

Mr. Josh Simpson

Mayor

Ms. Amy Gore

District 2

Mr. Justin Beardsley

District 3

Mr. Bob Jordan

Mayor ProTem, District 1

Mr. James Richard

District 4



Minutes of Meeting- Public Hearing

August 11, 2026

Location: Rosie's in Reidville

Mayor Josh Simpson called the meeting to order at 6:01 p.m. Town Administrator Christine McKaba conducted roll call, confirming the presence of Mayor Josh Simpson, Council Members James Richard, Amy Gore and Justin Beardsley. Mayor ProTem Bob Jordan confirmed his absence prior to meeting due to being out of town.

Councilmember James Richard offered the invocation

Mayor Josh Simpson opened the floor up for public hearing for the following agenda items.

- Ordinance 2026-03 (2026 B Budget) An ordinance to provide appropriations for the fiscal year beginning July 1, 2026, and ending June 30, 2027, for ordinary and other town purposes; to provide for a levy of taxes on all taxable property in the Town of Reidville for all town purposes; and, to provide for the expenditure of said taxes and other revenues coming to the town during the fiscal year
- 7215 Reidville Rd (zoning change from R3 to AB)

Discussion: Mayor Josh Simpson asked for clarification of R3 and R2 and also where those could be found. Town Administrator and Councilmember Justin Beardsley clarified stating that the main difference in R1, R2 & R3 are density, that the differences can be found in the town zoning Ordinances and are online.

There was 2 members of the audience present when floor was open but had nothing to comment on.

Action: At 6:10 p.m. a motion was made by Josh Simpson, seconded by Justin Beardsley, to adjourn the meeting. The motion passed unanimously.

Attest: Christine McKaba-Town Administrator

This is a generalization of the meeting and not a verbatim transcript.

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Minutes of Meeting

August 11, 2026

Location: Rosie's in Reidville

Mayor Josh Simpson called the meeting to order at 6:30 p.m. Town Administrator Christine McKaba conducted roll call and confirmed the presence of Mayor Josh Simpson and Councilmembers Amy Gore, Justin Beardsley, and James Richard. Administrator McKaba stated that Mayor Pro Tem Bob Jordan had confirmed before the meeting that he would be absent because he was out of town. Eight people were present in the audience.

Councilmember James Richard offered the invocation, followed by the collective recitation of the Pledge of Allegiance.

Action: A motion was made by Councilmember Amy Gore, seconded by Councilmember James Richard, to approve the council minutes from July 14, 2026, as presented. The motion passed unanimously.

Mayor Josh Simpson thanked those in attendance, stating that their presence and support make a difference.

Action: A motion was made by Councilmember James Richard, seconded by Councilmember Justin Beardsley, to accept the July 2026 Financial Report as presented. The motion passed unanimously.

Councilmember James Richard gave a brief update on the funds in the Local Government Investment Pool.

Councilmember Justin Beardsley reported that the framing was coming together, rough ins were progressing, and inspections should take place soon.

Laura Thompson, a member of the audience, asked where the Town lists the locations of council meetings. The Town Administrator stated that council meeting locations are listed on the agenda. The Town plans to hold council meetings at Reidville Fire Department until the new space is open at the Reidville Multipurpose Facility, unless that location is unavailable. If that occurs, the Town will seek an alternate location, which will be listed on the agenda.

Councilmember Amy Gore informed community members of the remaining Town of Reidville events scheduled for the rest of the year. Mrs. Gore spoke about Oktoberfest and noted that the Town had secured a German concession food vendor for the event but is still looking for a band and may have to go with a non-German band to be able to have one.

Administrator McKaba informed the community that the General Obligation Bond funds had been received and that reimbursements had been made to the general account.

Councilmember Justin Beardsley asked whether there had been any progress in determining the cause of the blackout. Administrator McKaba noted that it was assumed to be related to the new lines being installed. After notifying Duke Energy and providing an Excel spreadsheet tracking the affected addresses, there were no issues within the last few weeks.

The Mayor and Councilmembers presented Yasmina Meydanova, Ellison Silver, and Jade Laing with certificates of completion for their internships and recognized any online certifications they received during their tenure.

Action: A motion was made by Mayor Josh Simpson, seconded by Councilmember Justin Beardsley, to accept Ordinance 2026-03 (2026 Budget), an ordinance to provide appropriations for the fiscal year beginning July 1, 2026, and ending June

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Minutes of Meeting

August 11, 2026

30, 2027, for ordinary and other town purposes; to provide for a levy of taxes on all taxable property in the Town of Reidville for all town purposes; and to provide for the expenditure of said taxes and other revenues coming to the town during the fiscal year. The motion passed unanimously.

Action: A motion was made by Councilmember Justin Beardsley, seconded by Councilmember James Richard, to accept the zoning change request for 7215 Reidville Road from R3 to AB. The motion passed unanimously.

An audience member asked whether there were any updates on the Town Center project that could be shared. The Town Administrator answered that there is no longer a Town Center Project and that the project has been terminated. The new project is called the Reidville Revitalization Project, and project updates can be found on the Town's website.

An audience member asked whether the Town was aware that the subdivision builder is still advertising the Town Center. Mayor Simpson stated that the advertising is not related to the Town, that the builder's marketing is its responsibility, and that the Town has no affiliation with the advertising. He stated that the matter would need to be addressed with Ryan Homes. Administrator McKaba advised that the discussion on the topic should end.

Action: At 6:51 p.m., a motion was made by Mayor Josh Simpson, seconded by Councilmember Amy Gore, to enter into executive session for the announced and posted reasons. The motion passed unanimously.

Action: At 8:32 p.m., a motion was made by Councilmember Justin Beardsley, seconded by Councilmember James Richard, to exit executive session and return to open session. The motion passed unanimously.

Mayor Josh Simpson stated that no decisions were made during the executive session.

Action: At 8:32 p.m., a motion was made by Mayor Josh Simpson, seconded by Councilmember James Richard, to adjourn the meeting. The motion passed unanimously.

Attest: Christine McKaba-Town Administrator

This is a generalization of the meeting and not a verbatim transcript.

Biweekly Committee/Department Update

Reporting Period: 8/1/26-8/21/26

Prepared By: Town Administrator-Mckaba

Distribution Date: 8/24/26

Information is gathered during biweekly meetings and ongoing operational conversations between the Town Administrator and each council chair individually.

Department Updates

Administration (Josh Simpson)

- Will be beginning process of seeking a part-time business license officer to begin 4th qtr. of 2026.
- Will be beginning process of seeking a part-time event coordinator to begin 4th qtr. of 2026.

Public Safety (Justin Beardsley)

- Would like to introduce at the September 2026 Council meeting an ordinance to prohibit the installation, operation, or use of flock safety cameras or any automated license plate recognition systems on property owned, leased, or controlled by the Town of Reidville; to protect the privacy and civil liberties of residents and visitors; and, to provide for enforcement of this prohibition.

