



**Work Session Minutes
Landrum City Council
Tuesday, June 13, 2023**

IN ACCORDANCE WITH THE SOUTH CAROLINA CODE OF LAWS, SECTION 30-4-80, THE TIME, DATE AND LOCATION OF THE MEETING WAS POSTED AT CITY HALL, ON THE CITY WEBSITE AND THE CITY FACEBOOK PAGE, THE MEDIA WAS DULY NOTIFIED.

Meeting started at 5:16 p.m.

Members present, Mayor Bob Briggs, Council Members, Johnny Carruth, Billy Inman, Joyce Whiteside and Tammy Cox and incoming Council Member Judy Henderson.

Members absent: Council Member Shannon Dotson

1. Continued Discussion of Proposed FY2023-2024 Budget.

See attached document provided by the City Administrator Rich Caplan summarizing the FY2023-2024 budget.

2. Discussion of Proposed Property Maintenance Code.

The City wishes to adopt the latest national codes adopted by the South Carolina Codes Commission and the International Property Maintenance Code, as amended by the City, by repealing the current Chapter 5, Article 1 & 2 of the City's code and replacing them with the articles listed in Ordinance No. 2023-06.

3. Update Fee Schedule; User's Liability Insurance for the Market Pavilion.

It was discussed by the Mayor and Council of the possibility of requiring individuals and organizations renting the depot and Farmers Market Pavilion obtain liability insurance for non-city sponsored events. It was discussed if the event would be serving alcohol, the City should require the renters obtain the extra liability insurance. No formal decision was made at this time.

4. Little Free Library Request.

Landrum Citizen Elaine Miller requests to install a "Little Free Library" at Brookwood Park. A Little Free Library is a free book-sharing box where anyone may take a book or share a book. In addition to installing the library, she would also like to volunteer to be a steward of the library, taking responsibility for keeping it stocked, clean and in good condition.

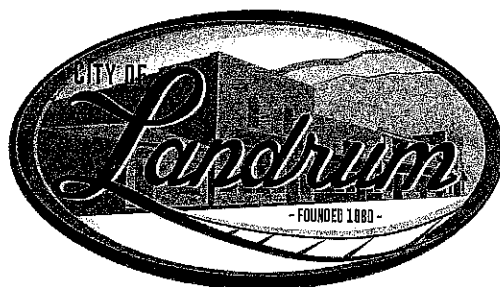
Adjourn to Regular Meeting: 6:10 p.m.

Rita H. Bruce, ABL

Attest: Rita H. Bruce, ABL

City Clerk / Treasurer

Approval Date: July 11, 2023



PROPOSED 2023 – 2024 BUDGET

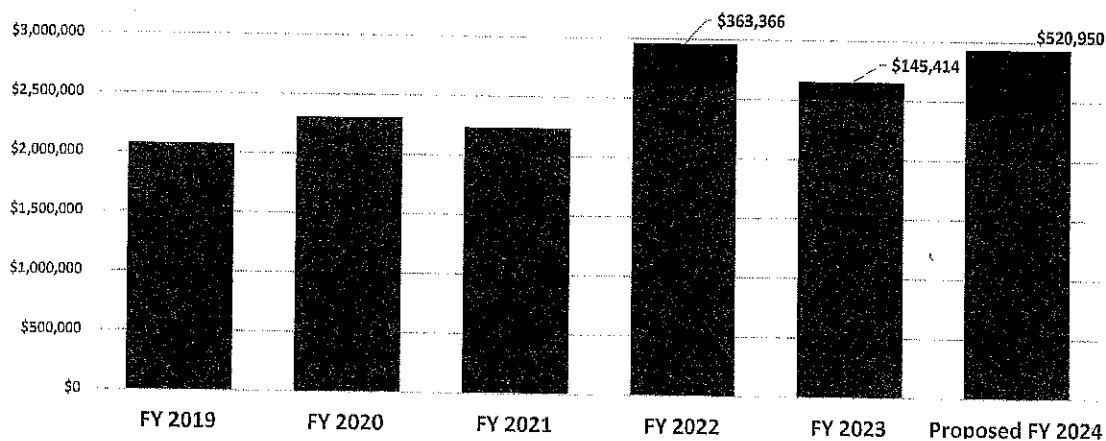
June 13, 2023

- Revenues
- Expenses
- Highlights
- Trends

1

FY 2019 – 2024 General Fund Revenues: + 20.7%
FY 2023 – 2024: (3.4%: decline in state DPS grant)

