



**SPECIAL MEETING/WORKSHOP OF CITY COUNCIL
MARCH 24, 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 Edward S. Kimbrough, Jr.
Council Member Clarence C. Smalls

MEMBERS ABSENT

Council Member Al Joseph

ALSO PRESENT

Mr. Chris Carter, City Administrator
Mrs. Elise Crosby, City Attorney
Ms. Ann U. Mercer, City Clerk
Miss Suzanne Abed-El-Latif, HR Manager
Mr. Orlando Arteaga, Engineer
Mrs. Debra Bivens, Director of Finance
Chief Charlie Cribb, Georgetown Fire Department
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

Mr. Will Cook, Water Utilities Director
Mr. Glen Dixon, Fleet Superintendent

MEDIA

Georgetown Times - Ms. Eileen Keithly

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.

Mayor Scoville announced as a result of information brought to his attention regarding the Prince George Episcopal Church request approved by the Architectural Review Board, he has directed Rick Martin to issue the demolition permit for that particular house.

3. ADMINISTRATION

A. Discuss Overtime Policy

Mr. Chris Carter stated at the January Council Retreat a uniform overtime policy and an on-call pay policy were identified as matters for consideration. Miss Suzanne Abed-El-Latif made the presentation to Council. The following language is proposed to be added to the Payment of Wages Policy for Overtime. *All overtime must be pre-approved by the employee's supervisor prior to the employee working the overtime. If an employee works unauthorized overtime, the employee will be paid the overtime in accordance with the Fair Labor Standards Act and Department of Labor; however, the employee will be subject to disciplinary action. An employee who regularly violates this policy, will be subject to termination. There will be flexibility exercised for Public Safety, Services and Utility workers that are required to work during emergency situations.*

B. Discuss On-Call Pay

An employee defined as being "on-call" is currently off of the work premises; however, required to be available to return to work in case of an emergency. Employees must be available for contact by telephone 24/7 while being on call. There is a seven day rotation. On-call pay is compensation that is given to an employee for just being "on-call." Usually a flat stipend is paid to an employee regardless if they are called out during their on call rotation.

Call out is when an employee is actually contacted to report back to the work premises due to an issue or emergency. Employees are expected to report back to work within an average of 30 minutes of the call out. For each call-out, the employee will be paid at the regular rate of pay or overtime rate (depending if they have already reached the 40 hour threshold for the work week) for a minimum of two (2) hours or the actual time worked, whichever is greater.

The Water Department (distribution, wastewater collection, stormwater, maintenance, water treatment plant, wastewater treatment plant), the Electric Department (linemen and meter techs) and Police (investigators) have on-call employees. The City has a total of eight employees on call. Currently a two (2) hour minimum is paid for each call out. If a meter tech can restore service from home through the AMI service, they receive a one (1) hour minimum. The City does not have "on-call" pay. In the past a \$100 stipend was paid; however, that was discontinued in 2010. The Water Department reimburses mileage for each call out. This is the only department with this practice. Miss Abed-El-Latif said a standardized policy is needed to be fair for all. The Police Department investigators

have a take-home car and they pay one half of their commuting cost. It was previously proposed for all on-call employees to take a City vehicle home; however, it was not approved.

Standardizing this practice across the entire organization will create a fair and equitable policy for all employees in all departments and will allow the City to budget accordingly. The on-call stipend will compensate employees for the inconvenience of the additional responsibility of being "on call" as well as increase their moral.

Staff recommends a \$100 on-call stipend for each employee who is on call each week. For eight employees that amounts to \$41,000 annually. The mileage reimbursement in the Water Department will be discontinued, saving approximately \$5,400. Continue two (2) hour minimum for call outs for all departments. If a meter technician can restore electric service through AMI system from home and are not actually called out onsite, they will receive compensation for actual time worked with a minimum of 15 minutes. These proposed revisions to the Payment of Wages Policy will be presented for approval at a future City Council Regular Meeting.

C. Notification of application for State Issued Certificate of Franchise Authority

On March 10th Chris Carter received a letter that Frontier Communications has filed an application for Certificate of Franchise Authority at the State level. The City has the ability to comment on the proposed application within 65 days after the date of the letter. This will be placed on the April agenda.

D. Discuss event planning for upcoming Bassmaster Elite Series Tournament

Chief Paul Gardner said he has been attending meetings with County Administrator Sel Hemingway. He handed out and reviewed an eight day schedule. Council was assured the Police Department is prepared to support this event. No officers providing security will be pulled from patrol. Council Member Jayroe asked about the status on painting yellow curbing downtown. Mr. Sterling Geathers said he is trying to obtain some paint from DOT for the project and planning to use inmate labor. Mr. Carter said anyone using inmates must attend a special training with the county scheduled for March 28.

Mr. Tee Miller passed out a packet of information outlining events scheduled for downtown. Department heads have met with GBA to review any electrical, fire, police and sanitation issues and iron out any details. The new City tent will be located at Francis Marion Park.

4. ENGINEERING

A. Projects Update

Mr. Orlando Arteaga presented updates on the following projects, all which began before his employment with the City. The Broad Street project is currently ongoing. The actual construction work began March 10. According to the contractor's schedule, the bulk of the work will take place between now and the end of April.

Consequently, he will have to wait until DOT paves the street. We do not have a date for the paving. In addition, they have sidewalk concrete work. Once DOT has completed their work, the City's contractor will finish their work.

