

**SPECIAL MEETING/WORKSHOP OF CITY COUNCIL
SEPTEMBER 24, 2020 – 4:00 PM
TELECONFERENCE
LIVE STREAM:**

<https://www.facebook.com/cityofgtown/>



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

- 1. CALL TO ORDER**
- 2. ANNOUNCEMENT CONCERNING ELECTRONIC DEVICES**
- 3. ROLL CALL**
- 4. PLANNING AND COMMUNITY DEVELOPMENT**
 - A. Discussion on the Dilapidated Structures Process for the City of Georgetown.
(Update)**

Attachments:

1	2020.09.24 Dilapidated Structures Memo	(PDF)
2	Demolition Costs Options	(PDF)
3	Briefing Document Dilapidated Final	(PDF)
- 5. ELECTRIC UTILITIES**
 - A. Discussion of Settlement Proposal Related to Wholesale Power Supplier.**

Attachments:

1	Santee Cooper Settlement Claims	(PDF)
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- 6. ADMINISTRATION**
 - A. Clean Sweep Program**

Attachments:

1	2020.09.24 Clean Sweep Program	(PDF)
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- 7. ADJOURNMENT**
 - A. Motion to adjourn the Special Meeting of City Council.**



120 North Fraser Street • Georgetown, SC 29440 • (843) 545-4000

INFORMATION ITEM

DOC ID: 3135

Council Meeting Date: 24 September 2020
Department: Housing and Community Development
Issue Under Consideration: Discussion on the Dilapidated Structures Process for the City of Georgetown. (Update)

See attached Memo and Cost Options.

MAYOR
BRENDON M. BARBER, SR.

CITY ADMINISTRATOR
SANDRA E. YUDICE, Ph.D.

CITY CLERK
STEPHANIE BUCCIONE



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Planning & Community Development
Angela C. Rambeau, Director
Office: (843)-545-4010
Fax: (843) 546-5435

To: Mayor Brendon Barber, Sr., Georgetown City Council
Sandra Yúdice, Ph.D., City Administrator

Prepared by: Angela Rambeau, AICP

Department: Community Development

Date Prepared: September 15, 2020

Subject: Demolition of Dilapidated Structures

Council asked that the staff explore options pertaining to the demolition of dilapidated structures in the City. Staff performed a detailed examination of options in comparison to our current method of contracting out demolitions. The four options include:

1. City purchases equipment, all work is done in-house.
2. City purchases equipment, contracts out asbestos, remaining work is done in-house.
3. City rents equipment, all work is done in house.
4. City rents equipment, contracts out asbestos, remaining work is done in-house.

The fifth option is our current method: all equipment is owned by contractor and all work is done by contractor.

Our analysis included a 5 year lease purchase of equipment (where appropriate), one staff member for the asbestos abatement, 3 staff members for labor (1 crew leader and two workers) to perform the actual demolition, 4 loads of debris to be discarded, plus fill dirt. We confirmed that there should be no anticipated changes to Worker's Comp Insurance because current job description include the possibility of performing demolitions for the in-house options.

Our comprehensive analysis of the four options shows that Option 3 (rent equipment and do the work in house), compared to the current option of contracting out services, is still higher by \$22,680 from the top of the cost range of contracted services. The attached Cost of Demolishing Dilapidated Structures provides detailed cost analysis.

Therefore, as recommended previously, staff still recommends that we continue to contract out demolition services for the removal of dilapidated structures in the City of Georgetown.

COST OF DEMOLISHING DILAPIDATED STRUCTURES

Assumptions:

3 houses, 4x's a year=12 houses a year

980 sq. ft. Wood house

1-- heavy equipment operator 3 (crew leader); 2-- heavy equipment operator 2

1 asbestos designer/supervisor/air tester (building official)