■ General Fund Expenditures ■ COVID Funding

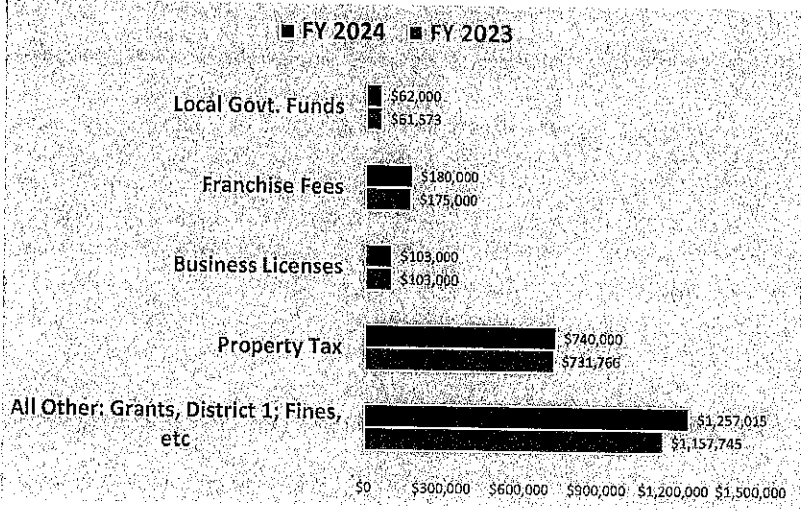


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General Fund Revenues by Major Source

The city has limited control over annual revenues.

City sets rate	State sets rate
Property tax	Local govt. funds
Zoning Fees	Franchise Fees
Fines	Business License Rates
Facility Rental Rates	MASC Deposits
Grants	Merchant Inventory



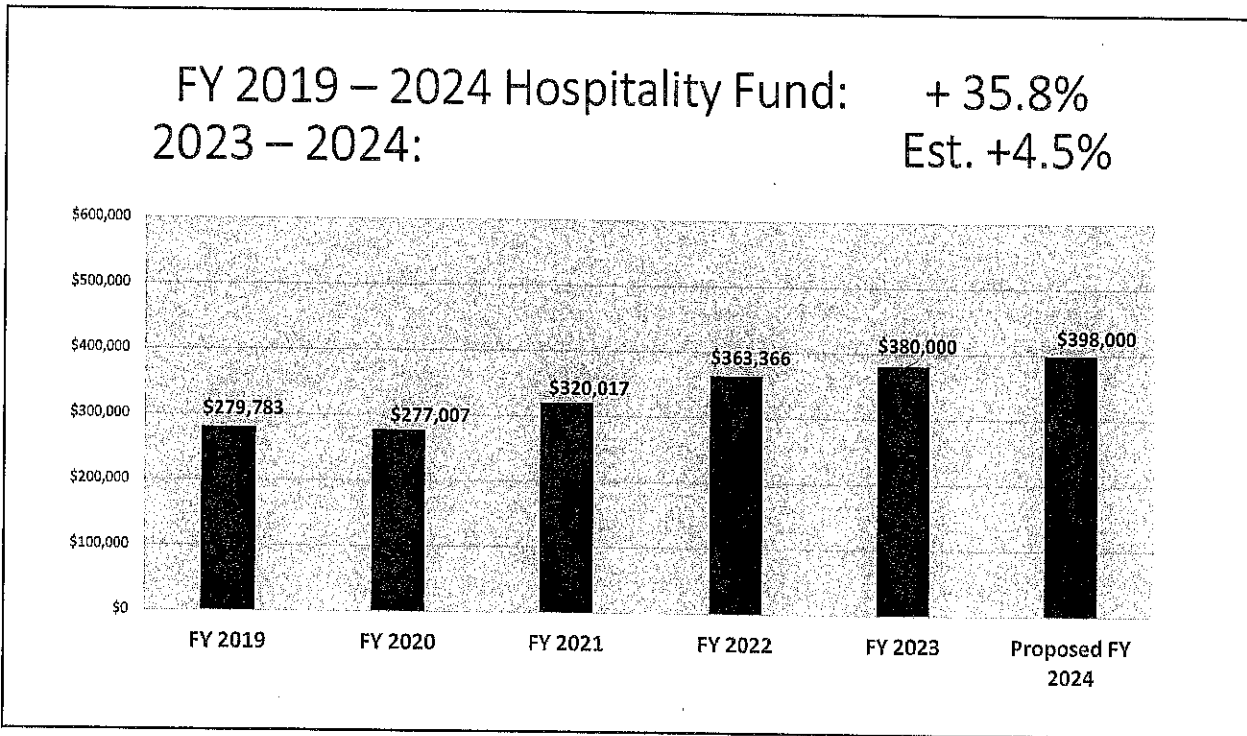
3

ROLE OF GRANTS

Important/critical to supplement General and Hospitality Funds . . .

