

CITY OF MULLINS

151 E. Front Street
P. O. Drawer 408
Mullins, South Carolina 29574



PHONE: (843) 464-9583
FAX: (843) 464-5202

Raymond Pridgen Auditorium Tuesday, December 13, 2022 6:00 P.M.

A G E N D A

- 1. Call Meeting to Order & Welcome:** Mayor Woodbury
Pledge of Allegiance:
Invocation:
- 2. Disclosure that local media has been informed of meeting pursuant to South Carolina Freedom of Information Act:**
- 3. Approval of Agenda:**
- 4. Consent Agenda:**
 - (a) Approval of Minutes – November 8, 2022 – City Council Meeting
 - (b) Approval of Minutes – December 2, 2022 – Finance Committee Meeting
 - (c) Approval of Minutes – December 6, 2022
 - (d) Approval of Monthly Bills
- 5. Oath of Office** – Council Member Carolyn Wilson, Council Member Kindra Brewton - Pompey, Council Member Albert Woodberry

Page Two
Agenda – City Council Meeting
Tuesday, December 13, 2022

6. New Business:

(a) Election of Mayor Pro Tem

(b) RESOLUTION 22-010, "A RESOLUTION AUTHORIZING THE MAYOR OF THE CITY OF MULLINS AND THE CITY COUNCIL TO EXECUTE A COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION (SDBG-MIT) AGREEMENT BETWEEN THE CITY OF MULLINS AND THE SOUTH CAROLINA OFFICE OF RECOVERY (SCOR) TO FUND THE BUYOUT OF PROPERTIES IMPACTED BY FLOODING".

(c) Approval of ADA Compliance Plan, including Self-Evaluation, and Transition Plan

7. Executive Session:

8. Return to Open Session

9. Committee Reports:

10. Mayor's Report

11. Comments:

12. Adjournment:

South Carolina Tobacco Museum

November 2022

Administration

Attended the Welcome Center annual meet and greet on November 2nd with Ogleretta. Submitted the accounting and final report for the ARP Humanities grant.

Building Maintenance

Waiting on a part for the front HVAC unit, it still functions but occasionally freezes up in extreme temps.

Exhibits

Received a donation for another weatherproof frame from the Jones family.

Gift Shop

Our Mullins signature scented candles will be available for purchase in the museum starting in early December along with our wooden Christmas ornaments.

November donations	\$201.00
--------------------	----------

November gift shop sales	\$139.00
--------------------------	----------

Total	\$340.00
-------	-----------------

Publicity/Media/Outreach/Program

November's book club was well attended. December's meeting will be on the 12th at 5:30 p.m.

We created a murder mystery via email in October. Each day recipients received a virtual clue or snippet of information related to the murder of Farmer Jones of Tobacco Town. 35 people plus several classes from Richland County took part in the fun. We had four correct guesses for the mystery and received a few of the completed works submitted by Richland County students.

We had 9 children attend the Thanksgiving Storytime and draw what you will be having for Thanksgiving dinner event.

Pizza, Puzzles, Pepsi and Prizes had 8 participants and will meet again on December 6th.

Visitors

We had 79 visitors during the month of November, with no large groups.

Coming in December

Christmas at the Depot will be celebrated on December 15th from 5-8 pm. Free photos with Santa by Marcus Wheeler, free cocoa bar, kid's craft, artificial snow at the fountain, food trucks, and local vendors attending.

December 13th from 6-7:30 Backroads Treasures will be having a craft night for kids so parents can shop alone during the late-night shopping event. The children will make ornaments out of tobacco sticks and the museum will be open to the public until 8.

Coming in January & February

Our online series begins with a discussion of the Bigham family saga and trials. Books are available for purchase in the museum.

Caleb Wygal, author of the Myrtle Beach mystery series, will visit the museum. Autographed copies of his books are available for purchase in the museum.

Backwoods Treasures will do another kids drop-off for Valentine's Day.

Respectfully submitted,

Ronda Bain

MULLINS POLICE DEPARTMENT
151 E. FRONT ST
P.O. DRAWER 408
MULLINS, SC 29574



CHIEF OF POLICE MICHAEL J. BETHEA
PHONE: (843) 464-0707
FAX: (843) 464-0722

Dec. 4th 2022

Mullins City Council
151 E. Front St.
Mullins, SC 29574

To City of Council Members:

I have included our monthly report what will show a break down and comparison of reported crimes in the City of Mullins for the month of . If you have any questions in regards to this report, I would be more than happy to sit down and go over each one in detail. Since our last meeting we have had:

- Hired one non-certified officers. (Ekershia Smith)
- Cadet Fore left for the academy on 11/06/2022
- Currently have 3 patrol positions open.
- Working on staffing shortages.
- .
- Actively working on and solving old and new

I would like to extend an open invitation for all council members, to take part of our "Ride Along Program". If you are interested, please get in contact with Captain Mostowski or myself. Again, thank you very much for your continued support of myself and the department.

