Town of Summerville

Standing Committees of Council

Tuesday, September 8, 2020 - 5:30 p.m

Virtual Meeting livestreamed on www.SummervilleSC.gov

AGENDA

1. **Parks and Recreation Committee**
    a. Purchase of amenities for Short Central
    b. Skate Park Expansion
    c. Update on the Oakbrook Ashley River Preserve
    d. Other business, as necessary

2. **Planning and Development Committee**
    a. Consideration of an ordinance to adopt the Comprehensive Plan Update, "Summerville: Our Town, Our Future." *Planning Commission held a public hearing and adopted a resolution recommending approval at their meeting on August 17, 2020.*

    b. Petition by Marymeade Associates, LP to annex Berkeley County TMS# 232-00-02-179 and Dorchester County TMS# 138-00-00-036 (approximately 4.70 acres total) located on Berlin G. Myers Pkwy.; currently zoned GC, General Commercial, in Berkeley County and CG, General Commercial, in Dorchester County, and will be zoned G-B, General Business, upon annexation into the Town of Summerville's municipal limits. (Council District 1) *Planning Commission held a public hearing and made a recommendation for approval at their meeting on August 17, 2020.*

    c. Proposed amendments to the Summerville Unified Development Ordinance, Chapter 8, Section 8.7.4, Maintenance. *Planning Commission held a public hearing and made a recommendation for approval at their meeting on August 17, 2020*

3. **Public Works Committee**
    a. Public Works Project Updates
        (1) Bear Island Road
        (2) Maple Street
        (3) Cedar Street Extension
        (4) Central Avenue Sidewalk Project
        (5) West 5th South St Sidewalk
        (6) Lee Street Sidewalk Project
        (7) North Hickory Street Sidewalk
        (8) Shepard Park Drainage
        (9) US-78 North Summerville Drainage Study
        (10) Springview Lane Oakbrook Drainage Study
    b. LED Street Light Pilot Program

4. **Finance Committee**
    a. Presentation of August 2020 financial reports
    b. Request from DREAM for Summerville Skates funding
    c. Consideration of amendment to the Town Employee Handbook to add Emergency Pay
    d. Discussion of 2021 millage
    e. Financial Requisitions
        a. Authorization to issue a purchase order to Motorola Solutions in the amount of $47,272.26 for 6 APX All Band Consolettes for the Police Department. Funds to come from budgeted Communications Capitol for server upgrades. This is on a State Contract.
    f. Surplus Vehicles - All vehicles were purchased with Drug Funds and the proceeds will go back to those funds
        a. P34 - 2008 Chevrolet Impala
        b. P217 - 2010 Ford Explorer
        c. P228 - 2012 Dodge Van
        d. P290 - 2017 Ford Explorer
        e. P297 - 2016 Harley Davidson

5. **Adjourn**

TOWN OF SUMMERVILLE PARKS & RECREATION DEPARTMENT

"Creating Sense of Place Through Parks & Play"

TO: Beth Messervy, Town Clerk

CC: Rebecca Vance, Town Administrator

FROM: Amy Evans, Parks & Recreation Director

DATE: September 2, 2020

RE: Parks & Recreation Committee Agenda Items – September 2020 Meeting

1) Purchase of amenities for Short Central
   -DREAM and business owners along Short Central reached out to the Town to request some seating and additional trash cans for that street.
   -It was proposed that the Town would provide the tables, DREAM would supply and maintain the umbrellas, and the business owners would be responsible for the daily cleaning of the tables.
   -To purchase eight tables, two ADA tables, and four trash cans, the cost is $9,738.
2) Skate Park Expansion
   -Dorchester County is interested in possibly partnering with us to expand the skatepark.
   -I am gathering estimates currently for this project.
   -I would be applying for a PARD Grant, and the balance would be split between the Town and Dorchester.
3) Update on the Oakbrook Ashley River Preserve
   -Proposed final master plan is on the website and has been shared on social media for feedback.
   -Keane is working on architectural models and renderings and a preliminary opinion of probable cost. Next meeting will be in October.
4) Other business, as necessary.

