



TOWN COUNCIL MEETING

Irmo Municipal Building
7300 Woodrow Street, Irmo, SC 29063

May 20, 2025 @ 6:30 PM

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 25-06** 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 FY 25/26.
 - B. To receive comments on **ORDINANCE 25-07** to amend Council Salaries pursuant to Town Code Chapter 2-36.
 - C. To receive comments on **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 R04000-01-14, and to rezone said property from HM, Homestead (Richland Co.) to CG, General Commercial (Town of Irmo).
- II. Call to Order
- III. Pledge of Allegiance
- IV. Invocation
- V. Approval of the Agenda
- VI. Reading of the Minutes
 - A. April 15, 2025 Council Meeting

- B. May 6, 2025 Council Workshop
- C. May 12, 2025 Council Special Meeting
- D. May 14, 2025 Council Special Meeting

VII. Report of Standing

- A. Administrative Briefing
- B. New In-town Businesses:
 - Mathnasium of Irmo - 2750 N Lake Drive
 - Southern Styles Hair Studio - 7522 Irmo Drive
 - Clutch Coffee - 1517 Lake Murray Boulevard
 - Taylor Reid Salon - 8090 Irmo Drive
 - Gloss Blending Studio - 8090 Irmo Drive
 - Studio M - 8090 Irmo Drive

VIII. Consideration of Communications

- A. Recognition of Eyler Piano as the May 2025 Small Business of the Month.
- B. Presentation of Okra Strut Scholarships (Okra Strut Commission).
- C. Recognition of Sponsors of "The Boardr" Skate Park event (Events Committee).
- D. Update on the upcoming Juneteenth Event.
- E. School Showcase:
 - Irmo Elementary School, presented by Principal Shannon Fincannon.
- F. Community Connections:
 - Blood Drive
 - Sports Camp
 - Summer Reading Party
 - Summer Art Camps
 - Free Summer Camp
 - STEM Camps
 - Juneteenth
 - The Great Race

IX. Presentation by Citizens (Agenda Items Only)

X. Unfinished Business

- A. **SECOND AND FINAL 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. **SECOND AND FINAL 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. **SECOND AND FINAL 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. **SECOND AND FINAL 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.

XI. New Business

- A. **FIRST READING OF ORDINANCE 25-09** to amend Appendix A of the Irmo Municipal Ordinance, Article 6 - Off-Street Parking Regulations.
- B. **APPROVAL OF RESOLUTION 25-06** Granting a permanent easement for a Water Main Relocation at 7815 Broad River Road (Staff). This will grant an easement to the City of Columbia to relocate a water main as part of the Broad River Road Widening Project.
- C. Approval to contract with Will & Kris Amusements to provide amusement rides in the amount of \$15,000 for the 2025 Okra Strut (Okra Strut Commission).

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.

- A.
 - 1. Personnel Matter §30-4-70(a)(1) – Discussion on contractual matters related to the appointment of a Town Administrator.

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).



TOWN OF IRMO

REGULAR COUNCIL MEETING

April 15, 2025

The Irmo Town Council held a regular meeting on Tuesday, April 15, 2025, in the Municipal Building. Council Members in attendance were Mayor Danielson, Councilwoman Waldman, Councilwoman Coleman, and Councilman Penfield. Others present were Mr. Courtney Dennis, Town Administrator; Mr. Doug Polen, Assistant Town Administrator; Police Chief Bobby Dale; Ms. Lisa Hancock, Finance Director & Municipal Clerk; Mr. Will Edwards, Town Attorney; Mrs. Danielle McNaughton, Communication/Special Projects Manager; and Mr. Whitt Cline, Public Services Director.

The agenda was published and posted on Friday, April 11, to meet FOIA requirements.

PUBLIC HEARINGS

1. Mayor Danielson called the public hearing to order at 6:30 p.m. and asked if anyone was present to speak on Ordinance 25-02 to annex four properties into the Town of Irmo; Ordinance 25-03 to amend the Irmo Municipal Ordinance, Chapter 22; Ordinance 25-04 to authorize the budget for the new Town Hall project; or Ordinance 25-06 to adopt the operating and capital budgets for FY 2025-2026:

No one spoke, therefore, Mayor Danielson closed the public hearing at 6:34 p.m.

REGULAR MEETING

Mayor Danielson called the regular meeting to order at 6:34 p.m. and Dr. Walman led the Pledge of Allegiance and the Invocation.

APPROVAL OF THE AGENDA

Mayor Daniels asked to amend the agenda by eliminating item E under New Business and made a motion to approve. Dr. Waldman seconded the motion and the vote for approval was unanimous.

READING OF THE MINUTES:

Dr. Waldman made a motion to approve the March 18, 2025 minutes and Mr. Penfield seconded it. The vote for approval was unanimous.

Dr. Waldman made a motion to approve the April 1, 2025 minutes and Mr. Penfield seconded it. The vote for approval was unanimous.

REPORT OF STANDING:

- A. Administrative Briefing – Mr. Courtney Dennis, Town Administrator had the following updates:
1. Board of Zoning Appeals: No appeals filed.

2. Okra Strut: The Okra Strut had no new business to approve and canceled their April 8th meeting. Their next meeting is scheduled for May 13, 2025.

3. Planning Commission: The Planning Commission is meeting on April 14th. They will be discussing an annexation at 10057 Broad River Road, along with a review of a site plan for 10534 Broad River Road. The commission will also be considering an amendment to parking, storage, and use of vehicles and equipment in residential zones.

4. Events Committee: The Events Committee is scheduled to meet on April 17th.

5. Staff Notes: Staff continue to work with the Bowman Group on the Intersection Streetscape Improvements Study, Arnett-Muldraw on the Wayfinding/Signage Study, the Archer Group on the Compensation and Classification Study, and LCK on the New Town Hall Project. Staff is working on wrapping up the FY24-25 budget and preparing for the implementation of the FY25-26 budget.

Business License Renewals are due by May 1st, and staff are working with businesses to update them with the new requirements that include proof of revenue.

Rental Registrations will be due June 30th.

B. Ms. Coleman welcomed the following new businesses to the Town of Irmo:

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

CONSIDERATION OF COMMUNICATIONS:

A. Recognition of Sipp Social as the April 2025 Small Business of the Month (Mayor).

B. Community Connections presented by Dr. Waldman

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

PRESENTATIONS BY CITIZENS (Agenda Items Only): None

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.

Dr. Waldman made a motion to approve, and Mr. Penfield seconded it.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

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

Mr. Penfield made a motion to approve, and Ms. Coleman seconded it.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

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.

Dr. Waldman made a motion to approve, and Mr. Penfield seconded it.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

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.

Dr. Waldman made a motion to approve, and Mr. Penfield seconded it.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

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.

Dr. Waldman made a motion to approve, and Ms. Coleman seconded it.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

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).

Mr. Penfield made a motion to approve, and Dr. Waldman seconded it.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

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.

Dr. Waldman made a motion to approve, and Ms. Coleman seconded it.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

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.

Dr. Waldman made a motion to approve, and Ms. Coleman seconded it.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

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.

4/15/2025

Council Meeting Minutes

The Mayor made a motion to appoint Clint Scoville and Jim Smith and Dr. Waldman seconded it.

Mayor Danielson called upon Ms. Hancock for a rollcall vote on the overall ordinance: Mr. Penfield voted "Yes", Ms. Coleman voted "Yes", Dr. Waldman voted "Yes", and Mayor Danielson voted "Yes". The Council approved unanimously.

PRESENTATION BY CITIZENS: None

DISCUSSION: None

EXECUTIVE SESSION: None

ADJOURNMENT: There being no further business, Dr. Waldman made a motion to adjourn, and Mr. Penfield seconded it. The motion was approved unanimously; therefore, the meeting was adjourned at 7:18 p.m.

William O. Danielson, Mayor

ATTEST:

Lisa Hancock, Municipal Clerk



TOWN OF IRMO COUNCIL WORKSHOP May 6, 2025

The Irmo Town Council held a Workshop on Tuesday, May 6, 2025, in the Municipal Building. In attendance were Mayor Bill Danielson, Councilwoman Dr. Barb Waldman, Councilwoman Phyllis Coleman, and Councilman Gabriel Penfield. Others present were Mr. Courtney Dennis, Town Administrator; Mr. Doug Polen, Assistant Town Administrator; Robert Dale, Police Chief; Whitt Cline, Public Service Director, and Will Edwards, Town Attorney.

The agenda was published and posted on May 2, 2025, to meet FOIA requirements.

Mayor Danielson called the workshop to order at 6:00 p.m.

DISCUSSION ITEMS:

A. Discussion on the Update from Richland County on the Broad River Road Widening Project (Staff).

Mr. Dennis has asked Mr. Malony with the County to discuss. Mr. Malony stated the parcels have been negotiated or condemnations. Final plan is at SCDOT for review, and he does not expect any surprises.

A meeting with the SCDOT went well about the widening and the water mains and easement. DOT has now approved to leave the water main in place.

The Mayor asked when construction would begin, and Mr. Malony stated late summer.

B. Discussion and update on the New Town Hall Project (Staff).

Mr. Dennis asked Dave with LCK to discuss. Dave stated the mechanical and structure plans are currently under review with LCK and the Town. The plans should be ready for bid around end of June. No significant changes have been made.

Dave also stated they will need to be in compliance with the USDA grant and competitively bid the project. LCK has asked the USDA to prequalify contractors and not completely open the bid. They are awaiting approval from the USDA.

C. Discussion on an ordinance to amend the Zoning Ordinance, Article 6 - Off- Street Parking Regulations (Staff).

The Assistant Town Administrator, Doug Polen stated the planning commission met last month and made a formal decision to pass a front yard parking ordinance. Their recommendation is one car only on grass or they will need to prepare a parking area.

D. Update from The Door Home on the Rawls Creek Park Inclusive Playground & Interactive Park Project (Staff).

Town Administrator, Courtney Dennis asked Stacy Atkinson to discuss. Stacy stated The Door Home is working with the Land Plan Group to form a comprehensive charrette.

Mr. Dennis stated a charrette will give them the opportunity to get a lot of feedback for the design from the people that will use it.

Open Discussion:

1. Ms. Coleman asked if a canopy could be installed at Moore Park and if Town staff could investigate the cost. Mr. Dennis stated there were plans to expand the stage, but they do not have cost estimates.
2. Mr. Penfield asked about the tags for sanitation carts. Mr. Dennis said it is a problem they are trying to solve and said he has contacted Tyler Sanitation and provided the tags.

