



## TOWN COUNCIL MEETING

Irmo Municipal Building  
7300 Woodrow Street, Irmo, SC 29063

April 15, 2025 @ 6:30 PM

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Live streaming will be available from our YouTube channel at:  
<https://www.youtube.com/c/TownofIrmo>

### **AGENDA**

- I. Public Hearings
  - A. To receive comments on **ORDINANCE 25-02** to annex four properties totaling approximately 1.93 acres into the Town of Irmo, including 10076 Broad River Road, TMS R04000-02-11; 10100 Broad River Road, R04000-02-10; 410 Mission Court, R04004-01-11; and 420 Mission Court, R04004-01-10; and to rezone said properties from GC, General Commercial (Richland Co.) to CG, General Commercial (Town of Irmo).
  - B. To receive comments on **ORDINANCE 25-03** to amend the Irmo Municipal Ordinance, Chapter 22 - Offenses and Miscellaneous Provisions; as well as Appendix A of the Irmo Municipal Ordinance; Zoning and Land Development Regulation; Article 2 - Conditional Uses for Accessory Apartments; Article 3 - Setbacks on Corner Lots and Architectural Standards; Article 5 - Prohibited Signs and Sign Regulations by Type; and Article 13 - Definitions
  - C. To receive comments on **ORDINANCE 25-04** to authorize the budget for design, construction, and related expenditures for the new Town Hall project.
  - D. To receive comments on **ORDINANCE 25-06** to adopt the operating and capital budgets for FY 2025/2026
- II. Call to Order
- III. Pledge of Allegiance
- IV. Invocation

- V. Approval of the Agenda
- VI. Reading of the Minutes
  - A. March 18, 2025
  - B. April 1, 2025
- VII. Report of Standing
  - A. Administrative Briefing
  - B. New In-town Businesses:
    - Sam's Beverage - 1100 Dutch Fork Road Suite J
    - Anderson Mobile Tire Shop, LLC. - 130 Hunter Village Dr. Suite A
    - 24/7 Cuts and Styles - 7703 St. Andrews Road Suite G
    - Suite Nails - 8090 Irmo Drive
    - Sunday Violet Salon - 8090 Irmo Drive
    - Re New - 8090 Irmo Drive
    - KV Hair Studio - 8090 Irmo Drive
    - Alicia Snow Hair Studio - 8090 Irmo Drive
    - Debra Kelly - 8090 Irmo Drive
    - Kelly M Saunders - 8090 Irmo Drive
- VIII. Consideration of Communications
  - A. Recognition of Sipp Social as the April 2025 Small Business of the Month.
  - B. Community Connections:
    - Arts Under the Oaks
    - Easter Activities
    - Earth Day Activities
    - Irmo International Festival
    - Youth Mental Health First Aid Training
    - Irmo Town Limit Concert Series
    - Parenting Workshop
    - National Day of Prayer
    - Community Health Fair
    - "Two Gentleman of Verona"
    - Shower of Hope
    - SC State Museum \$1 Sundays
    - Young Artists Contest
    - Shoe Drive
- IX. Presentation by Citizens (Agenda Items Only)
- X. Unfinished Business

- A. **SECOND READING OF ORDINANCE 25-02** to annex four properties totaling approximately 1.93 acres into the Town of Irmo, including 10076 Broad River Road, TMS R04000-02-11; 10100 Broad River Road, R04000-02-10; 410 Mission Court, R04004-01-11; and 420 Mission Court, R04004-01-10; and to rezone said properties from GC, General Commercial (Richland Co.) to CG, General Commercial (Town of Irmo). This ordinance would annex Lake Murray Floor Coverings and other businesses into the Town Irmo, along with two vacant lots.
- B. **SECOND READING OF ORDINANCE 25-03** to amend the Irmo Municipal Ordinance, Chapter 22 - Offenses and Miscellaneous Provisions; as well as Appendix A of the Irmo Municipal Ordinance; Zoning and Land Development Regulation; Article 2 - Conditional Uses for Accessory Apartments; Article 3 - Setbacks on Corner Lots and Architectural Standards; Article 5 - Prohibited Signs and Sign Regulations by Type; and Article 13 - Definitions
- C. **SECOND READING OF ORDINANCE 25-04** Authorizing the Budget for Design, Construction, and Related Expenditures for the New Town Hall Project (Staff). This will approve the \$5,898,939 budget to construct the New Town Hall.

XI. New Business

- A. **FIRST READING OF ORDINANCE 25-05** Amending the Irmo Town Code Chapter 2, Article II, Division 2, Section 2-61 - Date, Time, and Place of Council Meetings (Mayor). This will change the start time of regular Council Meetings from 6:30 pm to 6:00 pm.
- B. **FIRST READING OF ORDINANCE 25-06** to adopt the operating and capital budgets for FY 2025-2026. This will establish a general fund operating budget of \$10,744,074 and an Okra Strut budget of \$134,000 for FY25/26.
- C. **FIRST READING OF ORDINANCE 25-07** to amend Council Salaries pursuant to Town Code Chapter 2-36 - Compensation and Expenses (Staff).  
This will create a salary structure for Councilmembers and Mayor that are incentivized by completion of professional development courses. Base salaries will rise for Councilmembers from \$7,200 to \$10,000 annually and for the Mayor from \$9,600 to \$13,500 annually, with incentives to complete Municipal Elected Officials Institute training(s).
- D. **FIRST READING OF ORDINANCE 25-08** to annex two properties totaling approximately 11.92 acres into the Town of Irmo, including 10057 Broad River Road, TMS R04000-01-13 and TMS R0400-01-14, and to rezone said property from HM, Homestead (Richland Co.) to CG, General Commercial (Town of Irmo). This would annex East Lake Community Church and the adjacent lot into Town limits.
- E. **FIRST READING OF ORDINANCE 25-09** to amend Appendix A of the Irmo Municipal Ordinance, Article 6 - Off-Street Parking Regulations
- F. **APPROVAL OF RESOLUTION 25-05** to authorize a Memorandum of

Agreement with Richland County Voter Registration and Elections for Conducting Municipal Elections (Staff). This would formalize an agreement with Richland County to work with Lexington County on holding municipal elections for the town.

- G. Appointments to the Planning Commission (Staff). There are two (2) vacancies on the Planning Commission. The terms will expire March 31, 2029. Applications were received from Clint Scoville and Jim Smith.

XII. Presentation by Citizens

XIII. Discussion

XIV. Executive Session

Town Council may act on items discussed in the executive session after returning from the executive session.

XV. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Irmo will not discriminate against qualified individuals with disabilities based on disability in its services, programs, or activities. If you need accommodation to attend the meeting, please contact the Town Administrator or Municipal Clerk for assistance at (803)781-7050, M-F between the hours of 8:30 – 5:00 (closed most Federal and State Holidays).

## Staff Report

### Amendment to the Official Zoning Map

**DATES:** Planning Commission & Public Hearing: March 10, 2025  
Town Council First Reading: March 18, 2025  
Town Council Second Reading & Public Hearing: April 15, 2025

**TO:** Irmo Planning Commission  
Irmo Town Council

**FROM:** Douglas Polen, Assistant Town Administrator

**SUBJECT:** Annexation Request

**SUBJECT PROPERTY:** 1.93 acres consisting of four lots located at 10076 Broad River Road, TMS R04000-02-11; 10100 Broad River Road, R04000-02-10; 410 Mission Court, R04004-01-11; and 420 Mission Court, R04004-01-10

**ACTION REQUESTED:** Consider an ordinance to annex real property into the corporate limits of the Town of Irmo, to zone said property CG, and to amend the official zoning map of the Town to so reflect.

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### Background

The Town has received an application from William Greene, owner of Lake Murray Floor Covering and the adjacent subject lots, to annex the four lots referenced above.

### Current Zoning

The subject property is zoned GC, General Commercial, which allows a number of typical commercial uses, including retail sales, personal & business services, recreation/entertainment, eating & drinking establishments, lodging, vehicles sales & service, and multi-family residential development.

### Proposed Zoning

The proposed zoning district, CG, General Commercial, is defined as follows: The CG district is intended to provide for the development and maintenance of commercial and business uses

strategically located to serve the community and the larger region of which it is a part. Toward this end, a wide range of business and commercial uses are permitted herein.

### Summary of Adjacent Zoning & Uses

| Zone  |                                | Present Use                     |
|-------|--------------------------------|---------------------------------|
| North | GC General Commercial (County) | Commercial (MADD HQ)            |
| East  | CG, General Commercial (Irmo)  | Commercial (Ziebart)            |
| South | CG, General Commercial (Irmo)  | Commercial (Irmo Business Park) |
| West  | GC General Commercial (County) | Commercial (Office Building)    |

### Irmo Comprehensive Plan

The new 2024 Comprehensive Plan has a future land use of Office & Employment for these lots. As such, the Irmo Comprehensive Plan supports this annexation and rezoning. The Office & Employment area is defined as follows:

- Mostly located along the I-26 corridor or in areas with a mix of business parks and light industrial uses.
- These areas are appropriate for offices, light manufacturing, warehousing, research and development, and flex space.
- These areas may also include a limited amount of supporting commercial uses, such as restaurants and convenience retailers to serve employees.
- Large-scale residential developments are discouraged in locations that are prime for businesses and non-residential uses.

### Staff Findings

Staff recommends **APPROVAL** of the annexation and rezoning.

## Planning Commission Findings

At their March 10, 2025 meeting, the Planning Commission voted 7-0 to recommend **APPROVAL** of this annexation and rezoning.

# 10076 Broad River Road Annexation, Ordinance 25 - 02

Planning Commission | March 10, 2025

Town Council | March 18, 2025 & April 15, 2025



# 10076 Broad River Road Annexation, Ordinance 25 - 02

Planning Commission | March 10, 2025

Town Council | March 18, 2025 & April 15, 2025



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TOWN OF IRMO )

**AN ORDINANCE TO ANNEX 1.93 ACRES OF REAL PROPERTY CONSISTING OF FOUR LOTS LOCATED AT 10076 BROAD RIVER ROAD, TMS R04000-02-11; 10100 BROAD RIVER ROAD, TMS R04000-02-10; 410 MISSION COURT, TMS R04004-01-11; AND 420 MISSION COURT, TMS R04004-01-10 INTO TO THE LIMITS OF THE TOWN OF IRMO; TO ZONE SAID PROPERTY CG, GENERAL COMMERCIAL; AND TO AMEND THE OFFICIAL ZONING MAP OF THE TOWN OF IRMO TO SO REFLECT**

**WHEREAS**, a request has been presented to the Irmo Town Council by the current record titleholder of properties located at 10076 Broad River Road, TMS R04000-02-11; 10100 Broad River Road, TMS R04000-02-10; 410 Mission Court, TMS R04004-01-11; and 420 Mission Court, TMS R04004-01-10, to annex 1.93 acres of real property into Town and to classify the property as CG, General Commercial; and

**WHEREAS**, the Town and its Planning Commission, per SC Code § 6-29-760 *Procedure for enactment or amendment of zoning regulation or map; notice and rights of landowners; time limit on challenges* met the State's zoning procedural standards. Simply, notice was advertised in The New Irmo News at least fifteen days prior to the public hearing, notice was conspicuously posted on or adjacent to the property, and a public hearing was held; and

**WHEREAS**, the Irmo Planning Commission, during a meeting held on March 10, 2025, recommended to the Irmo Town Council to annex said property and to classify said property to the appropriate zoning classification of CG, General Commercial.

**NOW, THEREFORE, BE IT ORDAINED** and ordered by the Mayor and Town Council of the Town of Irmo, South Carolina, in Council duly assembled, that the subject parcel be annexed into the Town of Irmo; and

**BE IT FURTHER ORDAINED** that the Zoning Classification pertaining to the subject parcel be hereby classified as CG, General Commercial; and

**BE IT FURTHER ORDAINED** that the official zoning map of the Town of Irmo be, and the same hereby is, amended to so reflect.

**PASSED AND ADOPTED this 15<sup>th</sup> day of April, 2025**

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William O. Danielson, *Mayor*

ATTEST:

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Lisa Hancock, *Municipal Clerk*

1<sup>st</sup> Reading: March 18, 2025

2<sup>nd</sup> Reading: April 15, 2025

Public Hearing: April 15, 2025



## 100% ANNEXATION PETITION

### Applicant Information

Name: WEG-3, LLC Address: 10100 BROAD RIVER  
Phone: 803-600-5030 E-Mail: bill@lakemfc.com

### Property Owner Information (If Different)

Name: William E. Greene, Jr. Address: 1011 Willow Cove Ct  
Phone: 803-600-5030 E-Mail: Chapin, SC 29036

### TO THE MAYOR AND COUNCIL OF THE TOWN OF IRMO:

The undersigned, being 100 percent of the freeholders owning 100 percent of the assessed value of the property in the contiguous territory described below and shown on the attached plat or map, hereby petition for annexation of said territory to the Town by ordinance effective as soon hereafter as possible, pursuant to South Carolina Code Section 5-3-150(3).

The territory to be annexed is described as follows. Description may be attached:

*Insert description of territory. The description may be taken from deeds or may be drawn to cover multiple parcels using known landmarks. It should be definitive enough to accurately fix the location.*

The property is designated as follows on the County tax maps: R04000-02-10, R04000-02-11, R04004-01-10, R04004-01-11

\*\*\* A plat or map of the area should be attached. A tax map may be adequate \*\*\*

It is requested that the property be zoned as follows: CG, General Commercial

I (we) certify that I (we) are the free holder(s) of the property(s) involved in this application and further that I (we) designate the person signing as applicant to represent me (us) in this rezoning.

Owner's Signature: [Signature] Date: 2/27/25

Applicant's Signature: [Signature] Date: 2/27/25

### For Official Use Only

Received: \_\_\_\_\_ Property Posted: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Hearing: \_\_\_\_\_

Advertised: \_\_\_\_\_ Approved: \_\_\_\_\_



## 100% ANNEXATION PETITION

### Applicant Information

Name: WILLIAM E. GREENE JR. Address: 10076 BROAD RIVER RD.  
Phone: 803-781-1701 E-Mail: bill@LAKESMFC.com

### Property Owner Information (If Different)

Name: WILLIAM E. GREENE JR. Address: 1011 WILLOW CREEK CT.  
Phone: 803-600-5030 E-Mail: CHAPIN S.C. 29036

### TO THE MAYOR AND COUNCIL OF THE TOWN OF IRMO:

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Owner's Signature: \_\_\_\_\_

Date: 2-17-25

Applicant's Signature: \_\_\_\_\_

Date: 2-17-25

### For Official Use Only

Received: \_\_\_\_\_

Property Posted: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Hearing: \_\_\_\_\_

Advertised: \_\_\_\_\_

Approved: \_\_\_\_\_



## 100% ANNEXATION PETITION

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Phone: 803-600-5030 E-Mail: bill@lakemfa.com

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Applicant's Signature: \_\_\_\_\_ Date: 2/27/25

**For Official Use Only**

Received: \_\_\_\_\_ Property Posted: \_\_\_\_\_  
Receipt #: \_\_\_\_\_ Hearing: \_\_\_\_\_  
Advertised: \_\_\_\_\_ Approved: \_\_\_\_\_



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\*\*\* A plat or map of the area should be attached. A tax map may be adequate \*\*\*

It is requested that the property be zoned as follows: CG, General Commercial

I (we) certify that I (we) are the free holder(s) of the property(s) involved in this application and further that I (we) designate the person signing as applicant to represent me (us) in this rezoning.

Owner's Signature: \_\_\_\_\_

Date: 2/27/25

Applicant's Signature: \_\_\_\_\_

Date: 2/27/25

### For Official Use Only

Received: \_\_\_\_\_

Property Posted: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Hearing: \_\_\_\_\_

Advertised: \_\_\_\_\_

Approved: \_\_\_\_\_

## Staff Report

### Amendment to the Zoning Ordinance

**DATES:** Planning Commission: March 10, 2025  
Town Council First Reading: March 18, 2025  
Town Council Second Reading: April 15, 2025

**TO:** Irmo Planning Commission  
Irmo Town Council

**FROM:** Douglas Polen, Assistant Town Administrator

**SUBJECT:** Zoning Ordinance Amendment

**ACTION REQUESTED:** Consideration of an ordinance to amend the following Articles of the Zoning Ordinance: Art. 2 - Conditional Uses for Accessory Apartments; Art. 3 - Setbacks on Corner Lots and Architectural Standards; Article 5 - Prohibited Signs and Sign Regulations by Type; Article 13 - Definitions; as well as the following section of the Code of Ordinance: Sec. 22-108.-Noise

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### Background

Staff has been working on a number of edits to the Zoning Ordinance and Code of Ordinance, with all items discussed at Town Council workshop in February, 2025. Planning Commission heard these amendments on March 10, 2025 and opted to table any consideration of the residential parking ordinance. Also the \$1,000 land conservation ordinance was still being researched by the Town Attorney.

Other than the above, the only recommended change from the Commission was to bar noisy construction work on Sunday. All changes are reflected in the summary and the ordinance.

### Text Amendment

See Attachment

### **Staff Findings**

Staff recommends **APPROVAL** of this zoning ordinance change.

### **Planning Commission Findings**

The Planning Commission voted 7-0 to recommend **APPROVAL** of this zoning ordinance change.

## **1. Corner Lots**

### **Why change the ordinance?**

At present, the corner lot ordinance is vague and only covers the setback, not placement of objects in the setback. Many houses have fences, accessory structures, and parked vehicles in the front setback area. Also, most jurisdictions allow for a half-setback on the secondary front setback.

### **3-4.1 Setbacks on Corner lots**

#### **Current**

Where a side yard abuts a street, the minimum side yard requirements along the street shall be not less than the minimum front yard setback prescribed by Table 2 for the district in which the lot is located.

#### **Proposed**

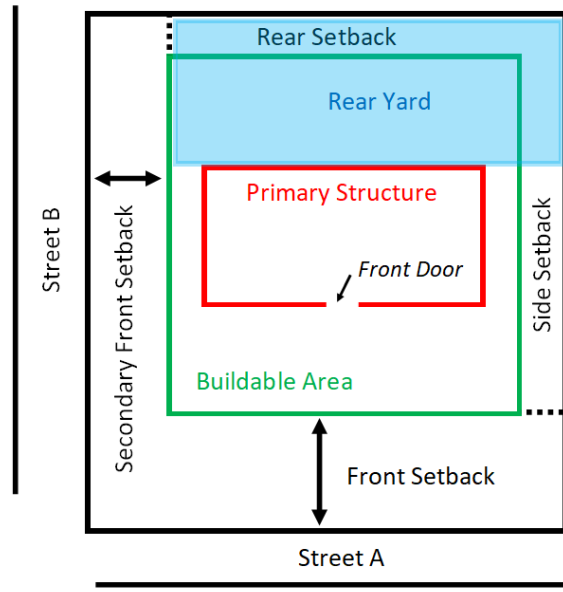
For lots located on a street corner, all property lines abutting a street shall be considered a front yard. The side and rear yard shall be determined by the Zoning Administrator in consultation with the property owner.

Accessory structures permitted only in the rear yard must be placed behind the rear building line and outside of the front setback. Automobiles, boats, trailers, campers, and other vehicles not parked in an approved space in the front or side yard must be parked in the rear yard outside of the front setback.

Fences taller than 4' are permitted in the rear yard and side yard. Any fence in the front setback may be no taller than 4'.

On residential lots, the yard in front of the front door is considered the primary front yard and has a front setback as shown in Table 2. The front yard not in front of the front door is considered the secondary front yard and has a setback equal to one half the front yard setback as shown in Table 2. Where the primary structure sits diagonally on the lot, both front yards will be considered primary and will have the front setback described in Table 2.

On non-residential lots, all front yard setbacks are equal to the setback laid out in Table 2.



## **2. Accessory Dwelling Units**

Why change the ordinance?

The current ordinance does not allow for prefabricated buildings to be used as accessory apartments. With the prevalence of accessory apartments and modern prefabricated buildings designed for this purpose, allowing such structures may spur accessory apartment growth and create new housing options.

### **2-3.6 Conditional Uses for Accessory Apartments**

Current

- H. Neither the primary residence nor the accessory apartment shall be a manufactured home or mobile home.

Proposed

- H. Neither the primary residence nor the accessory apartment shall be a mobile home. The accessory apartment may be prefabricated but must meet all applicable building codes.

### **3. Architectural Standards**

Why change the ordinance?

Currently the town has no rules for commercial or attached residential architecture outside of the negotiated zoning district. As we have begun pushing for a higher standard of architecture within the negotiated zoning district, this ordinance would create some baseline requirements in the other zones. No architectural rules for single family detached residential are proposed.

The following comes verbatim from an ordinance written for Moncks Corner. It is not prescriptive, but provides a basis for the Zoning Administrator to influence architecture, materials, and colors.

#### **3-12 Architectural Standards**

Proposed

##### **Purpose**

The Town of Irmo seeks to promote architectural design which is harmonious with adjacent structures and sensitive to the natural environment. No single architectural style will be mandated within Irmo. However, the reliance on or use of a standardized “corporate or franchise” style is strongly discouraged, unless it can be shown to the Town administrations’ satisfaction that such style meets the objectives noted below. Strongly thematic architectural styles associated with some chain restaurants, gas stations, big box, and service stores are discouraged and, if utilized, will be recommended to be modified to be compatible with the Town’s design objectives.

The primary purpose of this policy statement is to achieve the following goals: enhance and protect the Irmo quality of life and community image through agreed upon architectural design objectives and protect and promote long-term economic vitality through architectural design objectives which encourage high quality development, while discouraging less attractive and less enduring alternatives.

##### **Design Objectives**

The following architectural design objectives are intended to apply to all nonresidential, attached and multi-family residential development within the Town. New building construction shall provide a sense of permanence and timelessness. High quality construction and materials should be used to ensure that buildings will not look dated or worn down over time, nor require excessive maintenance.

Exterior building materials should be aesthetically pleasing and compatible with materials and colors of nearby structures. Predominant exterior building facade materials shall consist of high quality, durable products, including but not limited to cementitious siding (i.e. HardiePlank), brick, sandstone, fieldstone, decorative concrete masonry units, wood, and glass. Metal

□

exteriors are not permitted unless used as an architectural style, such as modern steel and glass architecture, and approved by the Zoning Administrator. Metal warehouse-type architecture shall not be permitted except in the Light Manufacturing Zone. External Insulation Finished Systems (E.I.F.S.) material shall be utilized only on the building trim and accent areas.

Building colors should accent, blend with, or complement surroundings. Façade colors are recommended to be earth tone colors which are low reflectance, subtle, and neutral (e.g., grays, greens, burgundies, browns, and tans). The coloring of all materials should be integral to the product and not painted on the surface of said product. The use of high intensity colors, metallic colors, black or fluorescent colors is discouraged. Primary colors are requested to be reserved for trim and accent areas.

Exposed neon tubing, LEDs, marquee lights or other bright lighting used for the purpose of attracting attention is not an acceptable feature on buildings or windows facing the exterior. This does not prevent the use of lighting as an accent (such as goose neck lamps with white lights lighting the roofline) or the use of interior-lit signage. Pitched roof designs are highly recommended for lowrise retail, office, and multi-family residential buildings utilizing architectural asphalt shingles or standing-seam metal panels. Flat roofs are not encouraged.

In the case of strip malls, big box stores, and shopping centers; such buildings shall provide elevations which reflect this objective through variations in facade setback and parapet wall presentations. Roof colors are requested to be muted and compatible with the dominant building color; long blank walls on retail buildings are to be avoided through the use of foundation landscaping, architectural details and features, or murals.

Large scale retail buildings are encouraged to have height variations to reduce scale and give the appearance of distinct elements; and lastly, roof top mechanical installations shall be appropriately screened so as to block the view from adjacent public and private streets and properties. Such screening shall match or compliment the overall theme of the building.

**Signs.** Signs provide important functions of both advertising and navigation by motorists and pedestrians. However, signs often dominate a site and can be counterproductive to the primary function of directing patrons. Through careful and well-planned site design, signs should be designed with the following elements in mind:

1. Compatible with their surroundings in terms of size, shape, color, texture, and lighting and not promote visual competition with other signs along the corridor.
2. Architecturally integrated with the site's primary building(s).
3. Located such that they do not restrict sight distances of pedestrians or motorists, especially at driveways and intersections.
4. Limit the number necessary to direct patrons throughout the site. Discourage the use of pole, pylon, and temporary signs.
5. Limited to necessary information, regardless of the size permitted by the sign ordinance. Repetitive information shall not be permitted, such as dual signs on corner building when one sign is highly visible from the intersection.

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It shall be the duty of Zoning Administrator, Building Official, and Town Administrator to determine whether any specific request shall be considered in accordance with the Architectural Standards.

Any party who disagrees with the decision regarding the Architectural Standards may appeal the decision to the Board of Zoning Appeals.

#### **4. Billboard Repair**

Why change the ordinance?

The Town has been approached by the local billboard industry to explore a billboard repair ordinance. Currently, new billboards are prohibited, and nonconforming structures cannot be repaired at more than 50% of their current value. As such, an old, dilapidated billboard cannot be repaired. Historically, this has forced billboard owners to maintain their billboards lest they face removal.

An unintended consequence of this is that property owners can be forced into a continued relationship with a billboard company. For example, John Doe owns the land upon which a billboard owned by Brand X is located. Brand X can refuse to pay market rate for land rental for their billboard, knowing that if the billboard falls into disrepair or is removed the land owner cannot repair or replace the billboard and rent it to another advertising company.

The purpose of this ordinance is to allow a property owner to repair a billboard, including converting the billboard from a standard poster style to a digital billboard. No new billboards would be allowed in town limits, nor would signs be permitted to be enlarged or have a higher maximum height.

This ordinance would also allow a negotiation between the billboard owner and Town administration should larger billboards be desired. The town could allow a larger billboard or even a new billboard in Town – along I-26, for example – in exchange for the removal of a billboard elsewhere within Town, if deemed appropriate.

#### **5-4 Prohibited Signs**

Current

A. Prohibited signs shall be defined by example as follows

10. Signs that identify or advertise a product or business not located at the premises. Off-premises signs are defined as any sign, including digital and changeable copy signs, that identifies or communicates a message related to an activity conducted, a service rendered, or a commodity sold that is not the primary activity, service, or commodity provided on the site where the sign is located. Except as allowed under Temporary Signs, any sign which relates in its subject matter to products, accommodations, services, or activities that are sold or offered elsewhere than upon the premises on which such sign is located is not allowed. Off-premises advertising signs include, but are not limited to, those signs commonly referred to as outdoor advertising signs, billboards, or poster boards.

A. Nonconforming Signs

□

1. Any sign that does not meet the regulations herein in terms of size, height, construction, quantity, or type; as of the date of passage of this Ordinance shall hereby be declared nonconforming. To avoid undue hardship, any nonconforming signs associated with single tenant uses, and wall signs in multiple-tenant developments may remain in use until such time as they are voluntarily removed by the owner; damaged in excess of fifty percent (50%) of their current replacement cost by fire, storm, or other act of God; or if the business being advertised by the sign ceases operation. Any of the above conditions shall cause the sign to lose its grandfathered status, and the sign owner shall be required to remove the sign within thirty (30) days. Failure to do so shall constitute authorization for the Town to remove it and assess the full cost to the sign owner; in addition to any other penalties prescribed for violation of this Ordinance. Such signs shall not be expanded, even if the tenant does not change. For multiple-tenant developments, existing, nonconforming directory signs (regardless of construction) may remain in use until such time as fifty percent (50%) of the original tenants at the time of passage of this Ordinance change. At such time, the nonconforming directory signs shall be removed by the landowner, and may be replaced with a conforming directory sign. Failure to do so shall constitute authorization for the Town to remove it and assess the full cost to the sign owner; in addition to any other penalties prescribed for violation of this Ordinance. Such signs shall not be expanded, even if the tenant(s) does (do) not change.

#### Proposed

- B.2. Large format outdoor advertising, commonly known as billboards, may be repaired or upgraded from standard, poster-style billboards, to digital billboards even if such repair or upgrade is worth more than 50% of the existing billboard. A billboard may be fully removed during the repair/upgrade process. Construction of the replacement billboard must commence within six months of removal. If construction of the replacement billboard does not commence within six months of removal, the replacement will be prohibited. Repaired, replaced, or upgraded billboards shall not be taller or larger in area than the existing billboard.

Should the owner of the billboard seek a larger or taller billboard, Town Administration may enter into a negotiation to remove existing billboards from Town in exchange for larger and taller billboards elsewhere in Town. The primary goal of this ordinance is to move billboards to the I-26 corridor and out of the lower density portions of Town, although that need not be the only consideration of Town Administration.

□

## **5. Coming Soon Signage**

Why change the ordinance?

Currently the town does not have any language concerning construction signs – the large signs at construction sites stating who is doing the work. I want to put some rules in place for these signs, with the most important being that if such a sign is to be erected, it should prominently tell the public what is being constructed on site.