Sincerely,
Amy Evans
Parks & Recreation Director
Town of Summerville

ESP Associates, Inc.
2514 N. Center Street Suite B-101
N. Charleston, SC 29406
843.714.2040
www.espassociates.com

Oakbrook Ashley River Preserve

Final Master Plan

ESP Job #: 1018.300
Date: August 24, 2020

Graphic Scale
1 INCH = 80 FT

The Town of Summerville Planning Commission Meeting
Minutes
August 17, 2020

This meeting of the Town of Summerville Planning Commission was held virtually via the Zoom Cloud Meeting Application and was attended by Commission Members, Jim Reaves, Chairman; Kevin Carroll; Tom Hart; Charlie Stoudenmire; Betty Profit; Jonathan Lee; and Elaine Segelken. Staff in attendance included Jessi Shuler, AICP, Director of Planning; Tim Macholl, Zoning Administrator; Bonnie Miley, Assistant Town Engineer; and Matt Halter, Staff Engineer. The public viewed the meeting via live-stream and could register to participant in the public hearing or submit any comments in advance of the meeting through email or by phone.

Jim Reaves, Chairman, called the meeting to order at 4:00 PM.

Approval of Minutes:
The Chairman asked if there were any edits or additions to the minutes from the meeting on July 20, 2020. Ms. Profit made a motion to approve the minutes as presented, and Mr. Hart made the second. The motion passed unanimously.

Public Hearings:
The first public hearing opened at 4:01 PM and was to accept comment regarding the draft document for Summerville: Our Town, Our Future, the Comprehensive Plan update. Mr. Reaves introduced the item and turned the floor over to Sean Tapia and John Houseal with Houseal Lavigne, the consultants for the project. Mr. Tapia presented a brief slideshow and overview of the draft plan. Mr. Reaves asked about the 10 year requirement versus the 20 years used in the Plan. Ms. Shuler responded that state law requires that the plan be updated every 10 year, but that a 20 year timeframe was used for the draft. The Plan would still have to be reviewed after five years and updated after 10 years as state law requires. Mr. Lee asked if the Future Land Use map used the new zoning from the UDO, and Mr. Tapia explained that the UDO zoning was used to inform the Future Land Use map. Mr. Reaves noted that on page 92, Carolina Waste was specifically used in the objective regarding recycling, and he suggested that the wording be more generic because contractors may change. Mr. Lee pointed out that a couple of the organizations listed on page 40 in reference to creating entrepreneur events may no longer be active and that list should be updated. He also stated his belief that the last paragraph on page 41 about creating an Economic Recovery Plan should be considered to be more of a priority given recent circumstances. Ms. Shuler explained that that objective was added into the plan due to the current issues faced with COVID-19 and is listed as a priority action in the action matrix at the end of the Plan. Mr. Lee also noted a typo on page 126 where "short-term" was misspelled. He then expressed that it was interesting that the Plan recommends review every two years. Mr. Reaves responded that state law requires review every five years, but more frequent review is a good thing.

Ms. Shuler then stated that she did have emails submitted for public comment, and she read the emails that she'd received from the public into the record and those emails are appended to these minutes.

Hearing no requests from the public to offer any further comments, this public hearing was closed at 4:49 PM.

The second public hearing opened at 4:49 PM and was for the petition by Marymeade Associates, LP to annex Berkeley County TMS# 232-00-02-179 and Dorchester County TMS# 138-00-00-036 (approximately 4.70 acres total) located on Berlin G. Myers Pkwy.; currently zoned GC, General Commercial, in Berkeley County and CG, General Commercial, in Dorchester County, and will be zoned G-B, General Business, upon annexation into the Town of Summerville's municipal limits. (Council District 1). Mr. Reaves introduced the item and asked if the applicant was present. Josh Lilly with Stantec provided a brief description of the property and stated that they were proposing to bring in the two parcels as G-B to match the existing adjacent zoning, as the entire 10 acres would be developed together.

Hearing no requests from the public to offer any comments and receiving no emails for public comment, this public hearing was closed at 4:52 PM.

