

**City Council Meeting  
February 12, 2019  
Regular Meeting 7:00 P.M.  
City Hall**

**Council Members Present:**

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

**Council Members Absent:**

None

**Staff Present:**

City Administrator Jake Broom; Assistant City Administrator Daniel Moore; City Clerk Kelly J. Lovette  
Director of Economic Matt Brady; Chief of Police LJ Roscoe; Finance Director Tyler Howanyk; Public Information Officer Frank Johnson

**Staff Absent:**

**Invocation:**

Councilmember Corey McClary

**Pledge of Allegiance:**

Mayor Habib

**Press Present:**

**Guests Present:**

**I. Call to Order:**

Mayor Habib called the meeting to order at 7:00 p.m.

**II. Invocation/Pledge of Allegiance:**

Mayor Habib introduced Councilmember McClary, who presented the invocation and Pledge of Allegiance.

**III. General Public Comments:**

There were no comments.

**IV. Approval of Minutes:**

**a) City Council Meeting – January 8, 2019**

A motion was made by Councilmember Green-Fletcher to approve the minutes, as stated by Mayor Habib. Mayor Pro Tem Condon seconded the motion. Hearing no discussion, Mayor Habib called for the vote. All in favor, none opposed. Motion carried.

**V. Public Hearings, Presentations & Proclamations:**

**a) Proclamation – Black History Month – February**

Mayor Habib read the Black History Month Proclamation and invited representatives of the NAACP to join him as he read the Proclamation and took photos.

**b) Proclamation – National Black HIV/AIDS Awareness Day – February 7, 2019**

Mayor Habib proclaimed February 7, 2019 as National Black HIV/AIDS Awareness Day.

**c) Proclamation – Women in Construction Week – National Association of Women in Construction (NAWIC) March 3 – 9, 2019**

Mayor Habib read the Women in Construction Week Proclamation and invited the representative of the NAWIC to join him as he read the Proclamation and took photos

**VI. New Business:**

None.

**VII. Old Business:**

None.

**VII. Monthly Department Report:**

**Daniel Moore, Interim Planning Director:** Mr. Moore stated he has been acting Planning Director since November 1, 2018. He stated his goals are as follows: to provide the best service with efficient turn around; continue to utilize Geographic Information Systems (GIS) to enhance department operations; emphasize inter-department work flow and move towards an electronic review instead of paper.

Mr. Moore presented a PowerPoint presentation that showed the City's growth. He stated residential developments are growing. He stated the total permits processed are steadily going up which means the City has more opportunities to work with businesses and residents. He stated commercial developments also are increasing, as the City is growing steadily.

Mr. Moore stated the Planning Director handles Boards and Commissions. He stated the Architectural Review Board (ARB) has had ninety-four (94) applications from 2018 to present. He stated, of those applications, seventy-seven (77) applications were moderate applications such as signs and banners, and seventeen (17) were major applications such as architectural changes to buildings. He stated the Zoning Board of Appeals (ZBA) has had four (4) applications. He stated the Planning Commission has had fourteen (14) zoning requests and six (6) ordinance amendments.

Mr. Moore stated each Board and Commission has a City Council liaison. He stated Mayor Pro Tem Condon is the liaison to the Architectural Review Board. He stated a recent change with the ARB is City staff is now allowed to approve or follow up with applicants, which replaced the task of applicants reappearing before the ARB. Mr. Moore stated the City Council liaison for the ZBA is Councilmember Tekac. He stated City staff is now allowed to approve or follow up with applicants, which replaced the task of applicants reappearing before the ZBA. Mr. Moore stated the Planning Commission City Council liaison is Councilmember McSwain and he stated the commission has two new members. He stated there is a new chairman and new vice chairman for the Planning Commission and the commission will be involved in the 2020 Comprehension Plan Update.

Mr. Moore stated zoning enforcement falls under the umbrella of Planning Director, and his main focus was to make sure City Ordinances were being followed. He stated his department is responsible for illegal sign collections and the dissemination of violations and verification letters. He stated even though the Planning Department has the ability and authorization to issue tickets, only three (3) warning tickets have been issued since he took over as Interim Planning Director. He stated his department has been able to work with businesses to make sure they comply.

In closing Mr. Moore shared a Mission Statement created by a former Planning Director which stated "Professional, Courteous, Service Over and Beyond." He stated this can be accomplished by providing same day professional knowledgeable responses. He stated that same day response is critical, so the developers and residents know the City is here to help, and this was something he and his department strive to accomplish.

Mayor Habib thanked Mr. Moore and stated he appreciates the ARB's willingness and commitment to an efficient process.