### **5-3 Sign Regulation by Type**

Proposed

#### **B. Construction Signs**

1. Definition: Any temporary sign located at a construction site, generally to inform the public of the construction company, finance source, etc.
2. Permitted Zones: All Zones
3. Requirements:
  - A. Height: Eight (8) feet
  - B. Area: In the RS, RG, CO, CN districts: Twenty (20) square feet per exposed side; forty (40) square feet aggregate. In the CN and LM Districts, forty (40) square feet per exposed side, eighty (80) square feet aggregate.
  - C. Location: At least ten (10) feet from any street right-of-way.
  - D. One sign per street frontage
  - E. At least 50% of the surface area shall directly reference the specific project under construction, including the name of the development, any specific business(es), and a picture or rendering of the project. An expected completion date is encouraged.

## **6. Construction Timing**

Why change the ordinance?

Currently the town does not have any language concerning when construction work may occur, leading to noise-related nuisances in residential areas. This ordinance seeks to set common sense times when outdoor construction work can occur without concern of creating a legal nuisance. The proposed times are 7 am - Sundown, Monday - Friday, and 8 am - Sundown on the weekend.

These times were run by CC&I and were confirmed as common schedules.

### **Sec. 22-108.-Noise (Town Code of Ordinance)**

Proposed

- c) Noise created in conjunction with a valid building permit shall not be governed by this ordinance if generated during acceptable construction hours. During the hours of 7 a.m. to 7 p.m., Monday - Friday; and 8 a.m. to 5:00 p.m., Saturday. Any construction work generating noise perceptible from an adjacent lot performed outside of these hours under a building permit will be subject to this noise ordinance unless expressly permitted by the Zoning Administrator.

## **7. Planning Official and Zoning Administrator**

Why change the ordinance?

The Code regularly uses the terms Planning Official and Zoning Administrator interchangeably.

Planning Official: Per the Zoning Ordinance, 12-1, "Planning Official means Irmo Town Administrator or other Town of Irmo employee, consultant, or contractor designated by the Irmo Town Administrator to administer assigned duties in the administration of this Ordinance."

Zoning Administrator: Per the Job Description, the Town Administrator is designated the Zoning Administrator. This is not stated in the Code of Ordinance or Zoning Ordinance.

### **Sec. 13-1. - General definition rules.**

Proposed

(15) The term "Zoning Administrator" officially refers to the Town Administrator, who has been designated the Zoning Administrator in the Town Administrator job description. However, for the purposes of Town of Irmo Code of Ordinance and this appendix, the term Zoning Administrator is interchangeable with the term Planning Official and is defined as the Town Administrator or other town employee, consultant, or contractor designated by the Town Administrator assigned duties in the administration of this appendix.

STATE OF SOUTH CAROLINA )  
 )  
TOWN OF IRMO )

**ORDINANCE 25 – 03**

**AN ORDINANCE TO AMEND THE IRMO MUNICIPAL ORDINANCE, CHAPTER 22 - OFFENSES AND MISCELLANEOUS PROVISIONS; AS WELL AS APPENDIX A OF THE IRMO MUNICIPAL ORDINANCE; ZONING AND LAND DEVELOPMENT REGULATION, ARTICLE 2 - CONDITIONAL USES FOR ACCESSORY APARTMENTS, ARTICLE 3 - SETBACKS ON CORNER LOTS AND ARCHITECTURAL STANDARDS, ARTICLE 5 - PROHIBITED SIGNS AND SIGN REGULATIONS BY TYPE, AND ARTICLE 13 - DEFINITIONS**

**WHEREAS**, the Town of Irmo desires to strengthen its Municipal Ordinance and its Code of Zoning and Land Development Regulations, amending said Code to address noted errors, omissions, vague language, and add appropriate standards; and

**WHEREAS**, the following text amendment to the Irmo Municipal Ordinance and Code of Zoning and Land Development Regulations has been proposed through collaboration with the Planning Commission; and

**WHEREAS**, the Planning Commission, at their March 10, 2025, meeting, voted to recommend approval of this amendment, as attached; and

**WHEREAS**, Council wishes to amend the Code of Municipal Ordinance as attached;

**NOW, THEREFORE, BE IT ORDAINED** and ordered by the Mayor and Town Council of the Town of Irmo, South Carolina, in Council duly assembled on this 15<sup>th</sup> day of April, 2025, that the Town of Irmo Code of Municipal Ordinance is hereby amended.

**PASSED AND ADOPTED this 15<sup>th</sup> day of April, 2025.**

---

William O. Danielson, *Mayor*

ATTEST:

---

Lisa Hancock, *Municipal Clerk*

1<sup>st</sup> Reading: March 18, 2025

2<sup>nd</sup> Reading: April 15, 2025

Public Hearing: April 15, 2025

## ORDINANCE 25 – 03

### Changes to the Municipal Code of Ordinance

#### Sec. 22-108.-Noise

*Add new subsection (c)*

- c) Noise created in conjunction with a valid building permit shall not be governed by this ordinance if generated during acceptable construction hours. During the hours of 7 a.m. to 7 p.m., Monday - Friday; and 8 a.m. to 5:00 p.m., Saturday. Any construction work generating noise perceptible from an adjacent lot performed outside of these hours under a building permit will be subject to this noise ordinance unless expressly permitted by the Zoning Administrator.

### Changes to Appendix A of the Municipal Code of Ordinance

#### Section 2-3 Conditional Uses and Special Exceptions

##### 2-3.6 Conditional Uses for Accessory Apartments

*Remove current Condition H*

- ~~H. Neither the primary residence nor the accessory apartment shall be a manufactured home or mobile home.~~

*Replace with the following:*

- H. Neither the primary residence nor the accessory apartment shall be a mobile home. The accessory apartment may be prefabricated but must meet all applicable building codes.

#### Section 3-4 Yard and set-back modifications.

##### 3-4.1. Setbacks on corner lots.

*Remove current 3-4.1 text*

~~Where a side yard abuts a street, the minimum side yard requirements along the street shall be not less than the minimum front yard setback prescribed by Table 2 for the district in which the lot is located.~~

*Replace with the following:*

For lots located on a street corner, all property lines abutting a street shall be considered a front yard. The side and rear yard shall be determined by the Zoning Administrator in consultation with the property owner.

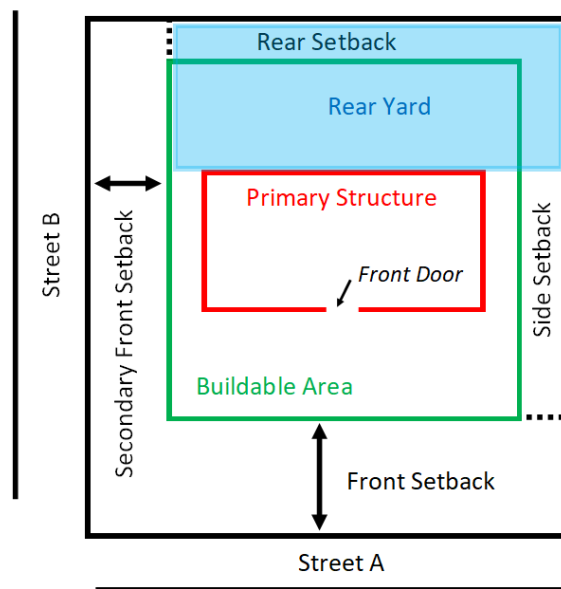
## ORDINANCE 25 – 03

Accessory structures permitted only in the rear yard must be placed behind the rear building line and outside of the front setback. Automobiles, boats, trailers, campers, and other vehicles not parked in an approved space in the front or side yard must be parked in the rear yard outside of the front setback.

Fences taller than 4' are permitted in the rear yard and side yard. Any fence in the front setback may be no taller than 4'.

On residential lots, the yard in front of the front door is considered the primary front yard and has a front setback as shown in Table 2. The front yard not in front of the front door is considered the secondary front yard and has a setback equal to one half the front yard setback as shown in Table 2. Where the primary structure sits diagonally on the lot, both front yards will be considered primary and will have the front setback described in Table 2.

On non-residential lots, all front yard setbacks are equal to the setback laid out in Table 2.



### Section 3-12 Architectural Standards

*Add new Section 3-12*

#### Purpose

The Town of Irmo seeks to promote architectural design which is harmonious with adjacent structures and sensitive to the natural environment. No single architectural style will be mandated within Irmo. However, the reliance on or use of a standardized “corporate or franchise” style is strongly discouraged, unless it can be shown to the Town administrations’ satisfaction that such

## ORDINANCE 25 – 03

style meets the objectives noted below. Strongly thematic architectural styles associated with some chain restaurants, gas stations, big box, and service stores are discouraged and, if utilized, will be recommended to be modified to be compatible with the Town's design objectives.

The primary purpose of this policy statement is to achieve the following goals: enhance and protect the Irmo quality of life and community image through agreed upon architectural design objectives and protect and promote long-term economic vitality through architectural design objectives which encourage high quality development, while discouraging less attractive and less enduring alternatives.

### Design Objectives

The following architectural design objectives are intended to apply to all nonresidential, attached and multi-family residential development within the Town. New building construction shall provide a sense of permanence and timelessness. High quality construction and materials should be used to ensure that buildings will not look dated or worn down over time, nor require excessive maintenance.

Exterior building materials should be aesthetically pleasing and compatible with materials and colors of nearby structures. Predominant exterior building facade materials shall consist of high quality, durable products, including but not limited to cementitious siding (i.e. HardiePlank), brick, sandstone, fieldstone, decorative concrete masonry units, wood, and glass. Metal exteriors are not permitted unless used as an architectural style, such as modern steel and glass architecture, and approved by the Zoning Administrator. Metal warehouse-type architecture shall not be permitted except in the Light Manufacturing Zone. External Insulation Finished Systems (E.I.F.S.) material shall be utilized only on the building trim and accent areas.

Building colors should accent, blend with, or complement surroundings. Façade colors are recommended to be earth tone colors which are low reflectance, subtle, and neutral (e.g., grays, greens, burgundies, browns, and tans). The coloring of all materials should be integral to the product and not painted on the surface of said product. The use of high intensity colors, metallic colors, black or fluorescent colors is discouraged. Primary colors are requested to be reserved for trim and accent areas.

Exposed neon tubing, LEDs, marquee lights or other bright lighting used for the purpose of attracting attention is not an acceptable feature on buildings or windows facing the exterior. This does not prevent the use of lighting as an accent (such as goose neck lamps with white lights lighting the roofline) or the use of interior-lit signage. Pitched roof designs are highly recommended for lowrise retail, office, and multi-family residential buildings utilizing architectural asphalt shingles or standing-seam metal panels. Flat roofs are not encouraged.

In the case of strip malls, big box stores, and shopping centers; such buildings shall provide elevations which reflect this objective through variations in facade setback and parapet wall presentations. Roof colors are requested to be muted and compatible with the dominant building color; long blank walls on retail buildings are to be avoided through the use of foundation landscaping, architectural details and features, or murals.

## ORDINANCE 25 – 03

Large scale retail buildings are encouraged to have height variations to reduce scale and give the appearance of distinct elements; and lastly, roof top mechanical installations shall be appropriately screened so as to block the view from adjacent public and private streets and properties. Such screening shall match or compliment the overall theme of the building.

### Signs

Signs provide important functions of both advertising and navigation by motorists and pedestrians. However, signs often dominate a site and can be counterproductive to the primary function of directing patrons. Through careful and well-planned site design, signs should be designed with the following elements in mind:

1. Compatible with their surroundings in terms of size, shape, color, texture, and lighting and not promote visual competition with other signs along the corridor.
2. Architecturally integrated with the site's primary building(s).
3. Located such that they do not restrict sight distances of pedestrians or motorists, especially at driveways and intersections.
4. Limit the number necessary to direct patrons throughout the site. Discourage the use of pole, pylon, and temporary signs.
5. Limited to necessary information, regardless of the size permitted by the sign ordinance. Repetitive information shall not be permitted, such as dual signs on corner building when one sign is highly visible from the intersection.

It shall be the duty of Zoning Administrator, Building Official, and Town Administrator to determine whether any specific request shall be considered in accordance with the Architectural Standards.

Any party who disagrees with the decision regarding the Architectural Standards may appeal the decision to the Board of Zoning Appeals.

### **Section 5-3 Sign Regulations by Type**

#### *Add new Subsection B. Construction Signs*

##### **B. Construction Signs**

1. Definition: Any temporary sign located at a construction site, generally to inform the public of the construction company, finance source, etc.
2. Permitted Zones: All Zones
3. Requirements:
  - a. Height: Eight (8) feet
  - b. Area: In the RS, RG, CO, CN districts: Twenty (20) square feet per exposed side; forty (40) square feet aggregate. In the CN and LM Districts, forty (40) square feet per exposed side, eighty (80) square feet aggregate.
  - c. Location: At least ten (10) feet from any street right-of-way.
  - d. One sign per street frontage

## ORDINANCE 25 – 03

- e. At least 50% of the surface area shall directly reference the specific project under construction, including the name of the development, any specific business(es), and a picture or rendering of the project. An expected completion date is encouraged.

### Section 5-4 Prohibited Signs

*Add new Subsection 2 under 5-4.B. Nonconforming Signs, and renumber all other subsections*

2. Large format outdoor advertising, commonly known as billboards, may be repaired or upgraded from standard, poster-style billboards, to digital billboards even if such repair or upgrade is worth more than 50% of the existing billboard. A billboard may be fully removed during the repair/upgrade process. Construction of the replacement billboard must commence within six months of removal. If construction of the replacement billboard does not commence within six months of removal, the replacement will be prohibited. Repaired, replaced, or upgraded billboards shall not be taller or larger in area than the existing billboard.

Should the owner of the billboard seek a larger or taller billboard, Town Administration may enter into a negotiation to remove existing billboards from Town in exchange for larger and taller billboards elsewhere in Town. The primary goal of this ordinance is to move billboards to the I-26 corridor and out of the lower density portions of Town, although that need not be the only consideration of Town Administration.

### Section 13-1 General Definition Rules

*Add new bullet point below the bullet point for Planning Official in order to define Zoning Administrator*

- The term *Zoning Administrator* officially refers to the Town Administrator, who has been designated the Zoning Administrator in the Town Administrator job description. However, for the purposes of Town of Irmo Code of Ordinance and this appendix, the term Zoning Administrator is interchangeable with the term Planning Official and is defined as the Town Administrator or other town employee, consultant, or contractor designated by the Town Administrator assigned duties in the administration of this appendix.

STATE OF SOUTH CAROLINA )

)

ORDINANCE 25-04

TOWN OF IRMO )

**AN ORDINANCE AUTHORIZING THE BUDGET FOR THE DESIGN, CONSTRUCTION, AND RELATED EXPENDITURES FOR A NEW TOWN HALL; AND OTHER MATTERS RELATED THERETO.**

**WHEREAS**, the Town of Irmo recognizes the need for a new Town Hall to better serve its residents, improve municipal operations, and accommodate future growth;

**WHEREAS**, the current municipal facilities are insufficient to meet the town's operational and community needs;

**WHEREAS**, the Town Council has reviewed cost estimates, funding sources, and the feasibility of constructing a new Town Hall to serve as the central administrative facility for town operations;

**WHEREAS**, the Town desires to allocate funds and establish a budget for the design, construction, and furnishing of the new Town Hall;

**WHEREAS**, the Town desires to locate this new facility on town-owned property at the corner of Church Street and Moseley Avenue;

**NOW, THEREFORE, BE IT ORDAINED** BY THE TOWN COUNCIL OF THE TOWN OF IRMO, SOUTH CAROLINA, IN COUNCIL DULY ASSEMBLED, AS FOLLOWS:

**Section 1: Authorization of Budget**

The Town Council hereby authorizes and establishes a budget not to exceed \$5,898,939 for the design, construction, and related costs of a new Town Hall.

**Section 2: Funding Sources**

The budget for the project shall be funded through the following sources:

1. General Fund Allocations
2. Capital Improvement Funds
3. Grants and State/Federal Funding
4. Bond Issuance or Other Financing Mechanisms (if necessary)
5. Any Other Lawful Funding Sources as Identified by the Town Council

### **Section 3: Project Management and Oversight**

- A. The Town Administrator, or their designee, shall oversee the project and ensure that expenditures remain within the authorized budget.
- B. Competitive bidding and procurement processes shall be followed in accordance with town policies, state laws, and grant requirements.
- C. Progress reports shall be provided to the Town Council at regular intervals to ensure transparency and fiscal responsibility.

### **Section 4: Authorization to Enter into Contracts**

The Town Administrator is hereby authorized to execute contracts, agreements, and other necessary documents to implement the project in accordance with the approved budget and procurement procedures.

### **Section 5: Effective Date**

This Ordinance shall take effect upon its adoption by the Town Council and shall remain in force until the completion of the new Town Hall project unless otherwise amended by the Council.

**DONE AND RATIFIED** in a duly assembled meeting of the Town Council of the Town of Irmo, South Carolina, this 15<sup>th</sup> day of April 2025.

---

William O. Danielson - Mayor

**ATTEST:**

---

Lisa Hancock, Municipal Clerk

First Reading:        March 18, 2025  
Second Reading:     April 15, 2025  
Public Hearing:        April 15, 2025

STATE OF SOUTH CAROLINA     )  
                                                           )  
TOWN OF IRMO                             )

ORDINANCE NO. 25-05

**AN ORDINANCE AMENDING THE IRMO TOWN CODE, CHAPTER 2 – ADMINISTRATION;  
ARTICLE II, COUNCIL; DIVISION 2, MEETINGS; SECTION 2-61 – DATE, TIME AND  
PLACE.**

**WHEREAS**, the Town of Irmo desires to change the start time of its Regular Meetings of the council;  
and,

**WHEREAS**, the change is to amend the time from 6:30 pm to 6:00 pm; and,

**WHEREAS**, the amendment is to modify Section 2-61 (a) – Date, time, and place;

**BE IT ORDERED AND ORDAINED, BY THE TOWN OF IRMO, SOUTH CAROLINA, IN  
COUNCIL DULY AND LAWFULLY ASSEMBLED AND BY THE AUTHORITY THEREOF**

**PASSED AND ADOPTED** this 20<sup>th</sup> day of May 2025.

---

William O. Danielson, *Mayor*

ATTEST:

---

Lisa Hancock, *Municipal Clerk*

1<sup>st</sup> Reading:     April 15<sup>th</sup>, 2025

2<sup>nd</sup> Reading:     May 20<sup>th</sup>, 2025

STATE OF SOUTH CAROLINA )  
 )  
TOWN OF IRMO )

ORDINANCE 25-06

AN ORDINANCE TO ADOPT THE OPERATING AND CAPITAL BUDGETS FOR FY 2025/2026

WHEREAS, the Town Council of the Town of Irmo, South Carolina, in council duly and lawfully assembled and by the authority thereof enacts this Ordinance to comply with the laws of the State of South Carolina.

WHEREAS, as part of this Ordinance, the Council also wishes to adopt and establish a Master Fee Schedule for certain fees and charges for town services, along with amounts for existing fees.

NOW, THEREFORE, BE IT ORDAINED and ordered by the Mayor and Town Council of the Town of Irmo, South Carolina, in Council duly assembled, that budgets for the fiscal year commencing on July 1, 2025, through June 30, 2026, in amounts below are hereby established:

| EXPENDITURES                              |                           |    |            |
|-------------------------------------------|---------------------------|----|------------|
| I. General Fund                           |                           |    |            |
| Operating Expenses                        |                           |    |            |
|                                           | Legislative Department    | \$ | 63,995     |
|                                           | Administrative Department | \$ | 1,103,668  |
|                                           | Court Department          | \$ | 319,706    |
|                                           | Public Works Department   | \$ | 1,117,606  |
|                                           | Non-Departmental          | \$ | 2,175,708  |
|                                           | Sanitation                | \$ | 1,605,200  |
|                                           | Public Safety Department  | \$ | 4,353,192  |
|                                           | Confiscated Funds         | \$ | 5,000      |
| Total Operating Expenses                  |                           | \$ | 10,744,074 |
| II. Proprietary Fund:                     |                           |    |            |
|                                           | Okra Strut                | \$ | 134,000    |
| Total Operating Expenditures of all funds |                           | \$ | 10,878,074 |
| REVENUES                                  |                           |    |            |
| I. General Fund:                          |                           |    |            |
| Operating Revenue:                        |                           |    |            |
|                                           | General Revenues          | \$ | 9,136,126  |
|                                           | Sanitation                | \$ | 1,607,948  |
| Total Operating Revenue                   |                           | \$ | 10,744,074 |
| II. Proprietary Fund:                     |                           |    |            |
|                                           | Okra Strut                | \$ | 144,000    |
| Total Operating Revenue of all funds      |                           | \$ | 10,878,074 |

Section 1. The tax levy for the fiscal year 2025/2026 shall be 0 millage.

Section 2. The Town Administrator shall administer the budget and, in doing so and to achieve the goals of this Budget, may, among other things, do the following:

- a. Transfer appropriated funds within and between departments and funds as necessary.
- b. Implement controls by fund appropriation.

- Section 3.** Department Heads may transfer from one line item to another up to \$1,500 with approval from the Town Administrator. Amounts over \$5,000 require Town Council approval.
- Section 4.** All transfers between departments and in/out of personnel must be approved by the Town Administrator and the Town Council.
- Section 5.** Expenditures approved by Council shall automatically carry amendments to fund appropriations where necessary.
- Section 6.** All authorized purchase orders issued prior to July 1st encumber funds to be expended in the following year.
- Section 7.** The billing dates, the penalty dates, and the amount of penalty which shall be levied for delinquent taxes shall be the same as those established by Richland and Lexington counties, respectively, and pursuant to State Law.
- Section 8.** As a part of this Budget, the Council hereby establishes and adopts certain fees and charges, as identified, and sets out proposed fees and charges in the attached exhibits to this Ordinance. The attached Master Fee Schedule is hereby incorporated into and adopted as a part of this Ordinance. All fee and charge amounts set out therein or adopted shall continue in effect from year to year until revised or modified by subsequent Council action.
- Section 9.** If for any reason any sentence, clause or provision of this ordinance shall be declared invalid, such shall not affect the remaining provisions hereof.

**DONE IN MEETING DULY ASSEMBLED,** this Ordinance shall become effective July 1, 2025, after Second and Final Reading by Council.

**PASSED AND ADOPTED this 20<sup>th</sup> day of May, 2025**

---

William O. Danielson, *Mayor*

ATTEST:

---

Lisa Hancock, *Municipal Clerk*

1<sup>st</sup> Reading & Public Hearing: April 15, 2025  
2<sup>nd</sup> Reading & Public Hearing: May 20, 2025



FY 2025-2026

# BUDGET

TOWN HALL  
ADMINISTRATION →  
CLERK OF COURT

ADOPTED  
MAY 20, 2025

# Town of Irmo, South Carolina

July 1, 2025 – June 30, 2026

## Mayor

Bill Danielson

## Mayor Pro Tem

Dr. Barb Waldman

## Council Members

Phyllis Coleman

Gabriel Penfield

## Town Administrator

Courtney Dennis

## Town Management

Doug Polen, Assistant Town Administrator

Lisa Hancock, Finance Director and Town Clerk

Olivia Chambers, Clerk to Court

Whitt Cline, Public Works Director

Bobby Dale, Police Chief



7300 WOODROW STREET  
IRMO, SC 29063  
803.781.7050

TOWNOFIRMOSC.COM

April 15, 2025

Honorable Mayor and Council Members,

It is my pleasure to submit for your consideration the proposed budget for the Town of Irmo for Fiscal Year 2025-2026. This budget represents a 7.1% increase over the current fiscal year and is designed to support the Town's strategic priorities while maintaining financial stability and operational efficiency.

Key highlights of the FY25-26 budget include:

- Full implementation of the 2025 Archer Group Classification & Compensation Study.
- Addition of two new full-time positions: a Landscape Technician and an Accounts Payable Clerk.
- Continuation of the housing subsidy program to aid in recruitment and retention efforts.
- Ongoing partnerships with Keep the Midlands Beautiful and the Greater Irmo Chamber of Commerce.
- Procurement of four new police vehicles.
- Acquisition of two new mowers and a utility trailer.
- Installation of five new License Plate Readers.
- Upgrades and replacements for computers and servers.
- A 2.9% increase in the sanitation fee, adjusted by the Consumer Price Index (CPI), to ensure the long-term financial viability of the sanitation fund.

These budgetary priorities align with the Town's Strategic Plan, which serves as a guiding framework for decision-making and future growth. The Strategic Plan is structured around four long-term goals:

1. Developing a sustainable long-term financial strategy.
2. Preserving and enhancing the appearance of Irmo.
3. Encouraging growth in population, businesses, and geographic expansion.
4. Continuously improving Town services to better serve residents and businesses.

The Town of Irmo remains committed to its mission of being a community where people and businesses choose to call home. This budget reflects the diligent efforts of both the Council and Town Staff to align financial resources with strategic objectives, ensuring the continued success and prosperity of our community.

I appreciate your time and thoughtful consideration of this proposed budget, and I look forward to working collaboratively to achieve our shared goals for the upcoming fiscal year.

Sincerely,

Courtney Dennis  
Town Administrator

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STATE OF SOUTH CAROLINA )  
 )  
TOWN OF IRMO )

ORDINANCE 25-06

AN ORDINANCE TO ADOPT THE OPERATING AND CAPITAL BUDGETS FOR FY 2025/2026

WHEREAS, the Town Council of the Town of Irmo, South Carolina, in council duly and lawfully assembled and by the authority thereof enacts this Ordinance to comply with the laws of the State of South Carolina.

WHEREAS, as part of this Ordinance, the Council also wishes to adopt and establish a Master Fee Schedule for certain fees and charges for town services, along with amounts for existing fees.

NOW, THEREFORE, BE IT ORDAINED and ordered by the Mayor and Town Council of the Town of Irmo, South Carolina, in Council duly assembled, that budgets for the fiscal year commencing on July 1, 2025, through June 30, 2026, in amounts below are hereby established:

| EXPENDITURES                              |                           |    |            |
|-------------------------------------------|---------------------------|----|------------|
| I. General Fund                           |                           |    |            |
| Operating Expenses                        |                           |    |            |
|                                           | Legislative Department    | \$ | 63,995     |
|                                           | Administrative Department | \$ | 1,103,668  |
|                                           | Court Department          | \$ | 319,706    |
|                                           | Public Works Department   | \$ | 1,117,606  |
|                                           | Non-Departmental          | \$ | 2,175,708  |
|                                           | Sanitation                | \$ | 1,605,200  |
|                                           | Public Safety Department  | \$ | 4,353,192  |
|                                           | Confiscated Funds         | \$ | 5,000      |
| Total Operating Expenses                  |                           | \$ | 10,744,074 |
| II. Proprietary Fund:                     |                           |    |            |
|                                           | Okra Strut                | \$ | 134,000    |
| Total Operating Expenditures of all funds |                           | \$ | 10,878,074 |

| REVENUES                             |                  |    |            |
|--------------------------------------|------------------|----|------------|
| I. General Fund:                     |                  |    |            |
| Operating Revenue:                   |                  |    |            |
|                                      | General Revenues | \$ | 9,136,126  |
|                                      | Sanitation       | \$ | 1,607,948  |
| Total Operating Revenue              |                  | \$ | 10,744,074 |
| II. Proprietary Fund:                |                  |    |            |
|                                      | Okra Strut       | \$ | 144,000    |
| Total Operating Revenue of all funds |                  | \$ | 10,878,074 |

- Section 1. The tax levy for the fiscal year 2025/2026 shall be 0 millage.
- Section 2. The Town Administrator shall administer the budget and, in doing so and to achieve the goals of this Budget, may, among other things, do the following:

- a. Transfer appropriated funds within and between departments and funds as necessary.
- b. Implement controls by fund appropriation.

- Section 3.** Department Heads may transfer from one line item to another up to \$1,500 with approval from the Town Administrator. Amounts over \$5,000 require Town Council approval.
- Section 4.** All transfers between departments and in/out of personnel must be approved by the Town Administrator and the Town Council.
- Section 5.** Expenditures approved by Council shall automatically carry amendments to fund appropriations where necessary.
- Section 6.** All authorized purchase orders issued prior to July 1st encumber funds to be expended in the following year.
- Section 7.** The billing dates, the penalty dates, and the amount of penalty which shall be levied for delinquent taxes shall be the same as those established by Richland and Lexington counties, respectively, and pursuant to State Law.
- Section 8.** As a part of this Budget, the Council hereby establishes and adopts certain fees and charges, as identified, and sets out proposed fees and charges in the attached exhibits to this Ordinance. The attached Master Fee Schedule is hereby incorporated into and adopted as a part of this Ordinance. All fee and charge amounts set out therein or adopted shall continue in effect from year to year until revised or modified by subsequent Council action.
- Section 9.** If for any reason any sentence, clause or provision of this ordinance shall be declared invalid, such shall not affect the remaining provisions hereof.

**DONE IN MEETING DULY ASSEMBLED,** this Ordinance shall become effective July 1, 2025, after Second and Final Reading by Council.

