

CITY OF WALHALLA

# City Administrators Report

MAY 2023



Mr. Danny Edwards, Mayor

Mr. Danny Woodward, Mayor Pro Tem  
Ms. Sarai Melendez, Councilwoman  
Mr. Keith Pace, Councilman  
Mr. Tyler Jordan, Councilman

Mr. Grant Keehn, Councilman  
Mr. David Underwood, Councilman  
Mr. Michael Kozlarek, City Attorney  
Mr. Timothy B. Burton, City Administrator

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TO: Mayor and Council

FROM: Timothy B. Burton, City Administrator

RE: May Monthly Report

DATE: June 8, 2023

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The City Administrator's report will be published each month for the City of Walhalla Citizens to be informed of City activities and updates. In addition, this report will be provided at each regularly scheduled City Council Meeting. I am pleased to send you an update on the City's recent activities for the month of May 2023. Please contact me if you have questions or need additional information at [bburton@cityofwalhalla.com](mailto:bburton@cityofwalhalla.com).

## **Special Dates and Events**

June 12, 2023 530pm City Hall- Planning Commission

June 13, 2023 6pm WPAC- Walhalla United

June 19, 2023 530pm City Hall- Board of Zoning Appeals

June 20, 2023 530pm City Hall- Regular City Council Meeting

July 1-3, 2023 Independence Fest 2024- Carnival, vendors, food trucks, live bands, DJ, parade, FIREWORKS.

## **Administration**

Held monthly staff meeting

Attended SCIIP meeting in Columbia hosted by RIA

Implemented new fee envelope system at Stumphouse

Worked on budget document for approval

**Stumphouse-** Contractor is still making good progress. Over 50% complete. Working on sign plan and modification for redoing previously built outer trail and moving it off private property.

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**Walhalla Wanderweg Greenway-** NTP was issued, and contractor will mobilize in mid-June.

**Waterline Improvement-** 60% drawings were submitted. Processed on pay request.

**Ross Mountain Parking-** Contract has been awarded and signed. Waiting on COI and bonds before issuing NTP.

## Finance/Procurement/City Clerk

Budget reports have been sent out.

Business license are continued to be collected.

## Community Development

1. Continued work on the proposed Building Code Ordinance
2. Worked with eight (8) potential new businesses (conducted 6 walk-throughs)
3. Three (3) code violations reached satisfactory resolutions
4. Presented CPAT report before the Main Street Walhalla Board
5. Permit administration (see totals below)
6. Fielded additional calls/emails/walk-ins regarding grants, signs, ADA accessibility, residential development, new business process, subdivisions, set-backs, land use allowances, parking downtown, food trucks, code violations, animals permitted, business licenses, Downtown Design Guidelines, mobile homes and variances.

### Applications/Violations Processed, May 2023

Request	Monthly Totals
Zoning Permits	13
Violations (IPMC, Sign, Zoning, etc.)	6
Variances	0

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"MAIN STREET to the MOUNTAINS"

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Subdivision Permits (Preliminary/Final)	0
Special Exceptions	1
Sign Permits	2
Rezoning Requests	0
Food Truck Permits	0
Fence Permits	0
Demolition Permits	0
Appeals	0

## Police WALHALLA

- Sgt Reyes and Officer Shedd attended Pro-Active Criminal Patrol and Tactics Training
- Main St to the Mtn Festival and Bike Race
- Memorial 5k
- Quarterly meeting dinner for officer for Police Week
- Officer of the Quarter Melissa Green

<b>TOTAL CALLS FOR SERVICE</b>	<b>1276</b>
<b>TRAINING HOURS</b>	<b>155 HOURS</b>
<b>Total Arrests</b>	<b>28 (Adult) 0 (Juvenile)</b>
<b>Extra Patrol / Business Checks</b>	<b>335</b>

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## BREAKDOWN OF OVERTIME BY TYPE:

Shift Coverage	43.1 Hours
Court	9 Hours
Special Event Coverage	26 Hours
<b>TOTAL OVERTIME</b>	<b>78.1 HOURS (previous month –37.8 hours)</b>

## Upcoming Events and Training and News:

Captain Watson will attend Child Homicide Investigation Training.

## May 2023 – Month End Stats

**Total Calls for Service:** 1276  
**Total Traffic Stops:** 292  
**Total Traffic Collisions:** 11

## Reports Filed:

Collision Reports: 9  
Pursuit After-Action: 1  
Incident Reports: 81  
Response to Resistance: 1  
**TOTAL: 92**

## Citations/Warnings Issued:

Warnings: 200

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Traffic Related:	96
Non-Traffic Related:	27
<b>TOTAL:</b>	<b>323</b>

## Arrests:

Adults:	28
Juvenile Referrals:	0
<b>TOTAL:</b>	<b>28</b>

<u>Extra Patrols:</u>	<b>TOTAL:</b>	<b>335</b>
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## Public Works

253 -ton of residential garbage collected

130 -ton of commercial garbage

54 -ton of recyclable brush

8 -ton C&D Waste

28 -ton yard waste

Delivered 23 roll carts

Picked up 7 roll carts

Repair/Replace 6 roll carts

During the month of May our department continued picking up brush, leaves, trash, cleaning storm drains, trimming trees, cutting grass and other routine maintenance tasks. The Peterbuilt knuckleboom is back up and running. We cleaned the pool and splash pad. I would like to thank McCall's Diving for the use of their hydraulic pump to drain the bottom of the pool. Repaired three leaks in the roof at the Earle House. Set up and break down for the bike race, Main Street to the Mountains festival and horse ride.

