOUNTAIN INN, GREENVILLE COUNTY
SOUTH CAROLINA

Prepared For:

Blackstock Development, LLC
39 Rowley Street, Unit 105
Greenville, South Carolina 29601

BLE Project Number 25-26035.01

May 13, 2025



6004 Ponders Court | Greenville, SC 29615
864.288.1265 864.288.4330 info@blecorp.com
BLECORP.COM

BEAUNIT CORP. (CIRCULAR KNIT & DYEING PLANT) FOUNTAIN INN, SC

Cleanup Activities

On this page:

- [Background](#)
- [What Has Been Done to Clean Up the Site?](#)
- [What Is the Current Site Status?](#)
- [Activity and Use Limitations](#)
- [Enforcement Information](#)

On related pages:

- [Operable Units](#)
- [Cleanup Progress](#)

Background

The 1.3-acre Beaunit Corp. (Circular Knit & Dyeing Plant) [Superfund](#) site is located along Valley View Road in northwest Fountain Inn, 15 miles southeast of Greenville. The site includes a former wastewater lagoon where a knitting, dyeing and finishing plant disposed of its wastewater from 1951 to 1977. Residential areas, forested land and commercial businesses border the site to the north. Industrial facilities border the site to the south. Forested land, an industrial facility and residential areas border the site to the east. Valley View Road, forested land and residential areas border the site to the west.

EPA placed the site on the Superfund program's National Priorities List (NPL) in 1990, because of contaminated groundwater and soil resulting from waste handling practices. EPA, the [South Carolina Department of Health and Environmental Control \(SCDHEC\)](#), and the site's [potentially responsible parties \(PRPs\)](#) have investigated site conditions and taken steps to clean up the site.

All planned cleanup activities have been completed. The site does not currently threaten people living and working near the site. By monitoring groundwater, placing institutional controls on the site property and undertaking required Five-Year Reviews, EPA, SCDHEC and the site's PRPs continue to protect people and the environment from site contamination.

What Has Been Done to Clean Up the Site?

1951 – 1977

The knitting, dyeing and finishing plant disposed wastewater from its operations into the lagoon on the site. Wastewater was transported to the lagoon and the wastewater treatment system through a pipeline.

1977

The plant connected to the municipal sewage system and stopped using the lagoon to dispose the wastewater.

1980

In 1980, the responsible parties demolished the wastewater treatment structures and partially filled in the lagoon with demolition debris and soil. Wilson Sporting Goods, a sporting goods manufacturer, also disposed of non-hazardous materials from its operations at the site.

1990

EPA listed the site on the NPL.

1995

EPA issued the cleanup plan for the site. It included grading of the surface of the site; placing a Resource Conservation and Recovery Act (RCRA) solid waste soil-and-clay cap over the lagoon; drainage controls; placing institutional controls on the site property; and monitoring groundwater, surface water and sediment.

1996 – 1998

The PRPs conducted the cleanup activities, with oversight provided by EPA and SCDHEC. Cleanup activities included the following: backfilling the lagoon, covering the lagoon with a clay-and-soil cap, revegetating the cap, grading the surface of the site, and installing a fence and security signs.

2003

The PRPs monitored site ground- and surface waters from 1998 to 2003.

2003 – 2017

The PRPs monitored groundwater, surface water and sediment. Additional groundwater monitoring has been performed, most recently, in September 2017.

2018

The 2018 Five-Year Review was completed and determined that the cleanup continues to protect people and the environment.

2023

The 2023 Five-Year Review was completed and determined that the cleanup continues to protect people and the environment.

What Is the Current Site Status?

- The most recent Five-Year Review was published by EPA Headquarters (EPA HQ) 2023. The selected remedy currently protects human health and the environment because exposure pathways that could result in unacceptable risks have been addressed.
- The site's PRPs continue to monitor groundwater and maintain the capped area.
- Currently, the site is not in use. Fencing and locked gates control access to the site.
- The last groundwater sampling event was in June 2024.

Activity and Use Limitations

At this site, activity and use limitations that EPA calls institutional controls are in place. Institutional controls play an important role in site remedies because they reduce exposure to contamination by limiting land or resource use. They also guide human behavior. For instance, zoning restrictions prevent land uses – such as residential uses – that are not consistent with the level of cleanup.

For more background, see [Institutional Controls](#).

Currently, the site is not in use. Fencing and locked gates control access to the site.

Enforcement Information

Enforcing environmental laws is a central part of EPA's mission to protect human health and the environment. When warranted, EPA will take civil or criminal enforcement action against violators of environmental laws.

EPA negotiated legal agreements with the site's PRPs to investigate and clean up the site. The PRPs continue to fund site cleanup, monitoring and oversight activities.









APRIL 18, 2025

FIGURE 1

**SAPROLITE
WATER LEVEL MAP**

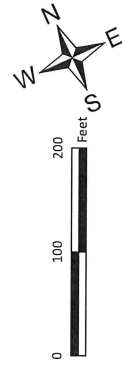
January 29, 2024

WILSON SPORTING GOODS
Fountain Inn, South Carolina

-  GROUNDWATER MONITORING WELL
-  INACTIVE GROUNDWATER RECOVERY WELL
-  ABANDONED WELL
-  WATER TABLE OR SAPROLITE WATER LEVEL (FT ABOVE MSL)
817.14
-  BEDROCK WATER LEVEL (FT ABOVE MSL)
(840.77)
-  WATER TABLE OR SAPROLITE WATER LEVEL CONTOUR (FT ABOVE MSL)
-  SURFACE WATER DRAINAGE
-  GROUNDWATER FLOW DIRECTION

NOTES:
CONTOURS ARE INTERPOLATED BASED ON EXISTING DATA.
THESE CONTOURS ARE APPROXIMATE AS SUBSURFACE
CONDITIONS MAY VARY.

REFERENCE:
GREENVILLE COUNTY, SOUTH CAROLINA, 2017 AERIAL
PHOTOGRAPHY.



DRAWN BY: ALD 04/5/2024
CHECKED BY: JHR
APPROVED BY: JWG

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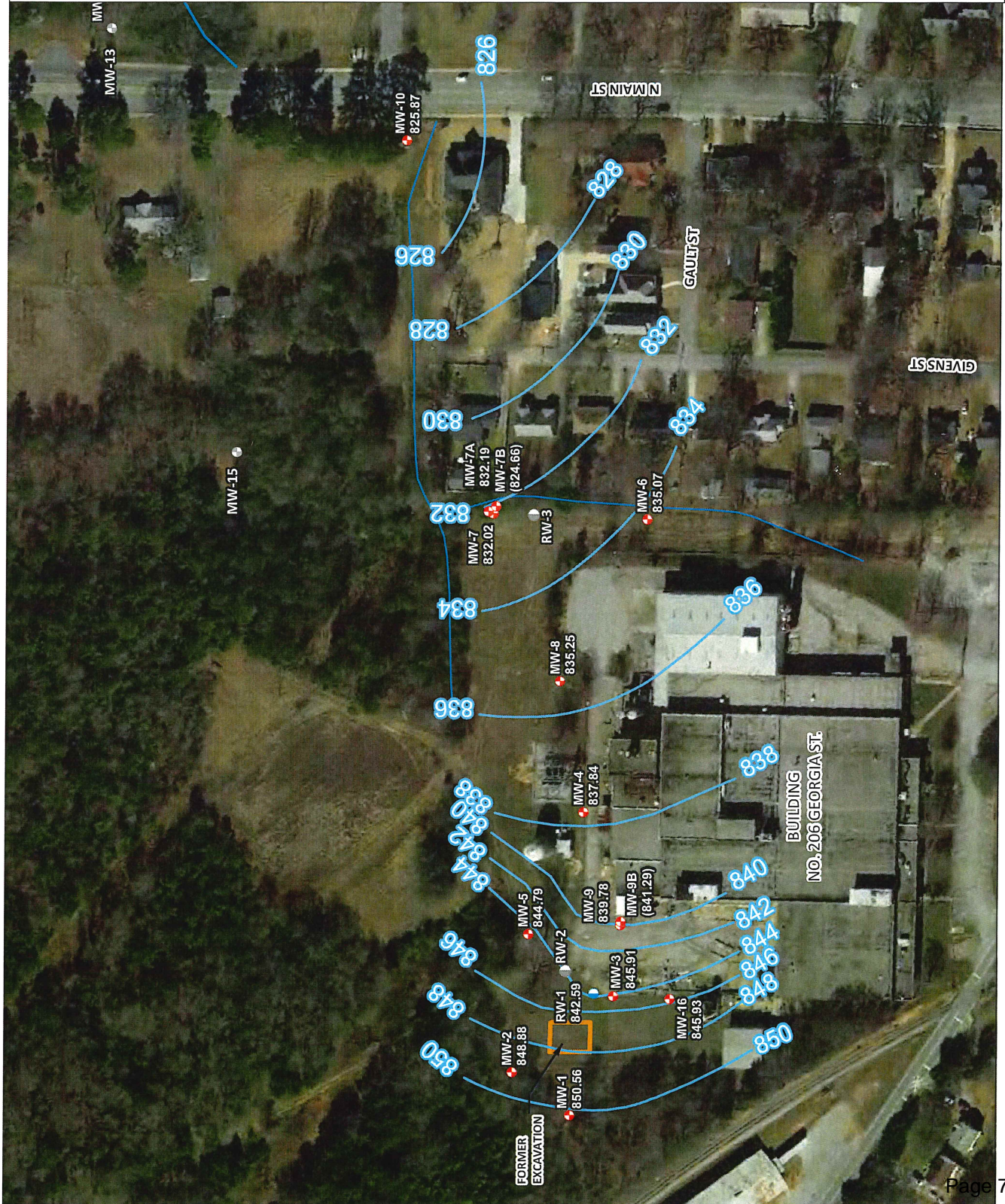






FIGURE 2

1,1 - DICHLOROETHENE CONCENTRATION MAP

January 2024

WILSON SPORTING GOODS
 Fountain Inn, South Carolina

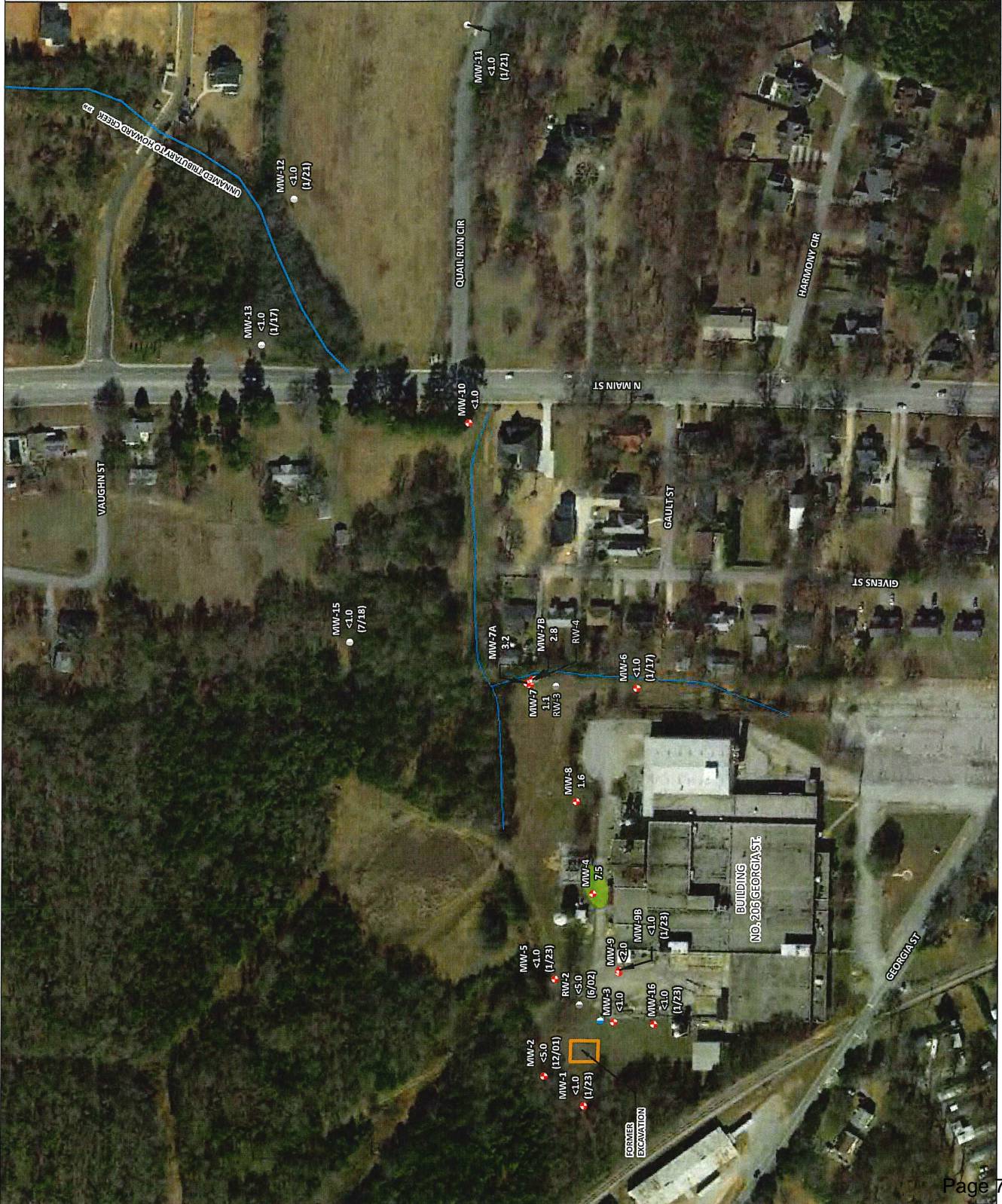
-  GROUNDWATER MONITORING WELL
-  INACTIVE GROUNDWATER RECOVERY WELL
-  ABANDONED WELL
- 15.2 1,1 - DICHLOROETHENE CONCENTRATION (µg/L). SAMPLES COLLECTED DURING THE CURRENT SAMPLING EVENT EXCEPT AS SHOWN.
- NS NOT SAMPLED. LAST SAMPLED DECEMBER 2001.
-  SURFACE WATER DRAINAGE
- 1,1 - DCE CONCENTRATION (MCL = 7 µg/L)
 Greater than or equal to 7 µg/L

