

**MA  
SC**

Municipal Association<sup>SM</sup>  
of South Carolina



# Annual Report

## 2018

Abbeville Aiken Allendale Anderson Andrews Arcadia Lakes Atlantic Beach Awendaw Aynor Bamberg Barnwell Batesburg-Leesville Beaufort Belton Bennettsville Bethune Bishopville Blacksburg Blackville Blenheim Bluffton Blythewood Bonneau Bowman Branchville Briarcliffe Acres Brunson Burnetown Calhoun Falls Camden Cameron Campobello Carlisle Cayce Central Central Pacolet Chapin Charleston Cheraw Chesnee Chester Chesterfield Clemson Clinton Clio Clover Columbia Conway Cope Cordova Cottageville Coward Cowpens Cross Hill Darlington Denmark Dillon Donalds Due West Duncan Easley Eastover Edgefield Edisto Beach Ehrhardt Elgin Elko Elloree Estill Eutawville Fairfax Florence Folly Beach Forest Acres Fort Lawn Fort Mill Fountain Inn Furman Gaffney Gaston Georgetown Gifford Gilbert Goose Creek Govan Gray Court Great Falls Greeleyville Greenville Greenwood Greer Hampton Hanahan Hardeeville Harleyville Hartsville Heath Springs Hemingway Hickory Grove Hilda Hilton Head Island Hodges Holly Hill Hollywood Honea Path Inman Irmo Isle of Palms Iva Jackson James Island Jamestown Jefferson Jenkinsville Johnsonville Johnston Jonesville Kershaw Kiawah Island Kingstree Kline Lake City Lake View Lamar Lancaster Landrum Lane Latta Laurens Lexington Liberty Lincolnville Little Mountain Livingston Lockhart Lodge Loris Lowndesville Lowrys Luray Lyman Lynchburg Manning Marion Mauldin Mayesville McBee McClellanville McColl McConnells McCormick Meggett Moncks Corner Monetta Mount Croghan Mount Pleasant Mullins Myrtle Beach Neeses New Ellenton Newberry Nichols Ninety Six Norris North North Augusta North Charleston North Myrtle Beach Norway Olanta Olar Orangeburg Pacolet Pageland Pamplico Parksville Patrick Pawleys Island Paxville Peak Pelion Pelzer Pendleton PerryPickens Pine Ridge Pinewood Plum Branch Pomaria Port Royal Prosperity Quinby Ravenel Reevesville Reidville Richburg Ridge Spring Ridgeland Ridgeville Ridgeway Rock Hill Rockville Rowesville Ruby Salem Salley Saluda Santee Scotia Scranton Seabrook Island Sellers Seneca Sharon Silverstreet Simpsonville Six Mile Smoaks Smyrna Snelling Society Hill South Congaree Spartanburg Springdale Springfield St. George St. Matthews St. Stephen Starr Stuckey Sullivans Island Summerton Summerville Summit Sumter Surfside Beach Swansea Sycamore Tatum Tega Cay Timmonsville Travelers Rest Trenton Troy Turbeville Ulmer Union Van Wyck Vance Varnville Wagener Walhalla Walterboro Ward Ware Shoals Waterloo Wellford West Columbia West Pelzer West Union Westminster Whitmire Williams Williamston Williston Windsor Winnsboro Woodford Woodruff Yemassee York

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# From the Executive Director

Every day since I came on board as the executive director of the Municipal Association in January, I have been amazed at the great work going on here on behalf of our cities and towns. As I have visited more than 60 cities and towns (see the map on the next page), I have seen first-hand some of the exciting progress being made all over the state.

As centers of commerce, South Carolina's cities and towns play such a critical role in the state's economic growth and prosperity. Here at the Municipal Association, our goal is to make sure elected officials and city staffs have the tools they need to make their cities the place where people want to live, work and play. Our role is to bring local officials together to learn, share knowledge, discuss solutions and build relationships as we strive to make a stronger South Carolina.

This year, in response to a record number of new mayors and councilmembers, the Association hosted an orientation session in May. This session was the first step for these new officials toward getting the information and resources they need to run their cities effectively and efficiently. Due to its success, this orientation will be an annual event to get newly elected officials quickly acclimated and on the path to enrolling in and graduating from our Municipal Elected Officials Institute of Government, which celebrates the 30th anniversary of its first graduating class this year.

This report spotlights many of this year's programs and services that help local officials meet the needs of their communities. The front section tells the stories of many of the new and growing programs and services the Association provides to local officials. The back section is a concise directory of all the Association's programs and services with staff contact information. We are here to serve you.

I look forward to the opportunity to build on our past successes and expand our work so we can deliver the services and resources local leaders need to make our cities and towns the best they can be.