The third and final public hearing opened at 4:52 PM and was for the proposed amendments to the Summerville Unified Development Ordinance, Chapter 8, Section 8.7.4, Maintenance. Mr. Reaves introduced the item and asked Ms. Shuler to explain. Ms. Shuler informed the Commission that this section of the tree ordinance was rarely used and as such, was inadvertently left out of the UDO language. The UDO language could be interpreted to require removal of dead or diseased trees based on the current language, but this addition makes that requirement clearer and matches the language in the previous ordinance.

Hearing no requests from the public to offer any comments and receiving no emails for public comment, this public hearing was closed at 4:54 PM.

Old Business
There were no items under Old Business.

New Business:
The first item under New Business was New Street Names. Ms. Shuler stated that she had three new street names for review in a proposed apartment complex off of Old Trolley Road called Waters at Oakbrook: Oakbrook Landing Drive, Gathering Way, and Flowertowne Circle or Avenue. Ms. Segelken made a motion for approval of all three names using the suffix Circle for Flowertowne since the road did indeed make a circle. Mr. Carroll made the second, and the motion passed unanimously.

The second item under New Business was the consideration of a resolution to recommend adoption of the Comprehensive Plan Update, Summerville: Our Town, Our Future. Mr. Hart made a motion to approve the resolution recommending the document to Council with the minor edits noted, and Ms. Segelken made the second. Mr. Hart stated that he served on the Comprehensive Plan Advisory Committee (CPAC), and a lot of hard work and public input went into the drafting of the document. He noted that no document can please everyone, but this document takes into account a large number of the public from all areas of the Town. Ms. Segelken agreed, declaring that she has had the privilege to work on all of the Comprehensive Plans since 1994, and this Plan is the best so far. Mr. Lee stated that the document was very well organized. He emphasized his appreciation for the action matrix, which shows that implementation of this Plan will be a collaborative, ongoing effort. Mr. Reaves noted that he also worked on all of the Plans since 1994, and stressed that this Plan was exemplary. He applauded all of the hard work that went into the Plan.

Following the discussion, Mr. Reaves called for the vote and the motion passed unanimously.

The third item under New Business was the petition by Marymeade Associates, LP to annex Berkeley County TMS# 232-00-02-179 and Dorchester County TMS# 138-00-00-036 (approximately 4.70 acres total) located on Berlin G. Myers Pkwy.; currently zoned GC, General Commercial, in Berkeley County and CG, General Commercial, in Dorchester County, and will be zoned G-B, General Business, upon annexation into the Town of Summerville's municipal limits. (Council District 1)

Ms. Segelken made a motion to recommend approval to Council, and Mr. Lee made the second. The motion passed unanimously.

The fourth item under New Business was the proposed amendments to the Summerville Unified Development Ordinance, Chapter 8, Section 8.7.4, Maintenance. Mr. Carroll made a motion to recommend approval to Council, and Ms. Segelken made the second. Mr. Lee questioned if the Arborist on staff would verify the condition of the tree(s). Ms. Shuler responded that the Arborist would inspect the tree(s) in question prior to sending out any letter requiring removal in accordance with this ordinance.

Following the discussion, Mr. Reaves called for the vote and the motion passed unanimously.

Miscellaneous:
Ms. Shuler reminded the Commission members about their training requirements for the year and to please send her verification on any virtual trainings attended.

Adjourn
With no further business for the Commission, Mr. Carroll made a motion to adjourn with Ms. Segelken making the second. The motion carried and the meeting was adjourned at 5:04 PM.

Respectfully Submitted,

Date: _____

Jessi Shuler, AICP
Director of Planning

Approved: _____
Jim Reaves, Chairman or Kevin Carroll, Vice Chairman

COMPREHENSIVE PLAN ADOPTION
STAFF REPORT
PLANNING & DEVELOPMENT COMMITTEE
September 8, 2020

Description: Adoption of 2020 Comprehensive Plan "Summerville: Our Town, Our Future"

Reason for request: The complete draft of the updated Comprehensive Plan is ready for consideration for adoption. The plan has been a culmination of work since the beginning of 2019 with the consultant, Houseal Lavigne, Town staff, the Comprehensive Plan Advisory Committee, Planning Commission, Town Council, and the public. The Planning Commission adopted a resolution recommending approval to Council at their meeting on August 17, 2020. A workshop with Council members, staff, and the consultant will be scheduled prior to second reading of the Plan.

