



# **CITY OF SPARTANBURG**

SOUTH CAROLINA

## **CITY COUNCIL AGENDA**

**City Council Meeting  
City Council Chambers  
145 West Broad Street  
Spartanburg, SC  
Monday, April 29, 2013**

- I. Moment of Silence**
- II. Pledge of Allegiance**
- III. Approval of Minutes of the April 15, 2013 City Council Meeting**
- IV. Approval of Agenda of the April 29, 2013 City Council Meeting**
- V. Public Comment**  
\*Citizen Appearance forms are available at the door and should be submitted to the City Clerk
- VI. Consent Agenda**
  - A. Ordinance to Amend the City of Spartanburg, South Carolina Zoning Ordinance and Comprehensive Plan Land Use Element, by Amending Section 206, Changes to District Boundaries, Specifically Parcel #7-15-12-047.00, located at 809 John B. White, Sr. Blvd., Which is Currently Zoned R-12 with a Land Use Designation of General Residential District to Zone LOD with a Land Use Designation of Limited Office District, from Nola Schwartz, Agent on Behalf of John W. Schwartz, Owner. The purpose for the request is to allow the property to be rented as residential or limited office space. (Second Reading)**  
**Presenter: Josh Henderson, Planning Coordinator**
- VII. Other Business**
  - A. City of Spartanburg Sidewalk Maintenance Program**  
**Presenter: Tim Carter, Engineering Administrator**
  - B. Parks, Recreation, and Special Events Update**  
**Presenters: Kim Moultrie, Parks and Recreation Manager**  
**Mandy Merck, Special Events Manager**
  - C. FY 13-14 Budget Discussion – Building Facilities**  
**Presenter: Ed Memmott, City Manager**

As required by the Americans with Disabilities Act, the City of Spartanburg will provide interpretive services for the City Council Meetings. Requests must be made to the Communications & Marketing Office (596-2020) 24 hours in advance of the meeting. This is a Public Meeting and notice of the meeting was posted with the Media 24 hours in advance according to the Freedom of Information Act.

**VIII. City Council Updates**

**IX. Executive Session to Discuss Potential Economic Development Project**

**X. Adjournment**

*\* City Code Sec. 2-57. Citizen Appearance. Any citizen of the City of Spartanburg may speak at a regular meeting on any matter pertaining to City Services and operations germane to items within the purview and authority of City Council, except personnel matters, by signing a Citizen's Appearance form prior to the meeting stating the subject and purpose for speaking. No item considered by Council within the past twelve (12) months may be added as an agenda item other than by decision of City Council. The forms may be obtained from the Clerk and maintained by the same. Each person who gives notice may speak at the designated time and will be limited to a two (2) minute presentation.*





**City Council Meeting  
City Council Chambers  
145 West Broad Street  
Spartanburg, SC  
Monday, April 15, 2013**

**(These minutes are subject to approval at the  
April 29, 2013, City Council meeting.)**

**City Council met this date with the following members present: Mayor Junie White, Mayor pro tem Jerome Rice, Councilmembers Linda Dogan, Robert Reeder, and Jan Scalisi. Councilmember Cate Ryba was absent due to illness. Councilmember Sterling Anderson was absent due to military duty. City Manager Ed Memmott and City Attorney Cathy McCabe were also in attendance. Notice of the meeting was posted with the Media 24 hours in advance according to the Freedom of Information Act. All City Council meetings are recorded for a complete transcript.**

**I. Moment of Silence – observed.**

**II. Pledge of Allegiance – recited.**

**III. Approval of Minutes of the April 1, 2013 City Council Meeting –**  
*Councilmember Dogan made a motion to approve the minutes as received. Mayor pro tem Rice seconded the motion, which carried unanimously 5 to 0.*

**IV. Approval of Agenda of the April 15, 2013 City Council Meeting –**  
*Mayor pro tem Rice made a motion to approve the agenda as received. Councilmember Dogan seconded the motion, which carried unanimously 5 to 0.*

**V. Public Comment**

*\*Citizen Appearance forms are available at the door and should be submitted to the City Clerk*  
**Mr. Woodrow T. Lewis, 212 Sheffield Drive, Spartanburg, SC** commented on the Water System issue. He encouraged the two entities to come to an agreement.