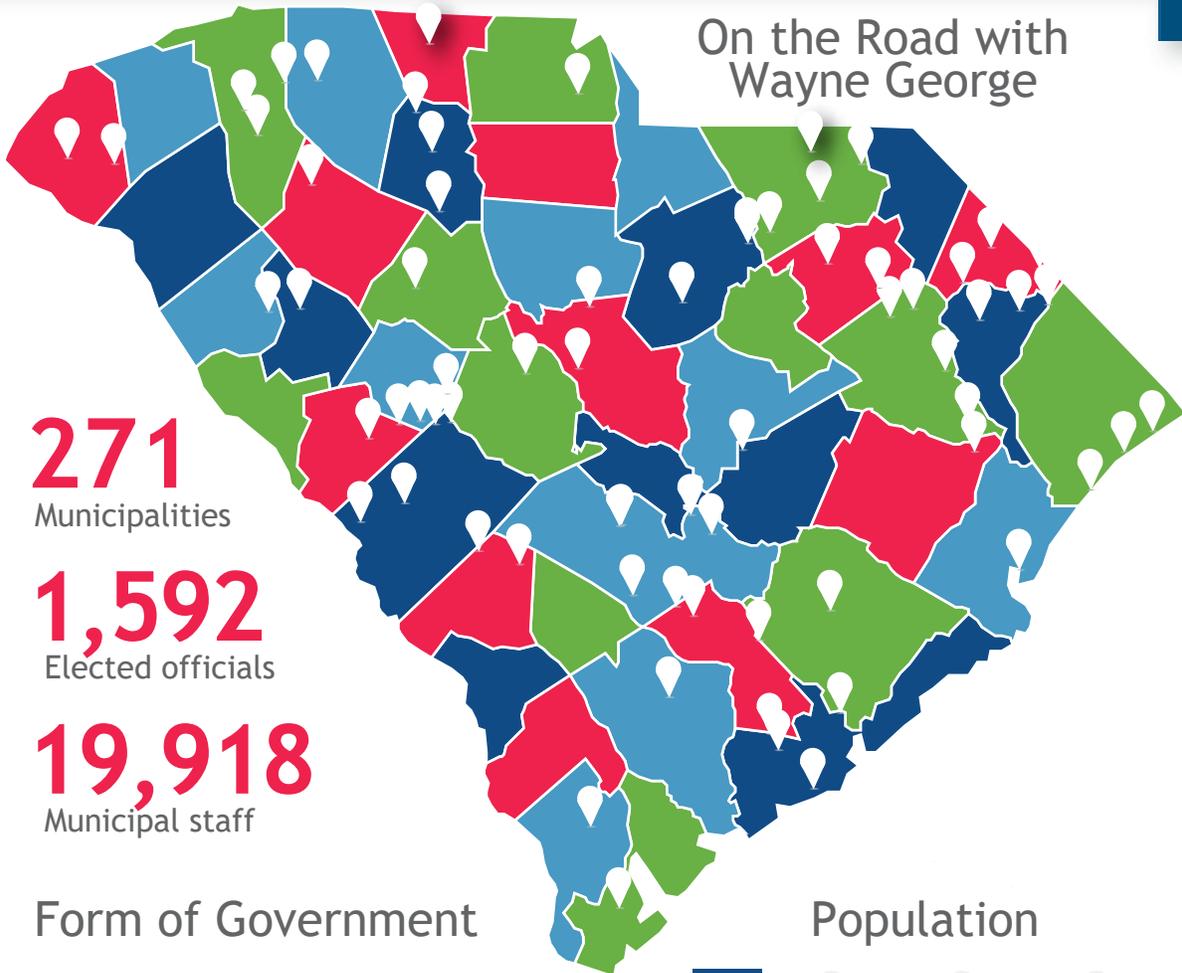


A handwritten signature in black ink that reads "J. Wayne George". The signature is written in a cursive, flowing style.

**J. Wayne George**  
Executive Director

# South Carolina By the Numbers

On the Road with  
Wayne George

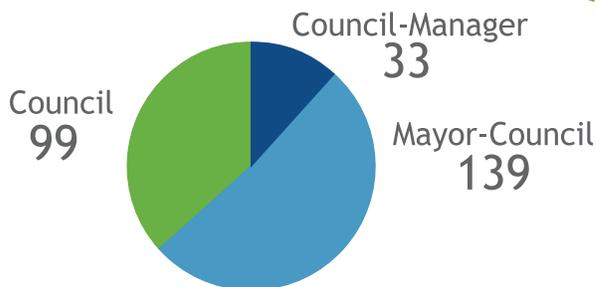


**271**  
Municipalities

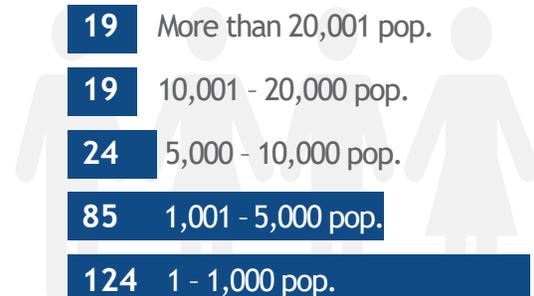
**1,592**  
Elected officials

**19,918**  
Municipal staff

## Form of Government



## Population



*The Municipal Association, representing the state's 271 incorporated cities and towns, remains dedicated to the principles of its founding in 1930 — to pursue initiatives that cities and towns can carry out more efficiently and effectively together through the Association than they can individually. Through shared voices, shared knowledge and shared solutions, the Association pursues this mission.*