Public Works (Bob Jordan)

- Culvert in the cul-de-sac on River Ridge Drive was reported clogged by a homeowner. An inspection found that sediment and debris were blocking the culvert pipe. Casey Grading and Landscaping cleared some sediment and debris and noticed a bent pipe that was almost completely crushed on one end. Casey Grading will send a quote to the Town to replace the culvert pipe. 8/24/26 reported sediment back blocking pipe. Councilmember Beardsley to have a discussion with homeowner regarding prevention.
- Grounds keeper having trouble with equipment, hoping to start road right of way clearing asap

Community Development (Amy Gore)

- Still seeking vendors for Oktoberfest and the Holiday Festival.
- Food has been secured for both Oktoberfest and the Holiday Festival.
- Still need to secure a band for Oktoberfest.
- Assistance will be needed at the Town table for Trunk or Treat, as Christine will be out of town.

Finance (James Richard)

- First Bank has been delayed in setting up new accounts and responding to questions. James and Christine are exploring other options for general checking. United Community Bank is an option.
- The General Obligation bond went through and was deposited on 8/11/26. The Town Administrator had a cashier's check deposited into the general account to reimburse expenses already paid.
- James and Christine will be moving some money from LGIP to Multi-Bank Securities because they have FDIC-insured CDs at a better rate than LGIP.

Administrator (Christine McKaba)

- Town intern Yasmina Meydanova completed paperwork for multiple annexations before her departure. Will prepare and mail the envelopes within the next 45 days.
- Working on rental agreements and pricing for 7304 Reidville Road. Should be ready for Council discussion at the September meeting.
- Will be obtaining quotes for payroll processing

Code Enforcement (Clark Taylor-CC&I)

- There are ongoing issues with on-street parking in subdivisions. Emergency services are having difficulty maneuvering through these areas.
- There are ongoing issues with getting the Historical Society to maintain its property.

Project Updates

Reidville Revitalization (300 College St)

- Recent progress: Town staff and Council received the final plan for 300 College Street.
- Next steps: The Town will meet with Reidville Presbyterian and Walker's Chapel leaders to present a plan for public parking and attempt to establish an agreement.

Once an agreement is made, the plan will go before the Planning Commission and Council for final approval and made public.

Reidville Multiuse Facility (7304 Reidville Rd)

- Recent progress: HVAC, plumbing, and electrical rough-in work has started at 7304 Reidville Road. The white building on the property adjacent to 7304 Reidville Road was demolished by the Town of Reidville, with permission from the owner, because it obstructed visibility and project performance. A change order will be completed for electrical work so the approved electrician can also run low voltage.

Biweekly Committee/Department Update

Reporting Period: 8/22/26–9/4/26

Prepared By: Town Administrator Christine McKaba

Distribution Date: 9/4/26

Information is gathered during biweekly meetings and ongoing operational conversations between the Town Administrator and each Council Chair individually.

Department Updates

Administration (Josh Simpson)

- Job descriptions for the Business License Clerk and Event Coordinator will be presented for approval on 9/8/26.

Public Safety (Justin Beardsley)

- The Public Works Chair was asked to contact SCDOT about adding a hidden road/driveway sign at River Ridge Drive and relocating the speed limit sign on that side of town when entering Reidville.

Public Works (Bob Jordan)

- Waiting for quotes for the River Ridge Drive cul-de-sac. The contractor is having difficulty finding a paving company willing to take on a small job due to scheduling constraints.
- Bush hogging on Reidville-maintained roads has been completed.

Community Development (Amy Gore)

- Vendors are still needed for Oktoberfest and the Holiday Festival.
- A band still needs to be secured for Oktoberfest.

Finance (James Richard)

- First Bank has been notified that its services will not be needed due to delays and insufficient response and communication.
- James and Christine will move forward with United Community Bank for the General, Hospitality, and Investment accounts. Three credit cards will be issued. The Town will have one card with a \$175,000 monthly limit to pay Town bills. James and Christine will each be issued credit cards with a \$10,000 limit, as allowed by the procurement policy. All accounts will be fully covered through the bank's public

funds program and will include positive pay, business checks for the General and Hospitality accounts, and remote deposit.

- Some funds were moved from the Local Government Investment Pool to Multi-Bank Securities to purchase CDs in the following amounts: \$100,000 at 4.150% maturing 8/25/27; \$147,000 at 4.30% maturing 8/25/28; and \$150,000 at 4.150% maturing 2/29/28.

Administrator (Christine McKaba)

- The Facility Management package is scheduled to go live by October 1, 2026, for the Reidville Multiuse Facility at 7304 Reidville Road.

Code Enforcement (Clark Taylor-CC&I)

No update provided for this reporting period.

Project Updates

Reidville Revitalization (300 College St)

- Recent progress: The Town sent out a template parking agreement to Walker Chapel and Reidville Presbyterian to be reviewed.
- Next steps: Await review and feedback on the parking agreement.

Reidville Multiuse Facility (7304 Reidville Rd)

- Recent progress: The project continues to be on or ahead of schedule.
- Next steps: Rough-in inspections are scheduled for 9/9/26. An internet provider needs to be secured soon so the service can be installed on schedule.

Mr. Josh Simpson
Mayor

Mr. Bob Jordan
Mayor ProTem,
District 1

Ms. Amy Gore
District 2



Justin Beardsley
District 3

Mr. James Richard
District 4

August 2026 Financial Report

Revenue	\$ 762,569.66
Expenses	\$ 341,847.54

Bank Balances as of June 1, 2026

Truist-5561 General Account	\$795,532.88
Trusit-5596 Hospitality	\$26,558.76
Truist-2787 Investment Account	\$5,757.69
United Community Bank-GO Bond	\$462,623.31
Multi Bank Securities-CD's	\$646,885.05
Local Government Pool	\$1,036,946.12
Account Totals=	\$2,974,303.81



Resolution No. 2026-02

A Resolution Prohibiting Flock Safety Cameras and Automated License Plate Recognition Systems on Town Property

A RESOLUTION to prohibit the installation, operation, maintenance, leasing, contracting for, or use of Flock Safety cameras or any automated license plate recognition systems on property owned, leased, or controlled by the Town of Reidville; to protect the privacy and civil liberties of residents and visitors; and to provide for enforcement of this prohibition.

WHEREAS, the South Carolina Code of Laws authorizes municipal councils to enact measures for the protection of the public peace, safety, health, and welfare; and

WHEREAS, the Mayor and Town Council of the Town of Reidville recognize public concerns related to data privacy, surveillance, and civil liberties associated with automated license plate recognition technologies, including systems marketed or operated by Flock Safety, Inc.; and

WHEREAS, the Mayor and Town Council find it appropriate to prohibit the use of such systems on property owned, leased, or controlled by the Town of Reidville unless later authorized by official action of Town Council;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Town Council of the Town of Reidville, South Carolina, duly assembled, as follows:

Section 1. Prohibition of Flock Cameras and ALPR Systems

No Flock Safety camera, device, software, cloud-based service, related service, or automated license plate recognition system of any kind shall be installed, operated, maintained, subcontracted, leased, subscribed to, or otherwise utilized on any property owned, leased, or controlled by the Town of Reidville.

Section 2. Definitions

For purposes of this Resolution:

- a. **“Flock Camera”** means any device, system, software, service, or related technology produced, marketed, operated, or supported by Flock Safety, Inc., including automated license plate readers, surveillance devices, or cloud-based data services.
- b. **“Automated License Plate Recognition System” or “ALPR”** means any camera, software, device, database, or service that captures, analyzes, stores, transmits, shares, or otherwise processes license plate information or vehicle-identifying data.
- c. **“Town Property”** means all land, buildings, rights-of-way, equipment, infrastructure, poles, facilities, vehicles, networks, and other property owned, leased, maintained, or controlled by the Town of Reidville.