AN ORDINANCE

TO ADOPT A COMPREHENSIVE PLAN FOR THE TOWN OF SUMMERVILLE, IN ACCORDANCE WITH, THE SOUTH CAROLINA LOCAL GOVERNMENT COMPREHENSIVE PLANNING ENABLING ACT OF 1994, S.C. CODE OF LAWS ANN. § 6-29-510, *et seq*

WHEREAS, the 1994 State of South Carolina Comprehensive Planning Enabling Act (S.C. Code section 6-29-510. et. seq.) requires the development and adoption of a Local Comprehensive Plan that is reviewed and updated as mandated and designed to promote public health, safety, morals, convenience, prosperity of the general welfare as well as the efficiency and economy of the Town, and the Plan must be comprised of certain defined elements, and

WHEREAS, said Act requires the Local Comprehensive Plan be updated no less than every ten (10) years, and

WHEREAS, the Town of Summerville last updated its Comprehensive Plan in the year 2011, and

WHEREAS, the members of the Town's Planning Commission have unanimously recommended to Town Council the adoption as its Comprehensive Plan the document entitled "Summerville: Our Town, Our Future" dated August 18, 2020, and

WHEREAS, it appears to Council that the Plan is comprised of all required elements, is proper in all other material respects, and that the adoption of the Plan is in the best interest of the Town,

THEREFORE,

BE IT ORDAINED, by the Mayor and Council of the Town of Summerville, in Council assembled as follows:

1. Pursuant to Section 6-29-510, South Carolina Code of Laws (1976) et. seq., as amended, Council does hereby adopt, approve and ratify as the Town of Summerville Comprehensive, the document entitled "Summerville: Our Town, Our Future" dated August __, 2020.

2. That should any part of this Comprehensive Plan adopted by this Ordinance be held invalid by a court of competent jurisdiction, the remaining parts shall be severable and shall continue to be in full force and effect.

