

MAYOR
Michael D. Fuesser

MAYOR PRO TEM
Edward Brown

CITY MANAGER
Dalton Pierce, MPA



CITY COUNCIL
Matt Hickey
Marion Ramsey
Stephanie Jarrett
Charles Brewer
Kellie Harrold

CITY CLERK
Amy Craig

York City Council
Work Session Agenda
Monday, June 19, 2023
Meeting at 4:00 PM

1. WELCOME AND CALL TO ORDER

MAYOR MIKE FUESSER

2. PRAYER

MAYOR PRO TEM ED BROWN

3. PLEDGE OF ALLEGIANCE

MAYOR MIKE FUESSER

4. PRESENTATIONS

4.1. FY23-24 Budget Workshop #1

D. PIERCE, CITY MANAGER

4.2. Organizational Changes/Improvements

S. RAMIREZ, HUMAN RESOURCES DIRECTOR

4.3. Hospitality and Accommodations Tax

R. MESTAS, COMMUNITY ENGAGEMENT DIRECTOR

4.4. Pennies for Progress 5

CITY STAFF – ADMIN., PUBLIC WORKS, PUBLIC UTILITIES

5. DISCUSSIONS

5.1 Moratorium Extension Ordinance 23-687 Update

6. NEW BUSINESS

6.1 Webpage Host Update

6. ADJOURN

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York City Council
Special Called Agenda
Monday, June 19, 2023
Immediately following the 4:00 PM Work Session

1. WELCOME AND CALL TO ORDER

MAYOR MIKE FUESSER

2. DISCUSSION:

- City Park Phase II Update

3. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

- Council Meeting June 6, 2023*

4. ADJOURN

** Denotes Vote Required*

City of York

Memo

TO: Mayor & City Council

FROM: Dalton Pierce, MPA, City Manager

MEETING DATE: June 19, 2023

SUBJECT: City of York FY23-24 Budget Workshop #1



GENERAL INFORMATION

It is my pleasure to respectfully present to you the preliminary draft budget for the FY23-24 Budget Workshop #1 for the City of York. This preliminary draft state of the budget represents many hours of hard work by the City's Administration, Department Heads, Finance staff, and others. Our goal is to maintain the City's quality and level of service, provide amenities and opportunities for citizens of all ages and preserve our strong financial position while minimizing the increased financial burden on our citizens. The summary provided for FY23-24 Budget Workshop #1 proposes a budget for FY23-24 that supports the Council's strategic goals of investing in initiatives to support employees, resilient infrastructure, economic development, efficient and effective government, dynamic community, and enhance facilities while maintaining an affordable and charming City.

Economic changes that have occurred because of the pandemic continue to affect our community and organization. Supply chain issues persist across all public services provided by the City, and inflation has led to a constant rise in the cost of goods and services. York, like many other cities across the nation, continues to face a competitive labor market. The recommendations included in Workshop Budget #1 are based on available resources, Council priorities, ongoing capital improvement projects, and internal work completed by staff since the start of the budget season.

The Workshop Budget #1 preliminary proposal is based on available resources (i.e., FY23 Expenditures & Revenues, FY22 Audit Findings, and other data sources), Council priorities, and internal work completed by staff throughout the budget season thus far. The Fiscal Year 2023-24 (FY2024) Proposed Budget for Workshop #1 totals \$42,823,700, which is approximately an 80% increase compared to the FY 2022-2023 Budget of \$23,718,531 and includes:

- No recommended change to the current property tax rate of \$0.1152 cents per \$1,000 of taxable property based on current and past data available.
- 4% percent cost of living increase for all city employees.
- Continued funding for community services in a time of rising costs, which includes a 10% rate increase for utilities "per thousand" rate and 8% for all applicable solid waste service fees.
- Tactical utilization of special revenue sources (i.e., Impact Fees, Capacity Fees, Hospitality Tax) to advance the Council's priorities through the 2021 Strategic Plan and Capital Improvement Plan for Impact Fees
- Increased capital projects and enterprise capital projects largely due to the City receiving \$10M in SCIIP funds for the WWTP Upgrades and Improvements and the Liberty Street Water Line. Also, the \$4.774M appropriations from the State of SC FY23-24 Budget for AMI Water Meter System Upgrade, N. Congress St. Waterline Upgrade/Improvement, York Public Safety Upgrades/Improvements, and S. Congress St. Hotel Project, to name a few.

We look forward to the opportunity to discuss this draft further with the City Council paired with a PowerPoint Presentation with additional information, ask questions of what City Council would like to see as a part of the budget, make adjustments and refinements where directed, and continue to serve the people of York as we step forward into the future.

ATTACHMENT(S):

1. FY23-24 Budget Workshop #1 Presentation

REQUESTED ACTION

General Information No Action Requested



FY23-24 Budget Workshop #1

Presentation Overview

FY23-24 Budget Schedule

Strategic Plan

**General Fund Projected Revenues &
Expense**

**Enterprise Fund Projected Revenues
& Expenses**

**Special/Restricted Revenue
Expenses & Expenditures**

Ongoing and New Capital Projects

**FY23-24 Budget Workshop #1
Overview**

Q & A

Budget Schedule FY2023-2024

Dates & Phases

March 22, 2023

April 1- 30, 2023

May 1, 2023

Phase 1: Budget Planning

May 2 - 14, 2023

May 15 - 28, 2023

May 29 - June 18, 2023

Phase 2: Budget Prioritization

June 19, 2023

June 13 - 18, 2023

June 19, 2023

June 20 - 30, 2023

Phase 3: Budget Formulation & Adoption Process

July 5 - 12, 2023

July 12 - 14, 2023

July 17, 2023

July 18 - 28, 2023

July 29 - August 12, 2023

August 14 - 18, 2023

August 15, 2023

August 21, 2023

August 22 - September 2, 2023

September 5, 2023

September 18, 2023

September 19, 2023

Phase 4: Budget Execution

October 1, 2023 - September 30, 2024

Task

Department Head's notified by City Manager of the start of FY 2024 Budget Preparation and Budget Requests due 5/1/2023

City Administration Preliminary Budget Discussions and Preparation

Department Head Budget Requests due to City Manager & Finance Director

City Administration Review Department Head Budget Requests

1st Individual Department Budget Meetings: Administration, Police, Fire, Planning & Zoning, Parks & Rec., Public Works, & Public Utilities

Budget Expense Review, Preliminary Revenue Projection Analysis, Rate & Fee Schedule Review

2nd Individual Department Budget Meetings: Administration, Police, Fire, Planning & Zoning, Parks & Rec., Public Works, & Public Utilities

Budget Expense Draft Final & Revenue Projection Analysis

Presentation of the Overview for the Proposed Budget for FY2023 - 2024 at Work Shop #1 *(At a City Council Workshop)*

Review feedback from City Council from the proposed Budget for FY2023 - 2024 Workshop #1

Final Individual Department Budget Meetings: Administration, Police, Fire, Planning & Zoning, Parks & Rec., Public Works, & Public Utilities

City Administration Preliminary Final Review Budget Expense & Revenue Projection

Presentation of the Overview for the Proposed Budget for FY2023 - 2024 at Work Shop #2 *(At a City Council Workshop)*

Review feedback from City Council from the proposed Budget for FY2023 - 2024 Workshop #2

City Administration Budget Expense & Revenue Projection Final Recommendation

Final FY2023 - 2024 Budget prepared and sent to City Council & Department Heads for Final Review

Publication date of Public Notice of Public Hearing for FY2023 - 2024 Budget *(Requires 15 Day Notice; Publish in Herald)*

Publication date of Public Notice of Public Hearing for FY2023 - 2024 Rate & Fee Schedule *(Requires 15 Day Notice; Publish in Herald)*

Presentation of the Final Proposed Budget for FY2023 - 2024 at Work Shop #3 *(At a City Council Workshop)*

City Administration Final Review Department Head Budget Requests & Budget Expense Draft Final & Revenue Projection Analysis

First Reading of FY2023 - 2024 Budget Ordinance *(At a Regular Scheduled City Council Meeting)*

Public Hearing for FY2023 - 2024 Budget Ordinance *(At a Regular Scheduled City Council Meeting)*

Public Hearing for FY2023 - 2024 Rate & Fee Schedule *(At a Regular Scheduled City Council Meeting)*

Second Reading and Adoption of FY2023 - 2024 Budget Ordinance *(At a Special Town Council Meeting)*

Second Reading and Adoption of FY2023 - 2024 Rate & Fee Schedule *(At a Special Town Council Meeting)*

Budget Sent to Printer & Uploaded into the Accounting System



2021 Strategic Plan Update

| FOCUS AREAS | GOALS |
|---|--|
| Resilient Infrastructure | Enhance Trust and Reliability Maintain & Repair Aging Infrastructure Build & Save for the Future |
| Economic Development | Revitalize Historic Downtown Boost Commercial & Industrial Growth Promote Local & Regional Tourism |
| Dynamic Community | Cultivate Community Development & Engagement Enhance Transportation Expand Recreation and Health Opportunities |
| Efficient and Effective Government | Enhance Service Delivery Ensure Fiscally Responsible and Sustainable City Finances Enhance Staffing Recruitment & Retention Encourage Training & Professional Development |



General Fund Revenue

| General Fund | Revenues | 2022-2023 | 2022-2023 | 2023-2024 |
|-----------------------------|--------------------------------|------------------|-------------------------|--------------------------------------|
| | | Adopted Revenues | Actual as of 06/16/2023 | Projected Revenues as of Workshop #1 |
| 100-1000-7110 | Property Tax | \$ 3,500,000 | \$ 3,462,889 | \$ 3,750,000 |
| 100-1000-7120 | Vehicle Tax | \$ 325,000 | \$ 193,226 | \$ 335,000 |
| 100-1000-7130 | Franchise Fees | \$ 630,000 | \$ 31,991 | \$ 650,000 |
| 100-1000-7140 | Delinquent Tax | \$ 185,000 | \$ 60,111 | \$ 100,000 |
| 100-1000-7180 | Fees in Lieu of Taxes | \$ 120,000 | \$ 94,911 | \$ 100,000 |
| 100-1000-7210 | State Shared Revenue | \$ 375,000 | \$ 513,705 | \$ 400,000 |
| 100-1000-7310 | Business License | \$ 685,000 | \$ 815,466 | \$ 800,000 |
| 100-1000-7320 | Business License - Insurance | \$ 1,130,000 | \$ 106,186 | \$ 1,160,000 |
| 100-1000-7330 | Building Permits | \$ 225,000 | \$ 395,271 | \$ 400,000 |
| 100-1000-7410 | Court Fees/Fees Revenue | \$ 40,000 | \$ 12,678 | \$ 40,000 |
| 100-1000-7510 | Interest | \$ 8,000 | \$ 42,851 | \$ 30,000 |
| 100-1000-7520 | Rent -Recreation | \$ - | \$ - | \$ - |
| 100-1000-7525 | Rent -Recreation | \$ 1,000 | \$ 150 | \$ 1,000 |
| 100-1000-7610 | Garbage Fees | \$ 1,210,000 | \$ 875,537 | \$ 1,450,000 |
| 100-1000-7640 | Fire Protection | \$ 109,000 | \$ 82,097 | \$ 109,000 |
| 100-1000-7650 | Recreation Fees | \$ 60,000 | \$ 33,973 | \$ 60,000 |
| 100-1000-7651 | Recreation Supplement | \$ 100,000 | \$ 55,000 | \$ 115,000 |
| 100-1000-7652 | Rec Concessions | \$ 4,000 | \$ 339 | \$ 3,000 |
| 100-1000-7653 | Rec Sponsorship | \$ - | \$ - | \$ - |
| 100-1000-7660 | Recycling Fees | \$ 62,000 | \$ 48,688 | \$ 65,000 |
| 100-1000-7720 | Transfer from Utility Fund | \$ 230,000 | \$ 134,167 | \$ 245,000 |
| 100-1000-7730 | Transfer from Hospitality Fund | \$ 115,000 | \$ 67,083 | \$ 147,000 |
| 100-1000-7740 | PEBA Pension Allocation Credit | \$ 42,000 | \$ 42,623 | \$ 42,000 |
| 100-1000-7751 | Sale of Fixed Assests | \$ 5,000 | \$ 45,058 | \$ 10,000 |
| 100-1000-7755 | Capital Lease Proceeds | \$ - | \$ 28,059 | \$ 28,000 |
| 100-1000-7760 | Miscellaneous | \$ 65,000 | \$ 24,034 | \$ 40,000 |
| 100-1000-7762 | Copies | \$ - | \$ 2 | \$ - |
| 100-1000-7765 | Sale Permits | \$ - | \$ 39 | \$ - |
| 100-1000-7767 | Insurance Proceeds | \$ - | \$ 60,707 | \$ - |
| 100-1000-7772 | Police - Special Duty Revenue | \$ 65,000 | \$ 34,850 | \$ 65,000 |
| 100-1000-7780 | Recreation Grant | \$ 5,000 | \$ - | \$ 35,000 |
| 100-1000-7781 | Fire Grants | \$ 2,000 | \$ - | \$ 2,000 |
| 100-1000-7782 | Police Grants | \$ 31,000 | \$ 40,171 | \$ 45,000 |
| 100-1000-7783 | Public Works Grants | \$ 2,000 | \$ 662 | \$ 3,000 |
| 100-1000-7787 | ARPA Transfer from Revenue | \$ - | \$ 51,586 | \$ 195,000 |
| 100-1000-7910 | SRO Reimbursement | \$ 185,000 | \$ 187,106 | \$ 190,000 |
| 100-1000-7911 | State SRO Grant | \$ 195,000 | \$ 167,255 | \$ 400,000 |
| 100-1000-7930 | Transfer from A-Tax | \$ 25,000 | \$ - | \$ 25,000 |
| 100-1000-7950 | Transfer from Impact Fees | \$ - | \$ 18,000 | \$ - |
| 100-1000-XXX | Developer Fee-in-Lieu | \$ - | \$ - | \$ 50,000 |
| Total General Fund Revenues | | \$ 9,736,000 | \$ 7,726,471 | \$ 11,090,000 |