Section 3. Town Personnel and Contracting Restrictions

No Town department, official, employee, contractor, agent, or representative shall purchase, lease, subscribe to, contract for, authorize, approve, access, or otherwise participate in the acquisition or use of Flock Cameras or any ALPR system for Town purposes.

No ALPR data shall be collected, accessed, shared, stored, transmitted, purchased, received, or used in connection with Town operations, Town systems, or Town property.

Section 4. Exceptions

This Resolution shall not apply to privately owned ALPR systems installed entirely on private property and not connected to Town networks, equipment, operations, or property. This Resolution shall not apply to ALPR systems operated by federal, state, or county agencies acting under their own lawful jurisdiction without Town authorization, funding, operation, maintenance, access, or involvement.

Section 5. Enforcement

Any Flock Camera or ALPR system discovered on Town Property shall be removed, disabled, or disconnected immediately upon notice. The Town Administrator, or the Town Administrator’s designee, shall be responsible for ensuring compliance with this Resolution and may take any administrative action necessary to carry out its terms.

Section 6. Severability

If any section, subsection, paragraph, sentence, clause, phrase, or provision of this Resolution is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution, which shall remain in full force and effect.

Section 7. Repeal of Inconsistent Resolutions and Policies

All resolutions, policies, procedures, approvals, or parts thereof that are inconsistent with this Resolution are hereby repealed, superseded, or declared inapplicable to the extent of such inconsistency.

Section 8. Effective Date

This Resolution shall take effect immediately upon adoption by the Mayor and Town Council of the Town of Reidville.

ADOPTED this 8th day of September, 2026.

Town of Reidville, South Carolina

Josh Simpson, Mayor

Bob Jordan, Mayor Pro Tempore

James Richard, Council Member

Justin Beardsley, Council Member

Amy Gore, Council Member

Attest: Christine McKaba-Town Administrator



Internal Position Description: Event Coordinator

Position Title: Event Coordinator

Department: Administration / Community Services

Reports To: Community Development Chair / Town Administrator

Work Location: Reidville Multi-Use Facility

Employment Type: Part-Time (25 hours/week)

Position Summary

The Event Coordinator is responsible for supporting the planning, coordination, promotion, scheduling, and on-site execution of Town events, facility rentals, community programs, and related activities at the Reidville Multi-Use Facility. This position serves as a key operational and customer-service contact for residents, renters, vendors, sponsors, community organizations, Town staff, and elected or appointed Town representatives involved in community programming. The position requires strong organization, professional communication, attention to detail, and the ability to coordinate multiple event-related tasks in a growing municipal environment.

Position Purpose

The purpose of this position is to ensure that Town events and facility uses are organized, well-communicated, properly documented, and carried out in a manner that reflects positively on the Town of Reidville. The Event Coordinator helps strengthen community engagement by supporting events that encourage resident participation, promote local partnerships, and make effective use of Town facilities.

Reporting Relationship and Supervision

The Event Coordinator reports to the Community Development Chair and the Town Administrator, or their designee, for direction, priorities, scheduling expectations, and approval of event-related work. The position works collaboratively with Town staff, committees, volunteers, vendors, public works representatives, and community partners. This position does not typically supervise regular Town employees but may help coordinate volunteers, vendors, contractors, or temporary event support personnel during specific events.

Essential Duties and Responsibilities

Event Coordination and Planning

- Coordinate, schedule, and support events at the Reidville Multi-Use Facility, including facility rentals, community programs, Town-sponsored events, meetings, and special activities.
- Work closely with the Community Development Chair and Town Administrator to develop event plans, timelines, staffing needs, budgets, vendor needs, and communication schedules.
- Serve as the primary operational contact for event inquiries, reservation requests, facility-use questions, and renter communications.
- Assist renters, residents, organizations, and community groups with event planning requirements, facility rules, reservation procedures, and setup expectations.
- Prepare and maintain event calendars, schedules, setup notes, checklists, contact lists, and internal communication materials.
- Provide on-site event support as needed, including opening or closing the facility, assisting with setup, addressing questions, monitoring event flow, and helping resolve routine issues.
- Track event timelines and ensure required tasks are completed before, during, and after each event.
- Coordinate with staff, vendors, volunteers, sponsors, and community partners to support successful event implementation.

Facility Use and Operational Coordination

- Maintain accurate reservation records, facility-use logs, calendars, forms, and related documentation.

- Conduct or coordinate pre-event and post-event walkthroughs to confirm cleanliness, safety, equipment condition, room setup, and compliance with facility expectations.
- Coordinate with the Town Administrator, Public Works Chair, maintenance contacts, or other designated staff regarding facility needs, repairs, supplies, special setups, access, or safety concerns.
- Monitor compliance with Town policies, rental agreements, facility rules, insurance or permit requirements, and applicable safety standards.
- Document facility issues, renter concerns, incident observations, or post-event follow-up items and communicate them to the appropriate Town representative.
- Assist with maintaining an orderly, welcoming, and ready-to-use facility environment for scheduled events and public use.

Community Engagement, Sponsorships, and Outreach

- Assist with the planning and execution of Town events such as festivals, holiday programs, civic activities, community gatherings, and other special events.
- Support marketing and communications efforts by preparing event announcements, flyers, social media content, website information, signage, and other promotional materials as assigned.
- Build and maintain positive working relationships with residents, local businesses, nonprofit organizations, civic groups, vendors, sponsors, and community partners.
- Identify potential event sponsors and community partners; assist with sponsor outreach, benefit coordination, recognition, and relationship maintenance.
- Support efforts to increase community participation, improve event visibility, and promote the Reidville Multi-Use Facility as a community resource.

Administrative and Financial Support

- Maintain event files, rental forms, permits, sponsor records, vendor information, correspondence, approvals, and other event-related documentation.
- Track assigned event expenses, invoices, receipts, deposits, sponsorship funds, and budget information in coordination with the Town Administrator or other designated staff.
- Assist with preparing reports, event summaries, attendance estimates, sponsor lists, and follow-up notes for internal review.

- Provide general administrative support to the Town Administrator, Community Development Chair, Town staff, and committees as assigned.
- Assist with customer service at Town Hall or by phone/email when needed, particularly for event-related inquiries.
- Maintain confidentiality and handle Town records, resident information, financial information, and internal communications in a professional manner.

Knowledge, Skills, and Abilities

- Knowledge of basic event planning practices, scheduling procedures, customer service standards, and facility-use coordination.
- Ability to communicate clearly, professionally, and courteously with residents, renters, vendors, sponsors, volunteers, elected or appointed officials, and Town staff.
- Ability to organize details, maintain accurate records, meet deadlines, and manage multiple events or tasks at one time.
- Ability to exercise sound judgment, follow policies, resolve routine problems, and escalate concerns appropriately.
- Ability to use Microsoft Office applications, email, calendars, shared files, and scheduling or facility-management systems as required.
- Ability to work independently while keeping supervisors informed of progress, issues, and needed decisions.
- Ability to represent the Town in a positive, service-oriented, and professional manner.

Decision-Making and Accountability

The Event Coordinator is expected to make routine decisions related to scheduling coordination, renter communication, event preparation, documentation, and customer-service responses within established Town policies and supervisor direction. Matters involving policy interpretation, unusual facility requests, budget approvals, contract decisions, safety concerns, complaints, or significant operational issues should be referred to the Town Administrator, Community Development Chair, or appropriate Town representative.