ADJOURNMENT: There being no further items to discuss, Mayor Danielson made a motion to adjourn, seconded by Dr. Waldman The motion was approved unanimously, and the workshop was adjourned at 8:11 p.m.

William O. Danielson, Mayor

ATTEST:

Lisa Hancock, Municipal Clerk



TOWN OF IRMO
SPECIAL MEETING
May 12, 2025

The Irmo Town Council held a Special Meeting on Monday, May 12, 2025, in the Municipal Building. In attendance were Mayor Bill Danielson, Mayor Pro-tem Dr. Barb Waldman, Councilwoman Phyllis Coleman, and Councilman Gabriel Penfield. Others present were Mr. Courtney Dennis, Town Administrator; Mr. Doug Polen, Assistant Town Administrator; Will Edwards, Town Attorney and Jahue Moore, Town Attorney.

The agenda was published and posted on May 9, 2025, to meet FOIA requirements.

Mayor Danielson called the special meeting to order at 6:00 p.m.

EXECUTIVE SESSION:

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

Dr. Waldman made a motion to enter Executive Session to discuss Personnel Matter §30-4-70(a)(1) – Discussion and receipt of legal advice on an employment matter. Mr. Penfield seconded the motion, and the motion was approved unanimously.

Mayor and Council came out of executive session at 6:41 p.m. The Mayor stated no votes were taken. Dr. Waldman made a motion to approve Mr. Courtney Dennis' resignation and separation agreement, and Mr. Penfield seconded it. The motion was approved unanimously.

ADJOURNMENT:

There being no further business, Dr. Waldman made a motion to adjourn, and Mr. Penfield seconded it. The motion was approved unanimously; therefore, the meeting adjourned at 6:45 p.m.

William O. Danielson, Mayor

ATTEST:

Lisa Hancock, Municipal Clerk



TOWN OF IRMO

SPECIAL MEETING

May 14, 2025

The Irmo Town Council held a Special Meeting on Wednesday, May 14, 2025, in the Municipal Building. In attendance were Mayor Bill Danielson, Mayor Pro-tem Dr. Barb Waldman, Councilwoman Phyllis Coleman, and Councilman Gabriel Penfield. Others present were Mr. Courtney Dennis, Town Administrator; Mr. Doug Polen, Assistant Town Administrator; Will Edwards, Town Attorney and Jahue Moore, Town Attorney; and Jim Crosland, City of Cayce Manager.

The agenda was published and posted on May 12, 2025, to meet FOIA requirements.

Mayor Danielson called the special meeting to order at 6:00 p.m.

EXECUTIVE SESSION:

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

Dr. Waldman made a motion to enter Executive Session to discuss Personnel Matter §30-4-70(a)(1) – Discussion and receipt of legal advice on an employment matter and Legal Matter §30-4-70(a)(2) – Discussion and receipt of legal advice related to a pending claim. Mr. Penfield seconded the motion, and the motion was approved unanimously.

Mayor and Council came out of executive session at 8:26 p.m. The Mayor stated no votes were taken. Dr. Waldman made a motion to come out of executive session and Mr. Penfield seconded it. The motion was approved unanimously.

ADJOURNMENT:

There being no further business, Dr. Waldman made a motion to adjourn, and Ms. Coleman seconded it. The motion was approved unanimously; therefore, the meeting adjourned at 8:27 p.m.

William O. Danielson, Mayor

ATTEST:

Lisa Hancock, Municipal Clerk

ORDINANCE NO. 25-05

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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 20th day of May, 2025

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading & Public Hearing: April 15, 2025
2nd 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.

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REVENUES			
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	Sanitation	\$	1,607,948
Total Operating Revenue		\$	10,744,074
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	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 20th day of May, 2025

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading & Public Hearing: April 15, 2025
2nd 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 Fiscal Year Revenue</u>	<u>Projected* Revenue 2025-2026</u>	<u>Percentage Change in Revenue</u>	<u>Current Fiscal Year Millage</u>
<u>\$10,031,375</u>	<u>\$10,744,074</u>	<u>7.10%</u>	<u>0 mills</u>

<u>Current Fiscal Year Expenditures</u>	<u>Projected* Expenditures 2025-2026</u>	<u>Percentage Change in Expenditures</u>	<u>Estimated FY Millage 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
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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; New, Used or De-Title	\$ 165.00
Permitting	Appeals of Building Codes 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 Replacement Poles	\$ 250.00
Permitting	Locating Small Cell Wireless on existing poles or 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
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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

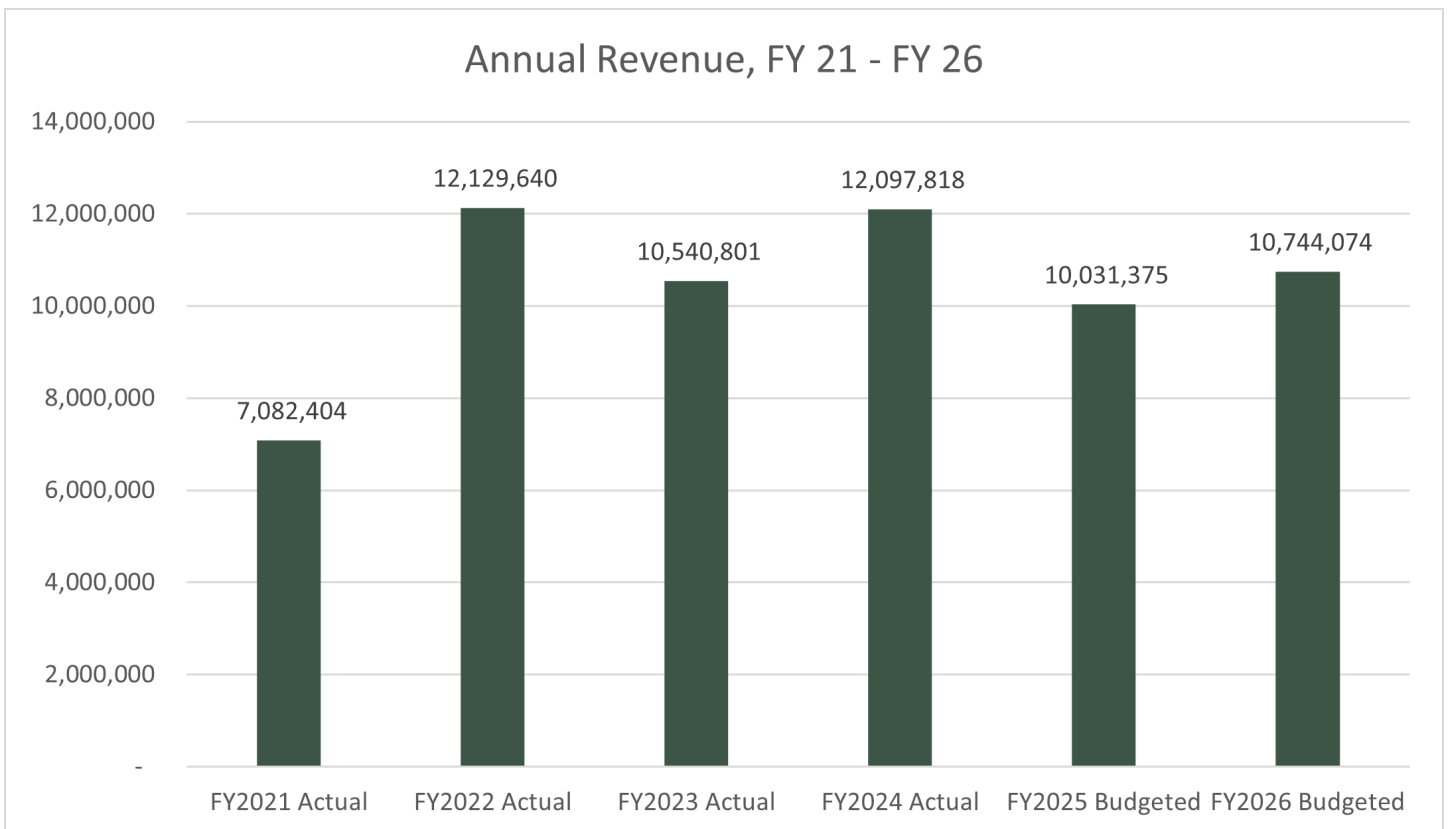
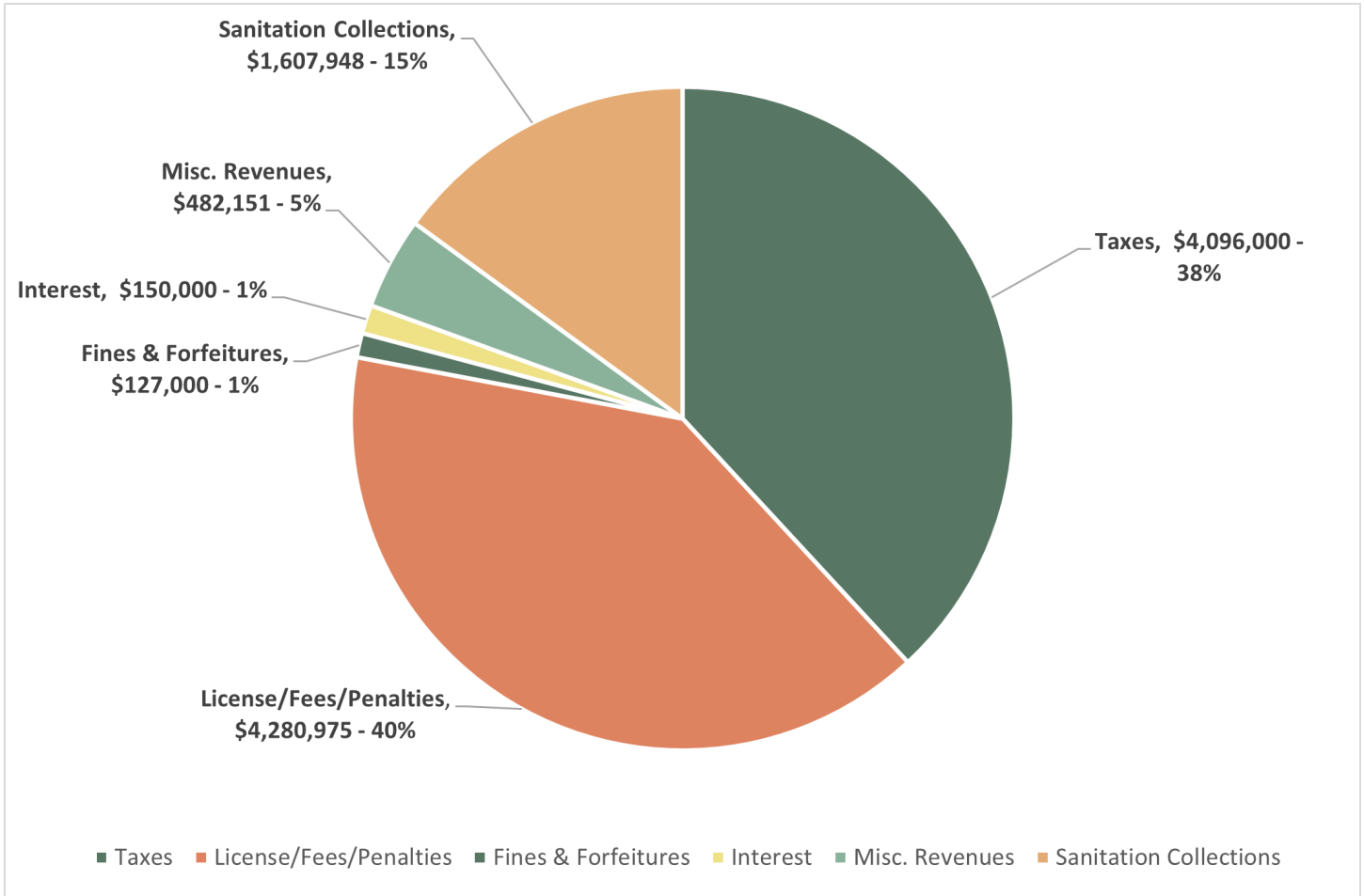
Vendor Fees for the Lexington Medical Center Okra Strut are available at okrastrut.com