General Fund Expense

| Fund Type | Department | FY22-23 Adopted Budget | FY22-23 As of 6/16/2023 | FY23-24 Budget Workshop #1 |
|--------------|------------------------|------------------------|----------------------------|-------------------------------|
| General Fund | Administration | \$ 785,000 | \$ 552,921 | \$ 853,500 |
| | City Council | \$ 142,000 | \$ 98,766 | \$ 157,500 |
| | Municipal Court | \$ 164,500 | \$ 110,003 | \$ 165,000 |
| | Police | \$ 3,769,000 | \$ 3,184,167 | \$ 4,164,000 |
| | Fire | \$ 1,451,000 | \$ 994,251 | \$ 1,851,500 |
| | Fire - County | \$ 15,500 | \$ 5,433 | \$ - |
| | Planning & Zoning | \$ 591,500 | \$ 378,020 | \$ 792,000 |
| | Parks & Recreation | \$ 769,000 | \$ 575,021 | \$ 807,000 |
| | Public Works | \$ 1,130,000 | \$ 951,630 | \$ 1,251,000 |
| | Public Works - Com. | \$ 268,500 | \$ 229,702 | \$ 295,000 |
| | Public Works - Recycle | \$ 128,500 | \$ 99,644 | \$ 143,000 |
| | Non-Departmental | \$ 521,500 | \$ 335,910 | \$ 610,500 |
| | Total | \$ 9,736,000 | \$ 7,515,468 | \$ 11,090,000 |



Enterprise Fund Revenue

| Utility Fund | Revenues | 2022-2023 | 2022-2023 | 2023-2024 |
|---------------|---|---------------------|-------------------------|--------------------------------------|
| | | Adopted Revenues | Actual as of 06/16/2023 | Projected Revenues as of Workshop #1 |
| 200-1020-7510 | Interest | \$ 500 | \$ 2,275 | \$ 20,000 |
| 200-1020-7725 | Transfer from Capacity Fee Fund | \$ 150,000 | \$ 180,000 | \$ - |
| 200-1020-7753 | Grant Revenue | \$ 4,000 | \$ - | \$ 2,000 |
| 200-1020-7760 | Miscellaneous | \$ - | \$ 2,030 | \$ 4,000 |
| 200-1020-7783 | Utilities Grants | \$ - | \$ 6,568 | \$ - |
| 200-1020-8120 | Water/Sewer Receipts | \$ 2,730,000 | \$ 1,835,203 | \$ 3,350,000 |
| 200-1020-8124 | Base Charge | \$ 1,475,000 | \$ 1,076,177 | \$ 1,820,000 |
| 200-1020-8126 | DHEC Charges | \$ 75,000 | \$ 54,147 | \$ 90,000 |
| 200-1020-8127 | Penalty | \$ 75,000 | \$ 67,015 | \$ 85,000 |
| 200-1020-8129 | Meter Tampering Fee | \$ - | \$ 1,520 | \$ - |
| 200-1020-8130 | Water/Sewer Taps | \$ 50,000 | \$ 24,661 | \$ 40,000 |
| 200-1020-8135 | Delinquent Debt Recovery | \$ 1,000 | \$ 3,496 | \$ 5,000 |
| 200-1020-8140 | Connection Fees | \$ 35,000 | \$ 39,060 | \$ 50,000 |
| 200-1020-8150 | Hydrant/Sprinkler Fees | \$ 8,000 | \$ 6,010 | \$ 10,000 |
| 200-1020-8160 | Meter Reinstallation | \$ - | \$ 596 | \$ - |
| 200-1020-8161 | Meter Installation | \$ 50,000 | \$ 122,545 | \$ 150,000 |
| 200-1020-8170 | Administration Fees | \$ 34,000 | \$ 36,562 | \$ 45,000 |
| 200-1020-8180 | Pretreatment | \$ 20,000 | \$ 17,483 | \$ 25,000 |
| 200-1020-XXXX | ARPA Transfer from Revenue | \$ - | \$ - | \$ 35,000 |
| 200-1020-8190 | Hydrant Repair & Maintenance | \$ 38,000 | \$ 31,616 | \$ 45,000 |
| | Total Water & Sewer Revenues | \$ 4,745,500 | \$ 3,506,963 | \$ 5,776,000 |



Enterprise Fund Expense

| Fund Type | Department | FY22-23 Adopted Budget | FY22-23 As of 6/16/2023 | FY23-24 Budget Workshop #1 |
|--------------|------------------------|------------------------|----------------------------|-------------------------------|
| Utility Fund | Utility Fund | \$ 4,359,500.00 | \$ 3,546,307.99 | \$ 5,256,000.00 |
| | Utility Fund Non-Dept. | \$ 386,000.00 | \$ 314,166.69 | \$ 520,000.00 |
| | Total | \$ 4,745,500.00 | \$ 3,860,474.68 | \$ 5,776,000.00 |



Special Funds Revenue

| Fund | Revenues | 2022-2023 | 2022-2023 | 2023-2024 |
|------|-------------------------------|---------------------|----------------------------|---|
| | | Adopted Revenues | Actual as of 06/16/2023 | Projected Revenues as of Workshop #1 |
| 250 | Capacity Fee | 717,000 | 818,292 | 809,525 |
| 310 | Hospitality Tax | \$ 625,000 | \$ 508,098 | \$ 750,000 |
| 310 | Accommodations Tax | \$ 100,000 | \$ 48,102 | \$ 140,000 |
| 320 | Summerfest | \$ 102,000 | \$ 52,075 | \$ - |
| 430 | 1% Fire Money | \$ - | \$ 30,240 | \$ 30,000 |
| 451 | Drug Enforcement <\$1000 | \$ 13,500 | \$ 3,572 | \$ 10,000 |
| 452 | Drug Enforcement >\$1000 | \$ 2,500 | \$ 5,846 | \$ 10,000 |
| 700 | Impact Fee | \$ 717,000 | \$ 773,997 | \$ 817,175 |
| | Total Special Revenues | \$ 2,277,000 | \$ 2,240,221 | \$ 2,566,700 |



Special Funds Expense

| Fund | Expense | 2022-2023 | 2022-2023 | 2023-2024 |
|------------------------|--------------------------|------------------|----------------------------|---|
| | | Adopted Expenses | Actual as of 06/16/2023 | Projected Revenues as of Workshop #1 |
| 250 | Capacity Fee | 717,000 | 480,000 | 809,525 |
| 310 | Hospitality Tax | \$ 625,000 | \$ 337,829 | \$ 750,000 |
| 310 | Accommodations Tax | \$ 100,000 | \$ 25,832 | \$ 140,000 |
| 320 | Summerfest | \$ 102,000 | \$ 13,815 | \$ - |
| 430 | 1% Fire Money | \$ - | \$ 2,469 | \$ 30,000 |
| 451 | Drug Enforcement <\$1000 | \$ 13,500 | \$ 13,028 | \$ 10,000 |
| 452 | Drug Enforcement >\$1000 | \$ 2,500 | \$ - | \$ 10,000 |
| 700 | Impact Fee | \$ 717,000 | \$ 75,735 | \$ 817,175 |
| Total Special Revenues | | \$ 2,277,000 | \$ 948,709 | \$ 2,566,700 |



ARPA Fund Summary

| ARP | Revenues | 2022-2023 | 2022-2023 | 2023-2024 |
|---------------|----------------------------------|------------------------|-------------------------|--------------------------------------|
| | | Projected Revenues | Actual as of 06/16/2023 | Projected Revenues as of Workshop #1 |
| 600-1000-7510 | Interest | \$ - | \$ 50,642 | \$ 50,642 |
| 600-1000-7787 | Revenue | \$ 2,093,931 | \$ 3,431,140 | \$ 3,431,140 |
| | Total Impact Fee Revenues | \$ 2,093,931.00 | \$ 3,481,782 | \$ 3,481,782.00 |

| # | Expense | 2023-2024 |
|--------------|------------------------------|----------------------------|
| | | FY23-24 Budget Workshop #1 |
| 1 | Door Access City Hall | \$25,000.00 |
| 2 | Planning Vehicle | \$40,000.00 |
| 3 | Fire Vehicles (2 Tahoes) | \$130,000.00 |
| 4 | Utilities Vehicles (1 truck) | \$35,000.00 |
| 5 | Tourism Golf Cart | \$10,000.00 |
| 6 | Fishing Creek WWTP | \$2,100,000.00 |
| 7 | Liberty St. Water Line | \$1,036,000.00 |
| 8 | Contingency Capital Projects | \$105,782.00 |
| Total | | \$3,481,782.00 |



Capital Projects Overview: Ongoing & New

| # | Project Name | Total Est. Project Cost |
|--------------|------------------------------------|-------------------------|
| 1 | Liberty Stree Waterline | \$6,256,932 |
| 2 | Fishing Creek WWT P Upgrade | \$10,568,800 |
| 3 | U/L Water Dam Remediation | \$200,000 |
| 4 | Water Filtration Plant Remed. | \$700,000 |
| 5 | AMI Water Meter System Updgrade | \$1,855,000 |
| 6 | N. Congress St. Water Line Upgrade | \$769,000 |
| 7 | Lake Caldwell | \$750,000 |
| 8 | City Park Phase II | \$333,000 |
| 9 | Railroad Ave Sidwalk | \$503,000 |
| 10 | Lincoln Road Sidewalk | \$795,000 |
| 11 | Kings Mountain St. Sidwalk | \$150,000 |
| 12 | Larson Road Industrial Park | \$868,000 |
| 13 | South Congress St. Hotel | \$2,000,000 |
| 14 | Gateway Sign (1) | \$15,000 |
| Total | | \$25,763,732 |



FY23-24 Budget Workshop #1 Summary

| Fund # | Department | Revenue | Expenses |
|--------|--------------------------|--------------|--------------|
| 100 | General Fund | \$11,090,000 | \$11,090,000 |
| 200 | Enterprise Fund | \$6,339,000 | \$6,339,000 |
| 225 | EF Capital Projects Fund | \$16,721,000 | \$16,721,000 |
| 250 | Capacity Fee | \$809,525 | \$809,525 |
| 310 | Tourism | \$920,000 | \$920,000 |
| 430 | 1% Fire Money | \$30,000 | \$30,000 |
| 451 | Drug Enforcement <\$1000 | \$10,000 | \$10,000 |
| 452 | Drug Enforcement >\$1000 | \$5,000 | \$5,000 |
| 500 | Capital Project Fund | \$2,600,000 | \$2,600,000 |
| 600 | ARPA | \$3,482,000 | \$3,482,000 |
| 700 | Impact Fee | \$817,175 | \$817,175 |
| Total | | \$42,823,700 | \$42,823,700 |



QUESTIONS?

ANSWERS!



City of York



Memo

TO: Mayor & Council

FROM: Sarah Ramirez

MEETING DATE: June 19, 2023

SUBJECT: Presentation of Recommendations from Human Resources

GENERAL INFORMATION

City Staff has developed a Summary of Recommendations that will provide insight to the current state of City of York technology, equipment, and employee benefits. The presentation for the Work Session is a review of a portion of those recommended changes.

STAFF RECOMMENDATIONS

Staff recommends that Council review and indicate support for proposed changes.

ATTACHMENT(S):

A. Executive Summary and PowerPoint Presentation.

REQUESTED ACTION

No action requested.



Executive Summary of Proposed Changes

Sarah Ramirez
Human Resource Manager

Topics of Consideration

- Additional Holidays
- Increased and Tiered Accrual Rates
- Proposed changes to the Employee Handbook



Additional Holidays

The City of York has a below average number of recognized holidays.

I am proposing the addition of 3-4 more, in order to match holidays offered by local municipalities and businesses.

Holidays to consider adding: Veteran's Day, Juneteenth, President's Day, Floating Holidays



Increased and Tiered Accrual Rates

Our current accrual rate has not increased in over 30 years.

Additionally, it is designed primarily for the 8 hour employee.

For example, with our current accrual rate, firefighters have to work 3.5 months to accrue enough time for 1 shift.

SHOULD WE HAVE
MORE VACATION
TIME FOR
EMPLOYEES?



Proposed Changes to the Employee Handbook

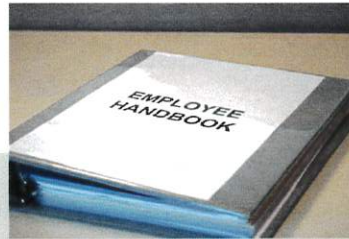
Proposed changes to the employee handbook would:

Ensure compliance

Eliminate confusion

Improve readability

Improve relevance



Questions?



