



TOWN OF SURFSIDE BEACH
115 US Highway 17 North, Surfside Beach, SC 29575
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PUBLIC NOTICE: Town Council Workshop, Tuesday, October 22, 2013 at 5:00 p.m. to meet with the Stormwater Committee to hear a presentation by Dr. Susan Libes, and others, on the storm water retention ponds and suitability for recreational use.

**SURFSIDE BEACH TOWN COUNCIL
REGULAR MEETING AGENDA
COUNCIL CHAMBERS
TUESDAY, OCTOBER 22, 2013 ♦ 6:30 P.M.**

1. **CALL TO ORDER** – Mayor Douglas F. Samples
2. **INVOCATION AND PLEDGE OF ALLEGIANCE** Pastor Mike King, South Strand Community Church
3. **AGENDA APPROVAL**
4. **MINUTES APPROVAL** - Regular Meeting October 8, 2013
5. **PUBLIC COMMENTS – Agenda Items Only.** (3-minutes per speaker)
6. **COMMUNICATIONS**
 - A. Department Reports
 - i. Finance
 - ii. Public Works
 - iii. Recreation
 - B. Administrator’s Report - Update on Current Events
7. **BUSINESS**
 - A. Second Reading - Ordinance #13-0763 to amend §5-18 Appointment of Poll Workers, Administrator Fellner.
 - B. Municipal Election Commission – Reappointment Ms. Peggy Inman (May be deferred until after executive session.)
8. **DISCUSSION** – Any matters of concern or information to be discussed by Town Council.
Event Prize Drawings at Town Events, Mayor Pro Tempore Mabry
9. **PUBLIC COMMENTS – General Comments.** (5-minutes per speaker)
10. **COUNCIL COMMENTS**
11. **EXECUTIVE SESSION**
 - A. Pursuant to FOIA §30-4-70(a)(1) to the appointment of a person or persons to a public body (See 7.B. MEC Reappointment)
 - B. Pursuant to FOIA §30-4-70(a)(2) to discuss multiple proposed contractual arrangements (Per Micki 10/04/2013)
12. **ADJOURNMENT**



TO: SURFSIDE BEACH FIRE DEPARTMENT

FROM: THE CHRISTMAS PARTY COMMITTEE

SUBJECT: ANNUAL FIRE DEPARTMENT CHRISTMAS PARTY

THIS IS TO ANNOUNCE THAT THE ANNUAL SURFSIDE BEACH FIRE DEPARTMENT CHRISTMAS PARTY IS SCHEDULED FOR SATURDAY, DECEMBER 7, 2013 AT THE OCEANSIDE VILLAGE COMMUNITY CENTER, LOCATED AT 1711 Hwy 17 S, SURFSIDE BEACH, S.C.

HAPPY HOUR WILL BE FROM 6:00 P.M. UNTIL 7:00 P.M. WITH A BUFFET DINNER SERVED AT 7:00 P.M. AWARD PRESENTATIONS WILL IMMEDIATELY FOLLOW THE MEAL. A DJ WILL BE PRESENT TO PLAY DINNER MUSIC AND DANCING. PLEASE COMPLETE THE FORM AT THE BOTTOM AND RETURN BY NOVEMBER 22, 2013. WE LOOK FORWARD TO SEEING ALL OF YOU. BYOB

RSVP REQUIRED

.....
(Please Complete and Detach)

NAME _____

I PLAN TO ATTEND _____

I WILL BE BRINGING A GUEST _____

GUEST'S NAME _____

Entrée choices: Please select one for yourself and one for your guest or write 2 by the selection.

Prime Rib of Beef Au Jus _____

Herb Marinated Grilled Chicken Breast _____

Garlic Shrimp Skewers _____



**SURFSIDE BEACH TOWN COUNCIL
REGULAR COUNCIL MEETING MINUTES
OCTOBER 8, 2013 ♦ 6:30 P.M.
TOWN COUNCIL CHAMBERS**

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1. CALL TO ORDER.

11 Mayor Samples called the meeting to order at 6:30 p.m. Mayor Samples, Mayor Pro Tempore
12 Mabry, and Councilmembers Dodge, Johnson, Kohlmann, Smith, and Stevens were in attendance. A
13 quorum was present. Others present: Town Administrator Fellner; Planning Director Morris; Police Chief
14 Keziah; Fire Chief Cimini; Fire Captain Williams, and Town Clerk Herrmann.

15
16 Mayor Samples said many, many people told him how great staff was in putting the Family
17 Festival together. It was another great festival. It was a wonderful day, and it seemed to him larger
18 crowds than normal were there early in the day and continued throughout the day. Mayor Samples asked
19 Ms. Fellner to let everyone know how much their efforts were appreciated. This Saturday is an open
20 house from 10 a.m. to 3 p.m. at the Fire Department, specifically to focus on kitchen fires, which are the
21 number one cause for most in-home fires.
22

23
24
2. INVOCATION AND PLEDGE OF ALLEGIANCE.

25 Pastor Scott Wachter from Surfside United Methodist Church thanked the town for sending a
26 plant to his wife after her accident. He said this week is "Children's Sabbath" and explained it was a time
27 of special recognition for children. Pastor Wachter gave the invocation. Mayor Samples lead the Pledge.
28

29
30
3. AGENDA APPROVAL.

31 Mr. Smith moved to approve the agenda with an amendment to move Business Item 7.B.ii. First
32 Reading of Ordinance #13-0764 to amend §§13-52, 13-75, 13-60 & 13-61 Planning, Building and Zoning
33 Fees to Item 8, Discussion. Ms. Mabry seconded. All voted in favor. **MOTION CARRIED.**
34

35
36
4. MINUTES APPROVAL.

37 Ms. Dodge moved to approve the minutes of the September 24, 2013 meeting as submitted. Mr.
38 Johnson seconded. All voted in favor. **MOTION CARRIED.**
39

40
41
5. PUBLIC COMMENTS – Agenda Items (3 minutes.)

42 There were no public comments on agenda items.
43

44
45
6. COMMUNICATIONS.

46
47
A. Proclamation #13-87 Fire Prevention Month

48 Mayor Samples presented the proclamation to Chief Cimini and asked Ms. Herrmann to read the
49 proclamation, a copy of which is on file.
50

51 Chief Cimini thanked Town Council for the proclamation. The Saturday open house activities will
52 include movies for parents and children about fire safety; apparatus demonstrations; a bounce-house for
53 the children, and refreshments. There was a kitchen fire on July 4th at 16th Avenue South, so kitchen fires
54 do occur in our town. He hoped that everyone would visit the station on Saturday to learn more about
55 kitchen safety.
56

57 **B. Department Reports.**

58
59 **i. Fire.**

60
61 Chief Cimini presented the written report, a copy of which is on file. There were only 77
62 responses this past month, which was a very low number. Six were fire incidents; 43 rescue/emergency
63 medical incidents; 4 hazardous condition/no fire; 8 service calls helping citizens; 6 good intent calls, and
64 10 false alarms. Volunteer staffing levels remain the same, but there were five pending applications in
65 various stages. He expected they all would be accepted by the end of the month. There were 54 fire
66 prevention activities during the month that included 6 complete inspections; 21 re-inspections; 10 public
67 education events; 1 plan review, and 16 fire station visits. Fire Prevention Week Open House is
68 Saturday, October 12 from 10 a.m. to 3 p.m. A flyer was distributed around town; signs and banners
69 were hung at the station. Career and volunteer personnel dedicated 337.47 hours training and 115.09
70 hours responding to calls during the month. Training focused on heavy rescue extrication. Drills were
71 held every Monday night. On September 28th, 45 employees from area departments joined the town
72 training for a joint rescue drill. Captain Williams conducted training during September that included
73 classes required by the Insurance Service Organization (ISO), South Carolina Fire Academy, National
74 Fire Protection Association (NFPA), and the Surfside Beach Fire Department standard operating
75 guidelines (SOG.) Four career personnel and five volunteers were taking first responder medical training,
76 who will become nationally registered first responders on October 17th. All of them are at the top of the
77 class; no one has less than a 95 score. Chief Cimini was very pleased with their performance. Captain
78 Hans worked on the fire prevention program this month. There were many activities, including children
79 touring the station. Captain Williams developed a program called Neighbors Savings Neighbors. A
80 brochure was distributed, a copy of which is on file. The program was designed to teach citizens to
81 perform CPR (cardiopulmonary resuscitation), and to recognize medical issues like stroke, difficulty
82 breathing, and what should be done when they occur. The plan was for at least two sessions a month,
83 depending on participation. The program is free to town residents; there is a minimal charge for
84 nonresidents. Those completing the program will receive a CPR certification card. Chief Cimini said that
85 Captain Williams spent a lot of time researching this program, and he was very proud of his work. The
86 sample brochure for the junior firefighter program was included in the package as information. They plan
87 to start that program November 1st. There are many young people with interest in this program; one
88 female and one male already said they want to get involved. Chief Cimini said if the young people can
89 get involved before they start doing 'bad things,' it will eventually help increase volunteerism. Thursday,
90 October 17th at 10 a.m., a dedication will be held at Firehouse Subs in Surfside Beach of the new thermal
91 imaging camera (TIC) that given to the department by Firehouse Subs Foundation. Everyone is invited to
92 attend.

93
94 Mr. Smith thanked Chief Cimini and the staff for assisting with the recent City of Georgetown fires
95 on Front Street. He thought that was a good effort, and he appreciated their willingness to respond to our
96 neighbors. Chief Cimini said the town's department was assigned the task of keeping the fire from getting
97 to the Maritime Museum. He was happy to report that task was successfully completed; everyone
98 performed exceptionally well. Mr. Smith understood that the fire department would replace smoke alarm
99 batteries for citizens. Chief Cimini said that was correct, and the department would also install free
100 smoke detectors for town residents. He reminded everyone that a perfect time to change batteries is
101 when the clocks are changed. It was important to make sure fresh batteries were in the smoke detectors.
102 The department was happy to provide that service, especially for the seniors who might have a difficulty
103 climbing a ladder to reach their smoke detectors. The department will also perform a home inspection to
104 determine whether the smoke detectors are in the right locations. Just today, he inspected two homes.
105 The inspections are free; taxes pay for them.

106
107 Ms. Dodge thought the assistance to senior citizens was great. Being one, she liked that the
108 department looked out for senior citizens, because many of them cannot do it themselves. She said
109 thank you so much. Chief Cimini said you're welcome.

110
111 Mr. Stevens thanked the fire department. He had had to call them a couple of times for
112 emergencies. The department has always been "Johnny on the spot." Mr. Stevens said part of the \$7

113 million surplus was used to build the beautiful fire department building. It was good to have a nice fire
114 department, so the trucks can arrive on a moment's notice. Chief Cimini said thank you.
115

116 Mayor Samples said as a follow up on the Georgetown fire, the town's fire department played a
117 critical role responding to that fire. The town's platform truck allows two firefighters to be positioned
118 above the fire, and that type truck was not commonly used. The Maritime Museum is the building that
119 remains standing, next to Colonial Florist and the other buildings that were totally destroyed. Mayor
120 Samples was on Front Street that morning, and said it was in fact, the town's firefighters and engine that
121 was responsible putting water on top of the museum that saved it. He said there were many departments
122 helping during the fire, but he did not believe the town's department got enough credit for saving the
123 museum. The Town of Surfside Beach Fire Department was a key department in responding to that fire.
124 Good job! Job well done! Responding helps building relationships, if and when the town ever has similar
125 needs.
126

127 **i. Planning, Building & Zoning.**
128

129 Ms. Morris presented the written report, a copy of which is on file. Ms. Morris was excited about
130 the increase in activity; 117 permits were issued compared to 86 permits issued during this time last year.
131 Permit applications were still being received in high numbers. She reviewed four single family residence
132 plans today, and two sets of plans for additions. Ms. Morris attended a CPTED (Crime Prevention
133 through Environmental Design) 40-hour training class. The class involved on-site surveys; making a
134 presentation with recommended improvements, and also taking an exam, which she passed. She now
135 holds a CPTED Professional designation. An additional 24-hour class is required to be certified; she will
136 attend that class in December. When that class is satisfactorily completed, the designation will be
137 Certified CPTED Professional. Ms. Morris said she is required to take many courses to maintain her
138 certifications, but this course was completely different and makes it possible for her to offer yet another
139 service to citizens. The strategies taught for CPTED are ideal for law enforcement officers, planners,
140 even city councilmembers or anyone involved in designing neighborhoods, schools, downtowns,
141 buildings, or revitalization efforts. It was an effective way of fighting crime and promoting businesses.
142 Free surveys could be performed by the police department and/or the planning department to make
143 recommendations on how property owners can design and landscape to protect their businesses and
144 homes from crimes. Small techniques include choosing plants that allow natural surveillance, and the
145 catch phrase was "eyes on the street to prevent crime before it happens." Ms. Morris said the class was
146 broken into teams of five members who were assigned a property in a high-crime area in the City of
147 Greenville. After the survey and recommendations were presented, the Greenville Police Department
148 actually decided to pursue implementing the recommendations, which in her opinion, was a success.
149 CPTED does not guarantee there will not be crime, but the guidelines, if used, certainly would assist in
150 preventing crimes. Staff hoped everyone would go by Tomlinson's to see the new landscaping installed
151 pursuant to the overlay ordinance. Ms. Morris said she spoke with the manager, who said it was happy
152 with the landscaping, which would certainly slow down the traffic as he hoped. Several citizens had
153 called saying thank you for implementing the overlay. They did not realize that was part of it; every time
154 they went to the post office they were scared of being in a wreck. *The Myrtle Beach Herald* had a great
155 article about Lazer's Pizza promoting the town's business. It was always good when the town's
156 businesses can be promoted. She was appreciative of the article.
157

158 Mr. Smith asked if Ms. Morris had a chance to look around town to see where some of the
159 CPTED recommendations could be used. Ms. Morris said yes, she had talked to several citizens about
160 their homes. Some came in, because she had spoken with other boards about the program. She
161 explained the 6-foot, 2-foot rule; plants should be no higher than 2-feet, and trees limbs should be no
162 lower than 6-feet, because that would prevent someone from hiding in shrubbery or under the trees. Mr.
163 Smith said the distance from the ground to the first limb on the tree should be 6-foot. Ms. Morris said that
164 was the ideal measurement. Lighting was a huge issue; CPTED teaches how to use lighting effectively.
165 The town actually has very good lighting. There were many practices that could be done that cost little or
166 nothing. For instance, a resident on 4th Avenue told Ms. Morris she was worried that because her
167 windows were older, they were not secure. Ms. Morris suggested that she plant "hostile shrubs," which
168 are roses or thorny bushes that would discourage someone going through them to gain access. Mr.

169 Smith said he could not figure out what the number on the last page of the report related to. Ms. Morris
170 said that was the totals from business licenses. Mr. Smith asked if there should be a corresponding
171 number on the second page of the report. Ms. Morris said the report given was from the planning and
172 building totals; the revenue report was from business licensing.