3 days (24hours) work per house

rent equipment for a week

ALTERNATIVES		5 YEAR LEASE PURCHASE EQUIPMENT	COST SPREAD OUT OVER 12 HOUSES TRAINING	1 STAFF (8 HOURS) ASBESTOS LABOR+ DUMPING	1 CREW LEADER + 2 STAFF (24 HOURS) LABOR	4 LOADS DUMPING FEES	110 CU YARDS FILL DIRT	PER HOUSE TOTAL	TOTAL/YEAR FOR 12 HOUSES
SCENARIO 1	PURCHASE EQUIPMENT, ALL WORK DONE IN HOUSE	\$ 35,810.00	\$ 350.00	\$ 920.00	\$ 1,360.00	\$ 3,360.00	\$ 1,100.00	\$ 42,900.00	\$ 514,800.00
SCENARIO 2	PURCHASE EQUIPMENT, CONTRACT OUT ASBESTOS, REMAINING WORK DONE IN HOUSE	\$ 35,810.00	\$ 50.00	\$ 4,000.00	\$ 1,360.00	\$ 3,360.00	\$ 1,100.00	\$ 45,680.00	\$ 548,160.00
SCENARIO 3	RENT EQUIPMENT, ALL WORK DONE IN HOUSE	\$ 1,300.00	\$ 350.00	\$ 920.00	\$ 1,360.00	\$ 3,360.00	\$ 1,100.00	\$ 8,390.00	\$ 100,680.00
SCENARIO 4	RENT EQUIPMENT, CONTRACT OUT ASBESTOS, REMAINING WORK DONE IN HOUSE	\$ 1,300.00	\$ 50.00	\$ 4,000.00	\$ 1,360.00	\$ 3,360.00	\$ 1,100.00	\$ 11,170.00	\$ 134,040.00
SCENARIO 5	ALL EQUIPMENT OWNED BY CONTRACTOR/ALL WORK DONE BY CONTRACTOR							Range from \$3,500 to \$6,500	Range from \$42,000 to \$78,000

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To: Sandra Yúdice, Ph.D.
Prepared by: Angela Rambeau, Director, Planning and Community Development Department
Date: May 1, 2020
Subject: Proposal to make the demolition of dilapidated houses process more efficient

CC: Debra Bivens, Director, Finance Department
 Elise Crosby, City Attorney

Issue Background

Several Council members have expressed concern that the process for taking down a dilapidated structure takes too long. The process is mandated by the State of South Carolina (Code Section 36-501) with little room for deviation. The purpose of this document is to offer suggestions on how to make the process more efficient.

This is the process as defined in our City Ordinance. Each step is mandated by the State except for step 3.

1	Preliminary Investigation By Staff	N/A
2	Draft Complaint Petition--Letter sent to property owner to inform them of defect and ask their intentions for the property	30 Days
3	Draft complaint to City Council	
	First Reading	30 Days
	2nd Reading	30 Days
4	Title work by City Attorney	2-4 Months
5	Serve complaint petition and rule to show cause--Letter to all property owners informing them of pending Construction Board of Appeals (CBA) meeting, ad in paper.	2-4 Weeks
	Hearing held before construction Board of Appeals	
6	Order issued, served, posted, and filed with Clerk of Court--CBA members sign order. Letter is sent to all property owners	60 Days
7	Building Official Enforces Order	30-40 Days
	Demolition or repair with in house staff	
	Bid out work	
	Sell materials--Apply funds collected to cost of demo	
8	Determine City's cost for work and file lien with County	N/A
		8-10 MONTHS MINIMUM

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Discussion

Due to shifts in demographics and other economic concerns, much of the City's housing stock has fallen into disrepair. Many single family houses where families once lived are now vacant and present a hazard to the community.

The City has put in place a process whose goal is to eliminate structures posing an imminent threat to the health and safety of the public. Owners of these buildings have a choice whether to have their buildings (1) repaired privately, (2) demolished privately or (3) demolished by the City. If the City demolishes the building, a 10 year lien will be assessed on the property.

Unfortunately, this is a long process, as previously noted. The process is in place to both protect the rights of the property owner as well as to protect the City. Since the process is mandated by the State, we cannot eliminate steps in order to make the process shorter, however, we can attempt to make the process more efficient in some areas.

Alternatives

Staff has determined that the following changes may make the demolition process more efficient:

1. Use a professional title company for the title work. Many of the dilapidated properties are heir's properties, which complicates the title search. Due to COVID-19, appointments are now required to access deed records. Access is limited to three people at a time. The time also depends on the backlog of cases that the company currently has. This option may or may not speed up the process.
2. The City could remove the requirement that a lien be placed on the property if the City demolishes the structures, either by contractor or in-house. We know that many homeowners are reluctant to give the City permission to do the demolition because of this requirement. This reluctance requires us to go through the State mandated process for removal. Permission from the homeowner removes this requirement. The option to remove the lien will probably increase the number of structures that are demolished, while drastically decreasing the amount of time that it takes to demolish a structure.
3. The City would remove the structures, either in house or via contractor, but would allow a lien waiver for low income property owners (those below the median area income). This option could be complicated if the structure is considered heirs property and would increase the burden on staff in order to certify income requirements. It would probably increase the number of structures that are demolished, while decreasing the amount of time that it takes to demolish a structure.