Current Policy

Accrual

Vacation/Sick:

| Continuous Service (Yrs) | Days per Year | Hrs. Accrued per Pay Period |
|---------------------------------|----------------------|------------------------------------|
| 1 – 5 | 20 | 3.08 |
| 6 – 15 | 30 | 4.62 |
| 16 + | 40 | 6.16 |

Translation for Public Service Employees:

Years 1-5 (68 employees):

20 Days/Year for 8 hour Employees
13 Days/Year for 12 hour Employees
6.63 Days/Year for 24 hour Employee

Years 6-15 (16 employees):

30 Days/Year for 8 hour Employee
20 Days/Year for 12 hour Employee
10 Days/Year for 24 hour Employee

Years 16+ (19 employees):

40 Days/Year for 8 hour Employee
26.66 Days/year for 12 hour Employee
13.33 Days/Year for 24 hour Employee

Continuous Service 1-5 Years**22 Days/Year**

| Department | Pay Period Hours Worked (Average) | Sick Hours Accrued Per Pay Period | Sick Hours Annually | Vacation Hours Accrued Per Pay Period | Vacation Hours Annually |
|---|--|--|--------------------------------|--|--|
| Admin/Rec/PW/Utilities/80 hour employees | 80 | 3.385 | 88 11 days | 3.385 | 88 11 Days |
| Police | 86 | 5.07 | 132 11 days | 5.07 | 132 11 Days |
| Fire | 116 (3034 / 26) | 10.16 | 264 11 days | 10.16 | 264 11 Days |

24 Days/Year

| Department | Pay Period Hours Worked (Average) | Sick Hours Accrued Per Pay Period | Sick Hours Annually | Vacation Hours Accrued Per Pay Period | Vacation Hours Annually |
|---|--|--|--------------------------------|--|--|
| Admin/Rec/PW/Utilities/80 hour employees | 80 | 3.69 | 96 12 days | 3.69 | 96 12 Days |
| Police | 86 | 5.54 | 144 12 days | 5.54 | 144 12 Days |
| Fire | 116 (3034 / 26) | 11.08 | 288 12 days | 11.08 | 288 12 Days |

Continuous Service 6-15 Years
32 Days/Year

| Department | Pay Period Hours Worked (Average) | Sick Hours Accrued Per Pay Period | Sick Hours Annually | Vacation Hours Accrued Per Pay Period | Vacation Hours Annually |
|---|--|--|--------------------------------|--|--|
| Admin/Rec/PW/Utilities/80 hour employees | 80 | 4.92 | 128 16 days | 4.92 | 128 16 Days |
| Police | 86 | 7.38 | 192 16 days | 7.38 | 192 16 Days |
| Fire | 116 (3034 / 26) | 14.77 | 384 16 days | 14.77 | 384 16 Days |

34 Days/Year

| Department | Pay Period Hours Worked (Average) | Sick Hours Accrued Per Pay Period | Sick Hours Annually | Vacation Hours Accrued Per Pay Period | Vacation Hours Annually |
|---|--|--|--------------------------------|--|--|
| Admin/Rec/PW/Utilities/80 hour employees | 80 | 5.23 | 136 17 days | 5.23 | 136 17 Days |
| Police | 86 | 7.85 | 204 17 days | 7.85 | 204 17 Days |
| Fire | 116 (3034 / 26) | 15.69 | 408 17 days | 15.69 | 408 17 Days |

**Continuous Service 16+ Years
42 Days/Year**

| Department | Pay Period Hours Worked (Average) | Sick Hours Accrued Per Pay Period | Sick Hours Annually | Vacation Hours Accrued Per Pay Period | Vacation Hours Annually |
|---|--|--|--------------------------------|--|--|
| Admin/Rec/PW/Utilities/80 hour employees | 80 | 6.46 | 168 21 days | 6.46 | 168 21 Days |
| Police | 86 | 9.69 | 252 21 days | 9.69 | 252 21 Days |
| Fire | 116 (3034 / 26) | 19.38 | 504 21 days | 19.38 | 504 21 Days |

44 Days/Year

| Department | Pay Period Hours Worked (Average) | Sick Hours Accrued Per Pay Period | Sick Hours Annually | Vacation Hours Accrued Per Pay Period | Vacation Hours Annually |
|---|--|--|--------------------------------|--|--|
| Admin/Rec/PW/Utilities/80 hour employees | 80 | 6.77 | 176 22 days | 6.77 | 176 22 Days |
| Police | 86 | 10.15 | 264 22 days | 10.15 | 264 22 Days |
| Fire | 116 (3034 / 26) | 20.31 | 528 22 days | 20.31 | 528 22 Days |

Summary for proposed changes to the Employee Handbook

1. I move we eliminate "to both males and females" on **page 2** to allow for more inclusive language. See below, with the highlighted section the proposed addition.

For ease of readability, these policies follow the traditional English practice of referring to unidentified individuals by the use of masculine pronouns. Wherever such a pronoun is used, it is intended to apply (ambiguously.) to both males and females.

2. I propose we rearrange the table of contents in order to make the handbook easier to navigate and organized in a chronological way. See exhibit A, the proposed way, and exhibit B the current way.
3. I move we add the below section to our handbook under Equal Employment Opportunity (**page 9**) per the U.S. Equal Employment Opportunity Commission (EEOC).

2.12 AMERICANS WITH DISABILITY ACT (ADA), AMERICANS WITH DISABILITIES AMENDMENTS ACT (ADAAA) AND REASONABLE ACCOMODATION.

To ensure equal employment opportunities to qualified individuals with a disability, the City of York will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. Employees who may require a reasonable accommodation should contact Human Resources.

4. I move we add a section on anti-bullying, after our Anti-Harassment Policy as it is standard in most organizations. (**Page 9**)
5. I move we remove, "You may be asked to submit to a polygraph (lie detector) examination." From the section on complaint procedure and investigation, as that is, in my opinion unnecessary and not our current procedure. (**Page 9**)
6. I move we add the below to our section on drug and alcohol, under Substance Abuse and Testing Policy, subsection: General Rule (**Page 10**).
 - A. 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.

7. I propose that we specify who our "City's medical review officer" is, as is referenced under Testing Procedure (**Page 13**) I believe it to be the HR Manager as that is who handles the random drug and alcohol screening.

8. I move we eliminate "yellow pages" from the following sentence on **page 16**: For information on where to obtain treatment or assistance for drug or alcohol problems, one of the best places to look is in your phone book's Yellow Pages under "Drug Abuse & Addiction Information & Treatment Centers" or "Alcoholism Information & Treatment Centers." Under these headings, there is often a listing for a local "Council on Alcohol and Drug Abuse." We can modify the sentence to include our EAP which is outlined in our benefit package.

9. I move we add the below section under "Dealing with the Public" (**page 19**) as our language in this section does not imply negative consequences for failure to correspond with the public in an appropriate manner.

A. Rude or otherwise unfriendly and unprofessional correspondence with the public will not be tolerated and will result in coaching and progressive disciplinary action at the City's sole discretion.

10. I move we add the below section under "Conflict of Interest" on **page 20**.

A determination as to whether this policy has been violated is at the City's sole discretion.

11. I move the below section is added to "Employee Appearance" (**page 22**).

A. 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 York 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.

B. 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 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.

12. I move we add the below under the section "Attendance and Punctuality" (**page 22**).

A. 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.

- B. Department heads must notify the Human Resource Manager or City Manager of their absence whether scheduled or unscheduled prior to the start of their workday.

13. I propose we remove the below statement found on page 22, as it is no longer applicable.

"Employees are required to pay for any long distance calls made on City telephones."

14. I move we add the below section on workplace safety under Code of Conduct (page 23) as it is currently not addressed.

5.17 Workplace Safety

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 entrance. 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 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.

15. I move we add the following under "Access to Personnel Files" (page 25) as it is a policy of the police department to inform a supervisor when access to a personnel file is requested.

- When required, employees must inform their supervisor of this action in writing.

16. I move we add the below sections under "Compensation/Wages" (page 27).

8.4 Employment Classifications

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, the City of York classifies its employees as shown below. The City of York 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 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 hours 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 classifications may be authorized at the discretion of the City.

8.5 Introductory Period

Introductory Period - New Employees: All new employees are considered to working 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 Manager.

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.

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 which the newly promoted employee should demonstrate that he is 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 new position, the employee may be removed from that position. If there is a vacancy in his former position that is to be filled, he may be returned to it. If there is no such vacancy, he may be considered for the filling of other vacancies for which he is qualified. If no other position is found for him, the employee may be placed on personal leave of absence/terminated. This action does not prohibit an employee from applying for future vacancies with the City.

17. The below found on **page 28**, is not a policy we enforce. This would essentially mean that any employee hired after May would not receive a COLA, I would argue that this would be a beneficial policy to enforce for retention and investment purposes.

"For a new hire, any COLA is applied upon successful completion of the six (6) month introductory period."

18. I move that we adopt and then add a section of newly devised summer hours under "Work Conditions and Hours" (**page 28**).

The proposed summer schedule would vary dependent on department and the respective departmental needs. More information on this can be found within the executive summary of proposed changes.

19. I propose we remove the sections on merit increases (**page 28**) and add the following:

9.5 Performance Evaluations

The City may periodically conduct oral or written evaluations of employees' performance. Employees must sign written evaluations. The employee's signature does not necessarily indicate agreement with the contents of the evaluation, only that he has been made aware of it. Employees will have the opportunity to conduct a self-evaluation in addition. While

favorable performance evaluations may be a factor in determining wage increases, no employee is entitled to a wage increase because he receives a favorable evaluation.

20. I move that we add the below under "Work Schedules/Hours of Work" (page 29) as a way to regulate break time usage.

1. Meals and break times, if provided, will be scheduled by the department head or supervisor, but must be more than 3 hours after arrival and 2 hours prior to departure, unless otherwise noted.

21. I move that we specify "police department personnel" under overtime/compensatory time (page 30).

Police department personnel would not include dispatchers. Dispatchers would be entitled to overtime after 40 hours per the FLSA guidelines.

Whereas other "police personnel" do not receive overtime until 86 hours in one pay period has been met, dispatchers, as they are not classified as "police personnel" receive overtime in excess of 40 hours in 1 week. This is according to 29CFR-553.211g Law Enforcement Activities in the Code of Federal Regulations.

22. I move that the following is added under "Overtime" (page 30).

1. Overtime requests must be submitted to a supervisor/department head and granted approval.
2. In keeping with the Fair Labor Standards Act (FLSA), sick time and vacation time used to not count towards "hours worked" and therefore do not count towards overtime.

23. I move that the following is added under "Overtime" (page 30).

Employees who are exempt from overtime receive a salary that compensates them for all hours worked in the work week. Such employees do not receive overtime pay. However, the City Manager may grant additional time off to exempt employees who have worked (approved) and unusual amounts of time in excess of the normal work schedule, but no exempt employee has a right to such additional paid time off. There is not payment for such additional time upon termination or resignation.

- a. This time is to be used within the pay period in which the time was earned, unless otherwise specified.
- b. The usage of this time must be submitted to the Human Resource Manager, and then approved by the City Manager at their sole discretion.

- c. The City will allow employees to use accrued paid time off provided that the use of compensatory time does not unduly disrupt the operations of the City.

24. I move we modify the Holiday schedule (**page 31**) to the below. Supporting materials can be found in the executive summary of proposed changes. I move that we also consider providing permanent part-time employees with paid holidays.

10.2 Holidays

- A. From date of hire, all regular full-time employees are eligible for holiday leave for the following holidays, in addition to any other day so designated by the City Council:

1. New Year's Day (January 1)
2. Martin Luther King, Jr.'s Birthday (third Monday in January)
3. **President's Day (third Monday in February)**
4. Easter Monday
5. Memorial Day (Last Monday in May)
6. Independence Day (July 4)
7. Labor Day (first Monday in September)
8. **Veteran's Day (November 11)**
9. Thanksgiving Day (Fourth Thursday in November)
10. Day After Thanksgiving (Fourth Friday in November)
11. Christmas Eve (December 24)
12. Christmas Day (December 25)
13. **Day after Christmas (December 26)**
14. **Floating Holiday to celebrate cultural traditions/birthdays.**

- A. **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.**

25. I move we clarify the following under annual leave and sick leave (**page 32 and 33**):

1. Annual leave may not be "sold" for a lump sum at any point during employment.
1. Sick leave may not be "sold" for a lump sum at any point during employment.

26. I move we eliminate "unemployment insurance coverage" from Section 12 Employee Benefit Program, 12.2 Fringe Benefits (page 43), as this is not a coverage that the City provides.

27. I move we add the below section under "Separation of Employment" (page 48)

12.11 Exit Interview

Employees taking retirement or voluntary severance will be asked to participate in an exit interview once a departure date has been received. Information discussed will remain confidential unless otherwise noted.

28. I move we remove sick leave payout for employees hired after the inaction of the amended handbook (page 50).

29. I propose we remove "pager, Blackberry" from the section on computer/internet use as these devices are no longer applicable (page 53).

30. I move we amend the below found on page 56 to instead reflect "results will be reviewed by the Human Resource Manager, and any findings will be communicated to the City Manager":

- A. CDL and non-CDL employees. The City of York will audit all City employees' motor vehicle records (MVRs) annually. The results will be reviewed by the city manager and, if necessary, provided to Department Heads for appropriate action as defined herein. These minimum standards will apply in the hiring process of all potential employees whose job descriptions will require them to drive for City business.

31. I move we add the below under Vehicle use Policy: Disciplinary Action subsection B (page 58). The number of accidents can be amended.

- B. Employees that possess a CDL and who are involved in more than 2 accidents in one year, may be placed on a suspension until additional CDL training is completed.