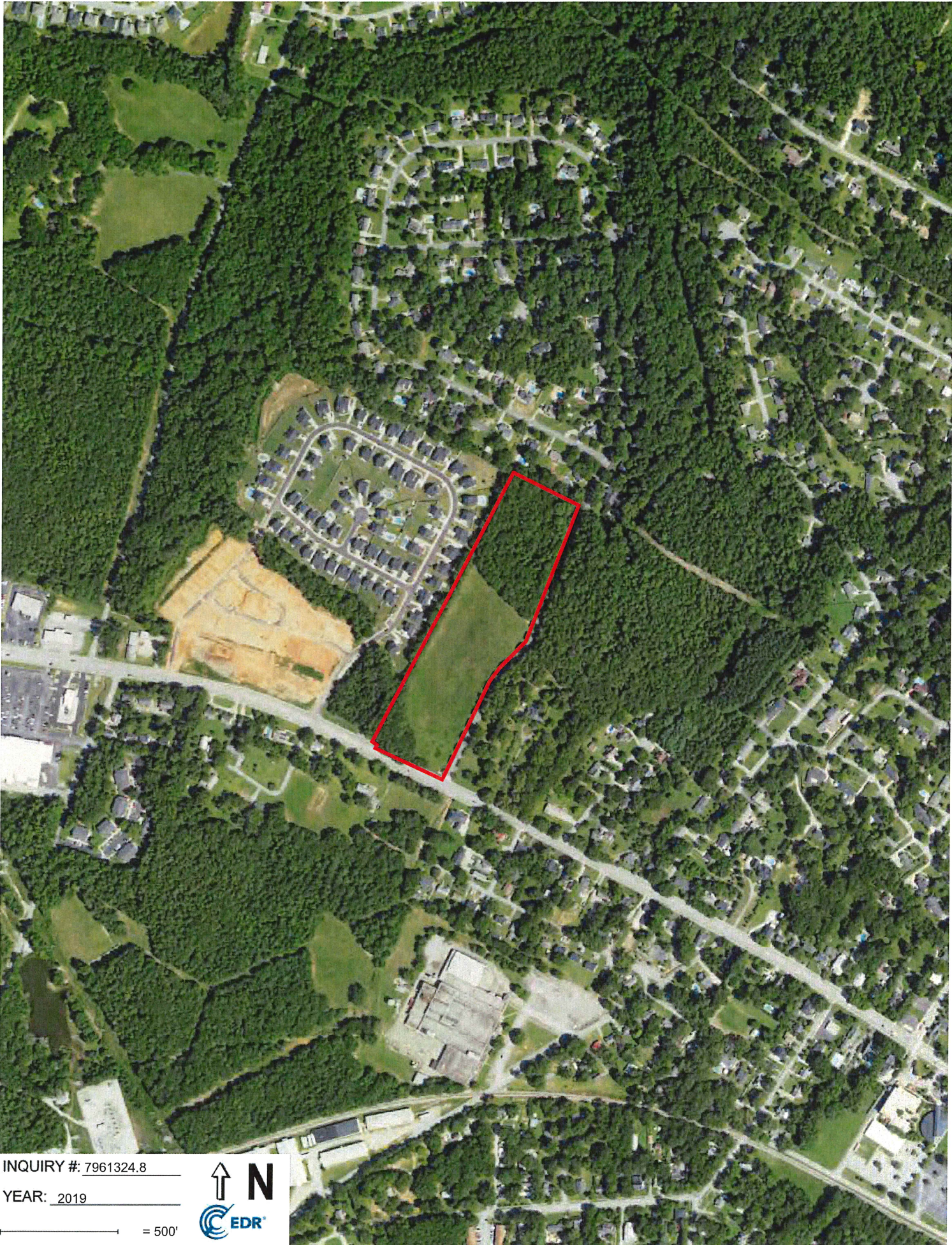
REFERENCE:
 2017 AERIAL PHOTOGRAPH FROM GREENVILLE COUNTY GIS.



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 APPROVED BY: SWG

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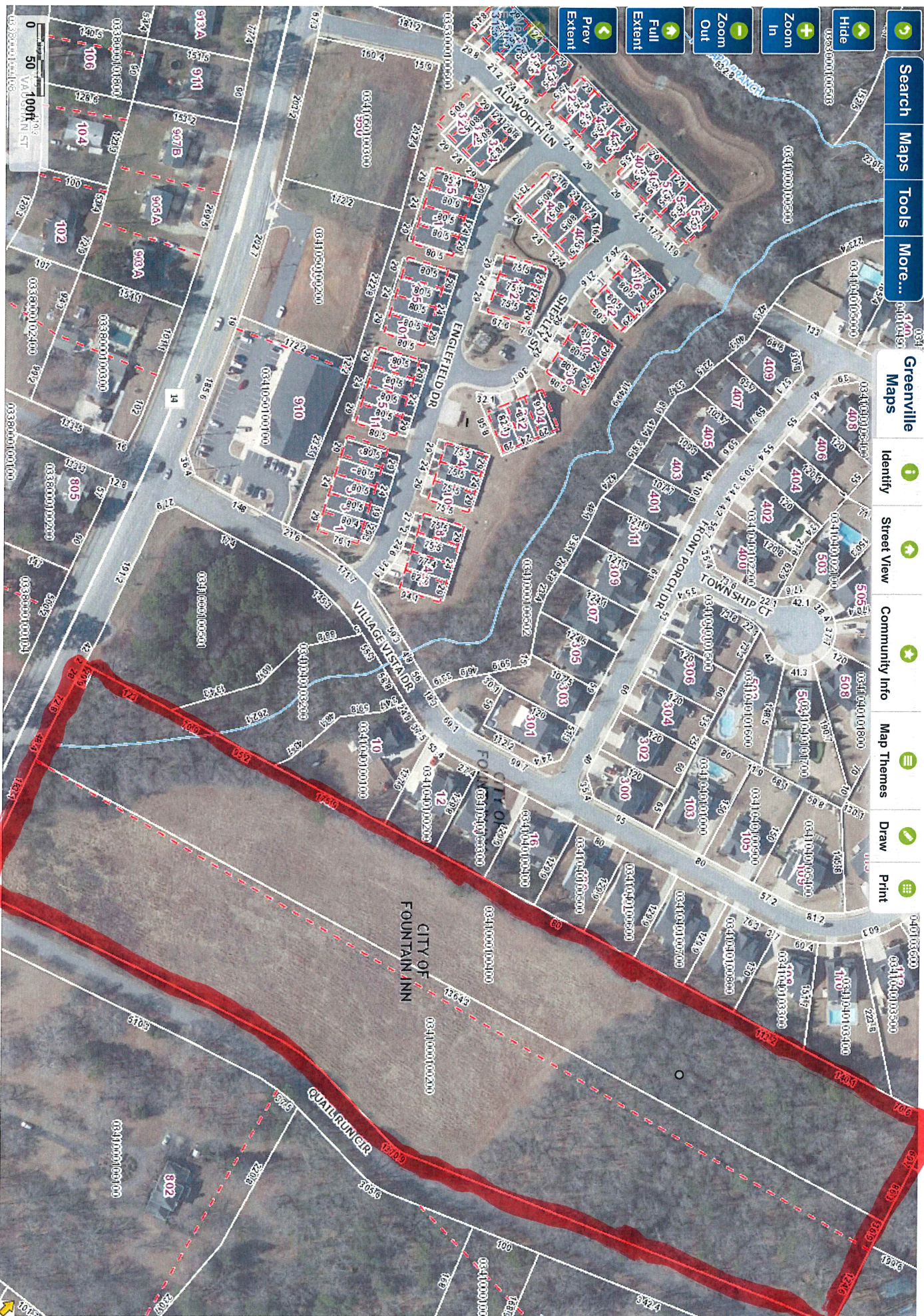


INQUIRY #: 7961324.8

YEAR: 2019

— = 500'





- Search
- Maps
- Tools
- More...
- Greenville
- Maps
- Identify
- Street View
- Community Info
- Map Themes
- Draw
- Print



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

May 15, 2025

Dear Richard,

In 2018, the South Carolina General Assembly made amendments to the Textiles Communities Revitalization Act. These amendments 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 0341000100200 and 0341000100400 are in a distressed area of the state, as designated by the Board of Directors of the Appalachian Council of Governments.

If we may provide further assistance with this effort, 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

September 11, 2025

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 11, 2025

Ordinance/Resolution Caption:

Approval of City of Fountain Inn Employee Handbook 2025 Updates

Summary Background:

In accordance with best practices recommended by the City’s liability insurance provider (SCMIT/SCMIRF), the employee handbook is reviewed and updated at least every five years to ensure compliance with state, local, and federal requirements. The proposed revisions include updates to improve clarity and alignment with recent legal changes.

Impact If Denied:

The City will risk operating under outdated policies, which may create compliance risks, inconsistencies, and hinder recruitment and retention efforts.

Impact If Approved:

The City will adopt a current, legally compliant handbook that will continue to promote consistency, reduce risk, and support effective management and employee engagement.

Financial Impact:

Not applicable.

2025

City of Fountain Inn Employee Handbook



REVISION:
9/12/2025

DISCLAIMER

ALL EMPLOYEES OF THE CITY OF FOUNTAIN INN ARE EMPLOYED AT-WILL AND MAY QUIT OR BE TERMINATED AT ANY TIME AND FOR ANY REASON. NOTHING IN ANY OF THE CITY OF FOUNTAIN INN'S RULES, POLICIES, HANDBOOKS, PROCEDURES OR OTHER DOCUMENTS RELATING TO EMPLOYMENT CREATES ANY EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT. NO PAST PRACTICES OR PROCEDURES, WHETHER ORAL OR WRITTEN, FORM ANY EXPRESS OR IMPLIED AGREEMENT TO CONTINUE SUCH PRACTICES OR PROCEDURES. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS SET FORTH IN THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT UNLESS: 1) THE TERMS ARE PUT IN WRITING, 2) THE DOCUMENT IS LABELED "CONTRACT", 3) THE DOCUMENT STATES THE DURATION OF EMPLOYMENT, AND 4) THE DOCUMENT IS SIGNED BY THE CITY ADMINISTRATOR.

ACKNOWLEDGEMENT: I understand this Handbook replaces and supersedes all previously issued handbooks, policies, and practices.

Employee's Printed Name

Employee's Signature

Date

City Mission Statement:

Dedication to creating a forward-thinking environment where the citizens of Fountain Inn can enjoy quality public services and recreation amenities, safety of property, cost efficiently, in a small-town atmosphere.

Employee Mission Statement:

To inform and empower dedicated team players, supporting and encouraging them to cultivate a sense of community and interactively participate in their professional development and growth.

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Equal Opportunity ~~and Commitment to Diversity~~

The City of Fountain Inn is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, the City of Fountain has developed ~~these~~ policies to ensure that all its employees can work in an environment free from unlawful harassment, discrimination, and retaliation. The City of Fountain Inn will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint communicated that reports a ~~in~~-violation of such policies will be investigated and resolved appropriately.

Equal Opportunity:

It is the policy of the City to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, gender identification, sexual orientation, pregnancy, childbirth, or related medical conditions (including but not limited to lactation) disability, genetic information, age, national origin, or any other characteristic protected by law. The City prohibits any such discrimination or harassment. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Retaliation:

The City forbids retaliation against anyone who has reported discrimination or harassment in good faith, and it will not tolerate retaliation or harassment against an employee for reporting a violation of this policy, or who participates in an investigation. ~~-. If any employee engages in experiences~~ conduct towards them that they believe is retaliatory, they should report it in one of the ways listed below for reporting harassment. ~~-. Employees will not be penalized in any way for reporting such conduct concerning themselves or another person.~~

Definition: Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes, but is not limited to:

- Shunning and avoiding an individual who reports harassment, discrimination, or retaliation.
- Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; or
- Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault.

Sexual Harassment:

Sexual harassment constitutes discrimination and is illegal under federal & state law. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- a) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment,
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess, or sexual deficiencies; leering, whistling, or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

Anti-Harassment:

Harassment on the basis of any other protected status is also strictly prohibited. Under this policy, harassment can be verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex (including pregnancy), sexual orientation, gender identity or expression, national origin, age, disability, citizenship, genetic information, or any other status protected by law, and that:

- a) has the purpose or effect of creating an intimidating, hostile or offensive work environment,
 - b) has the purpose or effect of unreasonably interfering with an individual’s work performance,
- or
- c) otherwise adversely affects an individual’s employment opportunities.

Harassing conduct includes epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward

an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on City time or using City equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Reporting an Incident of Harassment, Discrimination or Retaliation:

Individuals and Conduct Covered:

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to the City of Fountain Inn (e.g., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

The City encourages reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate non-involved supervisor, their Department Head, Human Resources, or the City Administrator. See the complaint procedure described below.

In addition, the City encourages individuals who believe they are ~~being subjected~~subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. The City recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure:

1. Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should report such activity to his/her non-involved Supervisor, Department Head, Human Resources Director, or directly to the City Administrator. The City encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.
2. In any case in which the supervisor is witness to or confronted with a situation of harassment, the supervisor must immediately notify the Department Head and Human Resources Director. ~~Such~~ reports to superiors and to the Human Resources Director are to be made regardless of how knowledge of the case was acquired.
3. Any reported allegations of harassment, discrimination or retaliation will be investigated promptly by the Human Resources Director. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The City will maintain confidentiality throughout the investigatory process to ~~thean~~ extent consistent with adequate investigation and appropriate

corrective action. The Human Resources Director investigates and submits a report to the City Administrator setting forth the facts of the case and a recommendation for action. *Recommendations from the City Labor Attorney may be sought in circumstances that require special considerations—.* For example, if the Human Resources Director is involved, the City Administrator may perform the investigation; if the City Administrator is involved, the Mayor will collaboratively assist the Human Resources Director in the investigation and report to Council. The final approved and compliant process would be communicated accordingly, including but not limited to the example above.

4. The results of the investigation and the nature of the disciplinary actions are communicated by the Human Resources Director to the complainant, the offender, the City Administrator, and the affected Department Head.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as the City believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

These procedures have been established to enable employees to obtain relief if they feel that they are the victim of harassment. They are reviewed for compliance and to remain current with legal requirements. The U.S. Supreme Court has said that as a general rule an employee may not sue the City for a violation of their rights unless they first give the City notice and an opportunity to end the harassment—.

The reporting procedures as outlined above are intended to establish a clear record of what has been reported.

Harassment does not include the conduct or actions of supervisors intended to provide employee discipline, such as deficiency notices, performance evaluations, oral warnings, reprimands, or other supervisory actions intended to promote positive performance.