173
174 Ms. Mabry asked if Ms. Morris would have some type program to let the public know that the
175 CPTED service was available, and if it was, would some form be available to request an inspection. Ms.
176 Morris said she and several police department staff will attend the December class to obtain certification.
177 Once they were certified, they would like to distribute pamphlets, and offer workshops with a PowerPoint
178 presentation about the program. The citizens would certainly benefit from it. Ms. Mabry asked if they
179 could expect that in January. Ms. Morris said yes.

180
181 Mr. Johnson gave kudos to Tomlinson's and the town, because he went to the post office every
182 morning. The way the parking lot is separated by the landscaping makes a tremendous difference. He
183 thanked Ms. Morris for the overlay and thanked Tomlinson's for its landscaping.

184
185 Mayor Samples agreed and was sure that all of council also agreed. There were a lot of people
186 who cut through the parking lot over the summer, and that would no longer be easy to do.

187
188 **ii. Police.**

189
190 Chief Keziah presented the written report, a copy of which is on file. Chief Keziah said there was
191 a 35-percent decrease in calls during September, which was normal and expected after Labor Day and
192 the end of the summer season. During the shoulder season the department works on mandatory training
193 required by the South Carolina Police Academy and the insurance carrier. The number of arrests for
194 September 2012 and September 2013 were almost the same, 251:254. Two letters of resignation were
195 accepted during September; the positions were posted and applications were being reviewed to schedule
196 interviews. There are two open positions in the hiring process. A part-time officer was moved to a full-
197 time position for the third opening. The officer can go to work immediately, because he is certified,
198 already trained, and has his equipment. There were two use of force incidents: (1) September 1, an
199 arrest on the beach for possession of marijuana and resisting arrest. There were no injuries, and (2)
200 September 5, an arrest for possession with intent to distribute marijuana near a school. No injuries
201 resulted from the arrests. Chief Keziah and Lieutenant Hofmann attended the CPTED training, and look
202 forward to completing the certification in the December class. The program will benefit the town greatly
203 and he was very excited about implementing it. Chief Keziah said he had been with the town a little over
204 five years, and with the current administration, he had never seen department directors and departments
205 work so well together as far as doing things for the citizens. He said it was "a breath of fresh air." All the
206 departments and everybody seem to work together extremely well as a team. Chief Keziah said he just
207 wanted to say that and thank everybody. A mid-level management class was hosted in the fire
208 department training room for law enforcement and communication personnel. It was nice to bring officers
209 and staff from other agencies in the state into our town. By hosting the class, the town received free
210 training for its staff. The US Marshalls Task Force cleared 37 outstanding warrants through Sergeant
211 Bailey's participation, and collected \$11,789 in bonds and fine money. On September 6th a media release
212 was issued on a traffic stop by Corporal Ziolkowski that resulted in a drug arrest and seizure of some
213 guns, ammunition, and also \$37,800 in cash. Chief Keziah said the case would go through the court
214 process and he hoped most of that cash would be returned to the town through the State Asset Forfeiture
215 Program to be used for law enforcement training. Two dispatchers are in their second week of jailer
216 school in Columbia, even though they will not be "jailers." The cross training will teach them to do
217 searches, so they may assist police officers when female prisoners need to be searched and a female
218 officer is not on duty. Chief Keziah said there were 6 residential and 5 vehicle burglaries reported in
219 September. He believed most of those incidents would be cleared within the next week, because there
220 were active warrants due to some very good crime scene investigative work. He believed the individual
221 whose fingerprint was found at one scene will be responsible for at least three or four of the incidents.
222 Officers did a traffic stop Sunday night at 16th Avenue North. The driver ran from the van through the
223 trailer park and over several fences. He was finally taken into custody. He had just committed two
224 residential burglaries in Garden City. There were two flat screen televisions wrapped in blankets in the

225 back of the van. The individual was being investigated to determine whether he was responsible for any
226 of the burglaries in town. He was turned over to Horry County Police who charged him for the Garden
227 City burglaries.

228
229 Mayor Samples said well done, chief.

230
231 Mr. Smith asked if the newly hired officers would have to go the training in Columbia or would he
232 be looking for certified officers. Chief Keziah said the applications were being reviewed now to see what
233 options were. Most likely, at least one new hire would have to go to academy. Mr. Smith asked what the
234 status was on the cameras. Chief Keziah said the infrastructure was complete as of last Friday. He had
235 been in training all day, and did not know if it was actually started. He did not realize how difficult it was
236 to coordinate so many agencies to get a project like this done; but, all approvals were in place and the
237 cameras installation was supposed to start Friday. Mr. Smith asked if additional approvals were required
238 if the town decided to add more cameras. Chief Keziah said no, the approvals were necessary to get the
239 infrastructure in place, and that was done. Mr. Smith heard "through the grapevine" a golf cart was stolen
240 from around 14th Avenue North, but he did not see a press release, and asked for an explanation. Chief
241 Keziah recalled that one was stolen when he was on vacation, but it was recovered. The suspect was
242 charged.

243
244 Ms. Kohlmann said thank you to Chief Keziah and his officers, as well as the fire department.
245 She thought they all do an outstanding job.

246
247 Mr. Johnson asked Chief Keziah how many times he was dunked Saturday at the Family Festival.
248 (*Laughter*) Chief Keziah said "zero!" He collected the money. Mr. Johnson said he appreciated
249 everything that the police department does to raise money for Special Olympics. However, he would be
250 glad to donate to the fund, if the fire and police departments had a little friendly competition of some sort.
251 (*Laughter*) Mr. Johnson said thank you to all the staff and that he appreciated everything they do. Chief
252 Keziah said to answer the question how many times were the officers dunked, the cost was \$1 for two
253 throws...\$692 was collected, all of which will go to South Carolina Special Olympics.

254
255 Chief Keziah briefed Town Council about the "pink bag" delivery solicitation by *The Sun News*.
256 That has been a long time problem that was also addressed about six months ago, but gradually the
257 distribution reappeared. Several discussions were held with the newspaper staff, who explained that the
258 delivery is contracted with a private company. *The Sun News* agreed to stop delivery inside the town
259 limits. If residents want to receive the "pink bag" delivery, they may call the newspaper to subscribe. The
260 newspaper was put on notice that delivery couriers would be ticketed as necessary.

261
262 C. Administrator's Report – Update on Current Events.

263
264 Ms. Fellner reported that the production of the magazine was on schedule. Advertising space
265 sales to date amount to about \$11,000; sales figures will be reported at every meeting for the public's
266 benefit. The annual report was being prepared that must be submitted to the Water Pollution Compliance
267 Section of DHEC (South Carolina Department of Health and Environment Control) regarding the town's
268 small municipal separate storm sewer system (SMS4s) permit. In past years, the report was completed
269 by Earthworks; \$3,700 per year was charged. Mr. Adair now holds certifications that allow him to
270 complete the SMS4s report and submit it directly to DHEC, which will result in a small cost savings for the
271 town. Ms. Fellner reminded everyone that a workshop will be held just before the next regular meeting on
272 October 22nd at 5 o'clock p.m. regarding waters in the town's retention ponds and the suitability for
273 recreational use. Drs. Libes and Smith from CCU (Coastal Carolina University) will make a presentation
274 and there will be a statement from Ben Powell, who is the national resources agent with the Clemson
275 Extension Service. The stormwater committee will also participate in the workshop.

276
277 Mr. Smith asked if the problem with the Huckabee fence was addressed. Ms. Fellner said she
278 and staff met with the individual on site and developed strategies to resolve the issues. She found bad
279 erosion along the ditch banks that would require remediation, but it could be handled in-house. Staff
280 proceeded with the repair, which took about three days. The area will be monitored after large rains to

281 determine if the flooding problem persists. Mr. Smith asked if she considered the matter closed. Ms.
282 Fellner said she did; she met with the three residents on a second occasion to review the work and speak
283 with them. Mr. Smith said the residents had seen the final product. Ms. Fellner said yes, they had.
284

285 Ms. Dodge said there was a flooding problem at 4th Avenue North that was on-going, and asked
286 when it might be resolved. She was particularly concerned about Mr. Kawa's property in that area,
287 because his yard gets a lot of water from heavy rains. Ms. Fellner was unsure of Mr. Kawa's address,
288 and if it was included in the drainage improvement projects. Ms. Dodge would contact her after the
289 meeting.
290

291 Mr. Smith asked when the budgeted stormwater projects would be started, because he believed
292 that would address Ms. Dodge's question. Ms. Fellner said the engineering contract was just signed with
293 DDC Engineers. The design and specs for the bids has started. Mr. Smith said the design work was
294 underway. Ms. Fellner said yes.
295

296 Mayor Samples asked Ms. Fellner to put in writing for Town Council the scope of the projects,
297 because he did not think 4th Avenue North was involved at all. He recollected that there were some water
298 issues on 4th Avenue North, but they were closer to the ocean and involved a homeowners association.
299 He did not want to confuse the issues as they address the problems. Ms. Fellner said that was a totally
300 separate issue.
301

302 Mr. Stevens asked if the town attorney could be contacted to determine what the town's legal
303 liability was if the ponds were used for recreation and if users entered at their own risk, and there was an
304 incident.
305

306 Mr. Johnson called point of order, saying he did not think that workshop was to determine liability.
307 He believed it was to determine bacteria and cleanliness.
308

309 Mayor Samples thought Mr. Johnson was right and asked Mr. Stevens if he would like to restate
310 his question.
311

312 Mr. Stevens also agreed with Mr. Johnson, and explained that he heard a lot of different stories
313 about bacteria in the water and people getting sick from the water and things like that. He wanted to know
314 from the town's attorney what the liabilities were. Ms. Fellner said if Town Council directed her to get a
315 formal legal opinion, she would be happy to do so.
316

317 Mr. Johnson moved to suspend rules to allow discussion. Mr. Smith seconded. All voted in
318 favor. **MOTION CARRIED.**
319

320 Mr. Stevens said there were many discussions about bacteria in the lakes, and in the ocean
321 runoff areas. He just wanted to know what the town's liability was, if someone ventured into the lakes and
322 became seriously ill.
323

324 Mr. Johnson asked if this had already been addressed. Ms. Fellner said it was addressed with
325 the MASC (Municipal Association of South Carolina), who said the town's exposure was increased. Mr.
326 Johnson asked if Mr. Stevens was suggesting, just to go one step closer, to ask the town attorney to give
327 an opinion.
328

329 Mr. Stevens said that was exactly what he was suggesting.
330

331 Mayor Samples asked if there were questions about the request to ask town attorney for an
332 opinion about the town's liability regarding use of the lakes for recreation.
333

334 Ms. Kohlmann said the water runoff into the ocean was a risk; anything the town did created risk.
335 People could walk outside and fall down and sue the town; they could sue for any reason. (**)
336

Regular Town Council Meeting
October 8, 2013

337 Mayor Samples interrupted saying there was a difference, because the town holds title to the lake
338 properties. The town did not hold title to the ocean.
339

340 Ms. Kohlmann said she did not have a problem, if it put Mr. Stevens mind at ease, to ask the
341 town attorney for an opinion as long as the other councilmembers wanted an opinion.
342

343 Mayor Samples was not opposed to getting as much information as possible. Town Council
344 needed to be able to express to the administrator what it was that the council wanted so the attorney
345 could answer the question that the council thought it was asking. Mayor Samples asked Ms. Fellner if
346 she needed further direction. Ms. Fellner believed she understood.
347

348 Mr. Smith moved to reconvene regular session. Ms. Dodge seconded. All voted in favor.

349 **MOTION CARRIED.**
350

351 Mayor Samples said October was the last month for paid parking, and anticipated that Ms. Fellner
352 and the parking committee would develop a year-end report with analysis and recommendations for Town
353 Council, and asked when council might receive the report. Ms. Fellner said the overall report was not
354 published until 27 days after the month end. She did not expect any significant numbers for October, but
355 they could begin developing an initial report and add October data when it was available. Mayor Samples
356 asked if any members objected to moving forward using data through the month of September.
357

358 Mr. Stevens believed all the data should be used, because Ms. Fellner wanted to compare the
359 same months from last season to this season so that there would be a better comparison. Ms. Fellner
360 believed that the mayor was suggesting the analysis begin and that October data be added when it was
361 available.
362

363 Mayor Samples could not imagine that October revenue would have a meaningful impact. Ms.
364 Fellner said it would be a small amount of revenue. Mayor Samples believed it was incumbent upon the
365 council to move forward, since it would rely on the committee to execute and make recommendations,
366 unless there was disagreement.
367

368 Mr. Smith believed councilmembers should receive the report at the same time as the parking
369 committee members in terms of raw data.
370

371 Mayor Samples did not have a problem with Mr. Smith's suggestion either, but he thought it
372 would make sense to begin planning, since it was already the month of October. There is one more
373 meeting in October; two meetings in November, and one meeting in December. An election is
374 approaching that has filing opening in January. People will be focusing all over the place. He believed
375 council needed the data as soon as possible, which was all he was really asking. He hoped there was
376 general support on the part of council. Mayor Samples said the fact of the matter was that council, and
377 the parking committee should have it. Ms. Fellner said the report for September will be completed around
378 the 27th of October, and she would send all the raw data to council and the parking committee at that
379 time. The October report would be added upon receipt.
380

381 Ms. Kohlmann did not know of any reason to wait. It would give them a chance to start working
382 on it, if nothing else. Everyone knew that time was important, because they lose track of it sometimes
383 and put things off. Parking was something that council told the public that it would look at, so they should
384 get to work on it.
385

386 Mr. Johnson agreed.
387

388 Mayor Samples said there was **UNANIMOUS CONSENSUS**, so Ms. Fellner should begin
389 working with the parking committee to set up their schedule so the public can be made aware of when to
390 expect the committee recommendations. Ms. Fellner said absolutely.
391

392 Mayor Samples asked for the status of the replacement welcome sign at Melody Lane. Ms.
393 Fellner said the sign company was working on it. Mayor Samples asked if DOT (South Carolina
394 Department of Transportation) was not considered an issue at this time. Ms. Fellner said that was
395 correct.

396
397 **7. BUSINESS.**

398
399 **A. Second Reading of Ordinances.**

400
401 **i. #13-0761 to amend §7-26 to delete \$15 price for Moby cart, Director Adair.**

402
403 Mayor Samples said that Mr. Adair was at the County Transportation Committee meeting, and
404 asked if there were questions before second reading.

405
406 Mr. Stevens moved to adopt second reading of Ordinance #13-0761. Mr. Smith seconded. All
407 voted in favor. **MOTION CARRIED.**

408
409 **ii. #13-0762 to amend FY2012-2013 Municipal Budget, Administrator Fellner.**

410
411 Mr. Stevens moved to adopt second reading of Ordinance #13-0762. Mr. Smith seconded.

412
413 Mayor Samples reminded everyone that this was the budget year that ended June 30, 2013.