32. I move that we add "required" instead of encouraged and to the below statement found on page 58.

- A. Employees with more than two *ordinary* violations, two *chargeable* accidents, or a combination of these in the preceding three-year period will be considered medium risk factors. They will be verbally warned, *required* to review the City's Employee Policy, and required *encouraged* (and given the opportunity to attend a driver improvement program.)

33. I move we further define "safety coordinator" in the below statement found on **page 58**. My proposal would be "and Human Resource Manager or designee."

1. Convictions in excess of the City minimums for *ordinary* violations and *chargeable* accidents will result in revocation of the employee's privilege to drive upon consultation of the employee's Department Head, City Manager, and **Safety Coordinator**. Driving privileges may be reinstated when all of the following occur:

34. I move we add "designated" before "York County Fueling Stations" found on **page 61** and add an additional sentence following business trips outside the City of York indicating "unless a City of York vehicle is used for travel."

A. Fueling. All fueling should be done at the York County Fueling Stations. The stations are located in Rock Hill at the County Complex on Heckle Boulevard and in York across from the Equipment Maintenance Shop. Receipts should be presented for reimbursement for all fueling done on business trips outside the City of York.

35. I move we define or create an Accident Review Subcommittee found on **page 62**. When I spoke with Gary Messer he said the below was not something York PD has.

- A. The York Police Department has established an Accident Review Subcommittee. This committee reviews all accidents and losses involving City of York vehicles, employees, on-the-job injuries and property damage and presents its findings to the full Safety Committee for review.

36. I move we change "Municipal clerk" to "Human Resource Manager" where appropriate (references to personnel files, employee financial records, information on COBRA insurance and workers comp) (**page 24, 45, 46, etc**).

Summary for proposed changes to the Employee Handbook

37. I move that we add a contingency under section 11.3 Annual Leave, which states that an employee must have worked the full introductory period (6 months) in order to be eligible for an annual leave payout upon separation.

- An additional contingency would be added for police officers that they must have successfully graduated the police academy in order to be eligible for this benefit.

- There is no legal requirement for organizations to provide a sick or annual leave payout to employees, as is indicated by the below statement:

“The Fair Labor Standards Act (FLSA) does not require payment for time not worked, such as vacations, sick leave or federal or other holidays. These benefits are matters of agreement between an employer and an employee (or the employee's representative).”



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City of York

Memo

TO: Mayor & City Council

FROM: Becky Mestas, Community Engagement Director

MEETING DATE: June 19, 2023

SUBJECT: Presentation - Events



GENERAL INFORMATION

The purpose of the City of York Special Permit, Hospitality and Accommodations Tax Grants Procedures and Recommendations is to demonstrate amendments to the Special Events Application Process. This will better define the purpose, streamline the process, and improve communication across applicable departments, as well as recommend changes to the Hospitality and Accommodations Tax Grant Programs to explore other avenues to organizations and ensure proper allocation of the funds.

STAFF RECOMMENDATIONS

Staff recommends that Council support the revisions made to the Special Event Permit Applications.

ATTACHMENT(S):

- A. City of York Special Event Permit, Hospitality and Accommodations Tx Grant Procedures and Recommendations Presentation

REQUESTED ACTION

No Action Requested

City of York Special
Event Permit,
Hospitality and
Accommodation Tax
Grant Procedure
Recommendations



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| 2.2 Recommendations | 8 |
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SPECIAL EVENT PERMIT APPLICATION RECOMMENDATIONS

- ▶ Add the following statement to the permit application:
 - ▶ A special event is defined as any event held within the city limits of York that is open to the public and could impact a city right-of-way or could affect public safety.
 - ▶ Include examples of what constitutes a special event - festivals, markets, concerts, etc.
 - ▶ Require events being held in the B-1 Central District submit a special event permit application regardless of private or public property
- ▶ Institute a special event permit application fee
- ▶ Reestablish Events Committee to ensure all applicable City Departments are involved in the review and approval process prior to Council Approval
 - ▶ This will allow each department to determine staffing needs, road closure, and cost estimate to be incurred by applicant
- ▶ Be more transparent on the consumption and display of alcohol and the exception when approved in a special event permit.

SPECIAL EVENT PERMIT APPLICATION RECOMMENDATIONS

- ▶ Change submission deadline to 90 days ahead of requested event date to ensure enough time for the events committee to review and for it to be placed on the City Council agenda for approval.
- ▶ Establish checklist system to ensure proper documentation has been received.
- ▶ Create a Food Vendor SOP - the City will provide a list of pre-approved food vendors already licensed with the City of York. Any vendors that are not pre-approved must obtain their City of York Business License and verify South Carolina Retail License
 - ▶ Event organizer will be required to submit vendor list no later than fourteen (14) days prior to event to verify vendors have a city business license and SC retail license.
- ▶ Change COI requirements to require ALL approved events to furnish a COI with the City listed as an additional insured.
- ▶ Under Road Closures section, delete the following statement “Applicant must obtain a signed Special Event Acknowledgement form signed by all businesses impacted by the road closure”. This is an outdated practice.

HOSPITALITY TAX GRANT PROGRAM

PURPOSE

- ▶ The purpose of the City of York Hospitality Tax Events Grants Program is to improve the quality of life and draw more visitors to York through the advertisement, marketing, and promotion of events and other tourism related development. It's also a means to attract tourism leading to dining at restaurants and other eating/drinking establishments in York and supporting and highlighting the City's historic and cultural venues, recreational facilities, and events.
- ▶ Tourism is defined as a person who do not reside in but rather enters temporarily, for reason of recreation or leisure, the jurisdictional boundaries of a municipality for a municipal project or the immediate areas of the project. The purpose of grant awards is to attract tourists to the City of York through various means and activities.

HOSPITALITY TAX GRANT PROGRAM

ELIGIBLE USES

▶ Per S.C. Code 6-1-730, Expenses must be directly in support of one of the six (6) purposes of hospitality tax funding:

- ▶ Tourism-related building, including, but not limited to: civic centers, coliseums, and aquariums
- ▶ Tourism-related cultural, recreational, and historic facilities
- ▶ Beach access and re-nourishment
- ▶ Highways, roads, streets, and bridges providing access to tourist destinations
- ▶ Advertising and promotions related to the development of tourism
- ▶ Water and sewer infrastructure to serve tourism-related development

- ▶ Require applicants to make a presentation to Council and/or Application Review Committee
- ▶ Prioritize funding considerations to applicants that promote tourism, i.e. dining at local restaurants, shopping at retail establishments, and visiting historical and cultural venues
- ▶ Establish a rule of percentage of attendance that must be outside of the immediate York area (determined through historical data or a plan that outlines how they will attract visitors)
- ▶ Require a percentage of advertising, marketing, and promotion efforts funded by the Hospitality Tax Grant Program to be targeted to areas outside of York to attract tourism (to be presented at review committee meeting)
- ▶ Require applicants to accept responsibility for any additional costs for in-kind municipal services
 - ▶ For example, if the grant funds \$2,000 for police, but the actual cost is \$3,000, the applicant/organization is responsible for paying the remainder

HOSPITALITY TAX GRANT PROGRAM RECOMMENDATIONS

- ▶ Require a percentage of funding to be allocated to non-profit projects (501-C-3 eligible organizations)
- ▶ Establish an application evaluation point system to determine the likelihood an event will promote tourism and attract visitors (point system developed by committee/Council)
- ▶ Offer the Hospitality Tax Grant Program twice a year to spread funds (organizations can only apply once per year for a funding)
- ▶ Require a percentage match in funds (Accommodation Tax Grant Program requires a 20% match)
- ▶ Allocate funds towards façade improvement grants, particularly in the B-1 Central District
- ▶ In lieu of hospitality tax grant funding for local businesses, offer sponsorship funds, like what the city provided the Mid-Carolina Tennis Association

HOSPITALITY TAX GRANT PROGRAM CONSIDERATIONS

ACCOMMODATIONS TAX GRANT PROGRAM

PURPOSE

► The City of York Accommodations Tax Grant Program are awarded to eligible projects through revenue received by the City of York for its share of the 2% lodging tax levied by the State of South Carolina. These monies may only be used for activities related to tourism in specific categories

- Advertising and promotion of tourism so as to develop and increase tourist attendance through the generation of publicity.
- Promotion of the arts and cultural events.
- Construction, maintenance and operation of facilities for civic and cultural activities including construction and maintenance of access and the nearby roads and utilities for the facilities.
- The criminal justice system, law enforcement, fire protection, solid waste collection and health facilities when required to serve tourists and tourist facilities. This is based on the estimated percentage of cost directly attributed to tourism.
- Public facilities such as restrooms, dressing rooms, parks, and parking lots.
- Tourist shuttle transportation.
- Control and repair of waterfront erosion, including beach re-nourishment.
- The operating of visitor information centers.

ACCOMMODATIONS TAX GRANT PROGRAM RECOMMENDATIONS

- ▶ Require applicants present their proposed event/project and how it correlates with the approved categories to the Advisory Committee
- ▶ Establish a disbursement cap depending on the project category - the city of Seneca provides a maximum disbursement amount for audited and unaudited organizations



THANK YOU!
QUESTIONS,
COMMENTS
OR
CONCERNS?

City of York

Memo

TO: Mayor & City Council

FROM: Dalton Pierce, MPA, City Manager

MEETING DATE: June 19, 2023

SUBJECT: Pennies for Progress 5



GENERAL INFORMATION

City Manager Dalton Pierce, Utilities Director Ben Wright, and Public Works Director Chris Wallace are working together to discover the areas within the City that are most in need of resurfacing and reconstruction. The areas being assessed are the streets, roads, sidewalks, and other transportation related areas. A comprehensive list will be compiled for the meeting with Pennies for Progress 5 that will be held on June 21, 2023.

STAFF RECOMMENDATIONS

Staff recommends that Council review the handouts and corresponding presentation and provide suggestions to prioritize the needs from highest to lowest in order of priority.

ATTACHMENTS

A. Pennies for Progress 5 Project List

REQUESTED ACTION

No Action Requested

Pennies For Progress 5 Project List for Resurface and Reconstruction

| Project Area | Total Linear Feet of Area | Condition of Area | | |
|---|---------------------------|---|-------------------------|--|
| Lunde Ln., Carybrook Ct. Sansberry, | 2450 | Alligator cracking, potholes and sinking of the roadway making the surface uneven in places | Lunde Ln. | |
| Charlotte St., Private St. Wood St. | 6450 | Old Utility cuts and patches, Alligator cracking, patched potholes, uneven areas | Charlotte St. Area | |
| Williams St. Dixon St. Taylor St. Hart St. | 4733 | Alligator cracking, potholes and sinking on Williams and Dixon, Hart and Taylor St. are unpaved with MBC stone | Williams St. Area | |
| Travora Cir, Galilean Rd, Hickory Ln, Valley Rd, Autumn Place and Creekside Dr. | 7500 | Alligator cracking, potholes, overgrown vegetation overtaking the roadway on Travora Circle. Sunken areas on Galilean, old utility cuts and potholes. Alligator cracking and uneven pavement on Hickory, Valley, Autumn Place and Creekside | The Valley Area | |
| McCorkle St. | 1150 | Alligator cracking, multiple old pothole patches, Shoulders are overgrown with vegetation and major settling in the middle of the roadway from Wainwright to Woodland on McCorkle. Roadway needs to be widened | McCorkle St. | |
| Lee St. | 1000 | Half of Lee St. is unpaved and has huge potholes, the other half towards Raille St. has alligator cracking and potholes | Lee Street | |
| Second St. Ashe St. Ross Cannon | 6830 | Ashe St to Second St. has major settling in the center of the road way. Second St has Alligator cracking and potholes. Ross Cannon with the exception of the intersection of Fourth has multiple potholes, uneven areas, and patching. | Ross Cannon Area | |
| Jefferson St. Oak St. Church St. Roosevelt St. | 8810 | Jefferson St has Alligator cracking, potholes, patches and multiple Utility cuts. Oak St. has cracking throughout, and potholes. Church St has multiple patches and cracking. Roosevelt Has cracking, multiple potholes, patching and utility cuts. | Jefferson Area | |
| Chicago, Oliver St. | 1700 | Oliver and Chicago are in need of Mill and Overlay | Chicago & Oliver Street | |
| New St | 3100 | New St. and Church walk both have severe Alligator cracking, sinking at intersections, and potholes. | New St. | |
| Mighty Joe Trail, Singletary Ln. Green St. | 3650 | Resurfacing is needed badly on all streets due to potholes and Alligator cracking. Added Stormwater infrastructure down Green St is also needed because of localized flooding from 321. | Green Acres Area | |
| Turner Ave | 750 | Resurfacing needed because of potholes, old patching and cracking | Turner Ave. | |
| Rose St. | 960 | Resurfacing and drainage work due to Alligator cracking on entire street, potholes and utility cuts from new houses. | Rose St. | |
| Rainforest, Riding Trail, Knoll Ridge | 2280 | Area has a lot of surface and alligator cracking, pothole patches, needs resurfacing | Rainforest/Lakes Area | |
| Lincoln Rd. | 5860 | In need of resurfacing, heavily travelled area with the addition of Abrial Ridge. Has multiple areas with potholes, cracking and patching. New sidewalk is going to be installed before the end of 2023 | Lincoln Road | |
| N. Congress to Bypass | 6230 | In need of resurfacing, heavily travelled area with cracking and potholes | North Congress | |
| Ecology Road | 3696 | Area has a lot of surface and alligator cracking, potholes, ruts, and sinking. needs to be milled down and repaved | Ecology Road | |
| Total Linear feet of all areas = | 67149 | | | |