Sincerely,

Michael J. Bethea

Chief Michael J. Bethea

SLED	Inhouse Code / Description	Last Year	This Year
ALCOHOL CRIMES			
90D	90D DRIVING UNDER THE INFLUENCE	1	
90G	90G LIQUOR LAW VIOLATIONS	1	1
Total for Category:		2	1
ARSON/SUSPICIOUS FIRE			
200	200 ARSON	1	
978	978 SUSPICIOUS FIRE		
Total for Category:		1	0
ASSAULTS			
100	100 KIDNAPING / ABDUCTION		1
11A	11A RAPE - FORCIBLE		
11B	11B SODOMY - FORCIBLE		
11C	11C SEXUAL ASSAULT WITH AN OBJECT		
11D	11D FONDLING - FORCIBLE		
13A	13A ASSAULT - AGGRAVATED	3	2
13A	CDA CDV - AGGRAVATED		
13B	13B ASSAULT - SIMPLE	10	9
13B	CDS CDV - SIMPLE	3	3
13C	13C ASSAULT - INTIMIDATION	3	
13C	CDI CDV - INTIMIDATION		1
36A	36A INCEST		
36B	36B RAPE - STATUTORY		
36C	36C INDECENT EXPOSURE (SEXUAL NATURE)		
753	753 TELEPHONE CALLS - OBSCENE, HARASSING	3	
Total for Category:		22	16
DRUG CRIMES			
35A	35A DRUG / NARCOTIC VIOLATIONS		4
35B	35B DRUG EQUIPMENT VIOLATIONS		
Total for Category:		0	4
HOMICIDE CRIMES			
09A	09A MANSLAUGHTER		
09B	09B NEGLIGENT MANSLAUGHTER		
09C	09C JUSTIFIABLE HOMICIDE		
Total for Category:		0	0
INFORMATION ONLY REPORTS - NRP			
NRP	90T TRAFFIC OFFENSES	6	4
NRP	NRP INCIDENT NOT REPORTED	81	77
Total for Category:		87	81
LARCENY CRIMES			
120	120 ROBBERY	2	1
210	210 EXTORTION / BLACKMAIL		
220	220 BURGLARY / BREAKING & ENTERING	2	7
23A	23A POCKET-PICKING		
23B	23B PURSE-SNATCHING		
23C	23C SHOPLIFTING	1	2
23D	23D THEFT FROM BUILDING		
23E	23E THEFT FROM COIN OPERATED MACHINE		

SLED	Inhouse Code / Description	Last Year	This Year
LARCENY CRIMES			
23F	23F THEFT FROM MOTOR VEHICLE	1	2
23G	23G THEFT OF MOTOR VEHICLE PARTS OR ACCESSORIES	1	1
23H	23H LARCENY - ALL OTHER	5	6
240	240 MOTOR VEHICLE THEFT	3	
250	250 COUNTERFEITING / FORGERY		
26A	26A FRAUD / CONFIDENCE GAME / BREACH OF TRUST	3	1
26B	26B TELLER MACHINE FRAUD		
26C	26C IMPERSONATION		
26D	26D WELFARE FRAUD		
26E	26E WIRE FRAUD		1
270	270 EMBEZZLEMENT		
280	280 STOLEN PROPERTY OFFENSES		
756	756 USING MOTOR VEHICLE WITHOUT CONSENT		
Total for Category:		18	21

OTHER CRIMES			
26F	26F IDENTITY THEFT		
26G	26G HACKING COMPUTER INVASION		
370	370 PORNOGRAPHY / OBSCENE MATERIAL		
520	520 WEAPON LAW VIOLATIONS	6	
64A	64A HUMAN TRAFFICKING / COMMERCIAL SEX ACTS		
64B	64B HUMAN TRAFFICKING / INVOLUNTARY SERVITUDE		
720	720 ANIMAL CRUELTY		
90B	90B CURFEW / LOITERING / VAGRANCY VIOLATIONS		
90C	90C DISORDERLY CONDUCT	6	7
90F	90F FAMILY OFFENSES, NONVIOLENT	1	
90I	90I RUNAWAY	2	
90J	90J TRESPASS OF REAL PROPERTY	8	5
90K	90K INCORRIGIBLE		
90L	90L TRUANCY		
90N	90N RESISTING ARREST		2
90P	90P CONTRIBUTING TO DELINQUENCY OF A MINOR		
90Z	90A BAD CHECKS		
90Z	90E DRUNKENNESS	1	1
90Z	90H PEEPING TOM		
90Z	90Z ALL OTHER OFFENSES	8	6
979	979 MISSING PERSONS		1
980	980 SUICIDES		
992	992 PROWLER		
Total for Category:		32	22

OTHER MONEY CRIMES			
39A	39A BETTING / WAGERING		
39B	39B ASSISTING GAMBLING		
39C	39C GAMBLING EQUIPMENT VIOLATIONS		
39D	39D SPORTS TAMPERING		
510	510 BRIBERY		
Total for Category:		0	0

