REGULAR MEETING OF CITY COUNCIL
DECEMBER 15, 2016 – 5:30 PM
MUNICIPAL COURT COURTROOM
GEORGETOWN, SOUTH CAROLINA

1. CALL TO ORDER

Notice of this meeting has been made in accordance with the 1976 Code of Laws of South Carolina Freedom of Information Act.

MEMBERS PRESENT
Mayor Jack M. Scoville, Jr.
Mayor Pro Tempore Brendon M. Barber, Sr.
Council Member Sheldon A. Butts
Council Member Carol R. Jayroe
Council Member Al Joseph
Council Member Edward S. Kimbrough, Jr.
Council Member Clarence C. Smalls

ALSO PRESENT
Mr. Paul A. Gardner, City Administrator
Mrs. Elise Crosby, City Attorney
Ms. Ann U. Mercer, City Clerk
Miss Suzanne Abed-El-Latif, HR Manager
Mr. Orlando Arteaga, Engineer
Mrs. Debra Bivens, Director of Finance
Mr. Tim Chatman, Streets and Sanitation Manager
Mr. Will Cook, Water Utilities Director
Chief Charlie Cribb, Georgetown Fire Department
Mr. Glen Dixon, Fleet Superintendent
Mr. Alan Loveless, Director of Electric Utilities
Mr. Rick Martin, Building Official/Zoning Administrator
Chief Kelvin Waites, Georgetown Police Department

MEDIA
Georgetown Times - Mr. Max Hrenda
GAB News - Mr. Scott Harper

2. ANNOUNCEMENT CONCERNING ELECTRONIC DEVICES

Mayor Jack M. Scoville, Jr. called the Regular Meeting of City Council to order at 5:30 pm and requested all cell phones or electronic devices be turned off or placed on mute so as to not interrupt the meeting.

3. INVOCATION & PLEDGE OF ALLEGIANCE

Mr. Paige Sawyer rendered the invocation. Mayor Scoville led the Pledge of Allegiance.

4. PUBLIC COMMENTS

Mayor Scoville opened the Public Comment section of the meeting and recognized Ms. Rhonda Green. Ms. Green addressed Council and stated the Georgetown Community Relations Council (CRC) was re-established in May 2015. At the initial meeting held October 5, 2015 training was provided by the South Carolina Human Affairs Commission. The CRC has met regularly to discuss opportunities where they can achieve the greatest community impact. Their main event for 2016 was "Coffee with a Cop Day" but due to Hurricane Matthew it will be rescheduled for early 2017. On July 11, 2016 Commissioner Harold Jean Brown, Ms. Green and citizens from around the State attended a workshop in Charleston taught by instructors from the College of Charleston. She invited City Council and the public to attend their next meeting on January 2, 2017.

5. INTRODUCTION OF NEW EMPLOYEES/EMPLOYEE RECOGNITION

No new employees.

6. PROCLAMATION - MISS NELL CRIBB DAY

Mayor Scoville recognized Miss Nell Cribb to come forward and read the following Proclamation.

WHEREAS, Nell Cribb, along with family and friends, will celebrate her 86th birthday on January 12, 2017; and

WHEREAS, Miss Nell, as she is affectionally known, was born to Edgar Morris and Docia Morris and is a lifelong resident of the City of Georgetown, South Carolina; and

WHEREAS, Miss Nell is the mother of two children; five grandsons and four great-grandchildren; and

WHEREAS, Miss Cribb served as the secretary at Winyah High School for 31 years; and

WHEREAS, Miss Cribb operated "Miss Nell's Walking Tours" for years. Walking the streets of the historic district in period dress she brought the history of Georgetown to residents, out-of-town visitors and school children; and

WHEREAS, with her passion for local history, her active involvement as a member and trustee of the Georgetown County Historical Society has been a natural fit. Through her work on the board, she has been instrumental in the success of the Georgetown County Museum which was opened by the Society in 2005 and where she is an active volunteer; and

WHEREAS, along with several other members of the Society, Nell spent eleven years of her life compiling material for and writing *A Walk Down Front Street* which was published by the Society in 2011 documenting the history of Georgetown's main business thoroughfare. The publication received an Award of Merit earlier this year

from the Confederation of Local Historical Societies. Nell was also honored with the Georgetown Chamber Tourism Leadership Award in 2011; and

WHEREAS, Miss Nell will always be remembered for her Southern hospitality and a love for her hometown and sharing our rich history.