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4. The City could remove the structures, either in house or via contractor, but would allow the fee for the demolition to be paid in no-interest installments, either as a monthly charge on the utility bill or as an assessment added to the tax bill. This should help with the homeowner's reluctance to give the City permission to take the structures down because of the lien, but will still allow the City to recoup the cost of the work. This option would probably increase the number of structures that are demolished, while decreasing the amount of time that it takes to demolish a structure.
5. The City could perform the demolitions in-house using City equipment and staff. The City could decide whether or not to charge for this service. We have the equipment necessary to do the work. This would eliminate the need to bid out the work. Staff notes that, due to the procurement process, the cost of the demolitions are often inflated once the potential contractors realize that the work is for a municipality. Also, the process has to be opened to out of town businesses, which is a sensitive topic in the City. This option will eliminate the time necessary for the bid process and save a month or two at the end of the process.
6. The City could perform the demolitions in-house, but charge a nominal fee to the property owners, perhaps the cost of the landfill fees. The charges could be added to the tax or utility bill, or could be due at the time of demolition, as would be with a private contractor. This would eliminate the time necessary for the bid process.

The City could pre-qualify demolition services through a solicitation, do a master agreement with each company, and rotate the vendors when we are ready to demolish properties. We could add the requirement for a maximum or set fee, based on the square footage of the structure. This will eliminate the time required to bid out each demolition.

7. Shorten the time allowed when homeowners pull a building permit to repair the property. A building permit stops the demolition process. The homeowner is currently allowed 18 months to do the work, although the State only requires 6 months. Some property owners take advantage of this time allowance to stall the demolition process. This option will force the homeowners to either do the work or allow the demolition process to proceed.
8. Shorten the time allowed when homeowners pull a demolition permit to do the work themselves. We typically allow 18 months when the state requires 6 months. This option will force the homeowners to either demolish the structure or allow the demolition process to proceed.

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Fiscal Impact

- If the City chooses to use a professional title company for the title work, there should be no significant additional costs, as we are already being charged for this work.
- If the City chooses not to levy a lien on properties demolished either, in-house or by a contractor, we will lose the revenue available from any liens that would have been recouped at the sale of the property. Staff notes that several of the properties already have liens on them, so our chances of recouping the cost of some of the demos are already small. Removing the lien would likely increase the number of demolitions that the City would perform, thus increasing the costs to the City. However, a possible negotiated reduction in the dumping fees would reduce some of the cost burden to the City. In order to recoup these costs, the City can explore possible CDBG grants that are available for demolition, once our current grants are closed. Staff notes that a 10% match is required when accepting CDBG funds.
- If the City allows the fee for the demolition to be paid in no interest installments, either as a monthly charge on the utility bill or as an assessment added to the tax bill, revenue to the City is likely to increase. Not only would the time required for demolitions be shortened, the number of demos is likely to increase. The City would still be able to recoup the cost of the work without waiting for the property to be sold.
- If the City chooses to perform the demolitions, either in house or by a contractor, but charge a nominal fee, or a low income fee waiver, we may not cover all costs associated with the work, but we will receive some revenue. The fee could be assessed at the time the work is done, or added to the utility or tax bill. This would allow us to recoup the return sooner since we would not have to wait on the property to be sold.
- If the City chooses to do the demolitions in-house, and charge for labor and landfill fees, there should not be any additional upfront costs for equipment and personnel. If we chose not to charge, we will lose that revenue. We currently have the equipment necessary to perform demolitions in house. Additional insurance or bonds may be necessary to protect the City from any liability.
- Maintaining a list of prequalified contractors would not necessarily save the City money unless we agree to a standard contracted price per structure. Using a contractor would not necessarily excuse us from all liability for damages, unless the contract says that specifically.

Drawer 939
Georgetown, SC 29442

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- Shortening the allowed time for a building permit to repair dilapidated houses would probably increase the number of properties that are demolished by the City. Costs to the City would depend on the above options.
- Shortening the allowed time for a demolition permit pulled by a homeowner should not have a fiscal impact on the City itself. If there is no lien, it is likely that the homeowners will allow the City to take down the structure. These costs would depend on the above options.

