



# **CITY OF SPARTANBURG**

SOUTH CAROLINA

## **CITY COUNCIL AGENDA**

**City Council Meeting  
City Council Chambers  
145 West Broad Street  
Spartanburg, SC  
Monday, April 27, 2015  
5:30 p.m.**

- I. Moment of Silence**
- II. Pledge of Allegiance**
- III. Approval of the Minutes of the April 13 2015 City Council Meeting**
- IV. Approval of Agenda of the April 27, 2015 City Council Meeting**
- V. Public Comment**  
\*Citizen Appearance forms are available at the door and should be submitted to the City Clerk
- VI. Presentations**
  - A. Presentation of Proclamation Recognizing Older South Carolinians Month  
Presenter: Mayor Junie White**
  - B. Hub City Writers Project Update  
Presenter: Betsy Teter, Executive Director**
- VII. Resolutions**
  - A. Naming the Activity Center at Stewart Park “Rev. James D. Thornton Activity Center”  
Presenter: Mitch Kennedy, Community Services Director**
- VIII. Other Business**
  - A. Award of Contract for Relocation of Police Records Office  
Presenter: David Cook, Construction Project Manager**
  - B. Award of 2015 Street Paving Contract  
Presenter: Tim Carter, Engineering Administrator**

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.

- C. Award of East Main Street Improvement Contract**  
**Presenter: Tim Carter, Engineering Administrator**
- D. Budget Process – Initial Briefing**  
**Presenter: Ed Memmott, City Manager**
- IX. City Council Updates**
- 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 13, 2015  
5:30 p.m.**

**(These minutes are subject to approval at  
the April 27, 2015 City Council meeting.)**

**City Council met this date with the following members present: Mayor Junie White, Mayor pro tem Erica Brown, Councilmembers Jan Scalisi, Robert Reeder, Jerome Rice and Sterling Anderson. 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 the Minutes of the March 30 2015 City Council Meeting –**  
*Councilmember Scalisi made a motion to approve the minutes as received.  
Councilmember Reeder seconded the motion, which carried unanimously 6 to 0.*
- IV. Approval of Agenda of the April 13, 2015 City Council Meeting –**  
*Mayor pro tem Brown made a motion to approve the agenda as received.  
Councilmember Rice seconded the motion, which carried unanimously 6 to 0.*
- V. Public Comment**  
*\*Citizen Appearance forms are available at the door and should be submitted to the City Clerk  
Mr. Lewis Settle, 480 Sloan Street, Spartanburg, SC came forward to express his  
concerns regarding current and proposed developments in the Beaumont community.*
- VI. Swearing In of District 4 Councilmember Laura Stille**  
**Presenter: Mayor White**  
**Administration of Oath of Office: Mr. Brand Stille**  
*Mayor White introduced Mr. and Mrs. Stille and their two children. The children held  
the family Bible as Mr. Stille administered the oath of office to Ms. Stille.  
Councilmember Stille joined the other members of City Council.*

## VII. Resolutions

### A. Designating Downtown Spartanburg as a South Carolina Cultural District **Presenter: Chris Story, Assistant City Manager**

“Last year at the request of the SC Arts Commission, the South Carolina General Assembly created an opportunity for locations in the state that have a concentration of arts and cultural elements to be recognized as cultural districts. Locally, the Arts Partnership has been creating an inventory of local cultural assets. Their inventory shows a remarkable number of assets and activities in the heart of this city. Therefore they are proposing we pursue the designation.

The designation does not make any additional resources available to us or to the Arts Partnership nor does it have any legal bearing on what occurs within its boundaries. Instead, it should be viewed simply as a tool for raising awareness of the rich and varied assets available in our downtown.

The Arts Partnership will lead this effort. In addition to adopting this authorizing Resolution, they have requested assistance from city staff with various related marketing and communications efforts. There may be related funding requests in the future.”