PROSTITUTION			
40A	40A PROSTITUTION		

SLED	Inhouse Code / Description	Last Year	This Year
PROSTITUTION			
40B	40B ASSISTING OR PROMOTING PROSTITUTION		
40C	40C PURCHASING PROSTITUTION		
Total for Category:		0	0
VANDALISM/DAMAGE			
290	290 VANDALISM OF PROPERTY	8	6
Total for Category:		8	6
Total for Reporting Period:		170	151



HENRY D. MCMASTER, *Governor*
BENJAMIN I. DUNCAN II, *Chief Resilience Officer*

November 21, 2022

Mayor Robert Woodbury
151 East Front Street
Mullins, SC 29574

Dear Mayor Woodbury:

The South Carolina Office of Resilience has reviewed your project application for the City of Mullins Buyout project ("Project") and, as required, submitted the project for approval to the South Carolina Office of Resilience Community Development Block Grant-Disaster Recovery (CDBG-DR) Steering Committee. I am pleased to notify you that the project has been approved for a Mitigation Buyout Program grant award of \$2,345,815. A Draft Resolution is attached for the City's use in drafting a resolution for City Council.

This award is being made in accordance with Public Law 115-123 (the Appropriations Act) and the Federal Register Notice dated 30 August 2019, at 84 FR 45838, whereby the U.S. Department of Housing and Urban Development (HUD) has awarded \$162,188,000 in Community Development Block Grant-Mitigation (CDBG-MIT) funds to the State of South Carolina. These funds are intended to provide financial assistance for mitigation activities that increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future disasters.

The State shall appoint a State Project Manager (SPM) for this Project. The SPM will be responsible for the management and monitoring of the Project. The SPM will coordinate the Scope of Work to include:

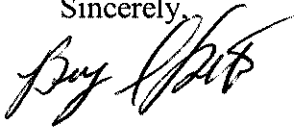
- Environmental Review
- Procurement and Contractual Services
- Permitting
- Intake and Eligibility and Case Management
- Duplication of Benefits Review
- Uniform Relocation Assistance and Real Property Acquisition (URA)
- Appraisals, Contract for Sale and Closings
- Demolition
- Filing the Deed with Restrictive Covenant

The City of Mullins will be responsible for assisting the SPM with contact and communication with the identified property owners. The City of Mullins must take ownership and maintain the cleared properties as permanent greenspace.

The Mitigation Buyout Program is a voluntary program. At no time will eminent domain powers be applicable to this project. The award is contingent upon the eligibility, participation, and voluntary cooperation of the identified property owners. The deeds will be transferred from the property owner directly to the City of Mullins containing the deed restriction or covenant.

Thank you for the time and effort expended by your office in the preparation of your successful application. We look forward to working in partnership with you to implement and complete this voluntary buyout project. Please sign this document and return it to my office with a signed resolution.

Sincerely,



Benjamin I. Duncan, II
Chief Resilience Officer

ACKNOWLEDGED AND AGREED

The City of Mullins will fully cooperate with the South Carolina Office of Resilience in the implementation and execution of the Voluntary Buyout Project. The City of Mullins agrees that it will take ownership of the identified properties and will maintain the properties as open/public greenspace, wetlands, or other beneficial floodplain restoration usage in perpetuity.

Mayor Woodbury

Date

cc: Holly Jackson, Interim City Administrator

RESOLUTION 22-010

A RESOLUTION AUTHORIZING THE MAYOR OF THE CITY OF MULLINS AND THE CITY COUNCIL TO EXECUTE A COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION (SDBG-MIT) AGREEMENT BETWEEN THE CITY OF MULLINS AND THE SOUTH CAROLINA OFFICE OF RECOVERY (SCOR) TO FUND THE BUYOUT OF PROPERTIES IMPACTED BY FLOODING.

WHEREAS, The City of Mullins recognizes the threat that flooding poses to The City of Mullins; and

WHEREAS, The City of Mullins has a proposed flood mitigation project called The City of Mullins Buyout Project; and

WHEREAS, The City of Mullins anticipates receiving \$2,345,815 in CDBG-Mitigation grant funded assistance awarded to carry out mitigation activities by the South Carolina Office of Resilience; and

WHEREAS, The City of Mullins acknowledges and accepts the responsibility for the ongoing maintenance for the property during the City's ownership; and

WHEREAS, The City of Mullins will ensure a restrictive covenant is placed on cleared properties restricting use of land as open space in perpetuity; and

WHEREAS, The City of Mullins will ensure that is the property is transferred, all covenants and maintenance obligations will transfer with the ownership.

THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Mullins, South Carolina this 13th day of 2022, that The City of Mullins accepts grant funded assistance provided by the South Carolina Office of Resilience through the Community Development Block Grant-Mitigation to fund the buyout of homes impacted by flooding.

BE IT FUTHER RESOLVED that The City of Mullins accepts ownership and responsibility for the cleared properties and will maintain the properties as open/public greenspace, wetlands, or other beneficial floodplain restoration in perpetuity with restrictions on the use of the land.

