

REVISED 8/24/22
SPECIAL MEETING/WORKSHOP OF CITY COUNCIL
AUGUST 25, 2022 - 5:00 PM
MUNICIPAL COURTROOM
2222 HIGHMARKET STREET
GEORGETOWN, SOUTH CAROLINA
AND LIVESTREAM:



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

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. **PUBLIC HEARING**
 - A. **The purpose of the public hearing will be to receive citizen input on an amendment to the FY2023 Budget Ordinance to correct a scrivener's error pursuant to SC Code of Laws, Section 12-39-170, Rate of taxation shall be a decimal fraction, and not less than one tenth of a mill.**
4. **FINANCE**
 - A. **Motion to approve second reading to Amend FY 2023 Budget Ordinance to correct a scrivener's error pursuant to SC Code of Laws, Section 12-39-170, Rate of taxation shall be a decimal fraction, and not less than one tenth of a mill.**

Attachments:

 - 1 FY 2022-2023 Budget Ordinance Amendment with Millage Rate Revisions - Redline
 - 2 FY 2022-2023 Budget Ordinance Amendment with Millage Rate Revisions - Clean
5. **ENGINEERING**
 - A. **Motion to approve and ratify the submission of the CDBG Community Development Program Application under the Special Project category to SC Commerce Department in the amount of \$360,933 with a local match of \$110,933 from the Hospitality Tax to build a parking lot at 113 Cleland Street.**

Attachments:

 - 1 Application Request (Special Project)- City of Georgetown Cleland Street Parking Lot Project
 - 2 113 Cleland Street Parking Exhibit
 - B. **Motion to approve (1) submission of a grant application to SC Rural Infrastructure Authority under the SC Infrastructure Investment Program (SCIIP) in the amount of \$9,733,738 with a local match of up to \$1,717,718 from the Water and Wastewater Enterprise Fund for an estimated total**

project of \$11,451,456 for the Sewer Pump Station #11 Upgrades and Force Main Replacement projects; (2) submit an application for \$500,000 to SCRIA towards the local match; and (3) authorize the City Administrator to initiate the process to finance the 15% local match required up to \$1,717,718.

Attachments:

- 1 FY23-SC Infrastructure Investment Program - Grant Application
- 2 20-in. Sewer Force Main Replacement Site Map
- 3 City Hall Pump Station #11 Site Map
- 4 RIA SCIIP Grant Local Match Draft Commitment Letter
- 5 Pump Station #11 Estimate
- 6 Sewer Force Main Estimate

6. ADMINISTRATION

A. Charters of Freedom Presentation

Attachments:

- 1 The Process _ Charters of Freedom _ Foundation Forward
- 2 Charters of Freedom

B. Boards and Commissions Presentation

Attachments:

- 1 Georgetown Boards and Commissions Policy and Process
- 2 2022.08.25 Boards Commissions Committees Appointment Process

7. EXECUTIVE SESSION

- A. Motion to adjourn Special Meeting and enter Executive Session Pursuant to Section 30-4-70(a)(1) and (2) to discuss employment and compensation and to discuss potential properties for City Hall and receive related legal advice.**
- B. Motion to adjourn Executive Session and reconvene Special Meeting.**
- C. NO FORMAL ACTION WAS TAKEN IN EXECUTIVE SESSION.**
- D. City Council may take action on items discussed in Executive Session.**

8. ADJOURNMENT

- A. Motion to adjourn the Special Meeting of City Council.**



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

ORDINANCE

DOC ID: 3628

Council Meeting Date:	25 August 2022
Department:	Finance
Issue Under Consideration:	Motion to Amend FY 2023 Budget Ordinance to correct a scrivener's error pursuant to SC Code of Laws, Section 12-39-170, Rate of taxation shall be a decimal fraction, and not less than one tenth of a mill.
Amount Requested:	N/A
Is Item in Current Budget?	N/A
If no, please explain:	N/A
Financial Impact:	N/A
Points to Consider:	• Per County Auditor, State law requires a rate of taxation to contain a decimal fraction only. • Correcting this will keep the tax rate under the maximum millage allowed.
Options:	Approve/Not Approve
Staff Recommendations:	Approve

Reviews:

Kathy Vermeland Completed 07/26/2022 6:06 PM

Sandra E. Yudice Ph.D. Completed 07/26/2022 8:15 PM

Stephanie Buccione Completed 07/27/2022 2:31 PM

Georgetown City Council Completed 07/28/2022 5:00 PM

Attachments:

1. 1 FY 2022-2023 Budget Ordinance Amendment with Millage Rate Revisions - Redline (PDF)
2. 2 FY 2022-2023 Budget Ordinance Amendment with Millage Rate Revisions - Clean (PDF)

**MOTION TO AMEND FY 2023 BUDGET ORDINANCE TO CORRECT A SCRIVENER'S
ERROR PURSUANT TO SC CODE OF LAWS, SECTION 12-39-170, RATE OF TAXATION
SHALL BE A DECIMAL FRACTION, AND NOT LESS THAN ONE TENTH OF A MILL.**

AN ORDINANCE TO ADOPT A BUDGET AND RAISE REVENUE FOR THE CITY OF GEORGETOWN, SOUTH CAROLINA, FOR THE FISCAL YEAR ENDING JUNE 30, 2023 (FY 2023)

AND

TO AMEND THE WATER UTILITY RATES CONTAINED IN THE CITY CLERK'S OFFICIAL RECORD OF UTILITY RATES, DEPOSITS, AND MISCELLANEOUS FEES AND CHARGES FOR THE CITY; AMEND THE WASTEWATER UTILITY RATES CONTAINED IN THE CITY CLERK'S OFFICIAL RECORD OF UTILITY RATES, DEPOSITS, AND MISCELLANEOUS FEES AND CHARGES FOR THE CITY; AMEND THE STORMWATER UTILITY RATE CONTAINED IN THE CITY CLERK'S OFFICIAL RECORD OF UTILITY RATES, DEPOSITS, AND MISCELLANEOUS FEES AND CHARGES FOR THE CITY; AMEND THE RESIDENTIAL AND GENERAL ELECTRIC SERVICE RATE PROVISIONS CONTAINED IN THE CITY CLERK'S OFFICIAL RECORD OF UTILITY RATES, DEPOSITS, AND MISCELLANEOUS FEES AND CHARGES FOR THE CITY; AND AMEND THE SANITATION RATES CONTAINED IN THE CITY CLERK'S OFFICIAL RECORD OF RATES, DEPOSITS, AND MISCELLANEOUS FEES AND CHARGES FOR THE CITY; AND OTHER MATTERS RELATING TO ALL OF THE FOREGOING

WHEREAS, the City of Georgetown, South Carolina (the "City") is a municipal corporation of the State of South Carolina (the "State"), located in Georgetown County, South Carolina (the "County") and as such possesses all general powers granted by the South Carolina Constitution (1895, as amended) and statutes of the State to municipal corporations; and

WHEREAS, pursuant to Sections 5-9-10 *et seq.* of the Code of Laws of South Carolina 1976, as amended (the "SC Code") and Section 2-1 of the City's code of ordinances, the City operates under the mayor-council form of government, with a mayor and six council members serving as the governing body of the City (the "City Council"); and

WHEREAS, Section 5-9-30 of the SC Code requires that Mayor, with the assistance of the City Administrator and City staff, prepare and submit a budget for consideration by City Council; and

WHEREAS, Section 5-9-40 of the SC Code provides that the City Council shall adopt a budget for each fiscal year (July 1 through June 30 of the following calendar year and for purposes herein a, "Fiscal Year") to appropriate revenues and expenditures for various purposes necessary to conduct of business of City; and

WHEREAS, prior to the adoption of the budget, the City Council is required to hold a public hearing on the budget and any new fees resulting therefrom as required pursuant to Sections 5-7-260, 6-1-80, and 6-1-330 of the SC Code and the City's code of ordinances; and

WHEREAS, heretofore, and acting pursuant to the various authorizations described in the foregoing recital, the City Council, after due and proper notice, held public hearings on June 16, 2022 on the adoption of the budget and the various fees implemented hereunder; the hearings were conducted publicly and both proponents and opponents of the proposed actions of City Council were given the full opportunity to be heard; and

WHEREAS, subject to the limitations in Section 6-1-320 of the SC Code, City Council is authorized to increase the millage rate imposed for general operating purposes; and

WHEREAS, Section 6-1-330 of the SC Code authorizes City Council to charge and collect new service and user fees after public notice and hearing (as noted and recited above); and

WHEREAS, as required by the City's Master Bond Ordinance dated July 28, 2011, as amended on August 20, 2015 (the "Master Bond Ordinance") the City has covenanted to maintain rates and charges for the City's Combined Public Utility System (the "System") necessary to support the System and sustain the various revenue coverage requirements provided thereunder; acting under this legal mandate, the City shall periodically review its policies, rates, and fees necessary to facilitate operations, maintenance, capital expenditures, and debt service payments on revenue bonds payable from revenues of the System; and

WHEREAS, on the basis of the foregoing, this Ordinance authorizes and approves the City of Georgetown Annual Budget by Organization Report for FY 2022-2023 (the "FY 2023 Budget"), a copy of which is attached hereto as Exhibit A, and further authorizes and implements certain new fees and charges as necessary to support and fund the FY 2023 Budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GEORGETOWN, SOUTH CAROLINA:

SECTION 1. Enactment

This Ordinance was enacted by the City Council by a positive majority vote.

SECTION 2. Hearing

Following public hearings held after due and proper notice on June 16, 2022, this Ordinance and the FY 2023 Budget approved hereunder complies with Sections 6-1-80, 5-7-260, 6-1-320 and 6-1-330 of the SC Code as well as Sections 2-41 and 2-46 of the City's code of ordinances.

SECTION 3. Budget

The FY 2023 Budget, with proposed revenue for payment thereof, as prepared and as contained in an archived copy on file in the office of the Municipal Clerk, and available for public inspection, which copy is incorporated herein by reference, is adopted and made a part hereof. The FY 2023 Budget, as shown attached as Exhibit A and incorporated herein, is balanced as to receipts and disbursements in the total sum of \$41,997,359. The FY 2023 Budget, as presented, sets forth the necessary revenues and expenditures for the various purposes described therein and shall govern the appropriation of the City's funds during the 2023 fiscal year. A summary of the revenues and expenditures for each of the City's major funds and the System is set forth in the Sections herein below.

SECTION 4. Ad Valorem Taxes

A. *Ad valorem* property taxes, as a general fund revenue source, in the amounts and in the manner hereinafter mentioned, are and shall be levied, collected and paid as follows: a tax of one hundred ten dollars and

~~58/100 (\$110.58)~~ 60/100 (\$110.60) on every one thousand dollars and no/100 (\$1,000.00) in assessed value of all real estate and personal property of every description owned and used in the City, except as such property may be exempt from taxation under the Constitution and laws of the State; such tax shall be levied by the County Auditor and collected by the County Treasurer as required by Section 12-39-170 of the SC Code. Upon such collection, all taxes shall be paid into the City treasury for credit to the City, for the corporate purposes, permanent improvements, and current expenses. The total millage levy in the City shall be one hundred ten and ~~58/100 mills (110.58)~~ 60/100 (\$110.60), which includes 4.0 mills of debt service millage to be levied for the City's general obligation bonds.

B. The millage rates are based on estimated assessments received from the County Auditor and are subject to change based on final assessment figures. Any change in the FY 2023 Budget or the tax levy shall be by subsequent Ordinance enacted in accordance with the SC Code. However, upon information and belief, the millage levied herein is compliant with the terms of Section 6-1-320 of the SC Code.

C. Upon its approval, a copy of this Ordinance and the FY 2023 Budget shall be made available to the County in order to properly order the levy and collection of *ad valorem* property taxes. Additionally, the City Administrator shall be authorized to make the millage certification to the County Auditor required by Section 12-43-285 of the SC Code.

D. The Finance Director of the City (including any person holding such role in an interim or acting capacity), acting in concert with the proper officials of the County, shall be responsible for the collection of delinquent taxes, penalties and other charges.

SECTION 5. Fees, Taxes and Other Charges.

A. That the FY 2023 Budget imposes permit fee schedules; such new schedule shall be the operative permit fee and plan review fee schedule for permits rendered on or after the July 1, 2022. The revised permit and plan review fee schedule provides that no permit, as set forth in the Zoning Ordinance, be issued until the plan review fee is paid with the submittal of the building permit application and the building permit fee prescribed herein shall have been paid at the time of issuance of the building permit, nor shall an amendment to a permit be approved until the additional fee, if any, shall have been paid, and that if any person commencing any work on a building or structure, starts a development or places any mobile home before obtaining the necessary permit from the Building Official, they shall be subject to a penalty of a double permit fee, and the Building Official shall keep a permanent and accurate accounting of all permits and fees and all other monies collected. A copy of all building permit applications and certificates of occupancy shall be kept on file in the Planning and Community Development Office for a period of three (3) years. Therefore, the building fees contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall be revised as described in the FY 2023 Budget, a copy of which is summarized on Schedule A attached hereto.

B. That the FY 2023 Budget appropriates sufficient revenues within the Local Hospitality Tax fund to provide for the payment of all qualified expenses of local hospitality taxes, local accommodations taxes and state accommodations taxes, and debt service, if any.

C. That the FY 2023 Budget appropriates sufficient revenues to fund the City's capital program. The capital program shall be funded from the issuance of debt and other sources made available for pay-as-you-go financing by the City.

SECTION 6. Combined Utility Fund for the System

A. *Generally:* It is prudent and fiscally responsible for the City to periodically review established utility policies and rates to facilitate operations for the System. On such basis, the City has determined to implement certain rate increases for the System as summarized in subsections B, C and D below.

B. *Water Utility Fund:* For fiscal year 2023, in the Water Utility Fund, a rate increase of 30% is included in the FY 2023 Budget and will apply to all water customers effective July 1, 2022. Therefore, the water utility rates contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall conform to the rates shown on Schedule B attached hereto, which have been fully incorporated into the FY 2023 Budget.

C. *Wastewater Utility Fund:* For the fiscal year 2023, in the Wastewater Utility Fund, a rate increase of 11.50% is included in the FY 2023 Budget and will apply to all wastewater customers effective July 1, 2022. Therefore, the wastewater rates contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall conform to the rates shown on Schedule B attached hereto, which have been fully incorporated into the FY 2023 Budget.

D. *Electric Utility Fund:* For the fiscal year 2023, in the Electric Utility Fund, a rate increase of 2.25% is included in the FY 2023 Budget and will apply to all electric customers effective July 1, 2022. Further, City Council has previously enacted certain provisions addressing the applicability of residential rates and general service rates to the City's electric utility customers. City Council desires to further refine and clarify the customers subject to each rate category. Therefore, the electric rates and certain categories of rate payors contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall conform to the rates shown on Schedule B attached hereto, which have been fully incorporated into the FY 2023 Budget.

SECTION 7. Stormwater Drainage Utility Fund

A. *Generally:* City Council adopted its Storm Water Management Plan ("SWMP") on December 19, 2019. The SWMP calls for an annual rate adjustment of 2.4% based on population growth (0.8%) and operating cost increases (1.6%). It is prudent and fiscally responsible for the City to continue implementing the SWMP, as adopted, and review the stormwater utility rates each year to facilitate operations.

B. *Rate:* On such basis, the City has determined that adjusting the monthly rate from \$8.00 to \$8.19 per equivalent residential unit (ERU) for the Stormwater Drainage Utility is necessary to continue implementing the SWMP. This adjustment is equivalent to a 2.4% increase.

SECTION 8. Waste Management Fund

A. The City provides sanitation services to residential and certain commercial properties within the City. It is prudent and fiscally responsible for the City to periodically review the rates it charges for its sanitation services. Based upon a review of such rates, the City has determined to implement certain rate adjustments for its residential and

commercial sanitation services, as shown on in Section 8(B) below. Based on the inclusion of these rate adjustments, the FY 2023 Budget appropriates sufficient revenues to fund the Waste Management Fund.

B. The City's current sanitation fees have been codified into the City's code of ordinances. As a result, through the enactment of this Ordinance, Chapter 9, Article II, Sec. 9-22 of the City's code of ordinances shall be amended and restated in its entirety as provided below. For purposes of this Section 8(B), underlining shows added language for illustrative purposes only and ~~strike through~~ shows removed language for illustrative purposes only. Sec. 9-22 of the City's code of ordinance is hereby amended and restated in its entirety, as follows:

Chapter 9 – GARBAGE, TRASH AND WEEDS

ARTICLE II – COLLECTION REGULATIONS

Sec. 9-22. – Sanitation Fees

(a) Residential customers shall be charged twenty-one dollars (\$21.00) per month. Service for additional rollout will be an additional twenty-one dollars (\$21.00) per month. This fee provides garbage collection from city authorized rollout containers, yard debris, brown and white goods twice per week and collection of recyclables once per week.

(b) Nonresidential customers utilizing rollout containers in the DSD shall be charged a base monthly fee of twenty-one dollars (\$21.00), which provides for one rollout container and up to seven (7) pickups per week as well as the pickup of flattened boxes. Customers generating higher volumes of waste can request service for an additional rollout container at the monthly rate of forty dollars (\$40.00) per rollout container. Pickup of yard debris, white and brown goods are not provided to nonresidential sanitation customers in the DSD.

(c) All other nonresidential sanitation customers utilizing rollout containers shall be charged nine dollars and fifty cents (\$9.50) per rollout container per weekly pickup. This fee provides only for pickup of rollout containers. Pickup of yard debris, white goods and brown goods are not provided to nonresidential sanitation customers. A minimum of two (2) pickups per week is required. Weekend service is not provided.

(d) Nonresidential sanitation customers utilizing bulk containers (dumpsters) shall be charged a base rate of one dollar and seventy-five cents (\$1.75) per month, plus a collection fee of four dollars (\$4.00) per cubic yard of material collected per month. Cubic yardage shall be calculated by multiplying the total cubic yard capacity of all containers utilized by the total number of pickups per month.

(e) Solid waste collection fees, fines or penalties, and costs reimbursable under this ordinance shall be assessed on the utility bill for the customer receiving the service. Utility service may be disconnected for nonpayment of solid waste charges in like manner and under like handling as in the case of nonpayment of the bill for utility service.

SECTION 9. Transfer Policy

On July 13, 2017, the City adopted a formal 'Transfer Policy' to allocate funds to and otherwise reimburse its General Fund for costs attributable to the Funds established for the Combined Public Utility System, which includes the Electric, Water, and Wastewater utilities. Any transfer from the Funds to the General Fund are considered an expense of the Funds, but shall only be made from those revenues which constitute surplus funds under the provisions of the Master Bond Ordinance.

SECTION 10. Allocation of Funds.

To facilitate operations as contemplated by the FY 2023 Budget, there shall be established and maintained a General Fund, Enterprise Funds, and other appropriate funds, in such amounts as are provided for in the budget aforesaid, as hereby adopted or as hereafter modified pursuant to law.

SECTION 11. Reallocation of Funds

The City Administrator is hereby authorized to administer the budget and to transfer appropriations within and between departments of each fund if necessary to achieve the goals of the FY 2023 Budget. However, no such transfer shall (a) be made from one fund to another fund established pursuant to Section 9 above, or (b) conflict with any previously adopted policy of the City Council. Any change in the budget which would increase or decrease the total of all authorized expenditures must be approved by City Council.

SECTION 12. Ratification

The City Council ratifies and approves the findings of fact recited above. Further, all actions of the Mayor, City Administrator, and other City staff regarding the public hearings and drafting, execution and delivery of the FY 2023 Budget are ratified, approved and confirmed. Further, the City Administrator and City staff shall be authorized to do all things necessary to implement the provisions of the FY 2023 Budget.

SECTION 13. Severability

That if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional by valid judgment or decree of any Court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance, which remaining parts shall be considered as severable and shall continue in full force and effect.

SECTION 14. Future Adjustments

In the event that unforeseen expenditures become necessary during the FY 2023 and such expenditures would cause appropriations of a fund to be exceeded in total, an ordinance amending the original Budget will be necessary to appropriate additional funds.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

PASSED by City Council duly assembled this 16th day of June 2022.

ATTEST:

Stephanie Buccione, City Clerk

Carol Jayroe, Mayor

Approved as to Form:

Elise F Crosby, City Attorney

First Reading:	May 19, 2022
Second Reading:	June 16, 2022
Public Hearing for Budget:	June 16, 2022
Public Hearing for Adjusted Rates	June 16, 2022

Schedule A

Building Fees

As per the 2018 IRC Code: SECTION R108 FEES – R108.1 Payment of Fees.

A permit shall not be valid until the fees prescribed by law have been paid, nor shall an amendment to a permit be released until the additional fee, if any has been paid.

For all residential buildings, structures, renovations, developments, a Plan Review fee shall be paid at the time of submittal of a building permit application and a Permit Fee shall be paid at the time of issuance of a building permit, in accordance with the following schedule:

(A) Building Code Fees for Residential Construction/Renovations

Up to \$1, 000	for a valuation up to and including \$1,000.00 the fee shall be \$40.00; Plus an additional 50% Plan Review Fee.
\$1,001 to \$25,000	\$150.00 for the first \$1001.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof to and including \$25,000.00; Plus an additional 50% Plan Review Fee.
\$25,001.00 - \$50,000	\$300.00 for the first \$25,001.00 plus \$6.50 for each additional \$1,000.00 or fraction up to \$50,000; Plus an additional 50% Plan Review Fee.
\$50,001 - \$100,000	\$400.00 for the first \$50,001.00 plus \$6.00 for each additional \$1,000.00 or fraction up to \$100,000.00; Plus an additional 50% Plan Review Fee.
\$100,001 – \$500,000	\$700.00 for the first \$100,001.00 plus \$5.00 for each additional \$1,000.00 or fraction up to \$500,000.00; Plus an additional 50% Plan Review Fee.
\$500,001 - \$1,000,000	\$2,400.00 for the first \$500,001.00 plus \$4.00 for each additional \$1,000 up to \$1,000,000.00; Plus an additional 50% Plan Review Fee.
\$1,000,001.00 and up	\$2,650.00 for the first \$1,000,001.00 plus \$3.00 for each additional \$1,000 or fraction thereof; Plus an additional 50% Plan Review Fee. Plus an additional 50% Plan Review Fee.

Plan Review-Fee: When the proposed construction requires a plan to be submitted by the applicable building codes, a plan review fee shall be paid to the Building Official at the time of the submittal of the building permit application. Said plan review fee shall be equal to one-half (50%) of the building permit fee. The Plan Review fee is a non-refundable fee to cover the cost(s) of building staff and fire staff to review plan documents, and submittal materials for the issuance of a building permit.

For all Commercial/Industrial buildings, structures, renovations, and developments, a Plan Review fee shall be paid at the time of submittal of a building permit application and a Permit Fee shall be paid at the time of issuance of a building permit, in accordance with the following schedule:

(B) Building Code Fees for Commercial/Industrial Construction/Renovations

Up to \$1, 000	for a valuation up to and including \$1,000.00 the fee shall be \$60.00; Plus additional 50% Plan Review Fee.
\$1,001 to \$50,000	\$60.00 for the first \$1000.00 plus \$8.00 for each additional \$1,000 or fraction up to \$50,000.00; Plus additional 50% Plan Review Fee.
\$50,001 - \$100,000	\$500.00 for the first \$50,000 plus \$7.00 for each additional \$1,000 or fraction up to \$100,000.00; Plus additional 50% Plan Review Fee.
\$100,001 – 500,000	\$850.00 for the first \$100,000 plus \$6.00 for each additional \$1,000 or fraction up to \$500,000.00; Plus additional 50% Plan Review Fee.
\$500,001 - 1,000,000	\$2,850.00 for the first \$500,001 plus \$5.00 for each additional \$1,000 or fraction up to \$1,000,000.00; Plus additional 50% Plan Review Fee.
\$1,000,001.00 – \$5,000,000.00	\$3,250.00 for the first \$1,000,001.00 plus \$4.00 for each additional \$1,000 or fraction up to \$5,000,000.00; Plus additional 50% Plan Review Fee.
\$5,000,001.00 – \$10,000,000.00	\$4,220.00 for the first \$5,000,001.00 plus \$3.00 for each additional \$1,000 or fraction; up to \$10,000,000.00; Plus additional 50% Plan Review Fee.
\$10,000,001.00 and up to \$4,850	for the first \$10,000,001.00 plus \$2.50 for each additional \$1,000 or fraction up thereof; Plus additional 50% Plan Review Fee.

Plan Review-Fee: When the proposed construction requires a plan to be submitted by the applicable building codes, a plan review fee shall be paid to the Building Official at the time of the submittal of the building permit application. Said plan review fee shall be equal to one-half (50%) of the building permit fee. The Plan Review fee is a non-refundable fee to cover the cost(s) of building staff and fire staff to review plan documents, and submittal materials for the issuance of a building permit.

If in the opinion of the Building Official the valuation of building or alteration of a structure (Commercial, Residential, or Industrial) appears to be underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimated cost to meet the approval of the Building Official. Permit valuations shall include total cost of construction, and must be determined by total square footage. Construction Costs, as per the most current ICC (International Code Council) Building Valuation Data sheet.

(C) Electrical, Mechanical, Plumbing and HVAC

All electrical, mechanical, plumbing and HVAC fees are based on the value per job as described in above values.

(D) Penalties – Stop work orders

Where work for which a permit is required is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled, but the payment for such double fee shall not relieve any persons from fully complying with the requirements of the International Building Code in the execution of the work nor from any other penalties approved by the City code of ordinance.

(E) Mobile Home fees

For every mobile home requiring an inspection, the fee shall be \$150.00.

(F) Demolition Fee

Demolition of any building or structure, the fee shall be \$150.00 residential, and \$150.00 + \$30.00 per unit commercial.

(G) Moving Permit

For the moving of any building or structure the fee shall be \$150.00.

(H) Permits not posted on-site

When work is permitted on site, any event in which the permit is not posted in a visible location, the fee shall be \$75.00.

(I) Re-inspections

When the permittee fails to have the facility open for inspection, or does not have construction at the proper stage for the inspection requested; the fee shall be \$75.00 for each such re-inspection, to be paid before the re-inspection is made.

(J) Business License/Change of Tenant Inspections

For the inspection of new businesses related to business license inspections and or change of tenant inspections the fee shall be \$25.00.

(K) Construction Board of Appeals Board

Appeals from the Building Official or Fire Marshall's Decisions to the Construction Board of Appeals shall be charged \$300.00.

Variance Request shall be charged \$200.00.

All other Appeals made to the Construction Board of Appeals shall be charged \$200.00.

Planning Fees

(A) Fees for plan review. The following plan reviews will be charged their respective fees:

(1) Fees for Residential plans review:

Subdivisions of ten (10) or less lots shall be charged \$30.00 for the first lot and \$6.00 for all additional lots.

Subdivisions with more than ten (10) lots shall be charged a base fee of \$200.00 and \$7.00 per lot surcharge.

Review of any required revisions on all subdivision reviews shall be charged a base fee of \$50.00.

(2) Fees for Commercial and industrial plan review:

Preliminary review of all commercial and/or industrial projects shall be charged a base fee of \$200.00 with a surcharge of \$10.00 per acre.