**Jennifer Evins President, CEO & Director of Development at the Chapman Cultural Center** presented the following highlights in support of the resolution:

- SC State Legislature Designation July 2014 “Cultural District”  
A geographic area that has a concentration of cultural facilities, activities and assets that is easily identifiable and serves as a center of cultural, artistic and economic activity.
- Existing Assets Spartanburg Downtown Cultural District
  - 21 Indoor Live Performance Venue
  - 9 Outdoor Live Performance Venue/Amphitheater
  - 43 Gallery & Exhibit Space
  - 38 Public Art Sculpture & Murals
  - 15 Public Landscape Fountains
  - 5 Museums
  - 64 Studios & Workshops
  - 6 Historic Site
  - 15 Greenspace & Arboretums
  - 251 Creative Industry and Cultural Jobs
  - 1335 Events & Festivals open to the Public
- Activity that already takes place in our proposed cultural district
  - Concerts
  - Art Demonstrations
  - Art Creation and rehearsal
  - Exhibitions
  - Library readings
  - Performing arts events
  - Public art
  - Festivals
  - Gallery Nights – Art Walk
  - Walking Tours
  - Signature Events
  - Pop Up Art
  - Poetry Slams
  - Parades

Farmers Market  
Art classes and educational offerings  
Art Sales Open Studios

- **Vision** - Our vision is that the Spartanburg Downtown Cultural District is a concentrated and diverse experience of arts and creative enterprises that support an economically vibrant city for broad community benefit.
- **Goals** – Increase Pedestrian and Visitor Activity  
Increase Residency and Occupancy  
Attract New Creative Enterprises  
Foster Art and Performances in Public Places  
Celebrate Spartanburg’s Evolving Cultural Identity

*Councilmember Reeder made a motion to approve the resolution as presented. Mayor pro tem Brown seconded the motion, which carried unanimously 7 to 0.*

**B. Resolution Allocating FY16 Community Development Block Grant and Home Funds**

**Presenter: Mitch Kennedy, Community Services Director**

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

“In order to meet HUD grant application deadlines, it is necessary for staff to request approval of the CDBG and HOME budgets in advance of Council’s consideration of the full FY16 City budget. FY16 CDBG funding is \$618,505. HOME grant funding is \$143,897. Staff is recommending that these funds be used primarily to continue ongoing revitalization efforts.

**CDBG Administrative, Service Delivery, and Code Enforcement Expenses** – \$237,324.

**CDBG Project Expenses** - \$548,505 for project expenses as provided in the proposed Resolution.

**CDBG Public Service Funding** – \$90,000. Of this total, \$70,000 would be set aside for supportive community services which primarily benefit low or moderate income citizens. \$10,000 is recommended for the Fair Housing Activities. \$10,000 is recommended for first time home buyers outreach and counseling.

**HOME Program Funding** – \$143,897. HOME Funding has been an essential tool used to support the redevelopment efforts in Forest Park and Northside over the past several years. Funding from previous grants is available to continue support of the single-family housing development activities of the Upstate Housing Partnership (UHP) in Forest Park. \$21,584 in FY16 HOME is recommended for UHD project delivery and \$7,194 in UHD administrative support. \$100,730 is recommended for Northside owner-occupied housing rehabilitation. \$14,389 is recommended for city administrative costs associated with the HOME program.

**ACTION REQUESTED:**

Staff is requesting that City Council consider the recommended budget and approve the Resolution for CDBG and HOME funds allocations.

BUDGET & FINANCIAL DATA:

\$762,404 total funding available on or about July 1, 2015. ‘

*After discussion, Councilmember Rice made a motion to approve the resolution as presented. Mayor pro tem Brown seconded the motion, which carried unanimously 7 to 0.*

**VIII. City Council Updates –**

**Councilmember Anderson** recognized his wife, Jane, who was in the audience. He mentioned that dirt was moving at the Texas Roadhouse site, that good things were going on at the Downtown Airport, and that he believed the new site for Event Rentals was under construction.

**Councilmember Scalisi** offered congratulations to Laura Stille on her election to Council District 4 representative.

She reminded everyone of the Crime Victim’s Day of Prayer the next day at City Hall.

She mentioned the Art Walk on Thursday of that week.

She mentioned that the Cluck, Squeal and Friends Food Truck would be on Spring Street in Downtown on Wednesday.

She shared that there was a good turnout at the CDBG Day event the previous Thursday.

She also shared that she presented a proclamation to the Levitical Worshipper’s Gathering held at Believer’s Fellowship Church the previous Friday evening.

**Councilmember Reeder** thanked Councilmember Scalisi for reading the Friday evening proclamation for him since he was out of town.