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

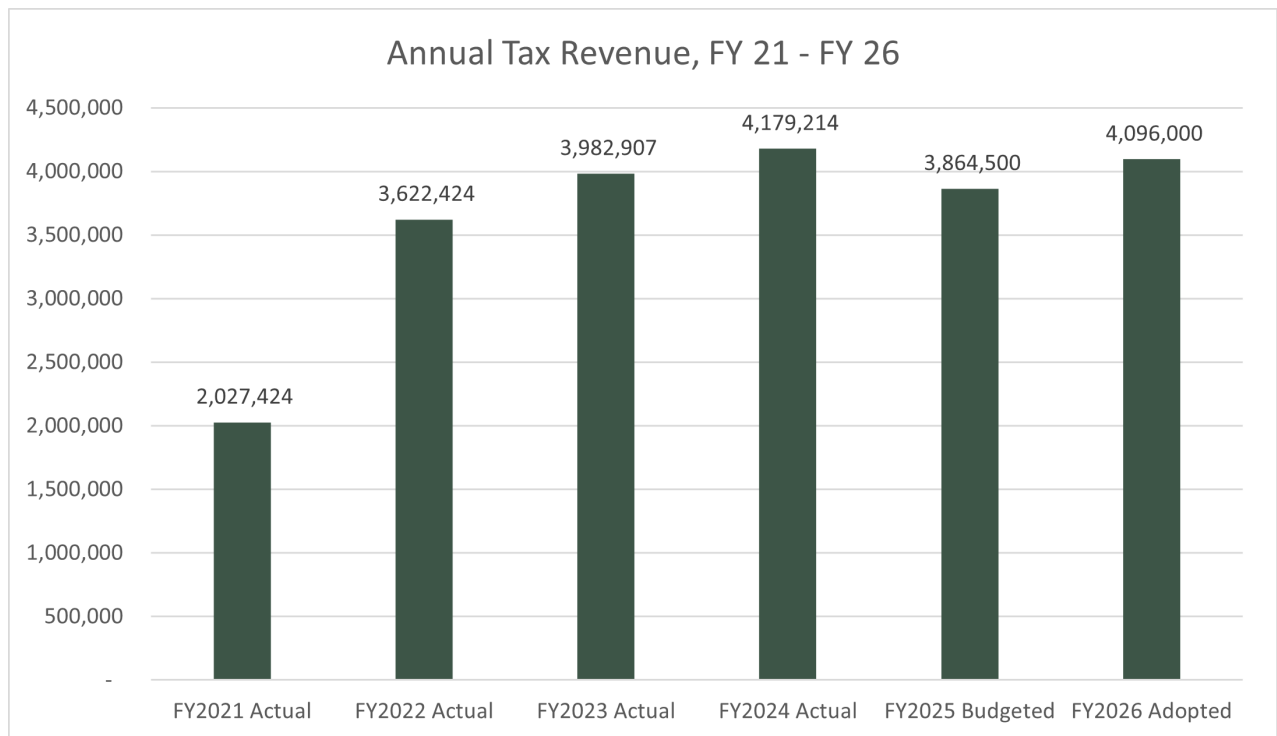
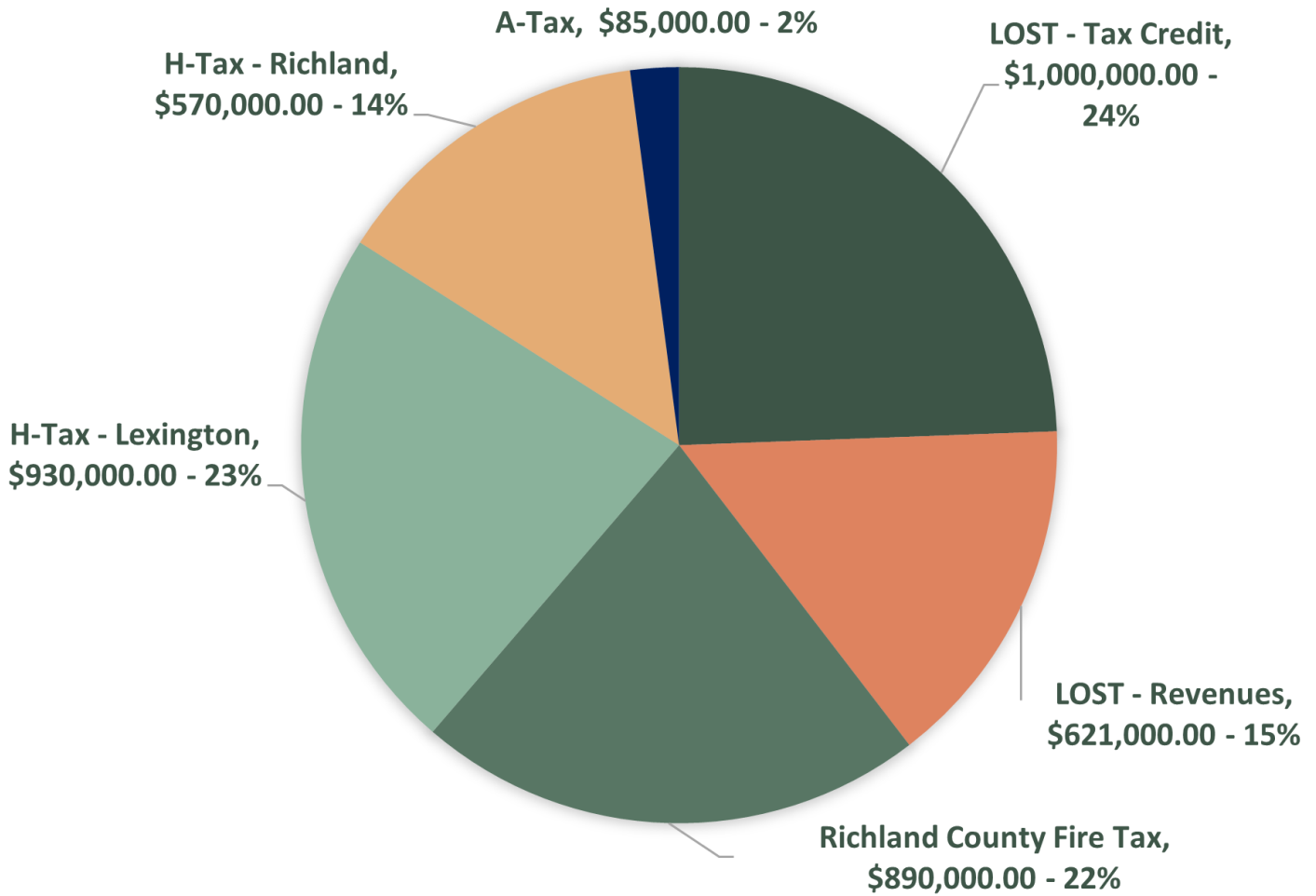
All fees shown herein are maximums. The Town Administrator reserves the right to reduce or eliminate fees on a case-by case basis.