## **VIII. City Administrator's Report:**

### **a) Request to Purchase – Finance – Licensing, Permitting and Code Enforcement Software**

Mr. Broom stated he received a request from the Finance Director to purchase EnerGov software. He stated this software will allow the City to put business licenses and permits online in order for applicants to apply, pay and receive their licenses and permits without going to City Hall. He stated it will allow City staff to track the flow of licenses and permit applications throughout the organization to improve efficiency. Mr. Broom stated the total cost of the software, licensing and associated implementation with training is \$107,500. Mr. Broom stated the fiscal year 2019 Administration Budget includes \$87,326 for this expenditure. He stated the budget was based on a quote provided by the software company in mid-2018. He stated the \$20,000 discrepancy is due to the software update which affects the implementation cost. Mr. Broom stated if we do not realize the implementation cost fully that they are projecting, we will not pay the full \$107,500. He stated any overages realized can be absorbed by projects elsewhere in the General Fund.

Mayor Habib inquired if City Council wished to act. A motion was made by Councilmember Tekac to approve the request as presented. Councilmember Green-Fletcher seconded the motion. Mayor Habib stated this has been a topic of discussion for a couple of years as we want to conduct business efficiently. Councilmember McSwain stated she was surprised by the figures but after having her questions and concerns answered by City staff, she was perfectly satisfied with the purchase. Mayor Habib addressed a question from the audience and stated this will be a one-time cost, however there is a \$12,500 annual licensing fee. Hearing no further discussion, Mayor Habib called for the vote. All in favor, none opposed. Motion carried.

### **b) Annual Charitable Solicitation Request**

Mr. Broom stated City policy requires that departments wishing to solicit donation or sponsorships from the community for charitable purposes, have to request permission from City Council. He stated the list of requests is included in City Council's packet.

Mayor Habib inquired if City Council wished to act. Councilmember Green-Fletcher made a motion to approve the request for annual charitable solicitations. Mayor Pro Tem Condon seconded the motion. Mayor Habib made mention the Police Chief will be taking a plunge this Saturday at Isle of Palms for the Special Olympics. Hearing no further discussion, Mayor Habib called for the vote. All in favor, none opposed. Motion carried.

## **IX. Mayors Report:**

Mayor Habib stated there are openings on the Cultural Arts Commission and stated that Councilmember McClary is the liaison. He stated that Ms. Winter McKee, Ms. Barbara Richardson and Ms. Bella Anderson have been selected to fill the vacancies and inquired if City Council wished to make a motion for approval. Councilmember Green-Fletcher made a motion to approve the appointments for the Cultural Arts Commission. Councilmember McClary seconded the motion. Hearing no discussion, Mayor Habib called for the vote. All in favor, none opposed. Motion carried.

Mayor Habib stated that he is active on Twitter and stated that nine months ago City Council wanted to come up with something to get people excited and encouraged about what is happening in the City. He stated hence #CREEKRISING was created. He stated Mr. Broom ordered window stickers with this slogan for City Council and stated they will be on sale at the Recreation Center for \$1.00. Mayor Habib stated he appreciates the progressive thinking from City staff.

## **X. EXECUTIVE SESSION**

Mayor Habib stated City Council is going into executive session to discuss the following:

- a) Section 30-4-70 (a) (2) Discussion of Negotiations Incident to Proposed Contractual Arrangements and Proposed Sale or Purchase of Property - (Old Fire Station)
- b) Section 30-4-70 (a) (5) Discussion of Matters Relating to the Provision of Services Encouraging Location or Expansion of Industries or other Businesses in the Area Served by the City - (Water Service Area)

- c) Section 30-4-70 (a) (2) Discussion of Negotiations Incident to Proposed Contractual Arrangements – (Business License Gross Revenue Cap Agreement)

Councilmember Tekac made a motion to go into Executive Session. Councilmember Green-Fletcher seconded the motion. All in favor, none opposed. Motion carried. (7:37 p.m.)

Councilmember Tekac made a motion to come out of Executive Session. Councilmember Green-Fletcher seconded the motion. All in favor, none opposed. Motion carried. (8:24 p.m.)

Mayor Habib stated the note on the agenda stated action may be taken regarding items discussed in executive session upon return to open session. Mayor Habib inquired if City Council wished to act to extend the existing contract with Cityvolve for the purposes of developing the old fire station headquarters to March 22, 2019. Mayor Pro Tem Condon made a motion to approve. Councilmember Green-Fletcher seconded the motion. Hearing no discussion, Mayor Habib called for the vote. All in favor, none opposed. Motion carried.

**XI. Adjourn:**

Councilmember Tekac made a motion to adjourn. Mayor Pro Tem Condon seconded the motion. All in favor, none opposed. Meeting adjourned at 8:25 p.m.

Date: March 12, 2019

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Kelly J. Lovette, MMC  
City Clerk

*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.*