**VI. Public Hearing**

**A. Ordinance to Amend the City of Spartanburg, South Carolina Zoning Ordinance and Comprehensive Plan Land Use Element, by Amending Section 206, Changes to District Boundaries, Specifically Parcel #7-15-12-047.00, located at 809 John B. White, Sr. Blvd., Which is Currently Zoned R-12 with a Land Use Designation of General Residential District to Zone LOD with a Land Use Designation of Limited Office District, from Nola Schwartz, Agent on Behalf of John W. Schwartz, Owner. The purpose for the request is to allow the property to be rented as residential or limited office space. (First Reading)**

**Presenter: Josh Henderson, Planning Coordinator**

**Mr. Henderson** presented the item to City Council as follows:

“On March 21, 2013, the Planning Commission reviewed a rezoning request submitted by Nola Schwartz, Agent on behalf of John W. Schwartz, Jr., Owner, to rezone parcel 7-15-12-047.00 from Zone R-12/General Residential District to LOD/Limited Office District, in order to allow the property to be rented as residential or limited office space. After review of the application, Staff was in support of the requested zone change to LOD because it was consistent with neighboring properties along John B. White, Sr. Boulevard, as well as, with the Comprehensive Plan. Staff was of the opinion that the proposed zone change would not cause an adverse impact on surrounding properties with regards to possible uses allowed under the LOD zoning classification.

The Planning Commission held a public hearing on the proposal on March 21, 2013. After consideration of the staff report, public comments, and the criteria set forth in the City of Spartanburg Zoning Ordinance and 2004 City Comprehensive Plan, the Planning Commission voted to recommend approval of the request to City Council for the rezoning of the parcel from R-12 to LOD.

**PLANNING COMMISSION RECOMMENDATION:** The request was unanimously endorsed by the Planning Commission on March 21, 2013.”

Mayor White opened the Public Hearing asking if there was anyone to speak in opposition to the rezoning. Hearing none, he asked if there was anyone to speak in favor of the rezoning.

**Don Cathcart, relative of John W. Schwartz, Owner**, spoke in favor of the rezoning.

*Mayor pro tem Rice made a motion to close the Public Hearing. Councilmember Reeder seconded the motion, which carried unanimously 5 to 0.*

*Mayor pro tem Rice made a motion to approve the rezoning request on first reading. Councilmember Reeder seconded the motion, which carried unanimously 5 to 0.*

**VII. Resolution**

**A. Allocating FY2013-2014 Community Development Block Grant (CDBG) and HOME Funds**

**Presenter: Wes Corrothers, Neighborhood Services Director**

**Mr. Corrothers** presented the item to City Council as follows:

“Due to public notice and grant submission deadlines as set by the US Department of Housing and Urban Development, staff must make its CDBG and HOME expenditure recommendations and ask for Council’s approval in advance of the city’s regular budgeting process. Staff has prepared its recommended FY14 Community Development Block Grant (CDBG) and HOME funding budget. It is noted that combined CDBG/HOME funding for FY14 will be lower by approximately \$81,000 (10%) from FY13 funding.

**CDBG Administrative, Service Delivery, and Code Enforcement Expenses** - Funding for these activities is recommended at \$294,303. This funding provides for administrative oversight and management of both CDBG/HOME funds, staffing to pursue and manage other community development and housing grants, and code enforcement activities.

**CDBG Project Expenses** - \$215,026 is recommended to fund various project expenses as provided in the proposed Resolution. The majority of the \$75,766 decrease came from discontinuing our Land Banking activity.

**CDBG Public Service Funding** – Under CDBG regulations, a maximum of \$88,305 (15%) of our annual grant can be budgeted for public service programs. After careful evaluation of prior

year funding amounts and FY14 grant requests, staff is recommending the same amount as last fiscal year or the amount requested, whichever is lower. Due to overall funding constraints this year, staff does not recommend funding any new requests.

**HOME Program Funding** – Staff is recommending Administrative funding of \$7,015 in administrative funding of a Certified Housing Development Corp. (CHDO) but is recommending that no specific CHDO be designated for funding at the this time. Staff will develop a specific recommendation regarding CHDO designation and return to Council with a subsequent recommendation. Additionally, staff is recommending \$98,211 in project funding for housing redevelopment activities in the Forest Park neighborhood. Staff anticipates that these funds would be made available under the terms of specific development agreements that will be developed and executed with a qualified CHDO. Staff is recommending \$14,030 for Housing Services Administrative costs.