PASSED BY THE CITY AND APPROVED BY THE MAYOR, the 13th day of December, 2022.

Mayor Robert L. Woodbury

Date

City Council Representative

Date

ADDENDUM

The City of Mullins Buyout Project allows for a maximum of 19 parcels in the program. If any owner of the identified parcels elects to not participate in the program or is unresponsive to the beneficiary application requests from SCOR or The City of Mullins, the parcels will be considered withdrawn. Once a parcel is considered withdrawn, this allows an opportunity for an unidentified parcel into the program via a “swap-in.” Any unidentified parcel requested to be substituted through a “swap-in” must lie in a contiguous area of the withdrawn parcel and must be submitted to SCOR’s Mitigation Special Case Panel for approval.

Identified parcels are:

303 Barnes Street
307 Barnes Street
309 Barnes Street
318 Barnes Street
325 Barnes Street
327 Barnes Street
329 Barnes Street
331 Barnes Street
333 Barnes Street
335 Barnes Street
337 Barnes Street
345 Barnes Street
347 Barnes Street
354 Barnes Street
356 Barnes Street
Vacant Lot Mullins Street
Vacant Lot Mullins Street
Vacant Lot Mullins Street
Vacant Lot Mullins Street

Mayor Woodbury

Date

This cover sheet is to verify that City Council for the city of Mullins adopted this Section 504/ADA Compliance Plan, including its Self-Evaluation, Transition Plan, and all its contents, at its council meeting on the _____ day of _____, 2022.

_____ (Name)

_____ (Position)

_____ (Date)

Mullins, South Carolina
Section 504/ADA Compliance Plan

December 2022

Prepared with the Assistance of
Pee Dee Regional Council of Governments
P.O. Box 5719
Florence, SC 29502
843-702-3136

Mullins 504/ADA Compliance Plan

Table of Contents

504/ADA Compliance Effort Summary.....	4
Introduction and Organization.....	4
Scope of Services and Liability.....	4
Section 504/ADA Compliance Process.....	5
ADA Coordinator's Responsibilities.....	5
Self Evaluation.....	6
ADA Coordinator and Committee.....	6
Department, Program, and Service Inventory.....	7
Transition Plan.....	15
Introduction.....	15
Program Policy and Procedures.....	17
Employment.....	17
Effective Communication.....	17
Grievance Procedure.....	18
Transition Plan Schedule.....	19-20
Guidelines for Public Meetings & Grievance Procedure Policies.....	21
Appendix: Sample Notice of Nondiscrimination	22
Appendix: Public Meeting Notice.....	24
Appendix: Grievance Procedure under the Americans with Disabilities Act.....	27-8

504/ADA Compliance Effort Summary

Introduction and Organization

In compliance with Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act of 1990, the City of Mullins has begun an effort to provide all disabled persons with equal access and opportunity to employment, facilities, programs, activities, and services provided by the city. A brief description of the compliance process has been included in this report.

To this end, all appropriate properties owned by the city of Mullins, policies adopted by the city, and practices engaged in by the city employees have been examined by Pee Dee Regional Council of Governments, which as a provision of technical assistance, submits this report.

This report is organized into two major sections:

A Self-Evaluation, which is an inventory and analysis of city programs, services, and activities and their related policies and practices, to ensure compliance with Section 504 and the ADA.

A Transition Plan, which is an identification of those physical barriers which must be eliminated to ensure physical access and provides a schedule for barrier removal.

This report also includes a sample public notice, guidelines for public meetings, a sample public meeting notice, and a sample grievance procedure.

Scope of Services and Liability

The Americans with Disabilities Act of 1990 is a complex law. It contains many concepts and terms. Accordingly, Pee Dee Regional Council of Governments makes no claim, expressed or implied, that, in performing the services set out in this section, it will locate every barrier to individuals with disabilities whose removal might be required by Section 504 of the Rehabilitation Act of 1973 (as amended) and the ADA.

Further, Mullins acknowledges that the city is solely responsible for non-discrimination under Section 504 and the ADA and other applicable law and that civil lawsuits under Section 504 and the ADA (frivolous or otherwise) remain possible regardless of the number or types of barriers, if any, that the responsible public entity decides to remove. Pee Dee Regional Council of Governments will provide technical assistance, on an as needed basis, ADA workshop/training and assistance to its clients in developing plans, under the guidelines of the Department of Justice, for compliance with the ADA Title II; and Section 504—SEP and TP for those public entities who elect to utilize the ADA compliance services offered by Pee Dee Regional Council of Governments.

Pee Dee Regional Council of Governments and Mullins have discussed the city's risks, rewards, and benefits associated with its services, programs, and activities. Mullins agrees to defend, indemnify, and hold Pee Dee Regional Council of Governments harmless from all claims for liability, for injury, or loss sustained or alleged by any person or entity arising out of Section 504 or the ADA.