**PASSED AND ADOPTED this 20<sup>th</sup> day of May, 2025**

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William O. Danielson, *Mayor*

ATTEST:

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Lisa Hancock, *Municipal Clerk*

1<sup>st</sup> Reading & Public Hearing: April 15, 2025  
2<sup>nd</sup> Reading & Public Hearing: May 20, 2025

## **PUBLIC NOTICE**

Pursuant to Section 6-1-80 of the S. C. Code of Laws, public notice is hereby given that Irmo Town Council will hold a public hearing on the municipal budget for the **2025-2026** fiscal year:

Date: **Tuesday, April 15, 2025**

Time: **6:30 p. m.**

Location: Irmo Municipal Building, 7300 Woodrow Street

| <u>Current<br/>Fiscal Year<br/>Revenue</u> | <u>Projected*<br/>Revenue<br/>2025-2026</u> | <u>Percentage<br/>Change in<br/>Revenue</u> | <u>Current<br/>Fiscal Year<br/>Millage</u> |
|--------------------------------------------|---------------------------------------------|---------------------------------------------|--------------------------------------------|
| <u>\$10,031,375</u>                        | <u>\$10,744,074</u>                         | <u>7.10%</u>                                | <u>0 mills</u>                             |

| <u>Current<br/>Fiscal Year<br/>Expenditures</u> | <u>Projected*<br/>Expenditures<br/>2025-2026</u> | <u>Percentage<br/>Change in<br/>Expenditures</u> | <u>Estimated<br/>FY Millage<br/>2025-2026</u> |
|-------------------------------------------------|--------------------------------------------------|--------------------------------------------------|-----------------------------------------------|
| <u>\$10,031,375</u>                             | <u>\$10,744,074</u>                              | <u>7.10%</u>                                     | <u>0 mills</u>                                |



## 2025-2026 Strategic Plan

### **Mission (our current reality):**

To be a place where people and businesses want to call home.

### **Vision (our future path):**

To grow with the Midlands, becoming the Town of choice for new residents and businesses while retaining what makes Irmo special.

### **Goal #1: Create a long-term financial strategy**

1. **Objective #1:** Explore ways to remain debt-free with no millage (Administration & Finance)
2. **Objective #2:** Ensure that the Town has thoughtfully considered its long-term staffing needs and has the necessary funding in place to meet those needs. (All Department Heads)
3. **Objective #3:** Ensure that the Town has thoughtfully considered its long-term capital needs and has the necessary funding in place to meet those needs. (Administration)

### **Goal #2: Preserve and enhance Irmo's appearance**

1. **Objective #1:** Create a Code Enforcement Plan, ensuring that all properties in Irmo are held to a high and consistent standard. (Administration & Police)
2. **Objective #2:** Seek ways to better delineate the Town's boundaries and reinforce the *idea* of Irmo. (Administration & Public Works)
3. **Objective #3:** Develop a Hospitality Tax Strategy. (Administration & Communication)
4. **Objective #4:** Design and execute a plan to ensure quality public and private tree canopy coverage in Town for the years to come. (Public Works)

### **Goal #3: Grow the Town in terms of people, businesses, and geography**

1. **Objective #1:** Creation & Execution of an Annexation Plan (Administration)
2. **Objective #2:** Creation of a Business Recruitment and Retention Plan (Administration & Communication)
3. **Objective #3:** Ensure Zoning Ordinance and Zoning Map reflect the findings of the Comprehensive Plan (Administration)

**Goal #4: Continuous Improvement of Town services**

1. **Objective #1:** Create a plan to better utilize the Town's Parks, drawing in the public for both formal events as well as general visitation. (Administration & Communication)
2. **Objective #2:** Amplify Community Engagement (Communications)
3. **Objective #3:** Ensure that the Town has the most appropriate technology for all departments. This is a short-term goal for individual users, separate from the long-term capital plan described elsewhere. (All Department Heads)
4. **Objective #4:** Continue the high-quality services provided by the Irmo Police Department (Police)
5. **Objective #5:** Continue the high-quality services provided by Public Works (Public Works)
6. **Objective #6:** Work closely with area non-profit organizations to leverage community strength. (Administration)
7. **Objective #7:** Ongoing staff development (All Department Heads)



## TOWN OF IRMO MASTER FEE SCHEDULE

| DEPARTMENT/PROGRAM | DETAIL | FY 2025-2026 FEE |
|--------------------|--------|------------------|
|--------------------|--------|------------------|

### ADMINISTRATION

|                    |                                                                                              |          |
|--------------------|----------------------------------------------------------------------------------------------|----------|
| FOIA Fee           | Total prorated hourly compensation for lowest paid staff member who can complete the request | Variable |
|                    | Additional for digital media burned to CD/DVD                                                | \$ 5.00  |
|                    | Per B/W printed copy                                                                         | \$ 0.10  |
|                    | Per color printed copy                                                                       | \$ 0.25  |
| Returned check fee | Per Check                                                                                    | \$ 35.00 |

### POLICE DEPARTMENT

|                |                                          |           |
|----------------|------------------------------------------|-----------|
| Administration | Collision & Incident Reports             | FOIA Fee* |
| Officer        | Security Services per Hour               | \$ 50.00  |
| Officer        | Traffic Control per Hour                 | \$ 50.00  |
| Officer        | Holiday Rate (Traffic/Security) per Hour | \$ 100.00 |

\*Free to victims

### Tickets/Fines

|                                      |           |
|--------------------------------------|-----------|
| Handicapped Parking                  | \$ 500.00 |
| No Parking Zone                      | \$ 50.00  |
| Fire Lane                            | \$ 200.00 |
| Parked on Yellow Curb                | \$ 50.00  |
| Blocking Street                      | \$ 200.00 |
| Blocking Sidewalk                    | \$ 50.00  |
| Parking within 15 ft of fire hydrant | \$ 200.00 |
| Blocking Crosswalk                   | \$ 50.00  |
| Blocking Driveway                    | \$ 50.00  |

\* Penalty of \$25 if Handicapped Parking fine not paid within 5 days; all others \$10 penalty if not paid within 5 days

### PLANNING, ZONING , AND COMMUNITY DEVELOPMENT

|            |                                                              |           |
|------------|--------------------------------------------------------------|-----------|
| Zoning     | Zoning Permit                                                | \$ 50.00  |
| Zoning     | Administrative Appeal                                        | \$ 100.00 |
| Zoning     | Variance, Special Exception, or Annexation Application       | \$ 100.00 |
| Zoning     | Verification Letters                                         | \$ 25.00  |
| Permitting | Special Events Permit                                        | \$ 25.00  |
| Permitting | Sign Permit                                                  | \$ 50.00  |
| Permitting | Communication Tower Permit (New Construction or Co-Location) | \$ 200.00 |
| Permitting | Moving a Building (No Construction)                          | \$ 150.00 |

|            |                                                                         |                          |
|------------|-------------------------------------------------------------------------|--------------------------|
| Permitting | Moving a Mobile Home;<br>New, Used or De-Title                          | \$ 165.00                |
| Permitting | Appeals of Building Codes<br>Application                                | \$ 75.00                 |
| Permitting | Tree Removal Application                                                | \$ 25.00                 |
| Permitting | Tree Mitigation                                                         | \$75/caliper inch        |
| Permitting | Tree Mitigation for Clear Cutting                                       | Max Fee of \$10,000/acre |
| Permitting | Locating Small Cell Wireless on New Pole                                | \$ 1,000.00              |
| Permitting | Locating Small Cell Wireless on Modified or<br>Replacement Poles        | \$ 250.00                |
| Permitting | Locating Small Cell Wireless on existing poles or<br>support structures | \$ 100.00                |
| Permitting | Vehicle Restoration Permit                                              | \$ 25.00                 |

### Building Permit Fees - Through CC&I

#### Residential Construction

|                  |                    |
|------------------|--------------------|
| All              | \$4.75/\$1,000     |
| Minimum Fee      | \$ 50.00           |
| Plan Review      | 10% of permit      |
| Driveway Fee     | \$20.00 per permit |
| Encroachment Fee | \$ 50.00           |

#### Mobile Homes

|            |           |
|------------|-----------|
| New & Used | \$ 165.00 |
| De-Title   | \$ 165.00 |

#### Commercial Construction

| Value of Work              | Permit Fee Amount               |
|----------------------------|---------------------------------|
| Less than \$5,000          | \$ 55.00                        |
| \$5,001 to \$100,000       | \$55.00 plus \$9.50/\$1,000     |
| \$100,001 to \$1,000,000   | \$955.00 plus \$4.25/\$1,000    |
| \$1,000,001 to \$5,000,000 | \$4,750.00 plus \$3.20/\$1,000  |
| \$5,000,001 and Up         | \$17,385.00 plus \$2.15/\$1,000 |
| Plan Review                | 50% of Permit                   |

Value of work shall be determined by the construction cost or by using the latest ICC Building Valuation Data using the South Carolina Multiplier

Penalties: Permit fees shall be doubled if construction begins prior to obtaining permits

#### Re-Inspection Fee

|                                    |          |
|------------------------------------|----------|
| For 2nd and subsequent Inspections | \$ 65.00 |
|------------------------------------|----------|

#### Permit Renewal and/or Update Fee

\$53.00 per each renewal or minimum fee charged for permit. All permits expire 6 months after issuance or last inspection

#### Demolition & Moving Permit Fees

|                       |           |
|-----------------------|-----------|
| Commercial            | \$ 155.00 |
| Residential           | \$ 105.00 |
| Three Stories         | \$ 225.00 |
| Each Additional Story | \$ 30.00  |
| Moving Permit         | \$ 150.00 |

#### Subtrade Permit Fees

|                                                                        |                                                            |
|------------------------------------------------------------------------|------------------------------------------------------------|
| Electrical Permit                                                      | \$4.75/\$1,000 for jobs over \$1,000 plus \$50.00 base fee |
| Gas Permit                                                             |                                                            |
| Mechanical Permit                                                      |                                                            |
| Plumbing Permit                                                        |                                                            |
| All other residential subtrades covered under Express Business License | \$ 500.00                                                  |

\*Unit is defined as any structure having a separate electric meter

#### Change of Occupant Fees

|                          |           |
|--------------------------|-----------|
| Up to 10,000 square feet | \$ 135.00 |
| 10,000 sf and up         | \$ 235.00 |
| Code Analysis Review     | \$ 155.00 |

\*A change of occupancy type for a building may require a code analysis to be completed by a registered architect. Please inquire with the Building Official for information.

Note: All permit fees other than new construction are calculated using contract dollar amount, copy of signed contract required.

#### Sediment Control & Drainage Plan Submittal Fees

|                  |           |
|------------------|-----------|
| 1 acre or less   | \$ 50.00  |
| 1+ to 2 acres    | \$ 100.00 |
| 2+ to 5 acres    | \$ 150.00 |
| 5+ to 10 acres   | \$ 200.00 |
| 10+ to 20 acres  | \$ 250.00 |
| 20+ to 50 acres  | \$ 300.00 |
| 50+ to 100 acres | \$ 350.00 |
| 100+ acres       | \$ 400.00 |

| Solid Waste & Stormwater Fees*    |           |
|-----------------------------------|-----------|
| January                           | \$ 356.22 |
| February                          | \$ 327.49 |
| March                             | \$ 298.77 |
| April                             | \$ 270.04 |
| May                               | \$ 241.31 |
| June                              | \$ 212.59 |
| July                              | \$ 183.86 |
| August                            | \$ 155.13 |
| September                         | \$ 471.13 |
| October                           | \$ 442.40 |
| November                          | \$ 413.67 |
| December                          | \$ 384.95 |
| Annual Solid Waste/Stormwater Fee | \$ 356.22 |
| Recycling Bin                     | \$ 50.00  |

\*Includes \$344.72 annual solid waste fee, \$8.00 annual stormwater fee, and \$3.50 uniform service fee. Fees listed beside month reflect first time solid waste fees prorated for the remainder of the year. All fees are then paid via the annual county tax bill thereafter.

| Business License   |                                           |                           |                        |                               |                           |
|--------------------|-------------------------------------------|---------------------------|------------------------|-------------------------------|---------------------------|
| In Town Rate Class | Income: \$0-\$2,000 (Minimum)             | Over \$2,000 per thousand | Out of Town Rate Class | Income: \$0-\$2,000 (Minimum) | Over \$2,000 Per Thousand |
| 1                  | \$35.00                                   | \$0.90                    | 1A                     | \$70.00                       | \$1.80                    |
| 2                  | \$40.00                                   | \$1.00                    | 2A                     | \$80.00                       | \$2.00                    |
| 3                  | \$45.00                                   | \$1.10                    | 3A                     | \$90.00                       | \$2.20                    |
| 4                  | \$50.00                                   | \$1.20                    | 4A                     | \$100.00                      | \$2.40                    |
| 5                  | \$55.00                                   | \$1.30                    | 5A                     | \$110.00                      | \$2.60                    |
| 6                  | \$60.00                                   | \$1.40                    | 6A                     | \$120.00                      | \$2.80                    |
| 7                  | \$65.00                                   | \$1.50                    | 7A                     | \$130.00                      | \$3.00                    |
| 8.1                | \$30.00                                   | \$1.00                    | 8.1A                   | \$60.00                       | \$2.00                    |
| 8                  | See additional class 8 rate details below |                           |                        |                               |                           |
| 9.3                | \$200.00                                  | \$0.65                    | 9.3A                   | \$400.00                      | \$1.30                    |
| 9.41               | \$20.00                                   | \$1.75                    | 9.42A                  | \$100.00                      | \$3.50                    |

**Declining Scale applies in all Classes for gross income in excess of \$1,000,000**

| Gross Income in \$Millions | Percent in Class Rate for Each Additional |
|----------------------------|-------------------------------------------|
| 0-1                        | 100%                                      |
| 1-2                        | 90%                                       |
| 2-3                        | 80%                                       |
| 3-4                        | 70%                                       |
| Over 4                     | 60%                                       |

## Class 8 Additional Rates

| Rate Class | Description                                         | Rate                           |
|------------|-----------------------------------------------------|--------------------------------|
| 8.2        | Railroad                                            | Set by State Statute           |
| 8.3        | Telephone Companies                                 | MASC Telecommunications        |
| 8.4        | Insurance Companies and Brokers                     | MASC Insurance                 |
| 8.51       | Amusement Machines, Coin Operated (Except Gambling) | \$12.50 + \$12.50/Machine      |
| 8.52       | Amusement Machines, Coin Operated (Non-Payout)      | \$12.50 + \$12.50/Machine      |
| 8.6        | Billiard or Pool Rooms, All Types                   | \$50.00 + \$5 or \$12.50/Table |

Business Licenses expire April 30th. A 5% penalty accrues as of May 1st and each successive month thereafter.

## FACILITY RENTAL

|                                   |                                     |             |
|-----------------------------------|-------------------------------------|-------------|
| Amphitheater                      | Security Deposit                    | \$ 500.00   |
|                                   | Daily Rental Fee                    | \$ 1,500.00 |
| Amphitheater (In-Town Church)     | Security Deposit                    | \$ 200.00   |
|                                   | Daily Rental Fee (first four hours) | \$ 100.00   |
|                                   | Per hour after 4 hours              | \$ 25.00    |
| Amphitheater (Out-of-Town Church) | Security Deposit                    | \$ 500.00   |
|                                   | Daily Rental Fee (first four hours) | \$ 250.00   |
|                                   | Per hour after 4 hours              | \$ 100.00   |
| Gazebo (In-Town)                  | Security Deposit                    | \$ 150.00   |
|                                   | Daily Rental Fee (first four hours) | \$ 75.00    |
|                                   | Per hour after 4 hours              | \$ 25.00    |
| Gazebo (Out of Town)              | Security Deposit                    | \$ 250.00   |
|                                   | Rental Fee per Hour                 | \$ 125.00   |
| Picnic Shelter (In-Town)          | Security Deposit                    | \$ 150.00   |
|                                   | Daily Rental Fee (first four hours) | \$ 85.00    |
|                                   | Per hour after 4 hours              | \$ 25.00    |
| Picnic Shelter (Out of Town)      | Security Deposit                    | \$ 250.00   |
|                                   | Daily Rental Fee (first four hours) | \$ 300.00   |
|                                   | Per hour after 4 hours              | \$ 100.00   |

## TOWN EVENT VENDOR FEES

### Food Vendors

|             |           |
|-------------|-----------|
| 1-5 Items   | \$ 350.00 |
| 6-10 Items  | \$ 450.00 |
| 11-15 Items | \$ 550.00 |

### General Vendors

|                  |           |
|------------------|-----------|
| 1 Item           | \$ 25.00  |
| 2-5 Items        | \$ 50.00  |
| 6-10 Items       | \$ 100.00 |
| 11 or more items | \$ 250.00 |

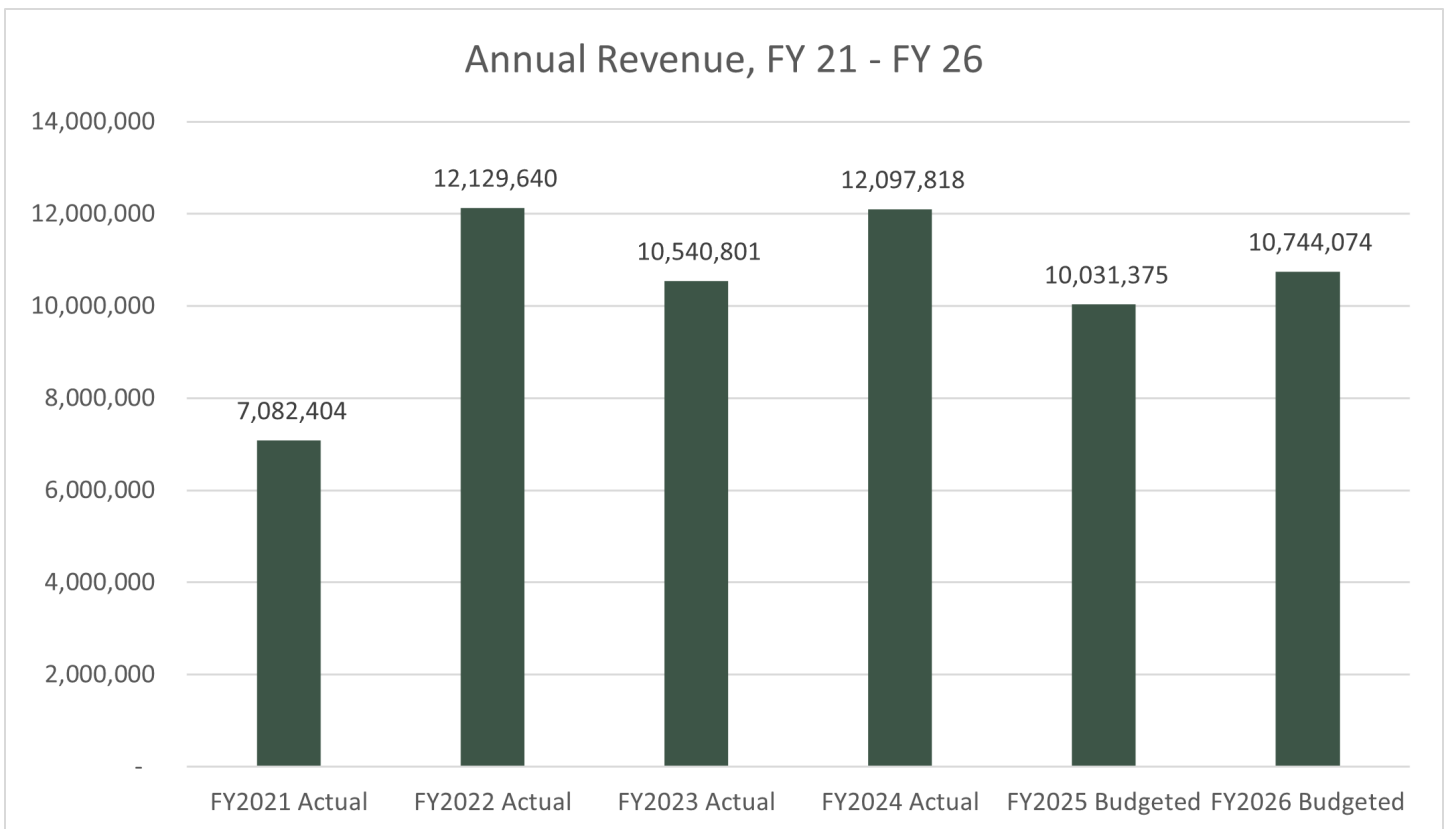
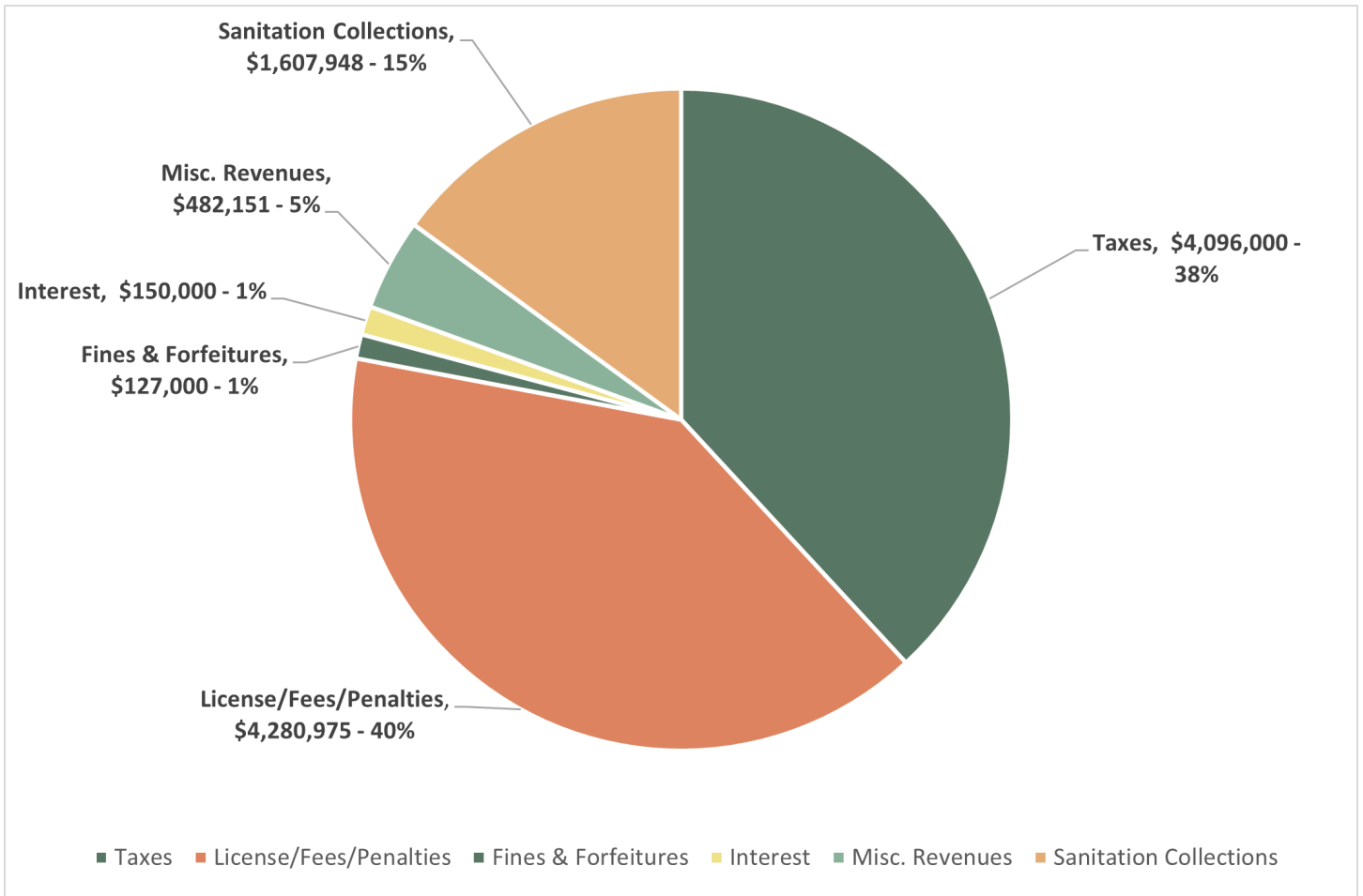
Vendor Fees for the Lexington Medical Center Okra Strut are available at [okrastrut.com](http://okrastrut.com)

## OTHER CHARGES & FEES

|                                                                  |                                              |                                                        |           |
|------------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------|-----------|
| Hospitality Tax                                                  | Richland County                              | 1% of monthly gross receipts on sale of prepared foods |           |
|                                                                  | Lexington County                             | 2% of monthly gross receipts on sale of prepared foods |           |
| Rental Registration                                              |                                              |                                                        | \$ 250.00 |
| Rental Registration Late Fee                                     |                                              |                                                        | \$ 500.00 |
| Set-Off Debt Collection                                          |                                              |                                                        | \$ 25.00  |
| Replacement of Trees removed from Public Property                |                                              |                                                        | \$ 300.00 |
| Request to close, acquire or use a municipal street right-of-way |                                              |                                                        | \$ 100.00 |
| Small Cell Wireless                                              | Annual Fee for Placement on an existing pole |                                                        | \$ 100.00 |
| Small Cell Wireless                                              | Annual Fee for Placement on a new pole       |                                                        | \$ 200.00 |
| Small Cell Wireless                                              | Annual Fee for Placement on a Municipal Pole |                                                        | \$ 50.00  |

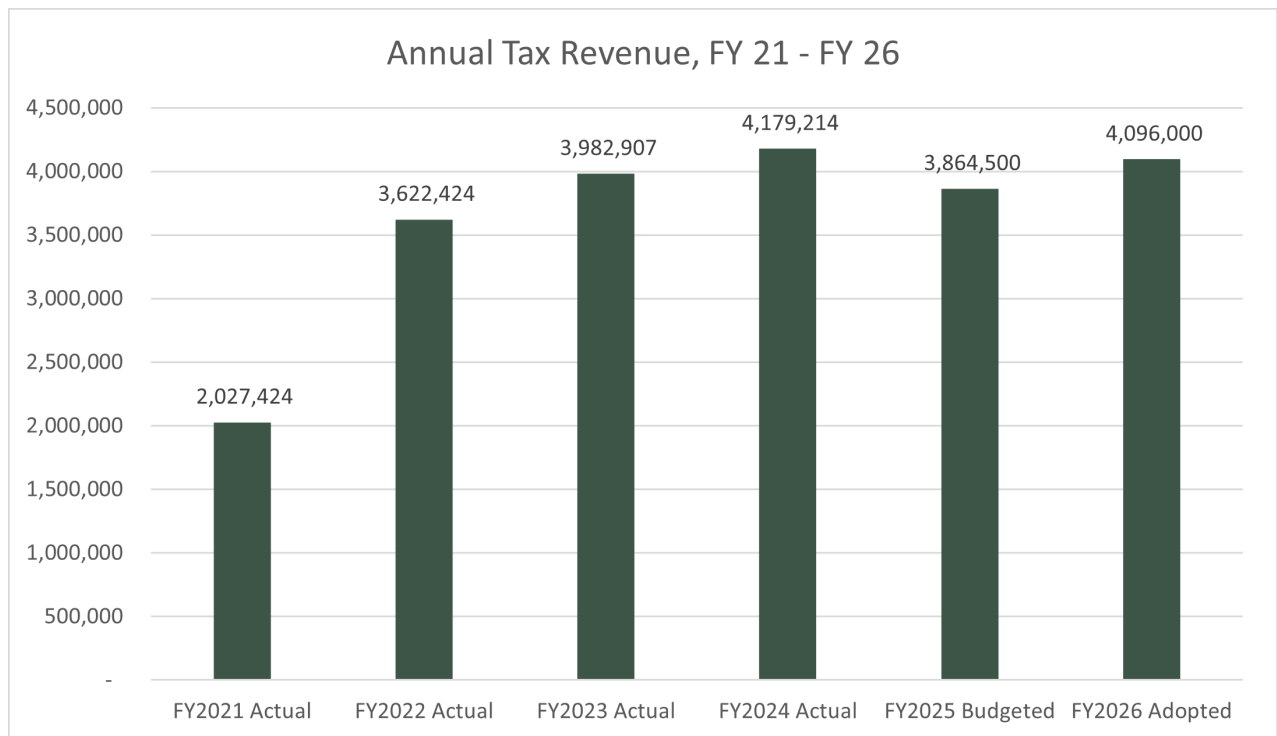
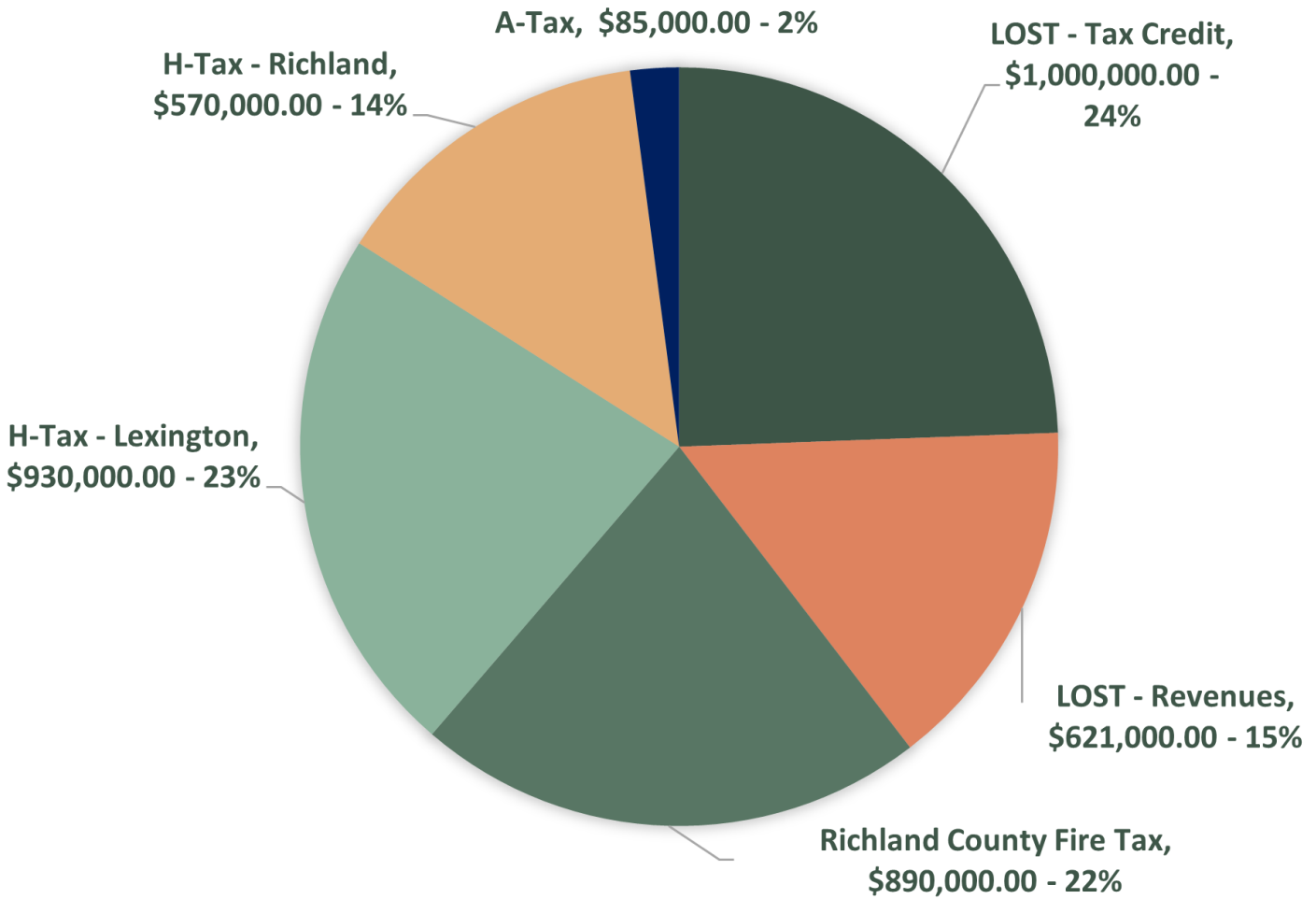
***All fees shown herein are maximums. The Town Administrator reserves the right to reduce or eliminate fees on a case-by case basis.***

## FY26 Projected Revenues: \$10,744,074



# FY26 Revenue Breakdown

Taxes: \$4,096,000.00



# Taxes Explained

## ACCOMMODATIONS TAX (A-TAX)

- Accommodations taxes are charged by the State and a portion is returned to the Town of Irmo.
- A municipality receiving more than \$50,000 in Accommodations Tax revenue must appoint an advisory committee to recommend to the municipality's Council how the money is spent. The Council can then accept, reject, or modify the recommendations.
- The first \$25,000 of the Accommodations Tax distribution is deposited into the local governments' general funds. Of the balance, 30% must be allocated to a special fund for the exclusive use of tourism advertising and promotion, and the remaining balance must be used for tourism-related expenditures.