Proper public notices and meetings were held earlier this year in accordance with HUD regulations for this allocation. Throughout the year, staff has monitored organizations that received FY13 public service funding. Each of the programs funded are meeting program objectives and providing services consistent with their funding request and contracts.

Staff is requesting City Council's approval of the funding Resolution for FY14 CDBG and HOME funds.

BUDGET & FINANCIAL DATA: CDBG and HOME Funds available on or about July 1, 2013.

*Councilmember Dogan made a motion to approve the resolution as requested. Councilmember Reeder seconded the motion, which carried unanimously 5 to 0.*

*(see charts below for allocation specifics)*

<b><u>CDBG Program</u></b>		<b><u>Proposed Budget</u></b>	
<b><u>CDBG Administration</u></b>	<b>FY2012-2013</b>	<b>FY2013-2014</b>	
Rehabilitation Admin + Code Admin	184,639	253,648	
Code Enforcement Administration	46,009	0	
Neighborhood Services Administration	45,172	40,655	
<b>Subtotal</b>	<b>275,820</b>	<b>294,303</b>	
<b><u>Projects</u></b>			
Emergency Repair	20,000	18,000	
Fair Housing	7,500	6,750	
Fire Safety Comm. Assist	7,000	6,300	
Homeownership Resource Center	48,000	43,200	
Code Enforcement Demolition	135,703	120,526	
Land Banking - City Wide	50,000	0	
MWBE	7,500	6,700	
Neighborhood Pride Grant	15,000	13,500	
<b>Subtotal</b>	<b>290,703</b>	<b>221,775</b>	
<b><u>Public Service Agencies</u></b>		<b>REQUESTED</b>	
Art in Motion	2,117	1,550	1,550
Bethlehem Community Center	5,098	6,000	5,098
Big Brothers, Big Sisters	4,638	11,258	4,638
Christmas in Action - Administrative	10,200	20,000	10,200
Christmas in Action - Project	15,300	31,565	15,300
C.O.L.O.R.S.	5,385	10,000	5,385
Drug Court	24,352	30,000	24,352
Saturday Academy Program - <b>NEW</b>	-	7,000	0
SAFEHOME Rape Crisis	5,950	7,000	5,950
SC Legal Services	3,653	4,500	3,653
Urban League - IDA	3,247	15,000	3,247
<b>Total Public Service</b>	<b>87,590</b>	150,873	<b>79,373</b>
Public Service 15% Maximum equals -	98,117		88,305
<b>Total CDBG Expenditures</b>	<b>\$ 654,113</b>		<b>\$ 588,702</b>

**Pub Svc 13.5%**

<b><u>HOME Program</u></b>		<b><u>Proposed Budget</u></b>	
	<b>FY2012-2013</b>	<b>FY2013-2014</b>	
Neighborhood Service HOME Admin 10%	15,589	14,030	
CHDO - Admin 5%	7,794	7,015	
CHDO - Set Aside - Project 15%	23,383	21,045	
Projects/Forest Park	109,123	98,211	
<b>Total Home Expenditures</b>	<b>155,889</b>	<b>140,300</b>	
<b>TOTAL CDBG &amp; HOME BUDGET</b>	<b>\$ 810,002</b>	<b>\$ 729,002</b>	

**VIII. Communications and Marketing Update**

**Presenter: Will Rothschild, Communication and Marketing Director**

**Mr. Rothschild** updated Council highlighting the strategy to engage through every available communications platform to help the City attract more residents, businesses and visitors. He discussed, among several things, refining/refocusing paid advertising print ads, new website launch, outdoor billboards, direct mail pieces, new logo branding across all departments, city videos, social media, program signage, podcasts, and partnerships. He assured Council that the Communication and Marketing department would continue to expand its reach through whatever platforms and channels it could, continue to evaluate what is being done, and change things as needed considering the data.