414
415 All voted in favor. **MOTION CARRIED.**

416
417 **B. First Readings of Ordinances.**

418
419 **i. #13-0763 to amend §5-18 Appointment of Poll Workers, Administrator Fellner.**

420
421 Ms. Fellner presented the consideration paper, a copy of which is on file and explained this was a
422 housekeeping change to the required number of poll managers so the town code would correctly state
423 there would be three managers for the first 500 electors and one additional manager for each additional
424 500 electors.

425
426 Mr. Johnson asked if it would have three in each of the precincts for a total of six. Ms. Fellner
427 said there would be six in Precinct #1 and four in Precinct #2.

428
429 Mayor Samples said the current ordinance did not comply with state code. Ms. Fellner said the
430 change was to the town's advantage and would comply with state code. Under the current town code,
431 there would have to be 15 managers in Precinct #1.

432
433 Ms. Kohlmann moved to adopt first reading of Ordinance #13-0763. Mr. Smith seconded. All
434 voted in favor. **MOTION CARRIED.**

435
436 **ii. #13-0764 to amend §§13-52, 13-57,13-60 & 13-61 Planning, Building and Zoning Fees,**
437 **Director Morris.**

438
439 This ordinance was moved to Item 8, Discussion by approved motion under item 3, Agenda
440 Approval.

441
442 **iii. #13-0765 to accept Harbor Lights Roads into Town System, Director Morris.**

443
444 Ms. Morris presented the decision paper, a copy of which is on file. She explained that the
445 Harbor Lights owners were requesting that the town take over ownership of the subdivision streets, rights-
446 of-way and drainage. The ordinance did not include retention ponds located on the site, nor did it allow
447 for specialty street signs or stop signs, which the town would replace with standard signage when that

448 became necessary. Additional fees would be charged for and paid by the Harbor Lights homeowners
449 association for any decorative poles or lighting fixtures. Electricity cost above the average paid by the
450 town would also be paid by the Harbor Lights homeowners association. The town will not be responsible
451 for those items. As required by Land Development Regulations, the public works director reviewed and
452 approved all street design and construction, and rights-of-way within the subdivision. Mr. Adair confirmed
453 that they meet all the requirements. A certificate of non-litigation was received, along with a drainage
454 easement certification and a deed of rights-of-way from the developer. An irrevocable letter of credit in
455 the amount of \$43,239 was received for the required two-year warranty of the streets, drainage, and
456 rights-of-way, which was also required by the town code. The amount was verified and approved by the
457 public works director as being sufficient. Ms. Morris said that staff was requesting that Town Council
458 approve taking over the streets, rights-of-way, and drainage in the Harbor Lights subdivision.
459

460 Mr. Smith moved to approve first reading of Ordinance #13-0765 to accept Harbor Lights roads
461 into the town system. Ms. Mabry seconded.
462

463 Mr. Smith explained the administrator had already answered some questions by email
464 messaging, but he wanted to get them on the record. He asked if there were any deficiencies in the
465 roads or drainage system. Ms. Morris said there were none at this time. Mr. Smith asked if signage
466 referred to street signs only. Ms. Morris said that was correct. Mr. Smith asked if the homeowners
467 association was responsible for the nice entry sign at Poplar Drive. Ms. Morris said it was; that was the
468 main identification sign for the subdivision and was the responsibility of the homeowners association. Mr.
469 Smith asked how many years it would be before she expected the streets would need to be repaved. Ms.
470 Morris said 20 to 25 years. Mr. Smith just wanted to get that information in the record; that the streets
471 were in good shape and that we expect it would be 20 to 25 years before any work was needed on the
472 roads.
473

474 Ms. Kohlmann said the subdivision has curb and gutters that do not exist throughout the rest of
475 town, and also has sidewalks throughout the area. She asked if there would be problems with parking;
476 would visitors be allowed to park along the street. Ms. Fellner said state law stipulates that cars may park
477 curbside as long as the right tires are aligned within 18-inches of the right curb, and traffic can pass the
478 parked car, it was legal parking. Ms. Kohlmann asked if future repairs on the subdivision sidewalks
479 would be the town's responsibility. Ms. Morris said that was correct. Ms. Kohlmann said there was some
480 road damage just as the subdivision was entered and asked if that would be repaired. Ms. Morris said
481 Mr. Adair was working with the contractor that caused the damage to get the area repaired. Ms.
482 Kohlmann said that might be the town's first expense, if it was not taken care of. She said the
483 development had beautiful lighting. She asked if in the future, if a lighting pole was damaged and the
484 owners wished to replace it with a similar pole instead of a standard pole, if that could be done. Ms.
485 Fellner said the town would pay up to the cost of a standard pole, and the homeowners association would
486 have to pay the difference. Ms. Kohlmann asked what the rate was monthly for each pole. Ms. Fellner
487 said the homeowners association was asked for their Santee Cooper electric bill. Pricing is determined
488 on pole model, but the standard average is about \$12 per pole, which includes the fixture, the pole, and
489 the electric, which is what the town would pay. Some poles are \$27 a month; some are \$30. Ms.
490 Kohlmann said the polls were placed correctly at every 1,000 feet. Ms. Fellner said they have 16 polls.
491 They would have to wait until the information was received.
492

493 Mr. Stevens said the irrevocable letter of credit says that any improvements or work that has to
494 be done has to be approved by September 15th, 2015, and it also expires on September 25th, 2015. He
495 asked if there was any work staff expected to have to do in Harbor Lights by that date. Ms. Morris said
496 no. Mr. Stevens said a citizen showed him where a street was lower than the curb [sic.] Ms. Morris said
497 that was repaired. Mr. Stevens asked if the engineers, DDC and Earthworks, had completely signed off.
498 Ms. Morris said yes. Mr. Stevens said everything was "up to snuff, and all the t's were crossed and i's
499 were dotted." Ms. Morris said yes,
500

501 Ms. Kohlmann asked for her own clarification whether this was a normal process. She never
502 heard about it before, and some people told her it was normal for developments to do this.
503

504 Mayor Samples said the email sent out with questions was very well done. He said in his
505 response to Mr. Stevens, a comment was included that he could not remember whether this was done as
506 PDD (planned development district) or under R-1 (low density residential district - single family) zoning
507 code requirements. Initially, the property was going to be developed under R-3 (medium density
508 residential district - multi-family) code, which includes transient rentals. There was a great public outcry,
509 and council responded. Ms. Morris said the property was zoned R-1. Mayor Samples said Chapter 15
510 applied, because the property was the old golf driving range and a new road was required. Mayor
511 Samples said even though it was a great development, he missed the driving range.

512
513 Ms. Morris said that she would insert the codes under which the property was developed to
514 stipulate that the property was not a planned development. The Land Development Regulations prohibit
515 private streets within the town, therefore, the streets were required to meet the DOT standards; the town
516 must approve them; the engineers have to sign off on them, and any new streets in a general subdivision
517 must be presented for dedication and acceptance into the town's road system. Generally, planned unit
518 developments (PUD) have private streets, and the town code does allow private streets in a PUD.

519
520 Mr. Stevens said his last question was whether the streets met all state and town codes. Ms.
521 Morris said they do.

522
523 All members voted in favor. **MOTION CARRIED.**

524
525 **C. Budget Calendar FY2014-2015, Amended and Draft Budget Agenda.**

526
527 Ms. Fellner said the amended budget calendar should have been presented in communications
528 as no motion was required. She asked if Town Councilmembers would submit project priorities derived
529 from the both the Comprehensive Plan and the council's visioning sessions last spring to her over the
530 next few weeks. Clearly, this would help in preparation of pertinent materials and make the final day of
531 the budget retreat more focused and productive. Registration was submitted to Santee Cooper to reserve
532 the Wampee Conference Center in Pinopolis, South Carolina for April 29 and 30, and May 1, 2014.
533 Confirmation is expected in January; alternate dates proposed were May 7th to 9th.

534
535 Mr. Smith appreciated the agenda, and he was very pleased that she planned to keep the council
536 busy. Ms. Fellner said they would be busy. Mr. Smith said there was about 16.25 hours of work, and so
537 he did not think those two days would be a vacation. He was very pleased that workshops were
538 scheduled the first night. Mr. Smith reiterated that he liked the agenda and the only thing that he would
539 like to have added to the schedule was when the budget would be published on the town website. He
540 asked if that would be after they returned from the retreat. Ms. Fellner the budget was not published until
541 after it was adopted, but a draft could be published. Mr. Smith wanted to have the draft published so
542 citizens who were interested could view it and contact councilmembers with their questions. Ms. Fellner
543 thought that was an excellent idea. Mr. Smith asked if a count could be reported as to how many times
544 the budget was viewed on line, because there was a lot of interest expressed publicly, but he wondered if
545 they were really interested. He asked Ms. Fellner to let council know when it was being placed on the
546 website so they could publicize it. Mr. Smith said it would nice if the candidates knew the budget
547 schedule so they could plan to attend. Ms. Fellner said the clerk could distribute the schedule to
548 candidates as they register.

549
550 **8. DISCUSSION – Any matters of concern or information to be discussed by Town**
551 **Council.**

552
553 **Fire Department Fee Schedule, Administrator Fellner, Chief Cimini.**

554
555 Ms. Fellner said the material for this discussion was not distributed and said it might be better to
556 defer this discussion until the November meeting. Mayor Samples said Chief Cimini was nodding in
557 agreement, so this topic was deferred until November.

558

559 **7.B.ii. #13-0764 to amend §§13-52, 13-57, 13-60 & 13-61 Planning, Building and Zoning**
560 **Fees, Director Morris.** (This item was moved to discussion by approved motion; see Item 3, Agenda
561 Approval on page 1.)
562

563 Ms. Morris said that Town Council directed her to compare the town's fees to other municipalities
564 and Horry County. She learned when she called them that none of them had evaluated their fees in
565 years, and now, they all are reviewing their fees. The adjusted fees presented in the ordinance were still
566 below the fee amounts for Horry County and Myrtle Beach. It was suggested that the town fees "get in
567 line" with the amounts charged by others, but the goal was to bring in business, not scare them away or
568 discourage development because of high fees.
569

570 Ms. Kohlmann wanted the public to be aware that permitting was required anytime work was
571 done in a flood area. She explained that the town did not want to discourage homeowners from
572 maintaining their property. Many people complain that the Town of Surfside Beach requires a permit to
573 do everything. Sometimes, it seems like we do. The truth is, if property is in a flood area, you would not
574 be charged a fee, but a permit was required to do any work on your home. Ms. Morris explained that
575 generally permits were not required for things like carpet replacement, adding hardwood floors, cabinets,
576 wallpaper, or painting, which are considered general repairs. However, FEMA (Federal Emergency
577 Management Agency) requires accountability for maintenance work done in flood zones, which includes
578 painting, wallpaper, and basically any improvements to a property in a flood zone. The town is required
579 to maintain those records, because the town participates in the Community Rating System (CRS), which
580 results in lower rates for flood insurance. Even though a permit was required in the flood zone, a fee was
581 not charged. Properties not located in a designated flood zone do not even require permits for general
582 maintenance. FEMA requires the documentation, because if your home is not elevated to meeting the
583 flood requirements, FEMA limits repairs to 50-percent of the market value of your home when there was
584 damage. If the 50-percent was exceeded, then the entire property would have to be improved to meet
585 current flood standards. Almost daily, an owner will come in asking about making improvements. If the
586 property was located in a flood zone the following steps were taken:
587

- 588 • Property market value of the structure only was determined by calling the Horry County
589 Assessor
- 590 • The property records file was reviewed for the past 5 years to determine value of repairs
591 made during that time
- 592 • The dollar value for improvements made during the past 5 years was subtracted from the
593 market value, and then determine whether the repair value was less than 50-percent
- 594 • If the repairs total 50-percent or more, then the building has to be elevated and be
595 improved to meet current flood standards (this situation has not yet occurred in town)
- 596 • If the property repairs were less than 50-percent, a free permit would be issued to the
597 owner
- 598 • Appropriate documentation placed in the property file
599

600 Ms. Morris said there were some structures on concrete slabs, but the majority of structures meet
601 the requirement, because owners elevated their structures more than flood standards so they could park
602 underneath the homes. FEMA staff does review the town's files, and were scheduled to come back the
603 first of the year.
604

605 Mr. Johnson said every lot in the Town of Surfside Beach was located in a flood zone. He asked
606 which zones required permits. Ms. Morris said he was exactly right, and thanked him for pointing that out.
607 The majority of properties affected are in the ones located in the special flood hazard area, which include
608 the AE or BE zones. Properties located in X or X-shaded zones do not require the free permits.
609

610 Ms. Kohlmann was not against fees being raised, because the town's fees were much lower than
611 everywhere else, and after the increases were adopted, they still would not be as much as the others
612 charge. She was not a fan of all permits, but the town had to comply with regulations. Ms. Kohlmann
613 wanted to point out that a \$25 fence permit fee was added, because people are placing fences on their
614 neighbor's property and then that becomes a bigger issue. She believed adding a fence permit was

615 good. Ms. Kohlmann said the safety inspection will be a one-time fee, and it was much lower than other
616 areas. Ms. Morris said the safety inspection was just for new businesses. Ms. Kohlmann asked for an
617 explanation of the public works page. Ms. Morris used the recent Harbor Lights events as an example:
618 the developer had to submit plans for review to the planning department; copies also had to be submitted
619 to public works for review. Public works went on site to inspect the infrastructure to insure it met minimum
620 standards set forth in the code. The code currently allows for charges to be made for plan review by the
621 planning department, but code does not allow fees to be charged by public works department for its
622 review. The proposal is to add fees to be charged by public works for its review. Both Horry County and
623 the City of Myrtle Beach charge for their public works review. Right-of-way and encroachment permits for
624 driveways already have a \$30 charge; the proposal is to increase it to \$50, plus the plan review fee. Mr.
625 Myers from public works inspects the property twice to insure the driveway is placed correctly, and then
626 signs off on the encroachment permit and driveway before a final inspection is done on the home. The
627 proposed charges were based on Mr. Adair's recommendation and surrounding areas fees. Ms.
628 Kohlmann asked if there was a fee to encroach on the right-of-way, if they wanted to something in the
629 right-of-way like planting. Ms. Morris said they had to get a permit, at no charge, but there is a fee when
630 the permit was for a driveway only, and that could be clarified.

631
632 Mr. Smith said normally changes in an ordinance were highlighted in the proposed ordinance so
633 they could be easily compared to data being changed and asked if that could be done. Ms. Morris said
634 that could be done for first reading.

635
636 Mayor Samples said the language used in the proposed ordinance addressing the different rates
637 was somewhat confusing, which was one reason he wanted this discussed tonight. One place the
638 document refers to value and another place it is square footage. Ms. Morris said square footage is
639 considered when a structure has square footage with a low dollar value, for instance a 4,000 square foot
640 home the owner is saying is valued at \$150,000. The ordinance was written so that the permit fee can be
641 based on the square footage instead of the dollar value in cases like that.

