

**City Council Workshop  
Fire Department Training Room  
September 18, 2018  
6:00 P.M.**

**Council Members Present:**

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Mayor Gregory S. Habib; Mayor Pro Tem Kevin Condon; Councilmember Debra Green-Fletcher; Councilmember Jerry Tekac; Councilmember Corey McClary; Councilmember Brandon Cox; Councilmember Gayla McSwain

**Council Members Absent:**

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None

**Staff Present:**

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City Administrator Jake Broom; Assistant City Administrator Daniel Moore; City Clerk Kelly J. Lovette

**Staff Absent:**

**Press Present:**

**Guests Present:**

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Mr. Todd Gallati, President & CEO, Trident Health  
Mrs. Deb Campo, Trident Health

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**I. Call to Order:**

Mayor Habib called the meeting to order at 6:00 p.m.

**II. STAFF PRESENTATIONS AND UPDATES:**

**a) PRESENTATION – TODD GALLATI, PRESIDENT & CEO, TRIDENT HEALTH**

Mr. Gallati presented medical, employee, surgical and tax statistics regarding Trident Hospital. He stated they are now a Level Two (2) Trauma Center which means they have trauma surgeons on staff. He stated there are plans for expansion, and they currently have twenty (20) specialists on call to Trident Hospital's Emergency Department. He stated they just expanded and rebuilt the Emergency Room (ER). He stated all obstetrics (OB) services are moving to one location which is Summerville Medical Center. City Council thanked Mr. Gallati for his presentation.

**b) MASC DEBT SET-OFF PROGRAM ORDINANCE BRIEFING**

Mr. Broom stated the Municipal Association of South Carolina (MASC) Debt Set-off Ordinance would be going before City Council at their next meeting. He stated the City participates in this program to collect unpaid fees and fines from citizens. Mr. Broom thoroughly explained the program and stated this would be done through resolution. He stated the current ordinance would be updated to revise the old language in it and an agreement would need to be signed.

**III. CITY COUNCIL DISCUSSION ITEMS:**

**a) FACILITIES USE POLICY**

Mayor Habib stated Mr. Rostin, the Director of Recreation, and Mr. Johnson, the Public Information Officer, are putting together a historical lecture series to be presented at the Community Center. He stated former Mayor Heitzler agreed to be the presenter.

Mr. Broom stated City staff would like a policy from City Council regarding the parameters and use of City facilities. Mayor Habib stated he felt everyone should be able to use the facilities. City Council inquired as to the policies of other municipalities. Mayor Habib stated Mr. Sanders, the Director of Golf, and Mr. Broom can work

together to create a policy regarding the golf course. City Council decided they would like the public to use the Fire Station Headquarters Training Room. He stated the Recreation Center and the Gymnastic Center already have a rental policy in place. Mayor Habib stated allowing the public to use facilities is a good idea. The consensus of City Council was that Mr. Broom and City Council will move forward with creating a Facility Use Policy.

#### **b) PURCHASING POLICY**

Mr. Broom presented the City's current Purchasing Policy to City Council. He stated it was adopted in 1985, is outdated, and he was proposing to City Council that a change be made to the purchasing limits to give City staff more flexibility. He stated a lot of costs have already been approved in the City budget; and, currently City staff must receive permission from the City Administrator or City Council depending on the cost. Mr. Broom stated the changes he was proposing were similar to the Purchasing Policy that Summerville's Municipality follows. Mayor Habib stated it is strange to get approval for an item that was already approved in the budget. Councilmember Tekac stated if the item is specifically listed in the budget, he does not have a problem with City staff purchasing the item without approval. He stated if the item is not specifically listed, he feels it should go before City Council for approval. Mayor Habib stated there is value in presenting purchasing requests in front of City Council because it is transparent.