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## Fire

We responded to 127 calls for service. 51 were fire calls and 76 were medical/rescue calls. During the month we were on multiple calls 41% of the time. We provided 10 instances of mutual aid. 72 calls were inside the City and 55 calls were either in the unincorporated area or another district. The average on scene time was 48 minutes. Both career and volunteer staff spent 338 hours on incidents.

<u>Incident Type</u>	<u># Incidents</u>	<u>% of Total</u>
Fires	5	3.94%
Overpressure rupture, explosion- no fire	0	0.00%
Rescue & EMS	76	59.84%
Hazardous Conditions	10	7.87%
Service Call	19	14.96%
Good Intent Call	9	7.09%
False Alarm and False Call	8	6.30%
Severe Weather & Natural Disaster	0	0.00%
Special Incident	0	0.00%
<b>Total</b>	<b>127</b>	<b>100.00%</b>

### *Operations/Training-*

Staff, both career and volunteer, trained for a total of 530 hours during the month. Staff completed training on Rapid Intervention Team techniques and scenarios. This training is used to rescue civilian and firefighter victims and patients from structure fires.

The department has 2 full time firefighter openings. These positions are posted on the City webpage and the department's Facebook page.

The Department passed its SC DHEC inspection and is a licensed EMS organization in the State of South Carolina. We can now operate at the EMT level and administer some medications before the arrival of EMS.

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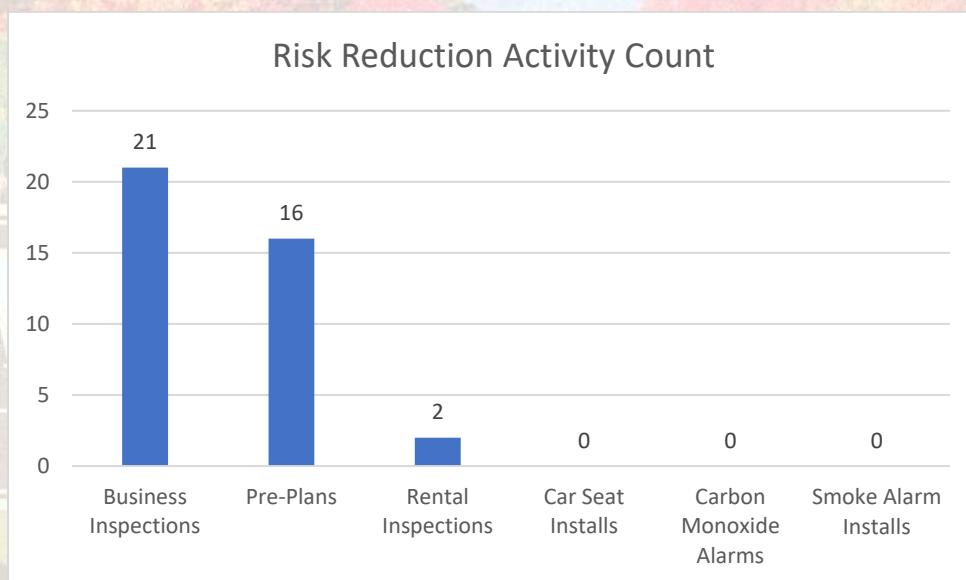
Chief Bates, Captain McAlister, Firefighter Sherriff and Firefighter Casali attended the Metro Atlanta Firefighter conference in early May and completed several classes and training seminars totaling over 100 hours of training.

### *Fire Marshal-*

Continuing to complete pre fire plans and business inspections. Completing re-inspections as needed.

### *Fire Prevention/Life Safety-*

Completed the Main Street to the Mountains Festival, and the Memorial Day 5K event. Currently planning the Independence Fest event with other city departments.



## **Recreation**

### **BASEBALL & SOFTBALL**

All-star practice has started  
Softball will start games June 8<sup>th</sup>  
Baseball will start games June 15<sup>th</sup>

### **FALL SPORTS**

Registration starts June 12<sup>th</sup> thru 23<sup>rd</sup>

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## Utilities

New Water Taps – 10  
New Sewer Taps -  
New water contracts - 20  
Emergency Locates – 5  
Meter box change outs - 3  
Meter change outs – 19  
Water Service Work Orders – 50  
Sewer Work Orders - 5  
New development service inquiries – 2

- Demand for new taps continues to be steady. We are once again facing a materials shortage, due to supply chain shortages. Orders placed in the fall have not yet been delivered, and we are once again running out of material for new water taps. We will notify customers as they apply that there will be delays. We are waiting on updates from our suppliers, but early indications are that we are another 4-6 weeks away from delivery.
- We are moving forward with startup of the SCIIP Grant projects and have attended training on the process for project management.
- We are now taking applications for 4 positions within the department.

Thank you for your time. I hope you enjoyed this past month's report.