Americans with Disabilities Act (ADA), Americans with Disabilities Amendments Act (ADAAA) and Reasonable Accommodation:

To ensure equal employment opportunities to qualified individuals with a disability, the City of Fountain Inn will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the HR department and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation to the extent permitted and in accordance with applicable law. The City then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be arranged or if any other possible accommodations are appropriate. If medical documentation regarding the disability and possible accommodations is requested, the employee is responsible for providing such

information. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

Reasonable Accommodations for Pregnant Workers:

As required by the federal Pregnant Workers Fairness Act (PWFA), The City will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation will cause undue hardship to City's operations.

An employee or applicant may request an accommodation due to pregnancy, childbirth, or a related medical condition by submitting the request in writing to human resources. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the individual may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, HR will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, the City will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

The City of Fountain Inn prohibits any retaliation, harassment, or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

~~Employees who may require a reasonable accommodation should contact the Human Resources Department.~~

Commitment to Diversity:

The City of Fountain Inn is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. The City strives to create and maintain working and learning environments that are inclusive, equitable and welcoming. We share responsibility for achieving these goals, and for making the City of Fountain Inn a place where each of us may contribute to and realize the successes from broadening understanding, heightened awareness, awakened empathy, and the fostering of empowerment.

Ethics and Confidentiality

Ethics:

The following policy statements provide basic principles to guide us as we strive for excellence in our work for the citizens of Fountain Inn:

1. Employees will not engage in conduct or activity that may raise questions as to the honesty, impartiality, or reputation of the City or otherwise cause embarrassment to the City. We will communicate honestly and deal fairly with our customers, vendors, employees, and supervisors. We will never intentionally misrepresent material facts or conceal information. We will avoid even the appearance of impropriety.
2. We will strive to create and maintain an environment marked by safe, professional, and collegial working conditions. We will embrace diversity, appreciating the unique capabilities, perspectives, and contributions of each person. We will not tolerate discrimination or harassment of any kind.
3. We will place a high value on customer service and improving the lives of our citizens. We will use our best judgment and **caring-empathetic** concern in making decisions that impact our customers.
4. We will properly utilize the material, financial and human resources with which we have been entrusted. We will never use City resources for our own benefit. We will strive to reduce costs and improve the efficiency with which City services are delivered. We will seek innovative ways to achieve positive and sustainable change for our community.
5. We will never use the City's information systems or equipment, including its computer network, telephones or faxes and the use of email and the internet to transmit or intentionally receive illegal or inappropriate items for personal gain.

6. We will be sensitive to the physical, social, and cultural environment in all our activities— We will analyze City projects, policies, and programs for their ability to positively impact the quality of life.
7. We will give our best each day as we perform our jobs— We will be committed to excellence, giving to the performance of our duties our most earnest effort and best ideas. We will always strive to improve our performance and the performance of those around us— We are committed to excellence and the pursuit of superior performance in every activity— However, it is the personal integrity of each of our employees and their commitment to the highest standards of personal and professional conduct that underlie the ethical culture of responsibility and stewardship of ~~the~~ public trust.
8. We will always act in the best interest of the City and avoid conflicts of interest— A conflict of interest occurs when direct official action is taken on a matter in which an employee or their immediate family has a financial, contractual or employment interest— We will avoid situations in which our personal interests may affect our objectivity or honesty in performing our official duties— If we are unclear whether a conflict exists, we will seek guidance from a supervisor or the Human Resources Department.
9. We will never accept any gift or other benefit that may directly or indirectly influence the decisions or performance of our official duties or give the appearance of influencing our decisions.
10. We will view the City’s policies, regulations, and procedures as minimum standards, striving to exceed them— Every employee has the responsibility to ask questions, seek guidance, and report suspected violations and express concerns regarding compliance with the policy and related procedures.
11. As City representatives, our conduct outside the workplace can influence the perception of our organization— Therefore, we will strive to exercise a high degree of personal integrity in our private lives— We will expect our business partners, consultants, contractors, board, commission, and committee members and other City affiliations to abide by these ethical standards.
12. All contracts, agreements or other legal documents requiring the signature of a city official on behalf of the City of Fountain Inn are to be forwarded to the City Administrator’s office. The City Administrator makes the determination as to whether the document may be signed by the City Administrator, designee, or requires council authorization. One fully executed original document will be forwarded to the City Clerk’s office and made a part of the official public records. The second fully executed original document will be returned to the appropriate individual.

Confidential Information:

The protection of confidential business information and protected information is vital to the interests and success of the City of Fountain Inn. Confidential information is any and all information disclosed to or known by you because of employment with the City that is not generally known to people outside the City about its business. This includes but is not limited to:

- Compensation and employee data

- Financial information
- Labor relations strategies
- Pending projects and proposals
- Computer logins and passwords
- Information about other employees obtained by the City
- E-mail correspondence
- Names, addresses, telephone numbers of the City's clients or prior clients
- Any information given to or obtained from the City during meetings, interviews, etc.
- Any other information deemed private or confidential by the City administrator, Human Resources or corresponding Supervisor including but not limited to:
 - ✓ Economic development (potential new business) information obtained in official capacity and not confirmed as public

An employee who improperly uses or discloses confidential business information or protected information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information. All inquiries from the media must be referred to the CITY ADMINISTRATOR.

Employment Relationship

Employment Classification:

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, the City of Fountain Inn classifies its employees as shown below. The City of Fountain Inn may review or change employee classifications at any time.

Exempt. Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

Nonexempt. Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

Regular, Full-Time. Employees who are not in ~~a temporary~~temporary status and work a minimum of ~~430~~430 hours weekly and maintain continuous employment status. ~~Generally, t~~These employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, Full-Time Equivalent. Employees who are not in temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

Regular, Part-Time. Employees who are not in a temporary status and who are regularly scheduled to work fewer than ~~30-20-25~~30-20-25 hours average weekly, ~~but at least 20 hours weekly,~~ and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the City and are subject to the terms, conditions, and limitations of each benefits program.

Temporary or Seasonal, Part-Time. Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Additional ~~classificaitons~~classifications may be authorized at the discretion of the City.

~~Hiring &~~Introductory Period:

~~Human Resources~~ is responsible for the following before the employee may enter the workforce:

- ~~1. Payroll data~~
- ~~2. Explanation of benefits, policies, and *Introductory Periods~~
- ~~3. Overall operations of the City~~

~~The Hiring Department~~ is responsible for the following after Human Resources' orientation, but before the commencement of duties:

1. ~~Work standards and regulations~~
2. ~~Attendance requirements and notice of normal hours of work~~
3. ~~Duties of the position~~
4. ~~Safety rules and procedures, location of safety or protective equipment~~
5. ~~Tour of the work area including location of equipment, supplies, etc.~~
6. ~~Introduction to co-workers~~
7. ~~Schedule for lunch and breaks~~
8. ~~Issuance of the ^{**}Employee Identification Card~~

Introductory Period - New Employees:

All new employees are considered to ~~working~~be working for an introductory period for the first 6 [six] months. This period is a continuation of the selection process and is a time in which the new employee should demonstrate that he is suited for his job. This period is not a guarantee of employment. If the Department Head concludes at any time that the employee is not suited for his position, the employee may be terminated, or the City may extend the introductory period if approved by the City Administrator.

The introductory period ends successfully when the Department Head, not sooner than 6 months after the employee was hired, evaluates the new employee in writing and authorizes his classification as a “regular” employee.

Employees who successfully complete their 6-month end of introductory will earn one (1) vacation day and one (1) wellness day (according to their payroll classification).

Introductory Period - Promoted or Reclassified Employees:

All newly promoted employees or reclassified employees are considered to be serving a training period in their new jobs for 6 [six] months. This period is a continuation of the selection process and is a time ~~in at~~ which the newly promoted employee should demonstrate that ~~he is~~they are well suited for the promotion. It is not a guarantee of employment.

If the Department Head concludes at any time during the promotion training period that the newly promoted employee is not suited for ~~his~~their new position, the employee may be removed from that position. If there is a vacancy in ~~his~~their-former position that is to be filled, ~~they~~he may be returned to it. If there is no such vacancy, ~~he~~they may be considered for the filling of other vacancies for which ~~he is~~they are qualified. If no other position is found for ~~him~~them, the employee may be ~~[placed on personal leave of absence/terminated]~~separated from employment. This action does not prohibit an employee from applying for future vacancies with the City.

Re-hired Employees:

If an employee chooses to leave the City and is eligible to return to the same or new position within 30 days, they are returned to their status prior to termination.

Status Change

Part-Time to Full Employees: Employees who change status from part-time to ~~fulltime~~full-time will use their full-time status date to determine eligibility for ~~vacation, personal time and holidays~~qualified time off. Eligibility for insurance is based on the details of plan document.

Full-time to Part-time: Employees who change to ~~part time~~part-time are subject to the terms and conditions outlined for their employee classification.

Schedule Work Week & Hours of Work:

The standard workweek is from Sunday 12:00 a.m. until Saturday 11:59 p.m. and generally consists of 40 work hours. Individual work schedules may vary depending on the needs of each department and/or services provided.

The City's normal hours of business are Monday – Thursday from 8:00 am to 5:00 pm and Fridays from 8:00 am to 12:00 ~~pm. — pm.~~ However, ~~some departments must operate outside the City's normal hours of business, and schedules of employees of those departments may differ from the City's normal hours.~~ Each ~~D~~department Head is responsible for scheduling its employees to meet the needs of the City. Employees may be required to work overtime. Meal and rest breaks will be scheduled by the ~~department supervisor or manager~~Department Head or designee.

Procedure:

- ~~**~~Please see your supervisor or Department Head for your formally assigned work schedule.
- Employees requesting changes to their schedule, temporary or permanent, must submit their request to their supervisor in writing. Supervisors are required to engage their Department Head and Human Resources for consideration.

The City reserves the right to evaluate and implement hybrid or remote work arrangements in alignment with operational requirements and business needs. Such decisions will be made at management's discretion and may vary by role, department, or circumstance.

The City will provide a reasonable amount of break time to accommodate employees who wish to express breast milk for their child. Such time should run concurrently with existing meal and break times, and if that is not possible, the time will be unpaid.

Overtime:

When required due to the needs of the City, you may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a single workweek. ~~—~~ Non-exempt employees will be paid overtime compensation at the rate of one and one ~~half~~half of their regular rate of pay for all hours over 40 actually worked in a single workweek. Paid leave, such as holiday, sick, vacation, bereavement time, and jury duty, etc. does not apply toward work time. All overtime work must be approved in advance by a supervisor ~~or manager~~.

Police and Fire employee overtime is calculated within a 28-day pay cycle and calculated as follows:

- Police: actual hours worked in excess of 171 hours
- Fire: actual hours worked in excess of 212 hours

Overtime hours for Police and Fire are paid during the bi-weekly cycle ~~where~~when the completion of the 28-day period falls.

On-Call:

On-call is defined as an unscheduled request made by an appropriate management official for an employee to return to work or from an unforeseen work request after leaving the building or work location at the end of his or her regular workday and before the beginning of the next regularly scheduled workday. These employees are in non-public safety positions.

An on-call employee who is called back to work outside his or her normal work schedule shall be paid for the time worked. Department ~~Managers shall~~Heads establish reasonable maximum response times (between 15 and 60 minutes) for their departments. ~~Time worked while on call will be calculated at the employee's regular rate of pay. Employees may be compensated for carrying the on-call mobile phone.~~ Overtime compensation is applicable only when total hours worked exceed the regular full-time work cycle.

~~On-call that occurs during paid holidays for non-shift employees will be referred to as On-Call Holiday pay and will be paid at 1 ½ times the employee's hourly rate of pay. Non-shift employees recognize holidays on the observed holiday.~~

Employees assigned to the on-call cycle will receive a stipend during their assigned week and/or covering an unassigned week as designated by the supervisor. ~~Employees on-call are subject to adherence to all city policies during the assigned period.~~

Time Records:

All employees are required to complete accurate weekly time reports showing all time actually worked (based on their classification). These records are required by ~~governmental~~government regulations and are used to calculate regular and overtime pay when applicable. Employees are responsible for reporting all time worked and eligible time off. ~~The employees' assigned supervisor is responsible for approving the timecard once it is reviewed for accuracy. Discrepancies, issues, and questions should be directed to the supervisor or Human Resources for troubleshooting or correction.~~

All hours recorded electronically via biometric scan, mobile device or manually are uniquely linked to employee identification numbers in ADP. ~~This electronic ID serves as the timecard stamp attesting that all hours have been recorded and all hours recorded have been worked.~~ Employees may not work "off the clock." Falsification of time records is grounds for immediate termination. ~~Employees may not manually alter another employee's timecard. Employees may not share login data for access to their timecards for completion.~~

Use of the "note" feature is required for documenting explanations for all time worked outside of the employee's normal work schedule.

Payment of Wages:

Employees are paid via direct deposit on a biweekly schedule (every other Thursday). If payday falls on a federal holiday, employees will receive their paycheck on the preceding workday. Paychecks are directly deposited into employees' checking and/or savings accounts and/or any approved electronic method of payment compliant with federal guidelines and requested by the employee. Employees who do not have a compliant method to receive a direct deposit will be issued a method by the contract payroll provider.

Employees should examine their paystubs to ensure they have been properly paid and that no improper deductions have been made. Any payment errors must be reported to Human Resources within 14 days. Contact Human Resources for a current pay date schedule.

The City deducts from employee's gross pay taxes and withholding required by the taxing authorities. The City must also deduct from employees pay the employee's share of any premiums or plan contributions for insurance, retirement, and similar plans that are elected by the employee. The City may make other deductions as required by law or court order. The City does not make unauthorized deductions and will reimburse employees if such deductions are made inadvertently and reported to Human Resources.

Cash, debts owed the City, fringe benefits, uniforms, tools, equipment, instructions manuals, keys, City identification cards, and other items belonging to the City that are advanced or issued to an employee but not repaid or returned at the time of termination are considered advances of wages, the value of which may be deducted from the employee's pay.

Emergency Closings & Response / Inclement Weather:

At times, emergencies such as severe weather, earthquakes, ice, snow, fires, power failures or a declared state of emergency, can disrupt City operations. In extreme cases, circumstances may require the closing of a City facility. Only the City Administrator can make the decision to close City offices or services.

In cases of an emergency closing, every effort will be made to notify you BEFORE the start of a workday, if possible. If the City decides to close AFTER the workday has already started, your supervisor will officially notify you. You may be required to report to an alternate work location to continue your work.

If a decision is made to close a City facility, employees may cover the absence from their vacation leave or from their sick leave; this is time not worked and does not count toward the calculation of overtime. Application of inclement weather pay by the City is at the City Administrator's discretion and will be determined per emergency situation.