642
643 Mr. Smith asked if new construction was based on either value or square footage. Ms. Morris
644 said the value has to be reasonable, and the code allows for the fee to be based on square footage when
645 a value is not reasonable. Mr. Smith asked where the words were located in the ordinance that state
646 'either or' could be used, because Section 13-52 says new residential construction, but there is nothing
647 that says you can use a value. It just says you use square footage. Ms. Morris said it was actually in the
648 tables.

649
650 Mayor Samples agreed with Mr. Smith, and said it was hard to track the written words in the
651 tables. Ms. Morris said under Table 13-52c, an explanation is stated "Valuations for renovations, repairs,
652 or remodeling. Valuations for renovations, repairs, or remodeling shall be determined by the use of the
653 2012 International Building code or the latest adopted edition thereof." Ms. Morris said that was only
654 used when the value of construction was way off.

655
656 Mr. Smith understood the explanation, but it says "renovations, repairs, or remodeling." It did not
657 include new construction; his question was asked in regard to paragraph (a). Ms. Morris said valuation
658 allows for new construction, renovations, repairs or remodel. Mr. Smith said "new construction" should be
659 added to the phrase in the table. Ms. Morris said yes; she agreed completely.

660
661 Ms. Mabry thanked Ms. Morris for presenting the information. She, of course, would support it,
662 because the town certainly needs to charge fees in line with everyone else. It was quite thorough.

663
664 Mr. Smith commented that when his house was built in 1998, he was told that Surfside Beach
665 charged more in fees than anybody else. He asked why the town was charging less than anybody else.
666 Ms. Morris said the reason the proposed fees did not match or increase to almost what others were
667 charging was the town was, in her opinion, competing with Horry County and Myrtle Beach. She did not
668 want to discourage development in town; she wanted to welcome development. The town could use its
669 lower fees as an advantage. Ms. Morris said she hears every day that the town's fees are much higher
670 than others, but they were comparing fees to Horry County and considering the business license as a fee.

Regular Town Council Meeting
October 8, 2013

671 She was unsure of business license cost compared to Horry County and Myrtle Beach. The department's
672 fees were lower. She asked that Town Council not raise them as high as Myrtle Beach, because again, it
673 was a competitive market and the economy still had not recovered.
674

675 Ms. Stevens agreed with the director's comments. The town needs to stay competitive and do
676 anything possible to bring in business into the commercial area and develop residential areas.
677

678 Mayor Samples asked if there was consensus to bring the ordinance back with changes in the
679 document with supporting comparison information that could be easily tracked. He asked if separate
680 permits were required when multiple trades worked on a project. Ms. Morris said additional permits were
681 required for mechanical (HVAC - heating, ventilation, and air conditioning), electrical, and plumbing
682 trades. All others worked under the contractor. Myrtle Beach requires the same. Mayor Samples asked
683 about HVAC. Ms. Morris said HVAC contractors were required to have a contractor's license. Mayor
684 Samples said a specialty license; he asked whether a roofer was required to have a separate license.
685 Ms. Morris said as long as there was on-going construction, the roofing contractor only had to sign the
686 subcontractor card. The roofing contractor did not have to have a separate permit in that situation. Horry
687 County uses the same process. **(Note: There were no objections to first reading being presented
688 with changes as discussed; however Town Council never formally concurred in response to the
689 question.)**
690

691 Mr. Stevens said several people told him that they have difficulty hearing in council chambers,
692 because of the poor acoustics. He also said citizens said they never know how members vote on
693 particular issues. He volunteered to install new speakers in the back of chambers and also a green/red
694 light system so members can use the light to indicate their votes. Mr. Stevens said the speakers and
695 voting lights would be installed by him at no charge to the town, if council agreed.
696

697 Mr. Smith believed the problem could be solved by raising their hands.
698

699 Mayor Samples said that thought immediately occurred to him with respect to the voting. He
700 thought the speakers might be worthwhile, as it was difficult to hear in certain areas. Mayor Samples said
701 if Mr. Stevens was willing to provide the materials, sign a liability waiver, or have staff do the installation
702 that would be all right with respect to the speakers.
703

704 Ms. Kohlmann objected to the light system, because she would not be able to correct her vote if
705 she hit the wrong button. *(Laughter)* She preferred to raise her hand. She had no problem with additional
706 speakers.
707

708 Mr. Smith said since the back row was a favorite place to sit, maybe they did hear the
709 councilmembers and that was why they sat back there *(laughter)* and asked if the chambers really
710 needed more speakers. The back row has more people than any other place, and they also comment
711 more than anybody else.
712

713 Ms. Dodge said she had seen people holding their hands by their ears trying to hear when some
714 of the councilmembers were speaking. Some members may not speak as loudly as others, so maybe
715 some additional speakers would be good.
716

717 Mayor Samples said all those in favor of adding speakers in the back of the room to raise their
718 hands.
719

720 Mr. Smith said before public works starts a project, Town Council reviews the plans. He would
721 prefer that Mr. Stevens submit a plan for the speaker installation before the council voted.
722

723 Mayor Samples asked Mr. Stevens to submit his plan for additional speakers and give it to the
724 administrator for presentation to Town Council before a decision was made.
725

726 Mr. Stevens said he would be glad to do that, and asked if he needed an engineer.

727
728 Mayor Samples said that may be so; Mr. Stevens would have to check with staff.
729

730 Ms. Kohlmann said he would need a permit, too. *(Laughter)*
731

732 **9. PUBLIC COMMENTS – General Comments (5 minutes.)**
733

734 “Ron Ott, 7th Avenue North. Right, Mr. Smith, we can talk loud when you want to, and when you
735 don’t, you don’t. We all know that. On the other thing, I have a, a question about the signs. Go down 17,
736 very nice sign down there for Garden City, and I’m really waiting for the Surfside Beach sign to get here.
737 But when I first saw that nice sign, I thought who paid for that? I know Paul Price didn’t go door to door
738 with a coffee can to get the money for that. Where did the money come from? It came from Horry
739 County. So, Horry County’s paying for ours, too? I would hope so. Did we, did we ask them for a, a,
740 alms. I guess we didn’t. I don’t see anything wrong with putting that extra speaker in here. It doesn’t hurt
741 anything. I’m, if you can’t the red or the green button, well then, gotta give up that seat, *(laughter)*
742 because it’s red or green. But, I like the idea that you raise a hand, because we never know, never know
743 who voted for what (**); that’s all we get, and I think it would be nice so we can at later dates say oh, I
744 remember your hand going up or I don’t remember your hand going up. Maybe you don’t wanna be seen
745 as being responsible, but everybody that’s sitting in these seats is responsible. They’re responsible for
746 every time they say aye or they; or they say nay. But, if you would explain to me in your discussion this
747 meeting, next meeting why Horry County would pay for the Garden City nice sign, and they wouldn’t pay
748 us a penny for our sign. I’d like to know. I don’t understand that, because I think we pay the same
749 amount of tax as they do. Just think about it. Thank you very much.”
750

751 **10. COUNCIL COMMENTS.**
752

753 Mr. Johnson: “Thanks, ladies and gentlemen, for coming out. To address Mr. Ott’s concern
754 about the sign in Garden City, from what I understand, it was a collaborative effort between the county
755 and Garden City business owners, and I would hope that the Garden City business owners supplied the
756 majority of the money. I don’t know that for a fact. I wish Councilmember Price would make his presence
757 known more in the Town of Surfside Beach, but that being said, we’ll see. Unless you hear a
758 councilmember up here say no, then that means that they voted yes. *(Laughter)* It’s as simple as that;
759 unless they recuse themselves. So, in the future if you don’t hear them say no, they voted yes. Thanks.
760 Have a great evening and God bless you. We’ll see you next time.”
761

762 Ms. Dodge: “Sometimes I don’t speak very loud when I vote, so make me raise my hand. What I
763 wanted to talk about, there was an article about one of our business people, a new business person in the
764 Myrtle, the recent *Myrtle Beach Herald*. Did anybody read the story about Mr. Lazer Lekani, who started
765 Lazer’s Pizza? *(Several people indicated they read the article.)* It was, it was a really nice story, and I
766 would urge people to go to that business and buy a pizza. If you like pizza, go get one of his pizzas. Let
767 him know how much we welcome him to this town, and any other business, as well. I haven’t done it yet,
768 but I’m going. Thank you.”
769

770 Mr. Smith: “I have been to Lazer’s, and the pizza was good. I’d like to remind you about the
771 health fair this Friday. Some of the applications, if you want to do it ahead of time, are right up here on
772 this table. There’s a little charge for it, but for the public it’s from 8:30 to 10:30. Well worth you attending,
773 and then remind you about fire prevention on Saturday.”
774

775 Ms. Mabry: “I have gotten some information from my brother, who’s very, very techie. He works
776 TSA and FAA and does all their communications. There’s [sic] a lot of scams that go out this time of year,
777 and I was unaware that if you send somebody a message on your computer, it takes five minutes for
778 them to get your IP address. Once they do that, it’s all free. It’s very easy. I actually did it myself, so
779 when you’re communicating with people, make sure that you know that when you’re on that computer
780 who you’re communicating with, because if you’re unsure, they can get your IP address very quickly, find
781 out who you are, where you live, and if they’re better than I am, which takes about five or six minutes,

Regular Town Council Meeting
October 8, 2013

782 these people do it in a matter of seconds. So, be careful who you communicate with on your computer.
783 This is, somebody could easily hack in, so be careful.”
784

785 Mr. Stevens: “I wanna thank everybody for coming out, and thank Mr. Ott for his comments. I will
786 bring my plan to the council for speakers. Let’s a, look at, welcome Harbor Lights streets into our town
787 and I know we’ve got a lot of good folks out there. Please go to the regional health screening and I hope
788 everybody that lives in town went to the town festival. There was [sic] a lot of good booths there. I didn’t
789 get to walk down until late in the day. I did run by and I did see that the business committee had a booth
790 and Sammy Truett told me he had a, had a new group called Surfside Business Alliance, which was very
791 interesting, and signed up for that. I think there’s [sic] a lot of good things going on in Surfside, and
792 welcome to all the businesses, the new one on, where the Charleston Café, what was it, Opa! The
793 Lazer’s Pizza. There’s another pizza place; guy from, young guy from North Myrtle Beach has three of
794 ‘em. One in North Myrtle Beach; one in Myrtle, and one in Surfside Beach, and I’m glad he brought his
795 business here. I ate pizza there. Thanks for coming out, and may all of you have a good week.”
796

797 Ms. Kohlmann: “Debbie Ellis isn’t here, but I would just like to publicly thank her for another great
798 event in town. It was a great day, and to thank the police department and the fire department for their
799 support during that, and of course, the residents, and I want to remind everybody on October 26th there’s
800 the Nathan Black run, and there’s a Facebook page for that, and if you can, get out and support it. Run it,
801 if you don’t run, support it however; you can volunteer, as well, to help out that day. It’s a great event and
802 a good cause, so I wish you’d all just look it up and try to be a part of that. Have a great night.”
803

804 Mayor Samples: “Well, having said that, it’s fall. So, thanks for coming out. Appreciate all you
805 do, and we’ll see you next time.”
806

807 **11. ADJOURNMENT.**
808

809 Mr. Smith moved to adjourn the meeting at 8:23 p.m. Ms. Mabry seconded. All voted in favor.
810 **MOTION CARRIED.**

811 Prepared and submitted by,
812

813 _____
814 Debra E. Herrmann, CMC, Town Clerk
815

816 Approved: October 22, 2013
817

818 _____
819 Douglas F. Samples, Mayor
820

821 _____
822 Mary Beth Mabry, Mayor Pro Tempore
823

824 _____
825 Ann Dodge, Town Council
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827 _____
828 Mark L. Johnson, Town Council
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827 _____
828 Elizabeth A. Kohlmann, Town Council
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830 _____
831 Roderick E. Smith, Town Council
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830 _____
831 Randle M. Stevens, Town Council
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832 *Clerk’s Note: This document constitutes minutes of the meeting that was audio taped. These are detailed minutes*
833 *documenting each member’s comments. Appointments to hear audio tapes may be scheduled with the town clerk.*
834 *In accordance with FOIA, meeting notice and the agenda were distributed to local media and interested parties. The*
835 *agenda was posted on the town website, the entry door at Town Council Chambers, and in the Town Hall reception*
836 *area. Meeting notice was also posted on the Town marquee. Public Comments and Town Council Comments are*
837 *transcribed as close to verbatim as possible. When (**) is used a section of the tape is inaudible.*

**Town of Surfside Beach
Finance Department Report
September 30, 2013**

General Fund

Property taxes collections are slightly ahead of last year. Tax bills for real property have been mailed by Horry County. Collections should increase in November 2013.

Business licenses and permit fees collected in September exceed prior year by \$93k. The increase fees collected reflect the construction activity in Town.

Local licenses exceeded last year but MASC licenses are down \$100k. In Sept 2012 MASC remitted \$ 112,000 applicable to 2012 fiscal year.

The quarterly transfers to General fund totaled \$ 150k. This transfer was less than prior year.

General Fund Expenses are more than prior year due to the reflection of expenses previously charged to Hospitality Fund which are currently being reflected in General Fund
Overall expenses are within budget for the current year.

Special Revenue Funds

A-tax revenues from the State will be received in late October early November
Local Atax and Hospitality collections year to date are slightly ahead of last year.
Expenses appear reasonable based on budgets.

Capital Projects Fund

Capital Projects expenditures are for water quality testing and street sweeper maintenance.

Enterprise Funds

Both funds have net operating revenues for the year. Depreciation expense has been charged in each fund in order to reflect a more accurate picture of the fund operations.

Lanier Parking

Total revenue collected by Lanier for the season totals \$ 246,317. The net revenue totals \$142,579.
Current year revenues total \$152k. Expenses for parking totaled \$ 44k netting \$108 for 2013-2014

Finance Department

Finance staff has been working on the schedules necessary for budget preparation.
The draft CAFR should be received soon and work will commence on the supplemental schedules.
The final report should be available in December 2013.

Transparency

The Town's accounts payable check register has been posted on line and a link has been added to the State Comptroller General's office website. Visit the following websites for information.

Town of Surfside Beach <http://surfsidbeach.org>
SC Comptroller General <http://www.cg.stste.sc.us/transparency>

Please contact the Finance Department if you have any questions concerning this report, 843-913-6336.