3. The above recitals above are hereby incorporated into this Ordainment to the same extent as if set out verbatim.

IT IS SO ORDAINED THIS _____ DAY OF _____, 2020

_____
Ricky Waring, Mayor

Attest: _____
Beth Messervy, Town Clerk

First Reading: _____

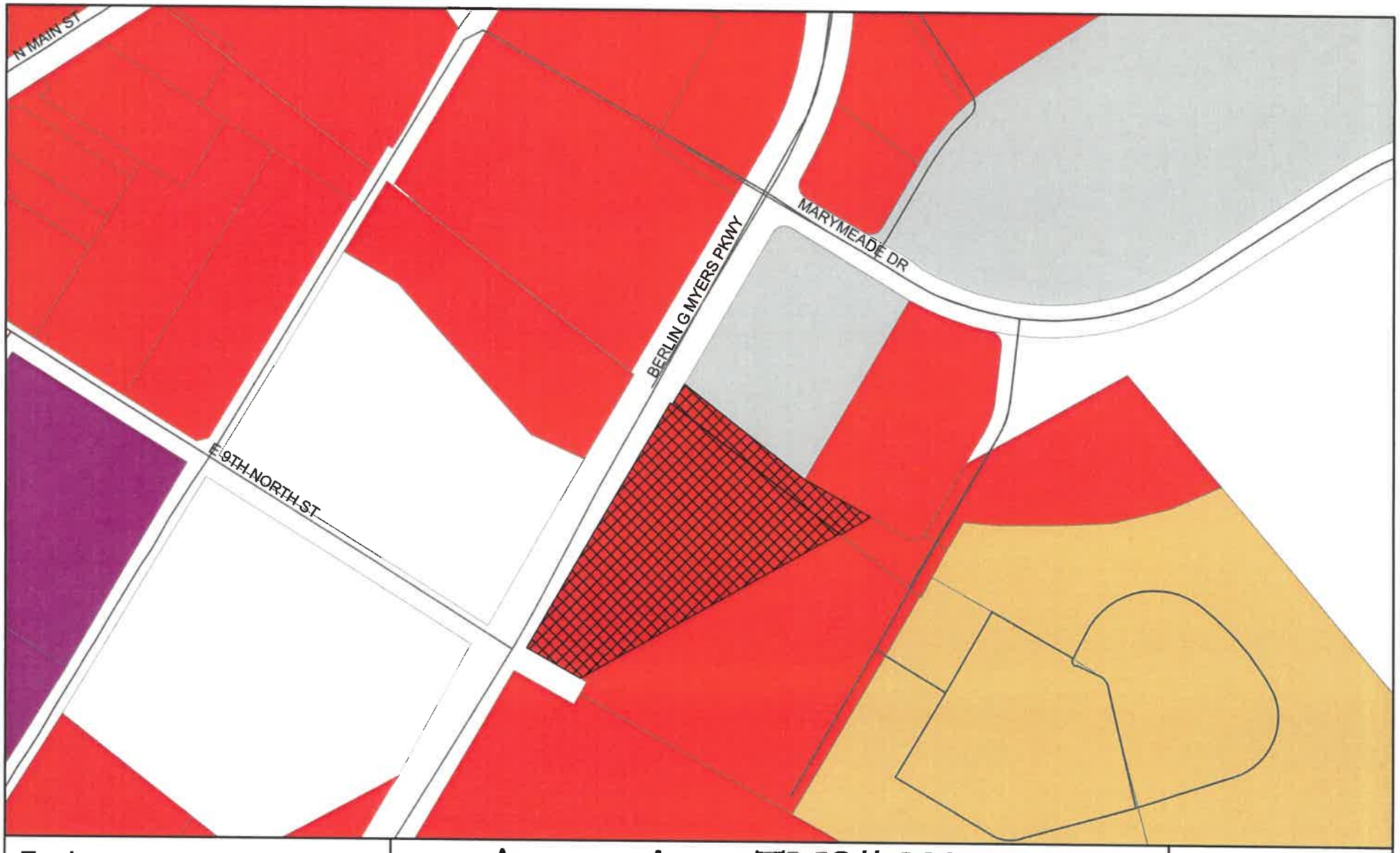
Second Reading: _____

ANNEXATION
STAFF REPORT
PLANNING & DEVELOPMENT COMMITTEE
September 8, 2020

TMS#s: 232-00-02-179 and 138-00-00-036
Location: Berlin G. Myers Pkwy. And E. 9th North St.
Description: two lots, approximately 4.7 acres
Request: Annexation and zoning to G-B (to be combined with two lots already in Town and zoned G-B)

The property owner is requesting for the above referenced parcels to be annexed into the Town from Berkeley County and Dorchester County. The existing zoning in Berkeley County is GC, General Commercial, and in Dorchester County is CG, General Commercial. These properties previously came before Council in 2017; however, that petition for annexation was withdrawn.

This property is included in the Town's 'Gateway Mixed Use' District within the Town's 2009-2011 Comprehensive Plan and Update as well as on the accompanying Future Land Use Map. Multiple land uses encouraging a variety of intensities to support transit are encouraged, including high residential densities. The draft Future Land Use Map in the Comprehensive Plan up for recommendation currently shows this area as Regional Commercial. Based on these findings requested G-B General Business zoning district is interpreted by staff to be in conformance with the Town's Comprehensive Plan and is recommended for approval. Planning Commission held a public hearing and made a recommendation for approval at their meeting on August 17, 2020.



Zoning

- G-B
- LI
- MF-R
- UC-MX
- Annexation Request

Annexation - TMS# 232-00-02-179 and 138-00-00-036

Disclaimer: This map is a graphic representation of data obtained from various sources. All efforts have been made to warrant the accuracy of this map; however, the Town of Summerville disclaims all representation and liability for the use of this map.

2020

Coordinate System: WGS 1984 Web Mercator Auxiliary Sphere

N

0 0.1 0.2 Mi

ORDINANCE

TO ANNEX TO, AND INCORPORATE WITHIN THE CORPORATE LIMITS OF THE TOWN OF SUMMERVILLE, THE PARCELS OWNED BY MARYMEADE ASSOCIATES, LP,, ADJACENT TO THE BOUNDARY LINE OF THE TOWN, AS DESCRIBED ON THE DEEDS AND RECORDED PLATS ATTACHED HERETO AND INCORPORATED BY REFERENCE:

WHEREAS, the owners of the real estate designated as Berkeley County TMS # 232-00-02-179 and Dorchester County TMS# 138-00-00-036, located on Berlin G. Myers Parkway (approximately 4.70 acres total in two parcels), has petitioned the Town Council of the Town of Summerville to annex into the Town of Summerville.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Members of Town Council duly assembled;

SECTION I. That the described land on the attached deeds and recorded plats, contiguous to the boundary of the Town of Summerville is hereby annexed to, taken into and made a part of the Town of Summerville and including the public roadway(s) immediately adjacent to the property lines of the parcel for the purposes of providing public service to the parcel;

SECTION II. That the properties above described and hereby annexed shall be Zoned G-B "General Business" and be classified as G-B "General Business" under the Zoning Ordinance of the Town of Summerville.

Ratified this _____ day of _____, 2020 A.D.

_____
Ricky Waring, Mayor

_____
Beth Messervy, Town Clerk

PUBLIC HEARING: August 17, 2020

FIRST READING: September 10, 2020

SECOND READING: _____

STATE OF SOUTH CAROLINA)
)
COUNTY OF Dorchester) PETITION FOR ANNEXATION

TO THE HONORABLE MAYOR AND TOWN COUNCIL OF SUMMERVILLE

WHEREAS, SECTION 5-3-150 (3) Code of laws of South Carolina provides for the annexation of an area or property which is contiguous to a Town by filing with the municipal governing body a petition signed by all persons owning real estate in the area requesting annexation, and

WHEREAS, the undersigned are all persons owning real estate in the area requesting annexation, and

WHEREAS, the area requesting annexation is described as follows, to wit:

SAID PROPERTY, located at Berlin G. Myers Parkway and E. Ninth Street (approximately 4.13 acres) to be annexed is identified by the Dorchester County Assessor's Office as Property Identification Number: TMS # 138-00-00-036 to include, if necessary to establish contiguity, any road, waterway, easement, railroad track, marshland or utility line that intervenes between this property and the municipal limits of the Town of Summerville.

NOW, THEREFORE, the undersigned petition the Town Council of Summerville to annex the above described area into the municipal limits of the Town of Summerville.

Dated this 22 day of July 2020 ~~2018.~~

FREEHOLDERS (OWNERS) SIGNED	DATE OF SIGNATURE
William W. Walker (Signature)	7/22/20 (Date)
William W. Walker JR (Print Name)	
(Date)	(Signature)
(Print Name)	

STATE OF SOUTH CAROLINA)
) PETITION FOR ANNEXATION
COUNTY OF Berkeley)

TO THE HONORABLE MAYOR AND TOWN COUNCIL OF SUMMERVILLE

WHEREAS, SECTION 5-3-150 (3) Code of laws of South Carolina provides for the annexation of an area or property which is contiguous to a Town by filing with the municipal governing body a petition signed by all persons owning real estate in the area requesting annexation, and

WHEREAS, the undersigned are all persons owning real estate in the area requesting annexation, and

WHEREAS, the area requesting annexation is described as follows, to wit:

SAID PROPERTY, located at Berlin G. Myers Parkway and E. Ninth Street (approximately .57 acres) to be annexed is identified by the Berkeley County Assessor's Office as Property Identification Number: TMS # 232-00-02-179 to include, if necessary to establish contiguity, any road, waterway, easement, railroad track, marshland or utility line that intervenes between this property and the municipal limits of the Town of Summerville.

NOW, THEREFORE, the undersigned petition the Town Council of Summerville to annex the above described area into the municipal limits of the Town of Summerville.

Dated this 22 day of July ~~2018.~~ 2020

FREEHOLDERS (OWNERS) SIGNED	DATE OF SIGNATURE
William R. Walker (Signature)	7-22-20 (Date)
William W. Walker JR (Print Name)	
(Date)	(Signature)
(Print Name)	

UDO AMENDMENT
STAFF REPORT
PLANNING & DEVELOPMENT COMMITTEE
September 8, 2020

Description: Amendment of Section 8.7.4, Maintenance

Reason for request: The requested amendment was made by staff. This language was previously included in the tree protection ordinance, and although not used frequently, it was inadvertently left out of the UDO. This amendment will add back in the language to allow the Town to require removal of dead or diseased trees that pose a hazard. Planning Commission held a public hearing and made a recommendation for approval at their meeting on August 17, 2020.