Working Conditions and Physical Requirements

- Work is performed primarily in an office and event-facility environment, with occasional work at Town event locations.
- Schedule may vary based on event needs and may include evenings, weekends, holidays, or hours outside a traditional weekday schedule.

- Position may require standing, walking, bending, reaching, carrying supplies, setting up light materials, and moving throughout the facility during events.
- Employee may occasionally be exposed to outdoor weather conditions, crowds, noise, vendor activity, and fast-paced event environments.
- Must be able to interact professionally with the public during busy or time-sensitive situations.

Minimum Qualifications

- High school diploma or equivalent; coursework in hospitality, event management, public administration, or communications preferred.
- Experience in event coordination, facility management, or community programming is strongly preferred.
- Strong organizational and time-management skills.
- Excellent communication and customer service abilities.
- Proficiency with Microsoft Office; willingness to learn scheduling or facility management software.
- Ability to work independently and collaboratively.
- Ability to work occasional evenings or weekends for scheduled events.
- Ability to obtain any required certifications or complete training related to event management or facility operations.

Preferred Qualifications

- Experience coordinating community events or recreational programs.
- Familiarity with facility rental processes, contracts, and public-use policies.
- Knowledge of South Carolina municipal operations and community engagement practices.

Work Schedule, Classification, and Compensation

- Part-time position scheduled for approximately 25 hours per week.
- Schedule may vary based on facility reservations, Town events, seasonal programming, and operational needs.
- Evening and weekend work may be required for scheduled events, meetings, or facility activities.
- This role has the potential to become a full-time position based on Town needs, event growth, budget approval, and employee performance.
- Compensation is based on experience, qualifications, and applicable Town pay practices.

- Position does not include full-time benefits unless otherwise authorized by Town policy.

Performance Expectations

Successful performance in this position includes timely and accurate event coordination, professional communication, complete documentation, responsive customer service, effective sponsor and partner support, and consistent adherence to Town policies and supervisor direction. The Event Coordinator is expected to help create well-organized, welcoming, and community-focused events that support the Town's goals and public service standards.

- Maintain accurate and current event calendars, reservation records, sponsor information, and event files.
- Communicate promptly and professionally with residents, renters, vendors, sponsors, and Town representatives.
- Complete assigned planning, setup, follow-up, and reporting tasks within expected timelines.
- Support safe, orderly, and positive use of the Reidville Multi-Use Facility.
- Identify issues early, recommend practical solutions, and escalate matters requiring approval or policy direction.

Confidentiality and Ethics

The employee is expected to maintain the confidentiality of Town records, financial information, business license information, personnel-related information, legal matters, and other sensitive materials encountered in the course of employment. The employee must conduct all work in a professional and ethical manner, avoid conflicts of interest, comply with applicable Town policies, and refer questions involving legal interpretation, policy decisions, or enforcement authority to the appropriate Town official.

Equal Employment Opportunity

The Town is an Equal Opportunity Employer and considers applicants for employment without regard to any status protected by applicable federal, state, or local law.

Acknowledgment

This position description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions. The Town reserves

the right to revise the position description and assign additional duties as operational needs require.



Job Description: Event Coordinator (Part-Time)

Position Title: Event Coordinator

Department: Administration / Community Services

Reports To: Community Development Chair / Town Administrator

Work Location: Reidville Multi-Use Facility

Employment Type: Part-Time (25 hours/week)

Position Overview

The Town of Reidville is seeking a detail-oriented, community-focused Event Coordinator to support the planning, scheduling, and execution of Town events and activities at the Reidville Multi-Use Facility. This role ensures smooth event operations, excellent customer service, and consistent communication with residents, renters, vendors, and Town staff. The ideal candidate is organized, personable, and able to manage multiple tasks in a fast-growing community environment.

Essential Duties & Responsibilities

Event Coordination & Planning

- Coordinate, schedule, and oversee events at the Reidville Multi-Use Facility, including rentals, community programs, Town-sponsored events, and special activities.
- Work closely with the Community Development Chair and Town Administrator in developing, organizing, and coordinating Town events.
- Serve as the primary point of contact for event inquiries, reservations, and facility use requests.
- Assist renters and community groups with event planning and facility guidelines.
- Prepare event calendars, schedules, and communication materials.
- Provide on-site support during events as needed to ensure smooth operations.

Facility Management

- Maintain accurate reservation records and usage logs.
- Conduct pre-event and post-event walkthroughs to ensure cleanliness, safety, and proper setup.
- Coordinate with Town Administrator and/or Public Works Chair for facility needs, repairs, or special setups.
- Monitor compliance with Town policies, facility rules, and safety standards.

Community Engagement & Outreach

- Assist with Town events such as festivals and holiday programs.
- Support marketing and communication efforts, including social media posts, flyers, and event announcements.
- Build positive relationships with residents, organizations, and community partners.
- Obtain sponsorships for Town events and programs by identifying potential partners, coordinating outreach, and maintaining sponsor relationships.

Administrative Support

- Maintain event files, permits, and documentation.
- Track event expenses, invoices, and budget information assigned.
- Provide general administrative support to the Town Administrator and staff.
- Assist with customer service at Town Hall when needed.

Minimum Qualifications

- High school diploma or equivalent; coursework in hospitality, event management, public administration, or communications preferred.
- Experience in event coordination, facility management, or community programming is strongly preferred.
- Strong organizational and time-management skills.
- Excellent communication and customer service abilities.
- Proficiency with Microsoft Office; willingness to learn scheduling or facility management software.
- Ability to work independently and collaboratively.
- Ability to work occasional evenings or weekends for scheduled events.
- Ability to obtain any required certifications or complete training related to event management or facility operations.

Preferred Qualifications

- Experience coordinating community events or recreational programs.
- Familiarity with facility rental processes, contracts, and public-use policies.
- Knowledge of South Carolina municipal operations and community engagement practices.

Work Schedule & Compensation

- Part-time position: 25 hours per week.

- This role has the potential to become a full-time position based on Town needs, event growth, and performance.
- Schedule varies based on event needs; evenings and weekends may be required.
- Compensation based on experience and qualifications.
- Position does not include full-time benefits.

How to Apply

Applicants should submit:

- A completed Town of Reidville employment application
- A resume highlighting relevant experience
- Optional: cover letter

Applications may be submitted in person at Town Hall or emailed to

cmckaba@reidville.sc.gov. Position open until filled. The Town of Reidville is an equal opportunity employer.



Part-Time Licensing Coordinator

Position Summary

The Part-Time Licensing Coordinator provides administrative, clerical, customer service, and records support for the Town's business licensing functions and assists the Town Clerk with official records, meeting preparation, public communication, and day-to-day municipal office operations. This internal support position serves as a point of contact for residents, business owners, vendors, elected officials, staff, and members of the public. The position requires accuracy, confidentiality, sound judgment, professionalism, and the ability to follow established procedures while responding courteously to public inquiries and supporting efficient Town operations.

Supervision and Working Relationships

The employee works under the general supervision of the Town Clerk and may receive task-specific direction from the Town Administrator, finance staff, code enforcement staff, or other authorized Town personnel. Work is performed in accordance with Town policies, ordinances, procedures, and applicable legal requirements. The position requires frequent interaction with the public and regular coordination with internal departments to ensure timely processing of licenses, records, payments, notices, and administrative materials.