This report is submitted to the city of Mullins as an advisory guide to assist the city with its Section 504 and ADA compliance efforts. This report does not constitute any contractual agreement or serve as legal advice. Pee Dee Regional Council of Governments shall not accept or share any liabilities which may result from the recommendations found in this report, or the actions taken by the city based on such recommendations.

Section 504/ADA Compliance Process

Summary of steps for compliance:

1. Designate a responsible employee (ADA Coordinator)
2. Provide public notice of ADA requirements
3. Establish a grievance procedure
4. Conduct a public meeting to invite public participation
5. Conduct a self-evaluation
6. Develop a transition plan
7. Adopt and maintain plans

ADA Coordinator's Responsibilities

Examples of possible organization and responsibilities assigned to the ADA Coordinator:

1. Coordinate and direct the activities and efforts to comply with the ADA and Section 504.
2. Serve as the city's primary contact and liaison for the city's departments on compliance issues regarding the city's ADA/504 compliance program.
3. Communicate with the public and interested individuals on information regarding the city's ADA/504 compliance program.
4. Service as the primary point of services for and the overall coordinator of the city's response to all grievances filed against the city regarding noncompliance with the ADA/504 and allegations of discrimination in its services, policies, and practices.
5. Develop and coordinate a continuing training plan for departments to ensure that they are aware of their responsibilities under ADA/504 law.
6. Supervise the ADA/504 grievance procedures and ensure that, for any grievance communicated alleging noncompliance with ADA/504 law, an investigation is conducted, and the complaint is resolved promptly and equitably.
7. Maintain the city's SEP and TP on file and make it available for public inspection.

Note: This plan, if adopted, must be made available for public review for at least three years.

Self-Evaluation Committee

ADA/504 Coordinator

Holly Jackson – ADA Coordinator

843-464-5662

hjackson@mullinssc.us

Committee:

Felicia Sawyer

843-430-0582

fsawyer@mullinssc.us

Ronette Genwright

843-206-7080

rgenwright@mullinssc.us

Ogleretta White

843-409-5413

owhite@mullinssc.us

Jean Brunson

843-464-6818

jsbrunson@netscape.net

Curtis Richardson

843-464-5660

CRichardson@mullinssc.us

Introduction and Guidelines

As mandated by Section 504 and the ADA, all public entities are required to make reasonable modifications to policies and practices to avoid discrimination against individuals with disabilities. Since physical improvements to sites and facilities will not completely eliminate all barriers to programs and services, some type of policy response is required of the public entity to ensure that reasonable accommodations and assistance be provided by staff to guarantee program, service, and activity access to qualified individuals with a disability.

Further, the process of barrier removal will continue over a period of time before substantial completion is reached. Some effort, which appropriately considers the changing conditions of the city's facilities, programs, services, and activities during this process, must be made to provide access to said facilities, programs, services, and activities during the interim.

To address the above issues, this set of access guidelines and policies has been formulated to instruct and inform staff of appropriate types of assistance and the general occasions on which such assistance is required. It is the purpose of these guidelines and policies to provide staff the information necessary to begin accommodation of qualified individuals with a disability who are seeking access to programs, services, and activities offered by Mullins.

The provisions following are broad, and will require the development of additional, specific policy responses to appropriately address the access issues faced by specific departments. In all cases, the effort to provide access to qualified individuals with disabilities requires active discretion on the parts of supervisors and employees for the development, adoption, and application of appropriate policies, guidelines, and instructions. When questions arise, the designated ADA coordinator should be consulted for clarification.

As required by Section 504 and the ADA, the city shall adopt and enforce policies to ensure that all city programs, services, and activities offered are provided in a manner that complies with the law. It shall be the policy of Mullins, upon adoption of this compliance plan, to adhere to the spirit of the following access guidelines and policies.

Mullins

Department, Program, and Service Inventory

CITY HALL, 180 E Main St., Mullins, SC 29583

CITY CLERK/TREASURER: Handles daily activities of city procedures including the provision of information and communication to the general public in the form of written materials and audible communication by telephone or in person. This information is usually related to codes and ordinances, resolutions, minutes, agendas, meetings, and city council information. Advertises public information, prints bills, and receives payments for water service.

BARRIERS:

Communication with those having a speech impairment.

Communication with those having a hearing impairment.

Communication with those having a visual impairment.

Communication with cognitively or mentally impaired.

SOLUTIONS:

Make use of notes, staff assistance, sensitivity training.

Provide auxiliary services (interpreter) upon request, make use of notes, staff assistance, sensitivity training, use multi-media advertising.

Provide written information in alternate formats upon request, staff assistance, use multi-media advertising, sensitivity training.

Staff assistance, sensitivity training.

CITY HALL, 180 E Main St., Mullins, SC 29583

MAYOR: Maintains contact with the public via telephone, email, in person, and through the mail.

BARRIERS:

Communication with those having a speech impairment.

Communication with those having a hearing impairment.

Communication with those having a visual impairment.

Communication with cognitively or mentally impaired.

SOLUTIONS:

Make use of notes, staff assistance, sensitivity training.