General Fund	Hospitality Fund
State Public Safety Division for Police Vehicles	Polk County Community Foundation
	Appalachian Regional Commission for Museum
	State Department of Parks, Recreation for Museum
<u>Pending</u>	<u>Pending</u>
State of SC Conservation Fund for Proposed Fairwinds Park	Polk County Foundation for Farmers Market
Division of Aging for Anne Regan Center	
Mary Black Foundation for Brookwood Park equipment	

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FY 2023 – 2024 PROPOSED FINANCIAL / OPERATIONAL CHANGES

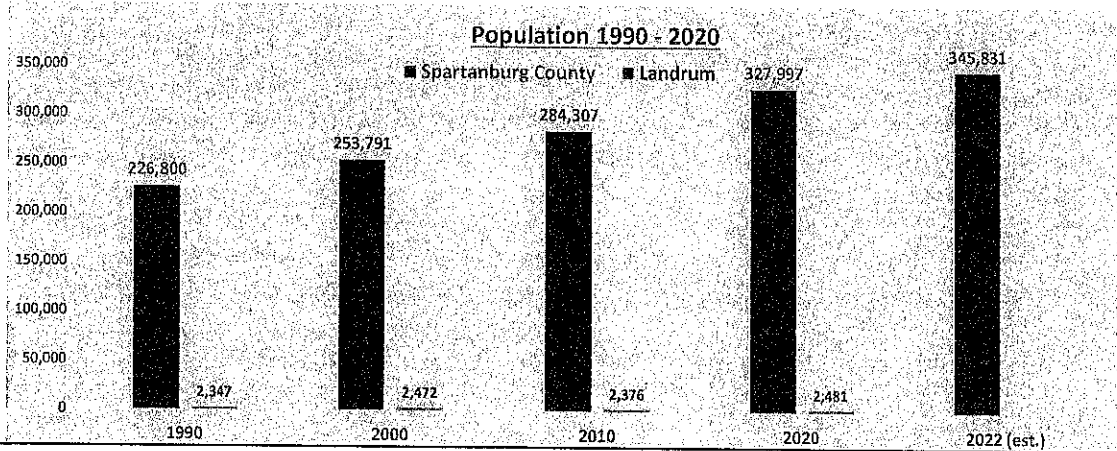
General Fund	Hospitality Fund
- Property Taxes: No change in city mill/levy	Projected increase of 4.5%
Personnel Expenditures: - 3.5% personnel salary adjustment based on merit & cost of living - Contract with ACOG for planning services - Contract with CC & I for building inspection	Operational Costs: - New and Improved city web site by July - New playground equipment to Brookwood - Northside Park (use of Stubborn Mule \$)
Police - Purchase new tasers (over 5 years) - Train and utilize K-9 - Replace/Purchase two new vehicles	Support for Area Organizations: - Community Events Committee (formerly LABA) - Landrum High School Sports
Support for Area Organizations: - Landrum Rescue 11 - Landrum Youth Association	
Aging Well Center Improvements (pending state grant)	Rail & History Museum Opening: Will be seeking volunteers during opening hours

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2024 and beyond: Landrum will be faced with a growing population!

- 1. Continued residential in-fill
- 2. Claiborne (155 units over 3+ years)
- 3. Expected annexation of Mark III residential development on S. Shamrock Avenue

Spartanburg County: +101,197 persons = 44.6%
Landrum: + 134 persons = 5.7%



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2023 Economic Development =
A growing tax base, employment opportunities,
and increased resident choices



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June 8, 2023

To: Mayor & Landrum City Council

From: Rich Caplan, City Administrator

Re: Work Session Item 1: Proposed 2023 – 2024 Budget Message and Proposed Budget

I am pleased to submit the proposed 2023 – 2024 budget for the city's General and Hospitality Funds. The past year has continued to see the city move forward on a wide range of issues thanks to the support of the City Council and the effort and work by a group of dedicated public employees.