Recommended Course of Action

Staff recommends that the City allow the following changes:

- Pay for the demolition to be done by private contractor, but allow the fee for the charge to be paid in no interest installments, either as a monthly charge on the utility bill or as an assessment added to the tax bill.
- Pre-qualify demolition services through a solicitation for a master agreement with eligible companies and rotate the vendors when we are ready to demolish properties. A set per square foot amount should be set.
- Shorten time allowed for building permits to fix dilapidated houses from 18 months to 6 months. The permit can always be extended if the applicant can show that work is being done.
- Shorten time for demo permits from 18 months to 6 months. The permit can always be extended if the applicant can show that work is being done.

Timeline for Recommendation

The above changes would be made via text amendments. Text amendments go before the Planning Commission, and then before Council for a first and second reading. This process would take approximately three months.

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ALTERNATIVE	INCREASED COST	TIME SAVINGS
NO CHANGES	NO *MAY OR MAY NOT RECOUP MONEY WITH LEIN	N/A
TITLE COMPANY	NO	MAYBE
PRIVATE CONTRACTOR--NO LEIN	YES	YES
LOW INCOME LEIN WAIVER	YES	LIKELY
PRIVATE CONTRACTOR OR IN HOUSE-- NOMINAL OR LANDFILL ONLY FEE	YES	LIKELY
PRIVATE CONTRACTOR OR IN HOUSE-- ADD TOTAL FEE TO UTILITY/TAX BILL	NO	LIKELY
DEMO IN HOUSE—NO LEIN	YES	YES
DEMO IN HOUSE--LEIN	NO*	YES—AT THE END OF THE PROCESS
PRIVATE CONTRACTOR--ROTATE CONTRACTORS ON MASTER LIST	NO	YES—AT END OF PROCESS
SHORTEN TIME FOR BUILDING PERMIT	NO	LIKELY
SHORTEN TIME FOR DEMO PERMIT	NO	LIKELY

Attachment: Briefing Document Dilapidated Final (3135 : Demo of Dilapidated Structures Options)



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INFORMATION ITEM

DOC ID: 3137

Council Meeting Date: 24 September 2020
Department: Electric
Issue Under Consideration: Discussion of Settlement Proposal Related to Wholesale Power Supplier.

MAYOR
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To: Mayor Brendon Barber, Sr. and Members of City Council
Prepared by: Alan Loveless, Director, Electric Department
Department: Administration
Date Prepared: September 18, 2020
Subject: Santee Cooper Settlement Claims
CC: Sandra E. Yúdice, Ph.D., City Administrator
Debra Bivens, Finance Director
Elise Crosby, City Attorney

Issue Background

There has been a \$520 million settlement reached with Santee Cooper for a class action lawsuit concerning rates collected for the cancelled VC Summer Nuclear Station project in Fairfield County. There are organizations that are contacting Santee Cooper's customers soliciting interest in "buying settlements" programs.

Discussion

At this time, details of such "buying settlements" programs are not clear. Such programs may offer a percentage of the portion that could come to the City in one payment up front instead of the City having to wait several years to receive the settlement, which may or may not be paid out in installments. Then, the settlement installments would be paid directly to the organization managing the "buying settlements" program. The up-front payment may be 10% to 12% less (or perhaps a higher percentage) than the full payment of the settlement should the City receive it directly. Also, at this time, it is unknown if there is any risk of Santee Cooper defaulting on the settlement. Based on limited information we have at this time, it appears that the first installment may be paid out to customers in November 2020 and subsequent installments may be spread out until late 2023.

Alternatives

1. Explore the possibility of discussing options with one or more organizations offering such programs to learn more about them. Upon learning more information, we can bid this program out through our procurement process to see which organization provides the highest percentage of "buying settlements" program to the City.
2. Do not consider the "buying settlements" program and wait for the settlement installment payments.

Recommended Course of Action

Alternative #2.

Timeline for Recommendation

Upon approval from Council.

Fiscal Impact

The settlement amount that the City would receive is unknown at this time.

Drawer 939
Georgetown, SC 29442

Attachment: Santee Cooper Settlement Claims (3137 : Discussion of Settlement Proposal Related to Wholesale Power Supplier.)

Social Impact

N/A

Attachments



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INFORMATION ITEM

DOC ID: 3136

Council Meeting Date: 24 September 2020
Department: Administration
Issue Under Consideration: Clean Sweep Program

Clean Sweep Program

SANDRA E. YÚDICE, PH.D.