Pennies 5, Intersections Road Widening

| Intersection or Road | | Present condition and reason for Improvements |
|---|--|---|
| South Pacific outlet to Liberty St | | There is a traffic light for traffic entering Family Dollar and the adjacent Food Lion 40 feet past the South Pacific outlet to Liberty St. Trying to turn left onto Liberty from South Pacific is dangerous with the current pattern and the light. With funding we would like to shift the light to South Pacific, convert the entrance to Food Lion to curb and gutter, extend the turn lane on South Pacific to the Food Lion entrance so that traffic can use it for entrance and exit. This would make the area safer and still accessible. With the increased traffic at the South Pacific outlet this is a need for the City. |
| South Pacific Widening & Sidewalk Extension | | South Pacific is increasing in daily traffic with the Monterey Community and the Cannon Village, Bellina Subdivisions coming. It is very narrow in places already such as Dolly St. to Chicago Ln.. The shoulders in areas are showing cracking and sinking due to more traffic. South Pacific needs to be widened and resurfaced to handle the estimated increase in traffic flow. The sidewalk from Monterey Park across from Chicago Lane can be extended to Liberty street (2050 ft) and adjoin the existing sidewalk. |
| Congress, Sharon Rd, Pinckney intersection | | The existing intersection on South Congress is very dangerous because of the outdated design. When approaching the intersection from Pinckney and attempting to turn left the driver has a constant blind spot. The same with Sharon Rd. the driver has to navigate the islands. We wish to improve the intersection by adding a commercial traffic circle (roundabout) design to make the area easier and safer to navigate. |

Pennies 5, Intersections Road Widening

| | | |
|--|--|--|
| Hunter, Church St Intersection at Liberty St. Church Street Widening | | The current configuration of Hunter Street at Liberty leaves an offset when crossing to Church St and vice versa. This intersection is heavily used daily and even more during the school year. Vehicles entering traffic from either side generally end up causing traffic backups and/or wrecks. The improvement to the intersection would be to realign Hunter Street with Church Street, adding a dedicated right turn lane, traffic control, eliminating Cemetary Street and converting the small section of Street that serves the homes from Madison to "Hunter Street Extension" stopping it before the right of way then installing sidewalk, curb and gutter. Church Street is very narrow with no lane lines, cracking, old patching, potholes and sinking shoulders. Not meant for the traffic it handles on a daily basis. Improvements to Church Street would include widening Church street and adding a dedicated right turn lane. |
| Railroad Ave, Church Street intersection | | This intersection is heavily used daily and offset by design. There is a 4 way stop at the intersection with Jefferson, it is confusing to drivers unfamiliar with the area and is a main cause of collisions. The addition of dedicated right turn lanes, traffic control signals or a traffic circle would make the intersection safer. |
| Fourth Street Widening | | With Cannon Village "300 + homes" encroaching on Fourth St near the complex this street will be over its design capacity. The street is heavily used during sports seasons and is narrow from Hunter to the intersection of Ross Cannon. The street should be widened to accomodate the extra traffic projected from Cannon Village with dedicated right turn lanes into both Cannon Village and the complex. |
| Hunter Street Sidewalks | | The addition of 5400 ft of sidewalk to connect Hunter St from Liberty to Alexander Love Bypass. 3220 ft from Liberty to South Pacific adjoining with Monterey sidewalks. 1408 ft from Monterey to the Bellina sidewalk addition. 772 ft from Bellina to the corner of Alexander Love Bypass. |

Pennies 5, Intersections Road Widening

| | |
|--|--|
| | |
| South Pacific outlet to Liberty St. | |
| South Pacific Widening and Sidewalk Extension | |
| Congress, Sharon Rd, Pinckney St intersection | |

Pennies 5, Intersections Road Widening

| | |
|---|--|
| Hunter St, Church St. intersection @ Liberty St. Improvements and Church St. Widening | |
| Railroad Ave. and Church St. intersection @ Jefferson St. | |
| Fourth St. Widening | |
| Hunter Street Sidewalk Extensions <small>Sidewalk extensions and additions to run from Liberty St to Alexander Love Bypass along Hunter St.</small> | |

City of York

Memo

TO: Mayor & Council

FROM: Dalton Pierce, MPA, City Manager

MEETING DATE: June 19, 2023

SUBJECT: Moratorium Extension Update



GENERAL INFORMATION

Ordinance 23-687, Moratorium Extension Update

Planning Department and Steve Allen with the Catawba Regional Council of Governments has been collaborating with the Planning Commission to provide a roadmap that will instill a solid policy and standard for developers when the Moratorium is ended on August 1, 2023.

Information has been provided to Council that had a few minor revisions to the comprehensive plan and elements will be provided during the meeting.

STAFF RECOMMENDATIONS

Staff and the Planning Commission recommends that Council review the information from the COG and Planning Commission to allow necessary changes to be implemented to the zoning ordinance, comprehensive plan, and land use map.

ATTACHMENT(S):

N/A

REQUESTED ACTION

No Action Requested

City of York

Memo

TO: Mayor & City Council

FROM: Dalton Pierce, MPA, City Manager

MEETING DATE: June 19, 2023

SUBJECT: New Business



GENERAL INFORMATION

Municipal Clerk Amy Craig has spearheaded the task of getting a new, refreshing webpage for the City of York that will be more beneficial to the public. CivicPlus is the webpage host that has been selected by Amy Craig and the others working alongside her for several reasons. The primary reason for choosing CivicPlus is the overall lower cost and also how it will prove to be valuable as the City's special programs, such as MuniCode and Evolve, will work together congruently. The funding for the new webpage will come from the Hospitality Tax Grant Fund.

STAFF RECOMMENDATIONS

Staff recommends the support of Council to replace the City's current webpage host with CivicPlus.

ATTACHMENT(S):

- A. CivicPlus Quotes and Comprehensive Information Packet

REQUESTED ACTION

No Action Requested

**CivicPlus**

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:**Date:****Expires On:**

Statement of Work

Q-44643-1

6/14/2023 9:05 AM

9/12/2023

Client:

YORK, SOUTH CAROLINA

Bill To:

YORK, SOUTH CAROLINA

| SALESPERSON | Phone | EMAIL | DELIVERY METHOD | PAYMENT METHOD |
|--------------------|-------|-----------------------|-----------------|----------------|
| Christopher Rogers | x | crogers@civicplus.com | | Net 30 |

| QTY | PRODUCT NAME | DESCRIPTION | PRODUCT TYPE | TOTAL |
|------|---|---|--------------|--------------|
| 1.00 | Premium Web Open Subscription | Premium Web Open Subscription | Renewable | USD 4,059.00 |
| 1.00 | Premium Implementation | Premium Design, 150 pages migration, free virtual training sessions | One-time | USD 0.00 |
| 1.00 | M3: Integratable Meetings Management Migration and Server Configuration | Server configuration and up to 5 years of meetings document (agendas, agenda packets, minutes) migrated into the site's meetings directory which is integratable with CivicPlus's meetings management software. | One-time | USD 1,000.00 |

| | |
|------------------------------------|--------------|
| Total Investment - Initial Term | USD 5,059.00 |
| Annual Recurring Services - Year 2 | USD 4,261.95 |

| | |
|-------------------------------|-----------------------------------|
| Initial Term & Renewal Date | 12 Months |
| Initial Term Invoice Schedule | 100% Invoiced upon Signature Date |

| | |
|--------------------------|---|
| Renewal Procedure | Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date |
| Renewal Invoice Schedule | Annually on date of signing |
| Annual Uplift | 5% starting in Year 2 |

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal->

[stuff](#) (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

Authorized Client Signature

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

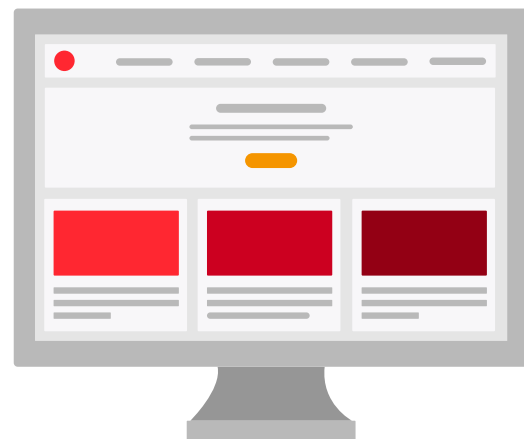


municipal websites

OPEN

Website Design & Hosting Solution

Proposal valid for 60 days from date of receipt



CivicPlus Company Overview

CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

EXPERIENCE

20+ Years
12,000+ Customers
900+ Employees

RECOGNITION

Inc. 5000 11-time Honoree
GovTech 2023 Top 100 Company
Stevie® Awards Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 12,000 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

Primary Office

302 S. 4th Street Suite 500
Manhattan, KS 66502
Toll Free: 888.228.2233 | Fax: 785.587.8951
civicplus.com



civicplus.com

Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

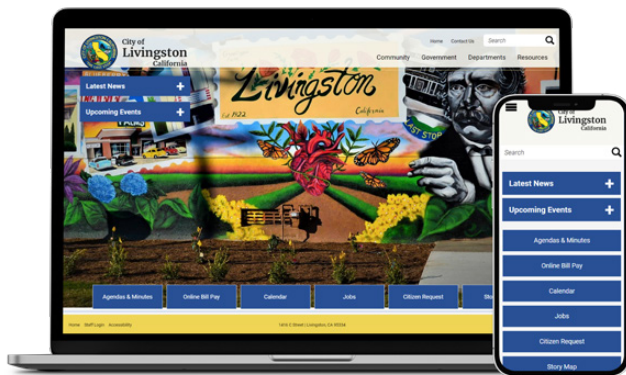
What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



Premium Designs

The included design portfolio will provide you with an idea of the different directions we can take your creative design. Your art director will work with you to understand your municipality's needs and style.

Our Premium Designs are ideal for communities that want a professional, mobile-friendly design without the added expense of extensive custom design work. A Premium Design offers all the same features and functionality; any differences are website design related. Premium designs have fewer custom design elements, such as a non-scrolling site element, while still retaining enough design elements to make the site yours. Customize your logo, color palette menu, quick link layouts, and background images.



Livingston, California
cityoflivingston.org



Hooper City, Utah
hoopercity.com



Arkansas City, Kansas
arkcity.org

Ultimate Designs

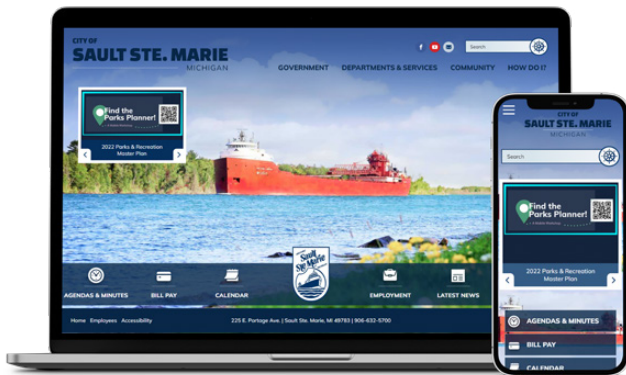
An Ultimate design allows you to start with a blank slate and provide optimal flexibility and design options for your new website. It is offered in both a scrolling and non-scrolling format. You will work with our designer to build a layout that uses our extensive widget library and add styling to give the site a unique look that fits your municipality.



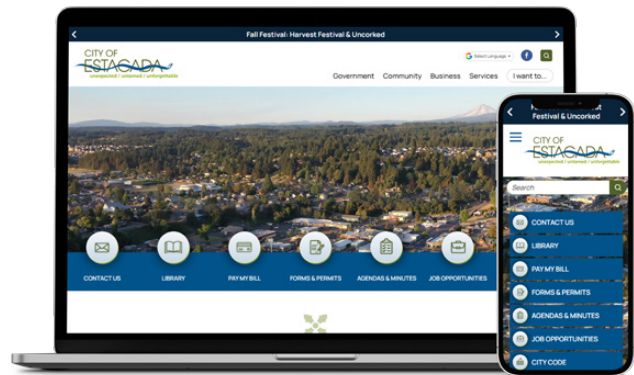
Clatsop County, Oregon
co.clatsop.or.us



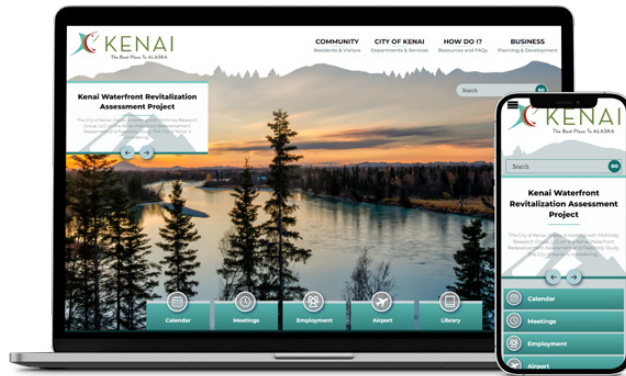
Mission Springs Water District, California
mswd.org



