



**Work Session Minutes
Landrum City Council
Tuesday, May 9, 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 5:24 p.m.

Members present, Mayor Bob Briggs, Council Members, Johnny Carruth, Billy Inman, Shannon Dotson, Joyce Whiteside and Tammy Cox.

Members absent: none.

1. Continued Discussion of Residential Zoning Code Update

City Administrator Rich Caplan lead the discussion stating that this has been an ongoing process over the last five years. The discussion started with the Agricultural District. Council Member Shannon Dotson explains that the Agricultural section presented is not what was talked about at the February work session. He states that our Ag District should follow the State agricultural requirements, including 5-acre parcels, with the homestead taxed on the 1 acre and the rest taxed as agriculture. It was agreed to make sure to use the SC Special Assessment language for agriculture as the reference for the City agricultural district, before the second reading of the ordinance in a couple of weeks. Council Member Dotson states that he is still against the 10,000 sq. ft. min lot requirement in R-1 but approves the Agricultural Preservation District and the R-3.

2. Proposed FY 2023-2024 Budget.

See attached budget message memo. City Administrator Rich Caplan went over the enclosed memo with the Mayor and Council. He also discussed the cemetery fund with the council. He states that there is about two years of upkeep funds left in that cash account. When the cemetery funds are depleted, the maintenance, care and upkeep of the cemetery will be paid from the general fund and will be budgeted as such.

He also informed the council of a new revenue source. CC & I Services, LLC. This company would be in charge of building permits and inspections, replacing Spartanburg County in the building process. The city would receive 20% of the permit proceeds.

3. Current Financial Matters:

a. Annual LYA Donation Request.

The city has an annual donation included in the budget of \$15,000. The council will vote to approve the donation request at the regular meeting.

b. Proposal for street potholes repair.

The city has received an estimate from Prince Construction to repair the various potholes throughout the city for \$18,840.00. The council will vote on this estimate at the regular meeting.

c. Public restroom plumbing at The Collective.

The public restroom at the Collective suffered major damage from a clogged sewer line backing up into the restroom and other retail spaces in the building. Because of the major damage the city has been given the plumber's invoice to pay of \$4062.00. Patti Otto, owner of the restroom and building would like to terminate the agreement with the city to use her property as a public restroom, because of the constant repairs and current damage. The council agreed to terminate the agreement and will vote to pay for the damages at the regular meeting.

Adjourn to Executive Session: 6:13 p.m.

For pending litigation with Campobello

Executive Session ends 6: 46 p.m.

Rita H. Bruce, ABL

Attest: Rita H. Bruce, ABL

City Clerk / Treasurer

Approval Date: June 13, 2023

May 4, 2022

To: Mayor & Landrum City Council

From: Rich Caplan, City Administrator

Re: Proposed 2023 – 2024 Budget Message and Proposed Budget

I am pleased to submit the proposed 2022 – 2023 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.

More specifically, 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 consideration); 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 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 6,938 in April 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 \$35,000 (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 residential building permits. It is recommended that the city enter into a contract with CC&I Services to perform residential building inspections instead of Spartanburg County. This will be especially important to have increased oversight into larger 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. A copy of their proposed contract and CC&I Services firm description and qualifications are attached. CC & I provide these services to the cities of Inman, Lyman and Cowpens in Spartanburg County

The current year's general fund budget reflect 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	\$2,420,323	\$2,693,450	\$273,127	11.3%
<u>Expenditures</u>	<u>\$2,504,442</u>	<u>\$ 2,412,443</u>	(\$91,999)	(3.6%)
Ending FY Balance	(\$84,119)	\$281,007	N / A	N / A
Hospitality Fund				
Revenues	\$490,447	\$423,650	(\$ 66,797)	(13.6%)
<u>Expenditures</u>	<u>\$468,801</u>	<u>\$ 416,058</u>	<u>(\$ 52,743)</u>	<u>(11.2%)</u>
Ending FY Balance	\$21,646	\$7,592	\$ 14,054	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 meeting on May 9 or June 13, 2019. A public hearing on this budget is scheduled, as required, at the June 13 City Council meeting prior to final adoption.

Attachments:

Proposed 2023 – 2024 General Fund Budget and Hospitality Fund Budget
 CC & I Services Materials and Sample Contract