Make use of notes, staff assistance, use relay system through local telephone system, sensitivity training.

Staff assistance, provide written information in alternate format upon request.

Staff assistance, sensitivity training.

CITY HALL, 180 E Main St., Mullins, SC 29583

CITY MANAGER: Coordinates the services and employees of the city in response to citizens' needs and requests. Oversees and directs daily activities of city operations. Implements policies and directives of city council. Prepare council agenda and notifies the public of council meetings. Provides responses to questions and other information both verbally and in writing. Maintains contact with the public of receipt of public queries in person, via telephone, and in writing.

BARRIERS:

Communication with those having a speech impairment.

Communication with those having a hearing impairment.

Communication with those having a visual, mental, or cognitive impairment.

SOLUTIONS:

Provide auxiliary services, make use of notes, staff assistance, sensitivity training.

Provide auxiliary services (interpreter) upon request, make use of notes, staff assistance, sensitivity training.

Provide written information in alternate formats upon request, staff assistance, use multi-media advertising, sensitivity training.

CITY HALL, 180 E Main St., Mullins, SC 29583

CITY COUNCIL MEETINGS: Assembly room for meetings that are open to the public.

BARRIERS:

Communication with those having a speech impairment.

Communication with those having a hearing impairment.

Communication with those having a visual impairment.

Communication with cognitively or mentally impaired.

SOLUTIONS:

Provide auxiliary services upon request, make use of notes, staff assistance, sensitivity training.

Provide auxiliary services (interpreter) upon request, make use of notes, staff assistance, sensitivity training.

Use projector, staff assistance, sensitivity training.

Staff assistance, sensitivity training.

CITY HALL, 180 E Main St., Mullins, SC 29583

TRASH PICKUP: The city provides curbside trash pickup. Have mobility impaired residents complete a form requesting accommodation through backyard pickup.

BARRIERS:

Those with mobility impairments may not be able to get waster container to curb.

SOLUTIONS:

Provide formal request procedure for backyard pickup.

CITY HALL, 180 E Main St., Mullins, SC 29583

POLICE DEPARTMENT: Provides information and communication in the form of written materials and audible communication of information by telephone or in person. This information is usually related to criminal inquiries, crime reports, special programs, and other duties as related to the protection of the citizens of Mullins and enforcement of its laws.

BARRIERS:

Communication with those having a speech impairment.

Communication with those having a hearing impairment.

Communication with those having a visual impairment.

Communication with cognitively or mentally impaired.

SOLUTIONS:

Provide auxiliary services upon request, staff assistance, sensitivity training, use notes, use local telephone relay system.

Provide auxiliary services (interpreter) upon request, make use of notes, staff assistance, sensitivity training, use telephone relay system.

Provide written information in alternate formats upon request, staff assistance, sensitivity training.

Staff assistance, sensitivity training.

CITY HALL, 180 E Main St., Mullins, SC 29583

WATER/SEWER DEPARTMENT

STREET/SANITATION DEPARTMENT: Both departments perform maintenance of either water/sewer lines and services or the maintenance of streets and the overall cleanliness of the city. Their services are provided to the public as a whole and rarely encounter individuals. Employees should be made aware of whom to contact within city personnel should he or she need assistance for the accommodation of someone with a disability.

Mullins
Transition Plan
December 2022

Introduction

This report provides information for the modification and improvement of services and programs to provide the disabled access to the city's offerings, facilities, and services. This report includes an applicable UFAS and ADAAG code listing, and a Transition Schedule to correct the physical and communication barriers identified over a four-month period.

All city properties which are accessed by the public have been examined and the related barriers identified from this access analysis have been documented. These barriers represent some level of liability to the city in terms of safety and risk of suit. Thus, it is in the city's best interest, realizing that the barrier removal process will take several months, that steps be taken to manage the removal of such barriers and limit the liability exposure of the city as quickly as possible.

NOTE: All notes referring to compliance cite UFAS (Uniform Federal Accessibility Standards) as well as ADAAG (Americans with Disabilities Act Accessibility Guidelines). UFAS is the set of guidelines that has been set forth for Section 504 compliance. ADAAG is the set of guidelines set forth for ADA compliance. In general, both sets are the same. But exceptions exist in which ADAAG is more stringent and should be followed in place of UFAS. There may be certain instances in which local or state regulations supersede either UFAS or ADAAG in which case those specifications should be followed.

The state of South Carolina, through the Board for Barrier Free Design, has adopted ANSI (American National Standards Institute) A117.1-1986 as its guidelines for handicap accessible compliance. ANSI is very similar to both UFAS and ADAAG; it is also presently under federal revision. Again, the most stringent specifications should be followed in order to ensure complete compliance. But for all intent and purposes, this report will only cite UFAS and ADAAG for technical assistance, if at all.

This page verifies that Mullins has implemented all the changes needed in the prior Transition Plan that the city council approved.

In addition to City Hall, all Mullins's buildings and facilities are compliant with ADA and Section 504 regulations.

