



**SPECIAL MEETING/ BUDGET WORKSHOP
OF CITY COUNCIL
MAY 8, 2018 – 4:00 PM
MUNICIPAL COURTROOM
GEORGETOWN, SOUTH CAROLINA**

1. CALL TO ORDER

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

MEMBERS PRESENT

Mayor Brendon M. Barber, Sr.
Mayor Pro Tempore Rudolph A. Bradley
Council Member Sheldon A. Butts
Council Member Tupelo Humes
Council Member Carol R. Jayroe
Council Member Al Joseph
Council Member Clarence C. Smalls

ALSO PRESENT

Mr. Carey F. Smith, Interim City Administrator
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
Chief Kelvin Waites, Georgetown Police Department
Mr. Isaac Williams, Fleet Superintendent

ABSENT

Mrs. Elise Crosby, City Attorney
Mrs. Suzanne Anderson, HR Manager
Mr. Tim Chatman, Streets and Sanitation Manager
Mr. Alan Loveless, Director of Electric Utilities
Mr. Rick Martin, Building Official/Zoning Administrator

MEDIA

Georgetown Times - Mr. David Purtell
GAB News - Mr. Scott Harper

2. ANNOUNCEMENT CONCERNING ELECTRONIC DEVICES

Mayor Brendon M. Barber, Sr. called the Special Meeting/Budget 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, with the exception of first responders, so as to not

interrupt the meeting.

3. REVIEW OF ANTICIPATED REVENUES AND PROPOSED EXPENDITURES FOR FY 2018/2019 BUDGET.

Mrs. Debra Bivens stated the budget as presented, \$32,730,189, is balanced. Rate adjustments discussed during the Retreat are included in the budget. A 1% increase for water; impact to average residential customer using approximately 6,000 gallons is \$.30 per month. This would increase annual water revenues by \$21,000. A 1% increase for Wastewater; impact to residential customer is \$.41 per month. This would increase annual wastewater revenues by \$24,000. The reason for the rate adjustments is to continue with maintenance cost, cost of living increases, etc.

The budget includes \$125,000 of insurance proceeds from the City Hall settlement that will be used toward leasing the current building and legal expenses. Council Member Jayroe questioned using the insurance proceeds for this expense. Mrs. Bivens said it is a true expense associated with the insurance claim and proceeds. She said money for the lease on the current City Hall has been coming from Fund Balance, approximately (\$82,000 a year). If Council chooses, that can continue. Mr. Carey Smith stated that revenue source is for these kinds of expenses; rather than use the Fund Balance staff chose the insurance proceeds.

Mrs. Bivens said non-essential Travel and Training was reduced by \$25,000 across all funds. For several years \$18,000 was allocated annually for office space rental at the Family Justice Center which has not been used. After moving to their new building, funding has been eliminated from the 2018/2019 General Fund budget. Discussions followed. Funding in the current budget for the Winyah Auditorium (\$35,000) has not been disbursed. Staff's recommendation is to reduce that to \$25,000 in the proposed budget (Hospitality Fund). Support for the Winyah Auditorium was considered seed money when their board took over. Prior to making a decision, Council requested an update from the Winyah Auditorium Board. Kaminski House support previously included the Stewart Parker House. As the lease between the City of Georgetown and the National Society of the Colonial Danes of America for the Stewart Parker House was terminated, staff's recommendation is to reduce funding from \$190,000 to \$150,000 (Hospitality Fund). Council requested an update from the Kaminski House prior to making a decision.

Mr. Smith reviewed the 2018/2019 Fund Balance analysis, noting the Capital Projects Fund eliminates going to the General Fund. Over all fund balances, the largest concern is the General Fund. It does not have the growth rate on the revenue stream that utilities do. Last year a Transfer Policy was passed, which was first vetted by the City's Bond Attorney, the Finance Director, and the City Attorney. Mrs. Bivens explained no longer would \$1.4 million be transferred from the Electric Fund to the General Fund. She reviewed the three components of the Transfer Policy: Cost of Service, Operations Fees and Payment in Lieu of Taxes. It was pointed out to Council, based on the new Policy, if we continue to transfer funds each year, the Water and Wastewater Funds could have problems in two or three years. Mr. Smith

said the Policy tries to balance the tax payers and the rate payers so it is fair. Mr. Smith suggested a small rate increase every year rather than one large increase. Council discussed the need to ensure funds in these two utilities are not depleted in the coming years and asked the Administrator to bring back viable options at the next workshop.

New positions in the proposed budget include: a Planner, Building Inspector, Firefighter/EMT and a part-time Assistant Clerk in Municipal Court. Mr. Smith suggested once the new administrator is hired they could search for and recommend a Professional Planner. Council Member Joseph said the economic development position is critical to the City if we want growth and questioned if a planner, alone, could bring the growth. Discussions followed. Mayor Barber said a professional planner, vetted and certified, with economic development experience is very important.

Competitive pay adjustments were a major topic at the Council Retreat. The Fire Chief, Police Chief and Director of Electric Utilities requested pay increases in an effort to be more competitive in keeping current employees as well as recruiting new employees. Mr. Smith said the proposed budget focuses on these three departments: Police 8.5% for 30 employees, Fire 5.0% for 25 employees and Electric 5.4% for 4 employees. This does not apply to top management. Mr. Smith recommended and encouraged Council to support a return to the take home vehicle program for the Police Department. When meeting with members individually he stated there was support and would like this to become effective tomorrow. Council agreed. Council Member Butts said there should be an enforceable stringent policy. Mr. Smith answered Mr. Bradley's question that this is doable and sustainable. Mrs. Bivens noted Chief Waites chose to forgo funding for two new officers to ensure the competitive pay adjustments were included in the budget.

A list of vehicles being requested include: one for the new building inspector, four law enforcement vehicles and equipment for the each, one command vehicle for the Fire Department, one pickup truck for Public Works and one service truck for the Electric Department. All requests, excluding Electric Utility, would come from the General Fund Capital Projects Fund.

Mr. Smith thanked Mayor and Council for their assistance and guidance with the budget. Council Member Butts said he wants funding included in the budget process for a Coastal Carolina intern.

Council Member Smalls pointed out the deplorable roads conditions in the City. Merriman Road, Railroad Avenue, Duke Street, and Screven Street were all mentioned.

4. ADJOURNMENT

Motion to adjourn Special Meeting/Budget Workshop of City Council.

Council Member Joseph moved, seconded by Council Member Humes.

Mayor Barber called for the vote.

RESULT: **APPROVED [UNANIMOUS]**

MOVER: Al Joseph, Clarence C. Smalls

SECONDER: Tupelo Humes, Council Member

AYES: Barber Sr., Bradley, Butts, Jayroe, Joseph, Humes, Smalls

The Special Meeting/Budget Workshop adjourned at 5:25 pm.

Ann U. Mercer
City Clerk

Date Approved: 08/16/18