*Council received the report as information.*

**IX. FY2013-2014 Budget Discussion**

**Presenter: Chris Story, Assistant City Manager**

**Mr. Story** overviewed areas of initial FY14 Budget Preparation including major general fund revenue sources, real estate taxes, business license taxes, franchise fees, delinquent taxes, State local government fund allocation, general fund expenditures by function, personnel cost considerations, costs of City medical plan, and other expenditure considerations.

*Council received the report as information.*

**X. City Council Updates –**

**Councilmember Rice** thanked everyone involved with the Northside Community Day, especially the Churchbuilders group. He thanked Mr. Rothschild for his update on communications and marketing and for the work from his department.

**Councilmember Reeder** commended the group responsible for the additional B-Cycle station and the bicycle rally to announce that.

**Councilmember Dogan** thanked everyone involved with the Northside Community Day. She shared that she enjoyed reminiscing about the neighborhood as it was when she grew up and that she was happy to see so much progress being made.

She thanked Daryl Goodwin, who works for the city at the Northwest Community Center, for helping her with her current exercise and weight loss program.

**Mr. Memmott** thanked Council for their positive comments regarding the Northside Community event. He reminded everyone of the HUD visit to the area the following day.

**Mayor White** thanked everyone for coming out and helping on Saturday at the Northside Community Day.

**XI. Adjournment – Mayor pro tem Rice made a motion to adjourn the meeting.**

*Councilmember Dogan seconded the motion, which carried unanimously 5 to 0. The meeting adjourned at 6:43 p.m.*



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Connie S. McIntyre, City Clerk

## VII. A



## **CITY COUNCIL AGENDA – SUMMARY REPORT**

**TO:** Ed Memmott, City Manager  
**FROM:** Tim Carter, Engineering Administrator  
**SUBJECT:** City of Spartanburg Sidewalk Maintenance Program  
**DATE:** April, 18, 2013

### **BACKGROUND:**

Staff has been working to develop a more systematic approach to maintenance of existing sidewalks and would like to update City Council.

Beginning in FY13, the City budgeted \$60,000 for contract repair of sidewalks. During the first year of this program, staff has had acute problems repaired as they were identified. To maximize the benefit of work next year, staff intends to concentrate its repair efforts on collector roads such as Arch Street, Highland Avenue, South Converse Avenue, and Mills Avenue. Our goal is to stretch our resources as far as possible. Other streets such as Old Charlotte Road, South Spring Street, and Caulder Avenue will added if funding is available.

It is important to realize that there are approximately 78 miles of sidewalk in the City. Much of the sidewalks are more than 75 years old. Combining \$60,000 from the City's general fund with \$50,000 in road fee funds will permit the City to make spot repairs for approximately 7 miles of sidewalks in FY14. It is hoped that additional City resources can be budgeted to this need in the future.

Staff will also continue to seek additional resources for sidewalks from outside funding sources. Priority would be given to projects that enhance safety, make connections to existing sidewalks, or improve routes to schools and parks/recreational facilities. Council will recall that federal funding was received for new sidewalks on Fernwood Drive, Sydnor Road, and Dupre Drive a few years ago. This is the type of project we hope to replicate in the future, but Council is cautioned that this type of funding is more difficult to procure than in past years. New sidewalk installations are also expensive with required storm water drainage upgrades and acquisition of rights-of-way.

## VII. B



## **CITY COUNCIL AGENDA – SUMMARY REPORT**

**TO:** Ed Memmott, City Manager

**FROM:** Kim Moultrie, Parks and Recreation Manager  
Mandy Merck, Special Events Manager

**SUBJECT:** Parks, Recreation, and Special Events Update

**DATE:** April, 24, 2013

**BACKGROUND:** The City continues to promote and provide quality programming that enhances quality of life and builds community. Staff would like to provide Council with information on current and upcoming Parks, Recreation, and Special Events programming and events.





## **CITY COUNCIL AGENDA – SUMMARY REPORT**

**TO:** Mayor and City Councilmembers  
**FROM:** Ed Memmott, City Manager  
**SUBJECT:** FY 13-14 Budget Discussion – Building Facilities  
**DATE:** April, 24, 2013

### **BACKGROUND:**

**I will update Council regarding building facilities needs and projected expenses at the April 29 meeting. While progress has been made to reduce this liability over the past 18 months, Council should anticipate that it will take several years to bring recurring budget contributions up to levels needed to fully address this budget challenge**