Employees whose departments are not closed due to inclement weather or whose jobs require that they report are expected to report to work and will be paid their regular straight time earnings. Time worked will count towards your calculation of overtime. ~~Those who fail to report may cover the absence from their vacation leave or from their personal bank for that day~~ Application of banked accrued time due to an

absence must be approved by a supervisor. Eligibility for inclement weather pay must be approved by the City Administrator at the request of the employee, supervisor, or Human Resources.

Essential employees will report and not leave their post until relieved. Essential employees include, but are not limited to, Department Heads, police officers, fire fighters, and public works employees, depending on circumstances.

Ultimately, the decision as to the safety of traveling to work during an apparent emergency lies with the individual. In any case, you must notify Management as to your decision. However, if you are late or choose not to report to work when a regular or alternate work location is otherwise open, you may be subject to disciplinary action.

Outside Employment:

The City expects an employee's work for the City to take precedence over any outside employment engaged in by an employee. Employees must get prior written approval from their Department Head before engaging in other employment. Should the City, in its sole discretion, determine ~~that~~ whether the outside employment interferes with or is otherwise incompatible with employment for the City the employee may be asked to choose between the jobs. Employees may not engage in any private business or activity while on City work time or at City workplaces.

Nepotism / Employment of Relatives:

People in the same immediate family may not be employed or continue to be employed if one directly or indirectly supervises another or interacts with another in the handling of money or compensation. For purposes of this policy, immediate family is defined as spouse, parent, child, grandparent, grandchild, brother or sister, parent-in-law, grandparent-in-law, ~~brother-in-law~~ brother-in-law, and sister-in-law. The immediate family is also considered to include stepparents, stepchildren, ~~stepbrothers~~ stepbrothers, and stepsisters when the employee and the step-relative have lived together regularly in the same household. Unrelated employees residing together or otherwise engaged in a close personal relationship (such as domestic partner, common law, co-habitant or significant other) are treated as being within the immediate family of each other for the purposes of this nepotism policy. Members of the immediate family of elected officials of the City are not eligible for City employment.

~~If employees become related by marriage and create a situation prohibited by this policy, if employees who marry or live together create a situation prohibited by this policy, the company will attempt to reassign one of the employees to another position for which the employee is qualified if such a position is available. If no such position is available, the employees will be permitted to determine which one of them will resign from the City. one of the employees may be asked to give up his position. If the employees cannot choose which of them it will be, the employee having the lower budgeted annual compensation may be removed. The removed employee may be considered for other positions within the City for which he is qualified.~~

Situations not specifically addressed in this policy that, in the City's opinion, create a conflict of interest or give the appearance of a conflict of interest, will be ~~handled~~ managed at the City's discretion.

Separation from Employment:

In all cases of voluntary resignation (one initiated by the employee); employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and paid time off will not be counted toward the 10-day notice. Employees who provide the requested amount of notice and who actually work the notice period will be considered to have resigned in good standing and generally will be eligible for rehire. Failure to provide the notice outlined above may result in the loss of accrued vacation pay (*see Vacation Leave policy*).

In most cases, Human Resources will conduct an exit meeting on or before the last day of employment to ~~collect all City property, and~~ obtain feedback, discuss benefits and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

~~Department Heads should assign a designee to collect City property on the employee's last day-;~~

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the City.

A commitment to hire a person or an indication to an employee that he or she will be fired is not to be made without the written approval of Human Resources and the City Administrator.

Workplace Safety

Substance Abuse / Drug-Free and Alcohol-Free Workplace:

The City of Fountain Inn is committed to providing a safe and healthy workplace and to establishing policies that promote high standards of employee health and safety. City of Fountain Inn prohibits the unlawful manufacture, distribution, dispensing, ~~possession~~possession, or use of controlled substances. City of Fountain Inn also prohibits the unauthorized use of alcoholic beverages on City premises. Further, it is a violation for anyone to engage in work for City of Fountain Inn or report to work in any impaired or intoxicated condition or under the influence of, alcohol, drugs, or other illegal substances. All employees are required to report to work fit for duty.

This policy covers all City employees at all times and places when in the process of doing work for City of Fountain Inn, including the following: our own premises, the parking lots and other public or semi-public spaces near City of Fountain Inn's facilities; all places where the employee's presence or performance is necessary to perform the work required by City of Fountain Inn; and any vehicle owned, rented or leased by City Of Fountain Inn, and any vehicle, regardless of ownership, when used during the scope of an employee's duties. For purposes of this policy only, these places are referred to collectively as "City Property."

City of Fountain Inn prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on City premises, during work time or while performing work on behalf of City of Fountain Inn.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from City of Fountain Inn premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk City of Fountain Inn's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from City of Fountain Inn premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk City of Fountain Inn's reputation.
- The presence of any detectable ~~amount~~number of prohibited substances in the employee's system while at work, while on the premises of City of Fountain Inn, or while on City business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

On occasion, there may be City-sponsored events that are off-duty and/or after hours, both on and off City premises. During these times, employees are reminded that they are responsible for their own conduct at all times and inappropriate behaviors may subject them to disciplinary action, up to and including termination.

Off-Duty Conduct - Off-duty possession, use, sale, or purchase of illegal drugs may reflect unfavorably on City of Fountain Inn and affect an employee's job performance and is prohibited.

It is the responsibility of each employee who observes or has knowledge or reason to believe that another employee is in a condition that impairs or may impair the ability of the employee to perform his or her job

duties, or who presents or may present a hazard to the safety and welfare of the employee or others, or is otherwise in violation of this policy, to promptly report that fact to their Supervisor and Human Resources.

City of Fountain Inn may conduct drug testing under one or another of the following circumstances:

- Pre-employment Testing: Applicants for employment who fail a drug or alcohol test are not eligible for employment at City of Fountain Inn.
- Random Testing: Employees in safety sensitive positions (including but not limited to Fire, Police or Utilities) and/or federally regulated positions may be selected at random for drug testing at any interval or as deemed appropriate by City of Fountain Inn using a method selected by City of Fountain Inn. Existing employees who fail a drug or alcohol test maybe subject to discipline, up to and including termination. Refusal to submit to or tampering with drug testing may result in discipline, up to and including termination. Employees who are not in safety-sensitive positions are not subject to random testing.
- For Cause Testing: City of Fountain Inn may ask an employee to submit to a drug test at any time it has **reasonable cause** to believe that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, or observed inappropriate or questionable behavior. Existing employees who fail a drug or alcohol test may be subject to discipline, up to and including termination. Refusal to submit to or tampering with drug testing may result in discipline, up to and including termination. Based on observed behavior, physical indicators, or other credible evidence, the City may select a testing panel that targets the suspected substance. All testing will be carried out in accordance with applicable laws and procedures to ensure fairness and accuracy.
- Post-Accident Testing: Any employee involved in a recordable on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way. Employees involved in a motor vehicle accident while on worktime may be required to submit to a City of Fountain Inn paid test for drugs or alcohol. Existing employees who fail a drug or alcohol test may be subject to discipline, up to and including discharge. Refusal to submit to or tampering with drug testing may result in discipline, up to and including termination.

Any employee who violates this policy may be subject to discipline, up to and including termination. Employees who violate this policy may be reported to the proper law enforcement authorities. If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including termination from employment.

No part of this policy, or any of the procedures hereunder, is intended to adversely affect City of Fountain Inn's right to manage its workplace or to discipline its employees. Nor is it a guarantee of employment, continued employment, or terms or conditions for employment. Employees may be immediately terminated at any time at the sole discretion of City of Fountain Inn, and the follow-up testing, counseling and other provisions of this policy are not limitations on that right.

Employees must report any conviction or circumstance where they can be criminally charged under a criminal drug statute for violations occurring on or off City property. A report of a conviction must be made within five (5) days after the conviction. Conviction for the manufacture, distribution, or sale of drugs may result in immediate termination. An employee may be suspended without pay or terminated upon being criminally charged and pending resolution of the matter.

City of Fountain Inn has a “Zero-Tolerance” for violation of this Substance Abuse / Drug-Free Workplace Policy. Anyone testing positive for drugs or found to be in violation of this policy in any way may be immediately terminated without warning. If for any reason a negative test result is not received from the drug testing laboratory within 48 hours of giving the sample, the employee donor is suspended from work until such test results are made known either as a confirmed negative or positive test.

Employees who suffer from substance abuse problems, whether involving drugs or alcohol, are encouraged to seek assistance and may seek advice or assistance from Human Resources before the problem leads to disciplinary action.

Violence in the Workplace:

The City believes that every individual has the right to be treated in a courteous manner, and it is the responsibility of each of us to ensure that this happens—Everyone on our team is expected to be courteous, polite, and friendly to customers, ~~vendors~~vendors, and fellow employees. No one should be disrespectful or commit any action which endangers the image and reputation of both the City and its employees—The use of vulgar, obscene, or threatening language is forbidden at work—Any such language, whether in jest, anger or for any other reason has no place in our organization.

To provide a safe workplace for our employees and to provide a comfortable and secure atmosphere for our customers and others with whom we do business, the City will not tolerate any violent acts or threats of violence—Any employee who commits or threatens to commit any violent or destructive act against any person or property while on City premises, will be subject to immediate discharge—Any person who, while engaged in City business off the premises, commits or threatens to commit any violent or destructive act against another person or property will be subject to discharge if that threat or act of violence could adversely affect the City or the reputation of the City in the community.

All employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, Department Head or HR department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this policy. Any employee who is threatened with or subjected to violence or destruction must notify his or her Manager or another member of Management immediately.—Employees are urged to take all threats seriously—Reports of threats, violence and destruction will be carefully investigated. Your report will be kept as confidential as possible. You will not be penalized in any way for reporting threats, violence, or destruction and reports in good faith.

Anti-Bullying:

In addition to the Anti-Harassment Policy adopted by the City, other behaviors, which may not technically be considered unlawful harassment, are also considered inappropriate.

The following is a list of some behaviors which the City may consider a violation of this policy. The list is not all inclusive, and the City reserves the right to handle/manage each matter as it deems appropriate.

- Singling out a person for conduct others engage in
- Shouting or raising one's voice toward an individual either in public or private
- Verbal or obscene gestures
- Insults and use of offensive nicknames. Whether such language is deemed offensive is determined by the person to whom it is directed.
- Public humiliation or reprimands
- Ignoring or interrupting employee/employees
- Spreading rumors or gossip
- Manipulating the ability of another to complete his work. For example, overloading work; withholding information; setting unreasonable guidelines; excluding an individual or isolating him from work related activities and meetings; encouraging others to disregard or ignore an employee.

Weapons:

Subject to applicable law, the City prohibits employees from possessing or carrying weapons of any kind on City property. In the event that an employee has a permit that enables them to carry weapons, they are still not authorized to have the weapon on City property. This includes:

- Any form of weapon or explosive.
- All firearms; and
- All illegal knives or knives with blades that are more than six (6) inches in length or that are not intended for legitimate work-related purposes.

If an employee is unsure whether an item is covered under this policy, they should contact their Supervisor or Human Resources. Employees are responsible for making sure that any item they possess is not prohibited by this policy. If an employee becomes aware of anyone violating this policy, they should notify their Supervisor or Human Resources immediately. Failure to comply with this policy may subject an employee to disciplinary action, up to and including immediate termination.

Visitors:

To provide for the safety and security of Employees and the facilities at the City, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of Employees, protects confidential information, and avoids potential distractions and disturbances.

All visitors should enter City facilities at the main through designated public entrances. Employees are responsible for the conduct and safety of their visitors. If an unauthorized individual is observed in City facilities, Employees should direct the individual to the receptionist-designated public area and immediately notify their Supervisor.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate the medical emergency services.

Vehicle Safety & Compliance:

To remain in compliance with State Law and with our Risk Management Guidelines, all employees are required to wear their seat belts while conducting City business. [The City's Health & Safety Committee](#)

[City Police Officers](#) will randomly perform seat belt checks on a semi-annual basis for city employees driving city vehicles. [Employees](#)~~Employees~~ [who are](#) found not wearing a seatbelt will be ticketed.

Report inoperable seat belts immediately.

[To remain in compliance with State Law and with our Risk Management Guidelines, employees operating City vehicles are prohibited from holding or supporting mobile electronic devices with any part of the body while driving. Activities such as texting, emailing, video calling, gaming, and watching videos are strictly banned. Hands-free use—such as Bluetooth, dash mounts, or voice-to-text—is permitted only if the device is not physically held. Exceptions apply to lawfully parked vehicles and emergency personnel performing official duties. See your supervisor to obtain compliant equipment for your City vehicle as needed.](#)

On the recommendation of the city's insurance provider, the City of Fountain Inn will conduct an annual check of driver's license records of all employees who operate a city vehicle as part of their job duties (including those using their personal vehicle for city business).

All employees driving a city vehicle or using personal vehicles for City business shall have a valid South Carolina driver's license issued for the class of vehicle being operated, to be verified prior to employment and annually thereafter by a motor vehicle record (MVR) check through the S.C. Department of Motor Vehicles (DMV).

Failure to qualify or to comply with the above requirements will disqualify an employee from operating a municipal-owned vehicle or the employee's vehicle for municipal business.

Criteria Parameters:

The following MVR evaluation criteria (on and off the job violations) will disqualify all [persons](#)~~people~~ as authorized drivers:

- ~~_____~~ Three (3) or more moving violations within the preceding 24 months.
- ~~_____~~ Driving under the influence of alcohol or drugs.
- ~~_____~~ Hit and Run accident.
- ~~_____~~ Failure to report an accident.
- ~~_____~~ Operating a vehicle under a suspended or revoked license.
- ~~_____~~ Homicide, ~~assault~~[assault](#), or a felony arising from the operation of a motor vehicle.
- ~~_____~~ Reckless Driving/Speed Contest/Racing.

- Any/All MVR violations not listed but deemed eligible by Human Resources and the City Administrator.

General Workplace Safety Guidelines:

The City is committed to promoting a safe and healthy work environment and to ~~encourage safe~~encouraging safe employee work habits and practices as well as healthy lifestyles.

Safety/Health Committee:

The safety/health committee is responsible ~~to~~for aligning City safety standards to all applicable local, state, and federal laws and regulations. The Committee works closely with our insurance provider's risk management guidelines for best practices and compliance.