He mentioned that Representative Harold Mitchell was flying out to Seattle to receive a national EPA award. He thanked Mr. Mitchell for his commitment to make Spartanburg a better community.

He recognized John Poole, from Carolina Alliance Bank, who was in the audience, and thanked him for his efforts in the Spartanburg community.

He mentioned that he and his wife were celebrating their 35<sup>th</sup> wedding anniversary.

**Mayor pro tem Brown** reminded everyone of the Hub City Hog Fest that would be held on Friday and Saturday in the Grain District.

She thanked Jennifer Evins for her work in the Spartanburg community and particularly at the Chapman Cultural Center.

She reminded everyone of the Bare Yourself Bike Ride Mental Health awareness event to be held on Saturday evening by Westgate Family Therapy.

She reminded everyone of Music on Main and Jazz on the Square, and commented at how many people were attending those events.

She mentioned that the Farmer’s Market at Harvest Park was up and running from 8:00 a. m. to noon on Saturday mornings.

**Councilmember Rice** thanked Jennifer Evins for her many contributions to the Spartanburg community.

**Councilmember Stille** thanked her supporters during her campaign and at the polls.

She shared that she was excited to be on Council and that she was looking forward to working with everyone and serving the Spartanburg community.

**Mayor White** welcomed Councilmember Stille to Council.

**IX. Adjournment** – *Councilmember Reeder made a motion to adjourn the meeting. Councilmember Anderson seconded the motion, which carried unanimously 7 to 0. The meeting adjourned at 6:24 p.m.*



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**Connie S. McIntyre, City Clerk**





## REQUEST FOR CITY COUNCIL ACTION

**TO:** Ed Memmott, City Manager  
**FROM:** Mitch Kennedy, Community Services Director  
**SUBJECT:** Naming of Activity Center at Stewart Park  
**DATE:** April 23, 2015

### **BACKGROUND:**

Staff expects to complete construction of the activity center at Stewart Park in the next several weeks.

Councilmember Jerome Rice has made staff aware of the Highland neighborhood interest in naming this facility to honor Rev. James D. Thornton.

In the past, City facilities have been named to honor deceased individuals/families deemed worthy by Councils in place at the time of naming or with financial sponsorship (Hot Spot Skate Park). A decision to name a City facility is entirely a Council decision.

Staff has drafted a Resolution which would authorize the naming as requested by Councilmember Rice. This draft Resolution summarizes Rev. Thornton's contributions to the City.

**ACTION REQUESTED:** Approval of Resolution.

**BUDGET & FINANCIAL DATA:** N/A

## RESOLUTION

### NAMING THE ACTIVITY CENTER AT STEWART PARK "REV. JAMES D. THORNTON ACTIVITY CENTER"

WHEREAS, the City Council adopted a policy for permanently naming streets, parks and other public places August 17, 1987 for individuals or organizations who have made an outstanding contribution to the City of Spartanburg and its citizens; and

WHEREAS, the policy further provides that no street, park or other public place shall be named for any living individual; and

WHEREAS, the City is currently constructing an activity center to add to the current amenities at Stewart Park; and

WHEREAS, the Rev. James D. Thornton ("Rev. Thornton") is deceased and dedicated his personal and professional life to helping others, particularly in the Highland neighborhood where he worked and lived for 13 years; and

WHEREAS, Rev. Thornton provided a positive role model for the neighborhood children by giving the children the opportunity to participate in organized sports, Boy Scouts, camping and other activities at The Bethlehem Center to develop leadership skills, self-confidence, and character; and

WHEREAS, Rev. Thornton participated in our community and other endeavors to better our community, such as serving as president of Greater Spartanburg Ministries, serving on the City of Spartanburg Human Relations Commission, serving as Deputy Director at Piedmont Community Actions, Inc. writing grants to help disadvantaged youth attend college, serving as Associate Pastor at Mount Moriah Baptist Church, serving as Pastor of Cumming Street Baptist Church, serving as Pastor of Community Baptist Church of the Arkwright community for 27 years, and also participating in the Civil Rights movement; and

WHEREAS, the City Council has determined that the naming of the activity center at Stewart Park will be to the benefit of the citizens and the City of Spartanburg.

