SPECIAL MEETING/WORKSHOP OF CITY COUNCIL
APRIL 23, 2015 – 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
Council Member Carol R. Jayroe
Council Member Edward S. Kimbrough, Jr.
Council Member Clarence C. Smalls
Mayor Pro Tempore Peggy Wayne

MEMBERS ABSENT
Mayor Jack M. Scoville, Jr.
Council Member Brendon M. Barber, Sr.
Council Member Rudolph A. Bradley

ALSO PRESENT
Mr. Chris Carter, City Administrator
Ms. Ann U. Mercer, City Clerk
Miss Suzanne Abed-El-Latif, HR Manager
Mrs. Debra Bivens, Director of Finance
Mr. Will Cook, Water Utilities Director
Mr. Glen Dixon, Fleet Superintendent
Chief Paul Gardner, Georgetown Police Department
Mr. Jonathan Heald, City Engineer
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
Chief Joey Tanner, Georgetown Fire Department

MEDIA
Georgetown Times - Ms. Taylor Griffith

2. **ANNOUNCEMENT CONCERNING ELECTRONIC DEVICES**

Mayor Pro Tempore Peggy Wayne called the Special Meeting/Workshop of City Council to order at 4:02 PM and requested all cell phones or electronic devices be turned off or placed on mute so as to not interrupt the meeting.

3. **REVIEW OF ANTICIPATED REVENUES AND PROPOSED EXPENDITURES FOR THE FY 2015/2016 BUDGET**

Council Member Kimbrough expressed concerns with transferring funds in order to balance the budget. He suggested to immediately cut the $594,000 transfer from the General Fund and leave the $1.4 million transfer from the Electric Fund. He wants a plan over the next five years that will become less dependent on the Electric Fund. This would allow issues with an aging electric system to be addressed and/or new programs. We need to live within our budget and he requested $600,000 in proposed budget cuts. Consolidated services between departments would be one way to save money.

Mr. Chris Carter said the General Fund has allowed the City to live "above its means" for a number of years. It is a built in reliance that allows us to pay for more public services than normally a town our size would be able to do. There were some structural fundamental decisions in the past that have caused a deficiency in the General Fund.

Council Member Jayroe noted line items in the budget that should be reviewed include overtime, travel and training, janitorial services, pest control, backflow inspections, physicals and supplies.

Mr. Carter stated there were six requests for personnel in the budget; however, none are recommended by the Administrator, mainly due to lack of available funds. Four reclassifications to higher pay grades were requested, one is recommended. Overtime has been analyzed on a handout for each department. Currently this is no overtime policy.

Miss Suzanne Abed-El-Latif briefed Council on the medical insurance reimbursement. This is a type of "earning" that will reimburse employees for the difference in cost of the State premiums to the current premiums they now pay. It will be processed through payroll and will change over a proposed three year period to eventually have the employee paying the premiums at the State rate. The State offers Dental Basic and Dental Plus plans. Staff is suggesting the City cover the Employee Only portion of Dental Plus for any employee who may choose that Plan.

Miss Abed-El-Latif stated wage compression occurs when a long term employee is at the minimum of the salary range and a new employee is hired at the same salary. Eighteen employees have been identified who are in this situation, 5 in Police, 9 in Fire and 4 in Water Utilities. It will cost $30,000 to correct this problem. She referred to information provided to Council at the retreat. In order to avoid wage compression staff has proposed a longevity plan for salary increases. This is similar to the General Leave Policy; less than five years, 5-10 years, 10-15 years, 15-20 years and over 20 years. It would be a tiered percentage scale with an annual adjustment based on the City's ability to pay. This rewards employees for years of service and their loyalty. Discussions followed. Mr. Carter asked for permission to present a Resolution at the May meeting that would carry out the MIR pay through 2018 as well as the wage compression adjustment and institute the longevity for the upcoming fiscal year. There were no objections.

Mr. Carter reviewed requests for studies which he included in the proposed budget. The Architectural Review Board requested funding to update the Historic District Design Guidelines. The ARB Chairman, Mr. Jerry Miller, noted in the request the Guidelines are over ten years old and in serious need of revision and update. There is not a single comprehensive set of guidelines directed to all property types and uses in all areas of the Historic District. There are two separate guidelines prepared at different times, by different firms, and directed to two different geographic areas of the Historic District; the 'residential area' and the 'waterfront area.' The proposed budget includes $17,000 for this study.