- ~~1. Regularly and punctually attend quarterly or called committee meetings.~~
- ~~2. Report Committee activities, programs and information to all employees in their work area.~~
- ~~3. Report to the Committee all safety recommendations from his/her work area.~~
- ~~4. Report to management and to the Committee all unsafe conditions and work practices that in any way relate to the purpose and function of the Committee.~~
- ~~5. Assist work area supervisors to identify unsafe conditions and work practices and to identify and implement safety training needs.~~
- ~~6. Promote and encourage positive work area safety awareness among all employees.~~
- ~~7. Promote and encourage wellness and healthy living for all employees.~~

~~The Committee meetings shall be conducted for the sole purpose of carrying out the purpose and objectives of the Committee. The Committee shall meet at least once per quarter to conduct Committee activities. Meetings shall not be used for the purpose of criticism or infringement on the duties, responsibilities, and rights of Management.~~

~~The Human Resources Director~~The City Administrator designee will chair the committee ~~will and~~ be responsible ~~in~~for matters related to the development, administration, and management of the city's safety and health program. Members of the committee are comprised of employees of every department when applicable and can be recommended by the ~~are appointed by the~~ Department Head ~~and will be appointed by the committee~~. Each committee member will be retrained on the City's Confidentiality policy.

~~The Committee meetings shall be conducted for the sole purpose of carrying out conducting the purpose and objectives of the Committee. The Committee shall meet at least once per quarter to conduct Committee activities. Meetings shall not be used for the purpose of criticism or infringement on the duties, responsibilities, and rights of Management.~~

Department Head Responsibilities:

1. Recommend an employee to serve as a member of the safety/health committee.
2. Develop, publicize, and enforce reasonable, practical safety procedures pertinent to the activities conducted by the department.
3. Ensure that all employees are adequately informed about safety procedures placed in effect and provide each employee with a printed copy of all such departmental procedures.
4. Establish and maintain a system of safety inspections, accident investigations, and pertinent safety performance records.
5. Submit all required accident and injury reports to the HR Department for review.
6. Provide adequate job training and continuous safety instruction to all employees under their direction. New employees are to be given oral and written instructions on safety practice and policies BEFORE they are allowed to work on the job, and they are to sign a form documenting that they have received this training.
7. Interview each employee who suffers a disabling injury to determine cause and possible preventative measures.
8. Promote and encourage wellness and healthy living for all employees.

Immediate Supervisors:

1. Know the details of each job they supervise to recognize hazardous situations.
2. Enforce the safety procedures and guidelines that apply to the work they supervise.
3. Provide adequate basic job and safety training to employees.
4. Provide continued safety instruction while issuing daily work assignments to focus attention upon potential hazards, changes in work conditions, or procedures, & etc.
5. Actively support safety promotional measures.
6. Continuously observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
7. Promptly investigate accidents, complete and submit required reports.
8. Encourage employees to report unsafe practices and conditions and to submit practical suggestions for correction.
9. Obtain and maintain high standards in housekeeping and personal and environmental sanitation in work activities.
10. Determine that tools, equipment, and protective devices are properly maintained and utilized.
11. Become thoroughly familiar with and actively enforce all safety/health procedures and practices applicable to the work environment they supervise.

Employees:

1. Become familiar with and comply with all safety rules and procedures for their work activity.
2. Promptly report any ~~job-related~~job-related injury, illness, or property damage to their supervisor.
3. Promptly report to their supervisors all unsafe/unhealthy practices and conditions they observe.
4. Cooperate/assist in investigations of accidents to identify causes and correctable measures.
5. Actively support and participate in safety/health promotional and educational measures.

ALL EMPLOYEES - Reporting Work Related & Lost Time Injuries:

~~All injuries must be reported immediately to both your supervisor and Human Resources at [864-775-2255] for protocol assessment. Supervisors should send completed reports/forms to human.resources@fountaininn.org within 24 hours of the initial injury or accident. When an accident does occur, no matter how slight, the injury must be reported to the employee's supervisor immediately, or as soon as possible after medical attention has been received. The Department Head should be notified immediately of any accident involving personal injury or property damage.~~

~~The supervisor~~Supervisors should obtain as much information as possible regarding the accident from the injured employee and witnesses in order to ~~thoroughly~~ complete the Employee Accident/Injury Report. First Line of Injury Form to be submitted to the assigned Risk Management employee within 24 hours. All injuries or illnesses must be reported regardless of whether the employee obtains formal medical attention.

Definition of On-the-Job Injury or Illness:

An on-the-job injury or illness is any physical or mental condition that arises out of and in the course of employment. This includes injuries sustained while performing assigned duties or engaging in work-related activities, as well as occupational illnesses caused by exposure to workplace hazards. To qualify for workers' compensation benefits, the condition must be directly related to the employee's job responsibilities or work environment.

Worker's Compensation Insurance:

The City provides comprehensive workers' compensation insurance program at no cost to Employees~~—~~. Employees who sustain any work-related injuries or illnesses must inform their Supervisor of the injury or illness immediately, no matter how minor an on-the-job injury may appear at the time~~—~~. Employees are required to attend the health care provider of the City's choice~~—~~. Failure to report an accident or injury within the required ~~timeframe~~time limit may result in loss of benefits eligible under ~~workers~~workers' compensation and may also result in the claim being denied.

All questions concerning workers' compensation coverage should be directed to Human Resources.

If you experience a work-related injury or illness, you must notify your supervisor immediately. Please note that all work-related injuries or illnesses must be immediately reported regardless of the severity.

Supervisors must report injuries to Human Resources for compliance reporting according to the City's insurance carrier~~—~~.

In cases of a work-related injury or illness, an immediate drug test may be required~~—~~.

Workers' compensation covers only work-related injuries and illnesses~~—~~. Neither the City nor its insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an

Employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the City.

Light Duty:

The City encourages injured employees to rest and heal based on their medical provider's requirements. When appropriate and available the City may offer light duty work options to allow employees to return to work as quickly as possible. HR will assist in providing the job description a medical provider may need to determine recommended accommodations the employee may need. HR will approve recommended light duty based on the healthcare provider recommendation and ~~the business~~ business need. Light duty is offered in conjunction with worker's compensation cases only.

Employees who experience an injury or illness outside the scope of employment and wish to request a work accommodation—such as modified or limited duty—to facilitate their return to work must follow the procedures outlined in the City's ADA Accommodation Policy, located on page 100.

Workplace Guidelines

Attendance:

All employees are expected to arrive on time, ready to work, every day they are scheduled to work.

If unable to arrive at work on time, or if an employee will be absent for an entire day, the employee must contact the supervisor as soon as possible. Voice mail, text messages and e-mail messages are not acceptable unless specifically approved by the supervisor and except in certain emergency circumstances. Excessive absenteeism or tardiness will result in discipline up to and including termination. Failure to show

up or call in for a scheduled shift without prior approval may result in termination. If an employee fails to report to work or call in to inform the supervisor of the absence for 3 consecutive days or more, the employee will be considered to have voluntarily resigned employment.

Job Performance:

Performance Appraisal

Communication between employees and supervisors or managers is especially important. Discussions regarding job performance are ongoing. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews may include but are not limited to performance appraisal and discussion between the employee and the supervisor and may include professional development and expectations for the coming year.

City-wide performance appraisal processes will be carried out at the discretion of the City Administrator, in collaboration with Human Resources, to ensure consistent communication and effective tracking. The City has adopted a Performance Appraisal Plan to determine the efficiency and effectiveness of employee performance. They are evaluated in six categories of performance; supervisors are evaluated in ten categories of performance. They can receive a rating of Needs Improvement, Fully Successful, or Superior. When a rating is either needs improvement or superior, the appraiser must write a justification along with specific examples of performance.

Performance Appraisals are completed annually in the first quarter (January – March) for the preceding calendar year. The Human Resources Department will establish the schedule in January for proper completion by the end of March. Human Resources will inform Department Heads of any one-time bonus that employees in their area(s) might receive. Performance bonus budgets are approved during the annual City-wide budgeting process and are subject to council approval.

In the case of an employee being moved to a different position prior to their appraisal, the appraisal will be pointed to the position where the majority of the performance occurred. An employee must perform at least 50 percent (50%) of the appraisal period to receive an annual appraisal.

In addition to these more formal performance processes, the City encourages you and your supervisor to discuss your job performance on an ongoing basis

Dress and Grooming:

Every employee is a public representative of the City. Each of us must report to work properly groomed and wearing appropriate clothing according to their position/department. The City of Fountain Inn observes a business casual dress code in the absence of position/department requirements. Business casual clothing that is less formal than traditional business wear but is still intended to give a professional and businesslike impression.

Consult your supervisor if you have questions concerning this policy. Any employee who does not meet the standards of this policy will be subject to corrective action, which may include leaving the premises.

Employees will not be compensated for any ~~work-time~~work missed because of failure to comply with this policy.—. Violations of this policy may result in disciplinary action, up to and including termination of employment.

Discipline:

As is the case with all organizations, instances arise when an employee must be disciplined. The discipline which may be imposed includes but is not limited to oral reprimand, written warning, probation, suspension without pay, demotion and discharge.—. In addition, the City may procedurally suspend an employee pending investigation to determine if disciplinary action is appropriate. If the City determines an unpaid suspension is appropriate discipline, exempt employees will be suspended in full-day increments; non-exempt employees will be suspended in partial or full-day increments.—. In addition, the City may impose a combination of disciplinary measures. The discipline imposed in any particular situation is at the sole discretion of the City. Nothing in any of the City's policies or by virtue of any past practice of the City requires the City to follow any particular course of discipline. Supervisors and Department Heads must submit terminations to the City Administrator for ~~review~~approval.

Examples of Conduct Warranting Disciplinary Action

It is not possible to list all acts and omissions which may result in disciplinary action. The disciplinary action that is appropriate for any misconduct is at the sole discretion of the City.—. The following are ~~merely~~mere examples of some of the more obvious types of misconduct which may result in disciplinary action, up to and including discharge. THE CITY RESERVES THE RIGHT TO TREAT EACH EMPLOYEE INDIVIDUALLY WITHOUT REGARD FOR THE WAY IT HAS TREATED OTHER EMPLOYEES AND WITHOUT REGARD TO THE WAY IT HAS ~~HANDLED~~MANAGED SIMILAR SITUATIONS.

- A. conviction of or plea of guilty or no contest to a charge of theft, violation of drug laws, sexual misconduct, offense involving moral turpitude or offense which affects the City's reputation, or which reasonably could create concern on the part of fellow employees or the community
- B. incompetence
- C. unauthorized absenteeism or tardiness
- D. insubordination, including disrespect for authority, or other conduct which tends to undermine authority
- E. failure or refusal to carry out instructions
- F. unauthorized possession or removal, misappropriation, misuse, destruction, theft or conversion of City property or the property of others
- G. violation of safety rules; neglect; engaging in unsafe practices
- H. interference with the work of others
- I. threatening, coercing, or intimidating fellow employees, including "joking" threats
- J. dishonesty
- K. failure to provide information; falsifying City records; providing falsified records to the City for any purpose
- L. failure to report personal injury or property damage
- M. neglect or carelessness

- N. introduction, possession or use of illegal or unauthorized prescription drugs or intoxicating beverages on City property or while on duty anywhere; working while under the influence of illegal drugs or intoxicating beverages; off-the-job illegal use or possession of drugs. For purposes of this policy, an employee is "under the influence" if he has any detectable amount of any such substance in his system.
- O. unsatisfactory performance
- P. violation of City policies
- Q. lack of good judgment
- R. any other reason that, in the City's sole determination, warrants discipline

A COMMITMENT TO HIRE A PERSON OR AN INDICATION TO AN EMPLOYEE THAT HE OR SHE WILL BE FIRED IS NOT TO BE MADE WITHOUT THE WRITTEN APPROVAL OF THE CITY ADMINISTRATOR.

Social Media ~~Acceptable~~Acceptable Use:

The City recognizes that social networking sites and blogs are popular and may be used for both social and business purposes.— The City has an interest in protecting its image, ~~goodwill~~goodwill, and reputation in the community. For this reason, the City expects you to conduct yourself in a professional manner and exercise good judgment when using a social networking site and/or blog. The internet, blogs, social networking sites and any other medium of electronic communication shall not be used in a manner which is detrimental to the mission and function of the City.

On-Duty / At-Work Procedures:

- a) Employees are prohibited from using City computers for any unauthorized purpose including surfing the internet or participating in social networking sites.
- b) Employees are prohibited from posting, or in any other way broadcasting, without prior City approval, information on the internet, or other medium of communication, the business of the City to include but not limited to:
 - 1. Photographs/images relating to any investigation of the City.
 - 2. Video or audio files related to any investigation of the ~~City~~City.
 - 3. Video, audio, photographs, or any other images etc. which memorialize a law enforcement related action of the City.
 - 4. Logos/Uniforms/Badges or other items which are symbols associated with the City.
 - 5. Any other item or material which is identifiable to the City.

Off-Duty / Off-Work Procedures:

- a) Employees of the City who utilize social networking sites, blogs, twitter or other mediums of electronic communication in their off-duty time shall maintain an appropriate level of professionalism and appropriate conduct so as not to broadcast in a manner which is detrimental to the mission and function of the City or otherwise impairs the efficiency of the City.
 - 1. Employees shall not use references in these social networking sites or other mediums of communication that in any way represent themselves as an employee of the City without prior City approval.— This shall include but not be limited to:

- I. Text which identifies the City.
 - II. Photos that depict the logos, patches, ~~badge~~badge, or other identifying symbol of the City.
 - III. Accounts of events that occur within the City where such information would reveal non-public information under state law; would violate confidentiality provisions of law; would impact ongoing investigations; or would otherwise impact the efficient operations of the City.
 - IV. Any other material, text, audio, video, photograph, or image that would be identifiable to the City.
2. Employees shall not use a social networking site or other medium of internet communication to post any materials of a sexually graphic nature.
 3. Employees shall not use a social networking site or other medium of internet communication to post any materials which promote violence.
 4. Employees shall not use social networking or other medium to promote or disseminate information in favor of recognized subversive entities.
 5. Employees shall not use a social networking site or other medium of communication to post or broadcast any materials which would be detrimental to the mission and function of the City or otherwise impact City efficiency.
- c) Employees of the City are prohibited from using their title as well as any reference to the City in any correspondence to include emails, postings, blogs, twitter, social networking ing sites ~~such as Facebook~~, unless the communication is of an official nature and is serving the mission of the City. This prohibition also includes signature lines in personal email accounts. An employee may seek City approval for such use.
- d) Administrative Investigations: Employees who are subject to administrative investigations may be ordered to provide the City with access to the social networking site when the subject of the investigation is directly, narrowly, and specifically related to the employee's performance or ability to perform his or her function within the City or when the subject of the investigation is potentially adverse to the operation, morale, or efficiency of the City.