Essential Duties and Responsibilities

Business License Duties

- Receive, review, process, and maintain applications for new and renewed business licenses in accordance with Town ordinances and applicable procedures.

- Maintain accurate business license records, databases, files, and related correspondence.
- Assist business owners and applicants by explaining licensing requirements, application procedures, renewal deadlines, and required documentation.
- Calculate and collect business license fees, penalties, and related payments as directed; issue receipts and assist with payment records.
- Follow up with businesses regarding incomplete applications, delinquent renewals, missing information, or compliance questions.
- Prepare reports, lists, notices, and correspondence related to business license activity.
- Coordinate with the Town Clerk, code enforcement, finance, and other staff as needed regarding business license compliance and records.
- Maintain confidentiality and security of financial, business, and municipal records.
- Monitor renewal cycles and assist with preparing reminders, notices, and follow-up communications to promote timely license compliance.
- Review submitted documentation for completeness and route unusual, complex, or potentially noncompliant matters to the appropriate Town official for review.
- Maintain organized electronic and paper files to support audits, reporting, public inquiries, and historical reference needs.

Assistant Town Clerk Duties

- Assist the Town Clerk with preparing, posting, and distributing meeting agendas, packets, minutes, notices, and related materials.
- Assist with maintaining official Town records, including ordinances, resolutions, minutes, contracts, correspondence, and public documents.
- Provide clerical support for Town Council meetings, public hearings, boards, commissions, and committees as assigned.
- Assist with responding to public inquiries, records requests, telephone calls, emails, and visitors in a courteous and timely manner as assigned.
- Prepare, proofread, scan, file, copy, and distribute documents, letters, forms, and reports as assigned.
- Assist with communication postings, and other public information duties as assigned.
- Support Town events, registrations, mailings, records retention, and administrative projects as needed.
- Serve as backup support for front office operations and other Town administrative functions during absences or peak workload periods.
- Assist with preparation and organization of official documents before and after meetings, including agenda attachments, sign-in sheets, adopted materials, and records for retention.
- Help ensure public notices, postings, and administrative communications are completed in accordance with applicable timelines and Town procedures.

- Provide courteous front-office support by greeting visitors, answering routine questions, directing inquiries to appropriate staff, and maintaining a professional municipal office environment.

General Administrative Duties

- Enter, update, verify, scan, file, and retrieve information from Town records, spreadsheets, forms, databases, and office systems.
- Assist with preparing correspondence, forms, reports, labels, mailing lists, certificates, receipts, and internal tracking documents.
- Support daily office operations, including mail processing, supply organization, document routing, copying, scanning, and records filing.
- Follow established cash-handling, payment-processing, records-retention, and document-security procedures.
- Perform other related administrative duties as assigned to support the effective operation of the Town.

Knowledge, Skills, and Abilities

- Knowledge of general office practices, records management, customer service, and basic accounting or payment-handling procedures.
- Ability to learn and apply Town ordinances, business license requirements, public records procedures, and municipal administrative practices.
- Strong organizational skills and attention to detail.
- Ability to communicate clearly and professionally in person, by phone, and in writing.
- Ability to handle confidential information with discretion.
- Proficiency with Microsoft Office, email, spreadsheets, databases, scanning equipment, and general office technology.
- Ability to manage multiple tasks, meet deadlines, and work independently with limited supervision.
- Ability to interpret and apply written procedures consistently and recognize when a matter should be escalated for supervisory review.
- Ability to maintain a professional, neutral, and helpful demeanor when assisting the public, including during sensitive or time-sensitive interactions.
- Ability to prepare accurate written materials with appropriate grammar, formatting, spelling, and attention to detail.

Core Competencies

- **Accuracy and Accountability:** Completes work carefully, verifies information, and takes responsibility for assigned tasks.
- **Customer Service:** Provides timely, respectful, and helpful service to residents, business owners, applicants, and visitors.
- **Confidentiality:** Protects sensitive records, financial information, personnel information, and municipal documents.
- **Organization:** Maintains orderly files, tracks deadlines, prioritizes assignments, and follows through on open items.
- **Communication:** Shares information clearly, professionally, and appropriately with staff, officials, and the public.
- **Compliance Awareness:** Follows Town policies, ordinances, records procedures, and administrative requirements.

Minimum Qualifications

- High school diploma or GED required; associate degree or coursework in business administration, public administration, accounting, records management, or a related field preferred.
- Prior administrative, clerical, customer service, municipal government, bookkeeping, permitting, or licensing experience preferred.
- Must be able to obtain and maintain any certifications, training, or credentials required by the Town.
- Notary Public certification is preferred or must be obtained.
- Valid South Carolina driver's license may be required.

Work Schedule and Compensation

This is a part-time position with the potential to become a full-time role based on the Town's operational needs, employee performance, staffing requirements, and approved budget. Specific workdays, hours, rate of pay, and eligibility for benefits will be determined by the Town. The employee may be required to adjust work hours occasionally to support meetings, deadlines, public notices, training, special projects, or periods of increased workload.

Physical Requirements and Work Environment

Work is generally performed in a professional office environment. The employee is regularly required to sit, stand, walk, speak, hear, read, write, use a computer, operate a telephone,

communicate with the public, and use standard office equipment such as printers, scanners, copiers, and filing systems. The employee may occasionally lift, carry, move, or retrieve records, supplies, boxes, or materials. The position requires visual attention to detail, manual dexterity for keyboarding and paperwork, and the ability to manage interruptions while maintaining accuracy. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Confidentiality and Ethics

The employee is expected to maintain the confidentiality of Town records, financial information, business license information, personnel-related information, legal matters, and other sensitive materials encountered in the course of employment. The employee must conduct all work in a professional and ethical manner, avoid conflicts of interest, comply with applicable Town policies, and refer questions involving legal interpretation, policy decisions, or enforcement authority to the appropriate Town official.

Equal Employment Opportunity

The Town is an Equal Opportunity Employer and considers applicants for employment without regard to any status protected by applicable federal, state, or local law.

Acknowledgment

This position description is intended to describe the general nature and level of work performed by the employee assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, qualifications, or working conditions. The Town reserves the right to revise the position description and assign additional duties as operational needs require.



Job Posting: Part-Time Licensing Coordinator / Assistant Town Clerk

The Town is seeking a detail-oriented, professional, and customer-focused individual to support business licensing, records management, public communications, and general municipal office operations.

Position Type: Part-time, with potential to become full-time based on operational needs, performance, and approved budget.

Position Summary

The Part-Time Licensing Coordinator / Assistant Town Clerk provides administrative, clerical, and customer service support for the Town's licensing functions and assists the Town Clerk with records management, meeting preparation, public communications, and general municipal office operations. The ideal candidate is accurate, discreet, organized, and comfortable working with residents, business owners, elected officials, staff, and members of the public.

Essential Duties and Responsibilities

Business License Duties

- Receive, review, process, and maintain applications for new and renewed business licenses in accordance with Town ordinances and applicable procedures.
- Maintain accurate business license records, databases, files, and related correspondence.