NOW, THEREFORE, BE IT RESOLVED By the Mayor and Members of Council of the City of Spartanburg, in Council assembled:

Section 1. That the activity center at Stewart Park be named "Rev. James D. Thornton Activity Center" upon its completion and that such signage be provided to memorialize the naming.

Section 2. This Resolution shall become effective immediately upon its enactment.

DONE AND RATIFIED this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Junie L. White, Mayor.

ATTEST:

\_\_\_\_\_  
Connie S. McIntyre, City Clerk.





## REQUEST FOR COUNCIL ACTION

**TO:** Ed Memmott, City Manager  
**FROM:** David Cook, Construction Project Manager  
**SUBJECT:** Award for Contract – Relocation of Police Records Office  
**DATE:** April 22, 2015

### BACKGROUND:

The present location for police records offices is inconvenient for the public and inefficient for staff. Citizens trying to access police records often enter City Hall and then must be directed to go outside of the building to enter at a door equipped with an intercom. In other instances, police personnel will, in an effort to assist the citizen, escort them through secured doors to the records office. After regular work hours, citizens must locate the one door having the intercom to gain access to records personnel.

To improve these conditions, police command and facilities management staff want to relocate police records to a much more assessable and visible location. As proposed, a vestibule will be constructed on the east side of City Hall. This location will be easily visible to citizens approaching from the upper (eastside) parking lot. The renovation will include the installation of security windows and intercoms so that police records personnel can see and interact directly with citizens needing assistance. After hours, staff will be able to talk to the citizen and then allow them to enter a secured area while their request is being processed. Another significant benefit of this project will be that records personnel will have visibility of the upper parking lot and will be able to provide general assistance/information to anyone who approaches the office. This improved visibility and “eyes on” the parking lot will enhance safety.

Three (3) bids were submitted:

CEC Construction Co.	Greer, SC	\$ 117,965.00
Melloul Blamey	Greenville SC	132,500.00
Clayton Construction Co.	Spartanburg SC	148,005.95

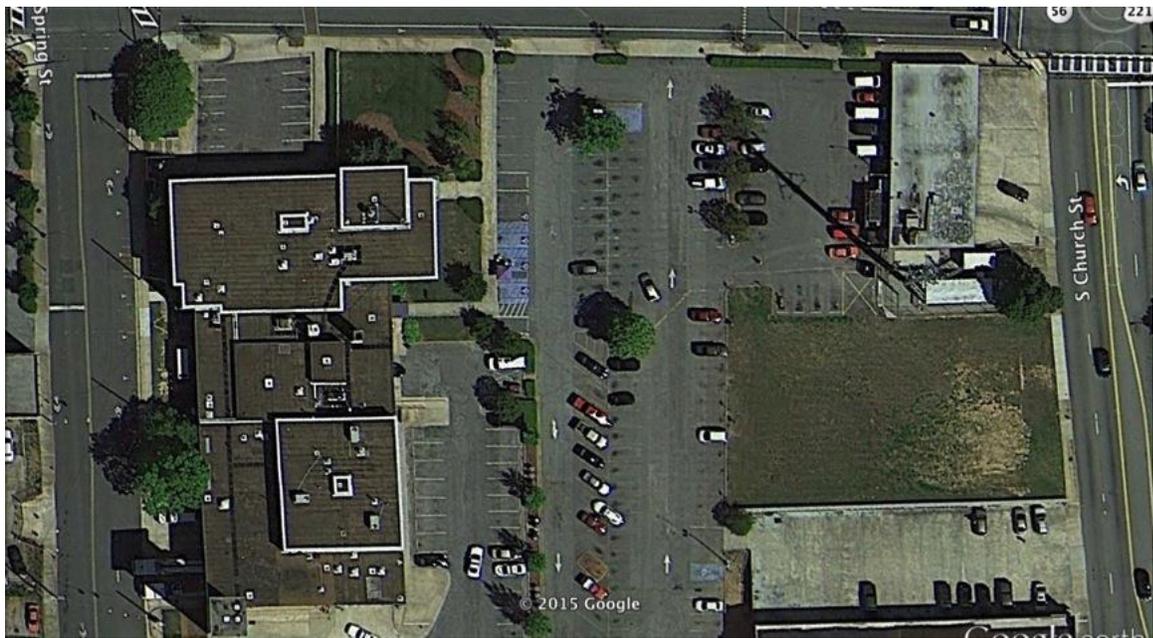
None of the contractors submitting bids are certified MWBE contractors

### ACTION REQUESTED:

Authorization for the City Manager to sign a contract with CEC Construction for construction services for the relocation of police records offices.