Final review of commercial and/or industrial projects shall be charged a base rate of \$150.00, with a surcharge of \$10.00 per acre.

Review of any required revisions shall be charged a flat rate fee of \$50.00

As-builts shall be charged \$20.00 for review.

All other platting actions shall be charged \$20.00 for review.

(B) Rezoning (Zoning Amendment) Request shall be charged as followings:

Rezoning (Zoning Map Amendment) request to any district except Planned Development Districts shall be charged \$300.00.

Zoning Text Amendment request to the Zoning Ordinance shall be charged \$250.00.

Rezoning (Zoning Map Amendment) request to Planned Development Districts shall be charged according to the following scale:

Minor Subdivisions (1-3 Acres):

Residential/Commercial/ Industrial Planned Developments shall be charged a base fee of \$1,000.00, plus \$10.00 per acre for every acre over the required minimum of one (1) acre.

Mixed Use Planned Developments shall be charged a base fee of \$1,000.00, plus \$15.00 per acre for every acre over the required minimum if one (1) acre.

Request for changes to existing Minor Planned Developments shall be charged a base fee of \$200.00 plus \$3.00 per acre of affected area Residential and \$5.00 per acre of affected commercial/industrial/mixed use area of development.

Major Subdivisions (Over 3 acres):

Residential/Commercial/Industrial Planned Developments shall be charged a base fee of \$1,000.00, plus \$10.00 per acre for every acre over the required minimum of (3) acres.

Mixed Use Planned Developments shall be charged a base fee of \$1,000.00, plus \$10.00 per acre for every acre over the required minimum of three (3) acres.

Request for Major changes to existing Major Planned Developments shall be charged a base fee of \$300.00 plus \$5.00 per acre of affected area Residential and/or \$10.00 per acre of affected commercial/industrial/mixed use area of development.

Other Planning Fees

(A) Commercial Plan Review shall be charged \$150.00

(B) Zoning Board of Appeals

Appeals from the Zoning Administrators Decisions/interpretations to the Zoning Board of Appeals shall be charged \$300.00

Variance Request shall be charged \$200.00

All other Appeals made to the Zoning Board of Appeals shall be charged \$200.00

(C) Architectural Review Board

Applications made to the Architectural Review Board shall be \$50.00

Review of revisions shall be charged \$25.00

Schedule B

Water, Waste Water and Electric Rate Schedule
Water Utility Rates

In-City Rates

In-City rates apply to all water service located within the City limits of the City of Georgetown.

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
.075"	\$20.07	\$4.59
1.00"	\$33.45	\$4.59
1.50"	\$66.72	\$4.59
2.00"	\$106.76	\$4.59
3.00"	\$200.24	\$4.59
4.00"	\$333.87	\$4.59
6.00"	\$667.50	\$4.59
8.00"	\$1,201.60	\$4.59

Out-of-City Rates

Out-of-City rates apply to all water service located outside the City limits of the City of Georgetown.

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
.075"	\$40.17	\$9.19
1.00"	\$66.90	\$9.19
1.50"	\$133.43	\$9.19
2.00"	\$213.50	\$9.19
3.00"	\$400.50	\$9.19
4.00"	\$667.75	\$9.19
6.00"	\$1,334.97	\$9.19
8.00"	\$2,403.21	\$9.19

The above customer charges, based upon nominal meter size, shall be the minimum charge each month. No allowance for usage is included in the customer charge.

Wastewater Utility Rates

In-City Rates

In-City rates apply to all wastewater service located within the City limits of the City of Georgetown.

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
.075"	\$23.34	\$4.66
1.00"	\$37.00	\$4.66
1.50"	\$73.96	\$4.66
2.00"	\$117.11	\$4.66
3.00"	\$219.86	\$4.66
4.00"	\$365.70	\$4.66
6.00"	\$729.31	\$4.66
8.00"	\$1,310.73	\$4.66

Out-of-City Rates

Out-of-City rates apply to all wastewater service located outside the City limits of the City of Georgetown.

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
.075"	\$46.67	\$9.33
1.00"	\$73.97	\$9.33
1.50"	\$147.92	\$9.33
2.00"	\$234.21	\$9.33
3.00"	\$439.69	\$9.33
4.00"	\$731.38	\$9.33
6.00"	\$1,458.62	\$9.33
8.00"	\$2,621.44	\$9.33

The above customer charges, based upon nominal meter size, shall be the minimum charge each month. No allowance for usage is included in the customer charge.

Electric Utility Rates

Definitions:

Customer: The actual user of the electric service.

Customer Charge: A monthly fee that is not just for expenses related to the meter, but also includes other costs that do not vary with consumption. Since these costs are incurred regardless of customer consumption, they are collected as a set fee even though a customer may have no consumption.

Commercial Non-Demand Customer: All commercial customers that are not demand metered.

Commercial Demand Customer: All commercial customers that are demand metered and have monthly demands of less than 1000 KW.

Demand: The maximum measured KW over a period of fifteen (15) minutes.

Energy: The amount of power used over a period of time. Energy is measured in kilowatt-hours.

Extra Large Commercial Customer: All commercial customers that are demand metered and are reasonably expected to have monthly demands that exceed 1000 KW.

Hours Use Demand: A representation of load factor and is the total energy usage of a customer in a particular month divided by the customer's demand for the same month.

KW (Kilowatt): A unit of power equal to 1,000 watts.

KWH (Kilowatt Hour): A unit of energy equal to one thousand (1,000) watt hours.

Load Factor: The relative use of energy for the maximum amount of demand placed on the system in a given time period.

Purchased Power Cost Adjustment: The purchased power cost adjustment (PPCA) is intended to adjust for any over or under recovery of purchased power costs resulting from variances in actual purchased power costs as compared to those costs that are estimated and incorporated in the base electric rates adopted from time to time. This PPCA provision is applicable to and becomes a part of the City's published rate schedules that so specify.

Residential Customer: All customers whose consumption is in a private residence or individual family apartment. This would also include home occupations, bed and breakfast establishments, recognized boarding and rooming houses, and other structures that are primarily used for residential purposes.

Residential Rates

Residential rates shall be applicable for use in private residence or an individual family apartment. Also includes home occupations, bed and breakfast establishments, recognized boarding and rooming houses, and other structures that are primarily used for residential purposes. Each residence or each apartment will be served by a separate meter. Energy may not be resold or shared with others.

Residential service shall be alternating current, 60 hertz, single-phase at available voltage.

Monthly service charges shall consist of the following:

Customer Charge	\$8.59
Energy Charge per KWH	\$0.09276
Purchased Power Cost Adjustment	As calculated

General Service Rates

General Service rates shall be applicable to commercial and other customers not subject to the residential rate schedule. Churches, synagogues, and other recognized places of religious worship, and all buildings that are a part thereof, shall be exempt from demand charges. Energy may not be resold or shared with others.

General Service shall be alternating current, 60 hertz, single or three-phase at the City's options, at available voltage.

General Service Rates shall consist of three (3) classes: commercial non-demand, commercial demand, and extra-large commercial.

Monthly service charges shall consist of the following:

Commercial Non-Demand Class:

Customer Charge	\$12.88
Implied Demand Charge	
First 10 KW	\$0.00
All above 10 KW	\$7.09 per KW
Energy Charge	
First 2,800 KWH	\$0.09063 per KWH
All above 2,800 KWH	\$0.08527 per KWH

Purchase Power Cost Adjustment	As calculated
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Commercial Demand Class:

Customer Charge	\$12.88
Demand Charge	
First 10 KW	\$0.00
All above 10 KW	\$7.09 per KW

Energy Charge:

First 400 HUD:	
First 2,800 KWH	\$0.08992 per KWH
All above 2,800 KWH	\$0.08455 per KWH

Above 400 HUD:	
All KWH	\$0.04563 per KWH
Purchase Power Cost Adjustment	As calculated
Extra Large Commercial Class:	
Customer Charge	\$2,147.25
Demand Charge – All KW	\$12.88
Energy Charge:	
First 400 HUD	\$0.05798
Above 400 HUD	\$0.04563
Purchased Power Cost Adjustment	As calculated

Purchased Power Cost Adjustment (PPCA)

This rate is applicable throughout the entire territory served by the City of Georgetown. It becomes a part of all the City's retail electric service schedules other than lighting and is applicable to all KWH sales hereunder. The monthly bill computed under the appropriate rate schedule will be increased or decreased by an amount equal to the result of multiplying the KWH used by the Purchased Power Cost Adjustment factor.

The PPCA will be calculated as follows:

$$PPCA = ((P_m + T_u) / S_m) - \text{Base Rate}$$

PPCA	=	Purchased Power Cost Adjustment factor in dollars per KWH rounded to the nearest one thousandth of a cent applicable to bills rendered during the current billing period.
P_m	=	Total estimated applicable purchased power costs
S_m	=	Energy sales, excluding lighting usage for the projected billing period
Base rate	=	\$0.06476
T_u	=	$[S_{n-2} \times (PPCA_{n-2} + \text{Base Rate})] - [(P_{n-2} + TU_{n-2})]$

Where:

S_{n-2}	=	Total system sales (KWH) excluding street lights from second preceding month
P_{n-2}	=	Actual purchased power cost for the second preceding month
$PPCA_{n-2}$	=	Purchased power cost adjustment factor in dollars per KWH rounded to the nearest one thousandth of a cent applicable to bills rendered during the second preceding billing month
TU_{n-2}	=	True-up for the second preceding billing month

EXHIBIT A

City of Georgetown Annual Budget by Organization Report for FY 2023
(July 1, 2022 to June 30, 2023)

AN ORDINANCE TO ADOPT A BUDGET AND RAISE REVENUE FOR THE CITY OF GEORGETOWN, SOUTH CAROLINA, FOR THE FISCAL YEAR ENDING JUNE 30, 2023 (FY 2023)

AND

TO AMEND THE WATER UTILITY RATES CONTAINED IN THE CITY CLERK'S OFFICIAL RECORD OF UTILITY RATES, DEPOSITS, AND MISCELLANEOUS FEES AND CHARGES FOR THE CITY; AMEND THE WASTEWATER UTILITY RATES CONTAINED IN THE CITY CLERK'S OFFICIAL RECORD OF UTILITY RATES, DEPOSITS, AND MISCELLANEOUS FEES AND CHARGES FOR THE CITY; AMEND THE STORMWATER UTILITY RATE CONTAINED IN THE CITY CLERK'S OFFICIAL RECORD OF UTILITY RATES, DEPOSITS, AND MISCELLANEOUS FEES AND CHARGES FOR THE CITY; AMEND THE RESIDENTIAL AND GENERAL ELECTRIC SERVICE RATE PROVISIONS CONTAINED IN THE CITY CLERK'S OFFICIAL RECORD OF UTILITY RATES, DEPOSITS, AND MISCELLANEOUS FEES AND CHARGES FOR THE CITY; AND AMEND THE SANITATION RATES CONTAINED IN THE CITY CLERK'S OFFICIAL RECORD OF RATES, DEPOSITS, AND MISCELLANEOUS FEES AND CHARGES FOR THE CITY; AND OTHER MATTERS RELATING TO ALL OF THE FOREGOING

WHEREAS, the City of Georgetown, South Carolina (the "City") is a municipal corporation of the State of South Carolina (the "State"), located in Georgetown County, South Carolina (the "County") and as such possesses all general powers granted by the South Carolina Constitution (1895, as amended) and statutes of the State to municipal corporations; and

WHEREAS, pursuant to Sections 5-9-10 *et seq.* of the Code of Laws of South Carolina 1976, as amended (the "SC Code") and Section 2-1 of the City's code of ordinances, the City operates under the mayor-council form of government, with a mayor and six council members serving as the governing body of the City (the "City Council"); and

WHEREAS, Section 5-9-30 of the SC Code requires that Mayor, with the assistance of the City Administrator and City staff, prepare and submit a budget for consideration by City Council; and

WHEREAS, Section 5-9-40 of the SC Code provides that the City Council shall adopt a budget for each fiscal year (July 1 through June 30 of the following calendar year and for purposes herein a, "Fiscal Year") to appropriate revenues and expenditures for various purposes necessary to conduct of business of City; and

WHEREAS, prior to the adoption of the budget, the City Council is required to hold a public hearing on the budget and any new fees resulting therefrom as required pursuant to Sections 5-7-260, 6-1-80, and 6-1-330 of the SC Code and the City's code of ordinances; and

WHEREAS, heretofore, and acting pursuant to the various authorizations described in the foregoing recital, the City Council, after due and proper notice, held public hearings on June 16, 2022 on the adoption of the budget and the various fees implemented hereunder; the hearings were conducted publicly and both proponents and opponents of the proposed actions of City Council were given the full opportunity to be heard; and

WHEREAS, subject to the limitations in Section 6-1-320 of the SC Code, City Council is authorized to increase the millage rate imposed for general operating purposes; and

WHEREAS, Section 6-1-330 of the SC Code authorizes City Council to charge and collect new service and user fees after public notice and hearing (as noted and recited above); and

WHEREAS, as required by the City's Master Bond Ordinance dated July 28, 2011, as amended on August 20, 2015 (the "Master Bond Ordinance") the City has covenanted to maintain rates and charges for the City's Combined Public Utility System (the "System") necessary to support the System and sustain the various revenue coverage requirements provided thereunder; acting under this legal mandate, the City shall periodically review its policies, rates, and fees necessary to facilitate operations, maintenance, capital expenditures, and debt service payments on revenue bonds payable from revenues of the System; and

WHEREAS, on the basis of the foregoing, this Ordinance authorizes and approves the City of Georgetown Annual Budget by Organization Report for FY 2022-2023 (the "FY 2023 Budget"), a copy of which is attached hereto as Exhibit A, and further authorizes and implements certain new fees and charges as necessary to support and fund the FY 2023 Budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GEORGETOWN, SOUTH CAROLINA:

SECTION 1. Enactment

This Ordinance was enacted by the City Council by a positive majority vote.

SECTION 2. Hearing

Following public hearings held after due and proper notice on June 16, 2022, this Ordinance and the FY 2023 Budget approved hereunder complies with Sections 6-1-80, 5-7-260, 6-1-320 and 6-1-330 of the SC Code as well as Sections 2-41 and 2-46 of the City's code of ordinances.

SECTION 3. Budget

The FY 2023 Budget, with proposed revenue for payment thereof, as prepared and as contained in an archived copy on file in the office of the Municipal Clerk, and available for public inspection, which copy is incorporated herein by reference, is adopted and made a part hereof. The FY 2023 Budget, as shown attached as Exhibit A and incorporated herein, is balanced as to receipts and disbursements in the total sum of \$41,997,359. The FY 2023 Budget, as presented, sets forth the necessary revenues and expenditures for the various purposes described therein and shall govern the appropriation of the City's funds during the 2023 fiscal year. A summary of the revenues and expenditures for each of the City's major funds and the System is set forth in the Sections herein below.

SECTION 4. Ad Valorem Taxes

A. *Ad valorem* property taxes, as a general fund revenue source, in the amounts and in the manner hereinafter mentioned, are and shall be levied, collected and paid as follows: a tax of one hundred ten dollars and

60/100 (\$110.60) on every one thousand dollars and no/100 (\$1,000.00) in assessed value of all real estate and personal property of every description owned and used in the City, except as such property may be exempt from taxation under the Constitution and laws of the State; such tax shall be levied by the County Auditor and collected by the County Treasurer as required by Section 12-39-170 of the SC Code. Upon such collection, all taxes shall be paid into the City treasury for credit to the City, for the corporate purposes, permanent improvements, and current expenses. The total millage levy in the City shall be one hundred ten and 60/100 (\$110.60), which includes 4.0 mills of debt service millage to be levied for the City's general obligation bonds.

B. The millage rates are based on estimated assessments received from the County Auditor and are subject to change based on final assessment figures. Any change in the FY 2023 Budget or the tax levy shall be by subsequent Ordinance enacted in accordance with the SC Code. However, upon information and belief, the millage levied herein is compliant with the terms of Section 6-1-320 of the SC Code.

C. Upon its approval, a copy of this Ordinance and the FY 2023 Budget shall be made available to the County in order to properly order the levy and collection of *ad valorem* property taxes. Additionally, the City Administrator shall be authorized to make the millage certification to the County Auditor required by Section 12-43-285 of the SC Code.

D. The Finance Director of the City (including any person holding such role in an interim or acting capacity), acting in concert with the proper officials of the County, shall be responsible for the collection of delinquent taxes, penalties and other charges.

SECTION 5. Fees, Taxes and Other Charges.

A. That the FY 2023 Budget imposes permit fee schedules; such new schedule shall be the operative permit fee and plan review fee schedule for permits rendered on or after the July 1, 2022. The revised permit and plan review fee schedule provides that no permit, as set forth in the Zoning Ordinance, be issued until the plan review fee is paid with the submittal of the building permit application and the building permit fee prescribed herein shall have been paid at the time of issuance of the building permit, nor shall an amendment to a permit be approved until the additional fee, if any, shall have been paid, and that if any person commencing any work on a building or structure, starts a development or places any mobile home before obtaining the necessary permit from the Building Official, they shall be subject to a penalty of a double permit fee, and the Building Official shall keep a permanent and accurate accounting of all permits and fees and all other monies collected. A copy of all building permit applications and certificates of occupancy shall be kept on file in the Planning and Community Development Office for a period of three (3) years. Therefore, the building fees contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall be revised as described in the FY 2023 Budget, a copy of which is summarized on Schedule A attached hereto.

B. That the FY 2023 Budget appropriates sufficient revenues within the Local Hospitality Tax fund to provide for the payment of all qualified expenses of local hospitality taxes, local accommodations taxes and state accommodations taxes, and debt service, if any.

C. That the FY 2023 Budget appropriates sufficient revenues to fund the City's capital program. The capital program shall be funded from the issuance of debt and other sources made available for pay-as-you-go financing by the City.

SECTION 6. Combined Utility Fund for the System

A. *Generally:* It is prudent and fiscally responsible for the City to periodically review established utility policies and rates to facilitate operations for the System. On such basis, the City has determined to implement certain rate increases for the System as summarized in subsections B, C and D below.

B. *Water Utility Fund:* For fiscal year 2023, in the Water Utility Fund, a rate increase of 30% is included in the FY 2023 Budget and will apply to all water customers effective July 1, 2022. Therefore, the water utility rates contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall conform to the rates shown on Schedule B attached hereto, which have been fully incorporated into the FY 2023 Budget.

C. *Wastewater Utility Fund:* For the fiscal year 2023, in the Wastewater Utility Fund, a rate increase of 11.50% is included in the FY 2023 Budget and will apply to all wastewater customers effective July 1, 2022. Therefore, the wastewater rates contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall conform to the rates shown on Schedule B attached hereto, which have been fully incorporated into the FY 2023 Budget.

D. *Electric Utility Fund:* For the fiscal year 2023, in the Electric Utility Fund, a rate increase of 2.25% is included in the FY 2023 Budget and will apply to all electric customers effective July 1, 2022. Further, City Council has previously enacted certain provisions addressing the applicability of residential rates and general service rates to the City's electric utility customers. City Council desires to further refine and clarify the customers subject to each rate category. Therefore, the electric rates and certain categories of rate payors contained in the City Clerk's Official Record of Utility Rates, Deposits, and Miscellaneous Fees and Charges shall conform to the rates shown on Schedule B attached hereto, which have been fully incorporated into the FY 2023 Budget.

SECTION 7. Stormwater Drainage Utility Fund

A. *Generally:* City Council adopted its Storm Water Management Plan ("SWMP") on December 19, 2019. The SWMP calls for an annual rate adjustment of 2.4% based on population growth (0.8%) and operating cost increases (1.6%). It is prudent and fiscally responsible for the City to continue implementing the SWMP, as adopted, and review the stormwater utility rates each year to facilitate operations.

B. *Rate:* On such basis, the City has determined that adjusting the monthly rate from \$8.00 to \$8.19 per equivalent residential unit (ERU) for the Stormwater Drainage Utility is necessary to continue implementing the SWMP. This adjustment is equivalent to a 2.4% increase.

SECTION 8. Waste Management Fund

A. The City provides sanitation services to residential and certain commercial properties within the City. It is prudent and fiscally responsible for the City to periodically review the rates it charges for its sanitation services. Based upon a review of such rates, the City has determined to implement certain rate adjustments for its residential and

commercial sanitation services, as shown on in Section 8(B) below. Based on the inclusion of these rate adjustments, the FY 2023 Budget appropriates sufficient revenues to fund the Waste Management Fund.

B. The City's current sanitation fees have been codified into the City's code of ordinances. As a result, through the enactment of this Ordinance, Chapter 9, Article II, Sec. 9-22 of the City's code of ordinances shall be amended and restated in its entirety as provided below. For purposes of this Section 8(B), underlining shows added language for illustrative purposes only and ~~strike through~~ shows removed language for illustrative purposes only. Sec. 9-22 of the City's code of ordinance is hereby amended and restated in its entirety, as follows:

Chapter 9 – GARBAGE, TRASH AND WEEDS

ARTICLE II – COLLECTION REGULATIONS

Sec. 9-22. – Sanitation Fees

(a) Residential customers shall be charged twenty-one dollars (\$21.00) per month. Service for additional rollout will be an additional twenty-one dollars (\$21.00) per month. This fee provides garbage collection from city authorized rollout containers, yard debris, brown and white goods twice per week and collection of recyclables once per week.

(b) Nonresidential customers utilizing rollout containers in the DSD shall be charged a base monthly fee of twenty-one dollars (\$21.00), which provides for one rollout container and up to seven (7) pickups per week as well as the pickup of flattened boxes. Customers generating higher volumes of waste can request service for an additional rollout container at the monthly rate of forty dollars (\$40.00) per rollout container. Pickup of yard debris, white and brown goods are not provided to nonresidential sanitation customers in the DSD.

(c) All other nonresidential sanitation customers utilizing rollout containers shall be charged nine dollars and fifty cents (\$9.50) per rollout container per weekly pickup. This fee provides only for pickup of rollout containers. Pickup of yard debris, white goods and brown goods are not provided to nonresidential sanitation customers. A minimum of two (2) pickups per week is required. Weekend service is not provided.

(d) Nonresidential sanitation customers utilizing bulk containers (dumpsters) shall be charged a base rate of one dollar and seventy-five cents (\$1.75) per month, plus a collection fee of four dollars (\$4.00) per cubic yard of material collected per month. Cubic yardage shall be calculated by multiplying the total cubic yard capacity of all containers utilized by the total number of pickups per month.

(e) Solid waste collection fees, fines or penalties, and costs reimbursable under this ordinance shall be assessed on the utility bill for the customer receiving the service. Utility service may be disconnected for nonpayment of solid waste charges in like manner and under like handling as in the case of nonpayment of the bill for utility service.

SECTION 9. Transfer Policy

On July 13, 2017, the City adopted a formal 'Transfer Policy' to allocate funds to and otherwise reimburse its General Fund for costs attributable to the Funds established for the Combined Public Utility System, which includes the Electric, Water, and Wastewater utilities. Any transfer from the Funds to the General Fund are considered an expense of the Funds, but shall only be made from those revenues which constitute surplus funds under the provisions of the Master Bond Ordinance.

SECTION 10. Allocation of Funds.

To facilitate operations as contemplated by the FY 2023 Budget, there shall be established and maintained a General Fund, Enterprise Funds, and other appropriate funds, in such amounts as are provided for in the budget aforesaid, as hereby adopted or as hereafter modified pursuant to law.

SECTION 11. Reallocation of Funds

The City Administrator is hereby authorized to administer the budget and to transfer appropriations within and between departments of each fund if necessary to achieve the goals of the FY 2023 Budget. However, no such transfer shall (a) be made from one fund to another fund established pursuant to Section 9 above, or (b) conflict with any previously adopted policy of the City Council. Any change in the budget which would increase or decrease the total of all authorized expenditures must be approved by City Council.

SECTION 12. Ratification

The City Council ratifies and approves the findings of fact recited above. Further, all actions of the Mayor, City Administrator, and other City staff regarding the public hearings and drafting, execution and delivery of the FY 2023 Budget are ratified, approved and confirmed. Further, the City Administrator and City staff shall be authorized to do all things necessary to implement the provisions of the FY 2023 Budget.

SECTION 13. Severability

That if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional by valid judgment or decree of any Court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance, which remaining parts shall be considered as severable and shall continue in full force and effect.

SECTION 14. Future Adjustments

In the event that unforeseen expenditures become necessary during the FY 2023 and such expenditures would cause appropriations of a fund to be exceeded in total, an ordinance amending the original Budget will be necessary to appropriate additional funds.

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PASSED by City Council duly assembled this 16th day of June 2022.

ATTEST:

Stephanie Buccione, City Clerk

Carol Jayroe, Mayor

Approved as to Form:

Elise F Crosby, City Attorney

First Reading:	May 19, 2022
Second Reading:	June 16, 2022
Public Hearing for Budget:	June 16, 2022
Public Hearing for Adjusted Rates	June 16, 2022

Schedule A

Building Fees

As per the 2018 IRC Code: SECTION R108 FEES – R108.1 Payment of Fees.

A permit shall not be valid until the fees prescribed by law have been paid, nor shall an amendment to a permit be released until the additional fee, if any has been paid.

For all residential buildings, structures, renovations, developments, a Plan Review fee shall be paid at the time of submittal of a building permit application and a Permit Fee shall be paid at the time of issuance of a building permit, in accordance with the following schedule:

(A) Building Code Fees for Residential Construction/Renovations

Up to \$1, 000	for a valuation up to and including \$1,000.00 the fee shall be \$40.00; Plus an additional 50% Plan Review Fee.
\$1,001 to \$25,000	\$150.00 for the first \$1001.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof to and including \$25,000.00; Plus an additional 50% Plan Review Fee.
\$25,001.00 - \$50,000	\$300.00 for the first \$25,001.00 plus \$6.50 for each additional \$1,000.00 or fraction up to \$50,000; Plus an additional 50% Plan Review Fee.
\$50,001 - \$100,000	\$400.00 for the first \$50,001.00 plus \$6.00 for each additional \$1,000.00 or fraction up to \$100,000.00; Plus an additional 50% Plan Review Fee.
\$100,001 – \$500,000	\$700.00 for the first \$100,001.00 plus \$5.00 for each additional \$1,000.00 or fraction up to \$500,000.00; Plus an additional 50% Plan Review Fee.
\$500,001 - \$1,000,000	\$2,400.00 for the first \$500,001.00 plus \$4.00 for each additional \$1,000 up to \$1,000,000.00; Plus an additional 50% Plan Review Fee.
\$1,000,001.00 and up	\$2,650.00 for the first \$1,000,001.00 plus \$3.00 for each additional \$1,000 or fraction thereof; Plus an additional 50% Plan Review Fee. Plus an additional 50% Plan Review Fee.

Plan Review-Fee: When the proposed construction requires a plan to be submitted by the applicable building codes, a plan review fee shall be paid to the Building Official at the time of the submittal of the building permit application. Said plan review fee shall be equal to one-half (50%) of the building permit fee. The Plan Review fee is a non-refundable fee to cover the cost(s) of building staff and fire staff to review plan documents, and submittal materials for the issuance of a building permit.