- Assist business owners and applicants by explaining licensing requirements, application procedures, renewal deadlines, and required documentation.
- Calculate and collect business license fees, penalties, and related payments as directed; issue receipts and assist with payment records.
- Follow up with businesses regarding incomplete applications, delinquent renewals, missing information, or compliance questions.
- Prepare reports, lists, notices, and correspondence related to business license activity.
- Coordinate with the Town Clerk, code enforcement, finance, and other staff as needed regarding business license compliance and records.
- Maintain confidentiality and security of financial, business, and municipal records.

Assistant Town Clerk Duties

- Assist the Town Clerk with preparing, posting, and distributing meeting agendas, packets, minutes, notices, and related materials.
- Assist with maintaining official Town records, including ordinances, resolutions, minutes, contracts, correspondence, and public documents.
- Provide clerical support for Town Council meetings, public hearings, boards, commissions, and committees as assigned.
- Assist with responding to public inquiries, records requests, telephone calls, emails, and visitors in a courteous and timely manner as assigned.
- Prepare, proofread, scan, file, copy, and distribute documents, letters, forms, and reports as assigned.
- Assist with communication postings, and other public information duties as assigned.
- Support Town events, registrations, mailings, records retention, and administrative projects as needed.
- Serve as backup support for front office operations and other Town administrative functions during absences or peak workload periods.

Knowledge, Skills, and Abilities

- Knowledge of general office practices, records management, customer service, and basic accounting or payment-handling procedures.
- Ability to learn and apply Town ordinances, business license requirements, public records procedures, and municipal administrative practices.
- Strong organizational skills and attention to detail.
- Ability to communicate clearly and professionally in person, by phone, and in writing.
- Ability to handle confidential information with discretion.
- Proficiency with Microsoft Office, email, spreadsheets, databases, scanning equipment, and general office technology.

- Ability to manage multiple tasks, meet deadlines, and work independently with limited supervision.

Minimum Qualifications

- High school diploma or GED required; associate degree or coursework in business administration, public administration, accounting, records management, or a related field preferred.
- Prior administrative, clerical, customer service, municipal government, bookkeeping, permitting, or licensing experience preferred.
- Must be able to obtain and maintain any certifications, training, or credentials required by the Town.
- Notary Public certification is preferred or must be obtained.
- Valid South Carolina driver's license may be required.

Schedule and Compensation

This is a part-time position with the potential to become a full-time role based on the Town's operational needs, employee performance, and approved budget. Specific workdays, hours, rate of pay, and eligibility for benefits will be determined by the Town.

Physical Requirements and Work Environment

Work is generally performed in an office environment. The employee is regularly required to sit, stand, walk, use a computer, communicate with the public, operate standard office equipment, and occasionally lift or move records, supplies, or materials. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How to Apply

Applicants should submit:

- A completed Town of Reidville employment application
- A resume highlighting relevant experience
- Optional: cover letter

Applications may be submitted in person at Town Hall or emailed to cmckaba@reidville.sc.gov. Position open until filled. The Town of Reidville is an equal opportunity employer.



Reidville Multi-Use Facility Rental Agreement

Agreement for rental and use of the Reidville Multi-Use Facility

Parties

This Facility Rental Agreement (“Agreement”) is entered into by and between the Town of Reidville, South Carolina (“Town”), and the individual, business, nonprofit, association, or other organization identified below (“Renter”). In consideration of the mutual promises, fees, covenants, and obligations stated herein, the Town grants Renter a limited license to use the Reidville Multi-Use Facility (“Facility”) strictly in accordance with this Agreement, Town policies, and all applicable laws. The Facility consists of approximately 3,600 square feet and includes use of available tables, chairs, a gift/cake table, and refrigerator access. Décor rentals and any items not expressly identified in this Agreement are not included.

Renter and Event Information

Renter Name / Organization _____

Contact Person _____

Phone / Email _____

Mailing Address _____

Event Type _____

Event Date _____

Rental Start Time _____

Rental End Time _____

Estimated Attendance _____

Alcohol Served? Yes / No

Reidville Resident? Yes / No

A copy of the party responsible for the rental will be required by the Town as part of the rental approval process.

Rental Hours and Minimum Rental Period

Hourly rentals require a minimum rental period of two hours. Any rental period exceeding seven hours shall be reserved and charged as a full-day rental. Standard rental hours are 8:00 a.m. to 10:00 p.m. Monday through Thursday and 8:00 a.m. to 12:00 midnight, Friday through Sunday, unless otherwise approved in writing by the Town. Renter's approved rental period includes all setup, decorating, vendor access, event activities, breakdown, cleaning, trash removal, and departure. Renter shall not access, occupy, or remain in the Facility outside the approved rental period without the Town's prior written approval and payment of any additional charges assessed by the Town.

Rental Fees

<u>Rental Type</u>	<u>Resident Rate</u>	<u>Non-Resident Rate</u>	<u>Town Officials & Staff Rate</u>
Mon.- Thurs. Hourly	\$75	\$105	\$50
Mon.- Thurs. Full Day 8am-10pm	\$1,100	\$1,400	\$800
Fri.- Sun. Hourly	\$85	\$115	\$60
Fri.-Sun. Full Day 8am-12midnight	\$1,250	\$1,600	\$1,000

Opening Pricing and Future Adjustments. The fees, rates, and terms stated in this Agreement are opening prices established for the initial use and operation of the Facility. The Town reserves the right to increase, modify, or otherwise change any fees, rates, charges, terms, policies, or requirements once operational costs, staffing needs, maintenance expenses, public safety costs, insurance requirements, demand, or other relevant factors are determined or changed. Any future adjustments shall apply as determined by the Town and may be incorporated into updated rental agreements, fee schedules, Facility rules, or written approvals.

Public Safety and Police Charges

Events with 50 or more guests shall be subject to an additional charge of \$50 per hour for police. Any event at which alcohol is served shall also be subject to a police charge of \$50 per hour, regardless of attendance. Police coverage requirements, staffing levels, and final charges shall be determined by the Town in its sole discretion and may be required as a condition of approval, access, or continued use of the Facility. Renter shall be responsible for all public safety charges assessed in connection with the event.

Alcohol Policy

Alcohol may be served only with the Town's prior written approval and only in compliance with all applicable federal, state, and local laws, permits, licenses, ordinances, and Facility rules. A licensed bartender shall be required for any alcohol service other than beer or wine. Beer and wine service remains subject to Town approval and all applicable legal requirements. Renter shall be solely

responsible for ensuring that alcohol is served and consumed lawfully and responsibly, that no alcohol is served to any minor or visibly intoxicated person, and that all alcohol service ceases when directed by the Town or law enforcement.

Payment, Deposit, and Reservation

No reservation shall be deemed confirmed, binding on the Town, or effective until the Town has approved the rental request in writing and received a deposit equal to one-half of the applicable rental fee, together with any other required payments, documentation, and approvals. A cleaning fee of \$50 apply to events lasting two to four hours, and a cleaning fee of \$100 shall apply to any event lasting more than four hours. The remaining balance, applicable cleaning fee, and any applicable police charges, security charges, insurance requirements, permits, licenses, vendor documentation, or other materials required by the Town, shall be due as directed by the Town and must be paid (in full) three days before the event unless otherwise approved in writing. Renter shall pay any unpaid balance, additional rental time, police charges, cleaning fees, damage charges, excessive cleaning charges, replacement costs, administrative fees, or other amounts due immediately upon request by the Town. The Town may withhold or apply any deposit toward unpaid amounts, damages, cleaning, violations, or other costs permitted under this Agreement.