# Shared Voices

From the very start of the Association in the early 1930s, South Carolina municipal officials understood that only by working together could they effectively communicate the needs and views of municipal government to residents, state and federal lawmakers, the business community and the news media. The Association's online and print resources help local officials get easily accessible information about issues and topics important to cities and towns.



Local elected officials are the backbone of the Association's advocacy work at the State House. This year, 48 local officials took their own advocacy work to a new level by participating in the advocacy class offered by the Advanced Municipal Elected Officials Institute.

"As an elected official, I thought I had a pretty good idea of what it was like to be an advocate for my city in the legislature," said Jenn Hulehan, a councilmember from the City of Simpsonville.

After participating in the class, she said, "I learned there's so much more to being effective at the legislature than just picking up the phone when I need my legislator's vote on a certain issue. We learned about all the work it takes to get a bill even to the first step of a subcommittee hearing. We saw first-hand when we visited the State House how easy it is for our legislators to get inundated with requests and why our voices as local officials are so important."

Hulehan's words also ring true when talking about the resources local officials need to be effective advocates on behalf of their cities and towns. Lexington Mayor Steve MacDougall said, "I've gotten accustomed to being able to check my Twitter feed to know what's happening to bills impacting cities at the State House because I follow our Association's lobbyists. It kind of feels like I'm right there with them."

In addition to social media, other Association resources kept local officials updated throughout the legislative session on bills such as the plastic bag ban, utility relocation and funding for drainage projects.

MacDougall said, "I heard from the Association's legislative staff that I needed to make calls quickly to members of my legislative delegation asking for their support on a bill to provide funding for drainage projects. I pulled up background information from an *Uptown* article, looked at the previous week's legislative report and used talking points on the website to effectively communicate how this issue impacted my town."

# By the numbers

484

Bills tracked in the SC General Assembly impacting cities and towns

Local officials participating in the nine 2017 Regional Advocacy Meetings

279

4,000+

Subscribers to the legislative report, *From the Dome to Your Home*

Registrants at 2018 Hometown Legislative Action Day (138 cities and towns represented)

562

900

Tweets about timely issues and legislative developments

Public information officers and risk management staff who learned about crisis management from the chief public information officer of the Connecticut State Police, who led the communication effort in the aftermath of the Sandy Hook Elementary School mass shooting.

160

176,322

The increase in webpage views over last year (14.6 percent)

Subscribers to *The Uplift* an e-newsletter launched in April highlighting positives of SC cities and towns

716

# Shared Knowledge

The Association plays an important role in developing municipal elected officials' and employees' knowledge and skills through a wide range of training programs, publications and meetings.



The training offered by the Municipal Association can have a decades-long impact. Just ask Aiken City Councilmember Lessie B. Price (*above far right in 1989 with Mullins Mayor Wayne George, now the executive director of the Association; Sumter Councilmember Bob Galiano; and Howard Duvall, then-executive director of the Association*).

In 1989, Price was just elected to city council and immediately enrolled in the Association's new training program for elected officials, the Municipal Elected Officials Institute. She was one of the program's earliest graduates. During this year's celebration of MEOI's 30th anniversary, Price, who continues to serve on the Aiken City Council, said, "The Municipal Elected Officials Institute of Government gave me a head start with the initial training. Then as I managed to get additional training over the years, it was very enriching for me as I dealt with issues in many areas."

This year, the Association launched a new orientation for newly elected officials. Forty-three newly elected mayors and city councilmembers representing 31 municipalities from Mount Pleasant to Govan attended the orientation in Columbia. It gave new elected officials a broad overview of their roles and responsibilities as well as insight into services available from the Association.

For one town's council, the inaugural orientation event was not to be missed. Mayor Roger Scott of the Town of Pelzer said he and all but one member of Pelzer Town Council attended the orientation.

"I really enjoyed the fellowship being there and talking to other people from other cities and towns," Scott said. "I enjoyed the speakers, and there were some great questions. I would give it an 'A.' It seems like when you're in a small crowd like that, you feel more comfortable asking questions."

The meeting may have marked a first for the town. "To my knowledge, no one from Pelzer has attended any Association meetings in Columbia, so we're wanting to be proactive and to learn more."