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)

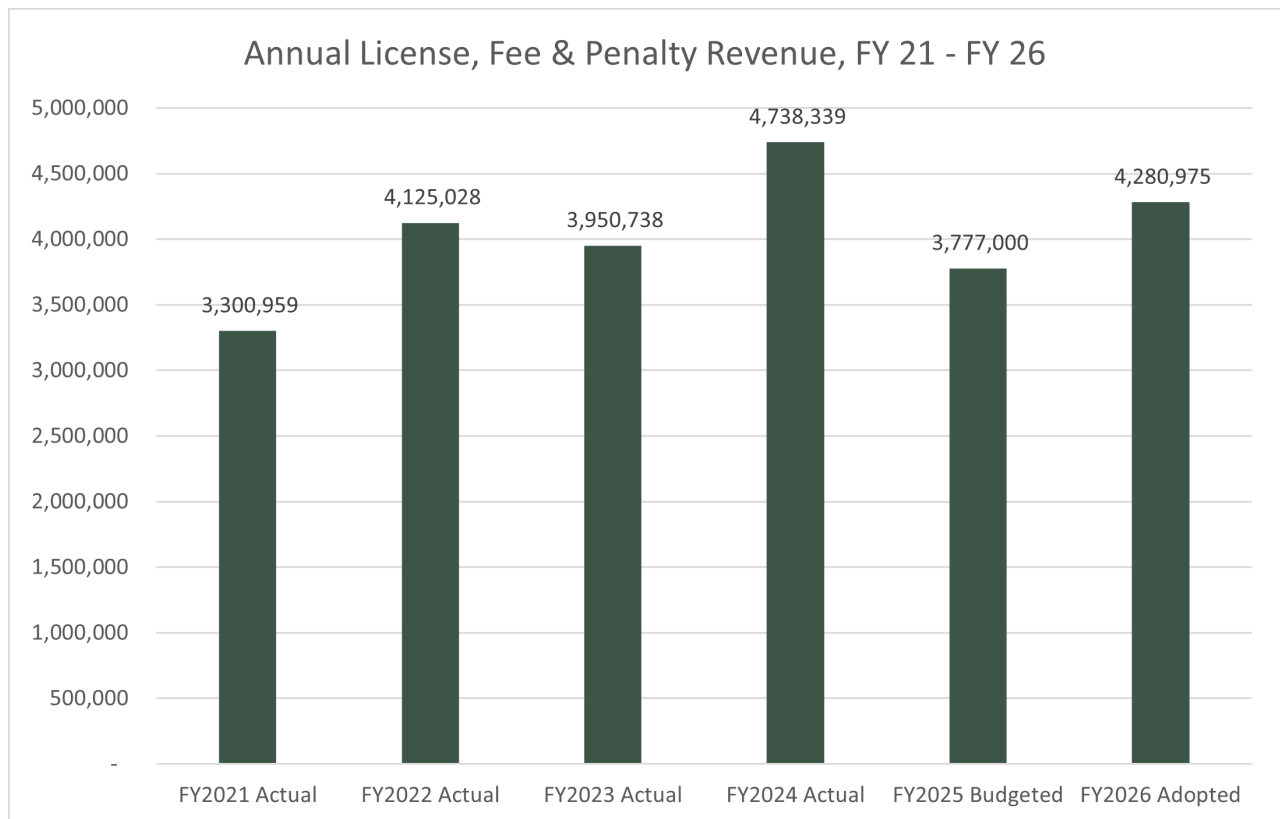
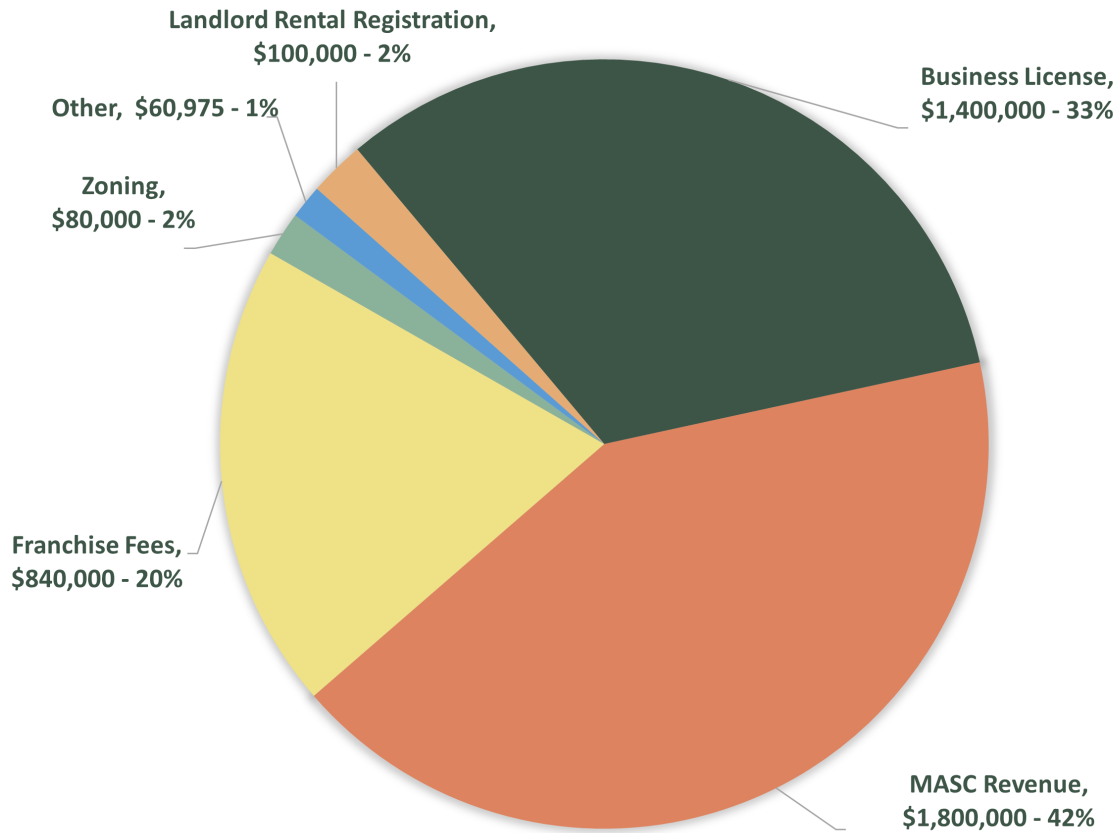
- Local Option Sales Tax (LOST) is a 1-percent levy approved by voters at the county level and applied to taxable sales.
- SCDOR Collects the LOST revenue and remits it to the State Treasurer's Office.
- They are split into two separate accounts:
- Property Tax Credit - used to reduce taxpayers' property 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.

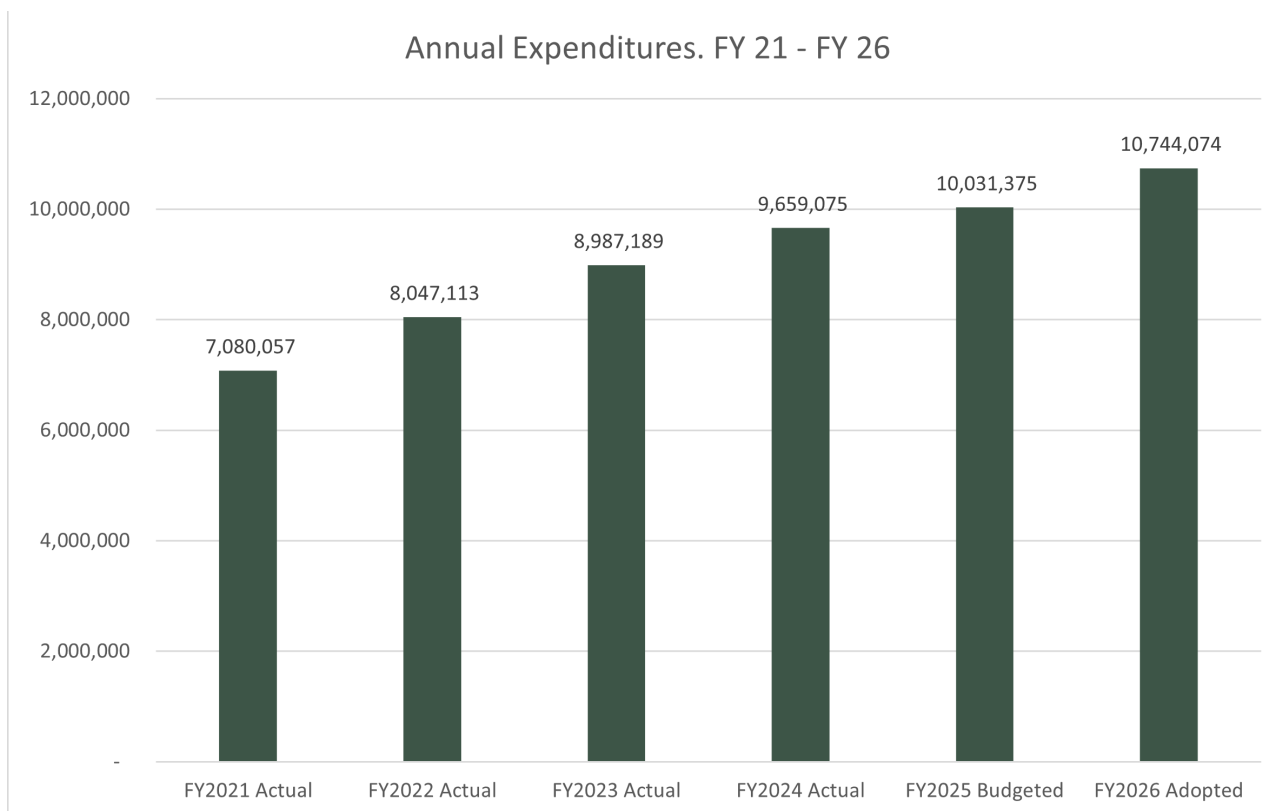
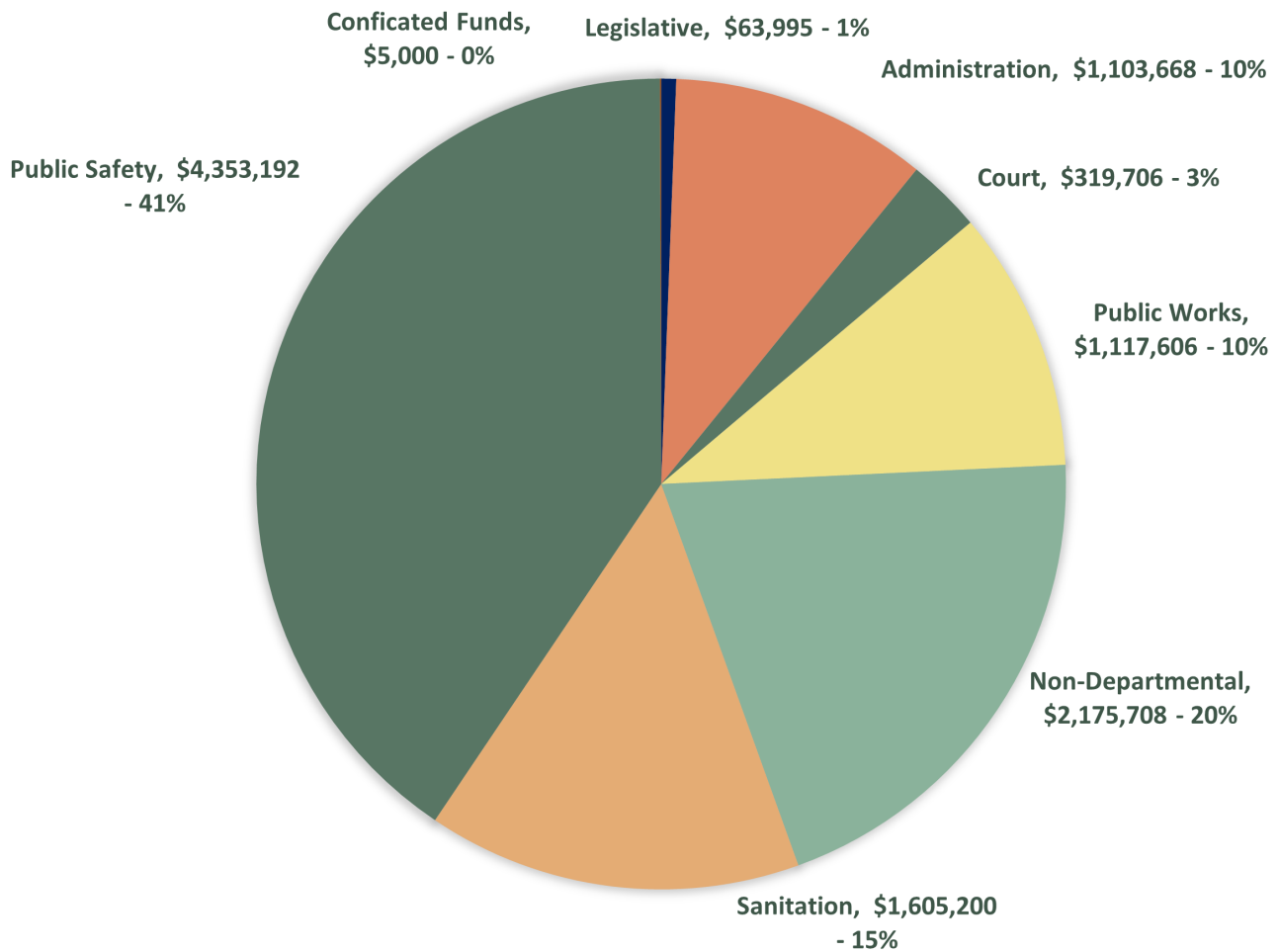
RENTAL REGISTRATION