**Town of Surfside Beach
General Fund
Summary Financial Information
Period Ending September 30, 2013**

<u>Revenues</u>	<u>September 2013</u>	<u>YTD FY 2013-14</u>	<u>FY 13-14 Budget</u>	<u>Over/(Under) Budget</u>	<u>September 2012</u>	<u>YTD FY 2012-13</u>
Property Taxes	\$ 18,317	\$ 56,346	\$ 2,367,600	(2,311,254)	\$ 14,130	\$ 59,966
Licenses & Permits	29,283	63,594	1,513,000	(1,449,406)	129,132	156,118
Franchise Fees	17,381	52,144	599,060	(546,916)	16,620	49,860
Fines	14,797	45,830	168,000	(122,170)	14,691	46,634
Interest	233	781	5,000	(4,219)	343	1,218
Intergovernmental	-	-	284,320	(284,320)	-	2,800
Recreation Revenue	2,678	6,285	18,000	(11,715)	3,031	10,334
Other Revenue	2,026	7,499	27,800	(20,301)	1,730	3,696
Lanier Parking	20,045	112,187	172,000	(59,813)		
Other Financing Sources	160,586	160,586	693,856	(533,270)	228,872	228,872
Overall expenses are within budget for the current year.						
Total Revenue	\$ 265,346	\$ 505,252	\$ 5,848,636	(5,343,384)	\$ 408,549	\$ 559,498
Expenditures						
Local Atax and Hospitality collections year to date are slightly ahead of last year.						
Salaries & Benefits						
Salaries	\$ 217,132	\$ 570,680	\$ 2,838,067	(2,267,387)	\$ 209,213	\$ 576,433
Benefits	79,460	232,624	1,099,957	(867,333)	81,808	225,090
Capital Projects expenditures are for water quality testing and street sweeper maintenance.						
Total Salaries & Benefits	\$ 296,592	\$ 803,304	\$ 3,938,024	(3,134,720)	\$ 291,021	\$ 801,523
Operating Expenditures						
Administration	\$ 2,876	\$ 18,025	\$ 160,795	(142,770)	\$ 12,247	\$ 25,142
Finance	17,599	23,605	67,750	(44,145)	15,761	30,676
Court	3,654	9,260	38,430	(29,170)	2,661	7,650
Facilities	1,369	4,709	31,095	(26,386)	4,027	9,369
Police	28,265	72,413	287,567	(215,154)	19,171	62,195
Fire	14,976	37,949	164,303	(126,354)	17,504	29,168
Building & Zoning	929	5,125	66,790	(61,665)	4,106	20,125
Grounds	6,485	17,181	79,755	(62,574)	3,392	10,844
Public Works	17,369	53,214	211,345	(158,131)	26,332	54,533
Fleet Maintenance	(1,959)	6,543	30,310	(23,767)	4,757	13,593
Recreation & Special Events	11,270	21,605	131,470	(109,865)	7,127	15,602
Total Operating Expenditures	\$ 102,833	\$ 269,629	\$ 1,269,610	(999,981)	\$ 117,085	\$ 278,897
Net Revenue/(Expenditures) Before Debt & Capital Expenditures	\$ (134,079)	\$ (567,681)	\$ 641,002		\$ 443	\$ (520,922)
Capital Building	\$ -	\$ -	\$ -	-	\$ -	\$ -
Debt Service	-	-	88,098	(88,098)	(6,225)	(6,225)
Total Expenditures	\$ 399,425	\$ 1,072,933	\$ 5,295,732	(4,222,799)	\$ 401,881	\$ 1,074,195
Net Operating	\$ (134,079)	\$ (567,681)	\$ 552,904		\$ 6,668	\$ (514,697)
Capital Replacement	\$ (13,964)	\$ (13,964)	\$ (41,000)	\$ (27,036)	\$ (3,214)	\$ (52,276)
Capital Improvements	-	(2,079)	(5,000)	(2,921)	-	-
Transfer to Hospitality - Parking fines	-	-	-	-	(2,033)	(10,108)
Change in Fund Balance	\$ (148,043)	\$ (583,724)	\$ 506,904		\$ 1,421	\$ (577,081)

**Town of Surfside Beach
Finance Department Report
September 30, 2013**

General Fund	September 2013	YTD FY 13-14	FY 13-14 Budget	Over (Under) Budget	September 2012	YTD FY 12-13
Property Taxes						
Current Property Taxes	\$ 15,775	\$ 51,469	\$ 2,343,600	\$ (2,292,131)	\$ 10,527	\$ 42,706
Motor Carrier Taxes	1,657	2,365	4,000	(1,635)	-	2,098
Penalties & Prior Year Taxes	885	2,512	20,000	(17,488)	3,603	15,162
	\$ 18,317	\$ 56,346	\$ 2,367,600	\$ (2,311,254)	\$ 14,130	\$ 59,966
Licenses and Permits						
Business Licenses - Local	\$ 9,464	\$ 22,432	\$ 685,000	\$ (662,568)	\$ 6,520	\$ 15,322
Business Licenses - MASC	-	544	700,000	(699,456)	117,016	117,016
Animal Licenses	250	780	3,000	(2,220)	140	670
Building Permits	19,569	39,838	125,000	(85,162)	5,456	23,110
Overall expenses are within budget for the current	\$ 29,283	\$ 63,594	\$ 1,513,000	\$ (1,449,406)	\$ 129,132	\$ 156,118
Franchise Fees						
Santee Cooper (Bi-Annual)	\$ -	\$ -	\$ 265,000	\$ (265,000)	\$ -	\$ -
Local Atax and Hospitality collections year to date	17,381	52,144	199,000	(146,856)	16,620	49,860
TimeWarner (Quarterly)	-	-	125,000	(125,000)	-	-
HTC	-	-	460	(460)	-	-
SCANA (Annual)	-	-	9,600	(9,600)	-	-
Capital Projects expenditures are for water quality	\$ 17,381	\$ 52,144	\$ 599,060	\$ (546,916)	\$ 16,620	\$ 49,860
Fines and Forfeits						
Police Fines	\$ 12,367	\$ 37,591	\$ 140,000	\$ (102,409)	\$ 10,681	\$ 30,255
Victims Assistance	2,277	6,622	28,000	(21,378)	2,028	7,022
Parking Fines	153	1,617	-	1,617	1,982	9,357
	\$ 14,797	\$ 45,830	\$ 168,000	\$ (122,170)	\$ 14,691	\$ 46,634
Interest						
	\$ 233	\$ 781	\$ 5,000	\$ (4,219)	\$ 343	\$ 1,218
Intergovernmental Revenues						
Aid - Local Government Fund	\$ -	\$ -	\$ 75,000	\$ (75,000)	\$ -	\$ -
Alcohol Permits	-	-	33,000	(33,000)	-	-
Homestead Exemption	-	-	36,000	(36,000)	-	-
Merchants Inventory	-	-	11,120	(11,120)	-	-
Government Grants	-	-	7,500	(7,500)	-	2,800
	\$ -	\$ -	\$ 162,620	\$ (162,620)	\$ -	\$ 2,800
Other Revenue-Spec Events/Rec						
Miscellaneous Revenues	2,678	6,285	18,000	(11,715)	3,031	10,334
	\$ 2,678	\$ 6,285	\$ 18,000	\$ (11,715)	\$ 3,031	\$ 10,334
Other Revenue						
Miscellaneous Revenues	2,026	7,499	27,800	(20,301)	1,730	3,696
	\$ 2,026	\$ 7,499	\$ 27,800	\$ (20,301)	\$ 1,730	\$ 3,696
Lanier Revenue						
Parking Meters-Lanier	\$ 13,416	\$ 92,980	\$ 140,000	(47,020)	\$ -	\$ -
Parking Citations-Lanier	6,629	19,207	32,000	(12,793)	-	-
	\$ 20,045	\$ 112,187	\$ 172,000	\$ (59,813)	\$ -	\$ -
Other Financing Sources						
Sanitation Fund	\$ 25,000	\$ 25,000	\$ 100,000	\$ (75,000)	\$ 17,511	\$ 17,511
Accommodations Tax Fund	-	-	46,250	(46,250)	-	-
Interest Revenue Pier Enterprise	-	-	14,710	(14,710)	18,335	18,335
Pier Enterprise	8,350	8,350	33,400	(25,050)	14,055	14,055
Trans from Hospitality	37,500	37,500	306,696	(269,196)	110,470	110,470
Local Accommodations Tax Fund	70,000	70,000	150,000	(80,000)	68,501	68,501
Sale of Fixed Assets/Insurance Proceeds	-	-	-	-	-	-
Trans A-Tax Contractual Services	9,700	9,700	38,800	(29,100)	-	-
Trans Pier Contractual	1,000	1,000	4,000	(3,000)	-	-
Insurance Proceeds	9,036	9,036	-	9,036	-	-
Franchisee Reimbursement	-	-	-	-	-	-
	\$ 160,586	\$ 160,586	\$ 693,856	\$ (533,270)	\$ 228,872	\$ 228,872
Total Revenue & Other Financing Sources						
	\$ 265,346	\$ 505,252	\$ 5,726,936	\$ (5,221,684)	\$ 408,549	\$ 559,498

**Town of Surfside Beach
September 30, 2013
Special Revenue Funds**

Accommodations Fund

	<u>September 2013</u>	<u>YTD 2013-2014</u>	<u>FY 13-14 Budget</u>	<u>Over (Under) Budget</u>	<u>September 2012</u>	<u>YTD 2012-2013</u>
Revenues:						
Accommodations Tax	\$ -	\$ -	\$ 450,000	\$ (450,000)	\$ -	\$ -
Special Events/Donations	-	3,127	-	3,127	-	-
Interest Income	24	68	200	(132)	6	10
Total Revenues	\$ 24	\$ 3,195	\$ 450,200	\$ (447,005)	\$ 6	\$ 10
Expenses:						
Police	\$ 12,296	\$ 33,009	\$ 111,634	\$ (78,625)	\$ 2,096	\$ 14,683
Public Works	1,312	2,447	-	4,610	4,610	10,199
Overall expenses are within budget fo	791	3,187	8,500	(5,313)	-	-
Special Events	1,230	27,342	57,140	(29,798)	2,967	20,590
Grants & Materials & Supplies	200	5,200	11,000	(5,800)	-	5,000
Fireworks Display	-	25,000	25,000	-	-	25,000
Local Atax and Hospitality collections	-	-	18,435	(18,435)	-	-
Advertising - MB Chamber (30%)	-	-	121,125	(121,125)	-	-
Trans to General Contractual	9,700	9,700	38,800	(29,100)	-	-
Transfer to Gen Fund	-	-	46,250	(46,250)	-	-
Capital Projects expenditures are for v	\$ 25,529	\$ 105,885	\$ 437,884	\$ (334,446)	\$ 9,673	\$ 75,472
Net Change in Fund Balance	\$ (25,505)	\$ (102,690)	\$ 12,316	\$ (9,667)	\$ (9,667)	\$ (75,462)

Local Accommodations Fund

	<u>September 2013</u>	<u>YTD 2013-2014</u>	<u>FY 13-14 Budget</u>	<u>Over (Under) Budget</u>	<u>September 2012</u>	<u>YTD 2012-2013</u>
Revenues:						
Local Accommodations Tax	\$ 30,638	\$ 71,215	\$ 150,000	\$ (78,785)	\$ 31,641	\$ 68,501
Interest Income	12	23	-	23	20	40
Total Revenues	\$ 30,650	\$ 71,238	\$ 150,000	\$ (78,762)	\$ 31,661	\$ 68,541
Expenses:						
Net Change in Fund Balance	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!

Hospitality Fund

	<u>September 2013</u>	<u>YTD 2013-2014</u>	<u>FY 13-14 Budget</u>	<u>Over (Under) Budget</u>	<u>September 2012</u>	<u>YTD 2012-2013</u>
Revenues:						
Hospitality Fees	\$ 122,753	\$ 273,081	\$ 625,000	\$ (351,919)	\$ 114,380	\$ 256,384
Meter Revenue & Parking decals	-	-	-	-	8,526	60,266
Logo/Promotion Sales/Misc	-	-	-	-	50	1,763
Other Revenue (Grants/Donations)	-	-	-	-	-	-
Interest Income	93	202	200	2	241	637
Transfer from G.F. Parking fines	-	-	-	-	2,033	10,108
Total Revenues	\$ 122,846	\$ 273,283	\$ 625,200	\$ (351,917)	\$ 125,230	\$ 329,158
Expenses:						
Admin - Parking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police - Community Services	-	-	105,310	(105,310)	6,657	22,175
Police - Meters	-	-	-	-	3,818	24,107
Fire	1,577	7,583	98,800	(91,217)	-	-
Grounds	-	-	111,700	(111,700)	2,050	4,169
Recreation	54	164	3,200	(3,036)	4,510	5,125
Professional Services	-	-	25,000	(25,000)	-	-
Transfer to Pier	-	-	43,500	(43,500)	-	-
Transfer to General Fund	37,500	37,500	306,696	(269,196)	110,469	110,470
Total Expenses	\$ 39,131	\$ 45,247	\$ 694,206	(648,959)	\$ 127,504	\$ 166,046
Net Change in Fund Balance	\$ 83,715	\$ 228,036	\$ (69,006)	\$ (2,274)	\$ (2,274)	\$ 163,112

**Town of Surfside Beach
Capital Projects Fund
September 30, 2013**

Capital Projects Fund	September 2013	YTD FY 13-14	FY13-14 Budget	Over (Under) Budget	September 2012	YTD FY 12-13
Revenue						
Property Taxes	\$ 369	\$ 3,066	\$ 60,200	\$ (57,134)	\$ 1,827	\$ 7,590
Interest	94	298	-	298	78	246
Misc/Reimbursement	-	-	-	-	-	-
Total Revenue	\$ 463	\$ 3,364	\$ 60,200	\$ (56,836)	\$ 1,905	\$ 7,836
Expenditures						
Lakes - Maint. & Enhancements	982	5,327	20,500	(15,173)	413	6,001
Overall expenses are within budget for	8,128	11,109	34,875	(23,766)	756	11,248
Storm water Improvements	-	13,830	539,000	(525,170)	-	13,380
Total Expenditures	\$ 9,110	\$ 30,266	\$ 594,375	\$ (564,109)	\$ 1,169	\$ 30,629
Local Atax and Hospitality collector	\$ (8,647)	\$ (26,902)	\$ (534,175)	\$ 507,273	\$ 736	\$ (22,793)

**Town of Surfside Beach
September 30, 2013
Enterprise Funds**

Pier Enterprise Fund

	September 2013	YTD 2013-2014	FY 13-14 Budget	Over (Under) Budget	September 2012	YTD 2012-2013
<u>Revenue:</u>						
Income Rents/Leases	\$ 10,000	\$ 47,661	\$ 80,000	\$ (32,339)	\$ 17,500	\$ 42,268
Other Income-Admissions	4,557	26,715	50,000	(23,285)	4,293	24,581
Other Income-Fishing	9,793	54,354	112,000	(57,646)	9,069	51,038
Meter Income-Lanier	9,274	34,413	75,000	(40,587)	8	22,437
Parking Fines-Lanier	1,250	4,425	17,000	(12,575)		
Interest Income	24	49	-	49	81	222
Miscellaneous Income					-	-
Transfer from Hospitality	-	-	43,500	(43,500)		
Overall expenses are within budget for	\$ 34,898	\$ 167,617	\$ 377,500	\$ (209,883)	\$ 30,951	\$ 140,546
<u>Expenses:</u>						
Operating Expenses	\$ 3,558	\$ 5,567	\$ 17,700	\$ (12,133)	\$ 868	\$ 1,699
Local Atax and Hospitality collections	2,200	8,288	\$ 25,000			
Bank Fees(Lanier)	235	742				
Depreciation Expense	28,487	28,487	113,000	(84,513)	-	-
Interest Expense (Loan)	-	-	14,710	(14,710)	18,335	18,335
Capital Projects expenditures are for v	9,350	9,350	37,400	(28,050)	14,055	14,055
Total Expenses	\$ 43,830	\$ 52,434	\$ 207,810	\$ (139,406)	\$ 33,258	\$ 34,089
Advance due G F - Principal	-	-	-	\$ -	-	-
Net Operating	\$ (8,932)	\$ 115,183	\$ 169,690	\$ (70,477)	\$ (2,307)	\$ 106,457

Sanitation Fund

	September 2013	YTD 2013-2014	Fy 2013-14 Budget	Over (Under) Budget	September 2012	YTD 2012-2013
<u>Revenue:</u>						
Sanitation Fees	\$ 100,794	\$ 379,832	\$ 1,140,000	\$ (760,168)	\$ 115,564	\$ 350,232
Grants, Gain/(Loss) on sale of F/A	-	803	-	803	612	1,631
Interest Income	119	306	2,800	(2,494)	168	510
<u>Expenses:</u>						
Salaries & Operating Expenses	\$ 71,256	\$ 228,637	\$ 935,186	\$ (706,549)	\$ 73,776	\$ 221,465
Depreciation Expense	33,750	33,750	135,000	(101,250)	-	-
Transfer to General Fund	25,000	25,000	100,000	(75,000)	17,511	17,511
Total Expenses	\$ 130,006	\$ 287,387	\$ 1,170,186	\$ (882,799)	\$ 91,287	\$ 238,976
Net Operating	#REF!	#REF!	#REF!		#REF!	#REF!