Eight city councils that can count all of their members as MEOI graduates received recognition this year from the Association as members of the MEOI Honor Roll. In the Town of Pendleton, which was one of those recognized, Mayor Frank Crenshaw said the Honor Roll designation speaks well of the town. "We all saw the importance of getting training to best serve our constituents," he said. "By graduating from the institute, we have demonstrated our commitment as an entire town council to public service."

# By the numbers

## 2018 Achievement Award winners

Edisto Beach  
Hampton  
Moncks Corner  
Bluffton  
Rock Hill  
Florence  
Hartsville  
Myrtle Beach  
Woodruff

Field services managers met with dozens of municipal councils to conduct more than  
**48 trainings**  
or facilitate goal-setting sessions.

The **Building Officials Association of SC** members played a leadership role to make doing business across the state easier by advocating at the General Assembly for legislation to clarify when building permits and engineering documents are needed for certain construction activities. BOASC also held its first fall training attended by 50 building officials from across the state.

**10% Increase**  
in membership numbers for Municipal Technology Association of SC, SC Association of Stormwater Managers and Municipal Court Administration Association

More than **5,700**  
municipal and elected officials representing 204 cities and towns registered for educational programs.

At least one official from  
**204**  
cities and towns  
attended at least one  
Association event.

**310 Hours**  
in-person training offered to elected officials and city staff for the 12 affiliate groups, Main Street SC, MEI, HLAD and Annual Meeting.

# Shared Solutions

Cities and towns face many of the same challenges and can find solutions by pooling resources and ideas through the Association.



Grant programs supported by the Association can both help share good ideas and provide a crucial infusion of funding that can often complement other sources. The Association awarded \$250,000 from the Hometown Economic Development Grant program to 10 cities and towns in 2017, the second year of the grant program, and will award \$300,000 in 2018.

Like many small towns, the Town of Johnston was struggling economically. So the town sought a Hometown Economic Development Grant to landscape its downtown and redevelop its former police station, which was being used as a garden center, into a community center to serve residents and welcome visitors.

“The redevelopment of the old police station will inspire residents’ hometown pride and give our small rural town something distinctive,” said Johnston Mayor Terrence Culbreath. “Johnston residents are starting to see how much potential there is here.”

The town’s welcome center is part of a push to capitalize on its “Peach Capital of the World” nickname and use the garden center as a place for local farmers to sell their peaches.

Not only are cities benefiting from grants for their economic development projects, but many have also used grants through Risk Management Services programs. RMS provided \$100,000 for the law enforcement liability reduction grants from the SC Municipal Insurance and Risk Financing Fund and \$205,000 for SC Municipal Insurance Trust grants for soft body armor, public works safety equipment and fire safety equipment.

Risk Management Services also provided police training for use-of-force decision-making using the Association’s two law enforcement simulators.

“I found the simulator training to be as close to realistic as one could expect,” said Kelvin Washington, chief of police for the City of Darlington. “We were able to monitor officers’ judgement as well as their willingness and ability to engage.”

His department realized an added benefit from using the simulator: Officials outside the police department got a chance to observe it in use.

“City leadership and other key members of our community had an opportunity to see how little time officers have to make split second decision.”

# By the numbers



In its first two years, the Hometown Economic Development Grant program awarded **\$450,000** to cities and towns, which leveraged more than \$1.2 million from federal, state, local and private funding sources.



Rising insurance costs increased the amount of taxes disbursed to cities and towns through the Insurance Tax Collection Program and the Brokers Tax Collection Program, both of which had **100 percent participation** from municipalities for three years running.



**2017 HEDG winners:** Spartanburg, Johnston, West Columbia, Belton, Pickens, Estill, McClellanville, Landrum and Anderson.



An audit of medical bill reviews led to a **50 percent reduction** in medical bill processing fees and the implementation of a technical bill review for SCMIT and SCMIRF members.



RMS developed a new training curriculum, **“Respect and Liability,”** to help prevent harassment claims.



Employees of RMS member cities completed more than **11,000 online courses** on topics that included back injury prevention, workplace harassment, and defensive driving basics, designed to reduce the number of workers’ compensation claims, improve officer safety and reduce liability for municipalities.



The value of SCMIRF’s insured property **grew by \$300 million**, from \$3.4 billion to \$3.7 billion.



Enhancements to the **Setoff Debt Program’s** software made it easier for participants to upload claims and bills, while a redesigned homepage helped them better identify tasks and deadlines.

# Internal Services

Technology is a key factor in the Association's vision for delivering quality services to cities and towns. Technology updates increased efficiency for the Association's staff by reducing redundancy, cutting costs and consolidating functions.



When RMS debuted a **new online claims submission portal** in November of 2016, members were only filing 49 percent of their SCMIRF claims online and 57 percent of their SCMIT claims online.



By March of 2018, **95 percent of SCMIRF claims and 99 percent of SCMIT claims** were filed online.



The change helped SCMIT and SCMIRF process a combined **3,300 new claims** during the year.