Sault Ste. Marie, Michigan
saultcity.com



Estacada, Oregon
cityofestacada.org



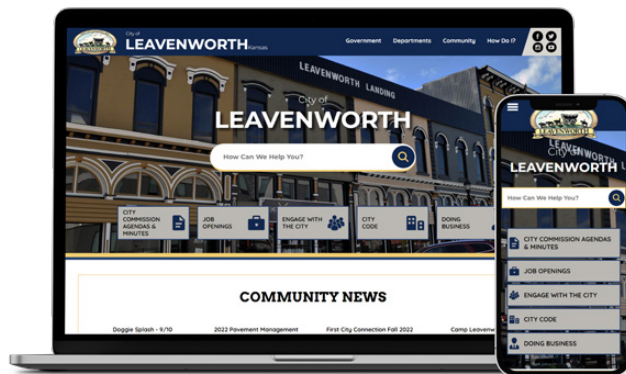
Kenai, Alaska

kenai.city



Wilsonville, Oregon

ci.wilsonville.or.us



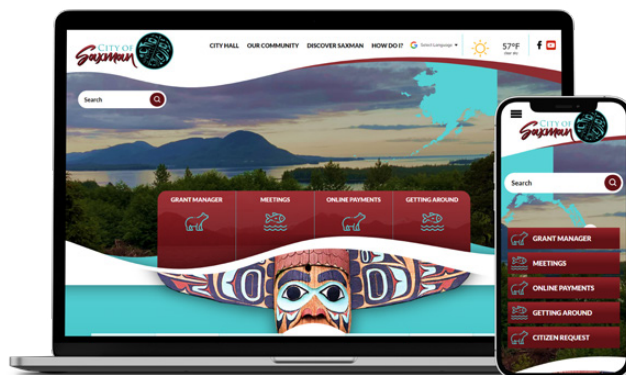
Leavenworth, Kansas

leavenworthks.org



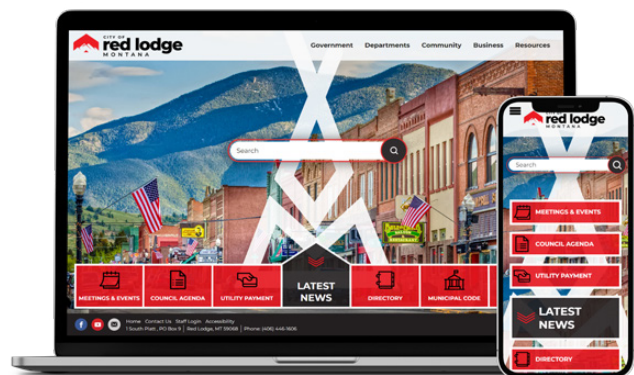
Royal Palm Beach, Florida

royalpalmbeach.com



Saxman, Alaska

cityofsaxman.com



Red Lodge, Montana

cityofredlodge.net



civicplus.com

CMS Features & Functionality

Our Municipal Websites Open are built using a CMS specifically for local governments and offers full feature sets for all your department's needs. Using CivicPlus for your website provides an excellent experience for both your staff and residents in the community. Granular permissions can allow each department to easily edit content and manage their residents' interactions.



We have the solution to the challenges you face with full feature sets for all your department needs!



Website Design Tailored to Your Needs



Hosting, Security, & Reporting



Modules That Provide Transparent Information



Resident Engagement Tools



Tools for Residents to Do Business Online



Convenient Access from Any Device



Intuitive & Easy to Use



Granular Permissions to Match Your Processes



ADA Compliance



Can Expand & Grow with Your Ever-Changing Needs

CivicPlus Website Features

WEBSITE DESIGN TAILORED TO YOUR NEEDS

Stunning Design – A professional art director will work closely with you to design a website that fits your municipality's style and needs.

Intuitive Site Navigation – Main navigation menu, via a mega menu or drop-down, keeps it simple to get to any page.

Image Displays – Interactive widgets that include photos and videos to showcase your community.



civicplus.com

Unlimited Number of Department Specific Pages (microsite) – A page specifically for an individual department/board that can automatically display department-specific information in the sidebar of your pages. This allows categorization and filtering by department and allows permissions to be department based.

Site Within a Site (subsites) – Add-on that allows any department/board or page to have an entirely different look and feel to match your department's style, while still being part of the same website and using the same backend CMS.

HOSTING, SECURITY, & REPORTING

Domain Management – CivicPlus can provide full-service domain hosting.

Secure Site Gateway – Every website receives an SSL certificate for your peace of mind.

Secure Login – Optimal security is available through Microsoft's Identity Server.

Single Sign On (SSO) – Ability to log into multiple CivicPlus products with the same login credentials.



Custom Identity Provider (IdP) – A custom IdP is available as an add-on through Azure AD, Okta, and ADFS.

CAPTCHA Secure – The CMS uses CAPTCHA technology to restrict auto-generated submissions.

Data Ownership – Customers always own the rights to all their data.

Audit Trail/History Logs – The CMS captures and stores a complete history of content postings.

Analytics and Reporting – Google Analytics provide web analytics and other reporting is available such as a broken links report.

MODULES THAT PROVIDE TRANSPARENT INFORMATION ON YOUR SITE

Advanced Calendaring – Create meetings and events to be displayed in calendars throughout your website. Residents can easily use our calendars with custom filters, multiple event views, and export capabilities.

Meetings and Agendas – Manually post meetings and agendas on the website with a built-in module. For advanced functionality, including automated agenda and packet generation and live meeting management, our integrated Agenda and Meeting Management product is available as an add-on.

Advanced Search in Your Website – Quickly search all pages and uploaded files across the website. Department-specific search options are also available.

News & Announcements – Display the most recent news on your home page or department pages.

FAQs – Easily show your most frequently asked questions and their corresponding answers.

Important Alerts – Prominently display urgent messages on the home page and/or department home pages to notify residents of time-sensitive information, such as closings or inclement weather warnings.

Document Center – Staff can upload and manage documents in one central repository.

Image Library – Store all your photos and graphical images in one central location for access by all applicable staff.



Staff Directory – Manage staff names and contact information in one central repository, and easily display applicable staff members on various pages.

Business Directory – As an optional add-on, this feature lists information about businesses within your community by category; businesses can also submit their information on a form to be approved by your staff before publishing.

Embedded Videos & iFrames – Embed Vimeo or YouTube videos or iFrame in third-party partners on any page.

Dynamic Site Map – Sitemap configuration that search engines can easily consume.

RESIDENT ENGAGEMENT TOOLS

Unlimited Email Subscriptions/Notifications – Allow residents to subscribe and receive email alerts for new website posts that interest them.

SMS Subscriptions/Notifications – This add-on feature allows residents to subscribe and receive SMS text messages for new website posts they're interested in.

RSS Feeds – RSS feeds are available for department updates, news, and urgent alerts.

TOOLS FOR RESIDENTS TO DO BUSINESS ONLINE

Requests, Feedback, and Submissions from Residents via Web Forms – Our fully customizable web forms allow for a variety of resident interaction. Form submissions can be automatically routed to a specific person or department. Common uses cases of our custom web forms include:

- Service Requests
- Contact Us
- Surveys and Polling
- Applications
- Suggestions, Complaints, and Tips

Interactive Maps – Provide a graphical representation of location-specific information shown on a map.

Job Postings and Applicants – Staff can post job openings, allowing residents to browse available jobs online and apply through an online form submission.

Payments – Citizens can make payments online through CivicPlus Pay (add-on) or you can iFrame or link out to another third-party payment system.

CONVENIENT ACCESS FROM ANY DEVICE

Responsive Design / Mobile Support – Your website design will be built to automatically adjust and scale so that it works well on all devices regardless of screen size, including wide screen monitors, tablets, and mobile devices.



INTUITIVE & EASY TO USE

Intuitive CMS – Easiest website editing with only a few clicks that's intuitive for even non-technical users.

Text and Image Editors – One WYSIWYG editor interface, similar to Microsoft Word, for all types of content, as well as an image editor to adjust focal points on photos.

Previewing – Edit pages to your liking before publishing to the live website.

Scheduling Options – Schedule content to automatically publish and unpublish on your site at a specific date and time.

Social Media Integrations – Quickly auto-post to Twitter and Facebook while you're adding content, news, or alerts to your website. Conversely, we often use iFrames to display your Twitter and/or Facebook feeds right on your website page. Our web pages also come equipped with built-in YouTube video players.

Versioning – All previous versions of pages are saved online, allowing you to view or re-publish at any time.

Google Translate – Translate content on your site to multiple languages, utilizing Google Translate, for ease of use for all residents.

Easy to Use Forms Builder – Feature-rich webform builder available for simple and advanced tasks, that when submitted can be routed to the appropriate people.



Content Efficiencies – Create and manage content once and have it display multiple places.

Tags/Views – All files can be easily found through filters of tags on items such as documents and images.

GRANULAR PERMISSIONS TO MATCH YOUR PROCESSES

Roles & Permissions – User accounts are assigned a role, granting the users specific levels of permissions within the CMS.

Department Specific Permissions – Permissions can be set so individuals have access to edit their own department's content (or multiple departments) without having to rely on an IT director or Administrator to make website changes for them.

Menu Manager – Department users can manage their own sub-menus, and advanced users control primary navigation and homepage components.

Private Page Permissions – Easily create private pages that are password protected with a log-in, for internal use.

Unlimited Users and Pages – Customers can add unlimited staff users and create unlimited pages to their website.



ADA COMPLIANCE

Start Compliant – The CivicPlus implementation team builds websites that are ADA WCAG 2.0 compliant.

Stay Compliant – Tools are built into the system to reduce the chances of violating ADA compliance guidelines, such as requiring an Alt Tag on photos that are uploaded. We offer our Monsido Web Governance program to provide a wide array of tools for maintaining the quality, ADA compliance, internal policy compliance, and optimal functionality of your site. And as a partner program, we can include AudioEye for automatic ADA remediation at a discounted rate.

Your CivicPlus Website Can Expand and Grow with Your Ever-Changing Needs

- Your new website will be built on the trusted Drupal platform.
- Full functionality is available with an unlimited number of uses to meet your needs now and in the future.
- Integration with CivicPlus product suites for many additional benefits. For example:
 - SSO, email notifications, text notifications (add-on), and a resident portal.
 - Access to add-on other integrated CivicPlus products such as service request, FOIA, social media archives, or mass emergency notification software.
- Free regular group trainings to continuously keep new staff trained.



Implementation

Project Timeline

Design creation, accessibility, usability guidance, content optimization, training - CivicPlus delivers all of this and more during the development of your new CivicPlus Municipal Websites Open. Your exact project timeline can vary based on the determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, adherence to approval deadlines, and other factors. Some of the phases listed here can overlap and occur concurrently.

Based on our experience, the estimated timeline for the successful completion of your website project is approximately 10-12 weeks. A finalized schedule will be compiled after we meet with you.

| | | |
|--|-----------|---|
| PHASE 1: ANALYZE REQUIREMENTS & REVIEW PLAN | 3-4 Weeks | <ul style="list-style-type: none">• Website Assessment• Website Design Meeting• Project Manager Meeting |
| PHASE 2: DESIGN & BUILD | 2 Weeks | <ul style="list-style-type: none">• Design Concept Creation & Approval (Ultimate designs)• Website Setup, Configuration, and Customization |
| PHASE 3: MIGRATE CONTENT | 1-2 Weeks | <ul style="list-style-type: none">• Content Finalization & Departmental Review• Directory Pages/Staff Directory and Ordinances/Resolutions• If purchased: Projects, Commercial/Industrial Properties, Business Directory, |
| PHASE 4: STAFF TRAINING | 2-3 Weeks | <ul style="list-style-type: none">• Flexible staff training schedule allows attendance over an extended timeframe, even allows individuals to repeat a session at their direction |
| PHASE 5: TESTING | 1 Week | <ul style="list-style-type: none">• Functional Testing• Acceptance Testing |
| PHASE 6: GO LIVE | 1 Week | <ul style="list-style-type: none">• Go Live |



Approaching Your Project Implementation

Communication & Management

Communication between you and your CivicPlus team will be continuous throughout your project. Sharing input and feedback through email, virtual meetings, phone calls, and our project management software will keep all stakeholders involved and informed.

Cloud Coach offers task management transparency with a multi-level work breakdown structure and Gantt Chart-based project plan. Tasks, deliverables, and milestones are aligned to deliver your website in an optimal timeframe

Cloud Coach utilization, combined with regular check-ins with your project manager, provides ample opportunities to review project progress quickly and efficiently.