Renter Responsibilities

- Renter shall be responsible for the conduct, safety, supervision, and compliance of all guests, vendors, caterers, bartenders, entertainers, contractors, volunteers, invitees, and any other persons present in connection with the event.
- Renter shall use the Facility only for the approved event, only for lawful purposes, and only during the approved rental period.
- Renter shall keep all exits, walkways, fire lanes, emergency equipment, electrical panels, and safety equipment unobstructed at all times.
- Renter shall not exceed any approved occupancy, attendance, parking, noise, or use limitations established by the Town or applicable law.
- Renter shall be responsible for all setup, breakdown, removal of personal property, trash removal, and restoration of the Facility to the condition required by the Town. All trash must be placed in bags and deposited in the designated trash dumpster before Renter leaves the Facility.
- Decorations shall not damage walls, floors, ceilings, fixtures, furniture, equipment, landscaping, or other Town property. Open flames, confetti, glitter, adhesives, nails, staples, smoke effects, or similar materials or activities may be prohibited unless expressly approved in writing by the Town.
- Renter shall be financially responsible for all damage, excessive cleaning, missing property, unauthorized use, rule violations, fines, citations, or other costs arising from or related to the acts or omissions of Renter or any guests, vendors, contractors, or invitees.

Facility Rules

The Town may establish, amend, interpret, and enforce Facility rules, operating procedures, occupancy limits, cleaning requirements, prohibited items, vendor requirements, parking instructions, security

requirements, and any other conditions of use. Renter agrees to comply, and to ensure that all guests and vendors comply with all such requirements, whether provided before, during, or after approval of the rental. Failure to comply may result in cancellation of the event, removal from the Facility, forfeiture of deposits, assessment of additional charges, denial of future rentals, or any other remedy available to the Town at law or in equity.

Cancellation and Changes

All cancellation, rescheduling, and refund requests must be submitted to the Town in writing. Renter may cancel the rental up to three days prior to the scheduled event date. Deposits are non-refundable and shall not be reimbursed under any circumstances except where required by law or expressly agreed in writing by the Town. If Renter cancels at least three days prior to the scheduled event date, any rental amounts or other monies paid in excess of the nonrefundable deposit shall be reimbursed to Renter, less any amounts owed to the Town for charges, damages, administrative fees, or other costs permitted under this Agreement. Cancellations made less than three days prior to the scheduled event date may result in forfeiture of all amounts paid. The Town reserves the right to cancel, suspend, relocate, restrict, or modify any rental before or during the event if the Town determines that such action is necessary or appropriate due to public safety, Facility needs, emergency conditions, severe weather, nonpayment, misrepresentation, violation of this Agreement, violation of Town rules, or any other condition affecting the orderly, lawful, or safe use of the Facility. The Town shall not be liable for consequential, incidental, or indirect damages arising from any cancellation, restriction, or modification.

Indemnification and Liability

To the fullest extent permitted by law, Renter shall indemnify, defend, reimburse, and hold harmless the Town of Reidville and its elected officials, officers, employees, agents, representatives, volunteers, insurers, successors, and assigns from and against any and all claims, demands, damages, losses, liabilities, injuries, deaths, fines, citations, costs, expenses, and attorney's fees arising out of or related to the rental, event, use of the Facility, breach of this Agreement, violation of law, or acts or omissions of Renter or Renter's guests, vendors, contractors, agents, employees, volunteers, or invitees. The Town shall not be responsible for lost, stolen, or damaged personal property. Renter shall provide proof of insurance naming the Town as an additional insured if required by the Town, and failure to provide required insurance may result in denial or cancellation of the rental.

Default and Remedies

Renter shall be in default if Renter fails to pay any amount when due, provides false or incomplete information, violates this Agreement or any Town rule, exceeds the approved rental period, causes damage to Town property, creates a safety concern, or permits unlawful or disorderly conduct. Upon default, the Town may exercise any remedy available under this Agreement, Town policy, or applicable law, including cancellation, removal from the Facility, forfeiture or application of deposits, assessment of additional charges, recovery of damages, denial of future rentals, and pursuit of legal or equitable relief. The Town's failure to enforce any provision shall not constitute a waiver of its right to enforce that provision or any other provision at any time.

Governing Law and Entire Agreement

This Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina. This Agreement, together with any written Facility rules, approved rental application, fee schedule, permits, addenda, or written approvals incorporated by reference, constitutes the entire agreement between the parties concerning the rental and supersedes all prior oral or written statements, representations, or understandings. Any amendment, waiver, or exception must be in writing and approved by the Town. If any provision is held invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Acknowledgment and Execution

By signing below, Renter represents that Renter has authority to enter into this Agreement, has read and understands this Agreement, accepts all fees, obligations, restrictions, and responsibilities stated herein, and agrees to be legally bound by its terms. The Town's signature indicates approval of the rental subject to this Agreement and any additional written conditions imposed by the Town.

Renter Signature

Date _____

Printed Name

Title / Organization

Approvals and Monies Collected

This rental shall not be final until reviewed and approved by the Event Coordinator and, when required by Town policy or the nature of the event, approved by the Community Chair and/or Town Administrator. Approval may be conditioned on payment status, event details, staffing or public safety requirements, insurance, permits, alcohol service approval, facility availability, and compliance with Town rules.

Event Coordinator Approval
Signature

Approved / Denied
Notes / Conditions

Date _____

Community Chair / Town Administrator Approval
Signature

Approved / Denied

Date _____

Notes / Conditions

Monies Collected

Deposit Amount \$ _____

Date Received _____

Remaining Balance \$ _____

Date Received _____

Cleaning Fee \$ _____

Police / Security Charges \$ _____

Total Collected \$ _____

Payment Method / Receipt No. _____

Collected By _____

Staff Initials _____



Town of Reidville Artificial Intelligence Use Policy

Draft policy for responsible, transparent, and secure use of artificial intelligence by town officials, employees, contractors, and volunteers.

1. Purpose

The purpose of this policy is to guide the Town of Reidville in using artificial intelligence in a manner that improves public service, supports efficient town operations, protects residents' information, preserves public trust, and complies with applicable law. AI may assist staff, but it must not replace responsible human judgment, legal review, professional expertise, or accountable public decision-making.

2. Scope

This policy applies to all elected and appointed officials, employees, contractors, vendors, interns, and volunteers who use AI tools or AI-enabled systems for town business. It applies to free, paid, embedded, experimental, and vendor-provided AI tools, including generative AI, machine learning, automated decision-support systems, chatbots, transcription tools, image-generation tools, data-analysis tools, and AI features built into common software.

3. Definitions

- **Artificial Intelligence or AI:** A machine-based system that can generate content, make predictions, recommend actions, classify information, summarize materials, or otherwise assist with tasks based on data or prompts.
- **Generative AI:** AI that creates or substantially modifies text, images, audio, code, summaries, or other content.
- **High-risk AI use:** Any use that may affect legal rights, public safety, eligibility for public services, law enforcement activity, employment decisions, permitting outcomes, enforcement actions, financial obligations, or other consequential town decisions.
- **Human review:** Meaningful review by an authorized person who verifies AI output, checks for accuracy and bias, and accepts responsibility before the output is used.