The finance department's rollout of a new budgeting and report-writing system resulted in more accurate, timely reporting that allowed staff to manage their own budgets and provide feedback with projections throughout the year. Project managers no longer had to request the same information from multiple reports and had real-time access to accounting data and their budgets, allowing them to better manage the funds.

A new payroll service integrated payroll and human resources functions into one software package. This helps the Association staff manage leave, time and attendance, payroll, and benefits, while providing better customer service to Association employees.

A new cloud-based system for both data backup and disaster recovery for the Association's network cut costs by replacing the need for two separate solutions.

# Directory of Services

More than 85 years ago, a small group of local elected officials realized they had to work together to meet the challenges of the changing times. With this mission in mind, they organized the Municipal Association of South Carolina.

The Municipal Association is still dedicated to the principle of its founding members: to join together to pursue initiatives cities and towns can carry out more efficiently and effectively by working together through the Association than by working individually.

A nonpartisan, nonprofit association representing all of the state’s 271 incorporated cities and towns, the Municipal Association fulfills its mission through **shared voices**, **shared knowledge** and **shared solutions**.



**This Directory of Services outlines all of the Association’s programs and services available to South Carolina cities and towns.**

## Shared Voices

From the very start of the Association in the early 1930s, South Carolina municipal officials understood that only by working together could they effectively communicate the needs and views of municipal government to state and federal lawmakers.

### Lobbying the State Legislature and Congress

The Association advocates for changes in state law to address city challenges and testifies against legislation that would harm cities. Partnerships play an important part in the Association’s advocacy efforts. The Association also monitors federal legislation through the National League of Cities and advocates on behalf of South Carolina cities and towns when federal issues impact the state.

*Staff Contact: Reba Campbell*

### Regional Advocacy Meetings

Each fall, the Association hosts 10 Regional Advocacy Meetings around the state to talk about the challenges facing cities and towns and how changes to state law could help meet these challenges. Based on these conversations, the legislative committee and board of directors set the Association’s annual advocacy initiatives.

*Staff Contact: Casey Fields*

### Legislative Tracking and Reports

During the South Carolina legislative session, the Association actively monitors bills impacting cities and towns. Updated daily during the session, the online tracking system helps municipal leaders follow subcommittee, committee and floor action.

Each Friday during the legislative session, municipal officials receive *From the Dome to Your Home*, which recaps the week’s major legislative events and previews the upcoming week’s activities. It is also posted on the Association’s website and shared with more than 5,000 social media followers.

At the end of the legislative session, the Association produces its annual legislative report recapping work on the advocacy initiatives and legislative action on major bills of municipal interest.

*Staff Contact: Casey Fields*

**Hometown Legislative Action Day**

In February, Hometown Legislative Action Day draws local officials from all over the state to Columbia to get updates on current legislative issues and to visit their local legislators at the State House.

*Staff Contact: Reba Campbell*

**Public Engagement**

Legislators, business leaders, the news media and key influencers learn about successes in cities and towns through online and print resources.

**Social Media Channels**

The Association's Twitter (@MuniAssnSC), Facebook (MuniAssnSC.StrongSCcities) and Instagram (StrongSCcities) accounts provide up-to-the-minute information on State House activity and share good news stories about cities and towns. A regular schedule of social media posts highlighting *Uptown* stories increases traffic to the online version of the monthly newsletter and to the Association's website.

*Staff Contact: Meredith Houck*

**Publication Partnerships**

Several successful publication partnerships spotlight ways strong cities underpin the state's economic development success.

The Association partners with Columbia and Greenville *Business Monthly* magazines by providing a bimonthly column highlighting business-friendly practices in cities and towns. The partnership with *SC Biz* magazine to publish the Association's biannual *Cities Mean Business* magazine highlights how city amenities, initiatives and services improve residents' quality of life, which helps attract investment.

Through these partnerships, the value of cities to the state's economic health reaches a wide audience of business leaders and state policy makers.

*Staff Contact: Reba Campbell*

**City Connect Blog**

The *City Connect* blog offers short, timely updates on a variety of issues. The blog packages information in a format that is useful not only to local officials but also to the news media, legislators and the public.

*Staff Contact: Reba Campbell*

## Shared Knowledge

The Association plays an important role in developing municipal elected officials' and employees' knowledge and skills through a wide range of training programs, publications and meetings.

**Affiliate Associations**

The Municipal Association supports 12 affiliate organizations by providing training and networking for a variety of local government positions with specialized training needs.

In addition to traditional face-to-face training and networking opportunities, the affiliate associations offer online communities for members to share best practices and to pose specific questions related to their local government responsibilities.

*Staff Contact: Eric Budds*

**Association of South Carolina Mayors**

The Association of South Carolina Mayors provides opportunities for its members to more fully engage in advocating for issues that affect cities and towns, to network, to take part in educational activities, and to share ideas and best practices.