Social Media on Behalf of the City:

Creation & Maintenance of Sites

Creation and management of all/any social media sites on behalf of the City must be approved by the ~~Public Relations Manager~~Community Relations Department Head and the City Administrator. ~~The Community Relations Department~~The Public Relations Manager will maintain a roster of all approved sites and editors accordingly. Requests for additional users on social media sites must be made to the Community Relations Department Head~~Public Relations Manager~~ for approval.

The ~~Community Relations Department~~Public Relations Manager~~will~~Head will have access and editor rights to all approved social media sites. ~~Approved site editors will provide quarterly engagement reports to the Public Relations Manager.~~ The ~~Public Relations Manager~~Community Relations Department Head may provide training regarding use and maintenance of the sites as needed.

Communication Within the Sites

Site editors must be specifically approved by the Community Relations Department Head or City Administrator to manage City communication channels. Site editors are to create and/or share positive messaging when communicating on their assigned sites.—. The Community Relations Department Head~~Public Relations Manager~~, as an additional editor, may review inappropriate postings with approved editors for training purposes.—. Questions regarding appropriate communication within the site should be directed to the Community Relations Department Head~~Public Relations Manager~~ (Human Resources and City Administrator when appropriate).

Responses to posts or private messages made by the public should be responded to when appropriate, in a timely manner, and approved by the Community Relations Department Head~~Public Relations Manager~~.—. All other responses should be professional and reflect the City's Ethics Policy.—. The Community Relations Department Head~~Public Relations Manager~~ may request approved editors to post information accordingly.

Solicitation and Distribution of Literature:

Solicitation and/or distribution of literature by non-employees on City property is prohibited at all times.

Solicitation and/or distribution of literature by employees that, in any way, interfere with work on City property during working time is prohibited.—. For the purposes of this policy, the term "working time" includes any time an employee spends performing work ~~duties, but~~ duties but excludes breaks and meal periods.

Distribution of literature by employees in working areas is prohibited at all times.—. "Working area" is defined as any place where work is normally performed.

Bulletin Boards:

Bulletin boards on City premises are reserved for official organization communications including, but not limited to:

- Any and all local, state, or federal required notices
- Internal memoranda
- Job openings
- City announcements
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

All bulletin board notices ~~must be approved and signed by~~ are subject to mManagement approval prior to posting.—. Each notice posted will note on the face of the notice the date posted and the date it will be removed.—. Unless approved by Management, the posting of written solicitations or notices on City bulletin boards is prohibited.—. All bulletin boards are City property and are to be used for business purposes only. Violations of this policy may lead to disciplinary action, up to and including immediate termination of your employment.

Political Activity:

Employees may fully and freely associate themselves in organizations of their own choosing, except those organizations whose purpose is the violent overthrow of the government of the United States, the State of South Carolina or any of its political subdivisions. In addition, supervisory employees may not join or support labor organizations that accept to membership subordinates of such supervisors.

In certain circumstances involving real or potential conflicts, employees who run for public office may be placed on ~~an unpaid~~ unpaid leave of absence until after the election. If an employee is placed on leave of absence, his employment will terminate upon his election to a partisan public office. For purposes of this policy, an employee is considered a “candidate for public office” as soon as he begins actively campaigning for nomination or election, or when he files for candidacy, whichever comes sooner.

Please visit: www.scstatehouse.gov for further SC Code references regarding political activity.

Computers, Internet, Email, and Other Technology Resources:

The City provides a wide variety of communication tools and ~~resources to employees~~ resources for use in running day-to-day business activities. Whether it is the telephone, voice mail, fax, scanner, Internet, intranet, e-mail, text messaging, portable electronic devices or any other City-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be ~~handled~~ managed in a professional and respectful manner.

Employees should not have any expectation of privacy in their use of City computer, phone, portable electronic devices, or other communication tools. All communications made using City-provided equipment or services including email and internet activity, are subject to inspection by the City. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the City’s systems.

Employee use of City-provided communication systems, including personal e-mail and internet use, ~~that~~ which are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through ~~e-mail~~ email, and the internet is not completely secure or may contain viruses or malware, and information you transmit and receive could damage the City’s systems as well as the reputation and/or competitiveness of the City. To protect against possible problems, delete any e-mail messages prior to opening that are received from unknown senders and advertisers—It also is against City policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on City computers—Violations of this policy may result in termination for a first offense.

The City encourages employees to use e-mail only to communicate with fellow employees, suppliers, customers, or potential customers regarding City business. Internal and external e-mails are considered business records and may be subject to federal and state recordkeeping requirements as well as to discovery in the event of litigation. Be aware of this possibility when sending e-mails within and outside the City.

All use of City-provided communications systems, including mobile devices, e-mail and internet use, should conform to our City guidelines/policies, including but not limited to ~~the Equal~~ Equal Opportunity, Harassment, Confidential Information, and Ethics policies. ~~So~~ So, for example, employees should not engage in harassing or discriminatory behavior that targets other employees or individuals because of their protected class status or make defamatory comments. Similarly, employees should not divulge confidential information such as trade secrets, client lists, or information restricted from disclosure by law on social media sites.

Because e-mail, telephone and voice mail, and internet communication equipment are provided for City business purposes and are critical to the City's success, your communications may be accessed without further notice by Information Technology department administrators and City management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

Employees should pay particular care attention to the use and security of portable electronic devices when used for business-related purposes, such as laptops, tablets, smartphones, and other data storage media, whether provided by the employer or the employee. Lost or stolen portable electronic devices containing City information may cause breaches of security that result in the loss of City confidential commercial data, the loss of vital research data, the unauthorized disclosure of sensitive employee data, lawsuits against the individual, and lawsuits against the City. Employees should use appropriate password protections for such devices and physically secure them as recommended by the Information Technology department administrators.

Office telephones are for business purposes. While the City recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the City's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

The City reserves the right to monitor customer calls to ensure employees abide by City quality guidelines and provide appropriate levels of customer service. Should the ~~subject matter~~ subject of any telephone conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

City Employees are prohibited from using wireless communication devices while driving a motor vehicle. Employees are to pull off the road safely and stop while conducting any such mobile communications. The only exception to this policy will be for police and fire personnel during emergency/critical incident type situations. Any motor vehicle accident or personal injuries to anyone during such an above exception will have to be justified by 911/communication systems records. Violation of this policy will result in disciplinary action against the employee, up to and including termination.

Generative Artificial Intelligence (AI) Usage

While the City remains committed to adopting new technologies to aid our mission when possible, we also understand the risks and limitations of generative AI and want to ensure responsible use. Our goal is to protect employees, clients, suppliers, customers, citizens, and the City from harm.

Limited use of generative AI tools will be allowed while performing work with the approval of your Department Head. Company email addresses, credentials or phone numbers can be used to create an account with these technologies; however, technologies or platforms must be approved by the Department Head and the City IT provider. No confidential company data of any kind may be submitted (copied, typed, etc.) into these platforms.

Employees wishing to use generative AI must inform their supervisor in writing regarding how the tool will be used. Department Heads will approve or deny requests based on business need.

All AI-generated content must be reviewed for accuracy before relying on it for work purposes. If a reliable source cannot be found to verify factual information generated by the tool, that information cannot be used for work purposes.

Acceptable uses include:

- For general-knowledge questions meant to enhance your understanding on a work-related topic.
- To brainstorm ideas related to projects you are working on.
- To create formulas for Excel spreadsheets or similar programs.
- To draft an email or letter.
- To summarize online research or to create outlines for content projects to assist in full coverage of a topic.

Unacceptable uses include:

- Using any text created by an AI tool in final work products of any kind without careful review.
- Copying and pasting, typing, or in any way submitting confidential City data of any kind into the AI tool.
- Failing to properly cite an AI tool when used as a sole or main resource.

Any violation of this policy will result in disciplinary action, up to and including termination.

Employee Personnel Records & Information or Request for References:

The City maintains an electronic personnel file on current employees—Personnel files are the property of the City. Personnel Files are confidential and restricted in nature and are managed by Human Resources—An employee may make arrangements to view his or her personnel file by contacting Human Resources during normal business hours for an appointment—Personnel files may be reviewed only in the presence Human Resources. An employee may request an electronic copy of their file by contacting Human Resources. Requests for copies of an employee file will be processed in 5-7 business days and will not be released to anyone except the requesting employee or as may be required by law.

The City is committed to providing for the proper dissemination of employee information, including both current and former employees. Misuse of this information can be damaging to an employee (current or former) and, in some cases, illegal. Therefore, no information is to be provided by any Department Head or

employee, either verbally or in writing, concerning any employee currently or formerly employed by the City of Fountain Inn. No Department Head or employee may write letters of recommendation or respond to requests for employment references. This refers to any information, regardless of whether it is positive or negative in nature. All such inquiresinquiries, whether verbal or written, are to be directed to the Human Resources Department for proper handling.

The Human Resources Department is to provide the following information only:

1. Dates of employment
2. Position(s) held
- ~~2-3.~~ Rate of pay (with prior employee signed authorization)

The City Administrator and Human Resources Director may provide information as outlined by South Carolina State Statute #41-1-65. Inquiries associated with the employment of a Police Officer are an exception and subject to compliance according to the SC Law Enforcement Training (LET) Council and in conjunction with the South Carolina Criminal Justice Academy (SCCJA).

Accepting and Processing Claims and Subpoenas:

It is prohibited for an employee to discuss the merits of a subpoena or a claim with anyone other than the City Administrator or the City SCMIRF Contact~~—~~. The following process is the appropriate action by the City to an inquiry regarding a subpoena or claim for damages:

1. Subpoenas and damage claims should be delivered immediately to the City SCMIRF Contact.
2. For damage claims, instruct the complaining party to report the incident to the Fountain Inn Police Department (FIPD), which will complete an “incident report” (report) and send it to the City SCMIRF Contact~~—~~. In turn, the City SCMIRF Contact will forward the report and a claim form to the City’s insurance company for further action.
3. Always inform the complaining party to contact the City SCMIRF Contact for additional information.

The City does not participate in the evaluation of claims or the decision to pay claims, all of which are functions reserved solely to, and are completed solely by, the City’s insurance company. The City’s insurance company will contact the claimant with a response after its evaluation is complete either by (a) accepting and adjusting the claim or (b) denying the claim.

Customer Service Guidelines:

Customers, for the sake of the policy, will be considered internal (interdepartmental) as well as external (citizens/visitors).

When customers access the City and its departments, they will receive consistently excellent standards of customer service, ensuring that all of our diverse community is able to access services.

Expectations:

When customers contact the City, we will:

- Identify ourselves
- Be helpful, polite and courteous
- Be professional and positive
- Be well informed, so that we are able to help
- Be effective in listening and responding
- Be fair and support individual needs

When customers contact the City digitally/electronically or via voicemail, we will:

- Acknowledge correspondence within 24 hours of the shift
- ~~Follow up~~Follow up when appropriate within 5-10 business days
- Engage email “out-of-office” when absent, providing return dates and alternative contact details

When dealing directly with customers, we will:

- Answer the phone as promptly as possible
- Greet customers as promptly as possible
- Offer an appointment, voicemail, or email when it is appropriate, responsive or efficient
- Identify and address any specific requirements with sensitivity, tact and diplomacy

The City’s Expectation of Customers:

The City believes that all customers have the right to be heard, understood, and respected. However, employees have the same rights. The City will not tolerate aggressive or abusive behavior, unreasonable demands or unreasonable persistence constituting harassment as outlined in the City’s Anti-Harassment policy. This includes but is not limited to people who live or work in the area, vendors, business owners, or fellow employees.

Supervisors should be prepared to support their teams and handle escalations appropriate to the circumstances.

Guiding Principles:

Improving customer service is a key priority for the City and means:

- a) Providing quality services in a friendly, efficient and helpful way
- b) Treating each person as an individual
- c) Treating people with dignity, respect and courtesy

- d) Offering choices where possible
- e) Giving information about what is available

Time Off and Leaves of Absence

Holidays:

The City observes fourteen (154) holidays as days off with pay for regular full-time employees. Employees will receive eight (8) hours pay per holiday in addition to any actual hours worked on a holiday. Employees who fail to report to work the day before or the day after a holiday, without proper authorization, will not be paid for the holiday.

Listing of Observed Holidays:

New Year's Day	- January 1
Martin Luther King Day	- 3rd Monday <u>rd Monday</u> in January
President's Day	- 3rd Monday in February
Good Friday	- Friday before Easter
National Memorial Day	- Last Monday in May
<u>Juneteenth</u>	- <u>June 19</u>
Independence Day	- July 4
Labor Day	- 1st Monday in September
Veteran's Day	- November 11
Thanksgiving Day	- 4th Thursday in November
Day After Thanksgiving	- 4th Friday in November
Christmas Eve	- December 24
Christmas Day	- December 25
Day After Christmas	- December 26

General Election Day*

- November of Even Years

*General Election Day falls on the first Tuesday after the first Monday in November in even-numbered years.

~~City facility hours of operation will be adjusted to 8 hour work days during weeks with a qualifying holiday for minimal business disruption.~~ Department Heads are responsible for communicating work schedule adjustments based on the business need.

In the event a holiday falls on a Sunday, the following Monday is observed and should a holiday fall on a Saturday, the preceding Friday is observed.

In keeping with the Fair Labor Standards Act (FLSA), holiday time will not be counted as hours worked for overtime purposes for all regular non-exempt employees, with the exception of call-in compensation for emergency or special duty which shall be paid at time and one-half. This call-out or special duty pay is at the premium rate regardless of actual hours worked during that workweek.

Note: Under Section (7)(k) of the Fair Labor Standards Act (FLSA), the ~~forty-hour~~ forty-hour work week rule does not apply to sworn police officers and fire-fighters which are on 28-day cycles.

Vacation Leave:

All regular full-time employees earn vacation time according to the approved schedule.

Up to 360 hours of vacation leave may be accrued and carried forward into the next calendar year.

Approved Accrual Schedule:

Years of Service	Hours Per Month	Hours Per Year
0 – 2	5 hours	60 hours
3 – 5	10 hours	120 hours
6 – 9	12 hours	144 hours
10 - 15	15 hours	180 hours
15 + years	20 hours	240 hours

Vacation Leave - POLICE:

All certified officers classified as non-exempt hourly regular full-time employees earn vacation time according to the approved schedule.