## HOSPITALITY TAX (H-TAX)

- Currently, funds are being used to supplement Public Works (50% = \$445,000), cleaning, maintenance, and repairs at all our parks.
- FY22/23 - \$1.4 million collected.
  - ⇒ Finished the Town Park Improvements
  - ⇒ Added fencing to the Rawls Creek Park for the dog parks
  - ⇒ Added \$770,000 into H-Tax Reserves
- FY23/24 - \$1.5 million collected
  - ⇒ Added a monument to the Town Park.
  - ⇒ Completed the Rawls Creek Park Project.
  - ⇒ Updated Moore Park with repaved sidewalks and parking lot along with playground repairs, bridge rebuilds, painted shelters and tree work.
  - ⇒ Performed audits on H-Tax remittance and refunded \$60k in overpayments to Richland Co.
  - ⇒ Sponsored Events including SC Philharmonic, Irmo International Festival, Irmo Little League, and Juneteenth.
  - ⇒ Created a new irmocharm.com website highlighting Irmo's hospitality community.

## LOCAL OPTION SALES TAX (LOST)

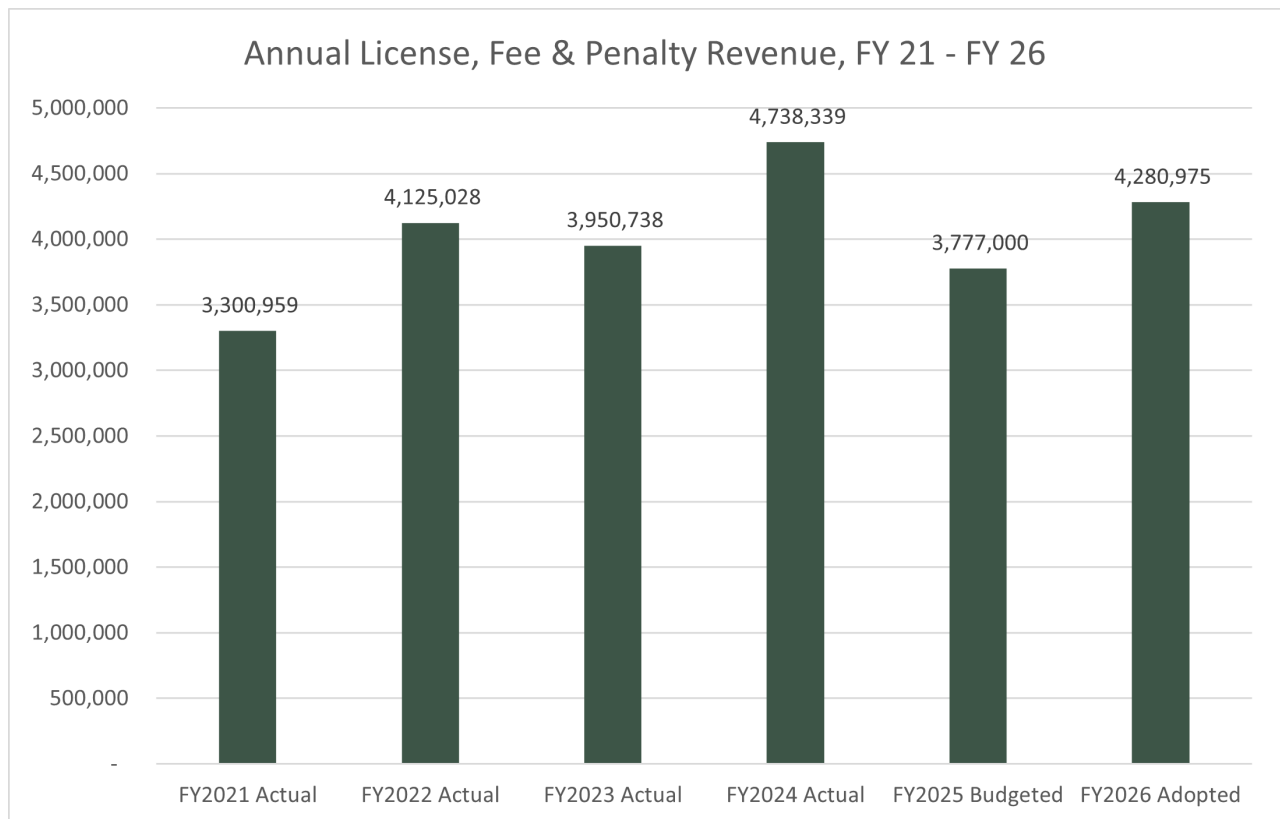
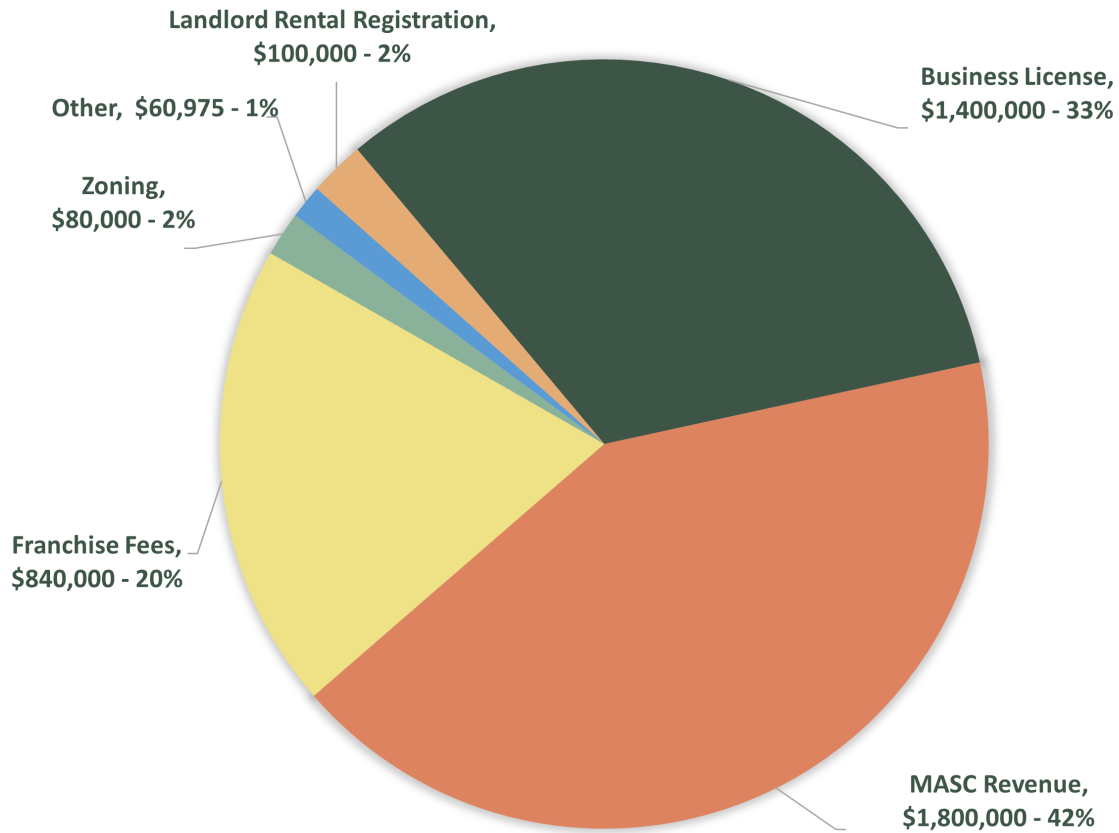
- Local Option Sales Tax (LOST) is a 1-percent levy approved by voters at the county level and applied to taxable sales.
- SCDOR Collects the LOST revenue and remits it to the State Treasurer's Office.
- They are split into two separate accounts:
- Property Tax Credit - used to reduce taxpayers' property tax liability.
- Municipal Revenue Fund - used for general fund purposes.
- Based on the percentage of the population.

## RICHLAND COUNTY FIRE TAX

- This is a passthrough account, as Richland County taxpayers pay Irmo for fire protection, which is then sent to the Irmo Fire District.

# Revenue Breakdown

Licenses, Fees & Penalties: \$4,280,975



# Licenses, Fees & Penalties Explained

## BUSINESS LICENSING

- Fees paid by any person or organization seeking to earn revenue in the Town limits
- In 2020 the State legislature passed Act 176 – the Standardization Act
- 692 in-town businesses in 2023
- 391 out-of-town businesses in 2023
- 100 restaurants, bakeries, and caterers
- 5 vehicle dealerships – cars and boats
- Five grocery stores

## FRANCHISE FEES

- Ordinance 18-19 was passed in August 2018 and raised the rate from 3% to 4%.
- Overall, we've seen a 2% - 2 ½% increase each year in total Franchise Fees Collected.
- We have noticed a 32% decrease in fees collected on cable rates over the past 4 years due to a consumer shift to internet streaming, moving away from traditional cable services.
- Commercial sales of electricity have seen modest increases in fees collected year after year.
- There are four (4) franchise agreements in place, with two coming through the Secretary of States Office and two directly through the Town of Irmo.
  - ⇒ Dominion
  - ⇒ Mid-Carolina
  - ⇒ Direct TV/AT&T U-Verse
  - ⇒ Charter Communications
- The Telecommunications Act of 1999 prevents the application of Franchise Fees on internet services.
- An increase of 1% to the Franchise Fee would represent an additional \$200,000 in new revenue.

## MASC REVENUE

- This is a special form of business license for businesses such as insurance brokers and telecommunications providers that the Municipal Association's Local Revenue Services collects statewide and remits to the participating municipalities.

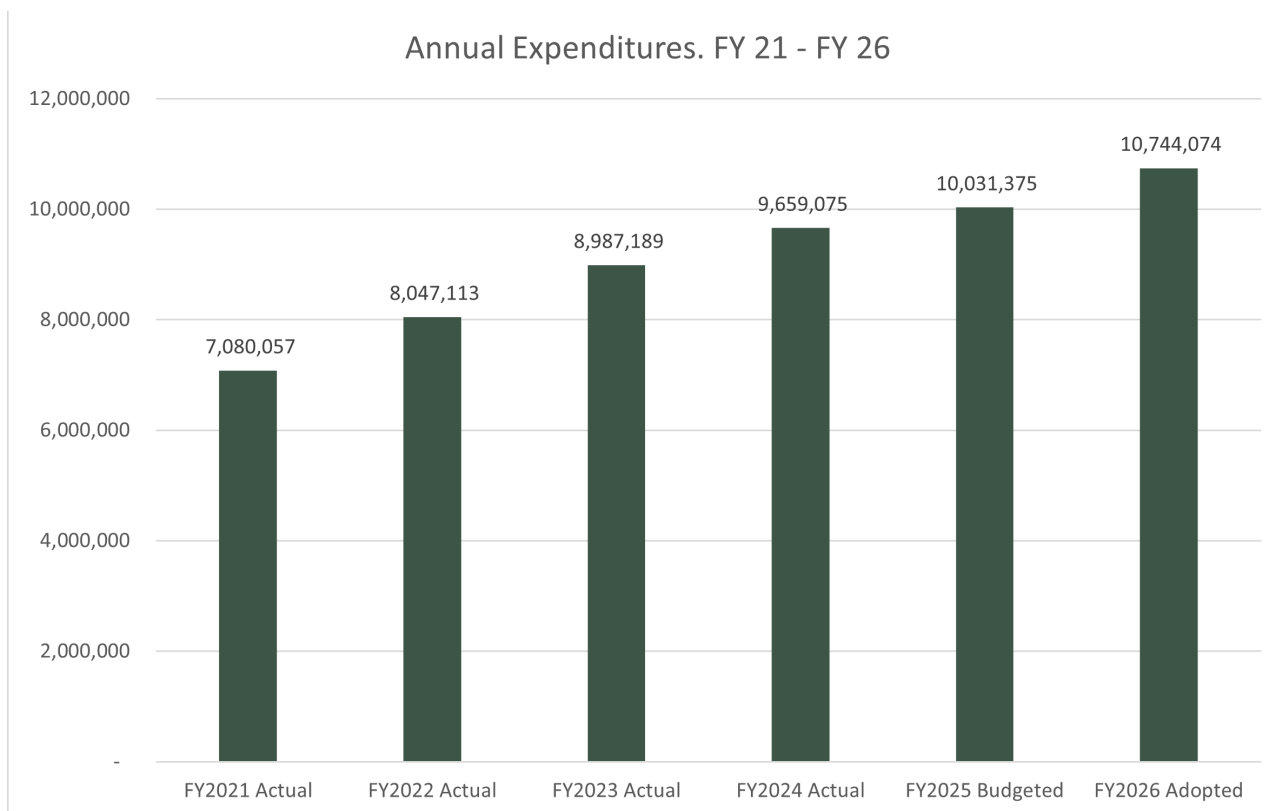
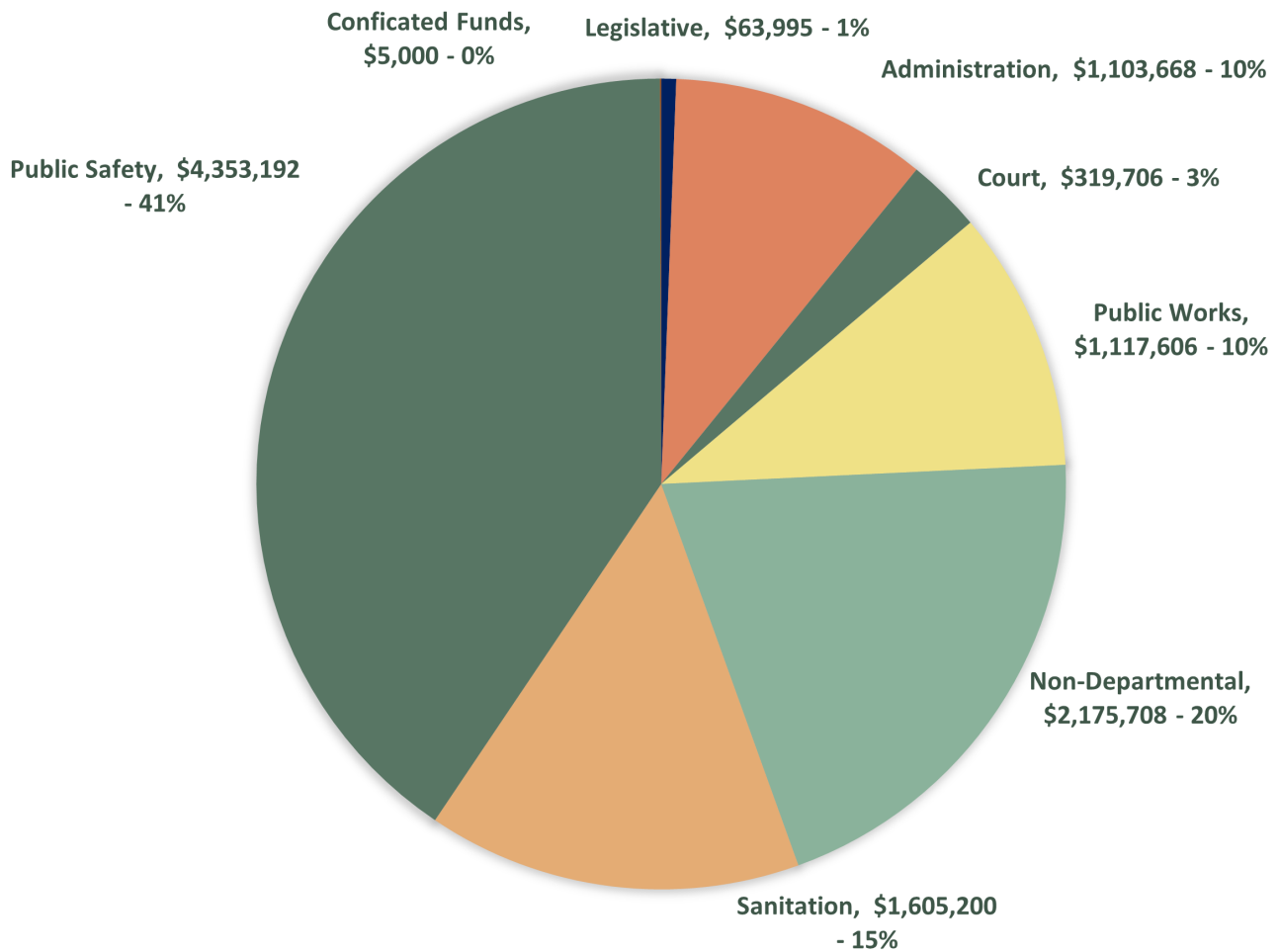
## RENTAL REGISTRATION

- The Town requires that all residential rental units hold a current rental license issued by the Town.
- Licenses are issued annually and are good for one calendar year.
- Fees are \$250 per unit and \$500 late fees if paid after June 30th.
- There are approximately 400 units registered each year.

## ZONING

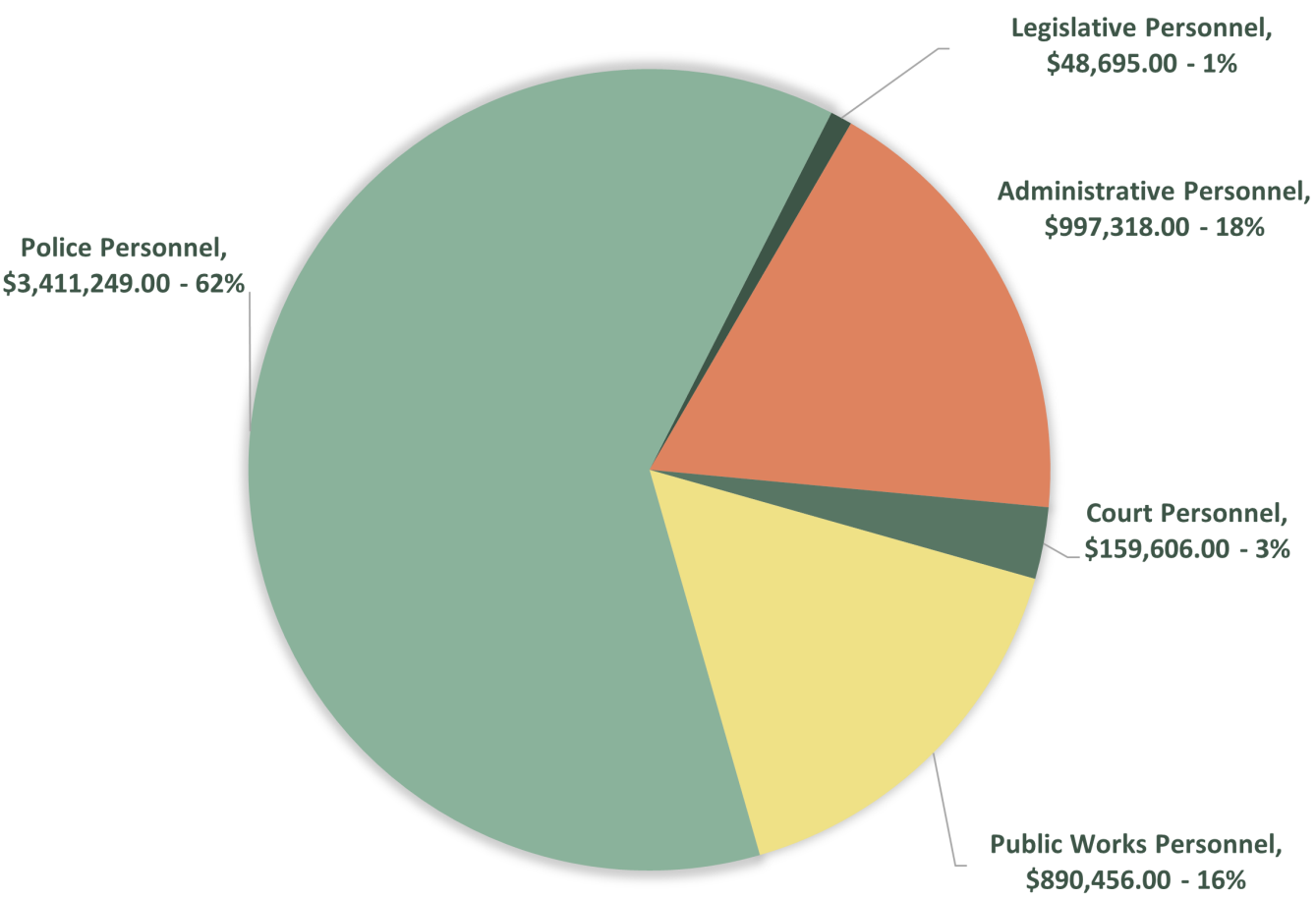
- This revenue stream consists of building and zoning permits issued by the Town and by our third-party inspection service, CC&I.

# FY25 Projected Expenses: \$10,744,074

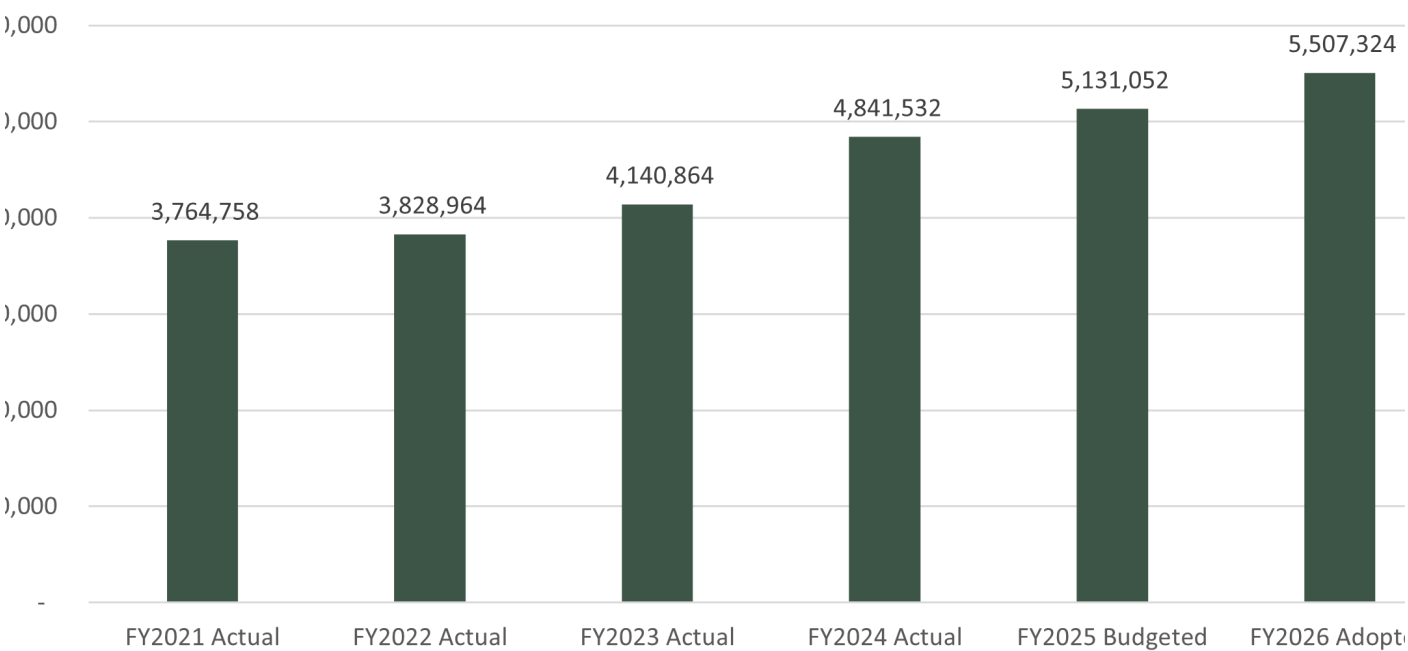


# Expenditure Breakdown

Personnel Costs: \$5,507,324



Personnel Expenditures, FY 21 - FY 26



# Revenues

10-40XXX

|                                       |                                   | 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 |
|---------------------------------------|-----------------------------------|-----------|-----------|-----------|-----------|
|                                       |                                   | Actual    | Actual    | Budgeted  | Adopted   |
| <b><u>Taxes</u></b>                   |                                   |           |           |           |           |
| 40101                                 | LOST - Tax Credit                 | 995,939   | 1,040,928 | 960,000   | 1,000,000 |
| 40102                                 | LOST - Revenue                    | 601,199   | 632,636   | 600,000   | 621,000   |
| 40105                                 | Richland Co. Fire Tax             | 783,831   | 871,270   | 785,000   | 890,000   |
| 40115                                 | Alcohol Taxes                     | 3,000     | -         | 8,500     | -         |
| 40120                                 | Local Hospitality Tax - Lexington | 977,390   | 960,535   | 860,000   | 930,000   |
| 40121                                 | Local Hospitality Tax - Richland  | 521,998   | 580,574   | 566,000   | 570,000   |
| 40125                                 | Accommodations Tax                | 99,550    | 93,272    | 85,000    | 85,000    |
|                                       |                                   | 3,982,907 | 4,179,214 | 3,864,500 | 4,096,000 |
| <b><u>Grants</u></b>                  |                                   |           |           |           |           |
| 40212                                 | PARD Grant - Rawls Creek          | 28,734    | -         | -         | -         |
| 40221                                 | SRO Grant                         | 14,098    | 35,432    | -         | -         |
| 40222                                 | Laptop Equipment Grant            | 11,300    | -         | -         | -         |
| 40223                                 | Radio Equipment Grant             | 55,394    | -         | -         | -         |
| 40224                                 | Misc Grants - Revenue             | 30,456    | 86,118    | -         | -         |
|                                       |                                   | 139,982   | 121,549   | -         | -         |
| <b><u>Licenses/Fees/Penalties</u></b> |                                   |           |           |           |           |
| 40300                                 | Business License                  | 1,381,323 | 1,218,062 | 1,300,000 | 1,400,000 |
| 40302                                 | MASC Revenue                      | 1,492,247 | 2,402,441 | 1,500,000 | 1,800,000 |
| 40305                                 | Decals                            | 6,309     | 9,441     | 7,000     | 7,500     |
| 40306                                 | Stormwater Management Fee         | -         | -         | -         | 37,200    |
| 40307                                 | Uniform Service Fee               | -         | -         | -         | 16,275    |
| 40310                                 | Franchise Fees                    | 826,669   | 850,357   | 800,000   | 840,000   |
| 40315                                 | Zoning                            | 72,939    | 94,788    | 75,000    | 80,000    |
| 40317                                 | Landlord Rental Registration      | 171,250   | 163,250   | 95,000    | 100,000   |
|                                       |                                   | 3,950,738 | 4,738,339 | 3,777,000 | 4,280,975 |
| <b><u>Fines &amp; Forfeitures</u></b> |                                   |           |           |           |           |
| 40400                                 | Fines                             | 32,417    | -         | -         | -         |
| 40401                                 | Court Debt-Setoff                 | -         | -         | -         | -         |
| 40410                                 | Parking / Fire Tickets            | 500       | -         | -         | -         |
| 40425                                 | Victims Fund                      | 4,727     | -         | -         | -         |
| 40430                                 | Confiscated Funds                 | 67,839    | 4,350     | 10,000    | 10,000    |
| 40435                                 | Bond Estreatment Revenue          | -         | -         | -         | -         |
| 40440                                 | Traffic Education Program         | 26        | -         | -         | -         |
| 40441                                 | General Fund Fines                | 65,897    | 110,250   | 100,000   | 100,000   |
| 40442                                 | General Fund Victims              | 9,703     | 16,691    | 17,000    | 17,000    |
|                                       |                                   | 263,748   | 274,796   | 197,500   | 127,000   |