*Staff Contact: Casey Fields*

**Building Officials Association of SC**

The Building Officials Association of SC is a professional development organization of building and code enforcement officials. Members are dedicated to safeguarding life, health and property through the uniform application, interpretation, and enforcement of building codes adopted by local governments. BOASC offers education and training opportunities to its members, promotes the importance of building codes and their enforcement, monitors issues before the SC Building Codes Council and the General Assembly, and provides technical assistance to local government officials.

*Staff Contact: Scott Slatton*

**Municipal Court Administration Association of SC**

The Municipal Court Administration Association of South Carolina offers training at two workshops for court administrators, clerks of court, municipal judges and other municipal employees involved in court administration. The Supreme Court of South Carolina Commission on CLE and Specialization and the Office of Victims Services recognize these workshops for continuing education credits.

*Staff Contact: Bill Taylor*

**Municipal Technology Association of SC**

The Municipal Technology Association of SC promotes municipalities' effective use of technology. MTASC exposes its members to a broad range of technology systems, platforms and solutions. The training serves IT staff and those with GIS responsibilities, in addition to employees who work in other departments but have technology-related duties.

*Staff Contact: Sara Snell*

**SC Association of Municipal Power Systems**

All of the 21 municipal electric utilities are members of the SC Association of Municipal Power Systems. Originally, SCAMPS existed solely for its members to help one another during times of disaster. Although mutual aid is still the backbone of SCAMPS, the affiliate's scope also includes legislative initiatives and training.

*Staff Contact: Eric Budds*

**SC Association of Stormwater Managers**

The SC Association of Stormwater Managers offers its members quarterly training on stormwater management policies and best practices. The SC Board of Professional Engineers and Land Surveyors recognizes the quarterly training sessions for continuing education credits.

*Staff Contact: Sara Snell*

**SC Business Licensing Officials Association**

The South Carolina Business Licensing Officials Association promotes best practices for administering and enforcing the local business license tax. Through rigorous training sessions, members learn skills and practices that make licensing in their cities and towns more efficient and business friendly.

The professional designation programs of Accreditation in Business Licensing and Masters in Business Licensing reflects members' dedication to continuing education.

*Staff Contact: Scott Slatton*

**SC Community Development Association**

The South Carolina Community Development Association provides educational forums for its members to address economic and community development needs. Members include municipal, county, regional and state community development professionals; employees of private companies with an interest in community development; elected officials; and volunteers.

*Staff Contact: Sara Snell*

**SC Municipal Attorneys Association**

The South Carolina Municipal Attorneys Association's annual meeting covers issues important to municipal attorneys, whether working as municipal staff or as a municipality's outside counsel. The Supreme Court of South Carolina Commission on CLE and Specialization approves this training session for continuing education credits.

*Staff Contact: Tigerron Wells*

**SC Municipal Finance Officers, Clerks and Treasurers Association**

The South Carolina Municipal Finance Officers, Clerks and Treasurers Association offers training programs covering the diverse responsibilities of its members. All of the training sessions qualify for a combination of continuing education credits for certified municipal clerks, certified public accountants and certified public treasurers. MFOCTA sponsors the Municipal Clerks and Treasurers Institute with the Municipal Association and the College of Charleston's Joseph P. Riley Jr. Center for Livable Communities.

*Staff Contact: Jeff Shacker*

**SC Municipal Human Resources Association**

The South Carolina Municipal Human Resources Association promotes sound human resources administration and encourages innovative programs. Through its training programs, MHRA provides information and the opportunity to exchange ideas among its members. The national Human Resources Certification Institute and the Society for Human Resources Management recognize this training for continuing education credits.

*Staff Contact: Sara Snell*

**SC Utility Billing Association**

The South Carolina Utility Billing Association provides training and networking opportunities for its members, including billing clerks, meter readers and department managers. SCUBA's meetings encompass a variety of topics focused on customer service, safety in the workplace, and new technologies to increase the efficiencies of utility billing and collections.

*Staff Contact: Ken Ivey*

**Training Institutes**

Educational opportunities are available to municipal officials through four training institutes.

**SC Municipal Elected Officials Institute of Government**

The SC Municipal Elected Officials Institute of Government trains elected officials to increase their understanding of local government operations. Elected officials take seven required courses to complete the institute. The required courses consist of two day-long sessions held each February in Columbia the day after Hometown Legislative Action Day and five additional classes, held yearly at the 10 councils of governments' locations or on-demand from the Association's website.

*Staff Contact: Urica Floyd*

**SC Advanced Municipal Elected Officials Institute of Government**

Offered exclusively for graduates of the MEO Institute, the Advanced Institute gives elected officials the opportunity to continue their education. To complete the Advanced Institute, participants must take four of the six offered courses that explore in greater depth topics included in the MEO Institute and other topics critical for effective municipal operations.

*Staff Contact: Urica Floyd*

**Business Licensing Training Institute**

The Business Licensing Training Institute educates municipal and county officials on the basics of administering a business licensing program. To complete the institute, officials must take three classes, which are offered across three years. The SC Business Licensing Officials Association sponsors the institute.

