SPECIAL MEETING/WORKSHOP OF CITY COUNCIL
APRIL 28, 2016 – 4:00 PM
COUNCIL CHAMBERS
GEORGETOWN, SOUTH CAROLINA

1. CALL TO ORDER

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

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

ALSO PRESENT
Mr. Chris Carter, City Administrator
Mrs. Elise Crosby, City Attorney
Ms. Ann U. Mercer, City Clerk
Mr. Orlando Arteaga, Engineer
Mrs. Debra Bivens, Director of Finance
Mr. Will Cook, Water Utilities Director
Chief Charlie Cribb, Georgetown Fire Department
Mr. Glen Dixon, Fleet Superintendent
Chief Paul Gardner, Georgetown Police Department
Mr. Sterling Geathers, Public Works Director
Mr. Alan Loveless, Director of Electric Utilities
Mr. Rick Martin, Building Official/Zoning Administrator
Mr. Tee Miller, Assistant to the City Administrator for Economic Development

ABSENT
Miss Suzanne Abed-El-Latif, HR Manager

MEDIA
Georgetown Times

2. ANNOUNCEMENT CONCERNING ELECTRONIC DEVICES

Mayor Jack M. Scoville, Jr. called the Special Meeting/Workshop of City Council to order at 4:00 PM and requested all cell phones or electronic devices be turned off or placed on mute so as to not interrupt the meeting.

3. ORDINANCE

A. Motion to approve second reading of an ordinance granting consent for application for State Franchise for Video Service on behalf of Frontier Communications of the Carolinas LLC.

Mayor Scoville moved, seconded by Council Member Jayroe.

Mayor Scoville called for the question.

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

4. REVIEW OF ANTICIPATED REVENUES AND PROPOSED EXPENDITURES FOR FY 2016/2017 BUDGET.

Mr. Chris Carter spoke to expenditures in the General Fund and Hospitality Fund. The budget as presented tonight has no increase in taxes or business license. Last year the millage was increased from 87 to 93 mils. The Capital Projects Fund will fund all capital expenditures primarily in the General Fund and does not call for any fund balance appropriations to balance the budget.

Fifteen new positions were requested. The Electric Department requested one engineering technician, one line technician, one ground technician, one arborist and three tree trimmers. The Public Works Department requested one grounds maintenance tech. Waste Management requested one sanitation worker. Fleet Services requested one vehicle mechanic I. The Fire Department requested three firefighter/EMTs. The Police Department requested one animal control officer and at the request of Mayor Scoville, the Administration Department asked for a risk manager. Chris Carter recommended three positions; one engineering technician, one line technician and one arborist, all in the Electric Department. The Electric Fund would not require any revenue increases to fund these positions. In the current situation, the General Fund is unable to fund the requested positions. After lengthy deliberations among Council, Mrs. Bivens and Mr. Carter were directed to examine the possibility of funding the three firefighter/EMT positions, an animal control officer, a sanitation worker, a vehicle mechanic I and the risk manager position. After further discussions staff was directed to eliminate the arborist as a full time position and include those services as a contract.

Chris Carter stated Department Heads were instructed to prioritize training request. There is required training and enhanced training. Council questioned the Department Heads, who requested additional personnel, for their justification. Mayor Scoville expressed his feelings to reinstate the risk manager position. After the position was not filled, some of the duties and responsibilities were assigned to other employees who already had a full plate. In addition to litigation, the risk manager would meet with staff and work on safety issues and worker's comp premiums. She would provide Council with regular updates on claims, law suits, pending and threatened litigation, depositions, etc. This no longer happens. Staff was asked to send Council a copy of the risk manager job description.

Funds are included in the proposed budget for reclassification of six police officers, two administrative assistants and two water treatment plant operators.