# Revenues

10-40XXX

|                                     |                                   | 2022-2023<br>Actual | 2023-2024<br>Actual | 2024-2025<br>Budgeted | 2025-2026<br>Adopted |
|-------------------------------------|-----------------------------------|---------------------|---------------------|-----------------------|----------------------|
| <b><u>Interest</u></b>              |                                   |                     |                     |                       |                      |
| 40500                               | Interest Earned                   | 160,472             | 263,741             | 101,299               | 135,000              |
| 40505                               | Sanitation Interest               | 22,546              | 27,895              | 10,000                | 15,000               |
|                                     |                                   | 183,018             | 291,637             | 111,299               | 150,000              |
| <b><u>Miscellaneous</u></b>         |                                   |                     |                     |                       |                      |
| 40600                               | Town Park Rental                  | 14,004              | 15,692              | 12,000                | 13,000               |
| 40606                               | Dog Park Fees                     | -                   | 1,546               | 500                   | 500                  |
| 40610                               | Sale of Capital Assets            | -                   | 36,766              | -                     | 10,000               |
| 40615                               | Other Revenues                    | 287,063             | 52,218              | 30,000                | 30,000               |
| 40620                               | State Shared Revenue              | 205,180             | 423,045             | 280,000               | 313,602              |
| 40621                               | SRO Lex/Rich District 5           | 43,863              | 63,405              | 66,000                | 66,000               |
| 40622                               | Opioid Settlement                 | 50,000              | (400)               | 49,076                | 49,049               |
| 40624                               | New Town Hall Building            | -                   | 500,000             | -                     | -                    |
|                                     |                                   | 600,110             | 1,092,272           | 437,576               | 482,151              |
| <b><u>Sanitation Collection</u></b> |                                   |                     |                     |                       |                      |
| 40700                               | Sanitation Collection / Lexington | 467,262             | 469,272             | 548,000               | 525,698              |
| 40705                               | Sanitation Collection / Richland  | 949,687             | 930,439             | 1,096,000             | 1,077,250            |
| 40706                               | Recycling                         | 3,350               | 300                 | -                     | 5,000                |
|                                     |                                   | 1,420,299           | 1,400,011           | 1,644,000             | 1,607,948            |
| <b>Total Revenues</b>               |                                   | <b>10,540,801</b>   | <b>12,097,818</b>   | <b>10,031,375</b>     | <b>10,744,074</b>    |

# Legislative

10-5010

|                                       |                                    | 2022-2023<br>Actual | 2023-2024<br>Actual | 2024-2025<br>Budgeted | 2025-2026<br>Adopted |
|---------------------------------------|------------------------------------|---------------------|---------------------|-----------------------|----------------------|
| <b><u>Personnel</u></b>               |                                    |                     |                     |                       |                      |
| 5010-50100                            | Salaries                           | 38,400              | 38,000              | 38,400                | 38,400               |
| 5010-50120                            | FICA / Medicare                    | 2,938               | 2,907               | 2,938                 | 2,938                |
| 5010-50125                            | Retirement                         | 6,743               | 7,308               | 7,127                 | 7,127                |
| 5010-50140                            | Workman's Comp                     | 174                 | 226                 | 185                   | 230                  |
|                                       |                                    | 48,255              | 48,441              | 48,650                | 48,695               |
| <b><u>Office Expense</u></b>          |                                    |                     |                     |                       |                      |
| 5010-50205                            | Printing                           | -                   | 586                 | 500                   | 500                  |
| 5010-50220                            | Travel / Meetings / Schools        | 5,699               | 7,130               | 9,500                 | -                    |
|                                       |                                    | 5,699               | 7,166               | 10,000                | 500                  |
| <b><u>Travel / Memberships</u></b>    |                                    |                     |                     |                       |                      |
| 5010-50500                            | Dues / Subscriptions / Memberships | -                   | 304                 | 2,500                 | 2,500                |
| 5010-50505                            | Travel / Meetings / Schools        |                     |                     |                       | 11,500               |
|                                       |                                    | -                   | 304                 | 2,500                 | 14,000               |
| <b><u>Miscellaneous</u></b>           |                                    |                     |                     |                       |                      |
| 5010-50900                            | Insurance / Tort                   | 1,161               | 1,018               | 924                   | 800                  |
|                                       |                                    | 1,161               | 1,018               | 924                   | 800                  |
| <b>Total Legislative Expenditures</b> |                                    | <b>55,115</b>       | <b>57,478</b>       | <b>62,074</b>         | <b>63,995</b>        |

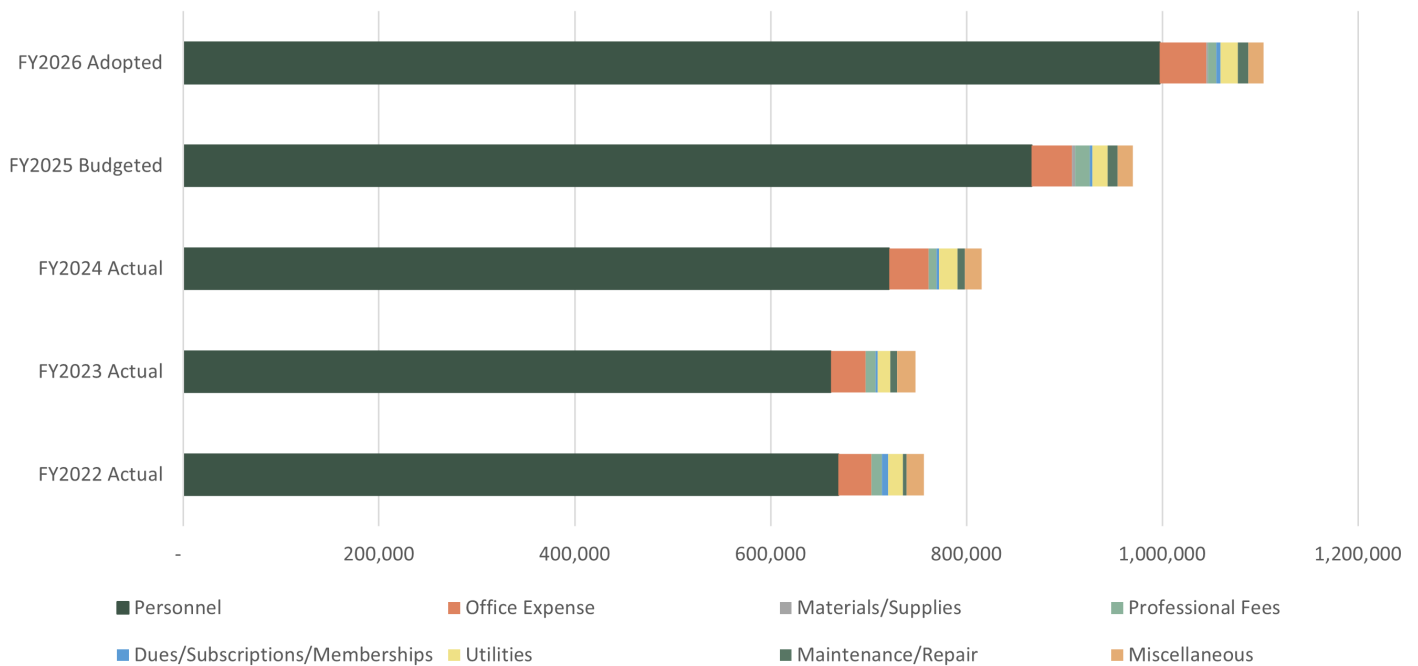
| Budget Item Descriptions               |                                                                                   |
|----------------------------------------|-----------------------------------------------------------------------------------|
| Salaries                               | Salaries for the Mayor & Council.                                                 |
| FICA/Medicare                          | Social Security and Medicare taxes paid by the Town for the Legislative Dept.     |
| Retirement                             | State Retirement paid by the Town for the Legislative Dept.                       |
| Workman's Comp                         | Workman's Compensation fees paid by the Town for the Legislative Dept.            |
| Printing                               | Printing of leaflets, flyers, or other official documents of the Mayor & Council. |
| Travel/Meetings/<br>Schools            | Conference fees, mileage & meal reimbursements.                                   |
| Dues/<br>Subscriptions/<br>Memberships | Memberships to organizations and subscriptions to newsletters.                    |
| Insurance/Tort                         | Tort insurance for the Legislative Dept.                                          |

# ADMINISTRATION SUMMARY

## Comparative Budget Summary by Category

|                      | FY2022<br>Actual | FY2023<br>Actual | FY2024<br>Actual | FY2025<br>Budgeted | FY2026<br>Adopted |
|----------------------|------------------|------------------|------------------|--------------------|-------------------|
| Personnel            | 669,419          | 661,480          | 720,918          | 866,643            | 997,318           |
| Office Expense       | 33,573           | 35,372           | 40,564           | 41,100             | 35,500            |
| Materials/Supplies   | -                | -                | -                | 3,000              | 2,000             |
| Professional Fees    | 10,506           | 10,132           | 7,747            | 15,000             | 8,500             |
| Travel / Memberships | 6,812            | 2,280            | 3,119            | 3,000              | 16,000            |
| Utilities            | 14,883           | 12,914           | 18,588           | 15,500             | 18,000            |
| Maintenance/Repair   | 3,475            | 7,272            | 7,357            | 10,000             | 10,500            |
| Miscellaneous        | 17,764           | 18,717           | 17,047           | 15,849             | 15,850            |
|                      | 756,432          | 748,167          | 815,351          | 970,092            | 1,103,668         |

## Administration Expenditures, FY 21 - FY 26



|                     | FY2022 | FY2023 | FY2024 | FY2025 | FY2026 |
|---------------------|--------|--------|--------|--------|--------|
| Full-Time Employees | 6      | 7      | 7      | 8      | 9      |

# Administration

10-5020

|                                    |                                    | 2022-2023<br>Actual | 2023-2024<br>Actual | 2024-2025<br>Budgeted | 2025-2026<br>Adopted |
|------------------------------------|------------------------------------|---------------------|---------------------|-----------------------|----------------------|
| <b><u>Personnel</u></b>            |                                    |                     |                     |                       |                      |
| 5020-50100                         | Salaries                           | 477,823             | 511,686             | 576,639               | 673,117              |
| 5020-50110                         | Awards / Bonus                     | 1,500               | (150)               | 5,000                 | 5,000                |
| 5020-50115                         | Christmas Bonus                    | 9,746               | 6,497               | 8,000                 | 9,000                |
| 5020-50120                         | FICA / Medicare                    | 37,552              | 39,834              | 46,010                | 53,100               |
| 5020-50125                         | Retirement                         | 77,023              | 97,791              | 110,142               | 127,158              |
| 5020-50130                         | Health Insurance                   | 47,904              | 47,152              | 97,144                | 88,867               |
| 5020-50135                         | Unemployment                       | 345                 | 460                 | 2,646                 | 3,054                |
| 5020-50140                         | Workman's Comp                     | (14)                | 8,046               | 4,262                 | 11,622               |
| 5020-50145                         | Auto Allowance                     | 9,600               | 9,600               | 9,600                 | 12,000               |
| 5020-50150                         | Housing Subsidy                    | -                   | -                   | 7,200                 | 14,400               |
|                                    |                                    | 661,480             | 720,918             | 866,643               | 997,318              |
| <b><u>Office Expense</u></b>       |                                    |                     |                     |                       |                      |
| 5020-50200                         | Postage                            | 4,414               | 4,456               | 4,400                 | 4,500                |
| 5020-50205                         | Printing                           | 5,385               | 5,890               | 5,100                 | 6,000                |
| 5020-50210                         | Office Supplies                    | 5,838               | 10,739              | 7,000                 | 8,000                |
| 5020-50212                         | NC Office Furniture / Equipment    | 3,261               | 4,463               | 9,000                 | 9,000                |
| 5020-50215                         | Bank Service Charges               | 4,765               | 1,289               | 5,600                 | 8,000                |
| 5020-50220                         | Travel / Meetings / Schools        | 11,708              | 13,728              | 10,000                | -                    |
|                                    |                                    | 35,372              | 40,564              | 41,100                | 35,500               |
| <b><u>Materials/Supplies</u></b>   |                                    |                     |                     |                       |                      |
| 5020-50305                         | Fuel                               | -                   | -                   | 3,000                 | 2,000                |
|                                    |                                    | -                   | -                   | 3,000                 | 2,000                |
| <b><u>Professional Fees</u></b>    |                                    |                     |                     |                       |                      |
| 5020-50410                         | Miscellaneous Contractual          | 10,132              | 7,757               | 15,000                | 8,500                |
|                                    |                                    | 10,132              | 7,757               | 15,000                | 8,500                |
| <b><u>Travel / Memberships</u></b> |                                    |                     |                     |                       |                      |
| 5020-50500                         | Dues / Subscriptions / Memberships | 2,280               | 3,119               | 3,000                 | 4,000                |
| 5020-50220                         | Travel / Meetings / Schools        | -                   | -                   | -                     | 12,000               |
|                                    |                                    | 2,280               | 3,119               | 3,000                 | 16,000               |
| <b><u>Utilities</u></b>            |                                    |                     |                     |                       |                      |
| 5020-50600                         | Electric / Water                   | 8,060               | 12,508              | 10,000                | 12,000               |
| 5020-50605                         | Telephone                          | 4,854               | 6,080               | 5,500                 | 6,000                |
|                                    |                                    | 12,914              | 18,588              | 15,500                | 18,000               |
| <b><u>Maintenance / Repair</u></b> |                                    |                     |                     |                       |                      |
| 5020-50700                         | Maintenance / Repair               | 7,272               | 7,357               | 8,000                 | 8,000                |
| 5020-50705                         | Vehicle Operations                 | -                   | -                   | 2,000                 | 2,500                |
|                                    |                                    | 7,272               | 7,357               | 10,000                | 10,500               |

# Administration

10-5020

|                                          |                  | 2022-2023<br>Actual | 2023-2024<br>Actual | 2024-2025<br>Budgeted | 2025-2026<br>Adopted |
|------------------------------------------|------------------|---------------------|---------------------|-----------------------|----------------------|
| <b>Miscellaneous</b>                     |                  |                     |                     |                       |                      |
| 5020-50900                               | Insurance / Tort | 18,717              | 17,047              | 15,849                | 15,850               |
|                                          |                  | 18,717              | 17,047              | 15,849                | 15,850               |
| <b>Total Administrative Expenditures</b> |                  | <b>748,165</b>      | <b>815,351</b>      | <b>970,092</b>        | <b>1,103,668</b>     |

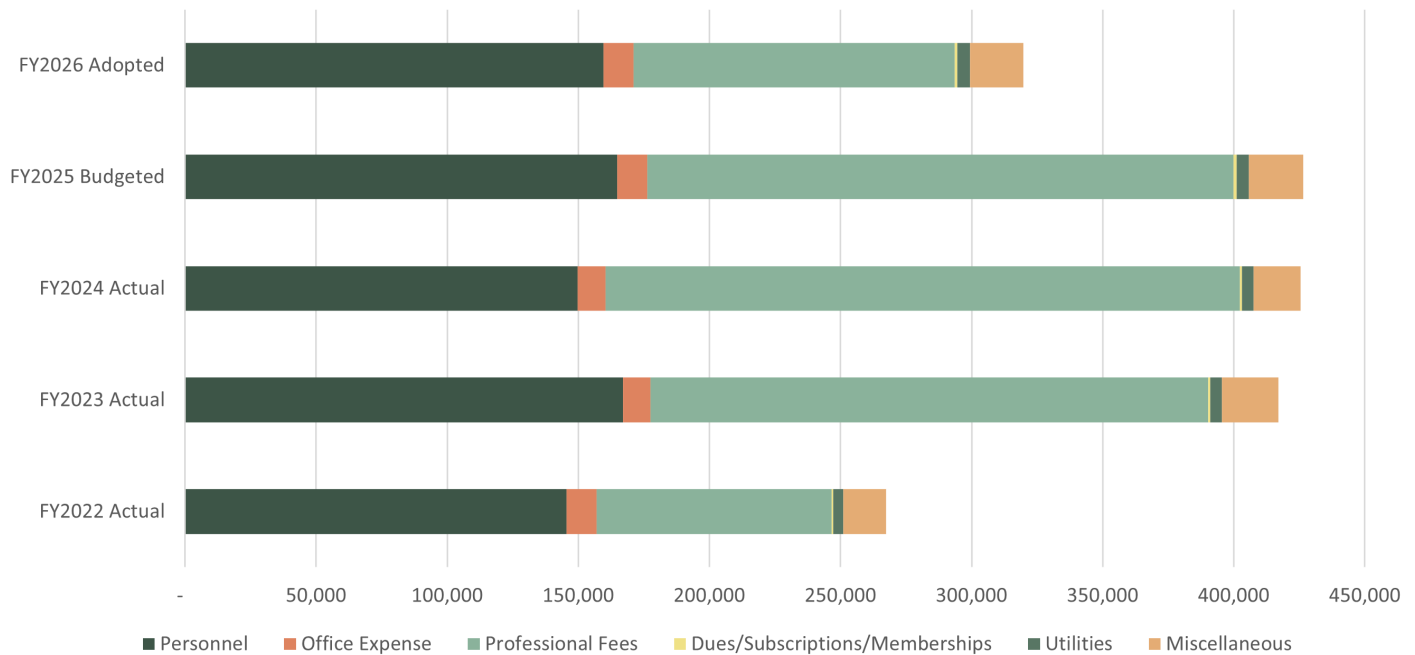
| Budget Item Descriptions        |                                                                                                                                                                                |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Salaries                        | Salaries for Administrative Department personnel.                                                                                                                              |
| Awards/Bonus                    | One-time bonuses to Administrative Department personnel.                                                                                                                       |
| Christmas Bonus                 | Christmas bonuses for Administrative Department personnel.                                                                                                                     |
| FICA/Medicare                   | Social Security and Medicare taxes paid by the Town for the Administrative Dept.                                                                                               |
| Retirement                      | State Retirement paid by the Town for the Administrative Dept.                                                                                                                 |
| Health Insurance                | The Town's portion of health insurance premiums for the Administrative Dept.                                                                                                   |
| Unemployment                    | Unemployment taxes paid for the Administrative Department employees.                                                                                                           |
| Workman's Comp                  | Workman's Compensation insurance premiums paid by the Town for the Administrative Dept.                                                                                        |
| Auto Allowance                  | Monthly auto allowance for the Town Administrator.                                                                                                                             |
| Housing Subsidy                 | Housing subsidy of \$300/month paid to Admin employees living within the Town limits.                                                                                          |
| Postage                         | Postage costs, including annual business license and rental registration mailings.                                                                                             |
| Printing                        | Printing, including annual business license and rental registration letters.                                                                                                   |
| Office Supplies                 | Paper, pens, envelopes, toner, etc.                                                                                                                                            |
| NC Office Furniture / Equipment | Non-capitalized office furniture and equipment, less than \$10,000                                                                                                             |
| Bank Service Charges            | Fees to accept credit cards                                                                                                                                                    |
| Travel / Meetings / Schools     | Conference fees, mileage & meal reimbursements.                                                                                                                                |
| Fuel                            | Fuel for administrative vehicles                                                                                                                                               |
| Miscellaneous Contractual       | Contracts include cable, internet, printer/copier, and water.                                                                                                                  |
| Dues/Subscriptions/ Memberships | Memberships to organizations such as the SC City County Manager's Assoc., Business License Official's Assoc., Municipal Finance Officer's Assoc., and SC Planning Association. |
| Electric/Water                  | Utility bills for Town Hall                                                                                                                                                    |
| Telephone                       | Landline, cell, and data services for Administrative personnel                                                                                                                 |
| Maintenance/Repair              | Maintenance and repair costs for Town Hall                                                                                                                                     |
| Vehicle Operations              | Maintenance and repair costs for administrative vehicles                                                                                                                       |
| Insurance/Tort                  | Tort insurance for the Administrative Dept.                                                                                                                                    |

# COURT SUMMARY

## Comparative Budget Summary by Category

|                      | FY2022<br>Actual | FY2023<br>Actual | FY2024<br>Actual | FY2025<br>Budgeted | FY2026<br>Adopted |
|----------------------|------------------|------------------|------------------|--------------------|-------------------|
| Personnel            | 145,414          | 167,016          | 149,686          | 164,840            | 159,606           |
| Office Expense       | 11,542           | 10,419           | 10,620           | 11,475             | 10,000            |
| Professional Fees    | 89,611           | 212,745          | 241,974          | 223,500            | 122,500           |
| Travel / Memberships | 661              | 925              | 824              | 1,200              | 2,500             |
| Utilities            | 3,864            | 4,400            | 4,446            | 4,700              | 4,700             |
| Miscellaneous        | 16,241           | 21,521           | 17,869           | 20,680             | 20,400            |
|                      | 267,333          | 417,026          | 425,419          | 426,395            | 319,706           |

## Court Expenditures, FY 21 - FY 26



|                     | FY2022 | FY2023 | FY2024 | FY2025 | FY2026 |
|---------------------|--------|--------|--------|--------|--------|
| Full-Time Employees | 2      | 2      | 2      | 2      | 2      |

# Court

10-5030

|                                    |                                    | 2022-2023      | 2023-2024      | 2024-2025      | 2025-2026      |
|------------------------------------|------------------------------------|----------------|----------------|----------------|----------------|
|                                    |                                    | Actual         | Actual         | Budgeted       | Adopted        |
| <b><u>Personnel</u></b>            |                                    |                |                |                |                |
| 5030-50100                         | Salaries                           | 116,055        | 102,392        | 104,395        | 110,429        |
| 5030-50110                         | Awards / Bonus                     | 1,500          | -              | 1,000          | -              |
| 5030-50115                         | Christmas Bonus                    | 4,873          | 2,166          | 2,000          | 2,000          |
| 5030-50120                         | FICA / Medicare                    | 9,510          | 7,999          | 8,415          | 8,601          |
| 5030-50125                         | Retirement                         | 20,379         | 19,172         | 20,044         | 20,496         |
| 5030-50130                         | Health Insurance                   | 14,216         | 14,708         | 24,328         | 16,958         |
| 5030-50135                         | Unemployment                       | 105            | 131            | 484            | 495            |
| 5030-50140                         | Workman's Comp                     | 380            | 3,118          | 573            | 628            |
| 5030-50150                         | Housing Subsidy                    | -              | -              | 3,600          | -              |
|                                    |                                    | 167,018        | 149,686        | 164,840        | 159,606        |
| <b><u>Office Expense</u></b>       |                                    |                |                |                |                |
| 5030-50200                         | Postage                            | 2,438          | 2,363          | 2,500          | 2,500          |
| 5030-50205                         | Printing                           | 1,767          | 125            | 1,000          | 1,000          |
| 5030-50210                         | Office Supplies                    | 3,510          | 1,889          | 4,975          | 5,000          |
| 5030-50212                         | NC Office Furniture / Equipment    | 1,406          | 6,144          | 1,500          | 1,500          |
| 5030-50220                         | Travel / Meetings / Schools        | 1,298          | 99             | 1,500          | -              |
|                                    |                                    | 10,419         | 10,620         | 11,475         | 11,500         |
| <b><u>Professional Fees</u></b>    |                                    |                |                |                |                |
| 5030-50400                         | Professional Fees                  | 116,475        | 107,318        | 120,000        | 120,000        |
| 5030-50420                         | Juror Fees                         | 3,296          | 1,485          | 3,500          | 2,500          |
| 5030-50421                         | State Treasurer Fees               | 92,973         | 133,171        | 100,000        | -              |
|                                    |                                    | 212,745        | 241,974        | 223,500        | 122,500        |
| <b><u>Travel / Memberships</u></b> |                                    |                |                |                |                |
| 5030-50500                         | Dues / Subscriptions / Memberships | 925            | 824            | 1,200          | 1,000          |
| 5030-50505                         | Travel / Meetings / Schools        | -              | -              | -              | 1,500          |
|                                    |                                    | 925            | 824            | 1,200          | 2,500          |
| <b><u>Utilities</u></b>            |                                    |                |                |                |                |
| 5030-50605                         | Telephone                          | 4,400          | 4,446          | 4,700          | 4,700          |
|                                    |                                    | 4,400          | 4,446          | 4,700          | 4,700          |
| <b><u>Miscellaneous</u></b>        |                                    |                |                |                |                |
| 5030-50900                         | Insurance / Tort                   | 2,576          | 2,281          | 2,080          | 1,800          |
| 5030-50901                         | Banking Fees / Miscellaneous       | 130            | 284            | 600            | 600            |
| 5030-50903                         | Detention Fees                     | 18,815         | 15,304         | 18,000         | 18,000         |
|                                    |                                    | 21,521         | 17,869         | 20,680         | 20,400         |
| <b>Total Court Expenditures</b>    |                                    | <b>417,026</b> | <b>425,419</b> | <b>426,395</b> | <b>319,706</b> |