*Staff Contact: Scott Slatton*

### **Municipal Clerks and Treasurers Institute**

The Municipal Clerks and Treasurers Institute offers instruction in several areas, including forms of government, financial management, the role of the municipal clerk and business licensing. The Association sponsors MCTI in partnership with the SC Municipal Finance Officers, Clerks and Treasurers Association and the College of Charleston's Joseph P. Riley Jr. Center for Livable Communities.

*Staff Contact: Jeff Shacker*

### **Annual Meeting**

Each summer, the Annual Meeting brings municipal officials together for training, networking and discussions of issues of common interest. Officials hear from state and nationally known speakers, participate in sessions, and learn about new technology and developments in local government.

*Staff Contact: Ken Ivey*

### **Technical Assistance**

#### **Field Services**

The Association's two field services managers travel the state to offer hands-on technical assistance, training and consultation to help municipalities address challenges.

*Staff Contacts: Jeff Shacker and Bill Taylor*

#### **Main Street South Carolina**

Main Street SC helps its members revitalize their downtowns into vibrant centers of commerce and community by using the National Main Street Center's "Main Street Approach," which emphasizes organization, promotion, design and economic vitality. The boot camp program is a three-year intensive technical assistance and training program for cities and towns. After finishing the competitively selected boot camp program, participants become full Main Street SC members.

Each year, Main Street SC honors exceptional member accomplishments through its Inspiration Awards.

*Staff Contact: Jenny Boulware*

### **Information Resources**

The Association's print and online resources address hundreds of topics related to municipal government.

#### **Publications**

The Association publishes a variety of manuals and handbooks on topics of municipal interest.

- *Annexation Handbook*
- *Comprehensive Planning Guide for Local Governments*
- *Election Handbook*
- *Forms and Powers of Municipal Government*
- *Handbook for Municipal Officials in South Carolina*
- *The Municipal Association of South Carolina 1930-2015: A History of Shared Voices, Shared Knowledge, Shared Solutions*
- *How to Conduct Effective Meetings*
- *Incorporation Handbook*
- *Model Employee Handbook for SC Municipalities*
- *Municipal Officials and Legislative Directory*
- *Public Official's Guide to Compliance with the Freedom of Information Act* (published by the SC Press Association)
- *Raising Hometown Voices to a New Level of Influence*, an advocacy guide
- *South Carolina Business Licensing Handbook*
- *Tips for Hometown Media Success*

*Staff Contact: Eric Budds*

**Website**

The Municipal Association's website, [www.masc.sc](http://www.masc.sc), offers more than 2,000 pages; 1,500 documents, presentations and links to external resources; and more than 770 in-state municipal job postings. With a responsive design to fit the needs and formats of mobile and desktop devices, the site includes a powerful search engine and information center to help users navigate to specific resources of interest.

*Staff Contact: Meredith Houck*

**Uptown**

The monthly newsletter in print and electronic formats features articles on a variety of topics important to municipal officials. Each issue's special section looks in depth at a topic central to local government.

A weekly e-newsletter, *Uptown Update*, informs municipal officials about a variety of timely opportunities, including meeting registrations, training events and grants. A regular feature, "In Case You Missed It," gives *Uptown Update* readers a second look at an *Uptown* article from a past issue.

*Staff Contact: Sarita Chourey*

**Daily News**

*Daily News* provides links to news stories about the state's smallest rural towns to its largest cities. The articles highlight how local governments deliver services.

*Staff Contact: Sarita Chourey*

**The Uplift**

*The Uplift* delivers a collection of news links every Wednesday showcasing South Carolina cities and towns at their best.

*Staff Contact: Sarita Chourey*

**Achievement Awards**

The Achievement Awards recognize successful and innovative projects that improve the quality of life for residents and add value to communities. The program also encourages municipal officials to share ideas.

*Staff Contact: Meredith Houck*

## Shared Solutions

Cities and towns face many of the same challenges and can find solutions by pooling resources and ideas through the Association.

**Collection Programs**

Municipalities contract with the Association to collect delinquent debts and certain business license taxes on their behalf. These programs provide centralized and efficient collections for participating municipalities and streamline the tax payment process for businesses. The Association provides an online portal for cities participating in the insurance, brokers and telecommunications tax collection programs to securely access current and past collection program documents.

**Broker's Tax Collection Program**

The SC Department of Insurance collects the municipal broker's premium tax, and cities and towns contract with the Municipal Association to disburse the tax.

*Staff Contacts: Melissa Brown, Caitlin Cothran*

**Insurance Tax Collection Program**

The Municipal Association collects municipal business license taxes due from insurance companies and distributes the taxes owed to municipalities.