Approved Accrual Schedule:

<u>Years of Service</u>	<u>Hours Per Month</u>	<u>Hours Per Year</u>
<u>0 – 1</u>	<u>5 hours</u>	<u>60 hours</u>
<u>2 – 5</u>	<u>10 hours</u>	<u>120 hours</u>
<u>6 – 9</u>	<u>12.5 hours</u>	<u>150 hours</u>
<u>10 - 15</u>	<u>17.50 hours</u>	<u>210 hours</u>
<u>15 + years</u>	<u>20 hours</u>	<u>240 hours</u>

Vacation Leave - FIRE:

All firefighters on a 48/96 shift schedule classified as non-exempt hourly regular full-time employees earn vacation time according to the approved schedule.

Approved Accrual Schedule:

<u>Years of Service</u>	<u>Hours Per Month</u>	<u>Hours Per Year</u>
<u>0 – 1</u>	<u>7 hours</u>	<u>84 hours</u>
<u>2 – 5</u>	<u>13.5 hours</u>	<u>162 hours</u>
<u>6 – 9</u>	<u>17 hours</u>	<u>204 hours</u>
<u>10 - 15</u>	<u>23.5 hours</u>	<u>282 hours</u>
<u>15 + years</u>	<u>27 hours</u>	<u>324 hours</u>

~~Up to 360 hours of vacation leave may be accrued and carried forward into the next calendar year.~~

Employees will be paid unused vacation (~~UNDER REVIEW—~~ up to a maximum 160 hours) at termination only if they give and properly work a two-~~week's~~ week notice of resignation, or, if they are terminated for non-disciplinary reasons. Termination for disciplinary reasons results in an automatic forfeit of unused vacation time—~~—~~ The City Administrator may waive these requirements.

Whenever possible, employees may take paid vacation at times most convenient to them. However, to ensure a continued high level of quality in the delivery of services to the citizens of Fountain Inn, the City reserves the right to limit the number of employees that may be absent from a given department at any time—~~—~~ Supervisors are responsible for managing vacation time appropriately, with special consideration including but not limited to holidays and limiting overtime.

When a regularly scheduled holiday occurs during the period of an employee's vacation leave, the holiday will not count against vacation leave.

~~For full-time employees, vacation time accrues during the first 6 months of employment but may not be taken until completion thereof.~~

Sick Leave:

All regular full-time employees earn sick time according to the approved rate of earnings.

Rate of Earnings: All regular full-time employees accrue sick leave at a rate of eight (8) hours per month; ninety-six (96) hours per year. Employees on full-time leave for more than ten (10) consecutive workdays do not earn credits for sick leave while in leave status. Up to 720 hours of sick leave may be accrued and carried forward into the next calendar year.

Use of Sick Leave:

- a) Sick leave may be paid when an employee is unable to work due to personal illness or injury, or when the employee's presence may endanger the health of fellow workers.
- b) Sick leave may be taken for doctor's appointments.
- c) An employee may be allowed to use sick leave in cases where the employee's dependent is sick or injured.

Payment of Sick Leave:

- a) An employee must report to the supervisor as soon as possible before the scheduled starting time on the day of the absence (preferably one hour before)—~~—~~ Abuse of leave or failure to call in as required may result in denial of paid sick leave and disciplinary action.
- b) If the absence extends beyond three days:
 - **HR should be notified by the department.**
 - After being notified, HR will then communicate with the employee ~~and~~ notify the department as to their anticipated return to work date with or without any restrictions—~~—~~ Employees may be required to submit a physician's statement of disability before being

eligible for sick leave payment, not only for prolonged absences but also if the employee has been counseled for excessive use of sick leave. Employees are not authorized to return to work without being cleared through HR, which may require medical certification as well.

- c) No payment is made at termination of employment for unused sick leave regardless of the circumstances of the termination—However, all balances are transferred to the pool maintained under the Sick Leave Transfer program—Sick time will be reported to the State Retirement program when applicable.

Sick Leave Transfer Program (Sick Pool) - sick leave is transferred to a pool as follows:

1. Accrued sick leave in excess of limit (720 hours) at calendar year-end.
2. Unused sick leave at termination.

Program Parameters:

- Regular full-time employees ~~(of at least one year)~~ are may be eligible to receive leave hours from the pool, with evidence of medical necessity.
- All vacation and sick leave must be exhausted from the employee's current time off balances. Future dated and approved time is NOT exempt from depletion.
- Employees with a documented record of Sick Leave abuse will be disqualified from receiving hours from the pool.
- Any unused leave hours from an approved request are returned to the pool.
- The Sick Leave Transfer Program considers the sick leave use pattern of the employee, the prognosis of the injury or illness, and related facts submitted by the employee or Department Head—All information received by HR by Human Resources is confidential.
- Adjustments to program parameters may be made at the City Administrator's discretion.

Family and Medical Leave Act (FMLA):

Applies only to employees employed 12 months or longer and who have worked 1250 hours or more in the preceding 12 months, both prior to commencement of leave.

General:

Employees who meet the length of service and hours worked requirement described above have rights under the Family and Medical Leave Act. Generally, employees must request leaves of absence under this law and policy but, in appropriate situations, employees may be placed on leave status without application.

Reason for Leave of Absence:

Medical and Family Leave.— An eligible employee may be entitled to a leave of absence under this law and policy if a serious health condition, including disability resulting from an on-the-job injury, prevents the employee from being able to perform his job, if the employee’s spouse, child or parent has a serious health condition and the employee must be absent from work in order to care for that relative, or to care for a natural child, adopted child, or formally placed foster child, provided that entitlement to leave to care for a child who is newly born or newly received in the employee’s household shall end 12 months after a natural child is born or 12 months after an adopted or foster child is received in the employee’s household.

Military Caregiver Leave.— An eligible employee whose spouse, parent, ~~child~~child, or next-of-kin is a covered service member of the Armed Forces of the United States may be entitled to leave of absence to care for the service member if he is injured while on covered active duty.

Qualifying Military Exigency Leave.— An eligible employee whose spouse, parent or child is a member of the Armed Forces of the United States and is on active duty or called to active duty in federal service may be entitled to a leave of absence due to one or more qualifying exigencies arising out of the active duty or call to active duty. Qualifying exigencies are: (1) Short-notice deployment (i.e., notice of 7 days or less); (2) Military events and related activities; (3) Childcare and school activities (regular or routine childcare by the employee does not count); (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; and (8) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.

Proof of need for leave of absence may be required regardless of the type of leave taken.

An eligible employee will be granted a leave of absence under this law and policy if a serious health condition, including disability resulting from an on-the-job injury, prevents the employee from being able to perform his job; if the employee’s spouse, child or parent has a serious health condition and the employee must be absent from work to care for that relative; or if the employee must care for a natural child, adopted child, or formally placed foster child, provided that entitlement to leave to care for a child who is newly born

or newly received in the employee's household shall end 12 months after a natural child is born or 12 months after an adopted or foster child is received in the employee's household.

Length of Leave:

Medical and Family Leave— An eligible employee may take the equivalent of a total of 12 work weeks of leave during any 12 consecutive months for his own serious health condition, that of a parent, ~~spouse~~spouse, or child, or to care for a newly born or newly received child— Leave to care for a newly born or newly received child must be taken consecutively— Leave required because of the employee's own serious health condition or that of a spouse, child, or parent, may be taken intermittently or by means of a modified work schedule when necessary—

Military Caregiver Leave— Leave to care for an injured service member may be taken for up to 26 work weeks in a single 12 month period. Any leave taken by the employee for any other FMLA-qualifying reason will count against the 26 weeks of leave permitted to care for an injured service member—

Qualifying Military Exigency Leave— Leave taken because of a qualifying exigency is available for up to 12 work weeks in any 12 consecutive months. Leave taken because of a short notice deployment is limited 7 days from the date of notice, and leave taken to be with the service member during periods of rest and recuperation are limited to 5 days per period of rest and recuperation— Leave taken to attend post-deployment activities must be taken within 90 days of the end of active-duty service.

Coordination of Leave and Paid Time Off:

An employee who must be absent due to his own serious health condition will be paid for time lost from work first from any accrued sick leave balances then from any accrued annual leave balances and similar balances. An employee who takes leave for any other reason will be paid for time lost from work from any accrued annual leave balance and similar balances. Leave taken under this policy counts toward the ~~employee's employees' 12-weeks~~12 weeks (or 26 -weeks, where appropriate) of leave regardless of whether all or part of the employee's leave is paid.

Effect of Leave on Accrual of Fringe Benefits:

Health benefit plan. Employees taking leave under this policy must continue to pay their portion of health benefit plan premiums on the same date that such portion of premiums would be deducted from the employee's wages. Failure to make timely premium payments may result in a lapse or termination of benefits—

Accrual of paid leave. Unpaid time lost from work due to leave granted under this policy is not considered time worked for the purpose of accrual of paid time off—

Employee Responsibility:

Employees who request leave under this policy must give 30 ~~days~~days' advance notice or such lesser amount of notice as is possible in the particular circumstances. When the need for leave is unforeseeable, the employee must follow the normal procedure for reporting an absence—

Employees may not engage in other employment while on leave of absence without the express written permission of the City Administrator.

Employees are responsible for maintaining regular interactive communication with the human resources department to manage their leave.

Termination of Leave of Absence. A leave of absence under this policy ends ~~generally ends~~generally when the need for the leave of absence ends or when the maximum leave described above has been taken, whichever occurs sooner.

Reinstatement. At or before the conclusion of the FMLA leave of absence the employee is entitled to reinstatement to his former position or to a position equivalent to his former position. The employee must demonstrate that he is fit for duty and must give reasonable notice of intent to return to work.

Employees who have exhausted their FMLA leave under other circumstances, but who continue to require leave that would qualify for FMLA leave if such leave had not been exhausted, may apply for an extended leave of absence for personal reasons. Such extended leaves are granted only at the discretion of the City Administrator after review by the Human Resources Director.

Special Situations - Spouses. When both a husband and a wife are employed by the City, their combined right to a leave of absence because of the birth or placement of a child, or to care for a newly born or placed child or to care for a parent with a serious health condition is 12 weeks in a 12-month period, or 26 weeks in a single 12-month period to care for an injured service member.

Key employees. (salaried employee in highest paid 10 percent of all employees). Such employees may be denied reinstatement rights if reinstatement would cause substantial and grievous economic injury to operations.

Please contact the Human Resources Department for additional information.

REF: U.S. Department of Labor, Wage and Hour Division; WHD Publication 1420 (revised ~~February 2013~~April 2023)

Parental Leave

The City will provide up to ~~four~~-six (6) weeks of paid parental leave to eligible employees following the birth of an employee's child or the placement of a child with an employee in connection with the adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This leave will require FMLA eligibility guidelines and will run concurrently with FMLA, as applicable.

After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) will be compensated through employees' accrued sick and vacation. Upon exhaustion of accrued time, any remaining leave will be unpaid leave. An employee may request sick pool at their discretion per the program parameters.

Military Leave

Employees are entitled to leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) as may be provided by applicable state and federal law. The provisions of these laws change from time to time and for that reason no effort is made to set forth the law in this policy.

Employees on military leave receive paid leave for up to 15 days per military fiscal year for training or call-up. In addition, if an employee is called upon to serve during an emergency the employee receives paid leave for not exceeding thirty additional days.

Bereavement Leave

Employees ~~with more than 3 months' service~~ may take up to 3 days of paid bereavement leave upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of an extended family member (aunts, uncles, and cousins). Employees may be excused from work to attend the funerals of other family members and, upon request, may be paid for such absences from accrued vacation leave balances.

Employees may be excused from work to attend the funerals of other family members and, upon request, may be paid for such absences from accrued vacation leave balances. The City may require verification of the need for the leave. The employee's supervisor and Human Resources will consider this time off on a case-by-case basis.

Payment for bereavement leave is computed at the regular hourly. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

The City reserves the right to request supporting documentation.

The City understands that not all birth experiences result in a living child. In the event of such a circumstance, employees may still be eligible for paid parental leave. Each situation will be approached with compassion and reviewed in accordance with applicable policies.

Jury Duty/Court Appearance

The City supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Nonexempt employees will be paid for up to 2 weeks of jury duty service at their regular rate of ~~pay~~pay, minus any compensation received from the court for the period of service. Exempt employees are subject to the same 2-week limitation except that they will also receive pay for any ~~days~~day they serve as a juror or witness in a workweek in which they actually perform work. All employees may use any accrued time off if required to serve more than 2 weeks ~~on~~in a jury.

If an employee is released from jury duty after 4 hours or less of service, he or she must report to work for the remainder of that ~~work day~~workday. Jury duty leave will not be counted as time worked in computing overtime.

Should your jury duty service go longer than paid jury duty allows, you will be placed on unpaid jury duty leave for the duration of service. Generally, at the conclusion of the leave, you will have the right to return to the same position held prior to the leave or to an equivalent position as determined by the City's needs. You may request to use accrued time in lieu of unpaid leave during the jury duty period~~use Vacation benefits that you have earned to receive pay during unpaid jury leave~~. The City complies with all applicable laws.

Unpaid Time Off

The City does not offer unpaid leave outside of legally mandated circumstances. All leave must be taken in accordance with approved paid leave categories such as vacation, sick, or other designated paid time off. Requests for unpaid leave may not be granted unless required by applicable federal or state law. Requests for unpaid or "personal" leave must be requested in writing to Human Resources and may be approved at the discretion of the City Administrator.

Time Off for Voting

The City of Fountain Inn recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling accommodations.

Employee Benefits

~~[Effective 7/1/2021]~~

State Insurance:

The City of Fountain Inn recognizes the value of benefits to employees and their families. The City supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, contact the Human Resources department.

The City provides group health, dental and vision coverage through the State Health Plan ~~tefor~~ its regular full-time or full-time equivalent employees. Coverage is effective the 1st of the month after date of hire, including a date of hire on the ~~1st-st.~~ Employees are given the option to carry dependent coverage at their own expense.

Guidelines:

1. Status of Coverage: The insurance coverage level is selected when an employee is hired. ~~—~~ Any changes such as birth, marriage, divorce, or death, etc. that constitute a life event should be reported to Human Resources immediately to ensure proper coverage level is maintained. Failure to report changes and completing a change application could result in some family members not having insurance when needed.
2. Premiums: Employer & Employee premiums are assessed annually by the South Carolina Public Employee Benefit Authority (SC PEBA) and communicated during Open Enrollment. The City currently pays a portion of employee premiums for the Employee Only Standard Plan coverage election, which is subject to change during any budget year.
3. Open Enrollment: Open Enrollment is held annually in October and allows employees to make any changes to their insurance as dictated by SC PEBA.
4. Fringe Benefits: As part of its fringe benefits program, the City provides Life Insurance and Basic Long-Term Disability coverage to its ~~full-time~~ full-time employees who participate in the State Health Plans. ~~—~~ Employees are given the opportunity to carry optional and dependent life, as well as supplemental long-term disability at their own expense.