AN ORDINANCE

TO AMEND THE SUMMERVILLE UNIFIED DEVELOPMENT ORDINANCE SECTION 8.7.4 MAINTENANCE, TO ADD SUBSECTION (D) ENTITLED DEAD OR DISEASED TREE REMOVAL

WHEREAS, it is the desire of the Town Council of Summerville for the Unified Development Ordinance to promote the health, safety, and general welfare of the town and to maintain and/or improve aesthetic values; and,

WHEREAS, the Unified Development Ordinance in its current form does not contain a provision for the protection of the public from the dangers of dead or diseased trees,

NOW THEREFORE:

BE IT ORDAINED, by the Mayor and Council Members of the Town of Summerville, in Council assembled that the Unified Development Ordinance Section 8.7.4 Maintenance be amended to add the following Subsection (D) entitled Dead of Diseased Tree Removal:

D. Dead or Diseased Tree Removal: The town shall have the right to cause the removal of any dead or diseased trees on private property within the town, when such trees constitute a hazard to life and property, or harbor insects or disease which constitute a potential threat to other trees within the town. Town staff shall notify in writing the owners of such trees. Removal shall be done by said owners at their own expense within 60 days after the date of service of notice.

It is so Ordained this ____ day of _____ 2020.

_____
Ricky Waring, Mayor

ATTEST:

_____
Beth Messervy, Clerk to Council

Public Hearing: August 17, 2020

First Reading: September 10, 2020

Second Reading: _____

Mayor
Ricky Waring

Councilmembers:
Bill McIntosh, Mayor Pro Tem
Walter Bailey
Aaron Brown
Kima Garten-Schmidt
Bob Jackson
Terry Jenkins

Town Administrator
Rebecca Vance

Town Clerk
Beth Messervy

Town Attorney
G.W. Parker

Town of Summerville

Memorandum

To: Public Works Committee

From: Russ Cornette, Director of Public Works

Date: September 4, 2020

Subject: Item – LED Street Light Pilot Program

TOPIC

Dominion Energy approached staff about entering into an incentive program to convert existing street lights into LED street lights. Staff identified an area of Town encompassed by Cedar Street, West Richardson Avenue, Maple Street, and US-78 to convert to LED Street lights. The incentive program is over a five-year span, and will save the Town 6% of the existing costs over that time. This will convert 140 lights to LED. Dominion has delivered the contract documents for the Town Administrators signature to enter into the incentive program.

200 South Main Street, Summerville, SC 29483-6000 * 843.871.6000, Fax: 843.871.6954
www.SummervilleSC.gov

Mayor
Ricky Waring

Councilmembers:
Bill McIntosh, Mayor Pro Tem
Walter Bailey
Aaron Brown
Kima Garten-Schmidt
Bob Jackson
Terry Jenkins

Town Administrator
Rebecca Vance

Town Clerk
Beth Messervy

Town Attorney
G.W. Parker

Town of Summerville

Memorandum

To: Town Council

From: Rebecca Vance, Town Administrator

Date: September 4, 2020

Subject: Emergency Pay

ISSUE

Council approval is needed to add the attached section to the Town of Summerville Employee Handbook to address Emergency Pay.

BACKGROUND/DISCUSSION

The Town's current Employee Handbook does not appropriately address pay during an emergency for employees that are required to report for duty or work in some form during the declaration of a state of emergency. Our current policy has not been approved by FEMA and therefore, the Town is not eligible for reimbursement for emergency pay when a Federal or State Disaster is declared.
The attached amendment to the Employee Handbook mirrors the policy that Dorchester County utilizes that has been approved by FEMA. The County has been reimbursed for emergency pay through FEMA using this policy.

200 South Main Street, Summerville, SC 29483-6000 * 843.871.6000, Fax: 843.871.6954
www.SummervilleSC.gov

Current:

Special Compensation for Exempt Employees – In the event of a state of emergency or disaster declared by the Summerville Town Council, the Governor of the State of South Carolina, or the President of the United States, at the discretion of the Town Council, employees who are otherwise overtime exempt may be paid a sum in addition to their regular salary as authorized by the Town Council.