The Association notifies all insurance companies of the payment process, uses industry data to confirm all companies paid according to municipal ordinances, and provides a portal for the reporting and payment of the tax. Cities save time and money by contracting with the Association for these services rather than all duplicating the same processes. Insurance companies save time and money by reporting to and paying one entity rather than multiple cities and towns. Many pay the tax through the Association's portal.

*Staff Contacts: Caitlin Cothran, Melissa Brown, Susan Gainey*

#### **Setoff Debt Collection Program**

In cooperation with the SC Department of Revenue, the Association collects delinquent debts, such as utility bills, taxes and court fines. These payments are remitted to participating entities to whom the debts were owed. The Association provides software to all participating entities to streamline their program administration and ensure compliance with state regulations.

*Staff Contacts: Melissa Brown*

#### **Telecommunications Tax Collection Program**

The Association collects business license taxes owed to participating municipalities from telecommunication companies.

Cities and towns contract with the Association to collect the tax as provided for in state law. The contract streamlines the payment process for telecommunications companies. It also saves cities and towns time and money by eliminating the need for each to perform the same processes.

*Staff Contacts: Susan Gainey*

#### **Risk Management Services**

The two self-funded insurance programs administered by the Association's Risk Management Services staff are prime examples of strength and efficiency through combined efforts of member cities. Each program operates under the direction of a board of trustees composed of representatives from its membership.

The SC Municipal Insurance and Risk Financing Fund provides all lines of property and casualty coverage, including tort liability, law enforcement liability, public officials' liability, and property and automobile coverage.

The SC Municipal Insurance Trust provides workers' compensation coverage for municipal employees.

RMS provides grants, attorney hotlines, employee training and loss control services to members. These services help members improve risk management efforts, prevent claims and reduce the cost of insurance.

*Staff Contact: Heather Ricard*

#### **Training**

RMS members have access to online and in-person training at no charge.

- Customized, on-site training: RMS provides training for members in their hometowns, allowing city employees to attend sessions together.
- Online training: The online training opportunities include a variety of risk management, human resources, safety and law enforcement topics, including use of force and pursuit driving.
- Statewide and regional training: RMS offers members regional training sessions on topics such as law enforcement liability, OSHA confined space training, risk management 101 and defensive driving.
- Risk Management Institute: RMI offers participants from SCMIT- and SCMIRF-member organizations specialized training in the role of risk manager and safety coordinator.
- *RiskLetter*: The quarterly e-newsletter provides information on a wide range of risk management topics.

- Law enforcement simulator: RMS offers members access to a law enforcement training simulator that allows officers to practice their decision-making skills and responses to resistance.

#### **Loss Control/Technical Assistance**

RMS helps its members build effective safety and loss control programs.

- Model policies and procedures manuals for law enforcement and fire services: SCMIT and SCMIRF members receive updated fire and law enforcement policies.
- One-on-one technical assistance visits: The loss control staff meet with member organizations to evaluate their safety and loss control programs.
- Legal hotlines: SCMIRF members can access to up to 10 hours of free legal advice on each legal hotline for labor and liability issues.
- Education tools: SCMIRF members have access to cybersecurity services through the online tool, eRisk Hub, in addition to specialized toolkits, including parks and recreation liability, public official liability, sewer backups, special events liability and workers' compensation.

#### **Grants**

The RMS grant program helps RMS members purchase products or equipment to reduce the frequency and severity of claims.

- The Law Enforcement Liability Reduction Grant Program awards grants to member law enforcement agencies to purchase stun guns or Tasers, Taser cameras, body cameras and equipment.
- SCMIT awards grants to member law enforcement, fire and public works departments to purchase work-zone safety equipment, soft body armor and other protective gear.

#### **South Carolina Other Retirement Benefits Employer Trust**

The South Carolina Other Retirement Benefits Employer Trust allows cities to set aside funds for nonpension benefits, such as retiree healthcare, as required by the Governmental Accounting Standards Board. Each member shares in the Trust's administrative and investment related expenses, lowering the overall cost of compliance for each local government.

*Staff Contact: Heather Ricard*

#### **Hometown Economic Development Grants**

The Municipal Association's Hometown Economic Development Grants provide cities and towns with funds to implement economic development projects that will make a positive impact on the quality of life in their communities. The Hometown Economic Development Grants are awarded annually.

*Staff Contact: Scott Slatton*

#### **Technology Services**

The Association, in partnership with VC3, provides discounted technology services to cities and towns. VC3, an information technology company headquartered in Columbia, designs and hosts municipal websites; designs and implements computer networks; and provides disaster recovery, strategic technology planning and voice communication services.

*Staff Contact: Eric Budds*

#### **Cable Franchise Assistance and Telecommunication Infrastructure Siting Program**

The Association partners with Local Government Services LLC, to assist members with cable franchises, pole attachment agreements, and cellular and small cell antenna leases and ordinances. This gives local governments access to the expertise required to negotiate benefits and services with reasonable terms.

*Staff Contact: Eric Budds*

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