Council Member Jayroe asked Mrs. Bivens about the savings to the City if part time employees paid their own family and spouse insurance. Mrs. Bivens said the savings would be approximately $15,000 a year. Council Member Kimbrough noted over the last two years the City has lost a number of great employees due to our inability to pay them accordingly. He said we need to make sure we keep moving forward with some type of reasonable pay increase. Mayor Pro Tempore Barber said in addition to pay, employees look at benefits. In addition to longevity pay, Mr. Carter said there was discussion last year about a merit pay system. There is 2 1/5 percent added to the gross payroll as a set aside to come up with a plan after a decision has been reached on the new positions.

Mr. Carter referred to information given to Council noting increases in operation and maintenance in the General Fund and Hospitality Fund. These included utilities, supplies, tools and equipment with useful life of less than five years or $5,000, maintenance contracts (software related), service contracts (pest control, service of equipment) and studies. The Architectural Review Board is asking for $25,000 (one half the cost) to update the Historic District Guidelines. We have applied for a grant through the State Historic Preservation Office to fund the remainder. The Electric Department has requested a Phase 2 Dark Fiber study.

An updated list of capital expenditures was provided which included an $800,000 Ladder truck for the Fire Department. Fire Chief Charlie Cribb stated the last inspection of Ladder 27 did not pass due to two cracks in the ladder beams. It has been removed from service and is used as a pumper only. Over the last three years $48,000 has been spent in maintenance on this 30 year old truck. Mr. Carter said the Maryville Station debt service is estimated to be $120,000 and the debt service on the new fire truck is estimated to be $90,000. He stated there is an upcoming substantial commitment to fire apparatus and facilities over the next two years. After discussions, the decision was made to delete the new fire boat and the police patrol boat. Proceeds from the sale of the boat previously given to the Police Department could be used to up fit the boat in the Fire Department and the two departments could share in its use.

Mr. Carter reviewed budgets for the Accommodations Tax Fund and Hospitality Tax Fund. He noted the proposed expenditures comply with restrictions on use of the money. These include East Bay Park, Ben Cooper Park, special events trailer, traffic management trailer, fully and co-sponsored events, cleaning of public restrooms, wayfinding signage maintenance, abandoned boat removal and non-profit promotions. Requests for outside appropriations not proposed in this budget include Winyah Auditorium $35,000 for three years, Veterans Memorial $15,000 donation, and matching grant for Sea Grant Consortium Abandoned Boat Removal. After some discussion, Council requested the latter be included in the budget. Mr. Carter asked Council if there is an interest in funding regular phragmites control. The consensus was to move forward. Mayor Pro Tem Barber asked staff to check with the researchers at Hobcaw to make sure we would not be creating another problem by eliminating the phragmites.

Dr. Jerry Crosby addressed Council and thanked them for their past support of the Winyah Auditorium Board. He said the Auditorium brings a cultural addition in benefits to the community. Currently it is estimated over 55 events will be held this year compared to 35 last year. Part of the Board's ability to bring benefits to Georgetown is based on the financial operating stability of the Auditorium. On behalf of the Board, Dr. Crosby requested financial support from the City in the amount of $35,000 a year for the next three years. This stable assistance in covering part of their basic operating expenses will enable the Board to make long range plans, long range bookings and commitments, to further encourage private donors their generous donations will not sit idle, and continue to provide civic, cultural and financial benefit to the residents. A 2015-2016 schedule of events was provided along with a detailed draft copy of their Strategic Plan. Mayor Scoville said typically these types of facilities need local government support and encouraged Council to continue the support of the Auditorium. Council Member Butts asked Dr. Crosby when the Board plans to be self-sufficient. Dr. Crosby said there is not a civic auditorium in the State of South Carolina that is self-supporting. It is a civic auditorium available for rent and in order to make it available to the community, the price must be reasonable. Council Member Kimbrough said when he was a member of the Winyah Auditorium Board he met with members of the Newberry Opera House and they said it will never be self-sufficient. Discussions concluded.

5. ADJOURNMENT

The Special Meeting/Workshop adjourned at 6:26 PM.

Ann U. Mercer
City Clerk

Date Approved: 06/16/16