CITY ADMINISTRATOR

SEPTEMBER 24, 2020



What is a Residential Clean Sweep Program

- What is it?
 - **A community and organization wide program to improve the appearance of the City through concerted efforts and instill a sense of belonging and pride on residents**
- Purpose
 - Assist City residents with maintaining their properties clean and free of debris, unnecessary accumulation of garbage, and unwanted items
- Accepted items
 - Yard waste (separate from trash and not bagged)
 - Appliances (White Goods): refrigerators, washing and drying machines
 - Tires without rims
 - Bulky items such as furniture, mattresses, carpets and pads
 - E-waste (Brown Goods): TVs, computer monitors, VCRs
 - Household waste
 - Expired over the counter and prescribed medications only
 - Gun buy-back program

What the Residential Clean Sweep Program Is Not

- Is Not a substitution of regular solid waste collections
- Is Not a program that accepts all disposable items
 - Toxic or hazardous waste, oil, pesticides, pool chemicals, liquid paints, batteries, tires on rims, loose/unbagged items, construction debris, auto parts, medical and biological waste, liquids, recycling
 - Items that are recyclable will be collected during normal recycling collections days
 - Non-accepted items may be disposed by residents through normal channels

Logistics

- Residents must put out all items at the curb the day before the area's scheduled Clean Sweep
 - Do not block traffic
 - Placing materials out before the approved night will result in Code Enforcement action
 - Place items in clear areas away from vehicles, fire hydrants, power posts, power lines, and any obstacles
- City employees will collect at the curb but will not be allowed to come on private property to move items outside
 - If needed, volunteers will be recruited to assist elderly residents
- City's DPW yard will serve as lay down yard for two containers from the County
- County will assist with transporting to landfill

Logistics (cont.)

- Items that will be collected (separated, not comingled)

Yard Waste	Brown Goods (Electronics)	White Goods (Appliances)	Bulky Items	Tires	Expired Medication	Bagged Trash
• Vegetation • Plants • Bushes • Brush and tree stumps • Tree branches • Tree leaves	• TVs • Computer monitors • VCRs	• Refrigerators • Washers • Dryers • Microwaves • Ranges • Window air conditioners • Dishwashers • Coffee makers	• Old furniture • Mattresses • Old patio furniture • Bar-b-que grills • Bicycles	• Without rims	• Over the counter • Prescribed • Containers must not have labels with personal information	• Unwanted clothes and shoes • Personal items • Household waste

Logistics (cont.)

- Police Department
 - Collect expired over the counter and prescribed medications at an established location and conduct the gun buy-back program
- Water/Sewer/Stormwater Department
 - Where needed, clean up ditches, catch basins, etc.
- Electric Department
 - Wood chipper to mulch tree branches, yard debris that need mulching

Logistics (cont.)

■ Public Works Department

- Sidewalk charming
- Cut overgrown bushes on public rights-of-way
- Pick up items at curbside
- Keep Georgetown Beautiful
 - Main point of contact for program
 - Recruit volunteers to pick up litter along the streets and assist elderly
 - Lead publicity of program and logistics such as container locations, community and yard signs, door hangers, etc.

■ Fire Department

- Provide smoke detectors to residents

Logistics (cont.)

- Georgetown County will assist with the following
 - Two dumpsters
 - Trash must be separated
 - Haul dumpsters to landfill
 - Landfill tipping fees will be waived
- City will not pickup
 - Donated items
 - These items must be taken by residents to donations centers
 - Construction debris and recycling

Clean Sweep Program

- West End of the City divided in four areas
 - Allow to keep it at a manageable level
- An area will be undertaken each time
 - Friday and Saturday
 - 3 in November and 1 in December
- Program may continue in other areas of the City next year

Clean Sweep Program

- West End District's areas that will be undertaken each time
 - West End #1: November 6 & 7
 - Winyah to Bourne up to North Fraser (streets include Butts, Emanuel, Gilbert, Winyah, Bourne, Canal, Henry, John and side streets in between.)
 - West End #2: November 13 & 14
 - South of Highmarket: Front to Highmarket streets up to North Fraser (streets include Front, Prince, Alex Alford, Railroad, and streets in between)

Clean Sweep Program

- West End District's areas that will be undertaken each time
 - West End #3: November 20 & 21
 - North of Highmarket West of Merriman (streets include part of Duke, Alex Alford, Church, Washington, Whites Bridge and streets in between)
 - West End #4: December 4 & 5
 - North of Highmarket East of Merriman (streets include Palm, part of Duck, part of Church, Lynch, S. Hazard and streets in between)

Moving Forward

- Keep Georgetown Beautiful
 - Coordinate an “Adopt a Street” program throughout the City
 - Purpose
 - Keep streets litter free
 - Educate residents about
 - Litter clogging stormwater infrastructure; hence, causing floods
 - Litter polluting waterways: ours and downstream

Questions & Answers