For all Commercial/Industrial buildings, structures, renovations, and developments, a Plan Review fee shall be paid at the time of submittal of a building permit application and a Permit Fee shall be paid at the time of issuance of a building permit, in accordance with the following schedule:

(B) Building Code Fees for Commercial/Industrial Construction/Renovations

Up to \$1, 000	for a valuation up to and including \$1,000.00 the fee shall be \$60.00; Plus additional 50% Plan Review Fee.
\$1,001 to \$50,000	\$60.00 for the first \$1000.00 plus \$8.00 for each additional \$1,000 or fraction up to \$50,000.00; Plus additional 50% Plan Review Fee.
\$50,001 - \$100,000	\$500.00 for the first \$50,000 plus \$7.00 for each additional \$1,000 or fraction up to \$100,000.00; Plus additional 50% Plan Review Fee.
\$100,001 – 500,000	\$850.00 for the first \$100,000 plus \$6.00 for each additional \$1,000 or fraction up to \$500,000.00; Plus additional 50% Plan Review Fee.
\$500,001 - 1,000,000	\$2,850.00 for the first \$500,001 plus \$5.00 for each additional \$1,000 or fraction up to \$1,000,000.00; Plus additional 50% Plan Review Fee.
\$1,000,001.00 – \$5,000,000.00	\$3,250.00 for the first \$1,000,001.00 plus \$4.00 for each additional \$1,000 or fraction up to \$5,000,000.00; Plus additional 50% Plan Review Fee.
\$5,000,001.00 – \$10,000,000.00	\$4,220.00 for the first \$5,000,001.00 plus \$3.00 for each additional \$1,000 or fraction; up to \$10,000,000.00; Plus additional 50% Plan Review Fee.
\$10,000,001.00 and up to \$4,850	for the first \$10,000,001.00 plus \$2.50 for each additional \$1,000 or fraction up thereof; Plus additional 50% Plan Review Fee.

Plan Review-Fee: When the proposed construction requires a plan to be submitted by the applicable building codes, a plan review fee shall be paid to the Building Official at the time of the submittal of the building permit application. Said plan review fee shall be equal to one-half (50%) of the building permit fee. The Plan Review fee is a non-refundable fee to cover the cost(s) of building staff and fire staff to review plan documents, and submittal materials for the issuance of a building permit.

If in the opinion of the Building Official the valuation of building or alteration of a structure (Commercial, Residential, or Industrial) appears to be underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimated cost to meet the approval of the Building Official. Permit valuations shall include total cost of construction, and must be determined by total square footage. Construction Costs, as per the most current ICC (International Code Council) Building Valuation Data sheet.

(C) Electrical, Mechanical, Plumbing and HVAC

All electrical, mechanical, plumbing and HVAC fees are based on the value per job as described in above values.

(D) Penalties – Stop work orders

Where work for which a permit is required is started or proceeded prior to obtaining said permit, the fees herein specified shall be doubled, but the payment for such double fee shall not relieve any persons from fully complying with the requirements of the International Building Code in the execution of the work nor from any other penalties approved by the City code of ordinance.

(E) Mobile Home fees

For every mobile home requiring an inspection, the fee shall be \$150.00.

(F) Demolition Fee

Demolition of any building or structure, the fee shall be \$150.00 residential, and \$150.00 + \$30.00 per unit commercial.

(G) Moving Permit

For the moving of any building or structure the fee shall be \$150.00.

(H) Permits not posted on-site

When work is permitted on site, any event in which the permit is not posted in a visible location, the fee shall be \$75.00.

(I) Re-inspections

When the permittee fails to have the facility open for inspection, or does not have construction at the proper stage for the inspection requested; the fee shall be \$75.00 for each such re-inspection, to be paid before the re-inspection is made.

(J) Business License/Change of Tenant Inspections

For the inspection of new businesses related to business license inspections and or change of tenant inspections the fee shall be \$25.00.

(K) Construction Board of Appeals Board

Appeals from the Building Official or Fire Marshall's Decisions to the Construction Board of Appeals shall be charged \$300.00.

Variance Request shall be charged \$200.00.

All other Appeals made to the Construction Board of Appeals shall be charged \$200.00.

Planning Fees

(A) Fees for plan review. The following plan reviews will be charged their respective fees:

(1) Fees for Residential plans review:

Subdivisions of ten (10) or less lots shall be charged \$30.00 for the first lot and \$6.00 for all additional lots.

Subdivisions with more than ten (10) lots shall be charged a base fee of \$200.00 and \$7.00 per lot surcharge.

Review of any required revisions on all subdivision reviews shall be charged a base fee of \$50.00.

(2) Fees for Commercial and industrial plan review:

Preliminary review of all commercial and/or industrial projects shall be charged a base fee of \$200.00 with a surcharge of \$10.00 per acre.

Final review of commercial and/or industrial projects shall be charged a base rate of \$150.00, with a surcharge of \$10.00 per acre.

Review of any required revisions shall be charged a flat rate fee of \$50.00

As-builts shall be charged \$20.00 for review.

All other platting actions shall be charged \$20.00 for review.

(B) Rezoning (Zoning Amendment) Request shall be charged as followings:

Rezoning (Zoning Map Amendment) request to any district except Planned Development Districts shall be charged \$300.00.

Zoning Text Amendment request to the Zoning Ordinance shall be charged \$250.00.

Rezoning (Zoning Map Amendment) request to Planned Development Districts shall be charged according to the following scale:

Minor Subdivisions (1-3 Acres):

Residential/Commercial/ Industrial Planned Developments shall be charged a base fee of \$1,000.00, plus \$10.00 per acre for every acre over the required minimum of one (1) acre.

Mixed Use Planned Developments shall be charged a base fee of \$1,000.00, plus \$15.00 per acre for every acre over the required minimum if one (1) acre.

Request for changes to existing Minor Planned Developments shall be charged a base fee of \$200.00 plus \$3.00 per acre of affected area Residential and \$5.00 per acre of affected commercial/industrial/mixed use area of development.

Major Subdivisions (Over 3 acres):

Residential/Commercial/Industrial Planned Developments shall be charged a base fee of \$1,000.00, plus \$10.00 per acre for every acre over the required minimum of (3) acres.

Mixed Use Planned Developments shall be charged a base fee of \$1,000.00, plus \$10.00 per acre for every acre over the required minimum of three (3) acres.

Request for Major changes to existing Major Planned Developments shall be charged a base fee of \$300.00 plus \$5.00 per acre of affected area Residential and/or \$10.00 per acre of affected commercial/industrial/mixed use area of development.

Other Planning Fees

(A) Commercial Plan Review shall be charged \$150.00

(B) Zoning Board of Appeals

Appeals from the Zoning Administrators Decisions/interpretations to the Zoning Board of Appeals shall be charged \$300.00

Variance Request shall be charged \$200.00

All other Appeals made to the Zoning Board of Appeals shall be charged \$200.00

(C) Architectural Review Board

Applications made to the Architectural Review Board shall be \$50.00

Review of revisions shall be charged \$25.00

Schedule B

Water, Waste Water and Electric Rate Schedule
Water Utility Rates

In-City Rates

In-City rates apply to all water service located within the City limits of the City of Georgetown.

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
.075"	\$20.07	\$4.59
1.00"	\$33.45	\$4.59
1.50"	\$66.72	\$4.59
2.00"	\$106.76	\$4.59
3.00"	\$200.24	\$4.59
4.00"	\$333.87	\$4.59
6.00"	\$667.50	\$4.59
8.00"	\$1,201.60	\$4.59

Out-of-City Rates

Out-of-City rates apply to all water service located outside the City limits of the City of Georgetown.

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
.075"	\$40.17	\$9.19
1.00"	\$66.90	\$9.19
1.50"	\$133.43	\$9.19
2.00"	\$213.50	\$9.19
3.00"	\$400.50	\$9.19
4.00"	\$667.75	\$9.19
6.00"	\$1,334.97	\$9.19
8.00"	\$2,403.21	\$9.19

The above customer charges, based upon nominal meter size, shall be the minimum charge each month. No allowance for usage is included in the customer charge.

Wastewater Utility Rates

In-City Rates

In-City rates apply to all wastewater service located within the City limits of the City of Georgetown.

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
.075"	\$23.34	\$4.66
1.00"	\$37.00	\$4.66
1.50"	\$73.96	\$4.66
2.00"	\$117.11	\$4.66
3.00"	\$219.86	\$4.66
4.00"	\$365.70	\$4.66
6.00"	\$729.31	\$4.66
8.00"	\$1,310.73	\$4.66

Out-of-City Rates

Out-of-City rates apply to all wastewater service located outside the City limits of the City of Georgetown.

Meter Size	Customer Charge	Usage Charge (Per Thousand Gallons)
.075"	\$46.67	\$9.33
1.00"	\$73.97	\$9.33
1.50"	\$147.92	\$9.33
2.00"	\$234.21	\$9.33
3.00"	\$439.69	\$9.33
4.00"	\$731.38	\$9.33
6.00"	\$1,458.62	\$9.33
8.00"	\$2,621.44	\$9.33

The above customer charges, based upon nominal meter size, shall be the minimum charge each month. No allowance for usage is included in the customer charge.

Electric Utility Rates

Definitions:

Customer: The actual user of the electric service.

Customer Charge: A monthly fee that is not just for expenses related to the meter, but also includes other costs that do not vary with consumption. Since these costs are incurred regardless of customer consumption, they are collected as a set fee even though a customer may have no consumption.

Commercial Non-Demand Customer: All commercial customers that are not demand metered.

Commercial Demand Customer: All commercial customers that are demand metered and have monthly demands of less than 1000 KW.

Demand: The maximum measured KW over a period of fifteen (15) minutes.

Energy: The amount of power used over a period of time. Energy is measured in kilowatt-hours.

Extra Large Commercial Customer: All commercial customers that are demand metered and are reasonably expected to have monthly demands that exceed 1000 KW.

Hours Use Demand: A representation of load factor and is the total energy usage of a customer in a particular month divided by the customer's demand for the same month.

KW (Kilowatt): A unit of power equal to 1,000 watts.

KWH (Kilowatt Hour): A unit of energy equal to one thousand (1,000) watt hours.

Load Factor: The relative use of energy for the maximum amount of demand placed on the system in a given time period.

Purchased Power Cost Adjustment: The purchased power cost adjustment (PPCA) is intended to adjust for any over or under recovery of purchased power costs resulting from variances in actual purchased power costs as compared to those costs that are estimated and incorporated in the base electric rates adopted from time to time. This PPCA provision is applicable to and becomes a part of the City's published rate schedules that so specify.

Residential Customer: All customers whose consumption is in a private residence or individual family apartment. This would also include home occupations, bed and breakfast establishments, recognized boarding and rooming houses, and other structures that are primarily used for residential purposes.

Residential Rates

Residential rates shall be applicable for use in private residence or an individual family apartment. Also includes home occupations, bed and breakfast establishments, recognized boarding and rooming houses, and other structures that are primarily used for residential purposes. Each residence or each apartment will be served by a separate meter. Energy may not be resold or shared with others.

Residential service shall be alternating current, 60 hertz, single-phase at available voltage.

Monthly service charges shall consist of the following:

Customer Charge	\$8.59
Energy Charge per KWH	\$0.09276
Purchased Power Cost Adjustment	As calculated

General Service Rates

General Service rates shall be applicable to commercial and other customers not subject to the residential rate schedule. Churches, synagogues, and other recognized places of religious worship, and all buildings that are a part thereof, shall be exempt from demand charges. Energy may not be resold or shared with others.

General Service shall be alternating current, 60 hertz, single or three-phase at the City's options, at available voltage.

General Service Rates shall consist of three (3) classes: commercial non-demand, commercial demand, and extra-large commercial.

Monthly service charges shall consist of the following:

Commercial Non-Demand Class:

Customer Charge	\$12.88
Implied Demand Charge	
First 10 KW	\$0.00
All above 10 KW	\$7.09 per KW
Energy Charge	
First 2,800 KWH	\$0.09063 per KWH
All above 2,800 KWH	\$0.08527 per KWH

Purchase Power Cost Adjustment	As calculated
--------------------------------	---------------

Commercial Demand Class:

Customer Charge	\$12.88
Demand Charge	
First 10 KW	\$0.00
All above 10 KW	\$7.09 per KW

Energy Charge:

First 400 HUD:	
First 2,800 KWH	\$0.08992 per KWH
All above 2,800 KWH	\$0.08455 per KWH

Above 400 HUD:	
All KWH	\$0.04563 per KWH
Purchase Power Cost Adjustment	As calculated
Extra Large Commercial Class:	
Customer Charge	\$2,147.25
Demand Charge – All KW	\$12.88
Energy Charge:	
First 400 HUD	\$0.05798
Above 400 HUD	\$0.04563
Purchased Power Cost Adjustment	As calculated

Purchased Power Cost Adjustment (PPCA)

This rate is applicable throughout the entire territory served by the City of Georgetown. It becomes a part of all the City's retail electric service schedules other than lighting and is applicable to all KWH sales hereunder. The monthly bill computed under the appropriate rate schedule will be increased or decreased by an amount equal to the result of multiplying the KWH used by the Purchased Power Cost Adjustment factor.

The PPCA will be calculated as follows:

$$PPCA = ((P_m + T_u) / S_m) - \text{Base Rate}$$

PPCA	=	Purchased Power Cost Adjustment factor in dollars per KWH rounded to the nearest one thousandth of a cent applicable to bills rendered during the current billing period.
P_m	=	Total estimated applicable purchased power costs
S_m	=	Energy sales, excluding lighting usage for the projected billing period
Base rate	=	\$0.06476
T_u	=	$[S_{n-2} \times (PPCA_{n-2} + \text{Base Rate})] - [(P_{n-2} + TU_{n-2})]$

Where:

S_{n-2}	=	Total system sales (KWH) excluding street lights from second preceding month
P_{n-2}	=	Actual purchased power cost for the second preceding month
$PPCA_{n-2}$	=	Purchased power cost adjustment factor in dollars per KWH rounded to the nearest one thousandth of a cent applicable to bills rendered during the second preceding billing month
TU_{n-2}	=	True-up for the second preceding billing month

EXHIBIT A

City of Georgetown Annual Budget by Organization Report for FY 2023
(July 1, 2022 to June 30, 2023)



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

ACTION ITEM

DOC ID: 3653

Council Meeting Date:	25 August 2022
Department:	Engineering
Issue Under Consideration:	Motion to approve and ratify the submission of the CDBG Community Development Program Application under the Special Project category to SC Commerce Department in the amount of \$360,933 with a local match of \$110,933 from the Hospitality Tax to build a parking lot at 113 Cleland Street.
Amount Requested:	\$110,933
Is Item in Current Budget?	Yes
If no, please explain:	N/A
Financial Impact:	None. The funds will be redirected from the purchase of land for Front Street Parking to Cleland Street Parking Lot in the Hospitality Tax Fund.
Points to Consider:	• The total budgeted project cost is \$360,933. • The maximum grant amount is \$250,000. • The City's match amount is \$110,933.
Options:	Approve or Not Approve
Staff Recommendation:	Approve

Reviews:

Scott Whittier Completed 08/15/2022 4:24 PM
 Sandra E. Yudice Ph.D. Completed 08/15/2022 4:49 PM
 Stephanie Buccione Completed 08/19/2022 10:31 AM
 Georgetown City Council Pending 08/25/2022 5:00 PM

Attachments:

1. 1 Application Request (Special Project)- City of Georgetown Cleland Street Parking Lot Project (PDF)
2. 2 113 Cleland Street Parking Exhibit (PDF)

2/2020

Community Development Block Grant Community Development Program Application Request

Locality requesting application: City of Georgetown

Briefly describe the proposed project (address need and impact), including how CDBG funds will be used:

The proposed project will be the construction of a parking lot on 113 Cleland Street, located off Front Street, our tourism hub. Parking in this area continues to be an issue for the City's residents, business owners, and visitors. This additional parking will significantly improve the parking problem for residents and visitors coming to the Downtown area to shop, eat, entertain, conduct business, or for leisure. The funding From CDBG will be used to construct 39 parking spaces, 2 ADA. It will include pervious pavers, solar lighting, and an EV charging station.

Identify location of activities, including the local government jurisdiction and service area of beneficiaries.

☐ **Project or significant # of beneficiaries located outside applicant's jurisdiction. May require an intergovernmental agreement and joint application.**

The project is located 113 Cleland Street which is inside the City's governmental jurisdiction and City limits. This parking lot is located near the City's West End and the Downtown Historic District. The City is 59.91% LMI and will benefit all residents by providing additional parking in the Downtown area. The project will provide a well-lit parking area, free to the public and will allow residents greater access to the amenities that the Downtown area provides and help make it easier for them to handle various business and leisure affairs.

Identify Program Category:

☐ **Community Infrastructure** ☐ **Community Enrichment** ☐ ***Neighborhood Revitalization** ☐ **Ready to Go**
☒ **Special Projects** *Neighborhood Revitalization applications require a neighborhood plan (see Application Guidelines for details)

List any CDBG projects that are not programmatically closed:

City of Georgetown West End Neighborhood Demolition Project (4-CE-20-007)

City of Georgetown West End District Water Upgrade (4-CI-21-008)

CDBG Funds Requested:	<u>\$250,000</u>	National Objective:	
10 % Match: (30.7%)	<u>\$110,933</u>	Total # Proposed Beneficiaries:	<u>8,855</u>
Other Funds Required:	<u>\$</u>	☒ LMI*	☐ Slum & Blight ☐ Urgent Need
Total Project Cost:	<u>\$360,933</u>	*Est. Nbr. & % LMI Beneficiaries:	<u>5,305 & 59.91%</u>
		Source:	☐ Survey ☒ Census

List Other Sources of Funding:

Attach: ☒ Project map with jurisdictional boundaries and service area ☒ FIRM map with project location ☒ Cost estimate or preliminary engineering report

Attach requests and rationale for waivers of: ☐ Maximum Grant Amount ☐ Match ☐ Threshold

Send application: ☐ Forms ☒ Email to: msmith@wrcog.org

Contact Name: Eliza Jagger Telephone: 843-545-4045

Address: 939 Post Office Drawer

Georgetown, SC 29442

Sandra E. Yúdice, Ph.D. City Administrator

8/12/2022

Name / Title of Chief Elected / Administrative Official

Signature and Date

Complete and mail to:

SC Department of Commerce, Grants Administration
1201 Main Street, Suite 1600, Columbia, SC 29201

City of Georgetown
OPINION OF PROBABLE CONSTRUCTION COST (PRELIMINARY)

Project: Cleland Street Public Parking Lot
39 Parking Spaces including 2 ADA spaces

Date: 8/10/2022

Rev. Date: 8/12/2022

Option 1: Combination of Asphalt and Permeable Pavers

Prepared by: Orlando Arteaga, PE

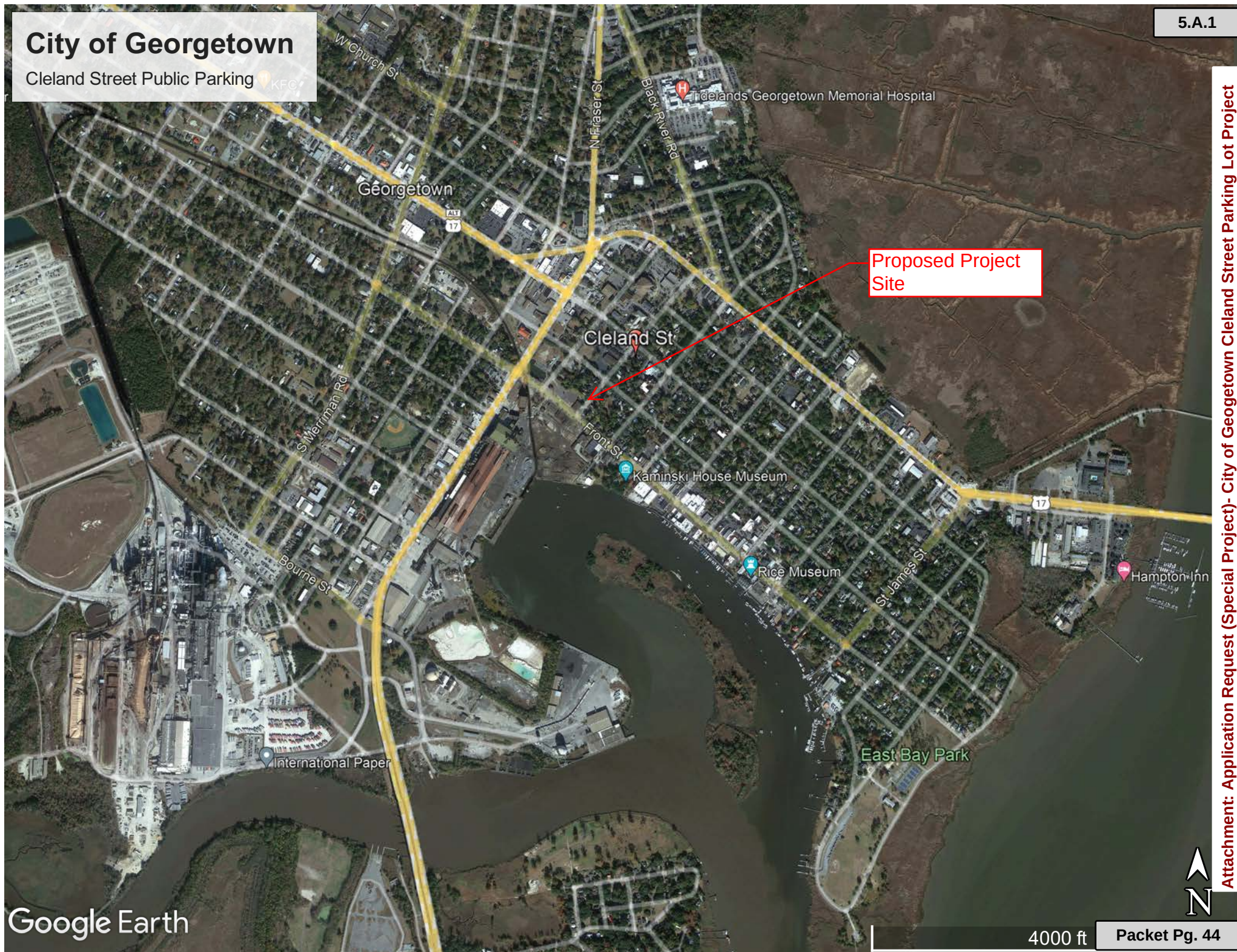
Item No.	Description	Quantity	Unit	Unit Price	Total
	CONSTRUCTION				
1	Existing Concrete and Slag Removal	12,640	SF	\$0.50	\$6,320
2	Tree Removal	1	EA	\$2,000	\$2,000
3	Excavation, Grading, and Hauling	452	CY	\$35	\$15,815
4	2-in Asphalt Pavement	490	SY	\$37	\$18,130
5	8-in. Graded Aggregate Base	490	SY	\$16	\$7,840
6	Pervious Concrete Pavers	7,000	SF	\$20	\$140,000
7	Concrete Ribbon	952	LF	\$15	\$14,280
8	6-in. Concrete Driveway Entrance	440	SF	\$18	\$7,920
9	Paint Parking Spaces -Standard	37	EA	\$30	\$1,110
10	Paint Parking Spaces -ADA	2	EA	\$50	\$100
11	Traffic Arrows and Stop Bar Paint	1	LS	\$1,500	\$1,500
12	Furnish and install precast concrete wheel stops	39	EA	\$120	\$4,680
13	Solar Light Poles	4	EA	\$1,500	\$6,000
14	Signs	2	EA	\$50	\$100
15	Stormwater Planter Islands	4	EA	\$750	\$3,000
16	Electric Vehicle (EV) Charging Station	1	EA	\$13,500	\$13,500
17	6-ft. C.L. Galv. Steel Fence, Commercial Grade	461	LF	\$55	\$25,355
	Subtotal				\$267,650
	Construction Contingency	10%			\$26,765
	Total Construction				\$294,415
	NON-CONSTRUCTION				
1	Surveying	1	LS	\$2,000	\$2,000
2	Engineering & Construction Admin.	1	LS	\$30,000	\$30,000
3	Testing Allowance	1	LS	\$2,000	\$2,000
4	Grant Administration Fee	1	LS	\$32,518	\$32,518
	Total Non-Construction				\$66,518
	TOTAL				\$360,933

Note 1: This is an opinion of probable construction costs based on historical cost data and/or schematic diagrams prepared for the purposes of estimating a budget for this project. No engineering plans and specifications have been prepared at this point in time; therefore, the final estimate is subject to change at the final design stage and market conditions of the time.