NOW THEREFORE, by virtue of the authority vested in me as Mayor of the City of Georgetown, South Carolina and on behalf of City Council, I hereby proclaim January 12, 2017 as **MISS NELL CRIBB DAY** in Georgetown and encourage our citizens to join in wishing her a very Happy Birthday.

Miss Nell said her parents instilled in her the love of history. After retiring from the school district in 1988 she wanted to be outdoors with people and Georgetown provided the perfect opportunity to fulfill her desires. She thanked Mayor and Council for this honor and recognition.

7. PRESENTATION

A. Presentation of the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2016.

Mrs. Debra Bivens introduced Mrs. Emily Sobczak with Greene, Finney and Horton, CPA's to present their audit findings. She noted this is the first time in many years the audit was completed and presented in December and secondly, there were no findings.

Mrs. Sobczak explained the City's responsibility is to maintain effective internal controls and financial statements and prepare and manage the budget. GF&H's responsibility is to issue an opinion and give reasonable assurance that financial statements are materially correct. The City received an unmodified opinion, which is the best opinion you can receive.

The General Fund balance increased $400,000 to $3.6 million. There is a nonspendable fund balance of $100,000 for prepaid expenses and inventory. Council has previously committed $1.5 million for disaster recovery. Unassigned fund balance is $2 million, which is 24% of 2016 budgeted expenditures. The Government Finance Officers Association recommends a minimum of 17%. Major reasons to maintain an adequate fund balance include: cash flow through second half of the calendar year, property taxes and business licenses are cyclical; significant emergencies and unanticipated expenditures; flexibility for discretionary funding needs; potential for better interest rates on debt issues; cover potential shortfalls from the state due to budget cuts or as a result of the change in legislation; and important during uncertain economic times.

Total General Fund revenues for 2016 were $7.3 million: $3.3 million from property taxes (millage rate increase), $3 million in licenses, permits and franchise taxes, $582,000 in intergovernmental revenues, $177,000 in fines and forfeitures and $213,000 for all other revenues. Revenues were in excess of the budget by $500,000 primarily due to licenses, permits and franchise taxes.

General Fund expenditures were $8.4 million; $1.7 in general government, $5.5 million in public safety, $1.1 million in public works and $56,000 in capital outlay. A 5% decrease from the prior year primarily due to a decrease in the capital expenditures. The fire station project was delayed until 2017.

The Electric Fund had an increase in net position of $44,000 compared to the prior year: total operating revenues decreased by $1.4 million as a result of cost savings from the Peak Shaving Generation Project passed on to customers; total operating expenses decreased $779,000 due to lower purchased power costs resulting from the Peak Shaving Generation Project.

The Water and Wastewater Funds had a decrease in net position of $98,000; total operating revenues were approximately $5 million; total operating expenses were approximately $5.l million.

Combining the governmental funds and enterprise funds revenues are near $27 million and expenses are $27.7 million as a result of depreciation.

As of June 30, 2016 the City had capital assets of $59 million. Significant additions were vehicles and construction in progress. Business-type activities had additions of $4.4 million, primarily construction in progress. Depreciation expense was $1.1 million and $2.2 million for governmental and business-type activities, respectively. During fiscal 2016 the Water and Wastewater Funds issued revenue bonds to partially refund the 2011 Bond Series which will result in cost savings related to lower interest expense over the next few years. The remaining proceeds will be used for future capital projects. Total long-term obligations outstanding at June 30, 2016 were $21.5 million, a decrease of $10.9 million from the prior year. Included in that amount is the net OPEB liability (retiree health care cost) and pension liability.

Future significant changes in accounting principles include tax abatement disclosures (GASB 77) which will be implemented in FY 2017. This will require reporting any contracts resulting in taxes being abated. Also, GASB 75 (retiree health care plan) will become effective for the City in FY 2018 and will require the City to record its net OPEB liability on its full-accrual financial statements.

No single audit was required for FY 2016, there were no findings to report and no written management letter comments for FY 2016.

In summary the City received an unmodified opinion on the financial statements, good financial condition as of June 30, 2016 and good steps towards setting aside/funding future capital improvement and disaster recovery costs.