## Budget Item Descriptions

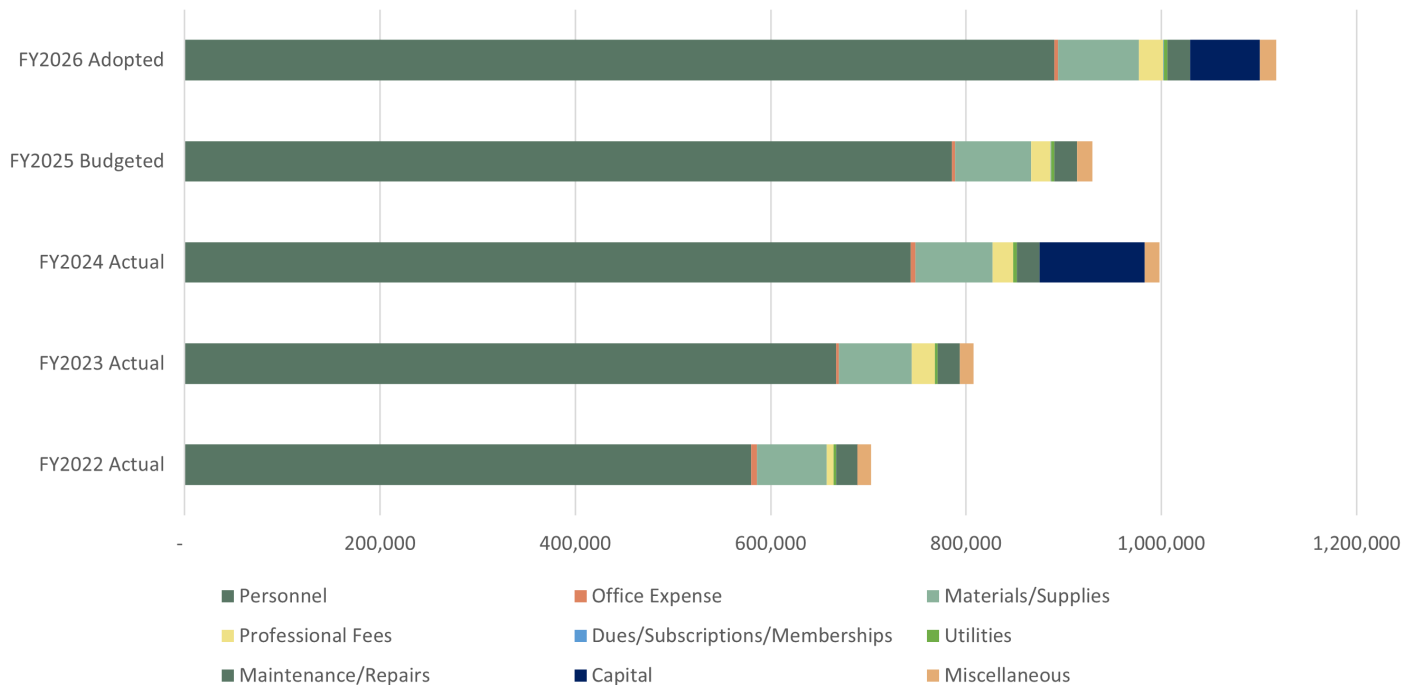
|                                 |                                                                                                                                                                |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Salaries                        | Salaries for Court Department personnel.                                                                                                                       |
| Awards/Bonus                    | One-time bonuses to Court Department personnel.                                                                                                                |
| Christmas Bonus                 | Christmas bonuses for Court Department personnel.                                                                                                              |
| FICA/Medicare                   | Social Security and Medicare taxes paid by the Town for the Court Dept.                                                                                        |
| Retirement                      | State Retirement paid by the Town for the Court Dept.                                                                                                          |
| Health Insurance                | The Town's portion of health insurance premiums for the Court Dept.                                                                                            |
| Unemployment                    | Unemployment taxes paid for the Court Department employees.                                                                                                    |
| Workman's Comp                  | Workman's Compensation insurance premiums paid by the Town for the Court Dept.                                                                                 |
| Housing Subsidy                 | Housing subsidy of \$300/month paid to Court employees living within the Town limits.                                                                          |
| Postage                         | Postage costs, including annual business license and rental registration mailings.                                                                             |
| Printing                        | Printing, including annual business license and rental registration letters.                                                                                   |
| Office Supplies                 | Paper, pens, envelopes, toner, etc.                                                                                                                            |
| NC Office Furniture / Equipment | Non-capitalized office furniture and equipment, less than \$10,000                                                                                             |
| Travel / Meetings / Schools     | Conference fees, mileage & meal reimbursements.                                                                                                                |
| Professional Fees               | Fees paid to the Town's Judge, Prosecutor, and other professionals                                                                                             |
| Juror Fees                      | Jurors are paid \$11 per day                                                                                                                                   |
| State Treasurer Fees            | Per accounting standards, State Treasurer Fees are no longer included in the budget. This is a passthrough from fine payments directly to the State Treasurer. |
| Dues/Subscriptions/ Memberships | Memberships to organizations such as the South Carolina Municipal Court Administration Association                                                             |
| Telephone                       | Landline, cell, and data services for Court personnel                                                                                                          |
| Insurance/Tort                  | Tort insurance for the Court Department                                                                                                                        |
| Banking Fees / Misc             | Credit Card Fees                                                                                                                                               |
| Detention Fees                  | Fees paid to jail inmates - \$71/day (Richland County) and \$50/day (Dept of Juvenile Justice)                                                                 |

# PUBLIC WORKS SUMMARY

## Comparative Budget Summary by Category

|                      | FY2022<br>Actual | FY2023<br>Actual | FY2024<br>Actual | FY2025<br>Budgeted | FY2026<br>Adopted |
|----------------------|------------------|------------------|------------------|--------------------|-------------------|
| Personnel            | 579,976          | 667,145          | 743,420          | 785,655            | 890,456           |
| Office Expense       | 6,002            | 2,543            | 4,915            | 3,100              | 600               |
| Materials/Supplies   | 71,336           | 74,875           | 78,791           | 78,000             | 83,000            |
| Professional Fees    | 6,707            | 23,449           | 21,277           | 20,000             | 22,000            |
| Travel / Memberships | -                | 260              | -                | 350                | 3,350             |
| Utilities            | 3,102            | 2,834            | 3,487            | 3,200              | 3,500             |
| Maintenance/Repairs  | 21,453           | 22,476           | 23,444           | 23,500             | 23,500            |
| Capital              | 30               | -                | 107,285          | -                  | 74,200            |
| Miscellaneous        | 13,889           | 14,307           | 15,215           | 15,797             | 17,000            |
|                      | 702,495          | 807,889          | 997,833          | 929,602            | 1,117,606         |

## Public Works Expenditures, FY 21 - FY 26



|                     | FY2022 | FY2023 | FY2024 | FY2025 | FY2026 |
|---------------------|--------|--------|--------|--------|--------|
| Full-Time Employees | 8      | 9      | 9      | 9      | 10     |

# Public Works

10-5040

|                                    |                                    | 2022-2023<br>Actual | 2023-2024<br>Actual | 2024-2025<br>Budgeted | 2025-2026<br>Adopted |
|------------------------------------|------------------------------------|---------------------|---------------------|-----------------------|----------------------|
| <b><u>Personnel</u></b>            |                                    |                     |                     |                       |                      |
| 5040-50100                         | Salaries                           | 434,551             | 489,146             | 497,186               | 565,334              |
| 5040-50105                         | Overtime                           | 912                 | 3,935               | 4,000                 | 4,000                |
| 5040-50110                         | Awards / Bonus                     | -                   | 1,000               | 3,000                 | -                    |
| 5040-50115                         | Christmas Bonus                    | 14,618              | 9,746               | 9,000                 | 10,000               |
| 5040-50120                         | FICA / Medicare                    | 34,308              | 37,884              | 39,855                | 45,696               |
| 5040-50125                         | Retirement                         | 77,546              | 91,972              | 95,025                | 109,009              |
| 5040-50130                         | Health Insurance                   | 84,394              | 87,919              | 113,722               | 118,380              |
| 5040-50135                         | Unemployment                       | 350                 | 552                 | 2,292                 | 2,628                |
| 5040-50140                         | Workman's Comp                     | 15,666              | 16,467              | 10,775                | 17,408               |
| 5040-50145                         | Housing Subsidy                    | 4,800               | 4,800               | 10,800                | 18,000               |
|                                    |                                    | 667,145             | 743,420             | 785,655               | 890,456              |
| <b><u>Office Expense</u></b>       |                                    |                     |                     |                       |                      |
| 5040-50210                         | Office Supplies                    | 601                 | 1,409               | 600                   | 600                  |
| 5040-50220                         | Travel / Meetings / Schools        | 1,942               | 3,506               | 2,500                 | -                    |
|                                    |                                    | 2,543               | 4,915               | 3,100                 | 600                  |
| <b><u>Materials / Supplies</u></b> |                                    |                     |                     |                       |                      |
| 5040-50300                         | Materials / Supplies               | 40,372              | 38,368              | 45,000                | 45,000               |
| 5040-50305                         | Fuel                               | 18,597              | 23,576              | 21,000                | 21,000               |
| 5040-50310                         | Uniforms                           | 15,906              | 16,847              | 12,000                | 17,000               |
|                                    |                                    | 74,875              | 78,791              | 78,000                | 83,000               |
| <b><u>Professional Fees</u></b>    |                                    |                     |                     |                       |                      |
| 5040-50410                         | Miscellaneous Contractual          | 23,449              | 21,277              | 20,000                | 22,000               |
|                                    |                                    | 23,449              | 21,277              | 20,000                | 22,000               |
| <b><u>Travel / Memberships</u></b> |                                    |                     |                     |                       |                      |
| 5040-50500                         | Dues / Subscriptions / Memberships | 260                 | -                   | 350                   | 350                  |
| 5040-50505                         | Travel / Meetings / Schools        | -                   | -                   | -                     | 3,000                |
|                                    |                                    | 260                 | -                   | 350                   | 3,350                |
| <b><u>Utilities</u></b>            |                                    |                     |                     |                       |                      |
| 5040-50600                         | Electric / Water                   | 2,274               | 2,518               | 2,200                 | 2,500                |
| 5040-50605                         | Telephone                          | 561                 | 969                 | 1,000                 | 1,000                |
|                                    |                                    | 2,834               | 3,487               | 3,200                 | 3,500                |
| <b><u>Maintenance / Repair</u></b> |                                    |                     |                     |                       |                      |
| 5040-50700                         | Maintenance / Repair / Building    | 14,124              | 16,372              | 15,000                | 15,000               |
| 5040-50705                         | Vehicle Operations                 | 8,352               | 7,072               | 8,500                 | 8,500                |
|                                    |                                    | 22,476              | 23,444              | 23,500                | 23,500               |

# Public Works

10-5040

|                                        |                  | 2022-2023<br>Actual | 2023-2024<br>Actual | 2024-2025<br>Budgeted | 2025-2026<br>Adopted |
|----------------------------------------|------------------|---------------------|---------------------|-----------------------|----------------------|
| <b>Capital</b>                         |                  |                     |                     |                       |                      |
| 5040-50810                             | Vehicles         | -                   | 107,285             | -                     | -                    |
| 5040-50815                             | Other Equipment  | -                   | -                   | -                     | 41,200               |
| 5040-50820                             | Utility Shed     | -                   | -                   | -                     | 33,000               |
|                                        |                  | -                   | 107,285             | -                     | 74,200               |
| <b>Miscellaneous</b>                   |                  |                     |                     |                       |                      |
| 5040-50900                             | Insurance / Tort | 14,307              | 15,215              | 15,797                | 17,000               |
|                                        |                  | 14,307              | 15,215              | 15,797                | 17,000               |
| <b>Total Public Works Expenditures</b> |                  | <b>807,889</b>      | <b>997,833</b>      | <b>929,602</b>        | <b>1,117,606</b>     |

| Budget Item Descriptions        |                                                                                              |
|---------------------------------|----------------------------------------------------------------------------------------------|
| Salaries                        | Salaries for Public Works Department personnel.                                              |
| Awards/Bonus                    | One-time bonuses to Public Works Department personnel.                                       |
| Christmas Bonus                 | Christmas bonuses for Public Works Department personnel.                                     |
| FICA/Medicare                   | Social Security and Medicare taxes paid by the Town for the Public Works Dept.               |
| Retirement                      | State Retirement paid by the Town for the Public Works Dept.                                 |
| Health Insurance                | The Town's portion of health insurance premiums for the Public Works Dept.                   |
| Unemployment                    | Unemployment taxes paid for the Public Works Department employees.                           |
| Workman's Comp                  | Workman's Compensation insurance premiums paid by the Town for the Public Works Dept.        |
| Housing Subsidy                 | Housing subsidy of \$300/month paid to Public Works employees living within the Town limits. |
| Office Supplies                 | Paper, pens, envelopes, toner, etc.                                                          |
| Travel / Mtgs / Schools         | Conference fees, mileage & meal reimbursements.                                              |
| Materials / Supplies            | Materials & supplies for the Public Works Dept.                                              |
| Fuel                            | Fuel for Public Works vehicles                                                               |
| Uniforms                        | Uniforms for Public Works staff                                                              |
| Misc. Contractual               | Contracts with Keep the Midlands Beautiful and other organizations                           |
| Dues & Memberships              | Memberships to professional organizations                                                    |
| Electric / Water                | Utilities for Public Works facilities                                                        |
| Telephone                       | Landline, cell, and data services for Public Works personnel                                 |
| Maintenance / Repair / Building | Maintenance and repair costs for Public Works buildings                                      |
| Vehicle Operations              | Maintenance and repair costs for Public Works vehicles                                       |
| Utility Shed                    | \$30,000 to construct a utility shed at the Woodrow Street Lot                               |
| Other Equipment                 | \$41,200 to purchase a lawn mower and utility trailer                                        |
| Insurance / Tort                | Tort insurance for the Public Works Department                                               |

# NON-DEPARTMENTAL SUMMARY

## Comparative Budget Summary by Category

|                                    | FY2022<br>Actual | FY2023<br>Actual | FY2024<br>Actual | FY2025<br>Budgeted | FY2026<br>Adopted |
|------------------------------------|------------------|------------------|------------------|--------------------|-------------------|
| Office Expense                     | 8,014            | 10,757           | 4,711            | 9,500              | 9,500             |
| Materials/Supplies                 | 2,474            | 2,731            | 3,554            | 3,200              | 3,500             |
| Professional Fees                  | 250,460          | 314,410          | 522,459          | 383,000            | 591,500           |
| Dues/Subscriptions/<br>Memberships | 24,614           | 35,013           | 33,604           | 32,000             | 32,000            |
| Utilities                          | 81,975           | 68,707           | 78,308           | 83,300             | 84,000            |
| Maintenance/Repairs                | 62,538           | 159,758          | 207,258          | 85,000             | 85,000            |
| Capital                            | 587,140          | 539,443          | 1,147,263        | 205,000            | 288,000           |
| Miscellaneous                      | 796,670          | 881,696          | 1,036,627        | 980,289            | 1,082,208         |
|                                    | 1,813,885        | 2,012,515        | 3,033,786        | 1,781,289          | 2,175,708         |

## Non-Departmental Expenditures, FY 21 - FY 26



Non-Departmental expenses are those shared by all departments. Professional fees include annual software subscriptions, as well as auditing, legal, and engineering services. Miscellaneous expenditures are largely consumed by payments to the Irmo Fire District from the Richland County Fire fee (\$890,000), as well as payments from the Town's anti-opioid initiative, events, and contingencies.

# Non-Departmental

10-5050

|                                                  |                                       | 2022-2023<br>Actual | 2023-2024<br>Actual | 2024-2025<br>Budgeted | 2025-2026<br>Adopted |
|--------------------------------------------------|---------------------------------------|---------------------|---------------------|-----------------------|----------------------|
| <b><u>Office Expense</u></b>                     |                                       |                     |                     |                       |                      |
| 5050-50212                                       | N/C Office Furniture / Equipment      | 2,035               | 81                  | 2,000                 | 2,000                |
| 5050-50225                                       | Advertising                           | 8,722               | 4,631               | 7,500                 | 7,500                |
|                                                  |                                       | 10,757              | 4,711               | 9,500                 | 9,500                |
| <b><u>Materials / Supplies</u></b>               |                                       |                     |                     |                       |                      |
| 5050-50325                                       | Town Material / Supplies              | 2,731               | 3,554               | 3,200                 | 3,500                |
|                                                  |                                       | 2,731               | 3,554               | 3,200                 | 3,500                |
| <b><u>Professional Fees</u></b>                  |                                       |                     |                     |                       |                      |
| 5050-50400                                       | Professional Fees                     | 59,068              | 176,262             | 90,000                | 150,000              |
| 5050-50405                                       | Audit Fees                            | 7,500               | 7,500               | 10,000                | 12,500               |
| 5050-50410                                       | Miscellaneous Contractual             | 66,403              | 67,541              | 85,000                | 85,000               |
| 5050-50415                                       | Support Software                      | 160,654             | 231,082             | 150,000               | 150,000              |
| 5050-50416                                       | IT Support                            |                     |                     |                       | 135,000              |
| 5050-50420                                       | Cleaning Contract                     | 20,785              | 25,074              | 28,000                | 29,000               |
| 5050-50425                                       | Staff / Leadership Development        | -                   | 15,000              | 20,000                | 30,000               |
|                                                  |                                       | 314,410             | 522,459             | 383,000               | 591,500              |
| <b><u>Dues / Subscriptions / Memberships</u></b> |                                       |                     |                     |                       |                      |
| 5050-50500                                       | Dues / Subscriptions / Memberships    | 16,813              | 17,104              | 17,000                | 17,000               |
| 5050-50505                                       | Irmo Chamber of Commerce              | 13,200              | 11,500              | 10,000                | 10,000               |
| 5050-50510                                       | Wellness Membership                   | 5,000               | 5,000               | 5,000                 | 5,000                |
|                                                  |                                       | 35,013              | 33,604              | 32,000                | 32,000               |
| <b><u>Utilities</u></b>                          |                                       |                     |                     |                       |                      |
| 5050-50600                                       | Electric / Water                      | 10,084              | 19,402              | 18,000                | 19,000               |
| 5050-50601                                       | Electric / Water - Park               | 10,600              | 11,429              | 12,000                | 12,000               |
| 5050-50602                                       | Electric / Water - Municipal Building | 10,989              | 12,443              | 13,000                | 13,000               |
| 5050-50615                                       | Electric / Traffic & Street Lights    | 36,379              | 34,102              | 38,500                | 38,500               |
| 5050-50620                                       | Electric - Interchange                | 655                 | 933                 | 1,800                 | 1,500                |
|                                                  |                                       | 68,707              | 78,308              | 83,300                | 84,000               |
| <b><u>Maintenance / Repair</u></b>               |                                       |                     |                     |                       |                      |
| 5050-50700                                       | Maintenance / Repair - Parks          | 141,270             | 185,695             | 65,000                | 65,000               |
| 5050-50710                                       | Municipal Building Maintenance        | 18,488              | 21,563              | 20,000                | 20,000               |
|                                                  |                                       | 159,758             | 207,258             | 85,000                | 85,000               |

# Non-Departmental

10-5050

|                                        |                             | 2022-2023<br>Actual | 2023-2024<br>Actual | 2024-2025<br>Budgeted | 2025-2026<br>Adopted |
|----------------------------------------|-----------------------------|---------------------|---------------------|-----------------------|----------------------|
| <b><u>Capital</u></b>                  |                             |                     |                     |                       |                      |
| 5050-50820                             | Sidewalks                   | -                   | -                   | -                     | -                    |
| 5050-50822                             | New Town Hall Building      | -                   | 55,039              | -                     | -                    |
| 5050-50825                             | Storm Water Drainage        | 16,887              | 19,483              | 30,000                | 30,000               |
| 5050-50830                             | Website                     | 600                 | 3,190               | 10,000                | 5,000                |
| 5050-50831                             | Computer Software/Hardware  | -                   | -                   | -                     | 88,000               |
| 5050-50833                             | Rawls Creek - PARD Grant    | 328,904             | 748,775             | -                     | -                    |
| 5050-50835                             | Community Park Additions    | -                   | 104,840             | -                     | -                    |
| 5050-50850                             | A-Tax Expense Distribution  | 40,038              | 66,550              | 65,000                | 65,000               |
| 5050-50855                             | H-Tax Expense Distribution  | 153,013             | 149,386             | 110,000               | 100,000              |
|                                        |                             | 539,443             | 1,147,263           | 205,000               | 288,000              |
| <b><u>Miscellaneous</u></b>            |                             |                     |                     |                       |                      |
| 5050-50900                             | Insurance / Tort            | 3,098               | 3,813               | 4,213                 | 5,632                |
| 5050-50902                             | Conservation Grant          | -                   | -                   | 5,000                 | 5,000                |
| 5050-50906                             | GIS                         | 13,547              | 3,861               | 8,000                 | 8,000                |
| 5050-50910                             | Contingency                 | 37,169              | 40,237              | 32,000                | 40,000               |
| 5050-50915                             | General Liability           | -                   | 1,716               | 1,000                 | 4,000                |
| 5050-50919                             | Salary Study                | -                   | -                   | 30,000                | -                    |
| 5050-50922                             | Opioid Settlement Expense   | -                   | 37,163              | 49,076                | 49,076               |
| 5050-50925                             | Engineer / Drainage / Roads | 36,565              | 9,649               | 32,000                | 35,000               |
| 5050-50945                             | Fire / Ambulance Calls      | 777,490             | 885,944             | 785,000               | 890,000              |
| 5050-50960                             | Election Expense            | -                   | 26,765              | 4,000                 | 12,000               |
| 5050-50985                             | Memorials                   | 808                 | 1,250               | 3,000                 | 3,500                |
| 5050-50991                             | Events                      | 12,322              | 18,131              | 18,500                | 20,000               |
| 5050-50992                             | Promotional Items           | 696                 | 8,098               | 8,500                 | 10,000               |
|                                        |                             | 881,696             | 1,036,627           | 980,289               | 1,082,208            |
| <b>Total Non-Departmental Expenses</b> |                             | <b>2,012,514</b>    | <b>3,033,786</b>    | <b>1,781,289</b>      | <b>2,175,708</b>     |

## Budget Item Descriptions

|                                       |                                                                        |
|---------------------------------------|------------------------------------------------------------------------|
| N/C Office Furniture / Equipment      | Non-capitalized office furniture and equipment, less than \$10,000     |
| Advertising                           | Costs for public notices                                               |
| Town Material / Supplies              | Printing, trophies, and various supplies                               |
| Professional Fees                     | Fees paid to the Town Attorney and various consultants                 |
| Audit Fees                            | Fees paid for the annual financial audit                               |
| Miscellaneous Contractual             | Printer/copier contract, municipal software, security, etc.            |
| Support Software                      | Software support fees paid to our finance                              |
| Cleaning Contract                     | Cleaning of all Town facilities                                        |
| Staff / Leadership Development        | Leadership development training for staff and Council                  |
| Dues / Subscriptions / Memberships    | Memberships in organizations such as the Municipal Association of S.C. |
| Irmo Chamber of Commerce              | Sponsorship of the Greater Irmo Chamber of Commerce                    |
| Wellness Membership                   | Membership at Onelife Fitness for all Staff                            |
| Electric / Water                      | Town Hall utilities                                                    |
| Electric / Water - Park               | Park utilities                                                         |
| Electric / Water - Municipal Building | Courthouse utilities                                                   |
| Electric / Traffic & Street Lights    | Street and traffic light electricity                                   |
| Electric - Interchange                | Lake Murray Blvd streetlights                                          |
| Maintenance / Repair - Parks          | Parks maintenance & repair                                             |
| Municipal Building Maintenance        | Town building maintenance & repair                                     |
| Storm Water Drainage                  | Payments to County & State for stormwater facilities                   |
| Website                               | Website design and maintenance                                         |
| Computer Software/Hardware            | Purchase of 11 new laptops and Police Department Server                |
| Rawls Creek - PARD Grant              | Construction of Rawls Creek Park                                       |
| Community Park Additions              | Updates to Moore Park                                                  |
| A-Tax Expense Distribution            | Accommodations Tax Grants                                              |
| H-Tax Expense Distribution            | Town expenditures to hospitality tax eligible projects                 |
| Insurance / Tort                      | Tort insurance                                                         |
| Conservation Grant                    | Incentives                                                             |
| GIS                                   | Upkeep of the Town's Geographic Information System                     |
| Contingency                           | Miscellaneous                                                          |
| General Liability                     | Insurance                                                              |
| Opioid Settlement Expense             | Funds used for anti-opioid initiatives                                 |
| Engineer / Drainage / Roads           | Engineering expenses                                                   |
| Fire / Ambulance Calls                | Passthrough from Richland County to Irmo Fire District                 |
| Election Expense                      | Fees paid to Lexington and Richland County for holding Irmo elections  |
| Memorials                             | Flowers, etc. purchased for bereaved employees                         |
| Events                                | Purchases for miscellaneous events                                     |
| Promotional Items                     | Purchase of logo'd items for sale, giveaways, and staff/council        |

# Sanitation

10-5053

|                                 |                           | 2022-2023<br>Actual | 2023-2024<br>Actual | 2024-2025<br>Budgeted | 2025-2026<br>Adopted |
|---------------------------------|---------------------------|---------------------|---------------------|-----------------------|----------------------|
| <b><u>Office Expense</u></b>    |                           |                     |                     |                       |                      |
| 5053-50215                      | Banking Fees              | 81                  |                     |                       | 200                  |
|                                 |                           |                     |                     |                       | 200                  |
| <b><u>Professional Fees</u></b> |                           |                     |                     |                       |                      |
| 5053-50410                      | Miscellaneous Contractual | 1,393,388           | 1,501,222           | 1,644,000             | 1,600,000            |
|                                 |                           | 1,393,388           | 1,501,222           | 1,644,000             | 1,600,000            |
| <b><u>Miscellaneous</u></b>     |                           |                     |                     |                       |                      |
| 5053-50901                      | Miscellaneous             | -                   | 5,415               | 5,000                 | 5,000                |
|                                 |                           | -                   | 5,415               | 5,000                 | 5,000                |
| <b>Total Sanitation Expense</b> |                           | <b>1,393,388</b>    | <b>1,506,708</b>    | <b>1,649,000</b>      | <b>1,605,200</b>     |

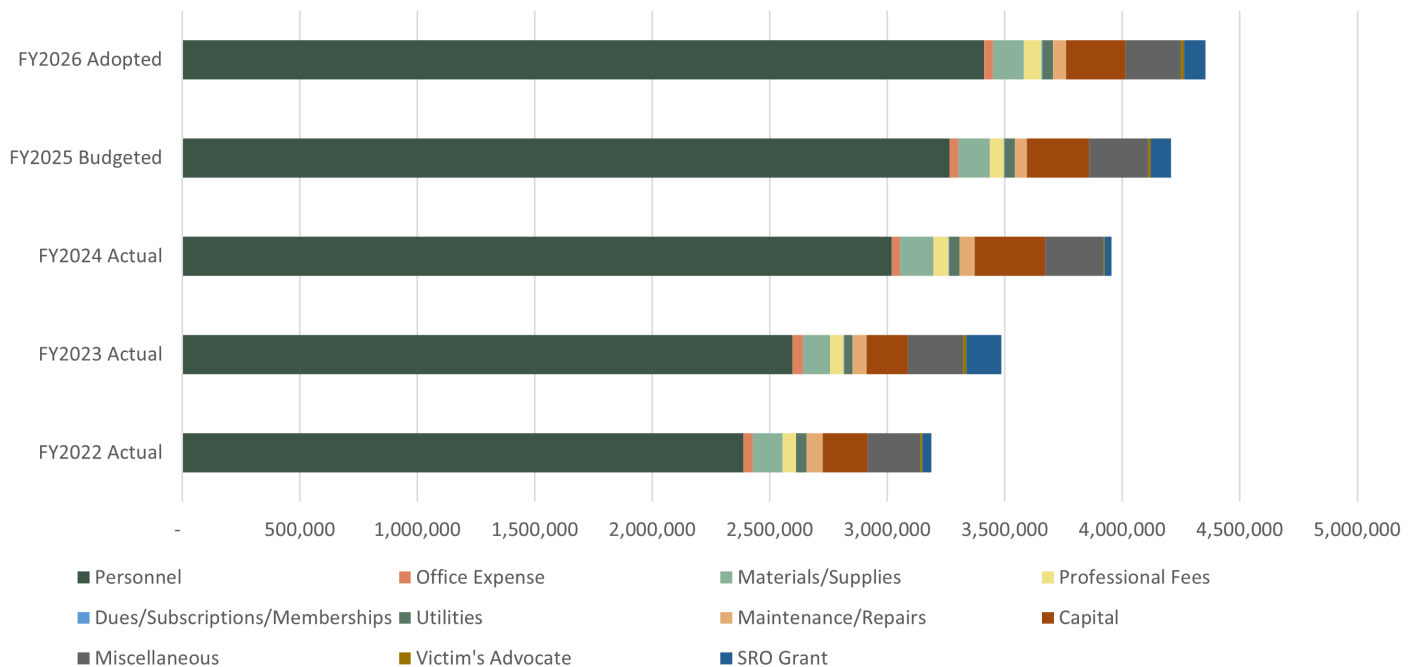
| Budget Item Descriptions  |                                                                                    |
|---------------------------|------------------------------------------------------------------------------------|
| Banking Fees              | Credit card fees                                                                   |
| Miscellaneous Contractual | Payments to Tyler Sanitation, county landfills, transfer stations, recycling, etc. |
| Miscellaneous             | Purchase of waste and recycling containers                                         |

# PUBLIC SAFETY SUMMARY

## Comparative Budget Summary by Category

|                                    | FY2022<br>Actual | FY2023<br>Actual | FY2024<br>Actual | FY2025<br>Budgeted | FY2026<br>Adopted |
|------------------------------------|------------------|------------------|------------------|--------------------|-------------------|
| Personnel                          | 2,386,365        | 2,596,968        | 3,018,938        | 3,265,264          | 3,411,249         |
| Office Expense                     | 41,842           | 44,275           | 34,702           | 38,400             | 38,400            |
| Materials/Supplies                 | 126,102          | 113,984          | 142,591          | 131,700            | 131,700           |
| Professional Fees                  | 56,755           | 57,474           | 64,814           | 60,000             | 75,000            |
| Dues/Subscriptions/<br>Memberships | 993              | 2,290            | 2,380            | 3,500              | 3,500             |
| Utilities                          | 43,951           | 37,473           | 43,159           | 43,000             | 44,000            |
| Maintenance/Repairs                | 68,478           | 59,722           | 65,431           | 51,000             | 56,000            |
| Capital                            | 192,255          | 175,150          | 299,640          | 265,000            | 253,388           |
| Miscellaneous                      | 224,349          | 234,751          | 248,461          | 252,078            | 235,000           |
| Victim's Advocate                  | 8,359            | 12,807           | 4,549            | 10,940             | 13,660            |
| SRO Grant                          | 37,485           | 149,451          | 29,486           | 87,041             | 91,294            |
|                                    | 3,186,934        | 3,484,345        | 3,954,150        | 4,207,923          | 4,353,192         |

## Police Expenditures, FY 21 - FY 26



|                     | FY2022 | FY2023 | FY2024 | FY2025 | FY2026 |
|---------------------|--------|--------|--------|--------|--------|
| Full-Time Employees | 31     | 33     | 32     | 32     | 32     |