- 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

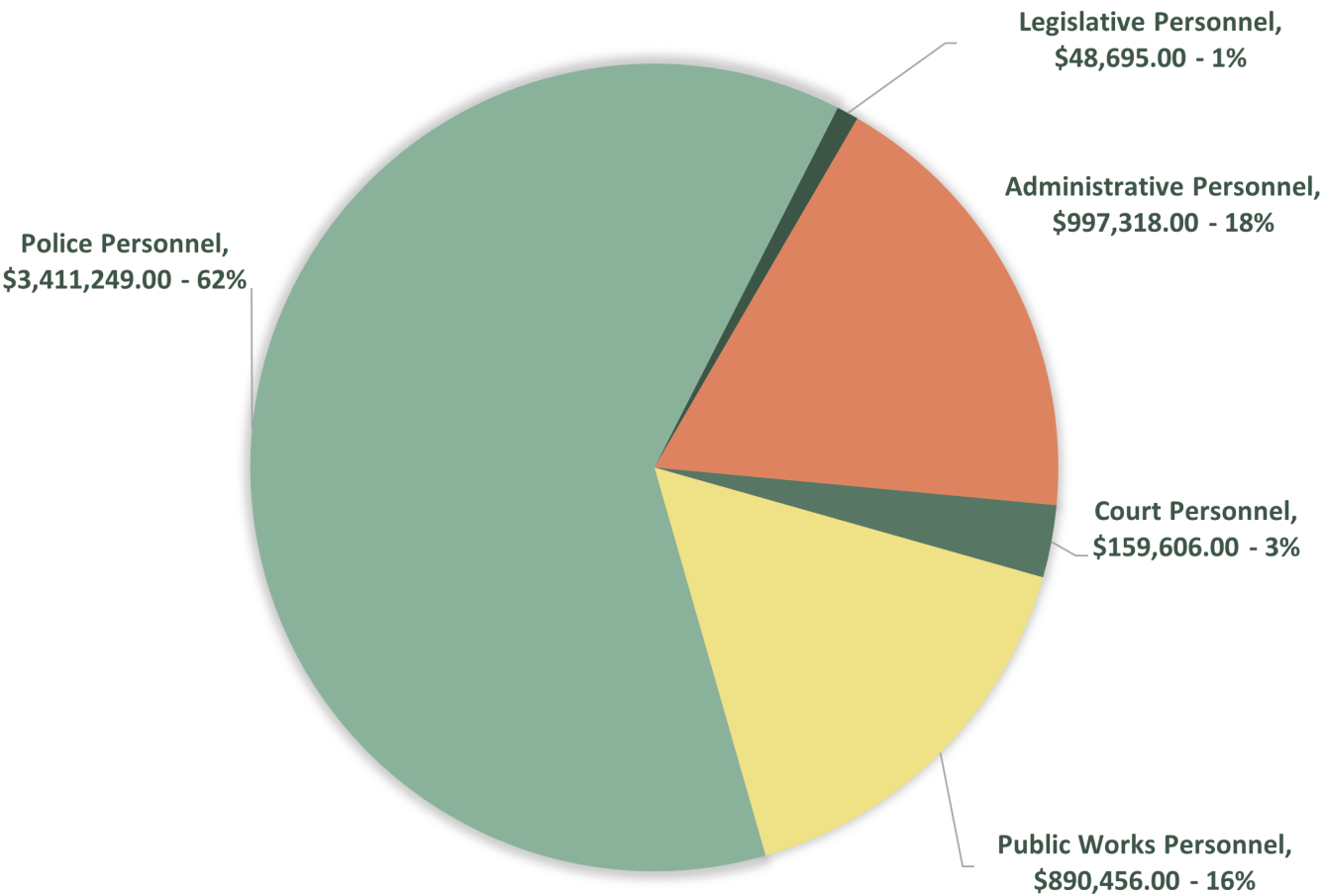
- This revenue stream consists of building and zoning permits issued by the Town and by our third-party inspection service, CC&I.

FY25 Projected Expenses: \$10,744,074

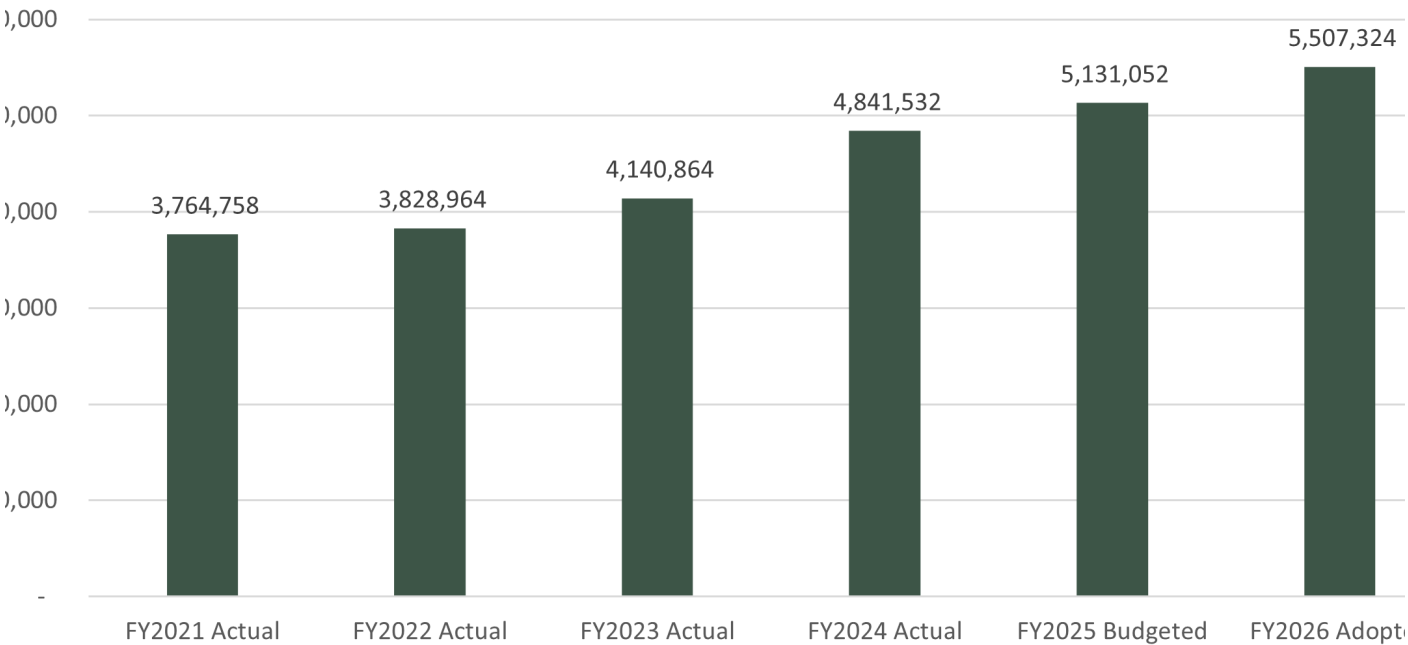


Expenditure Breakdown

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
<u>Taxes</u>					
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	Accomodations Tax	99,550	93,272	85,000	85,000
		3,982,907	4,179,214	3,864,500	4,096,000
<u>Grants</u>					
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	-	-
<u>Licenses/Fees/Penalties</u>					
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
<u>Fines & Forfeitures</u>					
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 Actual	2023-2024 Actual	2024-2025 Budgeted	2025-2026 Adopted
<u>Interest</u>					
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
<u>Miscellaneous</u>					
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
<u>Sanitation Collection</u>					
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
Total Revenues		10,540,801	12,097,818	10,031,375	10,744,074

Legislative

10-5010

		2022-2023 Actual	2023-2024 Actual	2024-2025 Budgeted	2025-2026 Adopted
<u>Personnel</u>					
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
<u>Office Expense</u>					
5010-50205	Printing	-	586	500	500
5010-50220	Travel / Meetings / Schools	5,699	7,130	9,500	-
		5,699	7,166	10,000	500
<u>Travel / Memberships</u>					
5010-50500	Dues / Subscriptions / Memberships	-	304	2,500	2,500
5010-50505	Travel / Meetings / Schools				11,500
		-	304	2,500	14,000
<u>Miscellaneous</u>					
5010-50900	Insurance / Tort	1,161	1,018	924	800
		1,161	1,018	924	800
Total Legislative Expenditures		55,115	57,478	62,074	63,995