### BUDGET AND FINANCIAL DATA:

Building Facility Fund



CONFERENCE ROOM

CHASE

NEW RECORDS OFFICE

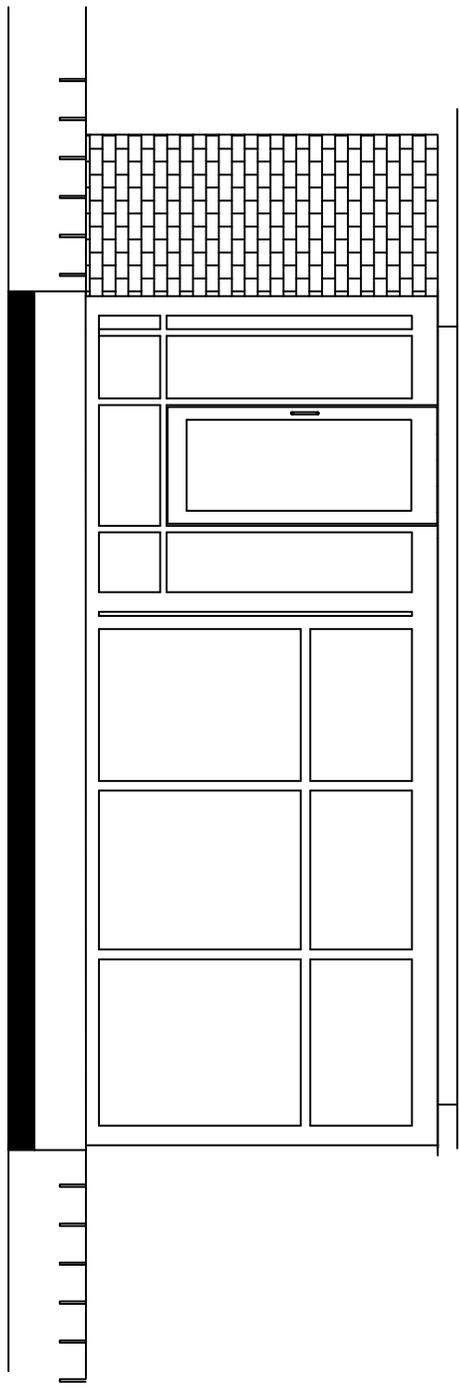
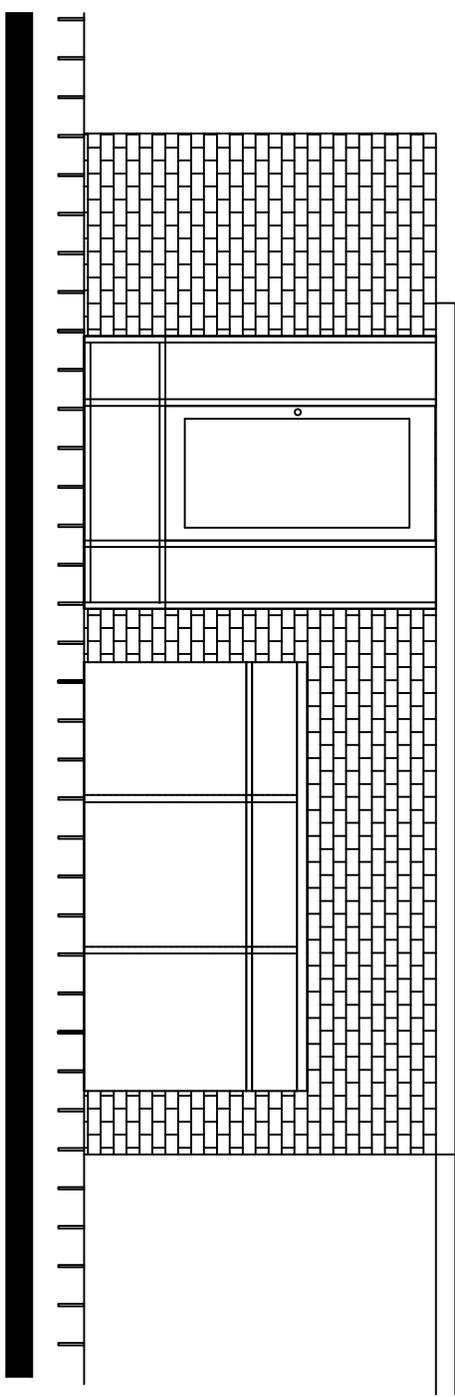
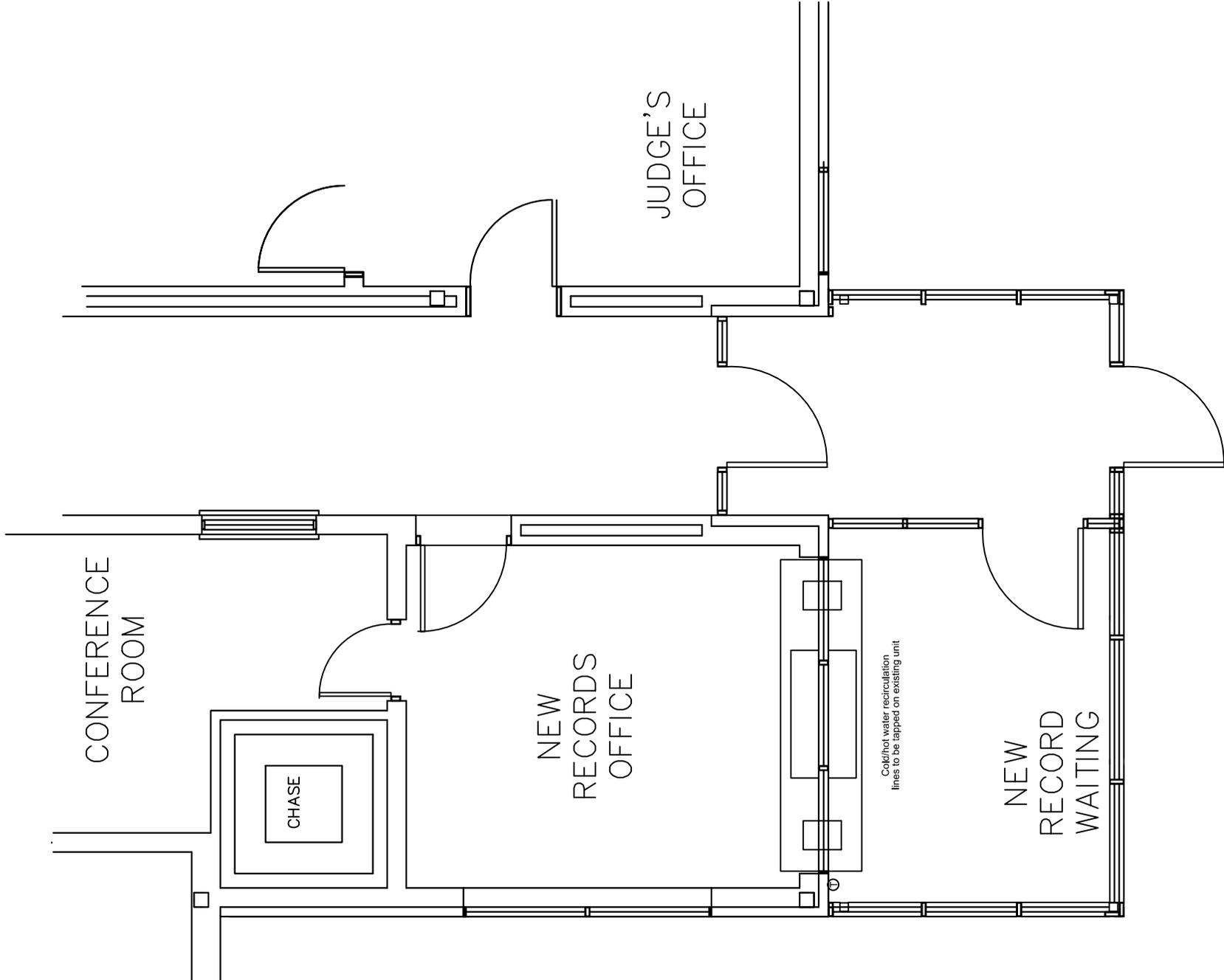
JUDGE'S OFFICE