Stantec Engineering is the engineer for Ben Cooper Park. Originally they were instructed to design a drop-off lane. After discussions regarding finances, the scope of the work has changed. Rather than a drop-off lane there will be an 18 space parking lot and they are proceeding to complete the design with remaining funds. The anticipated design completion date is early May 2016 with construction beginning early July.

Stantec Engineering is the engineer for Cherry Street. After a meeting in January, the scope of the work significantly changed. The revised design includes a new water main. A slip lining will be installed in the existing sewer line. Anticipated construction should begin early July 2016. Council Member Kimbrough asked Mr. Arteaga to look into the issues residents on Elizabeth Street are having with sewer backup.

The Community Development Block Grant was awarded July 2015 for drainage improvements on Congdon, Highmarket, Lunch and Duke Streets. Because the project falls within the state right-of-way, we felt they should make improvements. After unsuccessful discussions with DOT, we are taking this on as a City project. A kickoff meeting with AECOM, the Engineer of Record, will be held next week. The design work will begin once the agreement is signed and should be completed by the end of June 2016. Anticipated construction schedule is September 2016 to early July 2017.

In February 2015, Darrohn Engineering was hired to perform a feasibility study on the bicycle and pedestrian trail program (East Coast Greenway). A draft report, dated October 2015, was prepared. The consultant is continuing work on the final report and Mr. Arteaga's goal is to come to a closure with the report by June. He would like to have more detailed discussions with Council about the opportunities and constraints of this project. In 2013 GSATS had funding for this project; however, it was pushed back to 2018. Mr. Carter said it was an enhancement grant up to \$625,000; he does not recall the City's match.

A conceptual design for East Bay Park was prepared in April 2014. Council approved to proceed with the concept. The Plan needed to be revised because the proposed road roundabout was encroaching into SCDOT's right-of-way. A new Conceptual Plan has been developed in March 2016. Mr. Arteaga has met with Mrs. Beth Goodale from County Parks and Recreation. She told him the County has made financial commitments to work on the north end of the Park by installing golf Frisbee in April 2016. They also have financial commitments for six new tennis courts in their 2017/2018 Capital Improvements Plan. The City owns the Park. It appears our efforts and resources are going to be concentrated on the south end of the Park. The first priority will be to develop 30 spaces for trailer parking. Mr.

Arteaga referred to a proposed drawing of the Park and noted the concession building was relocated to the north to make room for the additional parking. He asked if Council prefers to refurbish the building and leave it in the existing location. This would allow approximately 15 parking spaces. Referring to the proposed drawing, he proposed to remove certain existing play fields and fencing and convert to open green space. He also proposed removing the larger fields and build two new multipurpose baseball fields. This may leave an area south of the existing building for a dog park or green space. At the end of the Park a new soccer/football could be added. A grant application has been submitted to South Carolina State Trails Program on February 25, 2016 for a new pedestrian trail around the Park. The new exercise stations will be located in the Park. Discussions followed. Mr. Carter's observations were the parking and the trails grant are one and two on the list. He said if the number of trailer parking spaces could be held down we could convert the concession building to permanent restroom facilities. Mr. Arteaga said he will concentrate on the parking and civil engineering work. Council Member Butts made a recommendation to consider using the polyurethane rubberized surface for the walkway. He said it releases tensions on stress fractures on shins as opposed to asphalt. Mr. Carter said \$800,000 is in the current budget for East Bay Park.

5. HOUSING & COMMUNITY DEVELOPMENT

A. Follow up from the March Regular Meeting regarding holding in abeyance the issuance of demolition permits in the Historic District

Mayor Scoville said Elise Crosby and Rick Martin have researched the matter. There are two provisions in the current ordinances that address demolition permits. No buildings in the Historic District can be demolished without the approval of the ARB. The Building Code also requires that a demolition permit be issued before any structure in the City is demolished. The ARB approved the demolition of the 'Nation' building, Charles Nation's law office. He said there are no conditions or standards in the Building Code that would allow Council to review the approved demolition of that building. Based on this, there is no legal basis to not issue the permit to the Church as requested. Today Mayor Scoville directed Rick Martin to issue the permit. Mr. Martin said he is waiting to receive the permit. After researching demolition permits in larger areas, the Mayor found there are provisions amendatory to the Building Code that set standards for demolition permits and stated he will ask staff to prepare a proposed ordinance amendment to the Building Code. Discussions followed. Council Member Butts said Bethel and Bethesda churches contacted him in reference to the guidelines and/or checklists for ARB approval and non-approval. They were denied demolition permits to extend their campuses. He asked for transparency and amicable guidelines that fit all going forward.

Fire Chief Charlie Cribb informed Council a Conway firefighter was tragically killed in an accident at the scene of a fire on Sunday. Along with many other departments, the Georgetown Fire Department was represented at his funeral today. Chief Cribb said Georgetown, along with other agencies, has been asked to help cover Conway's stations during this loss. Georgetown will send a truck and three firefighters tomorrow (Friday) and Saturday.

Council Member Smalls said he would like to revisit mobile homes in the West End. Mayor Scoville suggested Mr. Martin have a brief presentation at the next regular meeting on the current ordinance; what is allowed and not allowed.

6. ADJOURNMENT

Mayor Scoville declared the workshop adjourned at 5:21 PM.

Ann U. Mercer
City Clerk

Date Approved: 04/21/16