Town of Surfside Beach											
Parking											
2013-2014											
	Meter/Paystn Revenue	Citation Revenue	Total Revenue	Lanier Charges	Net Lanier	Other parking Expenses	Net Revenue Parking	Fiscal YTD		Lanier Budget	Var to Budget
2013											
February	\$ -	\$ -	\$ -	\$ 7,517	\$ (7,517)	\$ 57	\$ (7,574)			\$ (9,337)	\$ 1,820
March	4,414	600	5,014	11,432	(6,418)	91	(6,509)			(2,455)	(3,963)
April	13,776	1,680	15,456	11,013	4,443	369	4,074			8,333	(3,891)
May	25,585	3,500	29,085	13,694	15,391	756	14,635			16,582	(1,191)
June	40,078	3,985	44,063	13,978	30,084	681	29,403			35,963	(5,878)
								\$ 34,030			
July	63,050	7,775	70,825	15,454	55,371	1,042	54,329			53,248	2,123
August	43,328	7,978	51,306	12,732	38,574	2,747	35,827			31,956	6,618
Overall expe	22,690	7,879	30,569	11,000 *	19,569	1,176	18,393			5,464	14,105
October											
November											
December											
Local Atax and Hos	129,068	23,632	152,700	39,186	113,514	4,965	108,549	\$ 108,549		90,668	22,846
Season	\$ 212,920	\$ 33,397	\$ 246,317	\$ 96,820	\$ 149,498	\$ 6,919	\$ 142,579	\$ 142,579		\$ 230,424	\$ 32,588
Capital Projects expenditures are for water quality testing and street sweeper maintenance.											
	Pier Fund					General Fund					
	Meter	Citation	Expenses	Net	Total FY	Meter	Citation	Expenses	Net	Total FY	Total Month
2013											
February	\$ -	\$ -	\$ 1,504	\$ (1,504)		\$ -	\$ -	\$ 6,070	\$ (6,070)		\$ (7,574)
March	2,916	350	2,327	939		1,498	250	9,195	(7,447)		(6,509)
April	6,046	505	2,270	4,281		7,730	1,175	9,112	(207)		4,074
May	8,132	1,300	2,814	6,618		17,453	2,200	11,636	8,017		14,635
June	12,419	1,100	2,932	10,587		27,659	2,885	11,728	18,816		29,403
					\$ 20,920					\$ 13,109	
July	14,220	1,500	3,304	12,416		48,830	6,275	13,192	41,913		54,329
August	12,594	1,675	3,291	10,978		30,724	6,303	12,178	24,849		35,827
September	9,274	1,250	2,435	8,089		13,416	6,629	9,741	10,304		18,393
October											
fy 2013-2014	36,088	4,425	9,030	31,483	-	92,970	19,207	\$ 19,207	\$ 35,111	\$ 66,762	
Season	\$ 65,601	\$ 7,680	\$ 20,878	\$ 52,403	\$ 20,920	\$ 147,309	\$ 25,717	\$ 82,851	\$ 90,175	\$ 13,109	\$ 142,579
								\$ 142,579	Grand Total		



MEMORANDUM

TO: Town Council
FROM: Micki Fellner
DATE: Monday, October 21, 2013
RE: New Monthly Financial Report

Please note that you are being sent a new monthly financial report under this cover.

After various conversion issues during the past two reports, we endeavored to adopt a new format which, unfortunately, resulted in the generation of yet another incorrect report. As of today, I have requested that we revert to the old-fashioned method of printing a hard copy, proofreading it for accuracy and then hand delivering the hard copy to the clerk for copying and distribution. In addition, when a new procedure is finally implemented, we will still continue to check it via the old-fashioned method for a minimum of 6 months, until we can be confident that all issues have been resolved.

I certainly hope this is an end to the problem and apologize for any inconvenience this may have caused you.

Town of Surfside Beach
Finance Department Report
September 30, 2013

General Fund

- Property taxes collections are slightly ahead of last year. Tax bills for real property have been mailed by Horry County. Collections should increase in November 2013.
- Business licenses and permit fees collected in September exceed prior year by \$93k. 29 new accounts were opened in September. The increase fees collected reflect the construction activity in Town.
- Local licenses exceeded last year, but MASC licenses are down \$100k. In September 2012 MASC remitted \$112k applicable to fiscal year 2012.
- The quarterly transfers to General fund totaled \$150k. This transfer was less than prior year.
- General Fund Expenses exceed prior year due to expenses previously charged to Hospitality Fund, which are now being charged to General Fund Overall expenses are within budget for the current year.

Special Revenue Funds

A-tax revenues from the State will be received in late October early November Local Atax and Hospitality collections year to date are slightly ahead of last year. Expenses appear reasonable based on budgets.

Capital Projects Fund

Capital Projects expenditures are for water quality testing and street sweeper maintenance.

Enterprise Funds

Both funds have net operating revenues for the year. Depreciation expense has been charged in each fund.

Lanier Parking

Total Revenue collected by Lanier for the season totals \$246k. The net revenue totals \$142k. Current Year revenues total \$153k. Expenses for parking totaled \$45k netting \$108k for FY 2013-2014.

Finance Department

Finance staff has been working on the schedules necessary for budget preparation. The draft CAFR should be received soon and work will commence on the supplemental schedules. The final report should be available in December 2013.

Transparency

The Town's accounts payable check register has been posted on line and a link has been added to the State Comptroller General's office website. Visit the following websites for information.

- Town of Surfside Beach <http://www.surfsidebeach.org>
- SC Comptroller General <http://www.cg.state.sc.us/transparency>

Please contact the Finance Department if you have any questions concerning this report, 843-913-6336.

**Town of Surfside Beach
General Fund
Summary Financial Information
Period Ending September 30, 2013**

<u>Revenues</u>	<u>September 2013</u>	<u>YTD FY 2013-14</u>	<u>FY 13-14 Budget</u>	<u>Over/(Under) Budget</u>	<u>September 2012</u>	<u>YTD FY 2012-13</u>
Property Taxes	\$ 18,317	\$ 56,346	\$ 2,367,600	(2,311,254)	\$ 14,130	\$ 59,966
Licenses & Permits	29,283	63,594	1,513,000	(1,449,406)	129,132	156,118
Franchise Fees	17,381	52,144	599,060	(546,916)	16,620	49,860
Fines	14,797	45,830	168,000	(122,170)	14,691	46,634
Interest	233	781	5,000	(4,219)	343	1,218
Intergovernmental	-	-	284,320	(284,320)	-	2,800
Recreation Revenue	2,678	6,285	18,000	(11,715)	3,031	10,334
Other Revenue	2,026	7,499	27,800	(20,301)	1,730	3,696
Lanier Parking	20,045	112,177	172,000	(59,823)		
Other Financing Sources	160,586	160,586	693,856	(533,270)	228,872	228,872
Total Revenue	\$ 265,346	\$ 505,242	\$ 5,848,636	(5,343,394)	\$ 408,549	\$ 559,498
<u>Expenditures</u>						
<u>Salaries & Benefits</u>						
Salaries	\$ 217,132	\$ 570,680	\$ 2,838,067	(2,267,387)	\$ 209,213	\$ 576,433
Benefits	79,460	232,624	1,099,957	(867,333)	81,808	225,090
Total Salaries & Benefits	\$ 296,592	\$ 803,304	\$ 3,938,024	(3,134,720)	\$ 291,021	\$ 801,523
<u>Operating Expenditures</u>						
Administration	\$ 2,876	\$ 18,025	\$ 160,795	(142,770)	\$ 12,247	\$ 25,142
Finance	17,599	23,605	67,750	(44,145)	15,761	30,676
Court	3,654	9,260	38,430	(29,170)	2,661	7,650
Facilities	1,369	4,709	31,095	(26,386)	4,027	9,369
Police	28,265	72,413	287,567	(215,154)	19,171	62,195
Fire	14,976	37,949	164,303	(126,354)	17,504	29,168
Building & Zoning	929	5,125	66,790	(61,665)	4,106	20,125
Grounds	6,485	17,181	79,755	(62,574)	3,392	10,844
Public Works	17,369	53,214	211,345	(158,131)	26,332	54,533
Fleet Maintenance	(1,959)	6,543	30,310	(23,767)	4,757	13,593
Recreation & Special Events	11,270	21,605	131,470	(109,865)	7,127	15,602
Meters-Lanier	20,733	36,122	125,000	(88,878)	-	-
Non Departmental	6,854	22,362	91,200	(68,838)	10,931	23,323
Total Operating Expenditures	\$ 130,420	\$ 328,113	\$ 1,485,810	(1,157,697)	\$ 128,016	\$ 302,220
Net Revenue/(Expenditures) Before Debt & Capital Expenditures	\$ (161,666)	\$ (626,175)	\$ 424,802		\$ (10,488)	\$ (544,245)
Capital Building	\$ -	\$ -	\$ -	-	\$ -	\$ -
Debt Service	-	-	88,098	(88,098)	(6,225)	(6,225)
Total Expenditures	\$ 427,012	\$ 1,131,417	\$ 5,511,932	(4,380,515)	\$ 412,812	\$ 1,097,518
Net Operating	\$ (161,666)	\$ (626,175)	\$ 336,704		\$ (4,263)	\$ (538,020)
Capital Replacement	\$ (13,964)	\$ (13,964)	\$ (41,000)	\$ (27,036)	\$ (3,214)	\$ (52,276)
Capital Improvements	-	(2,079)	(5,000)	(2,921)	-	-
Transfer to Hospitality - Parking fines	-	-	-	-	(2,033)	(10,108)
Change in Fund Balance	\$ (175,630)	\$ (642,218)	\$ 290,704		\$ (9,510)	\$ (600,404)

**Town of Surfside Beach
Finance Department Report
September 30, 2013**

General Fund	September 2013	YTD FY 13-14	FY 13-14 Budget	Over (Under) Budget	September 2012	YTD FY 12-13
Property Taxes						
Current Property Taxes	\$ 15,775	\$ 51,469	\$ 2,343,600	\$ (2,292,131)	\$ 10,527	\$ 42,706
Motor Carrier Taxes	1,657	2,365	4,000	(1,635)	-	2,098
Penalties & Prior Year Taxes	885	2,512	20,000	(17,488)	3,603	15,162
	<u>\$ 18,317</u>	<u>\$ 56,346</u>	<u>\$ 2,367,600</u>	<u>\$ (2,311,254)</u>	<u>\$ 14,130</u>	<u>\$ 59,966</u>
Licenses and Permits						
Business Licenses - Local	\$ 9,464	\$ 22,432	\$ 685,000	\$ (662,568)	\$ 6,520	\$ 15,322
Business Licenses - MASC	-	544	700,000	(699,456)	117,016	117,016
Animal Licenses	250	780	3,000	(2,220)	140	670
Building Permits	19,569	39,838	125,000	(85,162)	5,456	23,110
	<u>\$ 29,283</u>	<u>\$ 63,594</u>	<u>\$ 1,513,000</u>	<u>\$ (1,449,406)</u>	<u>\$ 129,132</u>	<u>\$ 156,118</u>
Franchise Fees						
Santee Cooper (Bi-Annual)	\$ -	\$ -	\$ 265,000	\$ (265,000)	\$ -	\$ -
GSW&SA (Monthly Installments)	17,381	52,144	199,000	(146,856)	16,620	49,860
TimeWarner (Quarterly)	-	-	125,000	(125,000)	-	-
HTC	-	-	460	(460)	-	-
SCANA (Annual)	-	-	9,600	(9,600)	-	-
	<u>\$ 17,381</u>	<u>\$ 52,144</u>	<u>\$ 599,060</u>	<u>\$ (546,916)</u>	<u>\$ 16,620</u>	<u>\$ 49,860</u>
Fines and Forfeits						
Police Fines	\$ 12,367	\$ 37,591	\$ 140,000	\$ (102,409)	\$ 10,681	\$ 30,255
Victims Assistance	2,277	6,622	28,000	(21,378)	2,028	7,022
Parking Fines	153	1,617	-	1,617	1,982	9,357
	<u>\$ 14,797</u>	<u>\$ 45,830</u>	<u>\$ 168,000</u>	<u>\$ (122,170)</u>	<u>\$ 14,691</u>	<u>\$ 46,634</u>
Interest						
	<u>\$ 233</u>	<u>\$ 781</u>	<u>\$ 5,000</u>	<u>\$ (4,219)</u>	<u>\$ 343</u>	<u>\$ 1,218</u>
Intergovernmental Revenues						
Aid - Local Government Fund	\$ -	\$ -	\$ 75,000	\$ (75,000)	\$ -	\$ -
Alcohol Permits	-	-	33,000	(33,000)	-	-
Homestead Exemption	-	-	36,000	(36,000)	-	-
Merchants Inventory	-	-	11,120	(11,120)	-	-
Government Grants	-	-	7,500	(7,500)	-	2,800
H.C. Recreation Dept.	-	-	11,700	(11,700)	-	-
H.C. Road Maintenance	-	-	110,000	(110,000)	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 284,320</u>	<u>\$ (284,320)</u>	<u>\$ -</u>	<u>\$ 2,800</u>
Other Revenue-Spec Events/Rec						
Miscellaneous Revenues	2,678	6,285	18,000	(11,715)	3,031	10,334
	<u>\$ 2,678</u>	<u>\$ 6,285</u>	<u>\$ 18,000</u>	<u>\$ (11,715)</u>	<u>\$ 3,031</u>	<u>\$ 10,334</u>
Other Revenue						
Miscellaneous Revenues	2,026	7,499	27,800	(20,301)	1,730	3,696
	<u>\$ 2,026</u>	<u>\$ 7,499</u>	<u>\$ 27,800</u>	<u>\$ (20,301)</u>	<u>\$ 1,730</u>	<u>\$ 3,696</u>
Lanier Revenue						
Parking Meters-Lanier	\$ 13,416	\$ 92,970	\$ 140,000	\$ (47,030)	\$ -	\$ -
Parking Citations-Lanier	6,629	19,207	32,000	(12,793)	-	-
	<u>\$ 20,045</u>	<u>\$ 112,177</u>	<u>\$ 172,000</u>	<u>\$ (59,823)</u>	<u>\$ -</u>	<u>\$ -</u>
Other Financing Sources						
Sanitation Fund	\$ 25,000	\$ 25,000	\$ 100,000	\$ (75,000)	\$ 17,511	\$ 17,511
Accommodations Tax Fund	-	-	46,250	(46,250)	-	-
Interest Revenue Pier Enterprise	-	-	14,710	(14,710)	18,335	18,335
Pier Enterprise	8,350	8,350	33,400	(25,050)	14,055	14,055
Trans from Hospitality	37,500	37,500	306,696	(269,196)	110,470	110,470
Local Accommodations Tax Fund	70,000	70,000	150,000	(80,000)	68,501	68,501
Sale of Fixed Assets/Insurance Proceeds	-	-	-	-	-	-
Trans A-Tax Contractual Services	9,700	9,700	38,800	(29,100)	-	-
Trans Pier Contractual	1,000	1,000	4,000	(3,000)	-	-
Insurance Proceeds	9,036	9,036	-	-	-	-
Franchisee Reimbursement	-	-	-	-	-	-
	<u>\$ 160,586</u>	<u>\$ 160,586</u>	<u>\$ 693,856</u>	<u>\$ (542,306)</u>	<u>\$ 228,872</u>	<u>\$ 228,872</u>
Total Revenue & Other Financing Sources						
	<u>\$ 265,346</u>	<u>\$ 505,242</u>	<u>\$ 5,848,636</u>	<u>\$ (5,352,430)</u>	<u>\$ 408,549</u>	<u>\$ 559,498</u>