REVISIONS FOR PROPOSED BUDGET

Since the May 9, 2023 version of the preliminary budget, the following changes have been made:

- **Projected employee salaries average 3.5% above Actual 2022-2023 budget column. The citywide employee salary adjustments approved by the City Council in November 2022 and January 2023 ARE NOT REFLECTED in the adopted 2022-2023.**
- Revenues and expenditures for 2022 – 2023 are updated to reflect more accurate figures.
- New Tasers have been added to the Police Department (acct.3570).
- An increase in City Hall Expenses (acct.3920) to rent storage space for old city records.
- Expenditures are increased in the capital projects (acct.3990) earmarked for street improvements. This amount reflects the outstanding balance of the city's COVID Relief funds which are obligated to be spent by December 2024.

The table on the following page and attached reflects these financial changes.

It should also be restated that in the past year, the following public and private highlights have been completed or initiated:

- Completed landscaping the vacant parcel next to the Farmers Market Pavilion with the financial help of the municipal association grant;
- Facilitated and approved several private commercial developments including ALDI, KFC, a new Dollar General and the Stubborn Mule;
- Prepared a grant for capital improvements from the State Department of Aging for the Anne Regan Aging Well Center (pending grant decision in June); and
- Initiated the potential acquisition of 119+ acre parcel (aka Fairwinds Park) subject to voter approval in November.

The city has also made progress internally as a result of

- Raising police officer salaries and other employee wages has reduced turnover and enabled the Police Department to fill vacancies with more experienced personnel;
- Appointed a new Chief of Police that has received wide support from the community, City Council and members of the department;
- Completed revisions to the City of Landrum Zoning Code;
- Secured a major grant for new police vehicles from the South Carolina Department of Public Safety; and
- Protected the city's future land use boundaries and plans through initiating proactive litigation.

And finally, and important to the city's Hospitality Fund in the past year

- The number of followers on the city's Facebook page reached over 7,000 an increase from around 2,000 prior to the city adding our new Marketing and Tourism Director position in July 2021; and
- The relocation of our free summer music series last July from the Depot to the Market Pavilion has

increased attendance and eliminated any rain cancellations.

Given all that has been accomplished over the past fiscal year, the proposed budgets have few significant financial changes in the coming year with the following exceptions and/or potential issues that could alter the proposed 2023 – 2024 budget:

- Favorable voter approval of raising the city’s adjusted property tax rate would take effect in calendar year 2025. Therefore, there is NO change proposed for the city’s current property tax rate this fiscal year;
- Favorable approval of the city’s grant to the State Department of Aging for building carpeting, parking lot and exterior improvements will require a local match of approximately \$30,000 (depending on the grant amount). This has not been included in the proposed budget; and
- A budgeted average increase of 3.5% in city employee salaries that will vary based on individual employee performance review is included in this budget. This adjustment is somewhat less than the current rate of inflation but considered to be reasonable given the salary adjustments approved by the city council this past year
- The budget includes a new revenue source for building permits. It is recommended that the city enter into a contract with CC&I Services to perform building inspections instead of Spartanburg County. This will be especially important to have increased oversight into larger residential projects, such as the units planned at Claiborne. Currently, the county receives the building permit fees as compensation for their inspection.

Under the CC & I Services, CC& I’s fees are paid by retaining 80% of the building permit fee and remitting 20% to the city. CC & I provide these services to the cities of Inman, Lyman, and Cowpens in Spartanburg County. If the City Council concurs with this approach, a contract will be submitted for your approval is up for your approval at the June 13 City Council meeting.

The current year’s general fund budget reflects a decline in expenditures as a result of adjustments made because of the use of COVID relief funds. The increase in the General Fund reflects revenues reflects the intent and requirement to allocate the balance of the city’s COVID relief funds no later than December 31, 2024. In summary, the proposed 2023-2024 General and Hospitality Fund budgets are as follows:

	Projected 2022 – 2032	Proposed 2023 – 2024	Net Change from 2022-2023	% Change
General Fund:				
Revenues	\$2,473,768	\$2,766,196	\$292,428	11.8%
Expenditures	<u>\$2,497,155</u>	<u>\$2,744,272</u> <i>(includes all COVID \$)</i>	\$247,117	29.8%
Ending FY Balance	(\$20,387)	\$21,924	N / A	N / A
Hospitality Fund:				
Revenues	\$528,456	\$454,250	(\$74,206)	(14.0%)
Expenditures	<u>\$474,676</u>	<u>\$ 450,908</u>	<u>(\$23,768)</u>	<u>(5.0%)</u>
Ending FY Balance	\$ 53,780	\$ 3,342	\$ 50,438	N / A

A line by line item is attached for your consideration and approval. The staff will be happy to discuss these items in detail or answer questions at the City Council public Hearing on June 13, 2023.

Attachment:

Proposed 2023 – 2024 General Fund Budget and Hospitality Fund Budget (revised June 8. 2023)