City of Georgetown

Cleland Street Public Parking

5.A.1



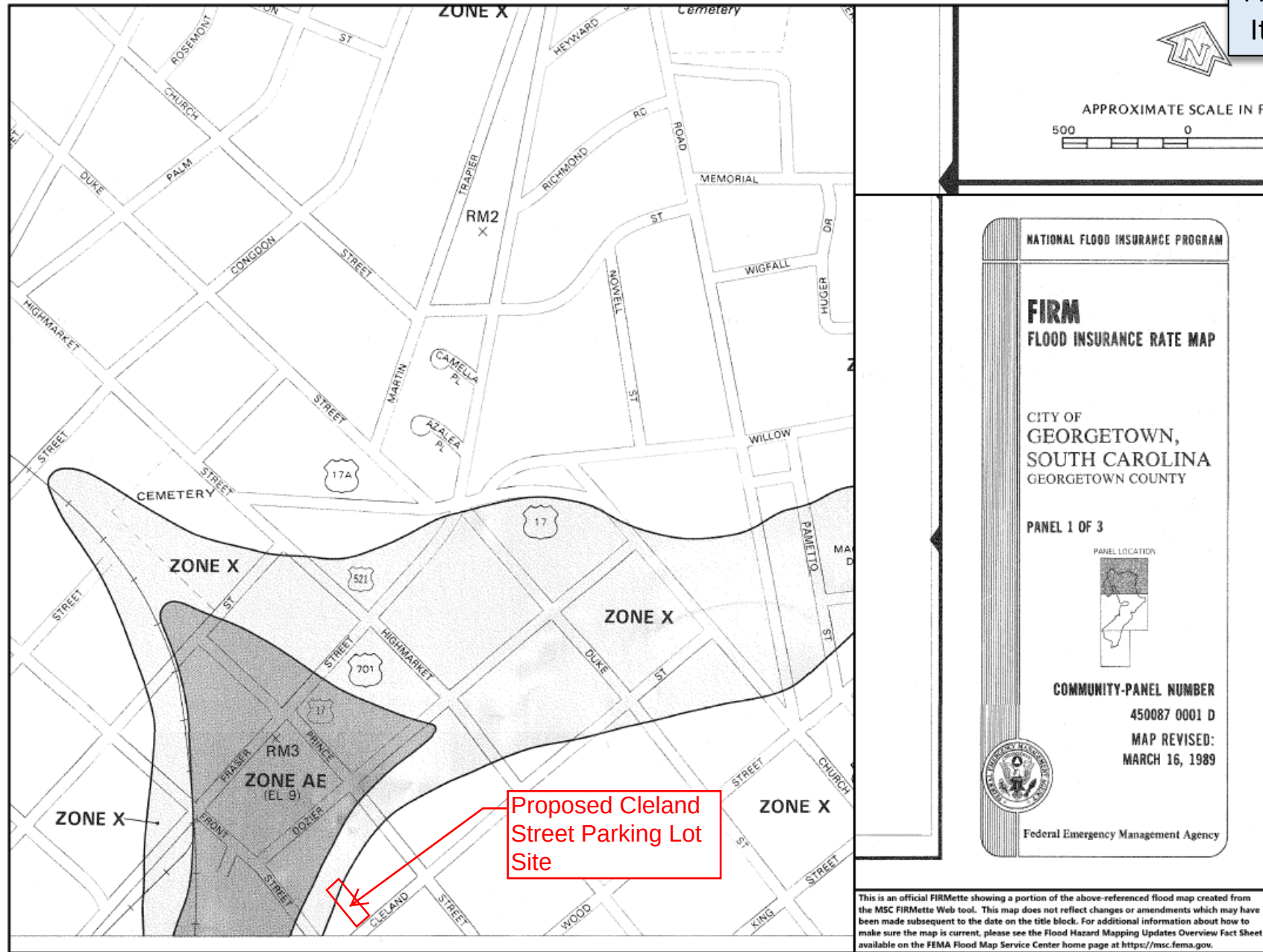
Proposed Project Site

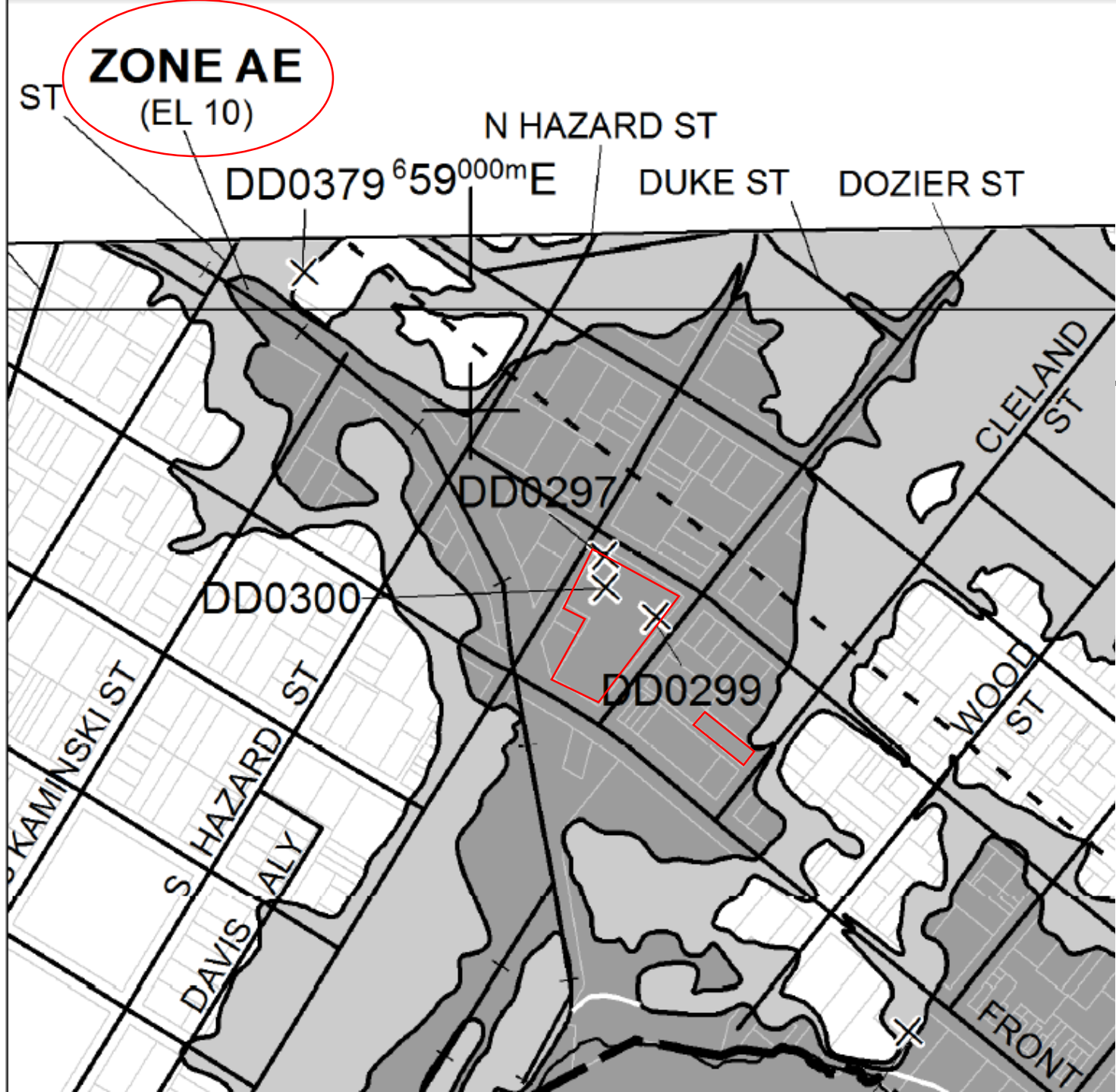
Attachment: Application Request (Special Project)- City of Georgetown Cleland Street Parking Lot Project

Google Earth

4000 ft

Packet Pg. 44





NFIP

PANEL 0485G

FIRM

FLOOD INSURANCE RATE MAP

GEORGETOWN COUN

SOUTH CAROLINA

AND INCORPORATED AREA

PANEL 485 OF 675

(SEE MAP INDEX FOR FIRM PANEL LAYOUT)

CONTINUAL	NUMBER	PANEL	I
COMMUNITY	48007	0485	
GEORGETOWN, CITY OF	48007	0485	
GEORGETOWN COUNTY	48008	0486	

PRELIMINARY

NOVEMBER 13, 201

Notes to User: The map number shown below should be used when ordering the flood insurance map. The map number should be used on insurance applications for the community.

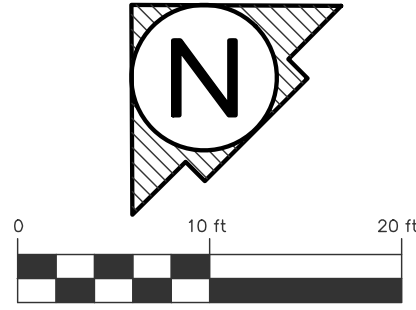
MAP NUM

48043C0

EFFECTIVE DATE

Federal Emergency Management Agency

Packet Pg. 46



CLELAND STREET

SHEET NO.
1 of 1
JOB No:

113 CLELAND STREET PARKING CITY OF GEORGETOWN SOUTH CAROLINA		 ROWE PROFESSIONAL SERVICES COMPANY O: (843) 444-1020 F: (843) 448-3936 www.rowepsc.com		NO.		DATE		REVISIONS	
PROJECT: MGR: REH DESIGNED BY: CHECKED BY: DATE ISSUED: 08/05/22									
SHEET NO.		1 of 1		JOB No:					



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

ACTION ITEM

DOC ID: 3654 A

Council Meeting Date:	25 August 2022
Department:	Engineering
Issue Under Consideration:	Motion to approve (1) submission of a grant application to SC Rural Infrastructure Authority under the SC Infrastructure Investment Program (SCIIP) in the amount of \$9,733,738 with a local match of up to \$1,717,718 from the Water and Wastewater Enterprise Fund for an estimated total project of \$11,451,456 for the Sewer Pump Station #11 Upgrades and Force Main Replacement projects; (2) submit an application for \$500,000 to SCRIA towards the local match; and (3) authorize the City Administrator to initiate the process to finance the 15% local match required up to \$1,717,718.
Amount Requested:	\$1,717,718
Is Item in Current Budget?	No
If no, please explain:	The projects were not budgeted for FY22-23
Financial Impact:	The City will need to finance local match required through a loan.
Points to Consider:	• Staff is recommending these projects as priorities. • The Water and Wastewater Enterprise Fund does not have reserves; hence, the local match requires financing. • Financing the local match up to \$1,717,718 would require a rate increase of 18% for FY 2024 (1% more than the recommended 17% in the rate study presented to Council at the 7/18/22 meeting). • The City may submit an application to SCRIA for up to \$500,000 towards the local match. • Should the City submit the application for the projects and the \$500,000 be approved, the local match would decrease by this amount and the rate increase would remain at the study recommended 17% rate increase for FY 2024. • Without financing the local match the only option is to take the match from the General Fund's fund balance to support the enterprise fund. This would deplete the fund balance substantially and unable to support general government expenditures in the future. • Without providing a local match, the grant application will not be competitive.
Options:	Approve or Not Approve
Staff Recommendation:	Staff does not have a recommendation and will follow Council's

Updated: 8/16/2022 4:46 PM by Sandra E. Yudice Ph.D. A (Page 1)

	directions.
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Reviews:

Scott Whittier Completed 08/16/2022 7:22 AM

Sandra E. Yudice Ph.D. Completed 08/16/2022 4:46 PM

Stephanie Buccione Completed 08/19/2022 4:04 PM

Georgetown City Council Pending 08/25/2022 5:00 PM

Attachments:

1. 1 FY23-SC Infrastructure Investment Program - Grant Application (PDF)
2. 2 20-in. Sewer Force Main Replacement Site Map (PDF)
3. 3 City Hall Pump Station #11 Site Map (PDF)
4. 4 RIA SCIIP Grant Local Match Draft Commitment Letter (PDF)
5. 5 Pump Station #11 Estimate (PDF)
6. 6 Sewer Force Main Estimate (PDF)



Grant Application

Applicant Information

Applicant Name:			
Mailing Address:			
City, State and Zip:		County:	
Utility Service Population: 30,000 or more 3,301 - 10,000 10,001 - 29,999 3,300 or fewer		☐ Check here if applicant is submitting on behalf of a not-for-profit water/sewer company or other eligible entity. Name: _____	
NPDES Permit Number:	☐ N/A	PWS ID Number:	☐ N/A
Regional Project Participants:	☐ N/A		

Project Description:

Project Title:	
Project Summary: (2-3 sentences)	

Grant Category:

Type of Project:

Project Benefit:

☐ Community Impact ☐ Regional Solutions ☐ Viability Planning	<i>Check all that apply:</i> ☐ Water ☐ Stormwater ☐ Sewer ☐ Planning	Number of customers/taps directly served by project: Residential: _____ Business: _____
---	--	--

Funding Request & Budget Summary

A detailed estimate of all costs must be attached.

Source	Construction Costs*	Non-Construction Costs	Total	% of Total**
SCIIP Funds Requested:				
RIA State Funds Requested: <i>Service pop ≤10K or Tier III/IV</i>			Total Local Investment Dollars:	Total Local Investment Percentage:
Other: _____				
Other: _____				
Local Funds:				
Total Project Funding:				

* Include a 25% construction contingency allowance

** SCIIP local investment requirements (the minimum percentage of project costs that must be provided by non-SCIIP funds):

Community Impact

Large Systems (≥30,000 service pop.): 25% of project costs

Small Systems (<30,000 service pop.) or those in Tier III/IV Counties: 15% of project costs

Regional Solutions: 15%

Viability Planning: None



Grant Application

Project Schedule & Readiness

Milestone	Expected/Actual Completion		
Final Design	Date: _____ ☐ N/A	Permits required (list types):	
Permits Acquired	Date: _____ ☐ N/A		
Acquisition	Date: _____ ☐ N/A	# of easements/parcels needed:	
Advertise for Bids	Date: _____ ☐ N/A	# of contracts planned:	
Start of Work	Date: _____ ☐ N/A	Federal final expenditure deadline is December 2026	
Completion of Work	Date: _____ ☐ N/A		

Contact Information

	Name	Title	Phone	Email Address
Chief Elected or Administrative Official:				
Local Project Contact:				
Local Financial Contact:				
Engineer/Consultant:				

Certification

As the Chief Executive Official for the applicant, I certify that the information in this request and the attachments is complete and correct and that the applicant has authorized submission of this request for the SC Infrastructure Investment Program, which is funded through State Fiscal Recovery Funds allocated to the State of South Carolina and authorized by the American Rescue Plan Act, to assist in carrying out the project described herein. Further, I acknowledge that the herein described project will meet an eligible use of these funds as defined by U.S. Treasury's State and Local Fiscal Recovery Funds program guidelines, and that if awarded this project will comply with all applicable federal, state, and local regulations and laws.

Name of Chief Executive Official (Elected or Administrative)		Title	
Signature*		Date	

** Please save this completed form for electronic submission **prior** to signing. **Do NOT submit a scanned version.**
The printed form with original, pen-and-ink signature must be mailed or delivered as detailed on page 6.*

Please see the following pages for **required attachments** and **application submission instructions**.

Applications must be received by 5:00 pm on September 12, 2022.

ATTACHMENTS FOR CAPITAL IMPROVEMENT PROJECTS (Community Impact & Regional Solutions Grants)

ATTACHMENT 1: APPLICATION NARRATIVE

Attach a brief narrative about the project that addresses each of the topics indicated.

A. NEED

Explain the need for this project including:

- a summary of the current condition, capacity and deficiencies of existing facilities
- the frequency and severity of the problem

B. PROJECT DESCRIPTION

Provide a detailed description of the project, including all activities regardless of funding source

C. FEASIBILITY

- Identify how the project will cost-effectively solve the problem or improve conditions including consideration of two other alternatives.
- Explain how the project will be carried out to meet the December 2026 federal expenditure deadline, including any anticipated problems or delays
- Provide specific plans for preparing for and dealing with cost overruns
- **For systems serving up to 10,000 people or those in Tier III/IV counties that are requesting up to \$500,000 in RIA state grant funds to supplement local investment,** provide rationale for the need and impact of requesting these funds
- Describe any interest in implementation of a “dig once” plan for incorporation of broadband conduit during project construction. Such projects will be referred to the Office of Regulatory Staff for possible coordination and funding.

D. BENEFITS/IMPACT

- Explain how the project will make a transformative impact on the community and address one or more of the following priorities:

Community Impact Grants

1. Regional Solutions
projects that implement solutions that impact multiple systems
2. Water Quality
projects that address consent orders, violations, or other public health or environmental impacts
3. Resilience and Storm Protection
projects that help utilities prepare for emergencies
4. Other Aging Infrastructure
projects that upgrade or replace infrastructure that has exceeded its useful life
5. Capacity
projects that improve service for existing residents while preparing for future opportunities

Regional Solutions Grants

1. The project results in a consolidation or operating agreement with at least one small system with viability concerns
2. The project results in an expanded partnership agreement with at least one small system with viability concerns
3. The project results in a consolidation or operating agreement with other systems

- Include any additional information that should be considered in evaluating the proposed project.

Required attachments for capital improvement projects are CONTINUED on the next page.

ATTACHMENTS FOR CAPITAL IMPROVEMENT PROJECTS (Community Impact & Regional Solutions Grants) *cont'd*

ATTACHMENT 2: PRELIMINARY ENGINEERING COST ESTIMATE

- A detailed, itemized cost estimate for both construction and other costs, prepared within the past year.
- A 25% construction contingency should be included as a separate line item.
- A PER may be attached but is NOT required.

ATTACHMENT 3: PROJECT LOCATION AND SERVICE AREA MAPS

One or more maps showing the system service area as well as location, size and/or capacity of existing and proposed infrastructure within the project service area. Identify census tracts for the proposed infrastructure. Use symbols and color-coding to identify activities.

ATTACHMENT 4: FUNDING AND OTHER COMMITMENTS

- Commitments of all non-RIA funds required to implement the project:
 - For local funds, a letter of commitment (with original signature) from the chief elected or administrative official. The letter should identify the source of the funds (e.g., general fund or enterprise fund) and when the funds will be available.
 - For other sources, a copy of the award letter or other documentation from the agency that includes the amount of funds awarded.
- Certification of public ownership for all necessary easements/rights-of-way or other real property already acquired for this project.
- If the applicant proposes improving infrastructure that it does not own, include a letter from the system owner describing the partnership between the two entities and granting permission for the applicant to carry out the project.

ATTACHMENT 5: VIABILITY SELF-ASSESSMENT FOR RIA STATE GRANT REQUESTS

Utilities serving 10,000 people or less OR located in Tier III/IV counties may request RIA state grant funds up to \$500,000 to supplement the local investment requirement. Those applicants must download and complete the Utility Viability Tool and submit the Results Summary as part of this application. Other applicants may **choose** to complete the tool and submit the results to document need.

The Utility Viability Tool can be downloaded at ria.sc.gov/utility-viability/.

ADDITIONAL ATTACHMENTS

Include any other relevant documentation that supports the application narrative. Examples may include:

- Sanitary surveys or compliance inspections to document existing issues
- Notice of violations, consent orders, or corrective action plans related to the project
- Test results, customer complaints, repair logs, photos, etc. documenting the problem to be addressed

ATTACHMENTS FOR VIABILITY PLANNING PROJECTS

ATTACHMENT 1: APPLICATION NARRATIVE

Attach a brief narrative about the project that addresses each of the topics indicated.

A. NEED

Explain the need for this project including:

- Specific technical, financial and managerial challenges faced by the applicant
- Steps that have been taken to strengthen viability

B. PROJECT DESCRIPTION

Provide a detailed description of all proposed planning activities regardless of funding source

C. FEASIBILITY

- Identify how the planning activities will cost-effectively address the challenges identified
- Explain how the planning activities will be carried out to meet the December 2026 federal expenditure deadline, including any anticipated problems or delays
- Provide specific plans for preparing for and dealing with cost overruns

D. BENEFITS/IMPACT

- Describe how the outcome of the planning activities will be used to support long-term viability, including plans for the implementation of any recommendations
- Include any additional information that should be considered in evaluating the proposed project

ATTACHMENT 2: DETAILED COST ESTIMATE

A detailed, itemized cost estimate for all proposed activities, prepared within the past year

ATTACHMENT 3: SERVICE AREA MAPS

County or municipal road/street maps identifying the applicant's service area including the census tracts

ATTACHMENT 4: FUNDING AND OTHER COMMITMENTS

- Commitments of all non-RIA funds required to implement the project:
 - For local funds, a letter of commitment (with original signature) from the chief elected or administrative official. The letter should identify the source of the funds (e.g., general fund or enterprise fund) and when the funds will be available.
 - For other sources, a copy of the award letter or other documentation from the agency that includes the amount of funds awarded.

ADDITIONAL ATTACHMENTS

Include any other relevant documentation that supports the application narrative. Examples include:

- Sanitary surveys, compliance inspections, or other documentation of regulatory issues
- Documentation of system challenges such as financial statements or the results summary from the Utility Viability Tool which can be downloaded at ria.sc.gov/utility-viability/.

Application Instructions Due September 12, 2022

To ensure the proposed project complies with program guidelines (including eligibility, local investment and budget/cost feasibility), please review the [SCIIP Program Strategy](#) before completing the application.

Submission Instructions

Applications must be submitted **both** electronically and in hard copy. Please carefully review the required submissions:

1. **2 hard copies** of the signed application and attachments:
 - a. One original version with **original, pen-and-ink** signatures on the application certification and any local funding commitment letters
 - b. One duplicate copy of the full application (all attachments included)

*Hard copies may be mailed or hand-delivered but must be **received** by 5:00 p.m. on September 12, 2022.*

AND

2. **Required electronic files** (2 separate PDFs):
 - a. The PDF of the application form, completed but unsigned and saved in its original format (NOT printed and scanned)
 - b. A **single** PDF of all attachments, in the requested order

Electronic files may be emailed to info@ria.sc.gov or sent on a flash drive with the hard copies.

Mailing Address
SC Rural Infrastructure Authority
1201 Main Street, Suite **1600**
Columbia, SC 29201

Delivery Address
SC Rural Infrastructure Authority
1201 Main Street, Suite **1740**
Columbia, SC 29201

Email Address
info@ria.sc.gov

All application submissions (both hard copies and electronic files) must be RECEIVED by 5:00 p.m. on September 12, 2022.

Please contact RIA staff with any questions about application requirements or submission procedures.

803-737-0390
info@ria.sc.gov

RIA South Carolina
Rural Infrastructure Authority

Sewer Force Main from City Hall PS #11 to WWTP

Force Main Length: 10,965 LF

5.B.2



City of Georgetown

Sewer Pump Station #11
(Former City Hall site)

5.B.3

Georgetown City Fire Department

20-in. DIP Sewer Force Main

Sewer Pump Station #11

Front St & Dozier St

Front St

Dozier St

Dozier St

Dozier St

Prince St

Google Earth

300 ft

Packet Pg. 57

Attachment: City Hall Pump Station #11 Site Map (3654 : Approval of SCIP-RIA grant application for City

MAYOR
CAROL JAYROE

CITY ADMINISTRATOR
SANDRA E. YUDICE, Ph.D.

CITY CLERK
STEPHANIE BUCCIONE



COUNCIL MEMBERS
AL JOSEPH
MAYOR PRO TEMPORE

JONATHAN ANGNER
JIM CLEMENTS
HOBSON H. MILTON
JIMMY MORRIS
CLARENCE SMALLS

Executive Office
(843) 545-4001

September 1, 2022

Ms. Bonnie Ammons, Executive Director
SC Rural Infrastructure Authority
1201 Main Street, Suite 1600
Columbia, SC 29201

RE: South Carolina Infrastructure Investment Program (SCIIP) Application
City of Georgetown Water Utilities
Commitment of Local Funds for Sewer Pump Station #11 Upgrades and Force Main Replacement Projects

Dear Ms. Ammons:

As detailed in this package, the City of Georgetown is applying for \$9,733,738 in SCIIP funds to assist with the completion of a Sewer Pump Station #11 and Force Main Pipe replacement project that will provide for upgrades and the replacement of aging infrastructure. The total project is estimated at \$11,451,456 as provided in the detailed cost estimate included in this package. Based on this estimate, the City of Georgetown will commit \$1,717,718 which is 15% of the estimated budget. Please accept this letter as it serves as documentation of the commitment of these funds, which would be provided from a small revenue bond, a State Revolving Fund loan, or a bank loan. The City will also fund any additional costs that may be needed in order to complete the project due to budget overruns.

Please note that we are also applying for the \$500,000 assistance from SCRIA towards the local investment requirement since our system serves less than 10,000 people. If approved, the required local match would be decreased by this amount.

If you have any questions or need additional information, please feel free to contact me at syudice@georgetownsc.gov or 843-545-4175.

Sincerely,

Sandra E. Yúdice, Ph.D.
City Administrator

Cc: Mayor Carol Jayroe and City Council Members
Scott Whittier, Utilities and Public Works Department Director
Kathy Vermeland, Finance Department Director
Orlando Arteaga, City Engineer

Drawer 939
Georgetown, SC 29442

City of Georgetown
OPINION OF PROBABLE CONSTRUCTION COST (CONCEPTUAL)

Project: City Hall Sewer Pump Station #11 Replacement and Upgrades

Date: 8/8/2021

Prepared by: Orlando Arteaga, P.

Item No.	Description	Quantity	Unit	Unit Price	Total
	CONSTRUCTION				
1	General Conditions: Supervision, Insurance, Bonds, Mobilization, Demobilization	1	LS	\$150,000	\$150,000
2	Erosion and Sediment Control	1	LS	\$5,000	\$5,000
3	Demolition	1	LS	\$75,000	\$75,000
4	Sitework (Piping, Valves, Manholes, Hardscaping, Landscaping, Misc.)	1	LS	\$375,000	\$375,000
5	New Wetwell	1	LS	\$325,000	\$325,000
6	Bypass Pumping	1	LS	\$65,000	\$65,000
7	Prefabricated Pump House 10'x20'	1	LS	\$250,000	\$250,000
8	Pumps w. VFD's and Control Equipment (3 EA.)	1	LS	\$1,750,000	\$1,750,000
9	Generator and ATS	1	LS	\$150,000	\$150,000
10	Electrical Work	1	LS	\$200,000	\$200,000
11	Security Fence Enclosure	1	LS	\$25,000	\$25,000
	Subtotal				\$3,370,000
	Construction Contingency	25%			\$842,500
	NON-CONSTRUCTION				
12	Engineering and Const. Admin	10%			\$337,000
13	Inspections & Testing Allowance	1	LS	\$20,000	\$20,000
14	Soil Borings	1	LS	\$5,000	\$5,000
	TOTAL				\$4,574,500

Note 1: This is an opinion of probable construction costs based on historical cost data and/or schematic diagrams prepared for the purposes of estimating a budget for this project. No engineering plans and specifications have been prepared at this point in time; therefore, the final estimate is subject to change at the final design stage and market conditions of the time.

Attachment: Pump Station #11 Estimate (3654 : Approval of SCIP-RIA grant application for City Hall Pump Station and Sewer Force Main)

City of Georgetown
OPINION OF PROBABLE CONSTRUCTION COST (CONCEPTUAL)

Project: Replacement of 20-in. Sewer Force Main from P.S. #11 to WWTP

Date: 8/8/20

Prepared by: Orlando Arteaga, F

Item No.	Description	Quantity	Unit	Unit Price	Total
	CONSTRUCTION				
1	General Conditions: Supervision, Insurance, Bonds, Mobilization, Demobilization	1	LS	\$75,000	\$75,000
2	Erosion and Sediment Control	1	LS	\$50,000	\$50,000
3	Construction Entrances	4	EA	\$5,000	\$20,000
4	Old Force Main Removal or Flowable Fill	10,965	LF	\$30	\$328,950
5	20-in. DIP, 8' deep, includes excavation and backfill	10,565	LF	\$225	\$2,377,125
6	20-in HDPE Directional Drill at S. Fraser Street	100	LF	\$400	\$40,000
7	20-in. DIP Fittings	10	Ton	\$20,000	\$200,000
8	Isolation Plug Valves	10	EA	\$15,000	\$150,000
9	Air Vacuum Valves with Manholes	5	EA	\$40,000	\$200,000
10	30-in. Jack and Bore @ 3 CSX crossings	300	LF	\$1,000	\$300,000
11	CSX ROW Crossing Permit and Flagman Fees	3	EA	\$25,000	\$75,000
12	Sidewalk, 4" thick with disposal	300	SY	\$70	\$21,000
13	Paving and Milling, 2" thick Type B	33,749	SY	\$35	\$1,181,226
14	Traffic Control	1	LS	\$25,000	\$25,000
15	Site Restoration and Grassing	1	EA	\$10,000	\$10,000
	Subtotal				\$5,053,301
	Construction Contingency	25%			\$1,263,325
	NON-CONSTRUCTION				
1	Route and Topo Surveying	1	LS	\$30,000	\$30,000
2	Engineering, Cons. Admin, Inspections	10%			\$505,330
3	Testing Allowance	1	LS	\$25,000	\$25,000
	TOTAL				\$6,876,956

Note 1: This is an opinion of probable construction costs based on historical cost data and/or schematic diagrams prepared for the purposes of estimating a budget for this project. No engineering plans and specifications have been prepared at this point in time; therefore, the final estimate is subject to change at the final design stage and market conditions of the time.