**Town of Surfside Beach
Capital Projects Fund
September 30, 2013**

Capital Projects Fund	September 2013	YTD FY 13-14	FY13-14 Budget	Over (Under) Budget	September 2012	YTD FY 12-13
Revenue						
Property Taxes	\$ 369	\$ 3,066	\$ 60,200	\$ (57,134)	\$ 1,827	\$ 7,590
Interest	94	298	-	298	78	246
Misc/Reimbursement	-	-	-	-	-	-
Total Revenue	\$ 463	\$ 3,364	\$ 60,200	\$ (56,836)	\$ 1,905	\$ 7,836
Expenditures						
Lakes - Maint. & Enhancements	982	5,327	20,500	(15,173)	413	6,001
Water Quality/NPDES	8,128	11,109	34,875	(23,766)	756	11,248
Storm water Improvements	-	13,830	539,000	(525,170)	-	13,380
Total Expenditures	\$ 9,110	\$ 30,266	\$ 594,375	\$ (564,109)	\$ 1,169	\$ 30,629
Net Change in Fund Balance	\$ (8,647)	\$ (26,902)	\$ (534,175)	\$ 507,273	\$ 736	\$ (22,793)

Town of Surfside Beach
September 30, 2013
Special Revenue Funds

Accommodations Fund

	September 2013	YTD 2013-2014	FY 13-14 Budget	Over (Under) Budget	September 2012	YTD 2012-2013
<u>Revenues:</u>						
Accommodations Tax	\$ -	\$ -	\$ 450,000	\$ (450,000)	\$ -	\$ -
Special Events/Donations	-	3,127	-	3,127	-	-
Interest Income	24	68	200	(132)	6	10
Total Revenues	\$ 24	\$ 3,195	\$ 450,200	\$ (447,005)	\$ 6	\$ 10
<u>Expenses:</u>						
Police	\$ 12,296	\$ 33,009	\$ 111,634	\$ (78,625)	\$ 2,096	\$ 14,683
Public Works	1,312	2,447	-	-	4,610	10,199
Utilities	791	3,187	8,500	(5,313)	-	-
Special Events	1,230	27,342	57,140	(29,798)	2,967	20,590
Grants & Materials & Supplies	200	5,200	11,000	(5,800)	-	5,000
Fireworks Display	-	25,000	25,000	-	-	25,000
Advertising & Promotion	-	-	18,435	(18,435)	-	-
Advertising - MB Chamber (30%)	-	-	121,125	(121,125)	-	-
Trans to General Contractual	9,700	9,700	38,800	(29,100)	-	-
Transfer to Gen Fund	-	-	46,250	(46,250)	-	-
Total Expenses	\$ 25,529	\$ 105,885	\$ 437,884	\$ (334,446)	\$ 9,673	\$ 75,472
Net Change in Fund Balance	\$ (25,505)	\$ (102,690)	\$ 12,316	\$ (9,667)	\$ (75,462)	\$ (75,462)

Local Accommodations Fund

	September 2013	YTD 2013-2014	FY 13-14 Budget	Over (Under) Budget	September 2012	YTD 2012-2013
<u>Revenues:</u>						
Local Accommodations Tax	\$ 30,638	\$ 71,215	\$ 150,000	\$ (78,785)	\$ 31,641	\$ 68,501
Interest Income	12	23	-	23	20	40
Total Revenues	\$ 30,650	\$ 71,238	\$ 150,000	\$ (78,762)	\$ 31,661	\$ 68,541
<u>Expenses:</u>						
Transfer to General Fund	\$ 70,000	\$ 70,000	\$ 150,000	(80,000)	\$ 68,501	\$ 68,501
Net Change in Fund Balance	\$ (39,350)	\$ 1,238	\$ -	\$ (36,840)	\$ 40	\$ 40

Hospitality Fund

	September 2013	YTD 2013-2014	FY 13-14 Budget	Over (Under) Budget	September 2012	YTD 2012-2013
<u>Revenues:</u>						
Hospitality Fees	\$ 122,753	\$ 273,081	\$ 625,000	\$ (351,919)	\$ 114,380	\$ 256,384
Meter Revenue & Parking decals	-	-	-	-	8,526	60,266
Logo/Promotion Sales/Misc	-	-	-	-	50	1,763
Other Revenue (Grants/Donations)	-	-	-	-	-	-
Interest Income	93	202	200	2	241	637
Transfer from G.F. Parking fines	-	-	-	-	2,033	10,108
Total Revenues	\$ 122,846	\$ 273,283	\$ 625,200	\$ (351,917)	\$ 125,230	\$ 329,158
<u>Expenses:</u>						
Admin - Parking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police - Community Services	-	-	105,310	(105,310)	6,657	22,175
Police - Meters	-	-	-	-	3,818	24,107
Fire	1,577	7,583	98,800	(91,217)	-	-
Grounds	-	-	111,700	(111,700)	2,050	4,169
Recreation	54	164	3,200	(3,036)	4,510	5,125
Professional Services	-	-	25,000	(25,000)	-	-
Transfer to Pier	-	-	43,500	(43,500)	-	-
Transfer to General Fund	37,500	37,500	306,696	(269,196)	110,469	110,470
Total Expenses	\$ 39,131	\$ 45,247	\$ 694,206	(648,959)	\$ 127,504	\$ 166,046
Net Change in Fund Balance	\$ 83,715	\$ 228,036	\$ (69,006)	\$ (2,274)	\$ 163,112	\$ 163,112

**Town of Surfside Beach
September 30, 2013
Enterprise Funds**

Pier Enterprise Fund

	<u>September 2013</u>	<u>YTD 2013-2014</u>	<u>FY 13-14 Budget</u>	<u>Over (Under) Budget</u>	<u>September 2012</u>	<u>YTD 2012-2013</u>
<u>Revenue:</u>						
Income Rents/Leases	\$ 10,000	\$ 47,661	\$ 80,000	\$ (32,339)	\$ 17,500	\$ 42,268
Other Income-Admissions	4,557	26,715	50,000	(23,285)	4,293	24,581
Other Income-Fishing	9,793	54,354	112,000	(57,646)	9,069	51,038
Meter Income-Lanier	9,274	36,088	75,000	(38,912)	8	22,437
Parking Fines-Lanier	1,250	4,425	17,000	(12,575)		
Interest Income	24	49	-	49	81	222
Miscellaneous Income					-	-
Transfer from Hospitality	-	-	43,500	(43,500)		
Total Revenues	\$ 34,898	\$ 169,292	\$ 377,500	\$ (208,208)	\$ 30,951	\$ 140,546
<u>Expenses:</u>						
Operating Expenses	\$ 3,558	\$ 5,567	\$ 17,700	\$ (12,133)	\$ 868	\$ 1,699
Lanier(Operating)	2,200	8,288	\$ 25,000			
Bank Fees(Lanier)	235	742				
Depreciation Expense	28,487	28,487	113,000	(84,513)	-	-
Interest Expense (Loan)	-	-	14,710	(14,710)	18,335	18,335
Transfer General Fund	9,350	9,350	37,400	(28,050)	14,055	14,055
Total Expenses	\$ 43,830	\$ 52,434	\$ 207,810	\$ (139,406)	\$ 33,258	\$ 34,089
Advance due G F - Principal	-	-	-	\$ -	-	-
Net Operating	\$ (8,932)	\$ 116,858	\$ 169,690	\$ (68,802)	\$ (2,307)	\$ 106,457

Sanitation Fund

	<u>September 2013</u>	<u>YTD 2013-2014</u>	<u>Fy 2013-14 Budget</u>	<u>Over (Under) Budget</u>	<u>September 2012</u>	<u>YTD 2012-2013</u>
<u>Revenue:</u>						
Sanitation Fees	\$ 100,794	\$ 379,832	\$ 1,140,000	\$ (760,168)	\$ 115,564	\$ 350,232
Grants, Gain/(Loss) on sale of F/A	-	803	-	803	612	1,631
Interest Income	119	306	2,800	(2,494)	168	510
Total Revenues	\$ 100,913	\$ 380,941	\$ 1,142,800	\$ (761,859)	\$ 116,344	\$ 352,373
<u>Expenses:</u>						
Salaries & Operating Expenses	\$ 71,256	\$ 228,637	\$ 935,186	\$ (706,549)	\$ 73,776	\$ 221,465
Depreciation Expense	33,750	33,750	135,000	(101,250)	-	-
Transfer to General Fund	25,000	25,000	100,000	(75,000)	17,511	17,511
Total Expenses	\$ 130,006	\$ 287,387	\$ 1,170,186	\$ (882,799)	\$ 91,287	\$ 238,976
Net Operating	\$ (29,093)	\$ 93,554	\$ (27,386)		\$ 25,057	\$ 113,397

PUBLIC WORKS MONTHLY REPORT

September 19th – October 16th, 2013

SANITATION DIVISION (FTEs – 9)

Director Adair is attending and speaking at the 7th Annual SC Recycling and Solid Waste Professionals Conference, October 22-23 in Columbia.

Residential Service – One cart was delivered after the Certificate of Occupancy was issued; five additional carts were delivered at owners' requests. Four carts were repaired and three were replaced. Thirty-three carts were removed from locations no longer experiencing overflow. Sanitation supervisor responded to three calls regarding ordinance enforcement; nine calls regarding late put outs and/or questions about bulk/yard debris pick up, six calls concerning winter roll-out service; three miscellaneous calls and/or questions, three complaints, seven calls regarding the e-waste drop-off, and eight calls concerning billing issues/questions.

Commercial Service – Service routes continue to be updated based on business needs. One account increased service; four accounts have reduced service days. Two accounts required extra pick-ups due to overflow. Supervisor explained commercial collection schedules to four new businesses/owners: Scotchman, Vapor One, Southside Grill, and Miller & Associates. One account, Sophia's Ice Cream, has closed for the season. One account, Pelican Pass, was notified that their dumpster needs to be replaced. Supervisor responded to two miscellaneous calls.

Recycling News – Five carts were delivered to town residents upon request. Seven carts were removed from residential locations. Supervisor responded to one miscellaneous call with questions about recycling.

Winter Roll-Out – One time a week roll-out of mobys and recycle carts in the R-3/C-3 districts began on September 11th and will continue until May 8th, 2014.

Household Hazardous/E-Waste – Scheduled drop off took place at Public Works from September 27th through September 29th. Four thousand, five hundred and eighty (4,580) pounds of paint and other types of hazardous waste along with two hundred plus (200+) light bulbs were disposed of free of charge at the Horry County Solid Waste Authority. Creative Recycling removed all miscellaneous electronics waste on October 9th. We are awaiting their report on amounts.

In September we collected 375.09 tons of solid waste, 39.14 tons of mixed debris, 81.94 tons of yard debris, and 41.97 tons of recyclables.

Crews assisted with the Beach Sweep on September 21st and the Family Festival on October 5th.

STREETS & DRAINAGE DIVISION (FTEs –8)

The Beach – Crews are monitoring the beach. Raking the beach and digging out swash outlets to ensure proper water flow are being done as needed.

On-going/Special Projects:

- Director Adair has secured \$200,000.00 from the Horry County Transportation Committee at their October meeting to advance street resurfacing initiatives throughout town.
- One hundred and two additional blue street name signs are on order and will be installed throughout town during the fall and winter months.
- Deck/Seating area/landscaping upgrades continue on 16th Ave N. by Magnolia Lake outfall.

- A new “Welcome” sign has been ordered and will be installed at Melody Lane in the near future.
- Crew installed support stakes on several trees along Hwy. 17. Trimming of trees and removing overhanging branches continues throughout Town.
- Preliminary work has begun on the 6th Ave S. pond filling/ green space restoration project.
- Drains are being cleaned out and trimming and maintenance is being done on ditches and Town right-of-ways.
- Crew continues maintenance and repairs on showers as needed.
- Mowing and trash pick-up is being done on medians, town right-of-ways and parking lots.
- Street sweeping is being done on Mondays and Fridays, weather and time permitting.
- Six reports were sent to Santee Cooper identifying street lights that were not functioning properly.
- Crews assisted with the Beach Sweep on September 21st and the Family Festival on October 5th.
- 50/50 Ditch Piping program applications are being accepted for consideration when the program resumes in the fall. Applications are available on-line or at Town Hall.
- From September 19th through October 16th Public Works assistant answered 182 incoming calls. 87 of those calls dealt with sanitation questions/concerns/complaints; 2 calls were from vendors providing product information and/or quotes; 14 calls dealt with street/drainage issues, streetlights, and questions about driveway inspections and dirt delivery; 18 calls dealt with parks/grounds issues; 32 were internal calls dealing with department and/or personnel issues and/or questions; 9 calls were received for the Public Works Director; 20 calls dealt with miscellaneous questions, wrong departments and/or telemarketers.