NEW RECORD WAITING

Cold/hot water recirculation lines to be tapped on existing unit

EXISTING FRONT ELEVATION

FRONT ELEVATION







## REQUEST FOR COUNCIL ACTION

**TO:** Ed Memmott, City Manager  
**FROM:** Tim Carter, Engineering Administrator  
**SUBJECT:** 2015 Annual Street Resurfacing  
**DATE:** April 24, 2015

### BACKGROUND

Staff received bids for the 2015 Street Resurfacing Project on April 14, 2015. This project consists of approximately 6,650 tons of surface Type C Asphalt, 3,325 square yards of full depth patching, and 18,000 square yards milling. This listing of streets approved for resurfacing which Council approved is attached.

The following bids were submitted:

Panagakos Asphalt Paving (Greenville, SC)	\$ 597,695.42
F & R Asphalt, Inc. (Easley, SC)	\$ 677,263.91

Staff has reviewed the bids received and the qualifications for each of these contractors and determined that Panagakos Asphalt Paving is the responsive low bidder. No bids were submitted from MWBE certified contractors.

### ACTION REQUESTED:

Allow staff to accept the bid from Panagakos Asphalt Paving and authorize the City Manager to enter into a contract with Panagakos Asphalt Paving for the completion of the project.

### BUDGET AND FINANCE DATA:

\$ 350,000.00 County Transportation Committee Funds (CTC)  
\$ 247,695.42 from the Spartanburg County Road Fee Funds.

# City of Spartanburg

## 2015 Annual Street Resurfacing Program (Street list approved by City Council at March 16, 2015 meeting)

<u>Street Name</u>	<u>Beginning</u>	<u>End</u>
Dupre Drive	Sydnor Rd.	Fernwood Drive
Winchester Place	Camelot Drive	WO Ezell Boulevard
Hillandale Road	Vanderbilt Road	Cul-De-Sac
Saint James Drive	Savoy Street	Gordon Drive
Midway Drive	Penarth Road	Gordon Drive
Graystone Drive	St. Matthews Lane	Cul-De-Sac
E. Lee St.	S. Church St.	Hudson Barksdale Boulevard
Whites Mill Way	Pennell Drive	Cul-De-Sac
Greenbriar Terrace	Arbour Lane	Cul-De-Sac
Lincoln Drive	High Street	Woodview Avenue
Rosewood Terrace	Arbour Lane	Cul-De-Sac
Twining Terrace	Arbour Lane	Cul-De-Sac
Woodbine Court	Arbour Lane	Cul-De-Sac
N. Cypress Lane	Cypress Creek Drive	Cul-De-Sac
S. Cypress Lane	Cypress Creek Drive	Cul-De-Sac
Duncan Street	Union Street	S. Converse Street
Boyd Street	Mills Avenue	S. Pine Street
Talmadge Drive	Winfield Drive	Cul-De-Sac





## REQUEST FOR COUNCIL ACTION

**TO:** Ed Memmott, City Manager  
**FROM:** Tim Carter, Engineering Administrator  
**SUBJECT:** East Main Street Improvements  
**DATE:** April 24, 2015

### BACKGROUND:

Staff solicited bids for improvements on East Main Street between Church and Liberty Streets. With this project, the alternating diagonal parking and meandering travel lane switchbacks will be eliminated. A consistent (distance from building face to curb) curb line will be established on both sides of East Main. The existing trees which are not healthy will be removed. New larger tree islands will be constructed. Trees will be spaced between the parallel parking spots to improve pedestrian movement. There will be no loss of on street parking associated with this project.

Replacement of the existing pedestrian light fixtures on East Main Street with LED fixtures will be bid separately to complete the project. These projects combined will encourage more pedestrian flow between Denny's Headquarters and Morgan Square. We expect a significant improvement in appearances. Construction work will be started near the end of May with the intent of completing the project within 6-8 weeks. During the project there will be periodic interruption of parking and traffic flow. Staff will communicate with residents and impacted businesses to minimize disruption and inconvenience.

Staff has distributed information to businesses along East Main Street making them aware of this project.