A Treatability Study to pinpoint source of 'off-spec' wastewater is also included in the proposed budget. The cost is $50,000. Mr. Will Cook explained the process which is conducted in a controlled environment. If it is determined toxicity is entering the Wastewater Treatment Plant, we need to determine the origination source. Mr. Carter stated a regulation would be included in our Sewer Use Ordinance that prohibits the induction of this into our Plant. Following is a summary of the Study objectives for the City. 1) Identify the source of the observed interference and inhibition periodically entering the WWTP and, if possible, isolate specific chemicals(s). 2) Generate data over several weeks that will provide empirical evidence of the source of inhibition and interference at the WWTP. 3) Provide data that can be used to reduce local limits for ammonia removal rates so that the facility can meet NPDES limits. If the laboratory simulation encounters removal rate deficiencies similar to the WWTP, additional evidence will be provided to South Carolina Department of Health and Environmental Control that demonstrates interference is occurring and that WWTP ammonia loading must be restricted. 4) Laboratory bench-scale experimentation allows for the evaluation of the effects of individual (daily) influent samples on the reactor system, an objective that cannot be achieved in the actual WWTP. When asked, Mr. Jonathan Heald stated he believes this is a worthwhile investment. We have been monitoring the inflow with the consultant trying to find the 'smoking gun.' Agreements with our partners, as well as our Sewer Use Ordinance, contain language that prohibits things that upset our Plant.

Mr. Carter stated about 18 years ago the City installed a fiber optic network. This is an asset to the City which generates $25,000 annually. The City's computer network, telephone system and SCADA systems heavily rely on this. Our partner is HTC, they polish the fiber and make the connections. They have indicated the City needs to look at the pole connections and the quality of the cable. Mr. Carter asked Mr. Alan Loveless to provide an estimate of the Dark Fiber Study. The cost is $12,000.

Mr. Carter provided a Capital Improvement Program Listing. His recommendations are to continue the current operations to replace the most needed equipment. Under the CIP, equipment is valued at $5,000 or more, or has a useful life of five years or more.

The City's Fleet Superintendent, Glen Dixon, reviewed criteria used for justification of replacement of the eight requested vehicles. Pictures and data on all the vehicles were included in the budget material.

Staff is waiting to receive the final cost projections for repairs to City Hall and Fire Station #1. A cost of $3,438,000 is reflected in the Capital Improvement budget. This estimate was included in the Kyzer Timmerman report of June 28th; now a contractor is reviewing the costs. Insurance coverage is expected.

Mr. Jonathan Heald presented an update on the US 17/701 Project which includes the intersections between Fraser and Highmarket and five points. Originally, the City wanted to improve intersections. Funding was allocated through GSATS federal funding for these improvements. At the same time, the State thought it would be a good idea to white-top the intersections and Fraser Street between Highmarket and Five Points intersection. The projects were combined which involve full depth concrete repair, at a cost of $3.5 - $4 million. This precipitated the City to relocate our infrastructure. In advance of the State's concrete road we will relocate water lines along Fraser Street, relocate/re-route wastewater mains, and overhead power and telecommunications lines will be converted underground. The utility project was advertised April 17th, bids will be opened on June 1st and recommendation for Council approval will be June 18th. Construction should begin July 6th. Two key events for the City occur in October; the Bridge2Bridge Run and the Wooden Boat Show. The contract includes a $50,000 incentive to finish on or before October 1, 2015. After this date the bonus is reduced by $1,000/day. There will be no lane restrictions October 2-12. The final completion date is November 20th; the bonus ends and liquidated damages begin at $1,000/day. SCDOT's crew is anticipated to mobilize to the site to begin work on November 30th. If the City's contractor has not completed their work by this date, liquidated damages increase to $2,000/day. The project completion date is projected for April 1, 2016. These dates are based on standard weather conditions. Mr. Heald addressed traffic control during the project and explained how the traffic flow will be disrupted from time to time. The City's estimated cost is $800,000 and is included in the proposed budget.

Mr. Carter listed several requests which are not in the proposed budget that would require affirmative action by Council to include. Winyah Auditorium has requested $35,000, a request was received for funds for the Veterans Memorial ($15,000) and $33,000 for body cameras for the Police Department. Following discussions among Council, the consensus was to wait until the Senate makes its decision on the body cameras before moving forward. Concern was expressed about storage of the digital videos. Council Member Kimbrough said we owe it to our veterans to support the memorial and Council Members Wayne, Smalls and Jayroe agreed. Council Member Jayroe applauded the new Winyah Auditorium Board of Directors for their efforts. Before she makes a decision she would like to know their financial status. Mr. Carter said he could ask Dr. Crosby to attend the May 5th meeting and provide information and answer any questions.

Mr. Carter reviewed the Hospitality and Accommodations Tax Fund recommendations included in the proposed budget. Last year the Local A-tax generated $170,000, the State A-tax generated $52,114, and the 'Old' H-tax and 'New' H-tax generated $310,500 each. He highlighted expenses that are funded from the four sources.