Proposed:

Emergency Pay Plan

To ensure continuity of services to the public, it is the policy of the Town to remain open. However, during extreme conditions due to severe weather, major utility failure or other reasons, the Town may close for the safety and welfare of citizens and employees.

All Town employees are considered to be essential to Town operations prior to, during and following declared emergencies until otherwise released by the Town Administrator. Employees designated as essential and required to report to work, remain at work or contact their department when offices are closed must do so. All departments must maintain an updated list of individuals designated as essential or alternate essential depending on the nature of the closure.

All employees not designated as essential personnel must select to work an emergency assignment, attend training, and be willing to work their assignment if they are called upon to do so. Supervisors will devise a system to notify the pool of non-designated individuals who will be expected to report to work. Responsibilities and level of participation will differ depending on the type of emergency.

Failure to report when scheduled or check in when required may result in disciplinary action up to and including termination. An employee communication from the Town Administrator or designee will be provided to advise work schedule for essential staff.

It is not possible to anticipate every possible contingency. Additional measures may be taken, and based upon the severity of the event, the time parameters of this policy may be adjusted by the Town Administrator or designee as needed to support actions in the best interest of public safety.

Chart below outlines how emergency pay will be implemented during a declared state of emergency.

Exempt/Nonexempt Status	Compensation	Comments

DRAFT

Nonexempt essential • Employee required to report for work • Employee reports for work	• Hours worked during the County closing will count toward overtime • Hours worked will be compensated at 1.5 of base pay	• Over time under this policy is a benefit • Over time must be manually added by entering the proper earnings code in the Payroll System, with an explanatory comment and date for audit purposes
Nonexempt essential • Employee required to report to work • Employee does not report for work	• Employee will not receive regular base pay Employee may request annual leave based on circumstances (e.g. must drive through Level 3 rain emergency, etc.)	• Employee must comply with call-off procedures If supervisor does not approve leave, the dept. may consider corrective action
Nonexempt alternate/standby • Employee not required to report for work unless contacted • Employee does not report for work	• Employee will receive regular base pay as long as the employee has a valid telephone number on file and reports if/when contacted.	• Employee does not need to contact his department or report to work if the County is closed. • Employee must provide a contact telephone number to their supervisor and be accessible. • If employee is contacted to report to work and does not, the rules under nonexempt essential apply
Nonexempt alternate/standby • Employee not required to report for work unless contacted • Employee reports for work	• Dept. notifies employee that the County is closed, and employee is sent back home. • If the employee choses to stay at work they will receive their regular base wage. • If the employee is elevated from alternate to essential, Hours worked as essential personnel will be compensated at 1.5 of base pay	• If the employee is asked to remain at work, overtime must be paid and manually added enter the proper earnings code in the HR System, with an explanatory comment and date for audit purposes • Unit may consider corrective action as applicable for employees who do not leave work as directed

DRAFT

Exempt essential • Employee required to report for work • Employee reports for work	• Employee will receive regular base pay • Hours worked over 40 will be compensated at 1.5 of base pay	• Employee reports to preassigned work location
Exempt essential • Employee required to report to work • Employee does not report for work	• Employee will not receive regular base pay • Employee may request to use annual leave or flex time based on circumstances i.e., must drive through Level 3 rain emergency area	• Employee must comply with call-off procedures • Dept. may consider corrective action as applicable
Exempt alternate/standby • Employee is not required to report to work unless contacted • Employee does not report for work	• Employee will receive regular base pay • Hours worked over 40 will be compensated at 1.5 of base pay	• Employee does not need to contact their department or report to work if the County is closed • Employee must provide a contact telephone number to their supervisor and be accessible • If employee is contacted to report to work and does not, the rules under exempt essential apply
Exempt alternate/standby • Employee is not required to report to work unless contacted • Employee reports for work	• If the employee is asked to assume an essential role, hours worked over 40 will be compensated at 1.5 of base pay. If the employee is not asked to assume an essential role, hours will be compensated at straight pay	• Employee does not need to contact their department or report to work if the County is closed • Employee must provide a contact telephone number to their supervisor and be accessible

DRAFT