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

INFORMATION ITEM

DOC ID: 3657

Council Meeting Date: 25 August 2022
Department: Administration
Issue Under Consideration: Charters of Freedom Presentation

Foundation Forward, Inc., is an educational, 501(c)(3) non-profit organization that brings replicas of the Charters of Freedom to counties throughout the country. Founders, Mr. and Mrs. Vance Patterson, approached Georgetown County, who in turn contacted the City of Georgetown for assistance to find an appropriate and highly visible and visited location to build the Charters of Freedom. Staff determined that Rainey Park would be an ideal location for the monuments and met with Mr. and Mrs. Patterson on site. There is no cost to the City, other than site preparation and maintenance (i.e., cleaning) of the monuments.

City Council will need to approve an ordinance granting permission to build the Charters on public property. The tentative schedule is:

September 15: 1st reading

October 20th: 2nd reading

November: begin construction

Foundation Forward will prepare a Letter of Intent stating their intention to gift a Charters of Freedom to all the citizens of Georgetown County and the location will be in Georgetown City's Rainey Park at the intersection of King and Front Streets. If approved, this would be the second Charters of Freedom built in the State of South Carolina. The first one was built in Richland County and dedicated in May 2016.

Locations of the Charters of Freedom may be viewed at
www.chartersoffreedom.com/completed-settings



DONATE

LEAVE A LEGACY

PURCHASE A PAVER

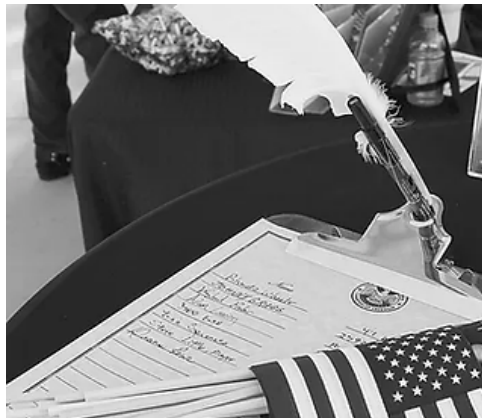
The Process



STEP 1

Initial Engagement

When someone inquires about starting a Charters of Freedom setting to their community, we start by providing them with an informational guide on our organization, the process, and the commitments needed to start.



STEP 2

Letter of Intent

This is a formal document that signifies the start of a partnership between a community and our organization, set out with the purpose of building a Charters of Freedom setting.



STEP 3

Steering Committee

Every community we work with is required to assemble a steering committee to help move the process along. This crucial step requires the help of community members with a can-do attitude, local knowledge, and connections.

**STEP 4****Community Support**

Charters of Freedom settings are built without the use of any tax dollars. Because of this, we use community support to spread the word, generate interest, and bring in donations.

**STEP 5****Ground Breaking**

After donations have been raised and plans have been approved, our construction team goes to work on the start of what will become a Charters of Freedom setting. The installation is built to last 300-500 years.

**STEP 6****Community Awareness**

Our team is great at getting the word out for upcoming Charters of Freedom projects, but with the help of local participation, more awareness can be raised about the piece of history coming to the community.

**Dedication Ceremony
Ground Breaking**

After construction is finished for each setting, a dedication ceremony is set up to officially hand over the Charters of Freedom to the community. These events are great opportunities to bring people to your community and obtain media coverage.

**Foundation Forward, Inc**

Where History Meets the Future

227 Main St W, Valdese, NC 28690

(828) 522-1400

**DONATE**

Foundation Forward Inc. is a 501(c)(3)
organization

We use cookies on our website to see how you interact with it. By accepting, you agree to our use of such cookies. [Privacy Policy](#)

[Settings](#)[Decline All](#)[Accept](#)





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

INFORMATION ITEM

DOC ID: 3629

Council Meeting Date: 25 August 2022
Department: Administration
Issue Under Consideration: Boards and Commissions Presentation

City of Georgetown, South Carolina

Boards, Commissions, and Committees



Policies, Procedures, and Requirements

August, 2022

DRAFT

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CITY OF GEORGETOWN

POLICY TO APPOINT MEMBERS TO THE CITY'S BOARDS, COMMISSIONS AND COMMITTEES

Policy Statement

Georgetown City Council has established boards, commissions, and committees (collectively hereinafter referred to as “board” or “boards”) to recommend specific policy-related issues for Council’s consideration, action, and to provide a forum and opportunity for broad community participation in the identification and prioritization of official City matters. City Council has the responsibility to appoint members to boards to carryout various areas of City programs, address community needs, and as a means to gain greater public input. The City of Georgetown encourages community members’ participation in the City’s boards. Boards operate under a set of general guidelines but there are some that have specific ones. Appointed members who serve on a board play an important role in assisting the City Council to translate ideas into programs or concerns into changes. Board members are considered public officials and provide a positive service that is invaluable to the continued progress of the City. Board members shall be registered to vote in the City of Georgetown, except as noted on the residency requirements of specific boards.

General Guidelines

Boards advise City Council on several matters by making recommendations on important public policy matters. Serving on a City board can be a rewarding experience for community service-minded residents. It is a great way to participate in local government and to make a personal contribution to the improvement of the community. As such, there are basic laws and procedures that govern meetings as well as rules that all boards members must comply with during their term as outlined in each of the following sections.

As advisory arms of City Council, the main roll of boards is to review established policies, and make recommendations to City Council on matters within the scope of their responsibility, and to promote public participation in determining City policies and program implementation. Boards serve as a principal policy reviewing body of the City. However, boards’ decisions are advisory in nature with the final disposition made by City Council. Certain boards, such as the Planning Commission, may take final action in certain areas prescribed by state laws. Boards should represent the general interest of the City as a whole and not specific program areas or personal, individual, or special interest groups.

Each board shall adopt bylaws or rules to conduct their business effectively and appropriately. The city attorney may assist with developing new or revising existing bylaws or rules of boards, as needed. Each board shall select a chair and a vice-chair each year to preside the meetings. The chair is the key person to maintain the process flowing during meetings. The chair must balance being strong enough to ensure that meetings run efficiently according to the adopted rules but democratic enough to use the chair’s power and authority of the position wisely. The chair must ensure also that discussions are focused on the item being discussed and not sidetracked. The chair must have the ability to find common ground and in achieving a compromise, when appropriate. The vice-chair must be able to replace the chair when the latter is unavailable or unable to president meetings. Public meetings should not be used to express anger or disagreement. Individual board members have the right to **one vote only**. Members shall vote by raising one hand or by a roll call vote, depending on the board’s rules.

A majority of the board members shall constitute a quorum to conduct business. **Boards meetings shall not be called to order and conducted without a quorum present.** Informational board workshops or study sessions, where no decision are made, may be conducted without a quorum. The City of Georgetown relies on volunteers to help conduct the business of the City. Boards are comprised of volunteers that are an integral and necessary part of local government. It is important that board members make every effort to attend all regulars and called meetings of the board to which the member is appointed. Excessive absences can affect the board’s ability to form a quorum or effectively conduct business.

Boards are subject to FOIA requirements. Boards must prepare agendas and maintain minutes reflecting their

actions. Minutes are generally summarized and not verbatim, unless a board member request that a comment be verbatim reflected in the minutes. Agendas must be published at least 24 hours before the date and time of meetings. Once published, agendas may be revised but must be published at least 24 hours before the date and time of meetings. Agendas must not be revised within the 24-hour period preceding the meeting. Minutes are public documents and must be available for public review. The annual calendar of standing meetings must be published at the beginning of the year noting dates, times, and place of the meetings.

The City will assign a staff member as the point of contact (POC) to prepare agendas, minutes, correspondence, etc. City staff provides general staff services to boards, such preparing agendas, minutes, and correspondence. Boards do not establish departments' budgets, work, programs, or priorities. These are functions exclusively of City Council. Members of boards shall not involve themselves in administrative or operational matters or the implementation of City Council policies. Likewise, City Council members shall not involve themselves in administrative or operational matters of boards unless it requires (1) the appointment or dismissal of their members; (2) the restructuring of boards; or (3) the creation of new boards. Board members shall not direct staff to initiate major programs, conduct major studies, or establish policies without the approval of City Council.

Boards will communicate their findings and recommendations to City Council through memoranda, which shall be included in Council's agendas for consideration and discussion, when City Council actions are required. As individuals, board members may address Council; however, the board member should represent the view of the board and not the member's personal view or opinion, unless a proper qualification is made.

Freedom of Information Act (FOIA), Public Meetings and Public Hearings

Board meetings are public meetings, whether they are regular meetings or workshops. There are certain meetings which may be held under executive sessions (i.e., closed meetings) and are regulated by the FOIA. The public may attend the meetings and observe but cannot participate or comment on the subject matter being considered, unless allowed by the board's rules or recognized by the chair to present, seek additional information, or seek clarification.

If required by law, boards must have public hearings. Such hearings are the avenues for the public to express their opinions, concerns, etc. on the specific item the public hearing is addressing. The public has the right to speak and the right to be heard at public hearings. Boards may establish rules of procedure for the orderly conduct of hearings. Such rules may include limiting the time allowed for the public presentation and the time allocated to each speaker, as long as there is consistency in the individual time allocated.

When the public requests boards' documents under FOIA, the City will process the requests. The City is required to produce responsive documents it has in its possession. The City has a ten-day (i.e., business days) deadline to determine if the City has in its possession responsive materials from the receipt of the request for public documents and a 30-day (i.e., calendar days) deadline from the date of that determination to produce documents.

City of Georgetown Boards, Commissions, or Committees

There are two board categories: statutory and special committees. Statutory are those created by ordinance as identified below. Special committees (also called ad hoc committees) are those City Council creates pursuant to [Section 2-17 \(Special committees\)](#)¹ of the City Code of Ordinances. Special committees may be established by resolution, on a temporary basis, to review a specific issue and make recommendations, and sunset when the task

¹ Sec. 2-17. Special committees.

The mayor or city council may appoint special committees consisting of council members, staff or citizens to study issues and make recommendations to council. Such committees may hold public hearings if authorized by the mayor or council. Committee meetings shall be public except as exempted by the South Carolina Freedom of Information Act. Reports or minutes of meetings held by special committees shall be filed with the municipal clerk as public records.

(Ord. of 9-18-03(2))

is complete.

The Georgetown City Council has the responsibility to appoint members to the following boards and special committees:

Statutory boards:

- Accommodations Tax Committee or A-Tax Committee (also having jurisdiction of the Hospitality Tax) (A/H Tax Committee)
- Board of Architectural Review or Architectural Review Board (ARB)
- Board of Zoning Appeals (BZA)
- Community Appearance Board (CAB)
- Construction Board of Appeals (CBA)
- Keep Georgetown Beautiful (KGB)
- Planning Commission (PC)
- Police Community Advisory Board (P-CAB)
- Stormwater Appeals Board (SAB)

Special committees:

- West End Redevelopment Committee (WERC)

Attachment 1 includes a description of each board. The description includes the enabling legislation, number of members, qualification requirements, powers and duties, and additional attendant information.

General Requirements for Applicants

In addition to each board's specific qualification requirements, applicants shall meet the following general requirements:

- Apply for only one board at a time.
- Comply with all State laws regarding dual office holding.
- Be registered to vote.
- Reside within the City limits, except as noted.
- Attend meetings to remain as an active member.
- Attend training for certification, as required by the board.
- Attend training on how to be an effective board member, observe decorum, conduct meetings, etc.

Educational Requirements

Planning Commission, Board of Zoning Appeals, and Architectural Review Board members shall comply with all State prescribed educational requirements as stated in Title 6, Chapter 29, Article 9, Educational Requirements for Local Government Planning or Zoning Officials or Employees (Attachment 10).

Orientation of Board and Commission Members Requirement

Members appointed to boards shall attend an orientation provided by the Municipal Association of South Carolina to be held locally. Orientation includes topics such as roles, responsibilities, certifications (as required by a board), decorum, voting, rules of order, attendance requirements, etc.

Posting and Advertising Vacancies

At the beginning of quarter (i.e., January 2, April 1, July 1, and October 1), the POC will notify the Municipal Clerk the upcoming vacancies for the quarter to begin the recruiting or reappointment process of members. The POC of each board must also notify the Municipal Clerk ("Clerk") of the resignation or death of a board member. Notification

must be made in writing (e.g., via email) to the Clerk. The vacancy will not be acknowledged until the Clerk receives proper notification.

The Clerk will maintain a combined roster (Attachment 2) of all boards with upcoming vacancies under the City Council webpage. The roster will include a summary description of each board, membership requirements, and a list of current members with their respective term expiration.

The POC for each board will:

- Inform the Clerk and the Public Information Officer to coordinate a press release announcing vacancies and post any upcoming vacancies for that quarter on the City's website, Facebook page, social media outlets, etc.
- Communicate with current board members and local organizations to solicit referrals of applicants.
- The Clerk will also notify the Mayor and Council members of the upcoming vacancies for the quarter to assist with recruiting applicants.
- The Clerk will use the following advertisement template:

The City of Georgetown is announcing vacancies on the
BOARD/COMMISSION/COMMITTEE NAME HERE

Applications may be found on the City's website
<https://www.georgetownsc.gov> under
 Governmental Services
 Boards & Commissions

You may also request the Municipal Clerk to send you the application
 (see email below)

Applications are due by 5 PM on _____

Applications may be submitted via:
 Email: boardapplications@georgetownsc.gov
 Mail: Drawer 939, Georgetown, SC 29442

Applications Submission, Review, and Appointments

The Municipal Clerk will maintain a fillable, up-to-date board application (Attachment 3) on the City Council's webpage for downloading. All applications must be submitted as advertised by the designated date.

The review and appointment process will be as follows (see Attachment 4 for flow chart):

1. Municipal Clerk will forward applications received to the point of contact for each board.
2. POC will ensure that applicants comply with the general and specific requirements for the board (see attached Requirements Checklist – Attachment 5).
3. POC will inform the Clerk whether or not the applicant meets requirements by providing the Requirements Checklist. If applicants do not meet the requirements, the Clerk will notify them.
4. If applicants meet the requirement, the Municipal Clerk will send the submitted applications to City Council for review.
 - a. Prior to review, City Council may elect to interview applicants. If an interview is requested, the Municipal Clerk will notify applicants. City Council will conduct interviews during the monthly workshops in Executive Session.
 - b. City Council will vote using prepared ballots to appoint applicants (Attachment 6):
 - i. The Municipal Clerk will prepare and distribute ballots to City Council members when providing the applications.
 - ii. Council members shall vote individually and date and sign their ballots and turn them into the Clerk for the minutes.
 - iii. The Clerk will count the votes and announce the results prior to adjourning the council

- meeting (Attachment 7).
- iv. In the event there is a tied vote between applicants, vote by ballot will continue up to three subsequent votes to break the tie in the same meeting.
- v. Any board election requiring more than three tied ballot votes will be carried over until the next regular scheduled City Council meeting, where ballot voting may resume until the tie is broken.
- c. The Municipal Clerk will prepare a letter for the mayor's signature notifying applicants on whether or not they have been selected to fill the vacancy.
- d. Selected applicants must return a copy of the letter indicating their acceptance of the board appointment to the Municipal Clerk, who, in turn, will notify the POCs.
- e. Applicants who were not selected to fill vacancies may reapply in the future. Applications will not be automatically considered for future appointments.

Reappointments will follow the same procedure outlined above.

Board Member Removal

By majority vote, City Council may remove board members from their appointed positions for the following reasons:

- a. Conviction of driving under the influence of alcohol (DUI) while serving on a board.
- b. Excessive absences (defined as the number of absences for [redacted] meetings in a given quarter). (POCs must provide attendance records (Attachment 8) to the Municipal Clerk at the end of each quarter, who, in turn, will provide to City Council to allow attendance problems be identified and addressed in a timely manner.)
- c. Relocation outside of the board's jurisdictional boundaries or moving out of the city limits (except as noted on specific boards).
- d. No longer meeting general and/or specific eligibility requirements.

City Council reserves the right to remove a board appointee for actions deemed by a majority of all City Council members to be detrimental to the board.

Code of Conduct and Ethics

Board members must make every effort to uphold their reputation of honesty, fairness, professionalism, and transparency. It is important to work together to accomplish common goals and consensus solutions after reviewing technical documents, policies, etc.

Board members shall not participate in an action or vote on any item that creates the appearance of conflict of interest² in which the board member or any family member of the board member, or individual with whom the board member is associated, or a business with which a board member is associated has an economic interest. In the event an action or vote on a transaction regulated under this section comes before a board, the covered member shall:

- a) Prepare a written Conflict of Interest Statement (Attachment 9) describing the matter requiring an action or decision and the nature of the member's potential conflict of interest with respect to the action or decision; and

² Section 8-13-100(11)(a) of the SC Code of Laws defines "Economic interest" as "an interest distinct from that of the general public in a purchase, sale, lease, contract, option, or other transaction or arrangement involving property or services in which a public official, public member, or public employee may gain an economic benefit of fifty dollars or more." "(b) This definition does not prohibit a public official, public member, or public employee from participating in, voting on, or influencing or attempting to influence an official decision if the only economic interest or reasonably foreseeable benefit that may accrue to the public official, public member, or public employee is incidental to the public official's, public member's, or public employee's position or which accrues to the public official, public member, or public employee as a member of a profession, occupation, or large class to no greater extent than the economic interest or potential benefit could reasonably be foreseen to accrue to all other members of the profession, occupation, or large class."

- b) Provide a copy of the written statement to the presiding officer of the board who shall cause the statement to be included in the minutes and shall require the member be excused from any votes, deliberations, meetings, and other actions on the matter on which the potential conflict of interest exists. The presiding officer of the board shall have a copy of the member's written statement along with a copy of the minutes of the board meeting forwarded to the POC for the records.

A violation of this section by any board member can result in an action of the board being voided and invalid and may result in removal of the board member by City Council. Upon notice of a violation, the board shall, by majority vote, make a determination:

- a) Whether an act or failure to act was made in violation of this section; and
- b) Whether a violation of this section warrants voiding the board's action. In making this determination, the board may consider, among other factors, whether the benefit received was direct or indirect, incidental, remote, significant, or insignificant so as to not reasonably be regarded as capable of influencing the board member and body.

The board shall transmit its determination on the matter to City Council within thirty (30) days. City Council may, within its discretion, uphold or overturn a determination made by a board pursuant to this section. In the absence of an action by a board, City Council reserves the ability to undertake its own determinations under this section.

No board member or family member of a board member shall currently elect to receive direct services from any entity governed by the board they represent. For purposes of this section, the phrase 'elect to receive services' shall not include compliance with a governmental regulation or mandate.

The SC State Ethics Commissions has a library of opinions with [Conflict of Interests and Economic Interests examples](https://ethics.sc.gov/advisory-opinions/advisory-opinions-topics/advisory-opinions-topics-3) at <https://ethics.sc.gov/advisory-opinions/advisory-opinions-topics/advisory-opinions-topics-3>, which may be helpful to clarify questions.

Attachment 1: Description of board, commissions, and committees

Accommodations/Hospitality Tax Committee (A/H Tax Committee)

Enabling Legislation: [Section 6-4-25 of the SC Code of Laws](#) requires municipalities or counties to appoint an advisory committee to make recommendations on the expenditure of revenue generated from the State's accommodations tax. Council adopted September 18, 1986, resolution and codified as Chapter 21 – Taxation and Finance, Article III, Section 21-39 created the City of Georgetown [Accommodations Tax Advisory Committee](#) ("the A-tax committee").

The A-tax committee consists of seven (7) members, appointed by and serving at the pleasure of city council, with a majority being selected from the city hospitality industry and serving a two (2) year term, alternating yearly, pursuant to the enabling resolution. Members shall serve without compensation, but may be reimbursed for actual expenses incurred in connection with their official duties.

The Municipal Clerk or other employee or committee member as designated by the city administrator shall serve as secretary, and shall give notice of meetings in compliance with law, including the South Carolina Freedom of Information Act, and shall prepare the agenda for such meetings. The A-tax committee meets annually to distribute funds to applicants.

Members' Qualifications

[Section 6-4-25 of the SC Code of Laws](#) requires that the A-tax committee consists of seven members with a majority being selected from the hospitality industry of the municipality or county receiving the revenue. At least two of the hospitality industry members must be from the lodging industry where applicable. One member shall represent the cultural organizations of the municipality or county receiving the revenue. City Code requires that all members are residents and qualified electors of the city or operate a hospitality business within the city.

Powers and Duties

To study and report to the city council on the impact of tourist activities on municipal services. It shall further be the duty of the A-tax committee to make an annual advisory recommendation in writing to council on the expenditure of revenue generated from the accommodations tax collected pursuant to sections [21-32\(b\)](#) and [21-36](#) of the City Code. Such recommendations shall be consistent with the permitted uses of such funds under section [21-37](#) of the Code. The recommendations must be considered by the city council in conjunction with the requirements of chapter 4 of Title 6, S.C. Code of Laws.

It shall further be the duty of the A-tax committee to establish guidelines to review Hospitality Tax applications and make a recommendation to city council for expenditures of those funds, limited to the uses provided for subsection [21-35\(b\)](#) of the City Code.

Board of Architectural Review or Architectural Review Board (ARB Board)

Enabling Legislation: [Zoning Ordinance, Article XVI, Board of Architectural Review](#), created the Architectural Review Board (ARB) to achieve the purpose of the city's National Register Historic District and to further historic preservation city-wide, and in accordance with Section §6-29-870 of the Code of Laws of South Carolina, 1676, as amended. The Historic District is bounded by Church Street to the North, the Sampit River to the South, Wood Street to the West, and Meeting Street to the East. The District encompasses residential, general commercial, core commercial, and waterfront commercial. On April 21, 2022, City Council approved Ordinance #2022-09 to amend the existing ARB. The amendments are included in the Zoning Ordinance, Article XVI: Board of Architectural Review.

The ARB meets the 1st Monday of each month, 5:30 PM. Due to holiday weeks, the ARB meets on the second Monday of the month.

Establishment of Board of Architectural Review

In order to achieve the purpose of the city's National Register Historic District and to further historic preservation

city-wide, and in accordance with Section §6-29-870 of the Code of Laws of South Carolina, 1676, as amended, a Board of Architectural Review is hereby created, which shall also be known as the Architectural Review Board.

The Review Board shall consist of seven members who shall be appointed by the City Council. All members appointed to serve on the Board shall be residents of the City of Georgetown with the exception of the slot to be filled by an architect and the slot to be filled by a representative from the Core Commercial Buildings District. Any non-city resident appointed to fill the architect or representative from the Core Commercial Buildings District positions must be a resident of Georgetown County.

Members' Qualifications

All members shall demonstrate an interest, competence or knowledge of historic preservation. The Board shall be made up of the following; (1) a historian knowledgeable in local history, (2) a planner, (3) an archaeologist, (4) an architect, or if an architect is not available to serve, someone knowledgeable in building design and construction, (5) a resident of the Historic Buildings District, (6) a representative from the Core Commercial Buildings District, (7) a member of the Georgetown Historical Society. In the event an architect, historian, planner and archaeologist are unavailable, then a resident of the Historic Buildings District and two at-large members shall be selected for these positions.

Educational Requirements

ARB members shall comply with all State prescribed educational requirements as stated in Title 6, Chapter 29, Article 9, Educational Requirements for Local Government Planning or Zoning Officials or Employees.

Terms of Office

The initial terms of office for the members shall be established as follows: one member for a term of four years; two members for a term of three years; two members for a term of two years; and two members for a term of one year. All subsequent terms shall be for four years. Any vacancy in the membership shall be filled for the unexpired term in the same manner as the initial appointment. Members shall serve without pay, but may be reimbursed for any expense incurred while representing the Board.

Proceedings of the Board of Architectural Review

The Board of Architectural Review shall elect a chairman and vice-chairman from its members who shall serve for one year or until reelected or until their successors are elected. The Board shall appoint a secretary, who may be a City employee. The Board shall adopt rules, regulations and by-laws in accordance with the provisions of this Ordinance and with Section §6-29-387 of the Code of Laws of South Carolina, 1676, as amended. Meetings of the Board shall be held at the call of the Chairman and at such other times as the Board may determine. All meetings of the Board shall be open to the public.

Powers and duties of the Board of Architectural Review

In addition to other powers and duties in this Article, the Board of Architectural Review shall have the following powers and duties with respect to properties for which a Certificate of Appropriateness is a prerequisite to a building or demolition permit, or an application for a Historic Rehabilitation Tax Incentive Assessment:

- (1) In its consideration of an application to demolish in whole or in part, remove, or alter the exterior architectural appearance of any existing structure, the Georgetown Board of Architectural Review shall consider, among other things, the historic, architectural, and aesthetic arrangement, composition or features of such structure, the relationship between such structures and the surrounding area, and its importance to the City;
- (2) in its consideration of an application for new construction, the Georgetown Board of Architectural Review shall consider, among other things, character and appropriateness of the design, scale, texture and materials of the structure in question, and the relationship of such design elements to similar features of structures in the surrounding area;
- (3) the Board of Architectural Review shall not consider interior arrangement or interior design; nor shall it make requirements except for the purpose of preventing developments which are not in harmony with the

prevailing character of the Historic Buildings District or which are obviously incongruous with its character;

(4) the Georgetown Board of Architectural Review may refuse a Certificate of Appropriateness for the erection, reconstruction, alteration, demolition in whole or in part, or removal of any structure, sign, freestanding mailbox, newspaper receptacle or other similar structure within the Historic Buildings District which in the opinion of the Board would be detrimental to the interests of the Historic Buildings District and against the public interest of the City of Georgetown;

(5) in its consideration for application to demolish, remove, alter or construct a structure; the Board shall use the design guidelines approved by City Council for use by the Board in reviewing requests;

(6) in its review under an application for the Historic Rehabilitation Tax Incentive Assessment, the Board and its chair shall have the powers and duties delegated in Article V, Chapter 21 (§21 80- 84 Bailey Bill); and

(7) the Board of Architectural Review may adopt, by Resolution, policy statements consistent with the Architectural Guidelines adopted by City Council for the purpose of administration of the Architectural Guidelines. Policy statements adopted by the Board shall not conflict with policies or ordinances adopted by City Council. The Board is authorized to direct staff of the Department of Planning & Community Development in administration of the Architectural Guidelines including administration of City policies and ordinances consistent with Historic preservation and in the best interest of the City of Georgetown.

Historic Designation

The Board shall review the local inventory for Historic Buildings. The Board shall conduct first review and evaluation of proposed nominations for the National Register of Historic Places and send those recommendations to the State Historic Preservation Office for consideration by the state board. The Board shall further make recommendations for historic designation to the City Planning Commission. The Commission will then make a recommendation to City Council. The Board's recommendation shall be based on the following criteria:

A property may be designated historic if it:

1. Has significant inherent character, interest, or value as part of the development or heritage of the community, state, or nation; or
2. Is the site of an event significant in history; or
3. Is associated with a person or persons who contributed significantly to the culture and development of the community, state or nation; or
4. Exemplifies the cultural, political, economic, social, ethnic, or historic heritage of the community, state, or nation; or
5. Individually, or as a collection of resources, embodies distinguishing characteristics of a type, style, period, or specimen in architecture or engineering; or
6. Is the work of a designer whose work has influenced significantly the development of the community, state or nation; or
7. Contains elements of design, detail, materials, or craftsmanship which represent a significant innovation; or
8. is part of or related to a square or other distinctive element of community planning; or
9. Represents an established and familiar visual feature of the neighborhood or community; or
10. Has yielded, or may be likely to yield, information important in pre-history or history.