GROUNDS DIVISION (FTEs-4)

- Crews have seeded the fields at Huckabee and Martin Park. Over seeding has also been done at other public parks and lakefront viewing areas.
- Crews completed repairs and maintenance and installed mulch in Fuller Park for the Family Festival held on October 5th.
- Mowing, trimming, and weeding are taking place at Town properties, parks, and flower beds.
- Town lakes are being sprayed weekly and debris is being removed, weather permitting.
- Drainage ditch improvements have been completed at the Huckabee Complex.

FLEET MAINTENANCE DIVISION (FTE-1)

From September 19th through October 16th our mechanic completed sixty-six (66) repairs on Town vehicles and equipment. Two (2) vehicles had flats repaired and three (3) vehicles had tires replaced. Bi-weekly fleet tires checks and fire extinguisher inspections were completed on all Public Works vehicles and/or equipment. “Preventive” and “Scheduled” maintenance (consisting of lube, oil & filter changes, brake inspections, tire rotations and fluid checks) were performed on thirty-five (35) Town vehicles and/or equipment. Crew assisted with the Family Festival on October 5th.

FACILITIES (FTE-2)

- Crew assisted the Police department with the installation of security camera at various beach accesses.
- Repairs were made to the generator at Town Hall.
- Replacement speakers have been installed in Council Chambers.
- Repairs/renovations were made to the Evidence Room at the Police Department.
- Crew assisted with the Family Festival on October 5th and the Employee Health Fair on October 11th.

PIER –

- Hanging flower baskets have been installed on the light poles at the Pier and pansies have been planted in the flower bed.
- Repairs were made to the access gate on the pier.
- Rebid for Pier parking lot improvements will be held on Friday, November 8th.
- Bid for the replacement of the restaurant roof will be held on Friday, November 15th
- Updated, decorative lighting continues to be installed on the pier, as well as path lighting, for safety, on the handicap accessible ramp.

North Side Drainage Project

In September of 2010, Surfside Beach experienced what was probably a 50 year rain event. This substantial rainfall exposed some deficiencies in our stormwater mitigation capacity as an agency. Our goal is to reduce the potential for loss due to water intrusion into dwellings and businesses. In April 2011, we commissioned DDC Engineers to perform a stormwater basin analysis on the Magnolia and Myrtle watersheds, where the worst conditions were documented, and many residents had experienced significant flooding issues.

This report consisted of an inventory of the existing conveyance system, measuring all elevations, reviewing topographical mapping, checking soil conditions, and other work within the two basins. Many affected homeowners were interviewed, to gain anecdotal information, and some were able to provide photos of past flooding. When sufficient data was collected, our system was computer modeled against a 5, 10, 25, 50, and 100 year flood event. Numerous meetings were held with staff and the Stormwater Committee, and priorities within each basin were established. Some simpler recommended modifications were implemented by Public Works crews.

The remaining priority work consists of adding to our conveyance system, and utilizing Low-Impact-Development practices now common and desirable. The structures will incorporate an infiltration component, to move as little water as possible downstream, reducing erosion and improving water quality. Remaining improvements were proposed in the 2012-2013 budget, but not adopted by Council. The work has been budgeted for the current 2013-2014 fiscal year, and construction plans are in the works.

The target areas are:

- 1- **Myrtle Basin**- Poplar Drive from 2nd Ave N. to 4th Ave N., 3rd Ave N. from Poplar Dr N to Myrtle Dr. N., section of 2nd Ave N. between Poplar Dr N. and Hwy 17.
- 2- **Magnolia Basin**- 16th Ave N. from appx. Cedar Dr. N. to Magnolia Lake, 17th Ave N. from appx. Cedar Dr to Magnolia Lake (no intersections on 17th N.), cross section of Cedar Dr. N. south of 16th N.

These top-priority areas will be bid out in segments (six total), for option pricing so we stay within our budget. Work will be bid out as soon as engineering is completed.

**RECREATION DEPARTMENT
OCTOBER 2013
MONTHLY REPORT**

SPECIAL EVENTS

The Skyhoundz Disc Contest was held on Saturday, September 28th at 10:00 a.m. at Martin Field. This was the first time the event was held at Martin Field. There were 20 canine competitors and approximately 100 spectators which made the event the largest so far.

The Surfside Beach Family Festival was held on Saturday, October 5th on Surfside Drive. The weather was great and attendance was great. There were 142 vendors consisting of arts and crafts, informational and food vendors. Entertainment was provided by the Josh Brannon Band and the Tim Clark Band. Inflatables, a rocking climbing wall, a petting zoo, face painting, and a video game truck were available in Fuller Park for the children. Entertainment was provided all day on a third stage in front of the library by local dance teams, a mad science show and a hula show. Town merchandise was sold for a total of \$944.00 and 50th Anniversary merchandise for a total of \$376.00. This merchandise is available at town hall as well. Thank you to the Public Works Department, Police Department and Fire Department for their help with this event. The departments working together make the events a success.

The Town's annual Health Fair was held on Friday, October 11th at the Civic Center. Georgetown Hospital's Community Health division conducted the event. Lab work which included complete chemistry panels, CBC panels, thyroid, blood sugar and prostate screenings were available to employees and the public. Flu shots were conducted by Walgreen's Pharmacy. Other screenings that were available were bone density, hearing, BMI (body mass index), eye, glaucoma, blood pressure checks as well as information on cancer screenings. A representative of Blue Cross was on site to answer any questions from employees. Attendance was a total of 39 participants – 27 employees and 12 from the public.

The last day of the Farmer's Market is next Tuesday, October 29th. The market was a huge success and will begin again next May.

UPDATE ON YOUTH ASSOCIATION

Dennis Seman has given his official resignation. Vice President Dan Flood has taken over until the board appoints someone to fill the open position on the board. This is to take place the first week in November. Election of officers will take place at that time.

Fall baseball ended last week. The Youth Association is already preparing for the 2014 season. Registration will begin January 2, 2014 online. Season will begin last week in February through the last week in May.

UPCOMING EVENTS

1. **NATHAN BLACK 5K RACE** – Saturday, October 26th – 8:00 a.m. – Pier parking lot
2. **VETERANS DAY SERVICE** – Monday, November 11th – 2:00 p.m. – Veterans Memorial
3. **TURKEY TROT** – Thursday, November 28th – 2:00 p.m. – Pier parking lot

Consideration Paper

Meeting Date: October 22, 2013
Agenda Item: 7. Second Reading #13-0763 Amend §5-18 Appointment of Poll Workers
Presented By: Administrator Fellner
Topic: Change Town Code to stipulate that three poll workers are required for the first 500 electors, and one additional manager for each additional 500 electors registered to vote in the precinct above the first five hundred electors.

Basis: Town Council considered the proposed amendment to Section 5-18 at the October 8th meeting, and adopted first reading without changes. Therefore, second reading is presented without changes.

Section 5-18 of the Town Code of Ordinances incorrectly states: The municipal election commission shall appoint not later than fifteen (15) days before each general or special election three (3) managers of election **for each five hundred (500) electors, or portion thereof**, registered to vote at the polling place; and

South Carolina Code 7-13-72 states: For all other primary, special, or municipal elections, the authority charged by law with conducting the primary, special, or municipal elections must appoint three managers of election **for the first five hundred electors registered to vote in each precinct** in the county, municipality, or other election district **and one additional manager for each five hundred electors registered to vote in the precinct above the first five hundred electors.**

Precinct #	# Electors	# Required under Current Town Code	#Required under State Code
#1	2,077	15	6
#2	924	6	4
#4	12	3	0

Historically, the number of poll workers has been the number required under State Code, which supersedes Town Code. Staff respectfully request approval of the amendment so that the Town Code will correctly reflect the number of poll workers for the precincts and account for Precinct #4.

The Municipal Election Commission recommends the amendment.

Attorney Eric Budds of the Municipal Association recommends that this amendment be sent to the Department of Justice for approval, even though recent legislation repealed the requirement. As of this date, Mr. Budds said that no written confirmation was received of the repeal.

Action Options:

1. Approve ordinance as submitted.
2. Approve ordinance with other changes.
3. Deny ordinance.

STATE OF SOUTH CAROLINA) AN ORDINANCE OF THE TOWN OF SURFSIDE BEACH
)
COUNTY OF HORRY) TO AMEND SECTION 5-18 APPOINTMENT OF MANAGERS
)
TOWN OF SURFSIDE BEACH) OF ELECTION TO COMPLY WITH STATE CODE §7-13-72

WHEREAS, the Mayor and Town Council of the Town of Surfside Beach, in council duly assembled desire to amend Section 5-18 Appointment of managers of elections to correctly stipulate the number of managers required in the polling precincts;

WHEREAS, Section 5-18 of the Town Code of Ordinances states

The municipal election commission shall appoint not later than fifteen (15) days before each general or special election three (3) managers of election **for each five hundred (500) electors, or portion thereof**, registered to vote at the polling place; and

WHEREAS, South Carolina Code 7-13-72 states

For all other primary, special, or municipal elections, the authority charged by law with conducting the primary, special, or municipal elections must appoint three managers of election **for the first five hundred electors registered to vote in each precinct** in the county, municipality, or other election district **and one additional manager for each five hundred electors registered to vote in the precinct above the first five hundred electors.**

NOW, THEREFORE, Section 5-18, Appointment of Managers of Elections of the Code of Ordinances of the Town of Surfside Beach, South Carolina, is hereby amended to state:

For all general, runoff, and special municipal elections, the municipal election commission shall appoint for each precinct in the town three (3) managers of election for the first five hundred (500) electors registered to vote at the town precincts and one (1) additional manager for each five hundred electors registered to vote in the town precincts above the first five hundred electors. Exception: for purposes of determining the number of poll workers at Precinct #2 (See Town Code §5-59), the number of electors in Precinct #4 shall be added to the number of electors in Precinct #2. Said poll managers shall take an oath of office prior to serving.

All other portions of Section 5 are unchanged and shall remain in full force and effect.

SEVERABILITY. If any provision, clause, sentence, or paragraph of this ordinance or the application thereof to any person or circumstances shall be held invalid, that invalidity shall not affect the other provisions of this article, which can be given effect without the invalid provision or application, and to this end the provisions of this article are declared to be severable.

EFFECT OF SECTION HEADINGS. The headings or titles of the several sections hereof shall be solely for convenience of reference and shall not affect the meaning, construction, interpretation or effect of this ordinance.

REPEAL AND EFFECTIVE DATE. All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed. This ordinance shall take effect immediately upon approval at second reading by the Town Council of the Town of Surfside Beach, South Carolina.

BE IT ORDERED AND ORDAINED by the Mayor and Town Council of the Town of Surfside Beach, South Carolina, in assembly and by the authority thereof, this 22nd day of October 2013.

Douglas F. Samples, Mayor

Mary Beth Mabry, Mayor Pro Tempore

Ann Dodge, Town Council

Mark L. Johnson, Town Council

Elizabeth A. Kohlmann, Town Council

Roderick E. Smith, Town Council

Randle M. Stevens, Town Council

Attest:

Debra E. Herrmann, CMC, Town Clerk



Memorandum

To: Town Council
From: Debra E. Herrmann, CMC, Town Clerk
Date: October 16, 2013
Re: Municipal Election Commission – Reappoint Ms. Peggy Inman

Ms. Peggy Inman's appointment to the Municipal Election Commission expires December 8, 2013. Ms. Inman is completing her first 4-year term that began December 8, 2009. State Code 5-15-90 and Town Code §5-16(b) stipulates that election commissioners serve six year terms, so the new appointment would be for six years.

The Town's next General Election is scheduled April 8, 2014, and work has already begun. Ms. Inman expressed a desire to continue serving as an election commissioner during the Municipal Election meeting held October 3rd, the day after the 5 p.m. Wednesday, October 2nd deadline to be on the agenda for the October 8th Town Council meeting. Therefore, she is being presented for reappointment at this meeting.

Ms. Inman's experience and training as an election commissioner, together with dedication and willingness to serve the Town, make her an excellent candidate for reappointment.

Thank you in advance for your consideration.

Decision Paper

Written By: Mayor Pro Tempore Mabry

1. **SUBJECT:** Establishing standards for prize drawings at town events
2. **FOR:** Prizes over \$25 in value
3. **PURPOSE:** to clarify standards to ensure unified standards regarding prize drawings at town events
4. **ASSUMPTIONS;**
 - The Town has numerous events
 - For profit and nonprofit organizations offering prize drawings encourage visits to their respective booths
 - The Town has a desire to ensure that its citizens and guests are given the opportunity for fair and equal treatment regarding prize drawings
 - No purchase is necessary to be considered eligible for inclusion on drawing
5. **FACTS:**
 - There are no ordinances or adopted polices to address this situation
 - An ordinance regarding this would ensure fair and equal reporting by vendors
 - Historically prizes have been awarded by profit and nonprofit vendors at town events
 - There has never been any accountability for prize awards
 - It is unknown whether fraudulent practices are being used with regard to prize drawing registration
6. **IMPACT OF SUCCESS OR FAILURE:**
 - Success:**
 - The town will have a clear record of prizes to be awarded
 - The town will have documentation that said registered prizes were, in fact, awarded to recipients
 - The town residents and guests will be protected against fraudulent prize awards
 - Failure:**
 - None of the aforementioned successes would be achieved

7. RECOMMENDATION;

- Require that any prize valued at \$25 or more be registered with the town not less than three days prior to the event
- All vendors holding drawings at town events will be required to have drawings at the close of the event in front of the public
 - Registration information includes a description of the prize, including but not limited to, type of prize, make, serial number, model number, receipt for purchase or documentation of cost or photograph if other information is unavailable
 - The time of drawing during event must be clearly communicated and displayed during event
 - It must be clearly communicated and displayed at the event whether or not entrant must be present to receive award
 - Town Administrator or his/her designee must be present at time of drawing; recipient's name to be publicly announced at the event
 - Name, address, and phone number of registrant awarded prize to be given to Town Administrator or his/her designee
 - Copy of the registration of prize must be present at the booth for public inspection

8. ACTION

Direct staff to bring an ordinance for Town Council consideration to establish standards for prize drawings at town events.

RATIONALE FOR RECOMMENDATION:

The Town of Surfside Beach represents itself as the Family Beach. Having unscrupulous vendors that use its events to grow their customer database by offering a prize and then not awarding said prize is a despicable practice. The Town wishes for its residents and guests to be assured that its events have honest, reputable for profit and nonprofit vendors.

Without an ordinance in place, it is impossible for the town to enforce laws regarding fraudulent practices during its events. Therefore, adopting an ordinance to establish standards for prize drawings would eliminate the practice of giving away prizes by drawings during town events without the town's knowledge or oversight.