Mr. Rick Martin provided Council a copy of the Operations Agreement between the City of Georgetown and the Friends of the Kaminski dated June 30, 2013, a proposed addendum to the Operations Agreement, a list of accomplishments and their draft budget for the new year, along with an updated estimate for repairs to the Stewart Parker House in the amount of $132,984.00. This expense is not included in the budget. Discussions followed.

Mrs. Cindy Thompson presented three projects as information. Two years ago the City received a $15,000 grant from International Paper Company commemorating their 75th anniversary. The grant was written to implement an outdoor classroom or an observation deck for school children who visit Morgan Park. A new 14 x 10 raised deck equipped with interpretive boards will be located on the bank overlooking Winyah Bay. Staff from Hobcaw will assist in developing the boards. Specifications and pricing on this project have begun. Next, landscaping around the detention pond at City Hall was presented. Three Master Gardeners who serve on the Keep Georgetown Beautiful Board have developed a landscape plan which includes an irrigation system for the plants. Crepe Myrtle trees will be planted around the pump house at the corner of Front and Dozier Streets. Mrs. Thompson noted the City owns a vacant lot on Cleland Street and the suggestion has been mentioned to spruce up this area into a park. This is not included in the budget. KGB was asked to recommend temporary improvements to the 700 block of Front Street in order to shield the burned out area. A drawing depicting an interim sidewalk enhance study was handed out displaying 6 x 8 treated wood panels, stabilized by planters constructed out of the same panels. The panels will be hinged and can be easily moved for construction. The plan is to mount polls in the dirt adjacent to the sidewalk. A backup plan would be to position the panels on the sidewalk. All property owners were notified via email last week and received a copy of the plan. There was been no response. This would not be an expensive project; the cost of one panel is $21 at Lowes. Mayor Pro Tempore Wayne said the boards that children have decorated and are currently located on the property are wonderful and this would be a waste of money. Discussions followed.

Mrs. Wayne stated she would like for City Council to form a committee to meet with the County and discuss working together on East Bay Park. Mr. Carter said during a previous presentation made by Mr. Heald it was intended he (Mr. Heald) would be the point person working with the County on the project. Council Members are welcome to attend meetings with Jonathan when the coordination process begins. Discussions followed.

Mr. Carter highlighted remaining proposed expenses in the A/H Tax fund.

Council Member Smalls wants to ensure there are funds budgeted for catch basins in the West End. He said the standing water issues need to be handle now. Also he asked about purchasing equipment to be used for repairing pot holes and paving. Last year Mr. Heald sent proposals out for a hot box. That, along with the personnel and operation and maintenance costs were around $150,000. It was not approved in the 2014/2015 budget.

4. POLICE

A. Motion to Approve Law Enforcement Assistance and Support Contract and Memorandum of Understanding on Loan of Equipment with the City Of Myrtle Beach.

Council Member Kimbrough moved, seconded by Council Member Jayroe. Chief Paul Gardner said this would be at no cost to the City. It will allow the department to send personnel and equipment to Myrtle Beach.

Mayor Pro Tempore Wayne called for the question.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Edward S Kimbrough, Council Member
SECONDER:	Carol R. Jayroe, Council Member
AYES:	Jayroe, Kimbrough, Smalls, Wayne
ABSENT:	Scoville Jr., Barber Sr., Bradley

Mr. Carter summarized what was discussed at the meeting. 1) There needs to be some effort to cut out the additional $1.4 million in the overall the match the existing estimated revenues. Council Member Kimbrough corrected that and stated he was concerned with the $600,000 coming from the General Fund. 2) Funds need to be included for drainage improvements on the West End by adding inlets into the existing storm pipes. 3) Consider staffing an asphalt pot hole patching crew and present an estimated cost. 4) Present a Resolution adopting the medical insurance reimbursement pay, wage compression and longevity. 5) Invite Dr. Crosby to the May 5th meeting to discuss the Winyah Auditorium finances.

5. ADJOURNMENT

Motion to adjourn the Special Meeting/Workshop of City Council

Council Member Jayroe moved, seconded by Council Member Kimbrough.

Mayor Pro Tempore Wayne called for the question.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Carol R. Jayroe, Council Member
SECONDER:	Edward S Kimbrough, Council Member
AYES:	Jayroe, Kimbrough, Smalls, Wayne
ABSENT:	Scoville Jr., Barber Sr., Bradley

The Special Meeting/Workshop adjourned at 6:20 PM.

Ann U. Mercer
City Clerk

Date Approved: 06/25/15