Owner Notification. Owners of properties proposed to be designated historic shall be notified in writing thirty days prior to consideration by City Council. Owners may appear before the City Council to voice approval or opposition to such designation.

Identification on City Zoning Map. All locally designated historic properties and historic districts shall be clearly shown on the zoning map. 1600.303 Opposition to Designation. Any property owner may object to the decision by the City Council to designate his or her property as historic by filing suit against the City of Georgetown before the Courts of the State of South Carolina.

Application for Historic Rehabilitation Tax Incentive Assessment. Where an Historic Designation is originally sought in conjunction with an application for the Historic Rehabilitation Tax Incentive Assessment under Article V, Chapter 21 of the City of Georgetown Code of Ordinances, the Board shall conduct the review contemplated by 1600.3, making its recommendation to Planning Commission on the property for which designation is sought. (ref. 21-84(B), City Code of Ordinances)

Editor's note: An ordinance adopted August 17, 2000 added a new § 1600.3 as set out above, deleting the former § 1600.3, which pertained to decisions of the Board of Architectural View, and added a new § 1600.4 as set out below, thereby renumbering former §§ 1600.4 and 1600.5 as §§ 1600.5 and 1600.6.

Decisions of the Board

The concurring vote of a majority of the members present shall be necessary to approve any application that comes before the Board. The Board shall keep minutes of its proceedings, showing the vote of each member upon each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the Board and shall be public record. On all applications and other matters brought before the Board of Architectural Review, the Board shall inform in writing all the parties involved of its decisions and the reasons therefore. If an application for a Certificate of Appropriateness is denied, the application may not be considered by the Board for one year unless the applicant can demonstrate to the Board that the reasons given for denial have been addressed or new information can be presented to support the previous request.

Review procedures

An application for a building permit in the Historic Buildings District shall be accompanied by plans and other information necessary to determine the appropriateness of the features to be passed upon. The Board shall meet within thirty days after notification of the Zoning Administrator of the filing of an application and at such other times as the Board may determine necessary, or upon call of the Chairman.

The Board shall give adequate public notice of all applications to be considered by the Board, as well as due notice to the parties in interest. Public notice shall be published in a newspaper of general circulation within the City at least seven days in advance of such meeting.

Upon approval, disapproval or modification of any application presented to the Board, the Board of Architectural Review shall immediately transmit a report to the Zoning Administrator stating the basis upon which the decision was made. If approval or modification of the application was determined, the Board shall cause a Certificate of Appropriateness to be issued to the applicant. Upon failure of the Board to act upon the application within forty-five days after submission to the Zoning Administrator, the application shall be deemed to be approved, except when mutual agreement has been made for an extension of the time limit. When a Certificate of Appropriateness has been issued, a copy thereof shall be transmitted to the Zoning Administrator, who shall from time to time inspect the construction or alteration approved by such Certificate, and report to the board any work not in accordance with such Certificate. In case of disapproval of any application, the Board of Architectural Review shall state the reasons there for in writing to the applicant. Notice of such disapproval and a copy of any written statements shall also be transmitted to the Zoning Administrator. In addition to stating the reasons for denial, the Board may also make general or specific recommendations in order for the application to be approved.

Appeals

Any person or any officer, department or Board of the city aggrieved by any final decision of the Board may appeal to a court of record having competent jurisdiction. A duly verified petition, setting forth that the decision of the Board is illegal in whole or in part and specifying the ground of the illegality shall be presented to the Court within thirty days after the filing of the decision of the Board.

Board of Zoning Appeals (BZA Board)

Enabling Legislation: [Zoning Ordinance, Article XV, Board of Zoning Appeals](#), created the Board of Zoning Appeals (BZA) to hear all requests for variances to the Zoning Ordinance and all appeals to the decisions of determinations of the Zoning Administrator.

The Board of Zoning Appeals (BZA) is a seven-member appointed board. Each member serves a three-year term. Members shall serve without pay but may be reimbursed for any expenses incurred while representing the BZA. Members cannot hold any other public office or position in the City. A member may serve a maximum of two consecutive terms. If there is no new citizen to volunteer, a current BZA member may continue to serve, but must be reappointed by Council for another term. A member can be removed for just cause. Any vacancy in the membership shall be filled for the unexpired term in the same manner as the initial appointment. The BZA meets the 1st Wednesday of each month, 6:00 PM.

Members' Qualifications

Be a citizen of the City of Georgetown.

Educational Requirements

Board of Zoning Appeals members shall comply with all State prescribed educational requirements as stated in Title 6, Chapter 29, Article 9, Educational Requirements for Local Government Planning or Zoning Officials or Employees.

Powers and Duties

The BZA has the following [powers and duties](#) and, in some cases, the BZA has to issue certain findings:

- (1) To hear and decide appeals where it is alleged there is error in an order, requirement, decision, or determination made by an administrative official in the enforcement of the Zoning Ordinance;
- (2) To hear and decide appeals for variances from the requirements of the Zoning Ordinance when strict application of the provisions of the Ordinance would result in unnecessary hardship;
- (3) To authorize the permitting of special exceptions subject to the terms and conditions for such uses as set forth by this Ordinance.

Additional BZA information may be found in [Article XV of the Zoning Ordinance](#).

Community Appearance Board (CAB)

Enabling Legislation: [Zoning Ordinance, Section XVII](#), created the Community Appearance Board (CAB) composed of seven members appointed by the City Council. The Board is created as authorized by South Carolina Code of Laws, Section 6-29-870.

On March 17, 2022, City Council approved Ordinance #2022-08 to amend the existing Community Appearance Board at the time of adoption of this ordinance to expire immediately upon adoption of the ordinance and for City Council to appoint new members of the Community Appearance shall be appointed consistent with the below amendments. The amendments are included in the Zoning Ordinance, Article XVII: Community Appearance Board.

Creation of the Community Appearance Board

There is hereby created a Community Appearance Board to be composed of seven (7) members appointed by the City Council. The Board is created as authorized by South Carolina Code of Laws, Section 6-29-870.

It is the declared policy of the City Council that it will consider and approve only those persons who have demonstrated their civic interest, general knowledge of the community, independent judgment, competence and knowledge of architecture, landscape, and design and ability to prepare for and attend meetings. Board members shall be professionals from the fields of architecture, landscape architecture, building construction, design, interior design, urban planning and/or engineering living within the City of Georgetown; in the cases where members cannot be found within the city, members shall be residents of Georgetown County. Two (2) board members may be at-large, and shall be residents of the city.

Terms of Office

The term of office for all members of the board shall be four (4) years except that at the Boards creation, two (2) members shall be appointed for one three (3) year term to be eligible for appointment to additional four (4) year terms, and two (2) members shall be appointed for one two (2) year term to be eligible for appointment to additional four (4) year terms. Any vacancy in the membership shall be filled for the unexpired term in the same manner as the initial appointment. All terms hereunder shall, however, continue until a successor is appointed by City Council. Board members may be appointed to succeed themselves for a maximum of two successive terms. None of the members shall hold any other public office or position in the municipality or council while serving on this board.

Vacancy and Removal

A vacancy in a term of office shall occur whenever it is found that a member has resigned or is unable to serve for whatever reason or is removed by the City Council. Inefficiency, neglect of duty, three consecutive unexcused absences, any unlawful act or misconduct in office shall constitute reasons for removal of office.

Organization

The board shall elect by majority vote a Chairperson and vice-chairperson from among its members at the first meeting of each year. The term of office for the chairperson and vice-chairperson shall be one (1) year. If a vacancy occurs in an office prior to the expiration of the full term, another election to fill the remainder of the term of office shall be conducted at the first meeting thereafter. The chairperson and the vice chairperson may be re-elected only one time after serving a full term in office, for a maximum total of two successive full terms. Passage of a one year period without holding a particular office however shall make a member eligible again for that office. The board shall appoint a secretary who may be an officer or employee of the City of Georgetown.

Meetings and Quorum

Four members of the board shall constitute a quorum for conducting business. Meetings of the board shall be held at the call of the Chairperson and at such other times as the board may determine. The Board shall adopt rules and by-laws in accordance with the provisions of this ordinance and of the General Statutes of South Carolina Code of Laws, Section 6-29-870. Decisions shall be made by a majority vote. The Board shall keep minutes of its proceedings, showing the vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the Building and Planning office. Said minutes and records shall be public.

Members of the board shall regularly attend meetings of the board and shall serve without compensation, except for reimbursement for authorized expenses attendant to the performance of their duties. Absences by members shall be declared excused or unexcused at each meeting by the chairperson or in his or her absence, the acting chair. All meetings of the board shall be open to the public.

Decisions of the Community Appearance Board

The concurring vote of a simple majority shall be necessary to reverse any order, requirement, decision or determination of the Zoning Administrator or to decide in favor of the applicant on any matter upon which it is required to pass under this ordinance, or to affect any variation of this ordinance.

Appeals, Hearings, and Notice

- A. Appeals to the Board may be taken by any person aggrieved by the decision of the Zoning Administrator or acting officer of the Building and Planning Department. Such appeal shall be taken within thirty (30) days from the date that the decision is rendered, as provided by the rules of the board, by filing with the Building and Planning Department notice of said appeal specifying the grounds thereof. The Zoning Administrator shall forthwith transmit the Board all papers constituting the record upon which the action appealed from was taken.
- B. An appeal stays all legal proceedings in furtherance of the action appealed from, unless the Zoning Administrator certifies to the Board, after the notice of appeal shall have been filed with him or her, that by reason of facts stated in the certificate a stay would in his or her opinion, cause imminent peril to life and or property. In such case, proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Board or by a court of record on application, on notice to the officer from whom the appeal is taken and on due cause

shown.

- C. The board shall fix a reasonable time for the hearing of the appeal or other matter referred to it and give public notice thereof, as well as due notice to the parties in interest and decide the same within a reasonable time. Notice of the time and place of the public hearing shall be published in a newspaper of general circulation in the city/county at least fifteen (15) days in advance of the scheduled hearing date. At the hearing any party may appear in person or by agent or attorney. Notice shall also be posted in the affected property, with at least one such sign being visible from each public thoroughfare that abuts the property.

It is the intention of this ordinance that all questions arising in connection with the enforcement of the ordinance shall be presented first to the Zoning Administrator and that questions shall be presented to the Community Appearance Board only on appeal from the decision of the Zoning Administrator.

Powers and Duties of the Community Appearance Board

The Community Appearance Board shall have the following powers and duties:

To hear and decide appeals where it is alleged there is an error in any order, requirement, decision, or determination by the Zoning Administrator in the enforcement of Article XVI: Design Overlay District for the Main Corridors ordinance found within the Zoning Ordinance.

To hear and decide appeals for variances from the design requirements of Article XVI of the Zoning Ordinance when strict interpretation of these requirements would result in unnecessary hardship. A variance may be granted in an individual case of unnecessary hardship if the board makes and explains in writing the following findings:

1. There are extraordinary and exceptional conditions pertaining to the particular building or structure;
2. These conditions do not generally apply to other buildings or structures in the vicinity;
3. Because of these conditions, the application of the ordinance to the particular building or structure would effectively prohibit or unreasonably restrict the utilization of the property;
4. The authorization of a variance will not be of substantial detriment to adjacent property or to the public good, and the character of the district will not be harmed by granting of the variance.

All final decisions and orders of the board must be in writing and permanently filed in the office of the Building and Planning Department as public record. All findings of fact and conclusions of law must be separately stated in final decisions or orders of the board, which must be delivered, to parties of interest by certified mail.

In exercising the above powers, the Community Appearance Board may, in conformity with the provisions of this Ordinance, reverse or affirm, wholly or in part, or may modify the order, requirements, decision, or determination and to that end shall have all powers of the Zoning Administrator from whom the appeal is taken and may issue or direct the issuance of a permit. The Board, in execution of the duties for which appointed, may subpoena witnesses and in case of contempt may certify such fact to the Circuit Court having jurisdiction.

Conflict of Interest

Any member of the Board who shall have a direct or indirect interest in any property which is the subject matter of or affected by a decision of said board shall be disqualified from participating in the discussion, decision, or proceedings of the board in connection therewith. A member disqualified from voting shall be counted as present for purposes of a quorum.

Liability of Members

Any member of the board acting within the powers set forth herein is relieved from all personal liability from any damage and shall be held harmless by the City of Georgetown. Any suit brought against any member of the board shall be defended by a legal representative furnished by the City of Georgetown until termination of the procedure.

Annual Report

The board shall make an annual report to the City Council at the end of the city fiscal year citing applications brought before the board and the approvals, denials, or other resolutions issued by the board.

Appeals from Decisions of the Community Appearance Board

Any person who may have a substantial interest in any decision of the Community Appearance Board may appeal any decision of the Board to the Circuit Court in and for the County of Georgetown by filing with the Clerk of said Court a petition in writing setting forth plainly, fully and distinctly why the decision is contrary to law. Such appeal shall be filed within thirty (30) days after the decision of the Board is rendered.

Contempt; Penalty

In case of contempt by a party, witness, or other person before the Community Appearance Board, the board may certify that fact to the circuit court of the county in which the contempt occurs and the judge of the court, in open court or in chambers, after hearing, may impose a penalty as authorized by law.

Construction Board of Appeals (CBA)

Enabling Legislation: [Zoning Ordinance, Section XX](#), created the Construction Board of Appeals (CBA) to hear applications for modification of the requirements of the City Building Department and the City Fire Department in accordance with the International Building Code and the International Fire Code. The CBA hears and decides appeals of orders, decisions, or determinations made by the Building Official relative to the application and interpretation of the Construction Code.

The mayor and city council appoints members who hold office at its pleasure. The board shall adopt rules of procedure for conducting its business. The CBA meets upon request.

Members serve for five years or until a successor has been appointed. Two (2) alternate members are appointed and called by the Board during the absence or disqualification of a member. Alternate members must possess the qualifications required for board membership and must be appointed for five years, or until a successor has been appointed. The Building Official and the Fire Official serve as ex officio members of said board but shall have no vote on any matter before the board. Vacancies on the Board are filled for an unexpired term in the manner in which the original appointments are required to be made. Members appointed to fill a vacancy in an unexpired term shall be eligible for reappointment of two full terms. Members are removed from the Board prior to the end of their terms only for just cause. At the discretion of the mayor and council, continued absence of any member from regular meetings of the Board must render any such member liable to immediate removal from the Board.

Members' Qualifications

No city employees may be appointed to the CBA. Appointees will represent one the following professions or disciplines:

- (1) Design Professional: registered design professional with architectural experience or a builder or superintendent of building construction with at least ten (10) years' experience, five of which shall have been in responsible charge of work;
- (2) Structural Engineer: registered design professional with structural engineering experience;
- (3) Mechanical and Plumbing Engineer: registered design professional with mechanical and plumbing engineering experience or a mechanical contractor with at least ten (10) years' experience, five of which shall have been in responsible charge of work;
- (4) Electrical Engineer: registered design professional with electrical engineering experience or an electrical contractor with at least ten (10) years' experience, five of which shall have been in responsible charge of work; and,
- (5) Fire Protection Engineer: registered design professional with fire protection engineering experience or a fire protection contractor with at least ten (10) years of experience. Five of which shall have been in responsible charge of work.
- (6) Resident Citizens: Two citizens of the City of Georgetown who are not employees of the City.

Powers and duties

The CBA has the power and duty to rule on any difference in interpretation between the applicant Building Official and/or Fire Official of the City of Georgetown. The Construction Board of Appeals, when so appealed to and after a

hearing, may vary the application of any provision of this Code to any particular case when, in its opinion, the enforcement thereof would do manifest injustice and would be contrary to the spirit and purpose of the technical codes or public interest, and also finds all of the following:

1. That special conditions and circumstances exist which are unique to the building, structure, or service system involved, and which are not applicable to others;
2. That the special conditions and circumstances do not result from the action or inaction of the applicant;
3. That granting the variance requested will not confer on the applicant any special privilege that is denied by the Code to other buildings, structures, or service system;
4. That the variance granted is the minimum variance that will make possible the reasonable use of the building, structure, or service system; and,
5. That the grant of the variance will be in harmony with the general intent and purpose of the Code and will not be detrimental to the public health, safety, and general welfare. The

Board shall set the time limit within which the action for which the variance is required shall be commenced or completed or both. Action by the Board may find that:

1. The provisions of the Code do not apply in the specific case;
2. An equally good or more desirable form of construction can be employed in any specific case; or
3. The true intent and meaning of the Code or any of the regulations hereunder have been misconstrued or incorrectly interpreted.

Georgetown Housing Authority Commission (GHA Commission)

Enabling Legislation: [Section 31-3-310 and Section 31-3-320 of the SC Code of Laws](#) empowered cities to create a housing authority. Georgetown City Council created the Georgetown Housing Authority (GHA) by resolution in the early 1960s. (Note: sections cited below are from the SC Code of Laws, as amended)

Section 31-3-340 provides that the GHA Commission must consist of not less than five nor more than seven commissioners. At least one of the commissioners must be a person who is directly assisted by the GHA. However, there shall be no requirement to appoint such a person if the authority (1) operates less than three hundred public housing units, (2) provides reasonable notice to the resident advisory board, if applicable, of the opportunity for at least one person who is directly assisted by the authority to serve as a commissioner, and (3) within a reasonable time after receipt of the notice by the resident advisory board, has not been notified of the intention of any such person to serve. The mayor shall appoint the person directly assisted by the authority unless the authority's rules require that the person be elected by other persons who are directly assisted by the authority. Commissioners, other than the commissioner who is directly assisted by the authority, serve for terms of office of five years except that all vacancies shall be filled for the unexpired term. The commissioner who is directly assisted by the authority must remain as an assisted resident in order to continue service on the board of commissioners. No commissioner who is also a person directly assisted by the public housing authority shall be qualified to vote on matters affecting his [or her] official conduct or matters affecting his own individual tenancy, as distinguished from matters affecting tenants in general. No more than one-third of the members of any housing authority commission shall be tenants of the authority or recipients of housing assistance through any program operated by the authority. No commissioner of an authority may be an officer or employee of the municipality for which the authority is created. A commissioner shall hold office until his successor has been appointed and has qualified. A certificate of the appointment or reappointment of any commissioner must be filed in the office of the clerk of the circuit court of the county in which the municipality is located, in the office of the Secretary of State, and in the office of the Secretary of Commerce, and the certificate is conclusive evidence of the due and proper appointment of the commissioner.

Section 31-3-350 provides that "No commissioner shall receive any compensation, whether in the form of salary, per diem allowances or otherwise, for or in connection with his services as such commissioner. Each commissioner shall, however, be entitled to reimbursement, to the extent of appropriations or other funds available therefor, for any necessary expenditures in connection with the performance of his general duties or in connection with the construction or operation of any project. The authority may allocate such expenses among its projects in such manner as it may consider proper."

Section 31-3-360 provides that “No commissioner or employee of an authority shall acquire any interest, direct or indirect, in any project or in any property included or planned to be included in any project, nor shall he have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any project. If any member or employee of any authority owns or controls an interest, direct or indirect, in any property included in any project, which was acquired prior to his appointment or employment, he shall disclose such interest in writing to the authority and such disclosure shall be entered upon the minutes of the authority.”

Section 31-3-370 provides the following regarding the removal of commissioners:

(A) For inefficiency, neglect of duty, or misconduct in office a commissioner of an authority may be removed by the council, but a commissioner may be removed only after he has been given a copy of the charges at least ten days before the hearing on it and had an opportunity to be heard in person or by counsel. In the event of the removal of any commissioner, a record of the proceedings, together with the charges and findings on it, must be filed in the office of the clerk of the circuit court of the county in which the municipality is located, in the office of the Secretary of State, and in the office of the Secretary of Commerce.

(B) The commissioner who is directly assisted by the authority must remain as an assisted resident in order to continue service on the board of commissioners. In the event that the commissioner who is directly assisted by the authority vacates the public housing unit or is evicted from the public housing unit, the mayor must automatically remove the commissioner from the board of commissioners with no opportunity to be heard or to contest the removal.

Section 31-3-380 provides the following regarding quorum of the commission, “Three commissioners constitute a quorum for the purpose of organizing the authority and conducting the business of it. However, four commissioners constitute a quorum when exercising jurisdiction in the extraterritorial area.”

Powers and Duties

Section 31-3-440 provide for general corporate powers:

Each authority created under this chapter and Chapter 11 shall be a body corporate and politic, exercising public power perpetual in duration, capable of suing and being sued in its corporate name, having a seal and having all powers necessary to carry out and effectuate the purposes and provisions of this chapter and Chapter 11 including full power and authority to enter into such agreements and contracts as it may deem advisable, to acquire, purchase, sell, own, hold, lease and operate real and personal property, to accept any grant, loan or credit of money under such conditions as it deems desirable, to borrow money upon its bonds and to secure the repayment thereof by mortgage, pledge or lien upon the property held by it and/or the revenues or income therefrom or otherwise.

Section 31-3-450 also provide specific powers:

- (1) To investigate into living and housing conditions within its territorial limits and enter upon any building or property in order to conduct investigations or make surveys; to determine where unsanitary or substandard conditions exist within such limits; to study and make recommendations concerning the city plan in relation to the problem of clearing, replanning and reconstruction of areas and the providing of housing accommodations to persons of low income; to cooperate with any city or regional planning agency; to arrange with the city or with a government for the furnishing, planning, replanning, opening, grading or closing of streets, roads, alleys or other places or facilities or for the acquisition by the city or by a government of property, options or property rights, or for the furnishing of property or services in connection with the project; or to assume the duties of planning or zoning commissions, if such duties are delegated to it by the governing body of the city;

- (2) To acquire title to real property or personal property or any interest therein from any person by gift, grant, bequest, or devise; to purchase, lease, acquire by eminent domain, grant or otherwise, sell, exchange, transfer, assign, mortgage, encumber and otherwise dispose of any real property or personal property; to lease or rent any of the housing or other accommodations or any of the lands, buildings, structures or facilities embraced in any project and to establish and revise the rents or charges therefor;
- (3) To construct, reconstruct, alter, repair and operate projects upon any land which it may acquire and to demolish structures; and in connection therewith to enter into any contracts which it deems advisable;
- (4) To authorize the use of parts of the property of any project for stores, offices, garages, work places and commercial and community facilities appurtenant and incidental to the housing accommodations;
- (5) To cause the consolidation of any two or more projects, the extension of any project or the consolidation of any approved project with a proposed project;
- (6) To purchase, acquire or lease from the Federal Government or any agent or agency thereof any interest of the Federal Government or any agent or agency thereof in any low-cost housing or slum clearance project within the territorial jurisdiction of the authority for the purpose of completing or operating such project, to own and hold such interest so acquired, to make such commitments and enter into such agreements as the authority in its discretion sees fit and to act as agent for the Federal Government or any agent or agency thereof;
- (7) To determine in what manner any surplus income of any project shall be employed and to purchase and retire its own bonds and invest any funds held in reserve or sinking funds or otherwise not required for immediate disbursement;
- (8) To lend moneys to private individuals, firms, corporations or governments, to be used for the purpose of making repairs, improvements and additions to the borrowers' properties, provided the borrowers agree that during the period of the loan the lending housing authority shall regulate the rentals, charges, profits and income from the property to be repaired, remodeled, built or constructed with the proceeds of the loan and to take bonds or other evidences of indebtedness and mortgages from such borrowers;
- (9) To assume the duties of planning or zoning commissions if such duties are delegated to them by any government; and
- (10) To have all other powers necessary, proper, incidental or useful to carrying out any of the purposes or intendments of this chapter and Chapter 11.

Additional detailed powers are included in the [Title 31, Chapter 3 of the SC Code of Laws](#).

Keep Georgetown Beautiful Board (KGB Board)

Enabling Legislation: Georgetown City Council adopted January 24, 1985, Resolution.

Keep Georgetown Beautiful (KGB), an affiliate of Keep America Beautiful, Inc., is a volunteer organization that educates individuals to take greater personal responsibility for enhancing Georgetown's environment and beautification.

The KGB board meets the 1st Wednesday of each month (except July and August), at 12:00 PM at the Municipal Court.

Members' Qualifications

The Board of Directors is composed of two representatives of the business/industry community, two representatives of the community civic organizations, six members at large residing in the City, one certified Master Gardener and the Public Works Director and City Code Enforcement officer.

Terms of Office

The term of office is two (2) years. There is no limit to the terms members can serve.

Planning Commission (PC)

Enabling Legislation: Pursuant to SC Code of Laws, Title 6, Chapter 29, Sections 6-29-310 et seq., City Council adopted an ordinance on May 15, 1999, which was codified in the creating the Planning Commission (PC).

The PC is a volunteer advisory board consisting of seven members who are appointed to staggered terms of four (4) years. No more than two (2) members shall have terms expiring in any given year. Members must serve until their successors are appointed and qualified. No member can serve more than two (2) consecutive terms. No member of the PC shall hold an elected public office in the city.

Pursuant Section 6-29-350(B) of the SC Code of Laws, as amended, city council has the authority to remove members of the planning commission for cause. The existence of cause shall be discussed by the council in executive session as permitted by the Freedom of Information Act and the determination of removal shall be by vote in public session declaring a vacancy in the position without a statement of cause. Any fact which, in the discretion of council, is deemed to adversely affect the public interest, including lack of attendance at meetings, may constitute cause.

The Commission holds public hearings on rezoning requests and proposed changes to the text of the Zoning Ordinance. They are tasked with making a recommendation to Council for each request. Members serve without compensation. Reimbursement for actual expenses incurred in the performance of official duties may be reimbursed from budgeted funds pursuant to reimbursement policies and procedures for boards and commissions. The PC meets the 4th Tuesday of each month, 6:00 PM.

Members' Qualifications

Commission members must represent a broad cross section of the interests and concerns within the City.

Educational Requirements

Planning Commission shall comply with all State prescribed educational requirements as stated in Title 6, Chapter 29, Article 9, Educational Requirements for Local Government Planning or Zoning Officials or Employees.

Powers and Duties

The Planning Commission has the power and duty to:

- a. Prepare and revise periodically plans and programs for the development and redevelopment of its area as provided in this chapter; and
- b. Prepare and recommend for adoption to the appropriate governing authority or authorities as a means for implementing the plans and programs in its area:
 1. Zoning ordinances to include zoning district maps and appropriate revisions thereof, as provided in this chapter; [S.C. Code Sections] 6-29-710 through 6-29-960;
 2. Regulations for the subdivision or development of land and appropriate revisions thereof, and to oversee the administration of the regulations that may be adopted as provided in this chapter; [S.C. Code Sections] 6-29-1110 through 6-29-1200;
 3. An official map and appropriate revisions on it showing the exact location of existing or proposed public streets, highways, and utility rights-of-way, and public building sites, together with regulations to control the erection of buildings or other structures or changes in land use within the rights-of-way, building sites, or open spaces within its political jurisdiction or a specified portion of it, as set forth in this chapter; [S.C. Code Sections] 6-7-1210 through 6-7-1280;

4. A landscaping ordinance setting forth required planting, tree preservation, and other aesthetic considerations for land and structures;
5. A capital improvements program setting forth projects required to implement plans which have been prepared and adopted, including an annual listing of priority projects for consideration by the governmental bodies responsible for implementation prior to preparation of their capital budget; and
6. Policies or procedures to facilitate implementation of planning elements.

