SPECIAL MEETING/WORKSHOP OF CITY COUNCIL
OCTOBER 22, 2020 – 4:00 PM
TELECONFERENCE

LIVESTREAM:
https://www.facebook.com/cityofgtown/

1. CALL TO ORDER

Notice of this meeting has been made in accordance with the South Carolina Code of Laws as amended.

MEMBERS PRESENT
Mayor Brendon M. Barber, Sr.
Council Member Tupelo Humes
Council Member Carol R. Jayroe
Council Member Al Joseph
Council Member Hobson H. Milton
Council Member Clarence C. Smalls

MEMBERS ABSENT
Mayor Pro Tempore Rudolph A. Bradley

ALSO PRESENT
Dr. Sandra E. Yúdice, City Administrator
Mrs. Elise Crosby, City Attorney
Ms. Stephanie Buccione, City Clerk
Mr. Orlando Arteaga, Engineer
Mrs. Debra Bivens, Interim Director of Finance
Mr. Tim Chatman, Streets and Sanitation Manager
Chief Charlie Cribb, Georgetown Fire Department
Mr. Will Gunter, Water Utilities Director
Mrs. Gladys Rutledge-Livingston, Human Resources/Risk Manager
Mr. Alan Loveless, Director of Electric Utilities
Ms. Angela Rambeau, Director of Planning and Community Development
Mr. Isaac Williams, Fleet Superintendent

ABSENT
Chief Kelvin Waites, Georgetown Police Department

2. ANNOUNCEMENT CONCERNING ELECTRONIC DEVICES

Mayor Brendon M. Barber, Sr. called the Special Meeting of City Council to order at 4:00pm and requested all cell phones or electronic devices be turned off or placed on mute, with the exception of first responders, so as to not interrupt the meeting.

3. ROLL CALL

4. ADMINISTRATION

A. Motion to approve an extension to an Emergency Ordinance requiring individuals to wear face coverings in certain establishments due to the COVID-19 pandemic.

Council Member Humes moved, seconded by Council Member Milton.

Mayor Barber called for the vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Tupelo Humes, Council Member
SECONDER:	Hobson H. Milton, Council Member
AYES:	Barber Sr., Jayroe, Joseph, Humes, Milton, Smalls
ABSENT:	Bradley

B. Vehicle and Equipment Replacement Policy

Dr. Yúdice stated a draft policy and presentation slides are included in the agenda packet. Dr. Yúdice said the purpose of having an effective policy in place assists in controlling fleet and equipment performance by having planned maintenance, repairs, and replacement of vehicles and equipment to ensure safety for everyone. She said the policy would be administered by the Fleet Services Department and it would assist Department Directors to plan for future vehicle and equipment needs. Dr. Yúdice stated when she began working for the City many vehicles were past due for maintenance but that is no longer the case. She said the goal is to have a policy in place that maintains a fleet that is safe, reliable, and cost effective. Dr. Yúdice reviewed the replacement and specification standards. Dr. Yúdice explained the purchasing and financing plan based on a lot of vehicles or equipment being replaced once every five years. Dr. Yúdice explained additional purchases of vehicles and equipment would be done through the budget process and require approval from the City Administrator and City Council. She stated Fleet Services will review the utilization of vehicles and equipment annually. She said any vehicles or equipment that is flagged for deletion will be sold on GovDeals. Dr. Yúdice reviewed three options of handling total losses. Council Member Jayroe asked for confirmation on the usage of mileage logs in City vehicles with the exception of the Police Department. Dr. Yúdice confirmed it is in process and moving forward.

C. Destination Marketing Organization

Dr. Yúdice reviewed the state requirements regarding a DMO. She said in previous years the City has consulted with the state's Tourism Expenditure Review Committee and they have stated cities are nonprofit and meet the requirements of a DMO. She stated over the past four years, the City has had three different Destination Marketing Organizations and that has led to no continuity on promoting the City or given the City of Georgetown any brand awareness. Dr. Yúdice reviewed a list of cities in the state that have created and operated a DMO under their umbrella. Dr. Yúdice suggested creating The City of Georgetown Tourism and

Visitors Bureau. She said they would be the DMO and operate under the City's umbrella. She said the current Accommodations and Hospitality Tax Committee would become the Georgetown Tourism and Visitors Bureau. Dr. Yúdice suggested when the budget allows to fund a Public Information Officer position, this person would also be the coordinator for the Georgetown Tourism and Visitors Bureau. She reviewed different marketing and promotional items and that had previously been designed for the City. She said it is important for the City to adopt a brand and a tagline to associate with the City of Georgetown. Council Member Joseph asked if the Public Information Officer/Georgetown Tourism and Visitors Bureau Coordinator would be funded through the City's budget. Dr. Yúdice confirmed it would be included in the City's budget. Discussions followed.

D. Update on Fiscal Year 2020/2021 Budget

Mrs. Bivens stated revenues collected from the Local Hospitality/Accommodations Tax Fund was near 35% and higher than expected, however, everything else remained relatively flat. Dr. Yúdice proposed a one-time holiday/safety bonus for employees that include budgeted events that did not happen as planned due to COVID-19, which was a Safety Luncheon and Christmas Party in addition to the surplus payment received from SCMIT. She said the check will be $300-$400 for each employee. Dr. Yúdice suggested salary increases would be based on merit and longevity. The increases would be effective on the first full pay period of January 2021. She said the fiscal impact for the current fiscal year would be $86, 800 and $175,000 for the next fiscal year that starts in July 2021. She said they are currently reviewing with budget amendments with each department and they will be presented to Council next month.

5. ADJOURNMENT

Motion to adjourn the Special Meeting of City Council.

Council Member Humes moved, seconded by Council Member Joseph.

Mayor Barber called for the vote.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Tupelo Humes, Council Member
SECONDER:	Al Joseph, Council Member
AYES:	Barber Sr., Jayroe, Joseph, Humes, Milton, Smalls
ABSENT:	Bradley

The Special Meeting adjourned at 4:56pm.

Stephanie Buccione
City Clerk

Date Approved: 11/19/20