Bids were received from:

Capitol Construction of the Carolinas, LLC (Spartanburg, SC)	\$ 113,187.50
Sossamon Construction (Gaffney, SC)	\$ 191,660.00

Staff has reviewed the bids received and the qualifications for each of these contractors and determined that Capitol Construction of the Carolinas, LLC is the responsive low bidder. No bids were submitted from MWBE certified contractors.

### ACTION REQUESTED:

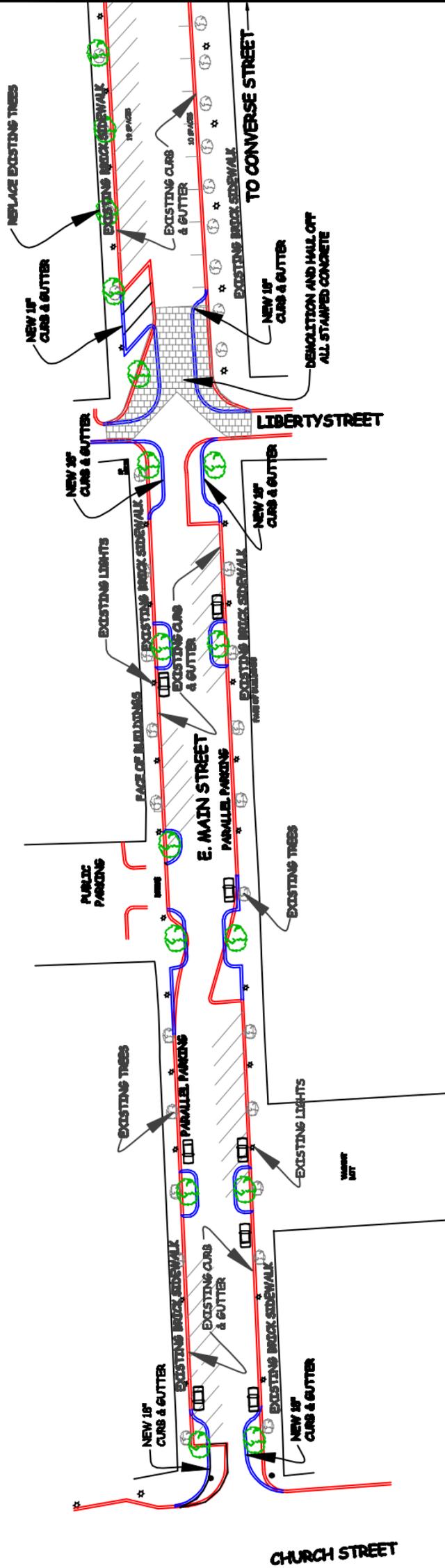
Allow staff to accept the bid from Capitol Construction of the Carolinas, LLC and authorize the City Manager to enter into a contract with Capitol Construction of the Carolinas, LLC for the completion of the project.

### BUDGET AND FINANCE DATA:

\$113,187.50 Broad Street Tax Increment Financing District Funds

EXISTING CURB & GUTTER

NEW CURB & GUTTER







## MEMORANDUM

**TO:** Spartanburg City Council

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

**SUBJECT:** Budget Process – Initial Briefing

**DATE:** April 23, 2015

At the upcoming City Council meeting, we will begin the process to develop the budget for next fiscal year. We will make a brief overview presentation outlining some of the major considerations and we will discuss the budget review process and timeline.

Generally, we are not experiencing significant revenue growth. Addressing inflationary pressures inherent in current operation is likely to consume the incremental growth in our main recurring revenues. Absent revenue policy changes, we are unlikely to be able to fund new programmatic endeavors.

In addition to Monday's meeting, we anticipate budget discussions at the regularly scheduled Council meetings on May 11<sup>th</sup> and 26<sup>th</sup>. If discussions indicate additional time is needed, we ask that you hold Monday, June 1 for an additional work session should it prove necessary. We envision first reading and public hearing occurring on June 8<sup>th</sup> and final reading occurring on June 22<sup>nd</sup>.

Multiple local agencies who have applied for discretionary grant funding have asked for opportunities to present to City Council. On Monday, we will ask for your direction regarding whether to schedule the necessary time to hear from each such agency.

We look forward to any questions you may have. Thanks.