Mrs. Sobczak thanked Mrs. Bivens and her team for all their hard work and asked if Council had any questions. Council Member Butts asked if there was anything the City could improve upon. Mrs. Sobczak said oral recommendations were given to

Mrs. Bivens to project longer-term financial projections and factor in expected increases in rising retirement and health care cost. Council Member Smalls asked about the General Fund balance. Mrs. Sobczak said the General Fund is in good shape, the unassigned fund balance is 24% of 2016 budgeted expenditures after taking out the $1.5 million Council committed for disaster recovery.

8. HOUSING AND COMMUNITY DEVELOPMENT

A. Motion to approve first reading of an ordinance to rezone .49 acres from General Commercial (GC) to Residential (R3) for the Family Justice Center of Georgetown.

Mayor Pro Tempore Barber moved, seconded by Council Member Kimbrough. Mr. Rick Martin said the Family Justice is relocating to a tract currently zoned General Commercial. Multi-family/group dwelling is not an allowable use in GC. They are requesting the front part of the tract remain GC and rezone the rear portion Residential R3 to accommodate a group dwelling. The Planning Commission unanimously approved the request to rezone.

Mayor Scoville called for the question.

RESULT:	**APPROVED [UNANIMOUS] Next: 1/19/2017 5:30 PM**
MOVER:	Brendon M. Barber Sr., Mayor Pro Tempore
SECONDER:	Edward S Kimbrough, Council Member
AYES:	Scoville Jr., Barber Sr., Butts, Jayroe, Joseph, Kimbrough, Smalls

B. Motion to approve contract and payment for revisions/updates to the Georgetown Historic District Design Guidelines.

Council Member Joseph moved, seconded by Mayor Pro Tempore Barber. Mr. Martin requested approval of a contract with Thomason and Associates from Nashville, Tennessee to revise and provide updates for the current Historic District Guidelines. The City has a matching grant from the Department of Archives and History to pay for the cost. Council Member Kimbrough asked what was budgeted. Mr. Martin said $27,500 was budgeted and the grant is for $27,500.

Mayor Scoville called for the question.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Al Joseph, Council Member
SECONDER:	Brendon M. Barber Sr., Mayor Pro Tempore
AYES:	Scoville Jr., Barber Sr., Butts, Jayroe, Joseph, Kimbrough, Smalls

9. FINANCE

A. Motion to Approve Second Reading on a Budget Amendment in the Water Fund in the Amount of $55,000 for Cherry and Wilkinson Streets Water Improvements.

Council Member Kimbrough moved, seconded by Council Member Joseph.

Mayor Scoville called for the question.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Edward S Kimbrough, Council Member
SECONDER:	Al Joseph, Council Member
AYES:	Scoville Jr., Barber Sr., Butts, Jayroe, Joseph, Kimbrough, Smalls

B. Motion to approve first reading of an Ordinance to Amend the City of Georgetown Purchasing Ordinance, Chapter 2 Administration - Article IV - Procurement for Vendor Preference and Purchase Order Authority.

Council Member Smalls moved, seconded by Mayor Pro Tempore Barber. Mrs. Bivens reviewed the revisions to the Purchasing Ordinance discussed at the December 1st workshop: (1) revise the local vendor preference giving local vendors the opportunity to have a preference whenever they are bidding on jobs or contracts more than $10,000 and (2) revise the purchase order authority for the City Administrator amending the amount from $15,000 to $25,000.

Mayor Scoville called for the question.

RESULT:	**APPROVED [UNANIMOUS] Next: 1/19/2017 5:30 PM**
MOVER:	Clarence C. Smalls, Council Member
SECONDER:	Brendon M. Barber Sr., Mayor Pro Tempore
AYES:	Scoville Jr., Barber Sr., Butts, Jayroe, Joseph, Kimbrough, Smalls

10. FIRE

A. 2015 Life Safety Achievement Award

Fire Chief Charlie Cribb announced the National Association of State Fire Marshalls Research and Education Foundation awarded the Georgetown City Fire Department a 2015 Life Safety Achievement Award; one of 160 in the country. This is a program designed to reduce fire deaths and injuries. Chief Cribb presented the award to Mayor Scoville.

11. ENGINEERING

A. Motion to approve contract and payment for the Phase I Drainage project.

Mayor Pro Tempore Barber moved, seconded by Council Member Kimbrough. Mr. Orlando Arteaga requested approval of bid in the amount of $1,874,257.60 for drainage improvements Phase I (Congdon, Highmarket, Lynch and Duke Streets) and payment to Green Wave Contracting, Inc.