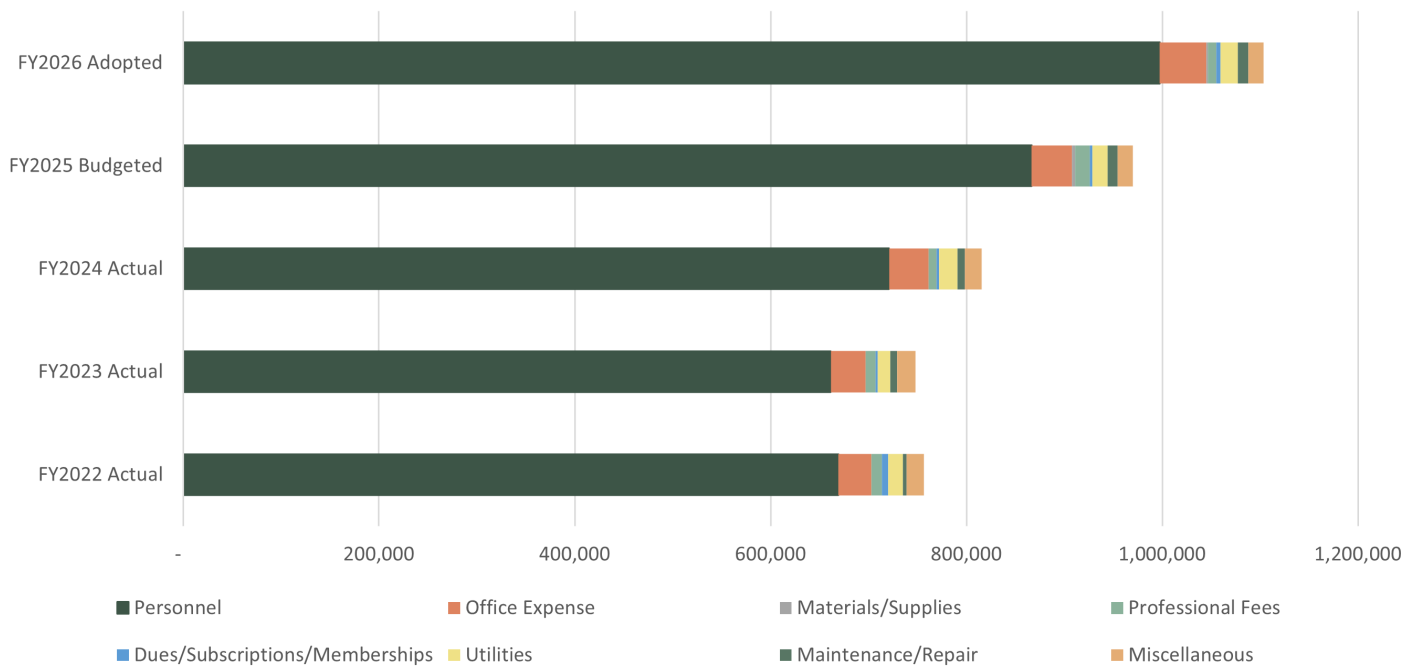
Budget Item Descriptions	
Salaries	Salaries for the Mayor & Council.
FICA/Medicare	Social Security and Medicare taxes paid by the Town for the Legislative Dept.
Retirement	State Retirement paid by the Town for the Legislative Dept.
Workman's Comp	Workman's Compensation fees paid by the Town for the Legislative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

ADMINISTRATION SUMMARY

Comparative Budget Summary by Category

	FY2022 Actual	FY2023 Actual	FY2024 Actual	FY2025 Budgeted	FY2026 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 Actual	2023-2024 Actual	2024-2025 Budgeted	2025-2026 Adopted
<u>Personnel</u>					
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
<u>Office Expense</u>					
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
<u>Materials/Supplies</u>					
5020-50305	Fuel	-	-	3,000	2,000
		-	-	3,000	2,000
<u>Professional Fees</u>					
5020-50410	Miscellaneous Contractual	10,132	7,757	15,000	8,500
		10,132	7,757	15,000	8,500
<u>Travel / Memberships</u>					
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
<u>Utilities</u>					
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
<u>Maintenance / Repair</u>					
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 Actual	2023-2024 Actual	2024-2025 Budgeted	2025-2026 Adopted
Miscellaneous					
5020-50900	Insurance / Tort	18,717	17,047	15,849	15,850
		18,717	17,047	15,849	15,850
Total Administrative Expenditures		748,165	815,351	970,092	1,103,668

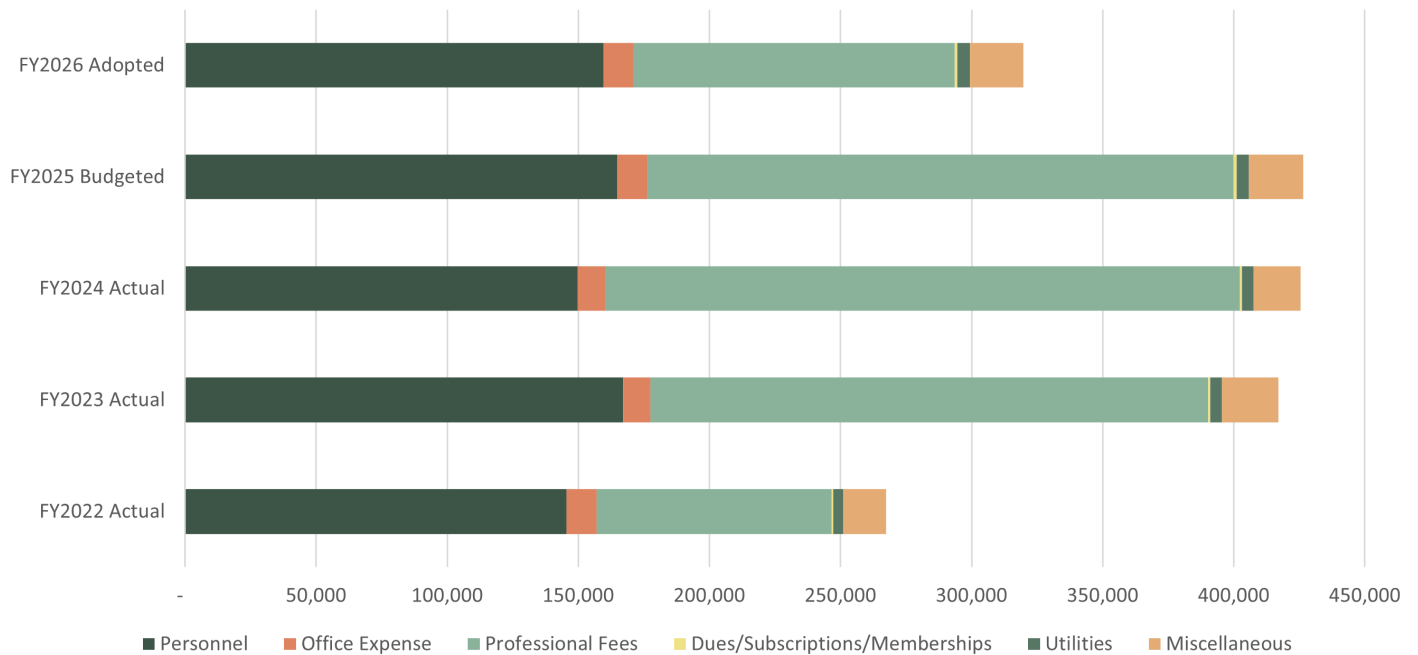
Budget Item Descriptions	
Salaries	Salaries for Administrative Department personnel.
Awards/Bonus	One-time bonuses to Administrative Department personnel.
Christmas Bonus	Christmas bonuses for Administrative Department personnel.
FICA/Medicare	Social Security and Medicare taxes paid by the Town for the 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 Actual	FY2023 Actual	FY2024 Actual	FY2025 Budgeted	FY2026 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
<u>Personnel</u>					
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
<u>Office Expense</u>					
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
<u>Professional Fees</u>					
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
<u>Travel / Memberships</u>					
5030-50500	Dues / Subscriptions / Memberships	925	824	1,200	1,000
5030-50505	Travel / Meetings / Schools	-	-	-	1,500
		925	824	1,200	2,500
<u>Utilities</u>					
5030-50605	Telephone	4,400	4,446	4,700	4,700
		4,400	4,446	4,700	4,700
<u>Miscellaneous</u>					
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
Total Court Expenditures		417,026	425,419	426,395	319,706