# Public Safety

10-5060

|                                    |                                    | 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 |
|------------------------------------|------------------------------------|-----------|-----------|-----------|-----------|
|                                    |                                    | Actual    | Actual    | Budgeted  | Adopted   |
| <b><u>Personnel</u></b>            |                                    |           |           |           |           |
| 5060-50100                         | Salaries                           | 1,583,366 | 1,870,978 | 1,897,176 | 2,036,221 |
| 5060-50103                         | Holiday Pay Patrol                 | 53,996    | 63,095    | 56,000    | 50,000    |
| 5060-50105                         | Overtime                           | 19,178    | 20,074    | 24,000    | 24,000    |
| 5060-50107                         | On Call - Investigators            | 6,209     | 7,374     | 6,300     | 6,500     |
| 5060-50110                         | Awards / Bonus / Longevity         | 10,000    | 16,450    | 8,000     | 7,000     |
| 5060-50115                         | Christmas Bonus                    | 47,103    | 36,768    | 33,000    | 34,000    |
| 5060-50120                         | FICA / Medicare                    | 135,868   | 159,155   | 165,858   | 170,269   |
| 5060-50125                         | Retirement                         | 340,790   | 384,618   | 446,614   | 459,488   |
| 5060-50130                         | Health Insurance                   | 238,777   | 280,821   | 394,429   | 367,090   |
| 5060-50135                         | Unemployment                       | 1,363     | 1,881     | 9,504     | 9,762     |
| 5060-50140                         | Workman's Comp                     | 90,815    | 98,225    | 80,783    | 106,919   |
| 5060-50150                         | Housing Subsidy                    | 64,500    | 74,500    | 138,600   | 135,000   |
| 5060-50155                         | Clothing Allowance                 | 5,000     | 5,000     | 5,000     | 5,000     |
|                                    |                                    | 2,596,968 | 3,018,938 | 3,265,264 | 3,411,249 |
| <b><u>Office Expense</u></b>       |                                    |           |           |           |           |
| 5060-50200                         | Postage                            | 1,560     | 2,655     | 1,500     | 1,500     |
| 5060-50205                         | Printing                           | 1,335     | 1,236     | 1,400     | 1,400     |
| 5060-50210                         | Office Supplies                    | 5,047     | 4,593     | 5,500     | 5,500     |
| 5060-50212                         | NC Office Furniture / Equipment    | 14,023    | 6,863     | 10,000    | 10,000    |
| 5060-50220                         | Travel / Meetings / Schools        | 22,310    | 19,354    | 20,000    | -         |
|                                    |                                    | 44,275    | 34,702    | 38,400    | 18,400    |
| <b><u>Materials / Supplies</u></b> |                                    |           |           |           |           |
| 5060-50300                         | Materials / Supplies               | 9,054     | 7,499     | 9,500     | 9,500     |
| 5060-50305                         | Fuel                               | 84,435    | 95,260    | 92,500    | 92,500    |
| 5060-50310                         | Uniforms                           | 16,116    | 21,066    | 19,200    | 19,200    |
| 5060-50315                         | Uniform Cleaning                   | 3,180     | 4,711     | 4,000     | 4,000     |
| 5060-50320                         | Vests                              | 1,199     | 14,055    | 6,500     | 6,500     |
|                                    |                                    | 113,984   | 142,591   | 131,700   | 131,700   |
| <b><u>Professional Fees</u></b>    |                                    |           |           |           |           |
| 5060-50410                         | Miscellaneous Contractual          | 57,474    | 64,814    | 60,000    | 75,000    |
|                                    |                                    | 57,474    | 64,814    | 60,000    | 75,000    |
| <b><u>Travel / Memberships</u></b> |                                    |           |           |           |           |
| 5060-50410                         | Dues / Subscriptions / Memberships | 2,290     | 2,380     | 3,500     | 3,500     |
| 5060-50505                         | Travel / Meetings / Schools        | -         | -         | -         | 20,000    |
|                                    |                                    | 2,290     | 2,380     | 3,500     | 23,500    |

# Public Safety

10-5060

|                                    |                                   | 2022-2023<br>Actual | 2023-2024<br>Actual | 2024-2025<br>Budgeted | 2025-2026<br>Adopted |
|------------------------------------|-----------------------------------|---------------------|---------------------|-----------------------|----------------------|
| <b><u>Utilities</u></b>            |                                   |                     |                     |                       |                      |
| 5060-50600                         | Electric / Water                  | 19,515              | 24,356              | 20,000                | 23,000               |
| 5060-50605                         | Telephone                         | 17,959              | 18,803              | 23,000                | 21,000               |
|                                    |                                   | 37,473              | 43,159              | 43,000                | 44,000               |
| <b><u>Maintenance / Repair</u></b> |                                   |                     |                     |                       |                      |
| 5060-50700                         | Maintenance / Repair              | 3,869               | 3,925               | 4,000                 | 4,000                |
| 5060-50701                         | Maintenance / Repair PD Bldg      | 9,139               | 13,531              | 7,000                 | 7,000                |
| 5060-50705                         | Vehicle Operations                | 46,714              | 47,975              | 40,000                | 45,000               |
|                                    |                                   | 59,722              | 65,431              | 51,000                | 56,000               |
| <b><u>Capital</u></b>              |                                   |                     |                     |                       |                      |
| 5060-50805                         | Fingerprint Machine               | -                   | -                   | -                     | 10,000               |
| 5060-50810                         | Automobiles                       | 125,597             | 218,630             | 265,000               | 243,388              |
| 5060-50817                         | Misc Grants - Exp. Reimbursements | 24,272              | 75,272              | -                     | -                    |
| 5060-50820                         | Traffic Cams                      | 25,290              | 5,738               | -                     | -                    |
| 5060-50825                         | Speed Signs                       | -                   | -                   | -                     | -                    |
|                                    |                                   | 175,159             | 299,640             | 265,000               | 253,388              |
| <b><u>Miscellaneous</u></b>        |                                   |                     |                     |                       |                      |
| 5060-50900                         | Insurance Tort                    | 234,751             | 230,461             | 228,968               | 210,000              |
| 5060-50901                         | Miscellaneous (Camera & LPR Fees) | -                   | 18,000              | 23,110                | 15,000               |
| 5060-50905                         | Explorer Program                  | -                   | -                   | -                     | 10,000               |
|                                    |                                   | 234,751             | 248,461             | 252,078               | 235,000              |
| <b><u>Victims Advocate</u></b>     |                                   |                     |                     |                       |                      |
| 5062-50000                         | Salaries - Victims Advocate       | 8,121               | 2,237               | 6,843                 | 9,404                |
| 5062-50002                         | FICA / MC - Victims Advocate      | 621                 | 171                 | 523                   | 719                  |
| 5062-50003                         | Retirement - Victims Advocate     | 1,644               | 453                 | 1,453                 | 1,997                |
| 5062-50004                         | Health Insurance                  | 762                 | 809                 | 871                   | 933                  |
| 5062-50005                         | Unemployment                      | -                   | -                   | 30                    | 41                   |
| 5062-50006                         | Workman's Comp                    | 409                 | 472                 | 420                   | 565                  |
| 5062-50015                         | Travel / Meetings / School        | 1,251               | 407                 | 800                   | -                    |
|                                    |                                   | 12,807              | 4,549               | 10,940                | 13,660               |

# Public Safety

10-5060

|                                         |                              | 2022-2023<br>Actual | 2023-2024<br>Actual | 2024-2025<br>Budgeted | 2025-2026<br>Adopted |
|-----------------------------------------|------------------------------|---------------------|---------------------|-----------------------|----------------------|
| <b><u>SRO Grant</u></b>                 |                              |                     |                     |                       |                      |
| 5061-50020                              | Salaries - SRO Grant         | 51,379              | 12,405              | 56,968                | 61,263               |
| 5061-50021                              | FICA / MC - SRO Grant        | 3,930               | 949                 | 4,358                 | 4,687                |
| 5061-50022                              | Retirement - SRO Grant       | 10,399              | 2,511               | 12,100                | 13,012               |
| 5061-50023                              | Health Insurance - SRO Grant | 5,953               | 9,743               | 10,364                | 8,479                |
| 5061-50024                              | Unemployment                 | -                   | -                   | 251                   | 270                  |
| 5061-50025                              | Workman's Comp               | 2,644               | 3,059               | 3,000                 | 3,584                |
| 5061-50026                              | Travel / Meetings / Schools  | -                   | 100                 | -                     | -                    |
| 5061-50028                              | Other Expenses               | 75,147              | 718                 | -                     | -                    |
|                                         |                              | 149,451             | 29,486              | 87,041                | 91,294               |
| <b>Total Public Safety Expenditures</b> |                              | <b>3,484,354</b>    | <b>3,954,150</b>    | <b>4,207,923</b>      | <b>4,353,192</b>     |

## Select Budget Item Descriptions

|                                   |                                                                                                                                                                  |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Holiday Pay Patrol                | Patrol Officers are paid double time for work on holidays                                                                                                        |
| On-Call Investigators             | Investigators who are on call are paid for 1/2 hour of standard time for each on-call day                                                                        |
| Awards / Bonus / Longevity        | Occasional bonuses, as well as \$1,000 bonuses for in-grade rank promotions                                                                                      |
| Housing Subsidy                   | Certified officers receive \$750/month for living within Irmo Town limits                                                                                        |
| Clothing Allowance                | Investigators receive \$1,000/year for clothing                                                                                                                  |
| Miscellaneous Contractual         | Software and Communications Contracts                                                                                                                            |
| Capital: Fingerprint Machine      | \$10,000 for a new fingerprinting machine                                                                                                                        |
| Capital: Automobiles              | \$243,388 for four new Chevy Tahoes, fully outfitted                                                                                                             |
| Explorer Program                  | Funding for the Explorer youth program                                                                                                                           |
| Miscellaneous (Camera & LPR Fees) | Annual fees for cameras and license plate readers                                                                                                                |
| Victim's Advocate                 | 11% of the Victim's Advocate officer's salary and benefits are paid by the State and are tracked separately                                                      |
| SRO                               | The School Resource Officer is paid through an agreement with Lexington Richland School District 5 as well as a grant from the State, and is tracked separately. |

# Confiscated Funds

10-5065

|                                  |               | 2022-2023<br>Actual | 2023-2024<br>Actual | 2024-2025<br>Budgeted | 2025-2026<br>Adopted |
|----------------------------------|---------------|---------------------|---------------------|-----------------------|----------------------|
| <u>Miscellaneous</u>             |               |                     |                     |                       |                      |
| 5065-50901                       | Miscellaneous | 67,839              | 4,350               | 5,000                 | 5,000                |
|                                  |               | 67,839              | 4,350               | 5,000                 | 5,000                |
| Total Miscellaneous Expenditures |               | 67,839              | 4,350               | 5,000                 | 5,000                |

## Budget Item Descriptions

Miscellaneous      Confiscated funds are funds confiscated through the course of police work that are re-

# Okra Strut Revenues

60-40XXX

|                                       |                               | 2022-2023<br>Actual | 2023-2024<br>Actual | 2024-2025<br>Budgeted | 2025-2026<br>Adopted |
|---------------------------------------|-------------------------------|---------------------|---------------------|-----------------------|----------------------|
| <b><u>Taxes</u></b>                   |                               |                     |                     |                       |                      |
| 40110                                 | Lexington County Hosp Taxes   | 2,500               | -                   | 2,500                 | 2,500                |
| 40120                                 | Richland County Hosp Taxes    | 65,000              | -                   | 10,000                | 10,000               |
|                                       |                               | 67,500              | -                   | 12,500                | 12,500               |
| <b><u>Licenses/Fees/Penalties</u></b> |                               |                     |                     |                       |                      |
| 40320                                 | Food Booth Rental / Privilege | 15,525              | 13,473              | 15,000                | 13,000               |
| 40321                                 | Booth Rentals                 | 11,570              | 13,595              | 13,500                | 13,000               |
| 40325                                 | Parade Fees                   | 3,608               | 5,127               | 5,000                 | 4,000                |
| 40330                                 | POD Shop Sales                | 1,160               | 2,064               | 1,500                 | 1,000                |
| 40335                                 | Beer/Wine Sales               | 6,841               | 4,184               | 7,000                 | 5,000                |
| 40340                                 | Soft Drink/Ice Sales          | 3,882               | 3,861               | 4,000                 | -                    |
| 40350                                 | Amusement Commissions         | 3,381               | 16,645              | 3,000                 | 25,000               |
|                                       |                               | 45,968              | 58,948              | 49,000                | 61,000               |
| <b><u>Interest</u></b>                |                               |                     |                     |                       |                      |
| 40500                                 | Interest Earned               | 92                  | 135                 | -                     | -                    |
|                                       |                               | 92                  | 135                 | -                     | -                    |
| <b><u>Miscellaneous</u></b>           |                               |                     |                     |                       |                      |
| 40620                                 | Parking                       | 7,668               | 7,150               | 8,500                 | 5,000                |
| 40625                                 | Corporate Sponsorship         | 35,729              | 60,225              | 60,000                | 55,000               |
| 40635                                 | ATM Surcharge                 | 742                 | 418                 | 500                   | 500                  |
|                                       |                               | 44,139              | 67,793              | 69,000                | 60,500               |
| <b>Total Okra Strut Revenues</b>      |                               | <b>157,699</b>      | <b>126,876</b>      | <b>130,500</b>        | <b>134,000</b>       |

# Okra Strut Expenditures

60-5000

|                                                                        |                               | 2022-2023<br>Actual | 2023-2024<br>Actual | 2024-2025<br>Budgeted | 2025-2026<br>Adopted |
|------------------------------------------------------------------------|-------------------------------|---------------------|---------------------|-----------------------|----------------------|
| <b><u>Personnel</u></b>                                                |                               |                     |                     |                       |                      |
| 5000-50175                                                             | Town Staff Overtime           | 15,087              | 19,725              | 20,000                | 16,000               |
|                                                                        |                               | 15,087              | 19,725              | 20,000                | 16,000               |
| <b><u>Office Expense</u></b>                                           |                               |                     |                     |                       |                      |
| 5000-50200                                                             | Postage                       | 47                  | 225                 | 600                   | 1,000                |
| 5000-50230                                                             | Marketing/Media               | 15,366              | 15,489              | 20,000                | 20,000               |
| 5000-50233                                                             | Trolley/Shuttle               | 4,225               | 4,225               | 5,000                 | 6,000                |
|                                                                        |                               | 19,637              | 19,939              | 25,600                | 27,000               |
| <b><u>Materials/Supplies</u></b>                                       |                               |                     |                     |                       |                      |
| 5000-50335                                                             | Rentals                       | 9,055               | 40,342              | 25,000                | 35,000               |
| 5000-50340                                                             | Stage Technical Support       | 11,719              | 31,725              | 23,500                | 16,000               |
| 5000-50350                                                             | Sheriff Deputies              | 4,527               | 6,829               | 7,000                 | 5,500                |
|                                                                        |                               | 25,300              | 78,896              | 55,500                | 56,500               |
| <b><u>Miscellaneous</u></b>                                            |                               |                     |                     |                       |                      |
| 5000-50901                                                             | Micellaneous Expense          | 43,544              | 5,007               | 6,000                 | 2,000                |
| 5000-50907                                                             | Entertainment                 | 48,159              | 60,438              | 60,000                | 35,000               |
| 5000-50911                                                             | Donations/Scholarships        | 151                 | 12,206              | 6,000                 | 6,000                |
| 5000-50936                                                             | Resale Items - Expense        | 4,876               | 5,935               | 2,400                 | 1,500                |
| 5000-50970                                                             | Website Support               | 4,400               | 1,750               | -                     | -                    |
|                                                                        |                               | 101,129             | 85,337              | 74,400                | 44,500               |
| <b>Total Okra Strut Expenditures</b>                                   |                               | 161,154             | 203,896             | 175,500               | 144,000              |
| <b>Revenue Over/(Under) Expenditures</b>                               |                               | <b>(3,455)</b>      | <b>(77,020)</b>     | <b>(45,000)</b>       | <b>(10,000)</b>      |
| <b><u>Other Financing Sources</u></b>                                  |                               |                     |                     |                       |                      |
| 40905                                                                  | Appropriations from Reserves  | 1,425               | -                   | 25,000                | -                    |
| 40915                                                                  | Transfer in from ABC Permit   | -                   | -                   | -                     | -                    |
| 40920                                                                  | Transfer in from General Fund | 10,000              | 10,000              | 20,000                | 10,000               |
|                                                                        |                               | 11,425              | 10,000              | 45,000                | 10,000               |
| <b>Revenue and Other Sources Over/(Under) Expenditures &amp; Other</b> |                               | <b>7,970</b>        | <b>(67,020)</b>     | <b>-</b>              | <b>-</b>             |



## Staff Report

**DATE:** Council Meeting: April 15, 2025

**TO:** Irmo Town Council

**FROM:** Courtney Dennis, Town Administrator

**SUBJECT:** Approval of Ordinance 25-07 to amend Council Salaries

**ACTION REQUESTED:** Consideration of an Ordinance to raise the salary of the Irmo Town Council

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### Background

In 2024, the Irmo Town Council recognized the need to ensure fair and competitive compensation for all employees, including elected officials, in an evolving job market. To address this, the Town Council engaged a consulting firm to conduct a **Classification and Compensation Study**. This study analyzed various positions within the Town, including those of the Mayor and Councilmembers, and benchmarked them against both government and private sector markets to determine competitive and equitable salary structures.

### Current Salary Structure

The salaries for elected officials in the Town of Irmo were last adjusted in October 2013 by Ordinance 13-11. The current annual compensation rates are:

- **Councilmembers:** \$7,200
- **Mayor:** \$9,600

The 2024 Compensation Study found that the market mean salaries for comparable positions are:

- **Councilmembers:** \$13,191
- **Mayor:** \$22,045

## Legal Restrictions

The salaries of the Mayor and Councilmembers are governed by both South Carolina State Law and the Town of Irmo Code of Ordinances:

### South Carolina Code of Laws - Section 5-7-170

*Salaries and expenses of mayor and councilmen determined by council through ordinance.*

*The council may determine the annual salary of its members by ordinance; provided, that an ordinance establishing or increasing such salaries shall not become effective until the commencement date of the terms of two or more members elected at the next general election following the adoption of the ordinance, at which time it will become effective for all members whether or not they were elected in such election. The mayor and council members may also receive payment for actual expenses incurred in the performance of their official duties within limitations prescribed by ordinance.*

### Town of Irmo Code of Ordinances - Section 2-36

- (a) *The mayor and council members shall receive salaries, as determined by the council, provided that no increase in such salaries shall become effective until the commencement date of the terms of members of council elected at the next general election following the adoption of the ordinance setting the salaries.*

## Previous Ordinance

The last salary adjustment for the council was passed in October 2013 by Ordinance 13-11, which raised Councilmember salaries from \$4,200 to \$7,200 annually and from \$6,600 to \$9,600 annually for the Mayor.

## Proposed Incentive-Based Compensation Model

During discussions with Mayor Danielson, the concept of incentivizing continuing education for elected officials was raised. Staff explored options to enhance knowledge of municipal governance and identified the **Municipal Elected Officials Institute**, administered by the Municipal Association of South Carolina (MASC), as an ideal program.

### Municipal Elected Officials Institute (MEOI)

The MEOI consists of in-person and online courses that provide critical training on municipal governance. Elected officials who complete all required coursework receive a graduation certificate. The program includes:

- **Seven required courses** (five available online or in-person, plus two full-day sessions)
- **Advanced Municipal Elected Officials Institute**, which offers two courses per year, requiring completion of four out of six courses to graduate

## **Staff Recommendation**

To align Irmo's elected official compensation with market standards and encourage professional development, staff recommends implementing a salary adjustment with an incentive-based structure linked to MEOI completion. The proposed salaries are:

### **Councilmembers:**

- **Base Salary:** \$10,000
- **MEOI Graduate:** \$12,000
- **MEOI & Advanced MEOI Graduate:** \$13,500

### **Mayor:**

- **Base Salary:** \$13,500
- **MEOI Graduate:** \$15,000
- **MEOI & Advanced MEOI Graduate:** \$16,500

## **Legal Sufficiency**

Staff has consulted with our Town Attorney and MASC and shared this model with them. MASC found the idea "creative" and "unique" and didn't see any issues with it. Attorney Will Edwards found it to be legally sufficient.

## **Conclusion**

The proposed salary adjustments reflect a reasonable approach to maintaining competitive compensation for elected officials while encouraging professional development. If approved, this adjustment would take effect following the next general election in accordance with state law and Town ordinances.

Staff recommends that the Town Council consider passing an ordinance to implement the proposed salary adjustments and incentive-based compensation structure.

STATE OF SOUTH CAROLINA )  
 )  
TOWN OF IRMO )

**ORDINANCE 25-07**

**AN ORDINANCE TO AMEND COUNCIL SALARIES PURSUANT TO THE TOWN CODE, CHAPTER 2 – ADMINISTRATION, SECTION 2-36 – COMPENSATION AND EXPENSES**

**WHEREAS**, Section 5-7-170 of the South Carolina Code of Laws and Section 2-36 of the Irmo Code of Ordinances authorize the Town Council to establish the salaries of the Mayor and Councilmembers by ordinance, provided such salaries shall not take effect until the commencement date of the terms of two or more members elected at the next general election following adoption of the ordinance; and

**WHEREAS**, the last adjustment to elected officials' salaries was made in October 2013 through the adoption of Ordinance 13-11; and

**WHEREAS**, since 2013, the responsibilities and demands on local elected officials have continued to grow, and market comparisons now indicate that current compensation lags significantly behind; and

**WHEREAS**, in 2024, the Town of Irmo received a comprehensive Classification and Compensation Study, which confirmed that the salaries of the Mayor and Councilmembers are below the market mean; and

**WHEREAS**, the Town Council wishes to adopt a more competitive and incentive-based salary structure that not only reflects the time and effort required of elected officials but also encourages continuing education and professional development through programs such as the Municipal Elected Officials Institute and the Advanced Municipal Elected Officials Institute, both administered by the Municipal Association of South Carolina.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF IRMO, IN COUNCIL DULY AND LAWFULLY ASSEMBLED, THAT:**

**Section 1. Salary Adjustments**

Effective on the commencement date of the terms of two or more members elected at the next general election following the adoption of this ordinance, the compensation for elected officials shall be:

**Mayor:**

- Base Salary: \$13,500 annually
- Upon certification as a graduate of the Municipal Elected Officials Institute (MEOI): \$15,000 annually
- Upon certification as a graduate of both MEOI and the Advanced Municipal Elected Officials Institute: \$16,500 annually

**Councilmembers:**

- Base Salary: \$10,000 annually
- Upon certification as a graduate of the Municipal Elected Officials Institute (MEOI): \$12,000 annually
- Upon certification as a graduate of both MEOI and the Advanced Municipal Elected Officials Institute: \$13,500 annually
- 

**Section 2. Professional Development Incentive**

Salaries beyond the base amount shall be contingent upon the elected official's successful completion and verification of applicable MEOI and Advanced MEOI certifications as administered by the Municipal Association of South Carolina.

**Section 3. Effective Date**

This ordinance shall become effective on the commencement date of the terms of two or more members elected at the next general election, at which time the salaries provided herein shall apply to all councilmembers and the mayor, regardless of whether they were elected in that election.

**PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2025.**

\_\_\_\_\_  
William O. Danielson, Mayor

ATTEST:

\_\_\_\_\_  
Lisa Hancock, Municipal Clerk

1<sup>st</sup> Reading: April 15, 2025  
2<sup>nd</sup> Reading: May 20, 2025  
Public Hearing: May 20, 2025

## Staff Report

### Amendment to the Official Zoning Map

**DATES:** Planning Commission & Public Hearing: April 14, 2025  
Town Council First Reading: April 15, 2025  
Town Council Second Reading & Public Hearing: May 20, 2025

**TO:** Irmo Planning Commission  
Irmo Town Council

**FROM:** Douglas Polen, Assistant Town Administrator

**SUBJECT:** Annexation Request

**SUBJECT** 11.92 acres consisting of two lots located at 10057 Broad River Road, TMS  
**PROPERTY:** R04000-01-13 and -14

**ACTION** Consider an ordinance to annex real property into the corporate limits of  
**REQUESTED:** the Town of Irmo, to zone said property CG, and to amend the official  
zoning map of the Town to so reflect.

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### Background

The Town has received an application from East Lake Community Church to annex the two lots referenced above.

### Current Zoning

The subject property is zoned HM, Homestead District (Richland County). This provides “lands for low-intensity agricultural and agricultural-supporting uses, such as hobby farms, along with very low-intensity residential development that preserves the rural and natural character of the district.”

### Proposed Zoning

The proposed zoning district, CG, General Commercial, is defined as follows: The CG district is intended to provide for the development and maintenance of commercial and business uses

strategically located to serve the community and the larger region of which it is a part. Toward this end, a wide range of business and commercial uses are permitted herein.

### Summary of Adjacent Zoning & Uses

|       | Zone                          | Present Use                  |
|-------|-------------------------------|------------------------------|
| North | CG, General Commercial (Irmo) | Commercial (Cassel Brothers) |
| East  | CG, General Commercial (Irmo) | Commercial (Premier Roofing) |
| South | RT & HM (Richland Co.)        | Vacant and Friarsgate        |
| West  | CG, General Commercial (Irmo) | Commercial (Hunter Village)  |

### Irmo Comprehensive Plan

The new 2024 Comprehensive Plan has a future land use of Office & Employment for these lots. As such, the Irmo Comprehensive Plan supports this annexation and rezoning. The Office & Employment area is defined as follows:

- Mostly located along the I-26 corridor or in areas with a mix of business parks and light industrial uses.
- These areas are appropriate for offices, light manufacturing, warehousing, research and development, and flex space.
- These areas may also include a limited amount of supporting commercial uses, such as restaurants and convenience retailers to serve employees.
- Large-scale residential developments are discouraged in locations that are prime for businesses and non-residential uses.

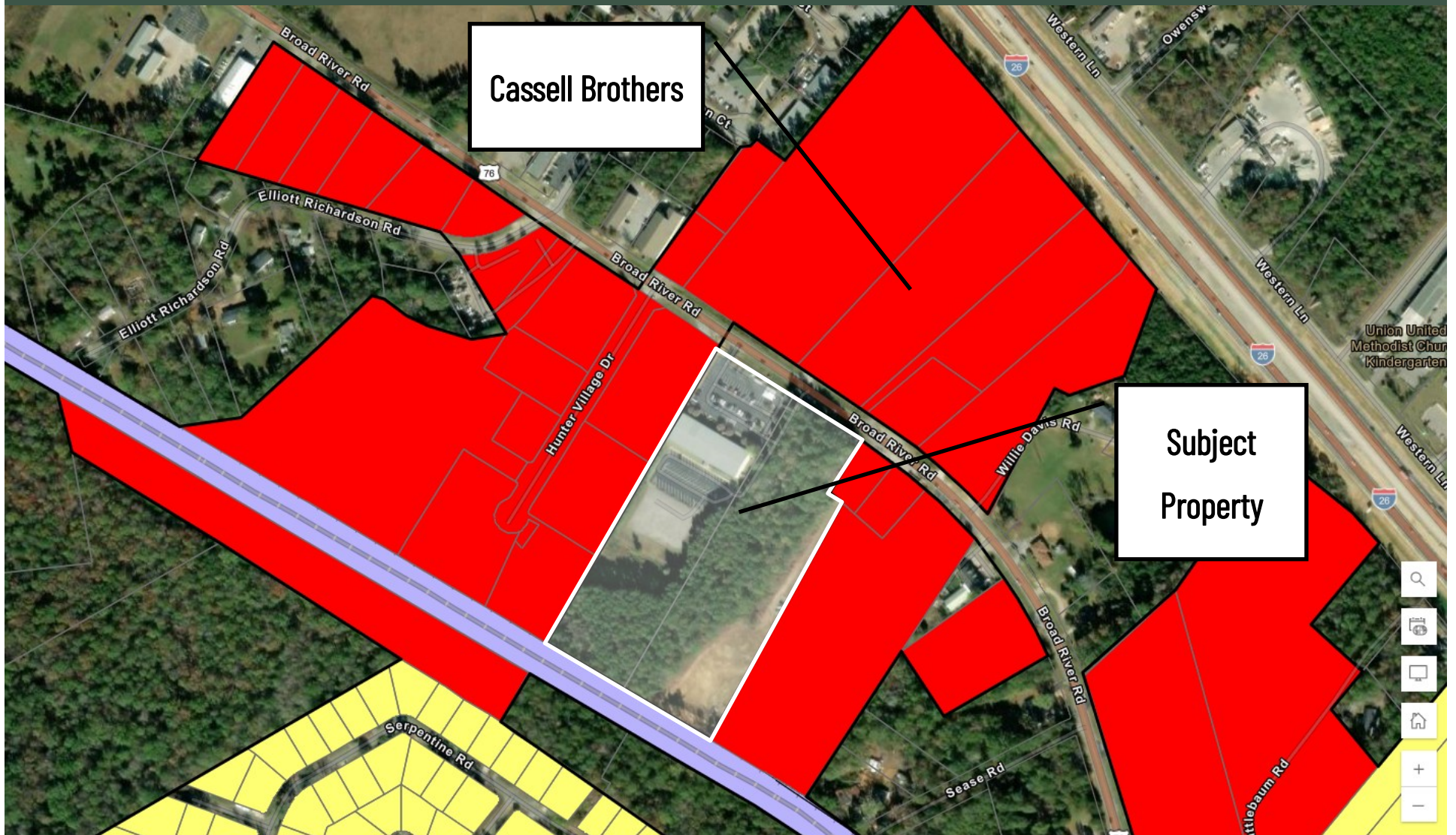
### Staff Findings

Staff recommends **APPROVAL** of the annexation and rezoning.