Police Community Advisory Board (P-CAB)

Enabling Legislation: Unknown.

Strengthening community-police relations requires understanding community dynamics and building individual connections between community members and their law enforcement agency. When police and community members engage with each other, departments receive valuable feedback and assistance, while community members gain insight into how the agency functions.

In 1997 a nationwide needs assessment was conducted. This assessment identified public safety as the most important concern according to the data collected from citizens around the Country. In March 1997, the Georgetown Police Department, with approval from City Council, formed the Police-Community Advisory Board (P-CAB). City Council selected and appointed the 12 advisory board members at the time.

Members' qualifications/requirements

N/A

The PCAB meets on the second Tuesday of every other month, 6:00 p.m. at the Police Department to discuss a wide array of issues, primarily:

- To advise and inform the police department of problems and concerns in the community.
- To help develop answers/strategies to address those problems.
- To critique what and how the police department operates.
- To help develop, coordinate, and facilitate police/community programs and activities.
- To help improve police/community relations through transparency and accountability.

Stormwater Appeals Board (SAB)

Enabling Legislation: City Council adopted an ordinance on January 21, 2021, effective April 1, 2021, codified as [Sections 22-201 and 22-202](#) in the City Code.

A property owner may appeal to the city's stormwater appeals board once per twelve (12) months for a reduction in the fee. This board shall be appointed by city council and may grant a reduction in fees only due to the presence of any pervious type surface such as pervious concrete, pervious pavers, gravel, grass, detention ponds, swales, or rain gardens. In no event shall the board grant a reduction in fee, which equals less than the fee would total if all impervious surfaces were considered the full lot size.

The appeal must be filed in writing along with a twenty-five dollars (\$25.00) fee to pay for administrative costs in connection to this petition. The stormwater appeals board shall hear the petition on a regularly scheduled meeting.

Members' qualifications/requirements

The city council shall appoint a three-person board to review appeals regarding the stormwater management fee.

Terms of office

The terms for members shall be three (3) years, with the initial appointment being staggered.

Powers and duties

The board shall develop written procedures which must be reviewed and approved by City Council. May grant a reduction in fees only due to the presence of pervious surface. In no event shall the board grant a reduction in fee which equals less than the fee would total if all impervious surfaces are considered the lot size. A property owner may apply to the city stormwater management fee appeals board once per twelve (12) months for a reduction in the fee.

West End Redevelopment Committee (WERC)

Enabling Legislation: Unknown.

On August 16, 2001, a West End District resident appeared before City Council on behalf of the West End residents. The resident expressed concerns about old buildings, lack of recreation facilities for children, beautification of streets, sidewalks, and the need for a crime watch area. The resident also requested a follow-up on the West End Redevelopment Plan, which was discussed at the December 2000 meeting. On June 19, 2003, City Council adopted Ordinance No. 07-2003 authorizing the inclusion of the West End Comprehensive Redevelopment Plan in the City of Georgetown Comprehensive Plan, as an addendum.

Members' qualifications/requirements

Council members have recommended names and City Council has appointed different residents throughout the years.

Terms of office

There are no specific policies on this committee.

Powers and duties

N/A.

Attachment 2: Official Roster

BOARD, COMMISSIONS, AND COMMITTEES ROSTER TEMPLATE

ACCOMMODATIONS/HOSPITALITY TAX COMMITTEE (A/H TAX COMMITTEE)

Enabling Legislation: [Section 6-4-25 of the SC Code of Laws](#) requires municipalities or counties to appoint an advisory committee to make recommendations on the expenditure of revenue generated from the State's accommodations tax. Council adopted September 18, 1986, resolution and codified as Chapter 21 – Taxation and Finance, Article III, Section 21-39 created the City of Georgetown [Accommodations Tax Advisory Committee](#) ("the A-tax committee").

The A-tax committee consists of seven (7) members, appointed by and serving at the pleasure of city council, with a majority being selected from the city hospitality industry and serving a two (2) year term, alternating yearly, pursuant to the enabling resolution. Members shall serve without compensation, but may be reimbursed for actual expenses incurred in connection with their official duties.

Name	Field Representing	Date Appointed	Term Expires

ARCHITECTURAL REVIEW BOARD (ARB)

Enabling Legislation: [Zoning Ordinance, Article XVI, Board of Architectural Review](#), created the Architectural Review Board (ARB) to achieve the purpose of the city's National Register Historic District and to further historic preservation city-wide, and in accordance with Section §6-29-870 of the Code of Laws of South Carolina, 1676, as amended. The Historic District is bounded by Church Street to the North, the Sampit River to the South, Wood Street to the West, and Meeting Street to the East. The District encompasses residential, general commercial, core commercial, and waterfront commercial. On April 21, 2022, City Council approved Ordinance #2022-09 to amend the existing ARB. The amendments are included in the Zoning Ordinance, Article XVI: Board of Architectural Review.

The Review Board shall consist of seven members who shall be appointed by the City Council. All members appointed to serve on the Board shall be residents of the City of Georgetown with the exception of the slot to be filled by an architect and the slot to be filled by a representative from the Core Commercial Buildings District. Any non-city resident appointed to fill the architect or representative from the Core Commercial Buildings District positions must be a resident of Georgetown County.

Name	Field Representing	Date Appointed	Term Expires

BOARD OF ZONING APPEALS (BZA)

Enabling Legislation: [Zoning Ordinance, Article XV, Board of Zoning Appeals](#), created the Board of Zoning Appeals (BZA) to hear all requests for variances to the Zoning Ordinance and all appeals to the decisions of determinations of the Zoning Administrator.

The Board of Zoning Appeals (BZA) is a seven-member appointed board. Each member serves a three-year term.

A member may serve a maximum of two consecutive terms. If there is no new citizen to volunteer, a current BZA member may continue to serve, but must be reappointed by Council for another term.

Name	Field Representing	Date Appointed	Term Expires

COMMUNITY APPEARANCE BOARD (CAB)

Enabling Legislation: [Zoning Ordinance, Section XVII](#), created the Community Appearance Board (CAB) composed of seven members appointed by the City Council. The Board is created as authorized by South Carolina Code of Laws, Section 6-29-870. It is the declared policy of the City Council that it will consider and approve only those persons who have demonstrated their civic interest, general knowledge of the community, independent judgment, competence and knowledge of architecture, landscape, and design and ability to prepare for and attend meetings. Board members shall be professionals from the fields of architecture, landscape architecture, building construction, design, interior design, urban planning and/or engineering living within the City of Georgetown; in the cases where members cannot be found within the city, members shall be residents of Georgetown County. Two (2) board members may be at-large, and shall be residents of the city. The term of office for all members of the board shall be four (4) years except that at the Boards creation, two (2) members shall be appointed for one three (3) year term to be eligible for appointment to additional four (4) year terms, and two (2) members shall be appointed for one two (2) year term to be eligible for appointment to additional four (4) year terms.

Name	Field Representing	Date Appointed	Term Expires

CONSTRUCTION BOARD OF APPEALS (CBA)

Enabling Legislation: [Zoning Ordinance, Section XX](#), created the Construction Board of Appeals (CBA) to hear applications for modification of the requirements of the City Building Department and the City Fire Department in accordance with the International Building Code and the International Fire Code. The CBA hears and decides appeals of orders, decisions, or determinations made by the Building Official relative to the application and interpretation of the Construction Code.

Members serve for five years or until a successor has been appointed. Two (2) alternate members are appointed and called by the Board during the absence or disqualification of a member. Alternate members must possess the qualifications required for board membership and must be appointed for five years, or until a successor has been appointed. The Building Official and the Fire Official serve as ex officio members of said board but shall have no vote on any matter before the board. Vacancies on the Board are filled for an unexpired term in the manner in which the original appointments are required to be made. Members appointed to fill a vacancy in an unexpired term shall be eligible for reappointment of two full terms.

Name	Field Representing	Date Appointed	Term Expires

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GEORGETOWN HOUSING AUTHORITY COMMISSION (GHA COMMISSION)

Enabling Legislation: [Section 31-3-310 of the SC Code of Laws](#) empowered cities to create a housing authority. Georgetown City Council created the Georgetown Housing Authority (GHA) by resolution on [REDACTED]. Section 31-3-340 provides that the GHA Commission must consist of not less than five nor more than seven commissioners. At least one of the commissioners must be a person who is directly assisted by the GHA. However, there shall be no requirement to appoint such a person if the authority (1) operates less than three hundred public housing units, (2) provides reasonable notice to the resident advisory board, if applicable, of the opportunity for at least one person who is directly assisted by the authority to serve as a commissioner, and (3) within a reasonable time after receipt of the notice by the resident advisory board, has not been notified of the intention of any such person to serve. The mayor shall appoint the person directly assisted by the authority unless the authority's rules require that the person be elected by other persons who are directly assisted by the authority.

Name	Field Representing	Date Appointed	Term Expires

KEEP GEORGETOWN BEAUTIFUL (KGB BOARD)

Enabling Legislation: Georgetown City Council adopted January 24, 1985, Resolution. Keep Georgetown Beautiful (KGB), an affiliate of Keep America Beautiful, Inc., is a volunteer organization that educates individuals to take greater personal responsibility for enhancing Georgetown's environment and beautification. The Board of Directors is composed of two representatives of the business/industry community, two representatives of the community civic organizations, six members at large residing in the City, one certified Master Gardener and the Public Works Director and City Code Enforcement officer. The term of office is two (2) years. There is no limit to the terms members can serve.

Name	Field Representing	Date Appointed	Term Expires

PLANNING COMMISSION (PC)

Enabling Legislation: Pursuant to SC Code of Laws, Title 6, Chapter 29, Sections 6-29-310 et seq., City Council adopted an ordinance on May 15, 1999, which was codified in the creating the Planning Commission (PC). The PC is a volunteer advisory board consisting of seven members who are appointed to staggered terms of four (4) years. No more than two (2) members shall have terms expiring in any given year. Members must serve until their successors are appointed and qualified. No member can serve more than two (2) consecutive terms. No member of the PC shall hold an elected public office in the city.

Name	Field Representing	Date Appointed	Term Expires

POLICE COMMUNITY ADVISORY BOARD (P-CAB)

Enabling Legislation: March 1997. Strengthening community-police relations requires understanding community dynamics and building individual connections between community members and their law enforcement agency. When police and community members engage with each other, departments receive valuable feedback and assistance, while community members gain insight into how the agency functions. The 12 advisory board members were selected and appointed by City Council at the time.

Name	Field Representing	Date Appointed	Term Expires

STORMWATER APPEALS BOARD (SAB)

Enabling Legislation: City Council adopted an ordinance on January 21, 2021, effective April 1, 2021, codified as [Sections 22-201 and 22-202](#) in the City Code. The city council shall appoint a three-person board to review appeals regarding the stormwater management fee. The terms for members shall be three (3) years, with the initial appointment being staggered.

Name	Field Representing	Date Appointed	Term Expires

WEST END REDEVELOPMENT COMMITTEE (WERC)

Enabling Legislation: City Code of Ordinances, Sec. 2-17. - Special committees. The mayor or city council may appoint special committees consisting of council members, staff or citizens to study issues and make recommendations to council. Such committees may hold public hearings if authorized by the mayor or council. Committee meetings shall be public except as exempted by the South Carolina Freedom of Information Act. Reports or minutes of meetings held by special committees shall be filed with the municipal clerk as public records.

Council members have recommended names and City Council has appointed different residents throughout the years. There are no specific policies on this committee for terms of office.

Name	Field Representing	Date Appointed	Term Expires

Attachment 3: Official Application for Boards, Commissions, and Committees

City of Georgetown, South Carolina

For Official Use Only	
This application is a: ☐ New Application	☐ Reappointment
	☐ Attendance Record

BOARD, COMMISSION, COMMITTEE APPLICATION

Name of Board/Commission/Committee to which you are applying: _____

An individual may only apply to serve on **one** board, commission, or committee.

Name: _____

Home Address: _____ City: _____ Zip: _____

Email Address: _____

Home Phone: _____ Work Phone: _____ Other: _____

Voter Registration Number: _____

You must be registered to vote in the City of Georgetown at the time of application, except as noted on the residency requirements for the board, commission, or committee you are applying.

Occupation: _____

Highest degree earned: _____ Field of Study: _____

Describe your educational and professional experience or skills that qualify you to serve on a City Board/Commission/Committee _____

Please state the reason for your interest in serving on a City Board, Commission, or Committee: _____

List community affiliations or activities related to the Board/Commission/Committee you are applying _____

Volunteer Experience (Please list and describe): _____

Describe your understanding of the position for which you are applying: _____

What specific skills do you believe you could contribute as a member of this board or commission?

How many hours per week are you able to commit to this board or commission? _____

Please answer the following questions:

1. Have you ever attended a meeting of this board or commission? Yes ____ No ____
2. Are you available to meet at the regularly scheduled date and time of the board or commission meetings? Yes ____ No ____
3. Do you, any member of your immediate family, or a business with which you or a family member is associated, provide goods and/or services to this board for payment? If yes, please explain: Yes ____ No ____
4. Do you or any member of your immediate family receive direct services from this board? If yes, please explain: Yes ____ No ____
5. Have you ever been convicted of a crime other than a minor traffic violation? If yes, please give details. Yes ____ No ____
6. Do you currently hold any elected or appointed office or commission? If yes, please list: _____ Yes ____ No ____
7. Have you previously held any elected or appointed office or commission? If yes, please list: _____ Yes ____ No ____
8. Have you ever been fined for an ethics violation? If yes, please explain: _____ Yes ____ No ____
9. Have you ever been subject to penalty relating to a violation of State ethics standards? If yes, please explain: _____ Yes ____ No ____
10. Are you current in payment of your Georgetown County property taxes? Yes ____ No ____

If applying for the following, please check the box that applies to your field of employment or expertise:

Accommodations Tax Committee ____ Tourism Industry ____ Cultural/Arts ____ Restaurant/Hospitality Business ____ Lodging/Hotel Management ____ At-Large	Architectural Review Board ____ Historian knowledgeable in local history (City resident) ____ Planner (City resident) ____ Archaeologist (City resident) ____ Architect or be knowledgeable in building design and construction: City of Georgetown Resident ____ Georgetown County Resident ____ ____ Resident of the Historic Buildings District
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	☐ Representative from the Core Commercial Buildings District: City of Georgetown Resident ☐ Georgetown County Resident ☐ ☐ Member of the Georgetown Historical Society (City resident)
Keep Georgetown Beautiful ☐ Business/industry community ☐ Community civic organizations ☐ At large residing in the City of Georgetown ☐ Certified Master Gardener ☐ Public Works Director and City Code Enforcement officer (upon hired)	Community Appearance Board ☐ Architecture ☐ Landscape architecture ☐ Building construction ☐ Design ☐ Interior design ☐ Urban planning ☐ Engineering ☐ At-Large I am a: ☐ City Resident ☐ Georgetown County Resident In the cases where members cannot be found within the city, members shall be residents of Georgetown County. Two (2) board members may be at-large, and shall be residents of the city.
Construction Board of Appeals (No city employees are appointed) ☐ Design Professional: registered design professional with architectural experience or a builder or superintendent of building construction with at least ten (10) years' experience, five of which shall have been in responsible charge of work ☐ Structural Engineer: registered design professional with structural engineering experience ☐ Mechanical and Plumbing Engineer: registered design professional with mechanical and plumbing engineering experience or a mechanical contractor with at least ten (10) years' experience, five of which shall have been in responsible charge of work; ☐ Electrical Engineer: registered design professional with electrical engineering experience or an electrical contractor with at least ten (10) years' experience, five of which shall have been in responsible charge of work; and, ☐ Fire Protection Engineer: registered design professional with fire protection engineering experience or a fire protection contractor with at least ten (10) years of experience. Five of which shall have been in responsible charge of work. ☐ Resident Citizens: Two citizens of the City of Georgetown who are not employees of the City.	

Statement of Agreement and Understanding

By my signature, (a) I attest all information contained in this application is true and accurate to the best of my knowledge; (b) I understand it is my responsibility to ensure my application is submitted on time for review by Council and that it has been received by the Municipal Clerk's office; (c) I understand my appointment to the board for which I am applying voluntarily and will not result in me receiving any compensation for my service; (d) I understand I may be removed for cause, including lack of attendance; and (e) I attest I have read the Code of Conduct and Ethics the requirements, including "Economic Interest"³ information included in [Section 8-13-](#)

³ Section 8-13-100(11)(a) of the SC Code of Laws defines "Economic interest" as "an interest distinct from that of the general public in a purchase, sale, lease, contract, option, or other transaction or arrangement involving property or services in which a public official, public member, or public employee may gain an economic benefit of fifty dollars or more." "(b) This definition

[100\(11\)\(a\) of the SC Code of Laws.](#)

Signature _____ Date _____

Please return completed form by e-mail or mail "Attn. Municipal Clerk: Boards, Commissions, and Committees Vacancy Applications":

Email: boardapplications@georgetownsc.gov

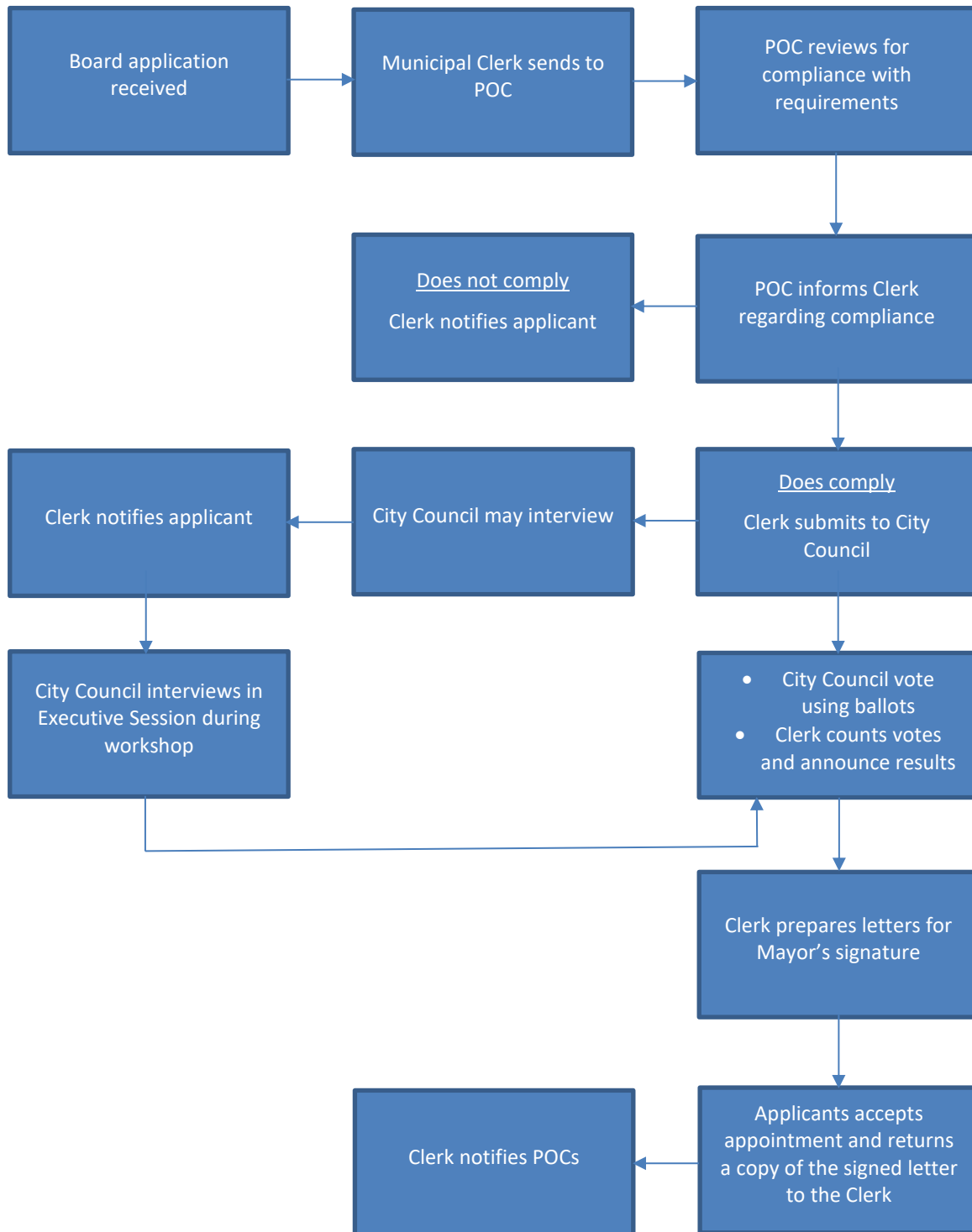
Mail: Drawer 939, Georgetown, SC 29442

If you have questions, please call 843-545-4001 or check the www.georgetownsc.gov website under [Governmental Services, Boards & Commissions](#)

Thank you for your interest to serve on a Board/Commission/Committee

does not prohibit a public official, public member, or public employee from participating in, voting on, or influencing or attempting to influence an official decision if the only economic interest or reasonably foreseeable benefit that may accrue to the public official, public member, or public employee is incidental to the public official's, public member's, or public employee's position or which accrues to the public official, public member, or public employee as a member of a profession, occupation, or large class to no greater extent than the economic interest or potential benefit could reasonably be foreseen to accrue to all other members of the profession, occupation, or large class."

Attachment 4: Appointments to Board, Commissions, or Committees Flow Chart



Attachment 5: General and Specific Requirements Checklist

General Requirements

Name: _____

Applicant has applied for only one board or commission at a time. _____

Applicant has complied with all State laws regarding dual office holding _____

Applicant is a registered voter _____

Applicant resides within the City limits _____

Applicant resides in Georgetown County _____

Specific Requirements

Accommodations Tax Committee ☐ Tourism Industry ☐ Cultural/Arts ☐ Restaurant/Hospitality Business ☐ Lodging/Hotel Management ☐ At-Large	Architectural Review Board ☐ Historian knowledgeable in local history (City resident) ☐ Planner (City resident) ☐ Archaeologist (City resident) ☐ Architect or be knowledgeable in building design and construction: City of Georgetown Resident _____ Georgetown County Resident _____ ☐ Resident of the Historic Buildings District ☐ Representative from the Core Commercial Buildings District: City of Georgetown Resident _____ Georgetown County Resident _____ ☐ Member of the Georgetown Historical Society (City resident)
Keep Georgetown Beautiful ☐ Business/industry community ☐ Community civic organizations ☐ At large residing in the City of Georgetown ☐ Certified Master Gardener ☐ Public Works Director and City Code Enforcement officer (upon hired)	Community Appearance Board ☐ Architecture ☐ Landscape architecture ☐ Building construction ☐ Design ☐ Interior design ☐ Urban planning ☐ Engineering ☐ At-Large I am a: ☐ City Resident ☐ Georgetown County Resident In the cases where members cannot be found within the city, members shall be residents of Georgetown County. Two (2) board members may be at-large, and shall be residents of the city.

Construction Board of Appeals (No city employees are appointed)

- ___ Design Professional: registered design professional with architectural experience or a builder or superintendent of building construction with at least ten (10) years' experience, five of which shall have been in responsible charge of work
- ___ Structural Engineer: registered design professional with structural engineering experience
- ___ Mechanical and Plumbing Engineer: registered design professional with mechanical and plumbing engineering experience or a mechanical contractor with at least ten (10) years' experience, five of which shall have been in responsible charge of work;
- ___ Electrical Engineer: registered design professional with electrical engineering experience or an electrical contractor with at least ten (10) years' experience, five of which shall have been in responsible charge of work; and,
- ___ Fire Protection Engineer: registered design professional with fire protection engineering experience or a fire protection contractor with at least ten (10) years of experience. Five of which shall have been in responsible charge of work.
- ___ Resident Citizens: Two citizens of the City of Georgetown who are not employees of the City.

Attachment 6: Boards, Commissions, and Committee Ballot

BALLOT

_____, 2022

Name of Board Here
(____ vacancies)

VOTE FOR _____ APPLICANT(S)

Applicant Name

☐

Applicant Name

☐

Applicant Name

☐

Applicant Name

☐

Applicant Name

☐

Applicant Name

☐

Applicant Name

☐

City Council Member (Hand Print)

City Council Member Signature

BALLOT

_____, 2022

Name of Board Here
(____ vacancies)

VOTE FOR _____ APPLICANT(S)

Applicant Name

☐

Applicant Name

☐

Applicant Name

☐

Applicant Name

☐

Applicant Name

☐

Applicant Name

☐

Applicant Name

☐

City Council Member (Hand Print)

City Council Member Signature

BALLOT

_____, 2022

Name of Board Here
(____ vacancies)

VOTE FOR _____ APPLICANT(S)

Applicant Name

☐

Applicant Name

☐

Applicant Name

☐

Applicant Name

☐

Applicant Name

☐

Applicant Name

☐

Applicant Name

☐

City Council Member (Hand Print)

City Council Member Signature

Attachment 7: Boards, Commissions, and Committee Voting Results

VOTING RESULTS
_____, 2022 City Council Meeting
Name of Board Here
(____ vacancies)

VOTING RESULTS
_____, 2022 City Council Meeting
Name of Board Here
(____ vacancies)

VOTING RESULTS
_____, 2022 City Council Meeting
Name of Board Here
(____ vacancies)

Applicants Name	Number of Votes
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Applicants Name	Number of Votes
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Applicants Name	Number of Votes
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attachment 8: Quarterly Attendance Record Report

Name of Board/Commission/Committee – Quarterly Attendance Record Report

("X" = Attended "---" = Absent)

Quarter 1/1/2022 – 3/31/2022

Board Member	Meeting Date 1/1/22	Meeting Date 2/1/22	Meeting Date 3/1/22	Total Absences
Jane Smith	X	---	X	1
John Doe	---	X	X	1
Jane Doe	X	X	X	0

Attachment 9: Conflict of Interest Statement

CONFLICT OF INTEREST STATEMENT

Conflict of interest exists when a board members or a member of their immediate family (parent, spouse, domestic partners, child, sibling, step-relatives or in-law relatives) have financial or personal relationships that inappropriately influence the board member's decisions and actions. Financial relationships are the most easily identifiable conflicts of interest; however, other types of conflict of interest also exist. To maintain the credibility of the board, members must disclose any conflicts of interest, which must be declared as potential, perceived, or real conflicts. A Conflict of Interest Statement declaration is required for transparency purposes. Where a board member believes that a matter to be voted upon presents a conflict of interest, the member must refrain from participating in any and all discussions and voting on motions.