Phased Approach

PHASE 1: ANALYZE REQUIREMENTS & REVIEW PLAN

| | |
|-------------------------|---|
| Website Assessment | CivicPlus will analyze your current website(s) to assess the existing navigation, features/functions, and content quality. |
| Website Design Meeting | <p>CivicPlus will conduct a design meeting with a customer- defined web advisory team. We recommend the advisory team be limited to a maximum of four members who will provide input regarding the overall design of the new website, including the site branding and high-level site navigation. The individual or team will review website version images provided by the designer.</p> <p>Deliverables: Website design specifications (graphic design, information)</p> |
| Project Manager Meeting | <p>CivicPlus assigns a qualified Project Manager to guide you through the Website Content build-out. They will assist you with determining the content to be migrated or developed. During your initial meeting they will discuss topics such as website menuing, domains & DNS, training approach, and a variety of other related website topics.</p> <p>Deliverables: Customer will develop an overall understanding of how the process will flow right through to Implementation.</p> |



PHASE 2: DESIGN & BUILD

| | |
|---|--|
| Design Concept Creation & Approval (Ultimate Designs) | <p>CivicPlus will complete concepts for the homepage. These concepts will incorporate all the graphical elements and layouts. You will select a concept after a series of iterative design revisions—up to six mockup revisions. You will officially sign-off on the final website design selected once it meets your expectations.</p> <p>Deliverables: Design concepts, Finalized design (Adobe XD)</p> |
| Website Setup, Configuration, & Customization | <p>CivicPlus will create a fully functional website that includes the elements described in this proposal.</p> <p>CivicPlus will finalize the remaining components within the approved design and navigation as part of the website setup.</p> <p>Deliverables: Functional website setup, Content migration initiated</p> |

PHASE 3: MIGRATE CONTENT

| | |
|---|--|
| Content Finalization & Departmental Review | <p>CivicPlus will migrate all content for your staff to review and finalize before go-live. See the pricing section for the specific number of included pages.</p> <p>Deliverables: Content creation and migration, Homepage and Departmental content review</p> |
| Directory Pages Staff Directory, Projects, Commercial/Industrial Properties, Business Directory, Ordinances/Resolutions | <p>Depending upon website options selected and the volume of data CivicPlus may provide you with a custom Microsoft Excel template to complete to allow for auto-importing.</p> <p>Deliverables: Content creation and migration, Departmental content signoff</p> |
| Agenda & Minutes Migration | <p>The Content Development Team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.</p> |

PHASE 4: STAFF TRAINING

Staff Training

Throughout the development and after launch, you and your team can access on-demand training, resources, and educational opportunities. Our initial training is offered online to administrators and content contributors. Individuals can attend training sessions over 3–4-week period prior to going live. During this time, you have the option of repeating any session as desired. Our flexible scheduling of sessions will make it easier to fit training into your weekly schedule.

Deliverables: Online Training with a Qualified Instructor, Video Conference, Videos and User guides

PHASE 5: TESTING

Functional Testing

CivicPlus will perform a series of tests across multiple browsers and operating system versions to confirm site functionality and all features documented in this proposal.

Deliverables: Complete and Comprehensive Testing

Acceptance Testing

A standard webpage is defined as one that contains a title, body text, and up to five links, file attachments, or images. We will provide a custom quote if you require migration of more complex pages.

Deliverables: Site acceptance by customer

PHASE 6: GO LIVE

Go Live

We will work with you to make the appropriate Domain and DNS entry changes to initiate the process of making the new site available on the internet. Once the website is Live we will transition you to our Technical Support organization for the best post-implementation experience.

Deliverables: Final Website – Live!



M³ Integratable Meetings Management Migration & Server Configuration

Setting You Up for Immediate & Future Public Meetings Success

Systematically and accurately migrate up to five years of meetings PDF documents into your website's Meetings Directory (agendas, packets, minutes). The Meetings Directory, along with the website Calendar, is easy to manage and update within the CMS dashboard. It is also uniquely engineered to seamlessly integrate with the CivicPlus Agenda and Meeting Management solution which further integrates with our Codification solution. It is important to set this up properly on day one for optimal transparency, search, and as a foundation for future meetings management optimization.

Your Role During Implementation

A smooth, on-time deployment is dependent on the customer's participation, providing timely information and approving proofs quickly.

- The customer will make available relevant images, photos, logos, colors, and other branding material as well as an inventory of existing applications, websites, and content at the start of this effort and create new content copy as needed.
- The customer will assign a single point of contact that will be responsible for coordinating the schedules of other project stakeholders.
- The customer will review any deliverables requiring formal approval within five business days and return all comments and issues at or before those five days have elapsed.
- The customer will assign one person who will act as the ultimate decision-maker in the case where consensus among the team cannot be reached.
- The customer must agree to the applicable terms of services for Google-related services such as Google Analytics and Google Maps to access those features. CivicPlus is not responsible for Google's decisions related to discontinuing services or changing current APIs.



Continuing Services

Technical Support & Services

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding the technical functionality and usage of your new website.

CivicPlus Technical Support will provide a toll-free number as well as an online email support system for users to submit technical issues or questions. Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center (civicplus.help)

AWARD-WINNING



CivicPlus has been honored with two Gold Stevie® Awards, three Silver Stevie® Awards, and seven Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1,000 Employees, Most Valuable Response by a Customer Service Team (COVID-19), Best Customer Satisfaction Strategy, and Remote Customer Service Innovation of the Year. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.



CONTINUING PARTNERSHIP

We won't disappear after your website is launched. You'll be assigned a dedicated customer success manager. They will partner with you by providing information on best practices and how to utilize the tools of your new system to most effectively engage your residents.

MAINTENANCE

CivicPlus is responsible for all ongoing maintenance. This includes various security and other patches provided by the greater Drupal community, as well as any module updates provided by the module maintainers. We also provide ongoing development of our CMS with releases of new functionalities and features usually on a quarterly basis.

Hosting & Security

CivicPlus protects your investment and takes hosting and security of our customers' websites sites seriously. Redundant power sources and internet access ensure consistent and stable connections. You'll find that our extensive, industry-leading process and procedures for protecting and hosting your website are unparalleled. From our secure data center facilities to constant and vigilant monitoring and updating of your system, including 99.9% guaranteed up-time (excluding maintenance).

Your new website will be hosted by CivicPlus in conjunction with a third-party managed solution, Acquia, a software as a service provider specializing in the Drupal Platform ([acquia.com](https://www.acquia.com)). Acquia Cloud is built on AWS infrastructure using a High Availability architecture across AWS Availability Zones. The CivicPlus platform is multi-tiered with its load balancers, application, database, and a file system each on separate tiers. Multi-tier infrastructure has resiliency, performance, scalability, and security advantages over a single-tier system. This will allow CivicPlus to maintain greater control over hacking attempts and DDoS attacks and provide an easy pathway for us to implement feature upgrades and service patches.

Your website will be protected by several yearly industry audit certifications. Your infrastructure will also be protected from downtime via horizontal and vertical scaling capabilities that can handle as much traffic as is needed at any time. Please reach out if you would like more information on our audit certifications, infrastructure methodologies, hardware specifications, or any other aspect of the hosting and security of your new website.



Project Costs

Features & Functionality

- CivicPlus Municipal Website
- Unlimited user licenses
- Unlimited staff page creation ability

Implementation

- Premium/Ultimate Design
- Up to 150 pages Content Migration
- Pre-scheduled weekly training sessions allow you to register and attend sessions to fit your schedule

Annual Recurring Services

- Hosting & Security
- Software maintenance including service patches & system enhancements
- 24/7 Technical support
- Free monthly training webinars
- Access to the CivicPlus Help Center with click-through tutorials
- Dedicated customer success manager

M³ Integratable Meetings

Management Migration & Server Configuration

- Migrate up to 5 years of meetings PDFs to Meetings Directory

| | Premium Design | Ultimate Design |
|--|---|------------------|
| One-Time Implementation Fee | No Fee | No Fee |
| M ³ Integratable Meetings Management Migration & Server Configuration | \$1,000 One-Time | \$1,000 One-Time |
| Hosting & Support Annual Fee | \$4,510 | \$5,170 |
| | 20% Discount on Annual Fees If a CivicPlus Customer for Agenda and Meeting Management <u>AND</u> Codification | |
| | 10% Discount on Annual Fees If a CivicPlus Customer for Agenda and Meeting Management <u>OR</u> Codification | |



Optional Enhancements

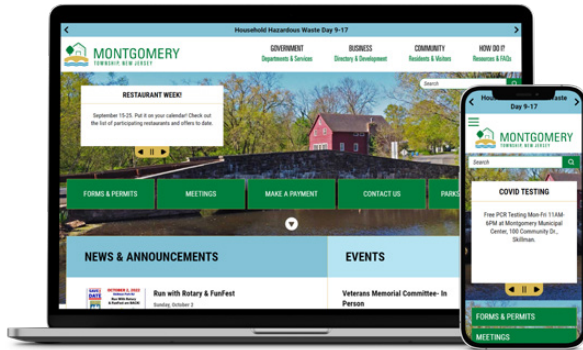
| Optional Items | Cost |
|--|------------------------------------|
| Business Directory | \$825 / year |
| Projects Directory | \$385 / year |
| Properties Directory | \$385 / year |
| Parks Directory | \$385 / year |
| Bids and RFPs | \$220 / year |
| Specialty Subsites | \$1,650 / year |
| Website Redesign Every Fourth Year (Ultimate Package Only) | \$825 / year |
| Chatbot for Residents | \$2,750 / year |
| Text Messaging (up to 20,000 SMS texts included) | \$550 / year |
| CivicPlus Pay | \$3,000 one-time \$1,785 / year |
| Additional Pages of Content Migration (150 pages and 3 years of meetings are migrated as a part of the base price) | \$250 / 50 pages |



Specialty Subsite Graphic Designs

We also offer the option of having graphic designs for subsites that require specialized branding. These specialty subsites leverage your content management system and database, enabling the same functionality as your primary website with a unique look and feel.

Montgomery Township, New Jersey - Parks & Recreation Subsite



montgomerynj.gov



montgomerynj.gov/parksrec

Morganton, North Carolina – Parks & Recreation Subsite & Downtown Subsite



morgantonnc.gov



morgantonparksandrec.com/parksrec



downtownmorganton.com/main-street

Invoicing Details

- 100% of Year 1 costs upon contract signing.
- Annual recurring Services shall be invoiced on the start date of each Renewal Term.
- Annual Recurring Services shall be subject to a 5% annual increase beginning in Year 2 of service.
- All invoices are due within 30 days of the date of such invoice.

If the payment schedule and terms noted above does not meet your needs, please discuss with us so that we can try to accommodate your goals.

Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available.

A formal, summarized Statement of Work that delineates your chosen project scope will be provided for your review and final signature.

If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.

Additional Solutions & Services

Our Civic Experience Platform provides a bridge between citizens and governments for positive interactions. We offer the following solutions and services for our customers:

- Meetings and Agenda Management
- Codification (Municode)
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and CRM
- Process Automation and Digital Services
- Public Works
- Fire and Life Safety Inspections
- Planning, Permitting, Licensing, and Code Enforcement
- Web Governance and ADA Remediation (ADA Compliance, Quality Assurance, Internal Policy Compliance, Site Functionality Optimization)
- Social Media Archiving
- FOIA Management

Visit our [website](https://www.civicplus.com) or reach out to your Account Executive for additional information, a schedule a demo, or to obtain a quote.



City of York

Memo

TO: Mayor & Council

FROM: Dalton Pierce, MPA, City Manager

MEETING DATE: June 19, 2023

SUBJECT: City Park Phase II Update



GENERAL INFORMATION

City Park Phase II Update

Staff recently released and held a public bid for qualified contractors for the construction of City Park Phase II on June 15, 2023, in which only one bid was provided for the project. The following response was received:

- RNF Construction, LLC \$653,111.89

STAFF RECOMMENDATIONS

Staff recommends for Council to review the options provided by the COG considering only bid was provided during the bid opening.

ATTACHMENT(S):

- A. Bid Tabulation Sheet
- B. Memorandum from the COG

REQUESTED ACTION

No Action Requested



BID TABULATION

PROJECT: City Park Phase II RFQ DATE/TIME: 15 June 2023 2:00PM

STAFF PRESENT: Chris White, Amy Craig, Grazier Rhea, Keck & Wood Reps,

PUBLIC PRESENT: Debbie Lowe (RNF) Ben Wright

| BIDDER | BID AMOUNT |
|-----------------------|---------------|
| RNF Construction, LLC | \$1053,111.89 |
| | |
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| | |

COMPLETED BY: Amy M. Craig, Municipal Clerk
Signature, Title



MEMORANDUM

TO: City of York

FROM: Grazier Rhea

DATE: June 16, 2023

SUBJECT: York City Park Phase II
Bids

The City of York received a Land and Water Conservation Fund (LWCF) Grant for York City Park Phase II. This is a National Parks Service (NPS) program that is managed in South Carolina by the SC Parks, Recreation, Tourism (SCPRT) Department, with Debbie Jordan as the State Liaison Officer. The LWCF grant amount is \$150,000, to be matched by \$150,000 from the City of York, for a total project cost of \$300,000. The project cost is only for construction, the City of York is paying Keck & Wood for engineering and Catawba Regional COG for administration and these costs are not included in the project budget. Attached is the \$300,000 project budget.

A bid opening for the York City Park Phase II Project was held at 2:00 p.m. on Thursday, June 15, 2023 at York City Hall. One bid was received from RNF Construction, LLC for \$653,111.89.

I spoke with Debbie Jordan about the bid opening and how to proceed. Following is a list of items discussed:

- I. Debbie confirmed that the City could accept the bid, even if it was the only one received if it was advertised correctly. It was advertised in SC Business Opportunity (SCBO) for over 30 days, and requests for bids were sent to a list of potential contractors, which meets the requirements.
- II. A discussion was held after the bid opening to remove the bathroom from the project, which would reduce the bid by \$215,000. Debbie said that if we remove the bathroom from the project, NPS would reduce the amount that was in the application for this item. The cost for the bathroom in the application was \$100,000, so the LWCF grant would be reduced by \$50,000.
- III. Following are the options for moving ahead:
 - a. Request additional LWCF funds. The additional amount needed for RNF Construction's bid is \$353,112. Since this is a 100% matching program, the City could request up to \$176,556 and the City would pay the remaining \$176,556.

Serving Chester, Lancaster, Union, & York Counties

If this is the chosen option, I will prepare a project amendment for the City to increase the project budget by \$353,112 and request an additional \$176,556 from LWCF. Debbie said that it could take up to six months for the National Parks Service to approve the additional funding.