Mr. Broom proposed a change to the Emergency Purchasing Policy. He stated currently every purchase over \$200 needs to get a bid, even in an emergency. He stated he would like to raise that amount to \$1,000 or even \$5,000. He provided an example such as if a hurricane arises and an emergency purchase is needed for an item over \$200, City staff would need to seek bids in the middle of a hurricane. Mayor Habib stated he would raise the limit; if it goes over that limit then City staff would need the Mayor's approval. Mayor Habib stated the difference with this request is to eliminate the bid requirement in an emergency. Councilmember McSwain stated she thinks there should be at least two (2) Councilmembers needed for approval. Councilmember Tekac stated there are two (2) approvals, one (1) is the City Administrator and the other is the Mayor. City Council decided to raise the Emergency Purchase Policy to \$5,000.

Mr. Broom stated currently the City does not have a policy regarding professional services. Some cities require Request for Proposal (RFP) or Request for Quotes (RFQ). Mr. Broom stated he would prefer not to have a policy as he does not want to be required to hire the lowest bidder. He stated experience has shown that it is not always best. Mr. Broom proposed the contract for professional services will still be required to come before City Council, but he proposes eliminating the bid portion. Councilmember McClary and Councilmember Cox stated they see it could be problematic. Councilmember Cox stated requesting bids adds a lot of work, but there is an opportunity to get a better value.

Mayor Habib stated he liked what Mr. Broom proposed regarding the Purchasing Policy and the Emergency Purchasing Policy. He stated the policy for professional services can be discussed at a later date.

#### **c) CASEY CENTER DEMOLITION**

Mr. Broom stated City staff received quotes to demolish the Casey Center and its slab. He stated City Council has not formally decided to demolish the building, but they did request Mr. Broom to receive quotes on the project. The consensus of City Council was to demolish the Casey Center. Mr. Broom stated it would be added to next month's agenda.

#### **d) SALE OF CITY-OWNED RESIDENTIAL PROPERTY**

Mayor Habib stated he is interested in selling City owned residential property except for the lots in West Greenview. He stated he believes this would be a good opportunity to partner with Habitat for Humanity to build homes on those lots in West Greenview. Councilmember Tekac stated we are deciding if City Council wants to put out a bid to see if there is an interest in these properties.

Mr. Broom stated a large portion of the lots satisfy our green space requirement. Councilmember Tekac stated it is City staff's responsibility to inform City Council which properties cannot be sold. City Council decided that Mr. Broom and City staff will determine what is buildable property and initiate a plan.

**e) FY2019 ANNUAL BUDGET**

Mr. Broom stated he will present the updated annual Budget for approval at the next City Council Meeting. He reviewed with City Council the changes that were made at the recent City Council Budget Workshop. Councilmember Cox stated City staff did an excellent job putting together the budget and stated the City did not raise taxes.

Councilmember McSwain stated she wished to make City Council aware that the Chair of the Cultural Arts Commission submitted a budget request to the Recreation Commission; however, it was not included in the Recreation Department's budget presentation before City Council.

Mayor Habib stated this will not change the budget because City Council was unaware of this request. He stated this could be a topic for discussion in the future. It was decided that Mr. Broom will bring the budget before City Council in October for first reading.

Councilmember McSwain reported that the Planning Commission is still working on language to the City's current Sign Ordinance and a few commissioners want to make changes to the City's current Tree Ordinance, referencing the ordinances of some surrounding municipalities.

Mayor Pro Tem Condon stated he is the liaison to the Architectural Review Board (ARB) and presented the Agenda items to City Council that were presented at the last ARB meeting.

Councilmember Tekac stated the Economic Development Action Committee (EDAC) would be meeting next Thursday and he has received several names for potential board members.

**VIII. ADJOURN:**

Councilmember Tekac made a motion to adjourn. Mayor Pro Tem Condon seconded the motion. All in favor, none opposed. Motion carried. Meeting adjourned at 8:00 p.m.

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Kelly J. Lovette, MMC  
City Clerk

Date: September 10, 2019

*A copy of this meeting's agenda was sent to the Post and Courier and The Goose Creek Gazette; it was posted in City Hall 24 hours prior to the meeting.*