I, _____, certify that I have the following conflict of interest to report on Item # _____, _____ (title of item on agenda) of the _____ Board ____ Commission ____ Committee ____ discussed during the _____ meeting:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Signature:

Date: _____

Section 8-13-100(11)(a) of the SC Code of Laws defines "Economic interest" as "an interest distinct from that of the general public in a purchase, sale, lease, contract, option, or other transaction or arrangement involving property or services in which a public official, public member, or public employee may gain an economic benefit of fifty dollars or more." "(b) This definition does not prohibit a public official, public member, or public employee from participating in, voting on, or influencing or attempting to influence an official decision if the only economic interest or reasonably foreseeable benefit that may accrue to the public official, public member, or public employee is incidental to the public official's, public member's, or public employee's position or which accrues to the public official, public member, or public employee as a member of a profession, occupation, or large class to no greater extent than the economic interest or potential benefit could reasonably be foreseen to accrue to all other members of the profession, occupation, or large class."

Attachment 10: Educational Requirements for Local Government Planning or Zoning Officials or Employees

TITLE 6 – LOCAL GOVERNMENT – PROVISIONS APPLICABLE TO SPECIAL PURPOSE DISTRICTS AND OTHER
POLITICAL SUBDIVISIONS

CHAPTER 29 – SOUTH CAROLINA LOCAL GOVERNMENT COMPREHENSIVE PLANNING ENABLING ACT OF 1994

ARTICLE 9 -- EDUCATIONAL REQUIREMENTS FOR LOCAL GOVERNMENT PLANNING OR ZONING OFFICIALS OR
EMPLOYEES

SECTION 6-29-1310. Definitions.

As used in this article:

(1) "Advisory committee" means the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees;

(2) "Appointed official" means a planning commissioner, board of zoning appeals member, or board of architectural review member;

(3) "Clerk" means the clerk of the local governing body;

(4) "Local governing body" means the legislative governing body of a county or municipality;

(5) "Planning or zoning entity" means a planning commission, board of zoning appeals, or board of architectural review;

(6) "Professional employee" means a planning professional, zoning administrator, zoning official, or a deputy or assistant of a planning professional, zoning administrator, or zoning official.

HISTORY: 2003 Act No. 39, Section 14, eff June 2, 2003.

SECTION 6-29-1320. Identification of persons covered by act; compliance schedule.

(A) The local governing body must:

(1) by no later than December 31st of each year, identify the appointed officials and professional employees for the jurisdiction and provide a list of those appointed officials and professional employees to the clerk and each planning or zoning entity in the jurisdiction; and

(2) annually inform each planning or zoning entity in the jurisdiction of the requirements of this article.

(B) Appointed officials and professional employees must comply with the provisions of this article according to the following dates and populations based on the population figures of the latest official United States Census:

(1) municipalities and counties with a population of 35,000 and greater: by January 1, 2006; and

(2) municipalities and counties with a population under 35,000: by January 1, 2007.

HISTORY: 2003 Act No. 39, Section 14, eff June 2, 2003; 2004 Act No. 287, Section 3, eff July 22, 2004.

Effect of Amendment

The 2004 amendment, in paragraph (B)(1), substituted "of 35,000 and greater" for "above 70,000".

SECTION 6-29-1330. State Advisory Committee; creation; members; terms; duties; compensation; meetings; fees charged.

(A) There is created the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees.

(B) The advisory committee consists of five members appointed by the Governor. The advisory committee consists of:

(1) a planner recommended by the South Carolina Chapter of the American Planning Association;

- (2) a municipal official or employee recommended by the Municipal Association of South Carolina;
- (3) a county official or employee recommended by the South Carolina Association of Counties;
- (4) a representative recommended by the University of South Carolina's Institute for Public Service and Policy Research; and

(5) a representative recommended by Clemson University's Department of Planning and Landscape Architecture. Recommendations must be submitted to the Governor not later than the thirty-first day of December of the year preceding the year in which appointments expire. If the Governor rejects any person recommended for appointment, the group or association who recommended the person must submit additional names to the Governor for consideration.

(C) The members of the advisory committee must serve a term of four years and until their successors are appointed and qualify; except that for the members first appointed to the advisory committee, the planner must serve a term of three years; the municipal official or employee and the county official or employee must each serve a term of two years; and the university representatives must each serve a term of one year. A vacancy on the advisory committee must be filled in the manner of the original appointment for the remainder of the unexpired term. The Governor may remove a member of the advisory committee in accordance with Section 1-3-240(B).

(D) The advisory committee's duties are to:

(1) compile and distribute a list of approved orientation and continuing education programs that satisfy the educational requirements in Section 6-29-1340;

(2) determine categories of persons with advanced degrees, training, or experience, that are eligible for exemption from the educational requirements in Section 6-29-1340; and

(3) make an annual report to the President of the Senate and Speaker of the House of Representatives, no later than April fifteenth of each year, providing a detailed account of the advisory committee's:

- (a) activities;
- (b) expenses;
- (c) fees collected; and
- (d) determinations concerning approved education programs and categories of exemption.

(E) A list of approved education programs and categories of exemption by the advisory committee must be available for public distribution through notice in the State Register and posting on the General Assembly's Internet website. This list must be updated by the advisory committee at least annually.

(F) The members of the advisory committee must serve without compensation and must meet at a set location to which members must travel no more frequently than quarterly, at the call of the chairman selected by majority vote of at least a quorum of the members. Nothing in this subsection prohibits the chairman from using discretionary authority to conduct additional meetings by telephone conference if necessary. These telephone conference meetings may be conducted more frequently than quarterly. Three members of the advisory committee constitute a quorum. Decisions concerning the approval of education programs and categories of exemption must be made by majority vote with at least a quorum of members participating.

(G) The advisory committee may assess by majority vote of at least a quorum of the members a nominal fee to each entity applying for approval of an orientation or continuing education program; however, any fees charged must be applied to the operating expenses of the advisory committee and must not result in a net profit to the groups or associations that recommend the members of the advisory committee. An accounting of any fees collected by the advisory committee must be made in the advisory committee's annual report to the President of the Senate and Speaker of the House of Representatives.

HISTORY: 2003 Act No. 39, Section 14, eff June 2, 2003; 2008 Act No. 273, Section 2, eff June 4, 2008; 2019 Act No. 1 (S.2), Sections 32, 33, eff January 31, 2019.

Effect of Amendment

The 2008 amendment, in subsection (B), in the introductory paragraph deleted "with the advice and consent of the Senate" from the end of the first sentence; and in paragraph (B)(5) deleted "or the Governor's appointment is not confirmed by the Senate" following "appointment".

2019 Act No. 1, Section 32, in (D)(3), substituted "President of the Senate" for "President Pro Tempore of the Senate".

2019 Act No. 1, Section 33, in (G), in the second sentence, substituted "President of the Senate" for "President Pro Tempore of the Senate".

SECTION 6-29-1340. Educational requirements; time-frame for completion; subjects.

(A) Unless expressly exempted as provided in Section 6-29-1350, each appointed official and professional employee must:

(1) no earlier than one hundred and eighty days prior to and no later than three hundred and sixty-five days after the initial date of appointment or employment, attend a minimum of six hours of orientation training in one or more of the subjects listed in subsection (C); and

(2) annually, after the first year of service or employment, but no later than three hundred and sixty-five days after each anniversary of the initial date of appointment or employment, attend no fewer than three hours of continuing education in any of the subjects listed in subsection (C).

(B) An appointed official or professional employee who attended six hours of orientation training for a prior appointment or employment is not required to comply with the orientation requirement for a subsequent appointment or employment after a break in service. However, unless expressly exempted as provided in Section 6-29-1350, upon a subsequent appointment or employment, the appointed official or professional employee must comply with an annual requirement of attending no fewer than three hours of continuing education as provided in this section.

(C) The subjects for the education required by subsection (A) may include, but not be limited to, the following:

- (1) land use planning;
- (2) zoning;
- (3) floodplains;
- (4) transportation;
- (5) community facilities;
- (6) ethics;
- (7) public utilities;
- (8) wireless telecommunications facilities;
- (9) parliamentary procedure;
- (10) public hearing procedure;
- (11) administrative law;
- (12) economic development;
- (13) housing;
- (14) public buildings;
- (15) building construction;
- (16) land subdivision; and
- (17) powers and duties of the planning commission, board of zoning appeals, or board of architectural

review.

(D) In order to meet the educational requirements of subsection (A), an educational program must be approved by the advisory committee.

HISTORY: 2003 Act No. 39, Section 14, eff June 2, 2003.

SECTION 6-29-1350. Exemption from educational requirements.

(A) An appointed official or professional employee who has one or more of the following qualifications is exempt from the educational requirements of Section 6-29-1340:

- (1) certification by the American Institute of Certified Planners;
- (2) a masters or doctorate degree in planning from an accredited college or university;
- (3) a masters or doctorate degree or specialized training or experience in a field related to planning as determined by the advisory committee;
- (4) a license to practice law in South Carolina.

(B) An appointed official or professional employee who is exempt from the educational requirements of Section 6-29-1340 must file a certification form and documentation of his exemption as required in Section 6-29-1360 by no later than the first anniversary date of his appointment or employment. An exemption is established by a single filing for the tenure of the appointed official or professional employee and does not require the filing of annual certification forms and conforming documentation.

HISTORY: 2003 Act No. 39, Section 14, eff June 2, 2003.

SECTION 6-29-1360. Certification.

(A) An appointed official or professional employee must certify that he has satisfied the educational requirements in Section 6-29-1340 by filing a certification form and documentation with the clerk no later than the anniversary date of the appointed official's appointment or professional employee's employment each year.

(B) Each certification form must substantially conform to the following form and all applicable portions of the form must be completed:

EDUCATIONAL REQUIREMENTS

CERTIFICATION FORM

FOR LOCAL GOVERNMENT PLANNING OR ZONING

OFFICIALS OR EMPLOYEES

To report compliance with the educational requirements, please complete and file this form each year with the clerk of the local governing body no later than the anniversary date of your appointment or employment. To report an exemption from the educational requirements, please complete and file this form with the clerk of the local governing body by no later than the first anniversary of your current appointment or employment. Failure to timely file this form may subject an appointed official to removal for cause and an employee to dismissal.

Name of Appointed Official or Employee: _____

Position: _____

Initial Date of Appointment or Employment: _____

Filing Date: _____

I have attended the following orientation or continuing education program(s) within the last three hundred and sixty-five days. (Please note that a program completed more than one hundred and eighty days prior to the date of your initial appointment or employment may not be used to satisfy this requirement.):

Program Name Sponsor Location Date Held Hours of Instruction

Also attached with this form is documentation that I attended the program(s).

OR

I am exempt from the orientation and continuing education requirements because (Please initial the applicable response on the line provided):

____ I am certified by the American Institute of Certified Planners.

____ I hold a masters or doctorate degree in planning from an accredited college or university.

____ I hold a masters or doctorate degree or have specialized training or experience in a field related to planning as determined by the State Advisory Committee on Educational Requirements for Local Government Planning or Zoning Officials and Employees. (Please describe your advanced degree or specialty on the line provided.)

____ I am licensed to practice law in South Carolina.

Also attached with this form is documentation to confirm my exemption.

I certify that I have satisfied or am exempt from the educational requirements for local planning or zoning officials or employees.

Signature: _____

(C) Each appointed official and professional employee is responsible for obtaining written documentation that either:

(1) is signed by a representative of the sponsor of any approved orientation or continuing education program for which credit is claimed and acknowledges that the filer attended the program for which credit is claimed; or

(2) establishes the filer's exemption.

The documentation must be filed with the clerk as required by this section.

HISTORY: 2003 Act No. 39, Section 14, eff June 2, 2003.

SECTION 6-29-1370. Sponsorship and funding of programs; compliance and exemption; certification as public records.

(A) The local governing body is responsible for:

(1) sponsoring and providing approved education programs; or

(2) funding approved education programs provided by a sponsor other than the local governing body for the appointed officials and professional employees in the jurisdiction.

(B) The clerk must keep in the official public records originals of:

(1) all filed forms and documentation that certify compliance with educational requirements for three years after the calendar year in which each form is filed; and

(2) all filed forms and documentation that certify an exemption for the tenure of the appointed official or professional employee.

HISTORY: 2003 Act No. 39, Section 14, eff June 2, 2003.

SECTION 6-29-1380. Failure to complete training requirements; false documentation.

(A) An appointed official is subject to removal from office for cause as provided in Section 6-29-350, 6-29-780, or 6-29-870 if he:

(1) fails to complete the requisite number of hours of orientation training and continuing education within the time allotted under Section 6-29-1340; or

(2) fails to file the certification form and documentation required by Section 6-29-1360.

(B) A professional employee is subject to suspension or dismissal from employment relating to planning or zoning by the local governing body or planning or zoning entity if he:

(1) fails to complete the requisite number of hours of orientation training and continuing education within the time allotted under Section 6-29-1340; or

(2) fails to file the certification form and documentation required by Section 6-29-1360.

(C) A local governing body must not appoint a person who has falsified the certification form or documentation required by Section 6-29-1360 to serve in the capacity of an appointed official.

(D) A local governing body or planning or zoning entity must not employ a person who has falsified the certification form or documentation required by Section 6-29-1360 to serve in the capacity of a professional employee.

HISTORY: 2003 Act No. 39, Section 14, eff June 2, 2003.

[illegible]

Boards, Commissions, and Committees

Policies, Procedures, and Requirements



Boards, Commissions, and Committees Appointments Process

ELISE CROSBY

CITY ATTORNEY

SANDRA E. YÚDICE, PH.D.

CITY ADMINISTRATOR

AUGUST 25, 2022



Agenda

- Review
 - Boards, Commissions, and Committees: Policies, Procedures, and Requirements draft document
- Receive Council members feedback on revisions to ordinances
- Discuss next steps

Policy Statement

- Georgetown City Council has established boards, commissions, and committees to
 - Recommend specific policy-related issues for Council's consideration, action
 - Provide a forum and opportunity for broad community participation in the identification and prioritization of official City matters
- City Council has the responsibility to appoint members to boards
- The City encourages community members' participation in the City's boards
- Boards operate under a set of general guidelines but there are some that have specific ones
- Board members
 - Considered public officials
 - Provide a positive service that is invaluable to the continued progress of the City
 - Shall be registered to vote in the City of Georgetown
 - Except as noted on the residency requirements of specific boards

General Guidelines

- Advisory arms of City Council
 - Review established policies and make recommendations to City Council on matters within the scope of their responsibility
 - Promote public participation in determining City policies and program implementation
- Adopt bylaws or rules to conduct their business effectively and appropriately
 - Select a chair and vice-chair

General Guidelines

- One member = one vote only
- Quorum to conduct business
 - Majority of the board members
 - Informational meetings where no decisions are made do not require quorum
- Excessive absences
 - Affect a board's ability to have quorum and effectively conduct business
 - May be cause for removal

General Guidelines

- Subject to FOIA requirements
- Assigned a city staff to be the point of contact
 - Prepare agendas, minutes, correspondence
- Members of boards shall not involve themselves in administrative or operational matters or the implementation of City Council policies
- City Council members shall not involve themselves in administrative or operational matters of boards unless it requires
 - (1) the appointment or dismissal of their members
 - (2) the restructuring of boards or
 - (3) the creation of new boards
- Board members shall not direct staff to initiate major programs, conduct major studies, or establish policies without the approval of City Council.

Boards Categories

Statutory

- Prescribed by State laws and/or created by ordinance
 - Accommodations/Hospitality (A/H) Tax Committee
 - Architectural Review Board (ARB)
 - Board of Zoning Appeals (BZA)
 - Community Appearance Board (CAB)
 - Construct Board of Appeals (CBA)
 - Georgetown Housing Authority (GHA)
 - Keep Georgetown Beautiful (KGB)
 - Planning Commission (PC)
 - Stormwater Appeals Board (SAB)

Special Committees

- Created pursuant to Section 2-17 of City Code
- May be established by resolution on a temporary basis
- Review a specific issue and make recommendations
- Sunset when the task is complete
- Special committees created prior to Section 2-17
 - Police Community Advisory Board (P-CAB)
 - West End Redevelopment Committee (WERC)

General Requirements

- Apply for only one board at a time
- Comply with all State laws regarding dual office holding
- Be registered to vote
- Reside within the City limits, except as noted
- Attend meetings to remain as an active member
- Attend training for certification, as required by the board
- Attend MASC training on how to be an effective board member, observe decorum, conduct meetings, etc.

Educational Requirements

- Title 6, Chapter 29, Article 9 of the SC Code of Laws prescribe educational requirements
 - Planning Commission
 - Board of Zoning Appeals
 - Architectural Review Board

Specific Requirements

Accommodations Tax Committee ___ Tourism Industry ___ Cultural/Arts ___ Restaurant/Hospitality Business ___ Lodging/Hotel Management ___ At-Large	Architectural Review Board ___ Historian knowledgeable in local history (City resident) ___ Planner (City resident) ___ Archaeologist (City resident) ___ Architect or be knowledgeable in building design and construction: City of Georgetown Resident ___ Georgetown County Resident ___ ___ Resident of the Historic Buildings District ___ Representative from the Core Commercial Buildings District: City of Georgetown Resident ___ Georgetown County Resident ___ ___ Member of the Georgetown Historical Society (City resident)
---	--

Specific Requirements

Keep Georgetown Beautiful ☐ Business/industry community ☐ Community civic organizations ☐ At large residing in the City of Georgetown ☐ Certified Master Gardener ☐ Public Works Director and City Code Enforcement officer (upon hired)	Community Appearance Board ☐ Architecture ☐ Landscape architecture ☐ Building construction ☐ Design ☐ Interior design ☐ Urban planning ☐ Engineering ☐ At-Large I am a: ☐ City Resident ☐ Georgetown County Resident In the cases where members cannot be found within the city, members shall be residents of Georgetown County. Two (2) board members may be at-large, and shall be residents of the city.
---	---

Specific Requirements

Construction Board of Appeals (No city employees are appointed)

- ___ Design Professional: registered design professional with architectural experience or a builder or superintendent of building construction with at least ten (10) years' experience, five of which shall have been in responsible charge of work
- ___ Structural Engineer: registered design professional with structural engineering experience
- ___ Mechanical and Plumbing Engineer: registered design professional with mechanical and plumbing engineering experience or a mechanical contractor with at least ten (10) years' experience, five of which shall have been in responsible charge of work;
- ___ Electrical Engineer: registered design professional with electrical engineering experience or an electrical contractor with at least ten (10) years' experience, five of which shall have been in responsible charge of work; and,
- ___ Fire Protection Engineer: registered design professional with fire protection engineering experience or a fire protection contractor with at least ten (10) years of experience. Five of which shall have been in responsible charge of work.
- ___ Resident Citizens: Two citizens of the City of Georgetown who are not employees of the City.

Board Members Orientation

- Municipal Association of South Carolina
 - To be held locally
 - Topics to discuss
 - Roles
 - Responsibilities
 - Certifications (as required by a board)
 - Decorum
 - Voting
 - Rules of order
 - Attendance requirements (POC to keep attendance records)

Advertising

- Municipal Clerk
 - Advertise
 - Website, FaceBook, social media, print and digital media
- Word of mouth
 - Council members
 - Board members

The City of Georgetown is announcing vacancies on the

**BOARD/COMMISSION/COMMITTEE NAME
HERE**

Applications may be found on the City’s website (<https://www.georgetownsc.gov>) under Governmental Services Boards & Commissions

You may also request the Municipal Clerk to send you the application (see email below)

Applications are due by 5 PM on _____

Applications may be submitted via:

Email: boardapplications@georgetownsc.gov
Mail: Drawer 939, Georgetown, SC 29442

Causes for Removal

- Conviction of driving under the influence of alcohol (DUI) while serving on a board
- Excessive absences (defined as the number of absences for _____ meetings in a given quarter)
- Relocation outside of the board's jurisdictional boundaries or moving out of the city limits (except as noted on specific boards)
- No longer meeting general and/or specific eligibility requirements
- City Council reserves the right to remove
 - If detrimental to the board

Code of Conduct and Ethics

- Board members must make every effort to uphold their reputation of honesty, fairness, professionalism, and transparency
- Board members shall not participate in an action or vote on any item that creates the appearance of conflict of interest
 - Prepare and sign a written Conflict of Interest Statement

Economic Interest Definition (State Code)

- “(a)...an interest distinct from that of the general public in a purchase, sale, lease, contract, option, or other transaction or arrangement involving property or services in which a public official, public member, or public employee may gain an economic benefit of fifty dollars or more.” “(b) This definition does not prohibit a public official, public member, or public employee from participating in, voting on, or influencing or attempting to influence an official decision if the only economic interest or reasonably foreseeable benefit that may accrue to the public official, public member, or public employee is incidental to the public official’s, public member’s, or public employee’s position or which accrues to the public official, public member, or public employee as a member of a profession, occupation, or large class to no greater extent than the economic interest or potential benefit could reasonably be foreseen to accrue to all other members of the profession, occupation, or large class.”

Boards Rosters

- Municipal Clerk
 - Maintain a combined roster of all boards with upcoming vacancies under the City Council webpage
 - Roster will include
 - A summary description of each board
 - Membership requirements
 - A list of current members with their respective term expiration

Application

■ New application

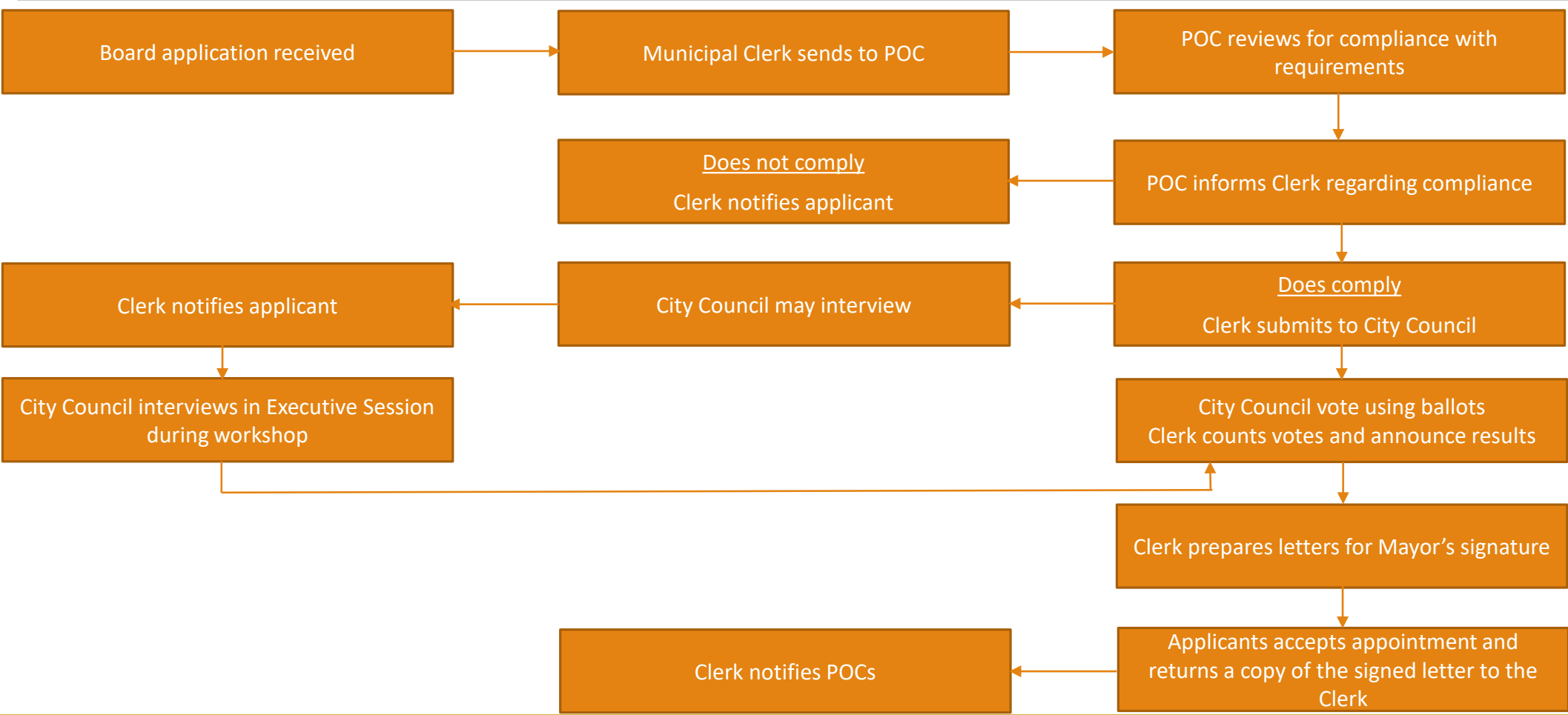
○ Additional questions

- Gauge experience, interests, commitment to attending meetings, conflict of interests, ethics violations, etc.

○ Statement of Agreement and Understanding

- Attest all information contained in application is true and accurate to the best of my knowledge
- Understand responsibility to ensure application is submitted on time for review by Council and that it has been received by the Municipal Clerk's office
- Understand appointment to the board for which applying voluntarily will not result in receiving compensation for my service
- Understand removal for cause, including lack of attendance
- Attest to have read the Code of Conduct and Ethics the requirements, including "Economic Interest" information in Section 8-13-100(11)(a) of the SC Code of Laws

Application Process



Ballot

BALLOT
_____, 2022
Name of Board Here
(____ vacancies)
VOTE FOR _____ APPLICANT(S)

_____ Applicant Name	☐
_____ Applicant Name	☐
_____ Applicant Name	☐
_____ Applicant Name	☐
_____ Applicant Name	☐
_____ Applicant Name	☐
_____ Applicant Name	☐
_____ City Council Member (Hand Print)	
_____ City Council Member Signature	

Results

VOTING RESULTS
_____, 2022 City Council Meeting
Name of Board Here
(____ vacancies)

Applicants Name	Number of Votes
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Conflict of Interest

CONFLICT OF INTEREST STATEMENT

6.B.2

Conflict of interest exists when a board members or a member of their immediate family (parent, spouse, domestic partners, child, sibling, step-relatives or in-law relatives) have financial or personal relationships that inappropriately influence the board member's decisions and actions. Financial relationships are the most easily identifiable conflicts of interest; however, other types of conflict of interest also exist. To maintain the credibility of the board, members must disclose any conflicts of interest, which must be declared as potential, perceived, or real conflicts. A Conflict of Interest Statement declaration is required for transparency purposes. Where a board member believes that a matter to be voted upon presents a conflict of interest, the member must refrain from participating in any and all discussions and voting on motions.

I, _____, certify that I have the following conflict of interest to report
on Item #_____, _____ (title of item on agenda) of the
_____ Board ___ Commission ___ Committee ___ discussed during the
_____ meeting:

I hereby certify that the information set forth above is true and complete to the best of my knowledge. Signature:

Date: _____

Further Revisions

- City Council
 - Discuss any further revisions to ordinances
 - Any additional comments/directives to staff

Next Steps

- Staff to make revisions to different ordinances as requested by City Council during workshop
 - 1st reading
 - September/October council meeting
 - 2nd reading
 - October/November council meeting
- Upon adoption of amended ordinances
 - Staff will update the Boards, Commissions, and Committees: Policies, Procedures, and Requirements publication