# 10057 Broad River Road Annexation, Ordinance 25 - 08

Planning Commission | April 14, 2025

Town Council | April 15, 2025 & May 20, 2025



# 10057 Broad River Road Annexation, Ordinance 25 - 08

Planning Commission | April 14, 2025

Town Council | April 15, 2025 & May 20, 2025



**East Lake Community Church and Adjacent Vacant Lot**

)

TOWN OF IRMO )

**AN ORDINANCE TO ANNEX 11.92 ACRES OF REAL PROPERTY CONSISTING OF TWO LOTS LOCATED AT 10057 BROAD RIVER ROAD, TMS R04000-01-13 AND R0400-01-14 INTO TO THE LIMITS OF THE TOWN OF IRMO; TO ZONE SAID PROPERTY CG, GENERAL COMMERCIAL; AND TO AMEND THE OFFICIAL ZONING MAP OF THE TOWN OF IRMO TO SO REFLECT**

**WHEREAS**, a request has been presented to the Irmo Town Council by the current record titleholder of properties located at 10057 Broad River Road, TMS R04000-01-13 & -14 to annex 11.92 acres of real property into Town and to classify the property as CG, General Commercial; and

**WHEREAS**, the Town and its Planning Commission, per SC Code § 6-29-760 *Procedure for enactment or amendment of zoning regulation or map; notice and rights of landowners; time limit on challenges* met the State's zoning procedural standards. Simply, notice was advertised in The New Irmo News at least fifteen days prior to the public hearing, notice was conspicuously posted on or adjacent to the property, and a public hearing was held; and

**WHEREAS**, the Irmo Planning Commission, during a meeting held on April 14, 2025, recommended to the Irmo Town Council to annex said property and to classify said property to the appropriate zoning classification of CG, General Commercial.

**NOW, THEREFORE, BE IT ORDAINED** and ordered by the Mayor and Town Council of the Town of Irmo, South Carolina, in Council duly assembled, that the subject parcel be annexed into the Town of Irmo; and

**BE IT FURTHER ORDAINED** that the Zoning Classification pertaining to the subject parcel be hereby classified as CG, General Commercial; and

**BE IT FURTHER ORDAINED** that the official zoning map of the Town of Irmo be, and the same hereby is, amended to so reflect.

**PASSED AND ADOPTED this 20<sup>th</sup> day of May, 2025**

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William O. Danielson, *Mayor*

ATTEST:

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Lisa Hancock, *Municipal Clerk*

1<sup>st</sup> Reading: April 15, 2025

2<sup>nd</sup> Reading: May 20, 2025

Public Hearing: May 20, 2025

## Staff Report

### Amendment to the Zoning Ordinance

**DATES:** Planning Commission & Public Hearing: April 14, 2025  
Town Council First Reading: April 15, 2025  
Town Council Second Reading and Public Hearing: May 20, 2025

**TO:** Irmo Planning Commission  
Irmo Town Council

**FROM:** Douglas Polen, Assistant Town Administrator

**SUBJECT:** Zoning Ordinance Amendment

**ACTION REQUESTED:** Consideration of an ordinance to amend the Zoning Ordinance, Article 6 – Off-Street Parking Regulations

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### Background

Staff has been working on a number of edits to the Zoning Ordinance and Code of Ordinance, with all items discussed at Town Council workshop in February, 2025. Many changes are scheduled for second reading on April 15, but voting on parking in residential areas was tabled by Planning Commission pending further discussion. Planning Commission met on April 14 to finalize wording on this issue.

### Text Amendment

See Attachment

### Staff Findings

Staff recommends **APPROVAL** of this zoning ordinance change, although Staff believes that the section on front yard parking needs further discussion.

## **1. Front Yard Parking/Residential Parking**

### **Why Change the Ordinance?**

There is a lot to unpack in this section. Primarily the goal is to better clarify front yard parking, but there also needs to be clarity on commercial vehicles, boats/trailers/RV's, what constitutes an inoperable vehicle, and the use of car covers.

### **Current Ordinance**

#### **Section 6-3 Parking, Storage, and Use of Vehicles and Equipment in Residential Zones**

- A. Construction and/or commercial equipment and implements shall not be stored on any lot zoned for residential use other than in completely enclosed buildings or if physically removed from vision from the public street or other public or private property. No automobiles, trucks, or trailers of any type without current license plates, non-operational or in a state of disrepair, shall be parked for more than 15 days unless parked in completely enclosed buildings or physically removed from vision from the public street or other public or private property. Visual obscurity may be achieved for one vehicle per lot by an approved custom car cover, in rear yards or side yards, and only on a paved driveway. All vehicles must be supported by four inflated tires.
- B. Vehicles, design of which would normally require a commercial driver's license to operate, are prohibited from parking on lots or parcels less than two acres in the RS and RG zoning districts, including the street/highway right-of-way in such districts, when not actively involved in commerce.
- C. It shall be unlawful to park any vehicle anywhere in the front yard of a residence, except in the driveway or a parking area approved by the Planning Official. Parking on the grass or front lawn area of any residence is allowed for visitors and for temporary parking as long as it does not kill the grass. Parking on dirt areas in the front lawn area of a home is not allowed, except for temporary use by visitors.
  - 1. Parking area construction that shall be approved by the Planning Official Include:
    - i. Poured concrete slab
    - ii. Asphalt paved area
    - iii. Concrete steppingstones, pavers, and bricks laid out to form a parking pad
    - iv. Any pervious substrate such as gravel, crusher run, ground asphalt, or mulch contained within a boundary/border made of landscaped timbers, railroad timbers, landscaping blocks, bricks, or solid concrete blocks to contain the substrate.
  - 2. Additional parking areas will be approved providing they meet the construction requirements of subsection 1 above and meet the following

□

location requirements listed in descending order of preference:

- i. Additional parking area adjoining either side of the original driveway
  - ii. Side yard on the same side of the residence as the original driveway
  - iii. Side yard on the opposite side of the residence as the original driveway
  - iv. In the front yard area in front of the residence, but as close to the side yard as possible
3. Any vehicle with a valid handicap plate or placard on the vehicle is exempt from this sub section C.

#### 6-3.1 Parking, Storage, and Use of Recreational Vehicles (Campers, Travel Trailers) and Boats

- A. No recreational vehicle or boat shall be parked or stored in any required front setback area.
- B. A recreational vehicle may be parked anywhere on a premise for a period not to exceed twenty- four (24) hours during loading or unloading.
- C. Recreational vehicles may be used for temporary lodging up to fourteen (14) days per calendar year, increasing to a renewable sixty (60) days when incidental to on-premise construction pursuant to a valid building permit.

### **Proposed Ordinance**

#### Section 6-3 Parking, Storage, and Use of Vehicles and Equipment in Residential Zones

##### 6-3.1 Commercial and Heavy-Duty Vehicle Parking

- A. Construction vehicles/equipment and heavy-duty commercial vehicles shall be prohibited from parking in the following districts: RS (Single Family Residential), RG (General Residential), CO (Office Commercial), CN (Neighborhood Commercial) or any areas of negotiated developments with density and use similar to the above zones. The prohibition holds whether on-street or off-street, on private property, public property, or public right-of-way except when said trucks are being used during normal business hours to make deliveries or perform service or when contained within a completely enclosed building removed from vision from a street or other property.
- B. The types of trucks specifically prohibited include but are not limited to: tractor-trailers; truck tractors; trailers only; box trucks; stake trucks; flat-bed trucks; tank trucks including those with and without DHEC identification numbers; dump trucks; concrete mixers; trucks equipped for hauling shipping containers, timber, rocks, dirt, logs, wood chips, automobiles, and boats; vehicles which require a commercial driver's license to operate; and any type of truck with eight or more wheels.
- C. The Zoning Administrator shall be authorized to make a determination whenever there is a question regarding the construction, commercial, or heavy-duty nature of a vehicle under this ordinance.

□

### 6-3.2 Inoperable Vehicle Parking in Residential Areas

- A. Vehicles without current license plates or which are non-operational are considered inoperable. Such vehicles shall not be parked for more than 15 days in a residential area unless parked in a completely enclosed building or physically removed from vision from the street or other public or private property. Visual obscurity may be achieved by parking in the rear yard or by use of an approved custom car cover. Vehicles with a car cover must be parked on a paved driveway. Only one inoperable vehicle may be stored on a residential lot outside of a completely enclosed building. All tires on such vehicles or trailers must be inflated.
- B. If a vehicle is mechanically inoperable but is undergoing repairs or restoration and is not stored in an enclosed building, a vehicle restoration permit is required. This permit is valid for one year and may be renewed if, in the opinion of the Town, substantial work has been performed on the vehicle. Mechanically inoperable vehicles without a valid restoration permit are prohibited and must be placed in an enclosed building or removed from the property.

### 6-3.3 Parking, Storage, and Use of Recreational Vehicles (Campers, Travel Trailers), Utility Trailers, and Boats

- A. No recreational vehicle, trailer or boat shall be parked or stored in any required front yard except on a paved driveway or approved parking surface.
- B. No recreational vehicle, trailer, or boat shall be parked in any right-of-way, whether standing alone or attached to a tow vehicle.
- C. A recreational vehicle, trailer or boat may be parked anywhere on a premise for a period not to exceed twenty- four (24) hours during loading or unloading.
- D. Recreational vehicles and trailers may be used for temporary lodging up to fourteen (14) days per calendar year. Such vehicles and trailers must be parked on a paved driveway or approved surface if located in the front yard. When incidental to on-premises construction pursuant to a valid building permit, such vehicles and trailers may be occupied as temporary lodging for renewable sixty (60) day periods.

### ~~6-3.4 Front Yard Parking in Residential Areas~~

- ~~A. It shall be unlawful to park any vehicle anywhere in the front yard of a residence, except in the driveway or a parking area approved by the Planning Official.~~
- ~~1. One (1) vehicle is permitted to park on a natural, unprepared surface. This vehicle may be an automobile, recreational camper, trailer, or a boat and must be~~

□

~~licensed, insured, and mechanically operable. The permitted location of this parking space is listed in subsection 4, below.~~

- ~~2. Additional parking on the grass or front lawn area of any residence is allowed for visitors and for temporary parking as long as it does not kill the grass. Parking on dirt areas in the front lawn area of a home is not allowed, except for temporary use by visitors and the one vehicle noted in subsection 1, above.~~
- ~~3. Parking area construction that shall be approved by the Planning Official Include:
  - A. Poured concrete slab
  - B. Asphalt paved area
  - C. Concrete steppingstones, pavers, and bricks laid out to form a parking pad
  - D. Any pervious substrate such as gravel, crusher run, ground asphalt, or mulch contained within a boundary/border made of landscaped timbers, railroad timbers, landscaping blocks, bricks, or solid concrete blocks to contain the substrate.~~
- ~~4. Additional parking areas will be approved providing they meet the construction requirements of subsection 3 above and meet the following location requirements listed in descending order of preference. Prepared parking is strongly recommended to be outside of the required front setback area unless adjoining an existing driveway, and will not be approved by the Zoning Administrator if other options exist.
  - A. Additional parking area adjoining either side of the original driveway
  - B. Side yard on the same side of the residence as the original driveway
  - C. Side yard on the opposite side of the residence as the original driveway
  - D. In the front yard area in front of the residence, but as close to the side yard as possible
  - E. The natural, unprepared parking area detailed in subsection 1 may be located along the road. Only automobiles and trucks may park in this location; recreational campers, trailers and boats must park in a location listed above in this subsection.~~
- ~~5. Any vehicle with a valid handicap plate or placard on the vehicle is exempt from section 6-3.4. The Zoning Administrator will work with the property owner to determine an appropriate parking layout.~~

STATE OF SOUTH CAROLINA )  
 )  
TOWN OF IRMO )

**ORDINANCE 25 – 09**

**AN ORDINANCE TO AMEND APPENDIX A OF THE IRMO MUNICIPAL ORDINANCE;  
ZONING AND LAND DEVELOPMENT REGULATION, ARTICLE 6 – OFF-STREET  
PARKING REGULATIONS**

**WHEREAS**, the Town of Irmo desires to strengthen its Municipal Ordinance and its Code of Zoning and Land Development Regulations, amending said Code to address noted errors, omissions, vague language, and add appropriate standards; and

**WHEREAS**, the following text amendment to the Irmo Municipal Ordinance and Code of Zoning and Land Development Regulations has been proposed through collaboration with the Planning Commission; and

**WHEREAS**, the Planning Commission, at their April 14, 2025, meeting, voted to recommend approval of this amendment, as attached; and

**WHEREAS**, Council wishes to amend the Code of Municipal Ordinance as attached;

**NOW, THEREFORE, BE IT ORDAINED** and ordered by the Mayor and Town Council of the Town of Irmo, South Carolina, in Council duly assembled on this 20<sup>th</sup> day of May, 2025, that the Town of Irmo Code of Municipal Ordinance is hereby amended.

**PASSED AND ADOPTED this 20<sup>th</sup> day of May, 2025.**

---

William O. Danielson, *Mayor*

ATTEST:

---

Lisa Hancock, *Municipal Clerk*

1<sup>st</sup> Reading: April 15, 2025

2<sup>nd</sup> Reading: May 20, 2025

Public Hearing: May 20, 2025

**Changes to Appendix A of the Municipal Code of Ordinance**

**Section 6-3 Parking, Storage, and Use of Vehicles and Equipment in Residential Zones**

*Remove current Section 6-3 and Subsection 6-3.1 and replace with the following:*

**Section 6-3 Parking, Storage, and Use of Vehicles and Equipment**

**6-3.1 Commercial and Heavy-Duty Vehicle Parking**

- A. Construction vehicles/equipment and heavy-duty commercial vehicles shall be prohibited from parking in the following districts: RS (Single Family Residential), RG (General Residential), CO (Office Commercial), CN (Neighborhood Commercial) or any areas of negotiated developments with density and use similar to the above zones. The prohibition holds whether on-street or off-street, on private property, public property, or public right-of-way except when said trucks are being used during normal business hours to make deliveries or perform service or when contained within a completely enclosed building removed from vision from a street or other property.
- B. The types of trucks specifically prohibited include but are not limited to: tractor-trailers; truck tractors; trailers only; box trucks; stake trucks; flat-bed trucks; tank trucks including those with and without DHEC identification numbers; dump trucks; concrete mixers; trucks equipped for hauling shipping containers, timber, rocks, dirt, logs, wood chips, automobiles, and boats; vehicles which require a commercial driver's license to operate; and any type of truck with eight or more wheels.
- C. The Zoning Administrator shall be authorized to make a determination whenever there is a question regarding the construction, commercial, or heavy-duty nature of a vehicle under this ordinance.

**6-3.2 Inoperable Vehicle Parking in Residential Areas**

- A. Vehicles without current license plates or which are non-operational are considered inoperable. Such vehicles shall not be parked for more than 15 days in a residential area unless parked in a completely enclosed building or physically removed from vision from the street or other public or private property. Visual obscurity may be achieved by parking in the rear yard or by use of an approved custom car cover. Vehicles with a car cover must be parked on a paved driveway. Only one inoperable vehicle may be stored on a residential lot outside of a completely enclosed building. All tires on such vehicles or trailers must be inflated.
- B. If a vehicle is mechanically inoperable but is undergoing repairs or restoration and is not stored in an enclosed building, a vehicle restoration permit is required. This permit is valid for one year and may be renewed if, in the opinion of the Town, substantial work has been performed on the vehicle. Mechanically inoperable vehicles without a valid restoration permit are prohibited and must be placed in an enclosed building or removed from the property.

## ORDINANCE 25 – 09

### 6-3.3 Parking, Storage, and Use of Recreational Vehicles (Campers, Travel Trailers), Utility Trailers, and Boats

- A. No recreational vehicle, trailer or boat shall be parked or stored in any required front yard except on a paved driveway or approved parking surface. An approved parking surface shall be constructed as follows:
1. Poured concrete slab
  2. Asphalt paved area
  3. Concrete steppingstones, pavers, and bricks laid out to form a parking pad
  4. Any pervious substrate such as gravel, crusher run, ground asphalt, or mulch contained within a boundary/border made of landscaped timbers, railroad timbers, landscaping blocks, bricks, or solid concrete blocks to contain the substrate.

Furthermore, approved parking surfaces in the front yard must be located either adjoining the original driveway or on the opposite side yard of the premises. They may not be located along the right-of-way or in the middle of the yard.

- B. No recreational vehicle, trailer, or boat shall be parked in any right-of-way, whether standing alone or attached to a tow vehicle.
- C. A recreational vehicle, trailer or boat may be parked anywhere on premises for a period not to exceed twenty- four (24) hours during loading or unloading.
- D. Recreational vehicles and trailers may be used for temporary lodging on a residential lot for up to fourteen (14) days per calendar year. Such vehicles and trailers must be parked on a paved driveway or approved surface if located in the front yard. When incidental to on-premises construction pursuant to a valid building permit, such vehicles and trailers may be occupied as temporary lodging for renewable sixty (60) day periods.



## Staff Report

**APPROVAL OF RESOLUTION 25-05 to authorize a Memorandum of Agreement with Richland County Voter Registration and Elections for Conducting Municipal Elections (Staff).** This would formalize an agreement with Richland County to work with Lexington County on holding municipal elections for the town.

**DATES:** April 15, 2025  
**TO:** Town Council  
**FROM:** Courtney Dennis, Town Administrator  
**SUBJECT:** Consideration of Memorandum of Agreement Between Richland County and the Town of Irmo for Conducting Municipal Elections

### **ACTION REQUESTED:**

### **Background**

Pursuant to Chapter 12 of the Irmo Code of Ordinances, the Town of Irmo is responsible for conducting municipal elections for the offices of Mayor and Town Council.

Historically, the Town has relied on Lexington County to manage election-related services per §12-5 of the Code. However, Richland County also administers elections for precincts within its boundaries and seeks to formalize their role through a Memorandum of Agreement (MOA).

### **Analysis**

The attached Memorandum of Agreement outlines the responsibilities of Richland County Voter Registration and Elections and the Town of Irmo regarding the conduct of elections for precincts located in Richland County.

The Lexington County Voter Registration and Elections Commission has submitted a signed letter (attached) confirming their support and agreement with the MOA. They affirm continued collaboration in accordance with §12-5 of the Town Code and endorse a coordinated process between counties and the Town.

### **Staff Findings**

This agreement has been reviewed by Town Attorney Will Edwards and Lexington County legal counsel. Staff recommends that Town Council approve the Memorandum of Agreement between Richland County and the Town of Irmo.

**Attachments**

1. R25-05 - MOA with Richland County on Elections
2. THE TOWN OF IRMO Memorandum
3. Memo-Richland-Cayce-Irmo

STATE OF SOUTH CAROLINA )  
 )  
TOWN OF IRMO )

**RESOLUTION 25-05**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF IRMO, SOUTH CAROLINA, TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH RICHLAND COUNTY TO CONDUCT MUNICIPAL ELECTIONS**

**WHEREAS**, the Town of Irmo conducts municipal elections pursuant to Chapter 12 of the Irmo Code of Ordinances and applicable South Carolina laws; and

**WHEREAS**, portions of the Town of Irmo lie within Richland County, and it is necessary to coordinate with Richland County Voter Registration and Elections to ensure proper election administration in those precincts; and

**WHEREAS**, Richland County and the Town of Irmo have negotiated a Memorandum of Agreement outlining responsibilities related to the conduct of municipal elections; and

**WHEREAS**, the Lexington County Voter Registration and Elections Office has reviewed the agreement and supports a cooperative election process involving both counties;

**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of the Town of Irmo, South Carolina, that the Town Administrator is hereby authorized to execute the Memorandum of Agreement with Richland County Voter Registration and Elections for the purpose of conducting municipal elections in accordance with applicable laws and regulations.

**RE IT FURTHER RESOLVED** that this Resolution 25-05 shall become effective on April 15, 2025.

---

William O. Danielson, Mayor

ATTEST:

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Lisa Hancock, Municipal Clerk

## Staff Report

### Appointment to the Planning Commission

**DATE:** April 15, 2025

**TO:** Irmo Town Council

**FROM:** Douglas Polen, Assistant Town Administrator

**SUBJECT:** Appointments to the Planning Commission

**ACTION REQUESTED:** Appoint members to the Planning Commission

---

#### Planning Commission

##### *Background*

Per the Town of Irmo Code of Ordinance, Sec. 2-292, the Planning Commission consists of seven members appointed to staggered terms running four years each and commencing on April 1<sup>st</sup>. The terms of two members are currently at an end – Clint Scoville and Judy DeLoach. The Town has advertised this opening and has received two applications to fill this position. The interested applicants are as follows:

- Clint Scoville (incumbent)
- Jim Smith

Both appointees will have terms that run through March 31, 2029.

##### *Staff Recommendation*

Mr. Scoville has been on the Planning Commission for years and has attended meetings faithfully. Mr. Smith lives in Town limits and is the owner of Christian Brothers Automotive. Staff recommends appointing Mr. Smith and re-appointing Mr. Scoville to the Planning Commission.

# Board, Commission, Committee Application

Print

**Submitted by:** H Clinton Scoville

**Submitted On:** 2024-02-12 12:28:02

**Submission IP:** (167.7.17.3)  
proxy-IP (raw-IP)

**Status:** Open

**Priority:** Normal

**Assigned To:** Doug Polen

**Due Date:** Open



## FORMS & APPLICATIONS

7300 Woodrow Street, Irmo, SC 29063

p: [\(803\) 781-7050](tel:(803)781-7050) | [info@townofirmosc.com](mailto:info@townofirmosc.com) | Follow Us [@TownofIrmoSC](#)

# Board, Commission, Committee Application

Members of boards, commissions, or committees provide a positive service that is invaluable to the continued progress of our town. They may advise the Town Council and Administrator on a wide variety of issues by making recommendations on important policy matters.

Serving on a board, commission or committee can be a rewarding experience for community service-minded residents. It is an excellent way to participate in the functioning of local government and to make a personal contribution to the improvement of our community. If we are to have, a "Government of the people, by the people, for the people", we must have the continued participation of the many dedicated boards, commissions, and committee members. Making local government effective and responsive is everybody's responsibility.

Irmo citizens have an opportunity to actively participate in running the Town through their services on Town Boards, Committees, and Commissions. These groups help shape and carry out policy. An Irmo staff member works with each board to help it conduct business.

**Note:** Appointees must be residents of the Town of Irmo at the time of their appointment and at all times during their term in office. Additionally, Board or Commission members shall not hold public office as an elected official at the time of their appointment or at any other time during their term. Each Board and Commission member shall serve at the discretion of the Town Council. In addition, Board and Commission members shall serve without compensation throughout the duration of their appointment, but may be reimbursed for applicable expenses incurred on official duty, with authorization from the Town Council.

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information, or any other legally protected status.

For a list of active Boards or Commissions, [click here](#).

Questions can be emailed to the [Town Administrator](#).

. . .

APPLICANT INFORMATION

\* First Name:

\* Last Name:

H Clinton

Scoville

\* Address:

213 Amber Ridge Trail

\* Phone:

\* Email:

803-920-2665

clintscoville@gmail.com

\* Are you a resident of the Town of Irmo?

☒ Yes ☐ No

\* What is the length of residency in Irmo?

12 years

\* Neighborhood?

Rose Oaks

\* Do you live within Lexington Richland District 5?

☒ Yes ☐ No

\* Do you own property in the Town of Irmo?

☒ Yes ☐ No

\* Are you a registered voter?

☒ Yes ☐ No

\* What Board, Commission or Committee are you applying for?

- ☐ A-Tax Committee
- ☐ Zoning Board of Appeals (ZBA)
- ☐ Okra Strut Commission
- ☒ Planning Commission
- ☐ Events Committee
- ☐ Dog Park Committee
- ☐ Construction Board of Adjustments and Appeals (CBAA)

EXPERIENCE

\* Why are you qualified to serve on the board or commission?

I have served the past 4 years on the Irmo Planning Commission. prior to that I served on the A- Tac Committee. I am also a Project Manager (engineer) with the SCDOT. I am basically responsible for managing preconstruction activities and projects in the upstate of SC. This involves planning of projects, management of the financial expenditures and project budgets. Conducting meetings and public hearings and meetings with elected officials and property owners.

\* **How many board or commission meetings you have attended?**

I have missed one commission meetings since I have been appointed to the PC. One was in January while I was in the hospital.

---

Within the last six (6) months.

\* **Describe your education:**

I have a BS Degree in Civil Engineering and have additional Certificate course work from Duke University Governors Center of the Terr Sanford Institute of Public Policy

---

High school, college, graduate school, or other certifications/trainings.

\* **Work Experience:**

34 years of Experience with SCDOT of which 31 years have been spent in Project/Program management

---

Most recent job first.

\* **Community Activities:**

Irmo planning commission member, Trustee Board Member Bethel AME Church, Member Alpha Phi Alpha Fraternity , Inc., School of Engineering SCSU Industrial Advisory council.

---

Clubs, boards, church or volunteer work.

**Any Additional Comments:**

---

**Conflict of Interest Agreement**

I understand that sometimes a Board, Commission, or Committee may discuss a matter in which members or families might benefit financially from a Board, Commission, or Committee's decision. This would constitute a "conflict of interest". If either my employment or my family's investments put me in this category, I understand that I should not take part in the discussion of such a matter, and should not vote on the issue.

***By typing my name below, I understand and agree that this electronic signature has the same legal force and effect as a manual signature.***

\* **First & Last Name**

H. Clinton Scoville

---

Type your first & last name

\* **Today's Date**

02/12/2024

---

Format: MM/DD/YYYY

## Board, Commission & Committee Application

Closed ▾

CASE #szhbm2cc

Opened Mar 14, 10:50 AM

 Board, Commission & Committee Application

2/2

All Steps Completed

MANAGER

Select a manager ▾

TAGS

Tags ▾

LOCATION

+

CASE REQUESTER

➤

 Jim Smith 

OTHER CASE MEMBERS



No case members

---



Mar 14, 2025, 10:50 AM

## Case Created



Mar 14, 2025, 2:58 PM

### Step 1: Submit Application

Completed ^

## Submit Application

### Contact Information

First Name

Jim



Last Name

Smith



Email

jim.smith@cbauto.net



Phone Number

+1

3364062869

ext.

Address

8079 Irmo Drive, Columbia, SC 29212



Address

108 Walnut Lane, Columbia, SC 29212



To edit the contact's existing information, [click here](#)

Are you a resident of the Town of Irmo?

Verify to see if you live in the Town of Irmo here.

☒ Yes

☐ No

If you are an Irmo resident, how long have you lived in Town?

Optional

3 years



Do you own, operate, or work in a business located in the Town of Irmo?

☒ Yes

☐ No

If so, please list the business and its address

Optional

Christian Brothers Automotive Irmo



Do you live with Lexington Richland School District 5?

Town of Irmo Events Committee applicants MUST live or work within the Town of Irmo.

☒ Yes

☐ No

Do you own property within the Town of Irmo?

☒ Yes

☐ No

Are you a registered voter?

☒ Yes

☐ No

Which Board, Commission, or Committee are you applying for?

Planning Commission



## Which additional Board, Commission or Committee are you applying for?

*Select 1 or more.*

- ☐ A-Tax Committee
- ☐ Board of Zoning Appeals
- ☐ Events Committee
- ☐ Okra Strut Commission
- ☐ Planning Commission

From time to time the Town has other Board Opportunities. If you are interested in one of these opportunities, please list the Board, etc. below.

Optional

Why are you qualified to serve on a Town Board, Commission, or Committee?

Local business owner with a vested interest in making sure

How many Board, Commission, or Committee meetings have you attended in the last six months?

Zero



Describe your education

Bachelor of Science - Mechanical Engineering



Describe your work experience

25 years Corporate Sales & 8 Yrs business owner



Please list any other community activities in which you take part

Irmo Chamber of Commerce



Any additional comments

Optional

Not sure the breakdown of existing committees but would like



### Conflict of interest agreement

#### **Conflict of Interest Agreement**

I understand that sometimes a Board, Commission, or Committee may discuss a matter in which members or families might benefit financially from a Board, Commission, or Committee's decision. This would constitute a "conflict of interest". If either my employment or my family's investments put me in this category, I understand that I should not take part in the discussion of such a matter, and should not vote on the issue.

☒ Yes

**Edit**

Completed by: Jim Smith



Mar 14, 2025, 2:58 PM

Status Changed to Open



Mar 18, 2025, 10:11 AM

## Step 2: Confirmation of Application

Completed  ^

### Confirmation of Application

Contact Applicant

 **Complete**    Mark incomplete

Edit

Completed by: Douglas Polen