State Retirement

All eligible employees participate in the South Carolina Retirement System (SCRS) or Police Officers Retirement System (PORS).

Guidelines:

Employees are required to participate in one of the following retirement programs:

1. Commissioned officers in the Police Department and Firefighters in the Fire Department are in the South Carolina Police Officers Retirement System (PORS).

2. All other eligible employees are in the South Carolina Retirement System (SCRS).

Part-time employees who are members of the Retirement ~~System by reason~~System because of other employment, i.e., teachers, must also make contributions to the Retirement System from compensation received from the City. All contributions to the Retirement Systems are ~~handled~~managed by payroll deduction. Provisions of the State and Police Retirement Systems are covered by State Law.

Retiree Insurance:

A retiree of the City must be eligible to retire per the South Carolina Public Employee Benefit Authority (SC PEBA) and have the last 5 years of employment consecutive and in a full-time position with the City.

Employees must have 25 years of consecutive service in a full-time position with the City of Fountain Inn for the City to pay retiree only employer premiums (funding) until Medicare eligible. Once Medicare eligible, a retiree may continue on the City's insurance program by paying 100% of the premiums.

A retiree is not eligible for funding if coverage is dropped or canceled for any reason or obtains other private health care coverage. Retirees working for the City or other state agencies are subject to PEBA changes or updates as required.

SC Deferred Compensation

The City of Fountain Inn participates in the South Carolina Deferred Compensation Program (Deferred Comp) which offers a unique opportunity for you to save for your future. It is a straightforward way to work toward the retirement income you desire. Deferred Comp is available to most members covered by the South Carolina Retirement Systems, and Empower Retirement administers the program. By choosing to contribute a portion of your salary to Deferred Comp, you can benefit from enrollment in a 401(k) and/or 457(b) plan and elect to contribute before-tax or choose the Roth option to make after-tax contributions.

Participation in the SCDCP is voluntary. Please contact HR for more information.

Workers' Compensation

Workers' compensation is a "no-fault" system that provides compensation for medical expenses and wage losses to employees who are injured or who become ill because of employment. The City of Fountain Inn pays the entire cost of workers' compensation insurance. The insurance provides coverage for related medical and rehabilitation expenses and a portion of lost wages to employees who sustain an injury on the job.

The City abides by all applicable state workers' compensation laws and regulations. If an employee sustains a job-related injury or illness, it is important to notify the supervisor and Human Resources immediately. The supervisor will complete an injury report with input from the employee and return the form to the Human Resources department. Human Resources will file the claim with the insurance company. In cases of true medical emergencies, report to the nearest emergency room.

Workers' compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable, where permitted by state and federal law. In addition, employees will not be paid vacation or sick leave for

approved absences covered by the City's workers' compensation program, except to supplement the workers' compensation benefits such as when the plan only covers a portion of the employee's salary as allowed by state law.

Employee Assistance Program

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees in dealing with issues that affect their lives and the quality of their job performance. The City of Fountain Inn wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

Participation is VOLUNTARY. The confidentiality and privacy of an employee's personal ~~situations~~situation is preserved in the same manner as all other medical records.

This free, comprehensive counseling service offers employees six visits per issue each year, and a 24-hour hotline answered by professional, degreed counselors.

The EAP provider also provides an extensive variety of additional services for free or deep discounts as outlined in their current publications.

The City encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the City, nor is the City given any information on who chooses to use the services. For questions or additional information about this program, employees may contact the Human Resources department.

Open Door Policy:

The City maintains an open-door policy. We encourage you to let us ~~know of~~know your feedback, questions, or concerns. It is our goal and commitment to provide ~~you~~you with guidance and support during your employment.

If you have a concern, bring the situation to the attention of your immediate supervisor as soon as possible so your supervisor can have an opportunity to investigate and provide a solution or explanation. If, after having discussed the situation with your supervisor, you believe your question or concern has not been sufficiently addressed, please contact the ~~Human Resources Director~~R-Manager or the City Administrator. Employees are encouraged to discuss concerns openly without fear of retaliation.

For any employee with an issue related to harassment, see the Anti-Harassment section of the handbook.

Declarations & Reference

THE CITY / CITY ADMINISTRATOR HOLDS THE AUTHORITY TO MODIFY, CREATE NEW OR APPROVE EXCEPTIONS TO THE EMPLOYEE HANDBOOK AT ANY TIME. THE CITY ADMINISTRATOR MAY NAME ANOTHER OFFICER AS DESIGNEE FOR THE PURPOSE OF ENFORCEMENT OF A PARTICULAR PORTION OF THE POLICY AS NEEDED.

DEPARTMENT LEVEL STANDARD OPERATING PROCEDURES OR POLICIES SHALL SERVE AS THE PROCESS, PROCEDURE OR POLICY IN PLACE IN THE ABSENCE OF A CITY LEVEL HANDBOOK POLICY. ALL STANDARD OPERATING PROCEDURES WILL BE REVIEWED BY HR AND SIGNED BY THE CITY ADMINISTRATOR. STANDARD OPERATING PROCEDURES SHOULD NOT SUPERSEDE OR REPLACE THE APPROVED POLICIES OUTLINED IN THE EMPLOYEE HANDBOOK.

HR Notes:

3/11/2021 Adopted by City Council; effective 3/11/2021 with transition considerations April 2021. Completion of transition 5/1/2021.

9/11/2025 Adopted by City Council; effective 9/11/2021 with transition considerations September - October 2025. Completion of transition 10/31/2025.

EMPLOYEE HANDBOOK DISCLAIMER AND ACKNOWLEDGMENT

- I HAVE READ, SIGNED, AND UNDERSTAND THE NOTICE AND DISCLAIMER LOCATED ON THE FIRST PAGE OF THIS HANDBOOK.
- I HAVE RECEIVED A COPY OF THE HANDBOOK. I UNDERSTAND THAT THE POLICIES, RULES, AND BENEFITS DESCRIBED IN IT ARE SUBJECT TO CHANGE AT THE SOLE DISCRETION OF THE CITY AT ANY TIME WITHOUT PRIOR NOTICE. I UNDERSTAND THAT THIS HANDBOOK REPLACES AND SUPERSEDES ALL OTHER PREVIOUS HANDBOOKS, POLICIES, OR GUIDES. IN THE EVENT THAT ANY MANDATORY LANGUAGE APPEARS IN THIS HANDBOOK, THE TERMS OF THE DISCLAIMER ON THE COVER OF THIS HANDBOOK SHALL GOVERN OVER ANY SUCH APPARENTLY MANDATORY LANGUAGE SO THAT NO CONTRACT IS CREATED.
- I UNDERSTAND THAT MY EMPLOYMENT IS "AT-WILL", WHICH MEANS THAT IT MAY BE TERMINATED AT WILL, EITHER BY MYSELF OR THE CITY, REGARDLESS OF THE LENGTH OF MY EMPLOYMENT OR MY PERFORMANCE. THIS MEANS I CAN LEAVE THE CITY AT ANY TIME WITH OR WITHOUT NOTICE AND WITH OR WITHOUT CAUSE, AND THE CITY HAS THE SAME RIGHT TO END MY EMPLOYMENT AT ANY TIME WITHOUT NOTICE AND WITHOUT CAUSE AS LONG AS IT ACTS LAWFULLY.
- I UNDERSTAND THAT THIS HANDBOOK IS A NOT A CONTRACT OF EMPLOYMENT AND THAT NO CIRCUMSTANCES ARISING OUT OF MY EMPLOYMENT CAN ALTER MY "AT-WILL" EMPLOYMENT RELATIONSHIP UNLESS AN AGREEMENT IS SET FORTH IN WRITING AND PERSONALLY SIGNED BY COUNCIL OF THE CITY. I AGREE THAT NO EMPLOYEE OR OFFICER OF THE CITY OTHER THAN THE COUNCIL HAS THE AUTHORITY TO CHANGE MY STATUS AS AN AT-WILL EMPLOYEE.
- I AM AWARE THAT DURING THE COURSE OF MY EMPLOYMENT CONFIDENTIAL CITY INFORMATION MAY BE MADE AVAILABLE TO ME. I UNDERSTAND THAT THIS INFORMATION IS CRITICAL TO THE SUCCESS OF THE CITY OF FOUNTAIN INN AND MUST NOT BE DISCLOSED OR USED OUTSIDE OF THE CITY'S PREMISES OR WITH NON-EMPLOYEES. I AGREE THAT I MAY BE HELD LIABLE FOR DAMAGES RESULTING FROM MY DISCLOSURE OR UNAUTHORIZED USE OF SUCH INFORMATION. IN THE EVENT THAT MY EMPLOYMENT IS TERMINATED, NO MATTER HOW THE TERMINATION IS CAUSED, I HEREBY AGREE NOT TO USE, UTILIZE, OR DISCLOSE THIS INFORMATION WITH OR TO ANY OTHER INDIVIDUAL OR COMPANY.
- I UNDERSTAND THAT THE CITY HAS ADOPTED THE NON-HARASSMENT/NON-DISCRIMINATION POLICY CONTAINED HEREIN, AND I AGREE TO ABIDE BY ITS TERMS.
- I UNDERSTAND THAT MY SIGNATURE BELOW INDICATES THAT I HAVE RECEIVED A COPY OF THE CITY'S HANDBOOK AND AGREE TO THE ABIDE BY AND ADHERE TO THE POLICIES CONTAINED WITHIN.

Employee's Name in Print

Signature of Employee

Date Signed by Employee _____

~~Addendum A ~ Vacation Accrual Schedule for Police and Fire ~ 07/01/2021~~

The following additions/changes are accepted as part of the City of Fountain Inn Employee Handbook and are effective immediately:

~~Vacation Leave - POLICE:~~

All certified officers classified as non-exempt hourly regular full-time employees earn vacation time according to the approved schedule.

Approved Accrual Schedule:

Years of Service	Hours Per Month	Hours Per Year
0-1	5 hours	60 hours
2-5	10 hours	120 hours
6-9	12.5 hours	150 hours
10-15	17.50 hours	210 hours
15+ years	20 hours	240 hours

~~Vacation Leave - FIRE:~~

All firefighters on a 48/96 shift schedule classified as non-exempt hourly regular full-time employees earn vacation time according to the approved schedule.

Approved Accrual Schedule:

Years of Service	Hours Per Month	Hours Per Year
0-1	7 hours	84 hours
2-5	13.5 hours	162 hours
6-9	17 hours	204 hours
10-15	23.5 hours	282 hours

~~15~~ + years

~~27~~ hours

~~324~~ hours

Addendum A ~ Resources Links (Revision 2025)

Summary of Handbook Revisions for 2025

Section:	Equal Opportunity and Commitment to Diversity
Sub Section:	Retaliation
Type:	Expanded language to reflect current practices and/or provide clarity
Detail:	Definition of retaliation and examples of conduct
Section:	Equal Opportunity and Commitment to Diversity
Sub Section:	Americans with Disabilities Act
Type:	Expanded language to reflect current practices and/or provide clarity
Detail:	Added process for requesting an accommodation
Section:	Equal Opportunity and Commitment to Diversity
Sub Section:	Reasonable Accommodations for Pregnant Workers
Type:	Legal Compliance
Detail:	Added legal components for federal and/or state legal compliance
Section:	Employment Relationship
Sub Section:	Employment Classification
Type:	Legal Compliance
Detail:	Missed on the 2021 draft of the handbook, added for FLSA compliance based on current practice
Section:	Employment Relationship
Sub Section:	Introductory Period
Type:	Addition/Removal
Detail:	Removed onboarding procedures to align with HRIS (ADP) system usage that are consistently updated based on system upgrades or business need; addition of paid day/shift and wellness day/shift eligibility
Section:	Employment Relationship
Sub Section:	Work Week & Hours of Work
Type:	Expanded language to reflect current practices and/or provide clarity
Detail:	Added clarification language, process for requesting schedule accommodations, remote work clarification, and accommodation for lactation breaks
Section:	Workplace Safety
Sub Section:	Substance Abuse / Drug-Free and Alcohol-Free Workplace
Type:	Expanded language to reflect current practices and/or provide clarity
Detail:	Added clarification language regarding the practice of usage of testing panels that target the suspected substance
Section:	Workplace Safety
Sub Section:	Vehicle Safety & Compliance
Type:	Legal Compliance
Detail:	Added legal components for federal and/or state legal compliance
Section:	Workplace Safety
Sub Section:	General Workplace Safety Guidelines
Type:	Addition/Removal
Detail:	Added definition of an on-the-job injury or illness; Removed procedures for the Safety/Health Committee to allow for alignment with the City's liability insurance providers guidelines and facilitate updates per the provider

Section: Workplace Safety
Sub Section: General Workplace Safety Guidelines
Type: Addition/Removal
Detail: Removed procedures for the Safety/Health Committee to allow for alignment with the City's liability insurance providers guidelines and facilitate updates per the provider

Section: Workplace Guidelines
Sub Section: Job Performance
Type: Addition/Removal
Detail: Added language to provide the regular review of the appraisal process to align with the City's liability insurance providers' guidelines and with the City administrator's discretion; removed procedures

Section: Workplace Guidelines
Sub Section: Generative Artificial Intelligence (AI) Usage
Type: Addition/Removal
Detail: Added an AI usage policy to align with the City's liability insurance providers' guidelines and to the City administrator's discretion

Section: Time Off and Leaves of Absence
Sub Section: Holidays
Type: Addition/Removal
Detail: Added Juneteenth (6/19)

Section: Time Off and Leaves of Absence
Sub Section: Bereavement
Type: Addition/Removal
Detail: Added clarification language regarding leave eligibility for births not resulting in a living child

Section: Time Off and Leaves of Absence
Sub Section: Unpaid Time Off
Type: Addition/Removal
Detail: Added clarification language regarding the usage of unpaid time off

Notes:

Grammatical corrections and rephrasing were applied to sections of the handbook where the updates enhance or more clearly indicate the intent of the policy and/or are necessary for legal compliance.

Formatting updates have been completed – the cover picture will be changed; options are under review by the Community Relations department.

*Completed by Rebecca Mejia-Ward, Human Resources Director
8/29/2025