Budget Item Descriptions

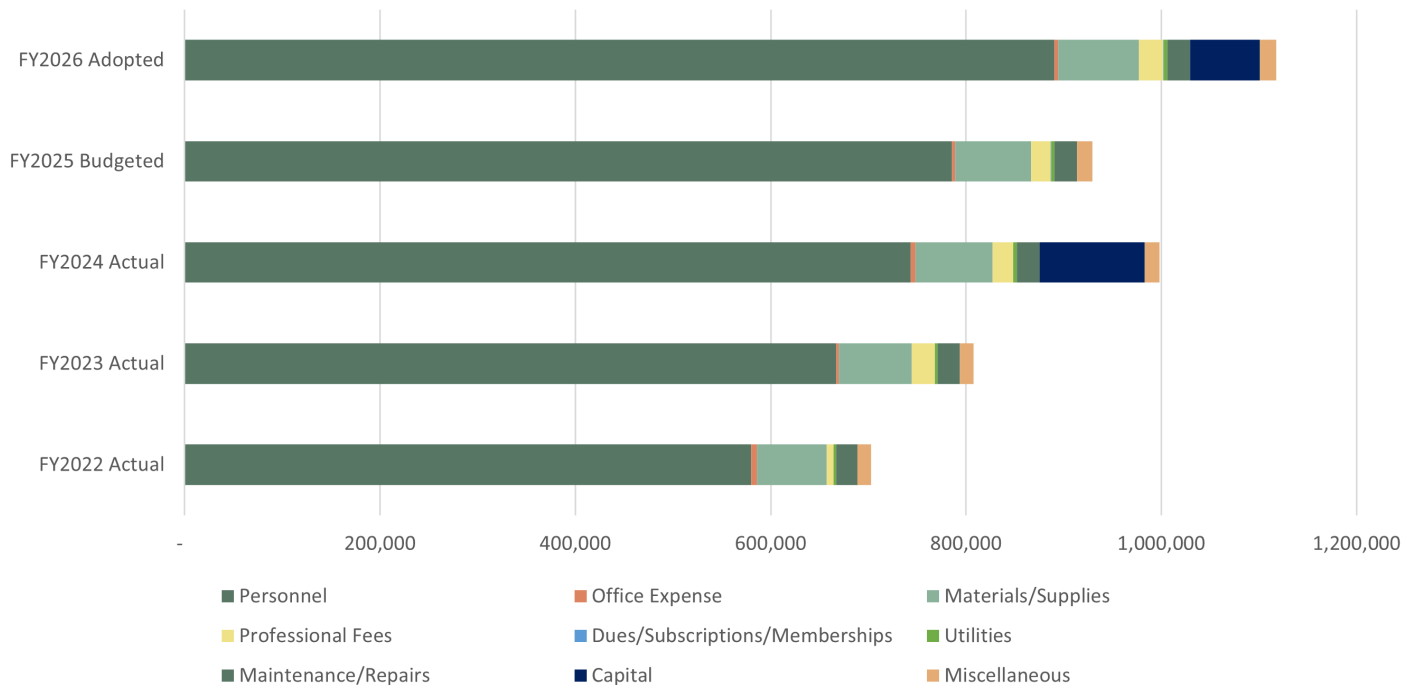
Salaries	Salaries for Court Department personnel.
Awards/Bonus	One-time bonuses to Court Department personnel.
Christmas Bonus	Christmas bonuses for Court Department personnel.
FICA/Medicare	Social Security and Medicare taxes paid by the Town for the Court Dept.
Retirement	State Retirement paid by the 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 Actual	FY2023 Actual	FY2024 Actual	FY2025 Budgeted	FY2026 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 Actual	2023-2024 Actual	2024-2025 Budgeted	2025-2026 Adopted
<u>Personnel</u>					
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
<u>Office Expense</u>					
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
<u>Materials / Supplies</u>					
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
<u>Professional Fees</u>					
5040-50410	Miscellaneous Contractual	23,449	21,277	20,000	22,000
		23,449	21,277	20,000	22,000
<u>Travel / Memberships</u>					
5040-50500	Dues / Subscriptions / Memberships	260	-	350	350
5040-50505	Travel / Meetings / Schools	-	-	-	3,000
		260	-	350	3,350
<u>Utilities</u>					
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
<u>Maintenance / Repair</u>					
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 Actual	2023-2024 Actual	2024-2025 Budgeted	2025-2026 Adopted
Capital					
5040-50810	Vehicles	-	107,285	-	-
5040-50815	Other Equipment	-	-	-	41,200
5040-50820	Utility Shed	-	-	-	33,000
		-	107,285	-	74,200
Miscellaneous					
5040-50900	Insurance / Tort	14,307	15,215	15,797	17,000
		14,307	15,215	15,797	17,000
Total Public Works Expenditures		807,889	997,833	929,602	1,117,606

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 Actual	FY2023 Actual	FY2024 Actual	FY2025 Budgeted	FY2026 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/ 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 Actual	2023-2024 Actual	2024-2025 Budgeted	2025-2026 Adopted
<u>Office Expense</u>					
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
<u>Materials / Supplies</u>					
5050-50325	Town Material / Supplies	2,731	3,554	3,200	3,500
		2,731	3,554	3,200	3,500
<u>Professional Fees</u>					
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
<u>Dues / Subscriptions / Memberships</u>					
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
<u>Utilities</u>					
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
<u>Maintenance / Repair</u>					
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 Actual	2023-2024 Actual	2024-2025 Budgeted	2025-2026 Adopted
<u>Capital</u>					
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
<u>Miscellaneous</u>					
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
Total Non-Departmental Expenses		2,012,514	3,033,786	1,781,289	2,175,708

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 Actual	2023-2024 Actual	2024-2025 Budgeted	2025-2026 Adopted
<u>Office Expense</u>					
5053-50215	Banking Fees	81			200
					200
<u>Professional Fees</u>					
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
<u>Miscellaneous</u>					
5053-50901	Miscellaneous	-	5,415	5,000	5,000
		-	5,415	5,000	5,000
Total Sanitation Expense		1,393,388	1,506,708	1,649,000	1,605,200

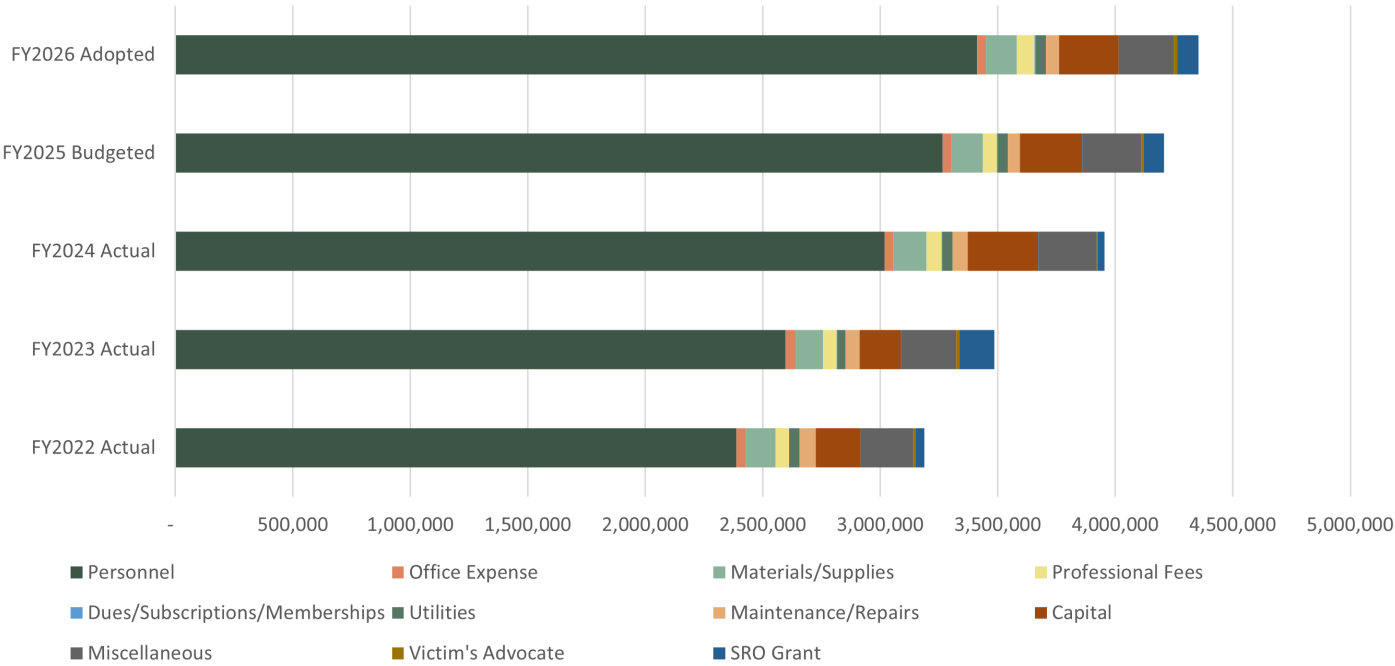
Budget Item Descriptions	
Banking Fees	Credit card fees
Miscellaneous Contractual	Payments to Tyler Sanitation, county landfills, transfer stations, recycling, etc.
Miscellaneous	Purchase of waste and recycling containers

PUBLIC SAFETY SUMMARY

Comparative Budget Summary by Category

	FY2022	FY2023	FY2024	FY2025	FY2026
	Actual	Actual	Actual	Budgeted	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/ 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
<u>Personnel</u>					
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
<u>Office Expense</u>					
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
<u>Materials / Supplies</u>					
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
<u>Professional Fees</u>					
5060-50410	Miscellaneous Contractual	57,474	64,814	60,000	75,000
		57,474	64,814	60,000	75,000
<u>Travel / Memberships</u>					
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 Actual	2023-2024 Actual	2024-2025 Budgeted	2025-2026 Adopted
<u>Utilities</u>					
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
<u>Maintenance / Repair</u>					
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
<u>Capital</u>					
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
<u>Miscellaneous</u>					
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
<u>Victims Advocate</u>					
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 Actual	2023-2024 Actual	2024-2025 Budgeted	2025-2026 Adopted
<u>SRO Grant</u>					
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
Total Public Safety Expenditures		3,484,354	3,954,150	4,207,923	4,353,192

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 Actual	2023-2024 Actual	2024-2025 Budgeted	2025-2026 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 Actual	2023-2024 Actual	2024-2025 Budgeted	2025-2026 Adopted
<u>Taxes</u>					
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
<u>Licenses/Fees/Penalties</u>					
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
<u>Interest</u>					
40500	Interest Earned	92	135	-	-
		92	135	-	-
<u>Miscellaneous</u>					
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
Total Okra Strut Revenues		157,699	126,876	130,500	134,000

Okra Strut Expenditures

60-5000

		2022-2023 Actual	2023-2024 Actual	2024-2025 Budgeted	2025-2026 Adopted
<u>Personnel</u>					
5000-50175	Town Staff Overtime	15,087	19,725	20,000	16,000
		15,087	19,725	20,000	16,000
<u>Office Expense</u>					
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
<u>Materials/Supplies</u>					
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
<u>Miscellaneous</u>					
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
Total Okra Strut Expenditures		161,154	203,896	175,500	144,000
Revenue Over/(Under) Expenditures		(3,455)	(77,020)	(45,000)	(10,000)
<u>Other Financing Sources</u>					
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
Revenue and Other Sources Over/(Under) Expenditures & Other		7,970	(67,020)	-	-



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

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 MEOL completion. The proposed salaries are:

Councilmembers:

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

Mayor:

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

1st Reading: April 15, 2025
2nd 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.

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.