Program Policy and Procedures

In its self-evaluation questionnaire, the city of Mullins identified the following errors in its provision of program policy and procedures.

The city:

- Does not provide training on 504/ADA, (including access issues, sensitivity and awareness) on different disability groups?
- Does not describe services provided by the city to particular disability groups.
- Does not describe a separate or special program for individuals with disabilities.

Employment

In its self-evaluation questionnaire, the city of Mullins identified the following errors in its provision of employment.

The city:

- Does not describe any errors.

Effective Communication

In its self-evaluation questionnaire, the city of Mullins identified the following errors in its provision of effective communication.

The city:

- If any written materials are provided, the city does not provide: audio tape, Braille, interpreter, or other assistance.
- Does not describe how your city will use TDD (telecommunication device for the disabled) or the state relay system to communicate with those who have impaired hearing or speech, including training of staff.
- Does not have a 911 service.
- Does not have an 800 number.
- The city's telephone that is available for public use is not hearing-aid compatible.
- Does not have a statement included in the self-evaluation from the head of the city that determines that equally effective communication cannot be provided.

- Does not state the reason why the service, program, or activity would be fundamentally altered or would result in undue financial or administrative burden.
- Does not describe what other action will be taken to provide maximum benefit or service.

Grievance Procedure

In its self-evaluation questionnaire, the city of Mullins identified the following errors in its provision of its grievance procedure.

The city:

- Does not have written procedures on what to do if your city cannot accommodate a person with a disability.
- Does not have a self-evaluation with a copy of the grievance procedure.
- Does not include action steps to notify the public on an ongoing basis about the grievance procedure.
- Does not have a grievance procedure including a statement allowing an individual to submit a grievance in alternative formats.
- The grievance procedure does not include a time limit to file a grievance.
- The city does not have a grievance procedure that informs individuals of their right to file a complaint with a state or federal agency that includes the agency's address.

Mullins Schedule/Implementation of The Transition Plan

This document is to verify that Mullins has completed the following steps to comply with its Transition Plan on or before the thirtieth of June, 2023.

Program Policy and Procedures, Effective Communication, and Grievance Procedure

- The city has identified ADA training that will be used by personnel on a case-by-case basis determined by the ADA Coordinator, who may or may not consult the ADA committee based upon his or her own discretion.
- The city describes its programs and services on its website but does not have separate services or programs for disabled persons. If a disabled person has a particular need regarding the city's services, he or she should call the city at 843-493-5551. The website is <https://www.mullinssc.us/>.
- The city has identified that not all its documents are available in Braille or other formats. If any written materials are provided, Mullins provides the same material in an alternate format upon request. If blind individuals request it, and the ADA Coordinator determines it a reasonable accommodation, Mullins will provide a translation of documents into Braille. The city may or may not contact the SC Commission for the Blind or the American Foundation for the Blind for assistance in translation. A suggested company for translation is Braille Works at 1-813-654-4050. They provide translation into Braille, large print, audio, and accessible PDF translations. The city will also read any document for a blind person and record it to convert into an audio file, if need be.
- Mullins has described the steps taken by the city to ensure that communication with applicants, participants, and members of the public with disabilities are as effective as communication with others. If deaf individuals request it, and if the ADA Coordinator determines that it is a reasonable accommodation, Mullins shall hire an ASL interpreter recommended by the South Carolina Association of the Deaf. A list of approved interpreters may be found on their website: <https://www.sc-deaf.org/interpreter-list.html>.
- For those with mobility issues, the city will make available any public meetings, gathering, or information that the ADA Coordinator determines reasonable and will assist those individuals to participate.
- Mullins has made public in city hall the public meeting notice that explains that the city will provide auxiliary aids and services for effective communication to participate in its programs and services if they are determined to be reasonable accommodations. This notice, alongside the ADA Coordinator, are responsible for describing how the city will ensure that meetings, hearings, and conferences will be accessible to individuals with communication disabilities.

- Mullins's non reliance upon the TDD system or state relay system is offset by its willingness to engage the services of an ASL interpreter or Braille translation if the city determines it a reasonable accommodation. Deaf individuals who are unable to use a telephone are encouraged to contact the city in person, by email, or by US Postal Service for any non-emergency situation.
- Mullins does not operate a 911 system. The city encourages anybody involved in an emergency to call the county's 911 system.
- Mullins does not require an 800 number.
- Mullins allows the public the use the city's telephone. The city recognizes that most people own their own cell phones and may not require the city's telephone. If the situation arises when a deaf individual requires the city's telephone, city employees/the ADA Coordinator will assist that individual in making a phone call as the need arises and based upon sound judgment as the situation demands.
- Mullins has a statement included in the public meeting notice that states that the ADA Coordinator decides when and if equally effective communication cannot be provided.
- Mullins states the reason why its service, program, or activity would be fundamentally altered or would result in undue financial or administrative burden, if applicable, on a case-by-case basis.
- Mullins describes what other action will be taken to provide maximum benefit or service, if applicable, on a case-by-case basis.
- Mullins has adopted the grievance procedure in this document that explains how to deal with specific problems or complaints, provides written procedures on what to do if the city cannot accommodate a person with a disability, explains the time limit of submitting a grievance, explains that complainants may file a complaint with a state or federal agency, and includes a statement allowing an individual to submit a grievance in alternative formats.
- Mullins includes action steps to notify the public on an ongoing basis about the grievance procedure, which include placing a copy of the grievance procedure in public view in city hall.