Debbie said that if the City decides to request additional funding, they could accept the bid and sign a contract to begin construction. If the additional LWCF funding is not approved, the City will have to cover this cost.

- b. Rebid the project and have separate alternates for the bathrooms, amphitheater, fencing, and landscaping. This would allow contractors to bid on the entire project or just separate components.
- c. Remove the bathroom from the bid and allow the City to purchase it separately. The other 3 components would remain in the bid. The City could look at purchasing the bathroom building from the State procurement site if it is available.

Hopefully, this will give the City of York some options to consider. I will be available to offer any assistance as needed.

City Council Meeting June 6, 2023

DATE AND TIME: Tuesday, June 6, 2023, 6:00 PM

Members Present:

Mayor Mike Fuesser
Mayor Pro Tem Ed Brown
Councilmember Matthew Hickey
Councilmember Marion Ramsey

Councilmember Stephanie Jarrett
Councilmember Charles Brewer
Councilmember Kellie Harrold

Staff Present:

City Manager Dalton Pierce
Municipal Clerk Amy Craig
Finance Director Jeff Wilkins
Fire Chief Mike Regal
Police Chief Brian Trail

Human Resources Director Sarah Ramirez
Community Events Director Becky Mestas
Zoning Administrator Amanda Blackston
YPD Admin. Asst./NREMT Kristi Ramsey

Participants:

Andrew Coleman
Robert McNally
Mac Brice

Others Present:

(See Sign-in Sheet)

1. WELCOME AND CALL TO ORDER

Mayor Mike Fuesser

- Mayor called the meeting to order at 6:00 pm

2. PRAYER

Mayor Pro Tem Ed Brown

3. PLEDGE OF ALLEGIANCE

Mayor Mike Fuesser

4. PRESENTATIONS

4.1. New Employee

Chief Brian Trail introduced Officer Trevor Parker as York Police Department's newest officer.

4.2. FY2021-2022 City of York Audit, Greene Finney Cauley, LLP

Andrew Coleman from Greene Finney Cauley, LLP, presented the audit report for Fiscal Year 2021-2022 to Council. He explained that the audit consists of opinions and spell out what each party has to do. He further explained that the City must maintain effective internal controls to include risk of fraud, which has limitations. The City is also responsible for financial statements, accuracy, completeness, balances, amounts, and disclosures. The auditors give reasonable assurance that the financial statements are materially correct.

The following are highlights from Mr. Coleman's presentation:

City Council Meeting June 6, 2023

- The General Fund increased, and an adjustment had to be made due to the city taking credit for that were for the next year. All the money is there, but it was in the wrong year. The adjustment corrected the account. The auditors contacted the county to ensure the numbers were correct.
- A recommendation made by the auditors is that the City needs to develop a transfer policy and maintain an adequate fund balance. When inflation occurs, there will be higher costs across the board.
- A deficit shows in the Unrestricted Net Position in the Utility Fund, but that is due to the City's requirement to report the State Pension Liability.
- With operating costs increasing, the City should consider raising the rates.
- The Accounting Principles have changed for the GASB 96 Subscription-Based Information Technology Arrangements, which means the City is required to list subscriptions in which the City pays for, such as Microsoft Word.
- There were two findings, which were the property taxes in the prior period and the amount of balance sheets and closing entries
- A single audit was not required this year due to the Federal awards being under \$750,000 this year. Next year, the City is expected to have a single audit.
- There were two findings, which were the property taxes in the prior period and the amount of balance sheet and closing entries.
- Recommendations made by the auditor are for the City to produce a formalized document for a fraud risk management policy, purchase and utilize capital software instead of using excel spreadsheets, and to continue to look at the interfund activity between the General Fund and the Utility Fund.

The auditors issued an unmodified opinion, which is the best opinion you can receive.

4.3. City of York Fire Services Study

Robert McNally with BEACON GIS presented the Fire Station Study for the City of York. The study provides information for the fire department in responding better to the community as the community grows. Mr. McNally presented a map that demonstrated how the demand for services has increased considerably since 2004. With the number of homes coming in will only cause the demand to further increase. One solution could be to add more lanes to the roadways, but the traffic will increase accidents, and will only add to the demand of the fire department's services. Response time is currently beyond the standard in the rural and suburban areas. The time for a family to get out of their burning home is significantly less than in previous years due to the materials inside the home.

The study resulted in a recommendation for another fire station in the area, an apparatus, and staff, which requires a lot of money. He also recommends a fund mechanism with the county be established to share the costs, so staffing and coverage can be improved.

5. PUBLIC HEARINGS

5.1 Second Reading Ordinance 23-689, Amendment B-1 Central Business District Revisions

No public comments

5.2 First Reading Ordinance 23-694, Minor Subdivisions

Tony Smith spoke about how he purchased the property at Georgia Avenue and it only made sense to build more than one home. He came up with a plan to build homes with a shared driveway that contains a 50ft turnaround for emergency services.

City Council Meeting June 6, 2023

5.3 First Reading Ordinance 23-695, Rezoning Oklahoma Street

Lee Broome spoke about the property on Oklahoma Street that he had purchased. All he plans to do with the property is make a parking lot. He needs more parking spaces. He would like Mix Use zoning for the property.

6. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS

Jim Bradford spoke about the Pennies 5 Commission – C-Fund. He has concerns about some of the projects because they do not meet the needs of the City of York. York's share of the Pennies fund should provide for bigger projects.

William McClain spoke on behalf of his mother's property, 404 Hickory Lane, in the Valley. The roads are poor, and his mother has almost fallen. He spoke to Chester, and they stated the roads would be repaired by July of last year. The people stated they do not have the money to repair the roads. Mr. McClain state they need help with the road.

7. CITY MANAGER'S REPORT

7.1. FY23-24 SC State Budget Appropriation Requests Update

City Manager Dalton Pierce gave a brief update on the SC State Budget Appropriation Requests. He stated that the legislatures are at an impasse currently and that they still have the City's \$4.8million project request. The City should receive a response soon.

7.2. Moratorium Extension Ordinance 23-687 Update

City Manager Dalton Pierce stated that Steve Allen delivered a final report. The Planning Commission meeting resulted in a few changes, but nothing significant to change the overall final report. City Manager Pierce stated that the Planning Commission and Steve Allen have done a great job pushing through the Moratorium to provide a comprehensive report and worked hard to develop a policy for when the Moratorium is lifted. More will be discussed at the June 19, 2023, Work Session.

7.3. Lake Caldwell Update

City Manager Dalton Pierce stated that a Prebid meeting was held for the Lake Caldwell bid on May 22, 2023, and a Bid Opening will be held on June 16, 2023, at City Hall. Depending upon the bids, Council may want to call a special meeting to look to award the bid during the Work Session on June 19, 2023.

7.4. City Park Phase II Update

City Manager Dalton Pierce stated a Prebid meeting occurred on June 1, 2023. Two contractors attended, along with Keck & Wood to field any questions and provide the scope of work. The bids should be completed for an award during the Work Session on June 19, 2023.

7.5. WTP Environmental Review & Remediation

City Manager Dalton Pierce stated that bids were received, and staff recommends Davis & Floyd to be awarded based on what was stated on the Memorandum that was provided. The bids are as follows:

Davis & Floyd \$27, 930

Geo Hydro Engineers \$48,543

Weston & Sampson \$57,800

City Council Meeting June 6, 2023

These costs are a preliminary cost estimate due to geotechnical samples and the findings that come from the tests, along with comprehensive remediation might be needed. For that reason, City Manager Pierce stated that he recommends going with staff's recommendation for Davis & Floyd, as they were the lowest and most responsive.

Councilmember Jarrett made a Motion to award the bid to Davis & Floyd, which was Seconded Mayor Pro Tem Brown. During discussion, Council asked why the cost for Davis & Floyd is half the cost of the others was. It was confirmed that the cost difference was due to the others providing sampling three times the amount than what is required. Also, it was confirmed that Shield Engineering is the engineering firm for Lake Caldwell and Davis & Floyd is the engineer of record for the Wastewater Treatment Plant improvement project. The City has \$700,000 in grants for Lake Caldwell. Council wanted to verify that the costs are not to exceed. The bids are based on the professional observations during the Prebid meeting. With no other Discussion, the Motion was adopted unanimously.

8. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

8.1. Work Session, May 15, 2023

8.2 Special Called May 15, 2023

Mayor Pro Tem Brown made a Motion to accept the Minutes as provided, which was Seconded by Councilmember Ramsey. With no Discussion, the Motion passed unanimously.

9. MONTHLY FINANCIAL REPORT

Finance Director Jeff Wilkins discussed the finances for the end of May. Currently, the General Fund is outpacing the expenditures. Next week, the City should receive \$1.2million from the state for Insurance Brokerage Tax. Expenditures and capacity fees are low due to the number only making up two transfers. Capacity fees have a limited time in which they can be used. That money has been targeted towards specific projects. A transfer will occur that will clear up the low figures. The finances look extremely good for the year.

10. OLD BUSINESS

10.1. ORDINANCE(S):

Second Reading Ordinance 23-689, Amendment B-1 Central Business District Revisions

Councilmember Hickey made a Motion to approve the Second Reading of Ordinance 23-689, Amendment B-1 Central Business District Revisions, which was Seconded by Councilmember Jarrett. With no Discussion, the Motion was adopted unanimously.

11. NEW BUSINESS

11.1 ORDINANCE(S):

- First Reading Ordinance 23-694, Amending Minor Subdivisions

Councilmember Hickey made a Motion to approve First Reading Ordinance 23-694, Amending Minor Subdivisions, which was Seconded by Mayor Pro Tem Brown. In Discussion, Council was concerned that making a project viable for only one project would open the doors for others without review. Council wanted to know if a variance can be done instead. City Attorney Mac Brice stated that there are only about three instances in which this would apply. With no other Discussion, the Motion passed 6-1, with Councilmember Brewer voting in opposition.

- First Reading Ordinance 23-695, Rezoning Oklahoma Street

Councilmember Ramsey made a Motion to approve First Reading Ordinance 23-695, Rezoning Oklahoma Street, which was Seconded by Mayor Pro Tem Brown. In Discussion, Council suggested that in order to protect the citizens, a mechanism needed to be put in place for future use.

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It was agreed to amend the covenant to include a restriction for the property to be only a parking lot. With no other Discussion, the Motion was adopted unanimously.

11.2 SPECIAL EVENT APPLICATIONS:

Community Engagement Director Becky Mestas stated that Yorkville Marketplace has two applications for special events, which are Yorkville Night Market and Cougar Fest. Both are to bring the community together.

Mayor Fuesser made a Motion to approve the special events applications on the condition the Business License is renewed, which was Seconded by Mayor Pro Tem Brown. In Discussion, a question was raised if Yorkville Marketplace had a Business License, which Ms. Mestas responded that they did not. Council stated they could approve the applications without a Business License. Council wanted to know how they were allowed to remain open without a Business License. Ms. Mestas stated that she contacted them about obtaining a Business License because theirs expired April 30, 2023. With no other Discussion, the Motion was adopted unanimously.

11.3 DISCUSSION(S):

- Pennies 5 Commission – C-Fund
June 1, 2023, Mr. Hendrix and Mr. Hamilton on behalf of the Pennies and C-Fund met with the City Manager Dalton Pierce. Utilities and Public Works Directors are working together to produce a list from their evaluations of the City. The list will be dispersed to Council around June 12th or 13th in preparation for the June 19, 2023, Work Session. This will solidify the presentation to the Pennies Commission on June 21, 2023.

11.4 RESOLUTION(S):

- Resolution 23-04 July Council Meeting Date Change
Council addressed which date would work best for the July Council meeting due to the Fourth of July holiday.
Councilmember Hickey made a Motion to move the Council meeting from Tuesday, July 4th to Tuesday July 11th, which was Seconded by Mayor Pro Tem Brown. With no Discussion, the Motion was adopted unanimously.

12. MAYOR'S REPORT

Mayor Fuesser reminded the community of the Summer Concert Series, which will be held on Thursday, June 8, 2023. Also, Mayor Fuesser shared that on June 15, 2023, York County Regional Chamber of Commerce is hosting a State of the Community: Building a Better Tomorrow in Fort Mill. Breakfast is at 7:45am and the program begins at 8:20am. Mayor Fuesser read a proclamation for Immigrant Heritage Month.

13. EXECUTIVE SESSION

13.1 To Discuss Contractual Arrangements Regarding the City of York's Health Insurance

13.2 To Discuss Personnel Matters Related to a Municipal Judge

Councilmember Hickey made a Motion to go into Executive Session to Discuss Contractual Arrangements Regarding the City of York's Health Insurance and To Discuss Personnel Matters Related to a Municipal Judge, which was Seconded by Mayor Pro Tem Brown. With no Discussion, the Motion was adopted unanimously.

Councilmember Hickey made a Motion to exit Executive Session, which was Seconded by Mayor Pro Tem Brown. The Motion was adopted unanimously.

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14. UPON RETURNING TO OPEN SESSION, COUNCIL MAY TAKE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION

Councilmember Matt Hickey made a Motion to accept RCHs proposal for insurance, which was Seconded by Mayor Pro Tem Ed Brown. With no Discussion, the Motion was adopted unanimously.

15. ADJOURN

Councilmember Ramsey made a Motion to Adjourn, which was Seconded by Councilmember Jarrett. The Motion was adopted unanimously. The meeting Adjourned at 8:06pm.

Respectfully Submitted,

Amy A. Craig

Amy Craig
Municipal Clerk