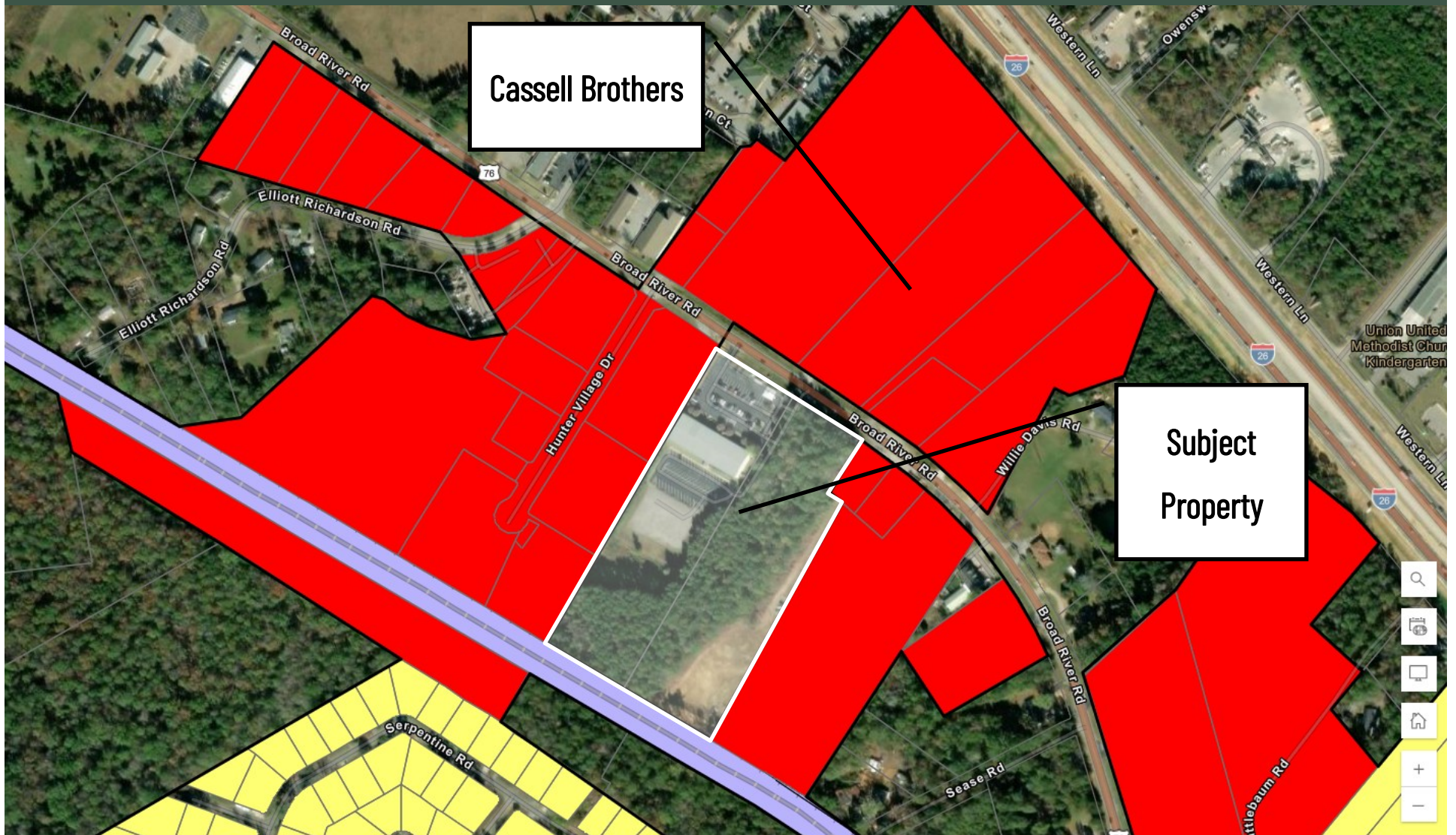
Staff Findings

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

STATE OF SOUTH CAROLINA)
)
TOWN OF IRMO)

ORDINANCE 25-08

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 20th day of May, 2025

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading: April 15, 2025

2nd Reading: May 20, 2025

Public Hearing: May 20, 2025

Staff Report

Amendment to the Zoning Ordinance

DATES: Town Council Workshop: January 7, 2025
Planning Commission: January 13, 2025
Town Council Workshop: February 4, 2025
Planning Commission & Public Hearing: March 10, 2025
Planning Commission & Public Hearing: April 14, 2025
Town Council Workshop: May 6, 2025
Town Council First Reading: May 20, 2025
Town Council Second Reading and Public Hearing: June 17, 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

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.

The changes to this article are as follows:

1. Commercial & Heavy Duty Vehicle Parking
 - a. Such vehicles are more clearly defined and are prohibited from parking in residential areas, as well as the CO (Office Commercial) and CN (Neighborhood Commercial) Zones.

2. Inoperable Vehicle Parking in Residential Areas
 - a. Vehicles which are mechanically inoperable or do not have current license plates must be in a garage/shed, in the rear yard, or under a custom car cover. Vehicles with a car cover must be parked on pavement. Only one inoperable vehicle is permitted outside of a garage. All tires must be inflated.
3. RVs, Trailers, & Boats
 - a. May not be parked in the right-of-way
4. Front Yard Parking in Residential Areas
 - a. One vehicle, including an RV or boat, may park on a natural, unprepared surface.
 - b. Temporary parking in the front yard is permitted.
 - c. Other than the one vehicle permitted on a natural, unprepared surface, all other vehicles must park on an approved, prepared surface. These consist of:
 - i. Poured concrete slab or asphalt pavement
 - ii. Concrete steppingstones, pavers, or bricks
 - iii. Gravel, crusher run or ground asphalt contained within a boundary of railroad timbers, landscape blocks, bricks, or solid concrete blocks
 - iv. The total prepared parking area in the front yard shall not exceed 30% of the total front yard area.
 - d. Preferred locations for additional parking are included.

At the May 6 Town Council Workshop, Council discussed amending the Planning Commission recommendation to make several revisions:

1. No vehicle may regularly park on a natural, unprepared surface in the front yard.
2. Prepared spaces will need to be maintained, such as by refilling the gravel, on a regular basis.
3. This would not be enforced for 18 months to give time for property owners to be educated and prepared.
4. The heavy-duty vehicle parking should include a narrative.

Staff is attaching the ordinance as recommended by the Planning Commission as well as an amended version featuring the changes discussed by Council.

Text Amendment

See Attachment

Staff Findings

Staff is concerned about on-street parking and the blocking of emergency vehicles, but feels that guidelines for off-street parking are desirable and should be both enforceable and enforced.

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 17th day of June, 2025, that the Town of Irmo Code of Municipal Ordinance is hereby amended.

PASSED AND ADOPTED this 17th day of June, 2025.

William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading: May 20, 2025

2nd Reading: June 17, 2025

Public Hearing: June 17, 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.

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.

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. 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

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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 6-3.4.

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
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William O. Danielson, *Mayor*

ATTEST:

Lisa Hancock, *Municipal Clerk*

1st Reading: May 20, 2025

2nd Reading: June 17, 2025

Public Hearing: June 17, 2025

ORDINANCE 25 – 09

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 Heavy-Duty Vehicle Parking

It has been determined by Town Council that certain heavy-duty vehicles should not be parked in residential or low density commercial areas. Many of these vehicles are commercial in nature, but not all commercial vehicles are prohibited per the following section. For example, a typical passenger vehicle featuring commercial signage would not be prohibited, while a box truck (i.e. a U-Haul truck), with or without signage, would be prohibited. Likewise, a heavy-duty pickup truck, such as a three-quarter-ton, one ton, or one-and-a-half ton truck (i.e., an F-250, F-350, or F-450, respectively) would not be prohibited under this ordinance, as they are regularly owned for personal use, while chassis cab variants of these and larger trucks would be prohibited.

- A. Construction vehicles/equipment and heavy-duty 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; tow trucks; stretch limousines; 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. Additionally, construction vehicles such as backhoes, track hoes, skid steers, etc. are prohibited.
- 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

ORDINANCE 25 – 09

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. These may be stored on a natural or grass surface in a rear or side yard behind the front building line. Per Section 3-4.1, corner lots have two front yards, so RV, trailer, or boat parking on such lots would have to be in the rear yard or the side opposite the road. 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.

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. Parking on the grass or

ORDINANCE 25 – 09

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, or ground asphalt 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. Additional parking areas shall be maintained by the property owner and/or tenant. Gravel or other approved substrate, as well as substrate boundaries, must be replenished regularly and/or maintained in good condition. Failure to do so will be considered a nuisance, as per Chapter 14 of the Code of Ordinance.
4. Additional parking areas installed prior to this ordinance – June, 2025 – shall also be maintained to this Code.
5. Enforcement of this ordinance shall begin January 1, 2027 in an effort to educate the public and give residents time to take necessary action to meet this ordinance.
6. Any vehicle with a valid handicap plate or placard on the vehicle is exempt from this sub section 6-3.4.



Staff Report

APPROVAL OF RESOLUTION 25-06 Granting a permanent easement for a Water Main Relocation at 7815 Broad River Road (Staff). This will grant an easement to the City of Columbia to relocate a water main as part of the Broad River Road Widening Project.

DATES: May 20, 2025
TO: Town Council
FROM: Courtney Dennis, Town Administrator
SUBJECT: Approval to grant an easement
ACTION REQUESTED:

Background

The City of Columbia is undertaking a public infrastructure project known as the Broad River Road Widening Water Main Relocation Project (Project No. P029344). As part of this effort, they have requested a permanent, exclusive easement through Town-owned property located at 7815 Broad River Road, which is identified as Richland County TMS #R04005-04-01.

The easement will allow for the construction, maintenance, and operation of a water main and associated facilities. It varies in width from 10 feet to 15.11 feet and covers an area of approximately 0.03 acres, as detailed in the easement drawing.

Analysis

The City of Columbia requires this easement in order to relocate and upgrade an existing water main to accommodate the road widening and related utility improvements. Granting this easement supports infrastructure improvements and ensures continued water service reliability in the area.

Staff Findings

Staff recommends approval of the proposed easement to the City of Columbia. The Town Attorney has reviewed the easement and found it to be legally acceptable for execution.

Attachments

1. City of Columbia Easement 2025



Staff Report

Approval to contract with Will & Kris Amusements to provide amusement rides in the amount of \$15,000 for the 2025 Okra Strut (Okra Strut Commission).

DATES: May 20, 2025
TO: Town Council
FROM:
SUBJECT:
ACTION
REQUESTED:

Background

Analysis

Staff Findings

Attachments

1. 2025 ride confirmation with new times