Mullins
504/ADA Compliance Plan
Appendix A

Sample Public Notice

Sample Notice of Nondiscrimination

Mullins does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Mullins does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to Mullins designated ADA Compliance Coordinator.

ADA/504 Coordinator

Holly Jackson – ADA Coordinator

843-464-5662

hjackson@mullinssc.us

Individuals who need auxiliary aids for effective communication in programs and services of Mullins are invited to make their needs and preferences known to the ADA Coordinator.

This notice is available in alternate formats, upon request by a qualified person with a disability, from the ADA Coordinator.

Mullins
504/ADA Compliance Plan
Appendix B

Sample Public Meeting Notice
&
Guidelines for Public Meetings

Public Meeting Notice

Mullins does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Mullins does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Section 504 of the Rehabilitation Act of 1973 (as amended) and Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to Mullins designated ADA Coordinator.

ADA/504 Coordinator

Holly Jackson – ADA Coordinator

843-464-5662

hjackson@mullinssc.us

Individuals who need auxiliary aids for effective communication in programs and services of Mullins are invited to make their needs and preferences known to the ADA Coordinator. Individuals who need reasonable accommodations to attend and participate in this public meeting should make their requests and preferences known to the appropriate ADA Coordinator no later than seventy-two (72) hours prior to the public meeting. The ADA Coordinator will determine whether a request for accommodation is reasonable and will work to provide it if it is reasonable. If the ADA Coordinator determines that a request for accommodation is not reasonable, then he or she will refer the person with a disability to a disability advocacy organization or other agent as one may be available.

This notice is available in alternate formats, upon request by a qualified person with a disability, from the ADA Coordinator.

Public Meeting Guidelines

Advertise the meeting in several forms of media and include the ADA Coordinator's number to provide accommodation to those who request it.

Ensure that there is more than an adequate amount of accessible parking for the facility.

Ensure that the accessible exterior route is safe and negotiable.

Ensure that the site, building, room, and interior facilities are accessible.

Use an overhead projector and other tools for presentations.

Provide regular and large type handouts.

Provide support services when requested:

- Interpreter
- Readers
- Braille materials
- Audio/Visual aids
- Large print documents
- Audio documents
- Computer disc documents/Cloud data files

Mullins
504/ADA Compliance Plan
Appendix C

Sample Grievance Procedure

Grievance Procedure

Mullins hereby establishes an internal grievance procedure to provide for equitable and prompt resolution of complaints alleging violation of the US Department of Justice regulations implementing Title II of the Americans with Disabilities Act of 1990. Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination,” in programs or activities sponsored by a public entity.

Complaints should be addressed to

ADA/504 Coordinator

Holly Jackson – ADA Coordinator

843-464-5662

hjackson@mullinssc.us

1. Complaints must be filed in writing within thirty (30) days after the complainant becomes aware of the alleged violation, contain the name and address of the person filing it, and briefly describe the circumstances surrounding the alleged violation.
2. If the complainant’s disability prevents him or her from submitting a grievance in the regular format, the complainant will communicate that fact with the city and will work with the city to submit the complaint in an alternate format.
3. An investigation, as may be appropriate, shall follow a filing of complaint and shall be conducted by the designated ADA Coordinator. Such investigation shall be informal, but thorough, and shall afford complainant and his or her representative, if any, an opportunity to submit evidence relevant to the complaint.
4. A written determination as to the validity of the complaint, and a description of the resolution, if any, shall be issued by the designated ADA Coordinator in and a copy forwarded to the complainant no later than thirty (30) days after its filing.
5. The complainant, in instances where he or she is dissatisfied with the initial resolution, may appeal the decision of the designated ADA Coordinator to the city administrator or mayor. Such requests should be filed in writing and submitted within thirty (30) days following receipt of the designated ADA Coordinator’s decision. Requests for reconsideration of such cases should be addressed to Mullins’s administrator or mayor.
6. Files and records of Mullins relating to the complaints filed shall be maintained by the designated ADA Coordinator.
7. Use of the grievance procedure by a complainant is not a prerequisite to the pursuit of other remedies such as the filing of an ADA complaint with the responsible federal department or agency.
8. Complainants have the right to file a complaint with the US Department of Justice. Go to <https://beta.ada.gov/file-a-complaint/> for instructions, or write to U.S. Department of Justice, Civil Rights Division, 950 Pennsylvania Avenue, NW Washington, DC 20530.

9. These rules shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure that Mullins complies with the ADA and implementing regulations.