Mayor Scoville called for the question.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Brendon M. Barber Sr., Mayor Pro Tempore
SECONDER:	Edward S Kimbrough, Council Member
AYES:	Scoville Jr., Barber Sr., Butts, Jayroe, Joseph, Kimbrough, Smalls

B. Motion to approve contract and payment for the Phase II Drainage project.

Mayor Scoville moved, seconded by Council Member Jayroe. Mr. Arteaga requested approval of base bid amount of $308,323.50 for drainage improvements Phase II (Congdon, Highmarket, Lynch and Duke Streets) and payment to Green Wave Contracting, Inc. He explained a base bid includes the essentials needed for the completion of the project. This does not include the easement work originally planned. The City was not able to secure all seven easements needed. The project cannot be awarded until the City receives commitment from CDBG and RIA.

Mayor Scoville called for the question.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jack M. Scoville Jr., Mayor
SECONDER:	Carol R. Jayroe, Council Member
AYES:	Scoville Jr., Barber Sr., Butts, Jayroe, Joseph, Kimbrough, Smalls

12. ADMINISTRATION

A. Motion to approve second reading of an Ordinance amending the City of Georgetown Code of Ordinances Chapter 17 Planning, by adding Article IV Economic Development Incentive Program, Sections 17-30 through 17-36.

Council Member Butts moved, seconded by Council Member Joseph.

Mayor Scoville called for the question.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Sheldon A. Butts, Council Member
SECONDER:	Al Joseph, Council Member
AYES:	Scoville Jr., Barber Sr., Butts, Jayroe, Joseph, Kimbrough, Smalls

13. CITY ADMINISTRATOR REPORT

Mr. Paul Gardner reported the City has been nominated for the Small Business Revolution. The Deluxe Check Company is trying to recognize small businesses and towns that have experienced adversity. Out of the 14,000 cities nominated, Georgetown made the final 8. To kick off the team's visit, the Main Street Partnership will host a reception for the team at Buzz's Roost on Wednesday, January 4 at 6:45 pm. On January 5 they will begin filming and interviewing Front Street business owners. If Georgetown is selected, the business owners on Front Street would be able to apply for grants that help with marketing, business plans, key equipment, etc. ~ Staff continues to work with Waccamaw Regional on zoning

efforts to create a Mixed Use District. ~ Citizens input meetings are being scheduled in order to hear from the community about the ULI plan. ~ Today, Mr. Gardner and others travelled to the South Carolina Ports Authority to meet regarding the future of the port. Due to the cost of dredging the port in Georgetown, it is highly unlikely it will happen. They have vowed to be a cooperative partner throughout the ULI process. ~ An Intergovernmental Agreement with Georgetown County is being crafted and will be presented at the January Council meeting. This relates to the relationship the City and County have as the ULI process moves forward. The City will be the lead entity and the County will have a supportive role. ~ The Harborwalk lighting project is underway and should be completed within a few weeks. ~ The debris push is underway. ~ DiAngelo's Restaurant did a great job with Breakfast with Santa, the parade was outstanding, the tree lighting was a hit, and about 14 boats participated in the boat parade. ~ The sidewalk in front of Mr. Williams' house is complete. ~ The Mayor affirmed City Hall and City facilities will close at 12 Noon on Thursday for Christmas. ~ Ground breaking for Fire Station 2 should take place in March. ~ The Georgetown Fire Department was recognized for a significant rescue of a contractor working on environmental issues in the steel mill.

14. OLD BUSINESS

No old business.

15. NEW BUSINESS

No new business.

16. DEPARTMENT MONTHLY REPORTS

17. ADJOURNMENT

Motion to adjourn the Regular Meeting of City Council

Council Member Smalls moved, seconded by Mayor Pro Tempore Barber.

Mayor Scoville called for the question.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Clarence C. Smalls, Council Member
SECONDER:	Brendon M. Barber Sr., Mayor Pro Tempore
AYES:	Scoville Jr., Barber Sr., Butts, Jayroe, Joseph, Kimbrough, Smalls

The Regular Meeting of City Council was adjourned at 6:23 pm.

Ann U. Mercer
City Clerk

Date Approved: 02/16/17