4. Guiding Principles

- **Accountability:** Town personnel remain responsible for decisions, communications, records, and services that involve AI.
- **Transparency:** The town should disclose meaningful AI use when it materially affects a resident interaction, public document, or decision-support process.
- **Privacy and security:** AI must be used in ways that protect confidential, sensitive, personal, and security-related information.
- **Fairness:** AI must not be used in a way that unlawfully discriminates, creates unfair barriers, or produces unchecked biased outcomes.
- **Accuracy:** AI outputs must be verified before reliance, publication, or official use.
- **Records compliance:** AI-generated or AI-assisted materials used for town business must be managed according to applicable public records and retention requirements.

5. Authorized Uses

AI may be used for low-risk administrative and informational tasks when the user follows this policy and verifies the output. Examples include drafting routine internal documents, summarizing non-confidential materials, improving grammar and readability, organizing notes, preparing meeting outlines, generating first drafts of public education materials, analyzing non-sensitive operational data, and identifying questions for further staff review.

6. Prohibited Uses

- Entering confidential, sensitive, personal, financial, health, law enforcement-sensitive, personnel, attorney-client privileged, security, or non-public town information into public or unapproved AI tools.
- Using AI as the sole basis for decisions about permits, enforcement actions, employment, benefits, public safety, legal rights, eligibility, discipline, investigations, or other high-risk matters.
- Using AI to impersonate residents, officials, employees, or agencies, or to create misleading official communications.
- Publishing AI-generated content without review for accuracy, tone, accessibility, and consistency with town positions.
- Using AI tools that violate licensing terms, procurement rules, cybersecurity requirements, records retention requirements, or applicable law.
- Using AI to evade transparency, open meeting, public records, procurement, ethics, or accountability obligations.

7. Approval and Governance

The Town Administrator, or another official designated by Town Council, shall serve as the AI Policy Coordinator. The AI Policy Coordinator will maintain an inventory of approved AI tools, review proposed high-risk or resident-facing AI uses, coordinate legal and cybersecurity review when needed, and provide guidance to departments. Any new AI tool or AI-enabled vendor system used for town business must be approved before use unless it is limited to a low-risk feature in software already authorized by the town.

8. Human Review and Decision-Making

AI outputs must be treated as drafts, suggestions, or decision-support information unless the AI Policy Coordinator has approved a specific use case with appropriate safeguards. A qualified town official or employee must verify factual statements, legal references, calculations, resident-facing information, and recommendations before they are used. For high-risk matters, AI may support research or workflow efficiency, but the final decision must be made by an authorized human decision-maker.

9. Data Privacy, Confidentiality, and Security

Town personnel must not submit protected, confidential, sensitive, or non-public information to AI tools unless the tool has been approved for that type of data and appropriate contractual, technical, and security protections are in place. Users should minimize the data entered into AI systems, avoid unnecessary personal information, and follow town cybersecurity practices. Vendor contracts involving AI should address data ownership, data retention, audit rights, cybersecurity, confidentiality, breach notification, use of town data for model training, and compliance with public records requirements.

10. Public Records and Retention

AI-assisted records created, received, used, retained, or relied upon for town business may be public records and must be managed according to South Carolina public records law and applicable municipal records retention schedules. The content and government purpose of the record determine retention requirements, not the format or whether AI helped create it. Employees must preserve prompts, outputs, summaries, logs, approvals, review notes, or related materials when they document official town business, support a decision, or are otherwise required for accountability or retention.

11. Transparency and Public Notice

When AI is used in a way that materially affects a resident-facing interaction, public communication, or decision-support process, the town should provide clear notice when practical. Notice may be included in a webpage, form, chatbot greeting, meeting material, report, or other appropriate location. Residents should have a reasonable way to contact town staff, request human assistance, and ask questions about AI-assisted processes.

12. Procurement and Vendor Management

Before purchasing, renewing, or enabling an AI system, the town should assess the proposed use case, risks, data involved, vendor security practices, cost, accessibility, contractual protections, public records implications, and alternatives. Contracts should require vendors to disclose AI functionality, explain data handling practices, identify whether town data will be used to train models, support records access and retention, and cooperate with audits, incident response, and termination or data return requirements.

13. Training and Staff Responsibilities

All town personnel who use AI for town business must complete training or receive guidance appropriate to their role. Training should cover approved tools, prohibited data, prompt safety, records retention, cybersecurity, bias and accuracy risks, public communication review, and escalation procedures. Users are responsible for confirming that AI use is appropriate for the task, preserving required records, and reporting concerns or incidents promptly.

14. Incident Reporting

Employees must promptly report suspected AI-related incidents to the AI Policy Coordinator and the appropriate supervisor. Incidents may include disclosure of sensitive information, inaccurate public information, biased or harmful output, unauthorized AI use, cybersecurity concerns, vendor misuse of town data, or AI use that may affect a resident's rights or access to services. The town will assess the incident, preserve relevant records, notify appropriate parties when required, and take corrective action.

15. Review and Updates

This policy should be reviewed at least annually, and sooner if there are significant changes in law, technology, cybersecurity practices, vendor systems, public records guidance, or town operations. The AI Policy Coordinator should recommend updates to Town Council as needed and maintain current guidance for approved tools and use cases.

Appendix A. Approved AI Tools and Use Cases

The following inventory identifies AI tools approved for town business. Tools not listed in this appendix should not be used for town business unless reviewed and approved by the AI Policy Coordinator or other official designated by Town Council.

Tool or System	Approved Uses	Permitted Data	Restrictions	Approval Owner	Review Date
Microsoft Copilot	Drafting, summarizing, editing, meeting preparation, internal	Town business information is already permitted within the	Do not use it as the final authority for legal conclusions, public	AI Policy Coordinator / IT or cybersecurity designee	Annual review

	productivity support, and analysis of town-approved work materials within approved Microsoft services.	town's Microsoft environment, subject to user permissions, cybersecurity practices, and retention rules.	decisions, or resident-facing publication without human review. Do not enter information beyond the user's authorized access or the tool's approved data protections.		
ChatGPT	Brainstorming, creating first drafts, improving readability, developing outlines, preparing plain-language explanations, and generating sample language for staff review.	Public information, non-confidential internal information, or de-identified content only, unless a town-approved enterprise or protected configuration is in place.	Do not enter confidential, sensitive, personal, attorney-client privileged, personnel, financial, security, or non-public resident information. All output must be checked for accuracy, tone, legal compliance, and consistency with town positions.	AI Policy Coordinator	Annual review
MASC SCottie	Researching municipal government topics, identifying South Carolina municipal guidance,	Public information and non-confidential town questions or	Use as an informational starting point only. Do not rely on output as legal advice, final policy direction, or	Town Administrator / AI Policy Coordinator	Annual review

	drafting questions for follow-up, and supporting staff understanding of municipal issues.	scenarios only.	the sole basis for official action. Confirm important conclusions with the Municipal Association of South Carolina, town attorney, or other appropriate authority.		
iPhone transcript	Creating draft transcripts or summaries from approved recordings, meetings, dictation, interviews, or notes for internal review and recordkeeping.	Public or internal meeting content approved for recording or transcription, and staff-created notes or dictation appropriate for transcription.	Do not use for closed-session, privileged, personnel, law-enforcement-sensitive, confidential, or sensitive personal information unless specifically approved and legally appropriate. Transcripts must be reviewed for accuracy before use, distribution, publication, or retention as official records.	Town Administrator / Clerk	Annual review

