



TOWN OF SURFSIDE BEACH
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SURFSIDE BEACH TOWN COUNCIL REGULAR MEETING AGENDA COUNCIL CHAMBERS TUESDAY, MAY 27, 2014 ♦ 6:30 P.M.

1. **CALL TO ORDER** – Mayor Douglas F. Samples
2. **INVOCATION AND PLEDGE OF ALLEGIANCE** – Rev. Kirk Lawton, Ocean Lakes Campground Ministries
3. **AGENDA APPROVAL**
4. **MINUTES APPROVAL** –
 - A. Budget Workshop, April 30, 2014, and May 1, 2014
 - B. Regular Meeting May 13, 2014
5. **PUBLIC COMMENTS – Agenda Items Only.** (3-minutes per speaker)
6. **COMMUNICATIONS**
 - A. Department Reports
 - i. Finance
 - ii. Public Works
 - iii. Special Events and Recreation
 - B. Administrator’s Report - Update on Current Events
7. **BUSINESS**
 - A. First Readings of Ordinances
 - i. Ordinance #14-0776 to amend §4, Art. II, Peddling & Soliciting, amend to establish purpose and intent, Administrator Fellner
 - ii. Ordinance #14-0777 to amend §2-208 Bidding & Quotation Requirements and Approval Authority, to increase limits and correct approval authority, Administrator Fellner.
 - iii. Ordinance #14-0778 to amend §5-32(B) Statements of Economic Interest and §5-33 Campaign Disclosure Forms, Administrator Fellner
 - iv. Ordinance #14-0779 to adopt FY 2014-2015 Municipal Budget, Director King
 - B. Resolution #14-146 to Recommend to the League of Cities the Nomination of Howard Barnard to the Horry County Ride III Committee, Mayor Samples
 - C. RFP Award for Annual Audit Firm July 2014-June 30 2018, Administrator Fellner



7. BUSINESS, continued

- D. Annual Turkey Trot, Request for 3-year Commitment, Mr. Verlon Wulf
- E. Guy Daniels Memorial Foundation, Support Requested for Surf-off Event, Mr. Mikey Pruitt
- F. Planning Commission Appointments (3) – Mary Ellen Abrams, Mikey Pruitt, and Anita Crone (may be deferred until after executive session.)

8. DISCUSSION –

- A. §2-39(a) Agenda; §2-39(b)(9) Discussion; §2-40 Addressing the Council, and 2-54 Appearance of Citizens, Councilmember Mabry
- B. Social Interaction/Fellowship Proposals, Councilmember Magliette
- C. Any matters of concern or information to be discussed by Town Council.

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 discuss the appointment of a person to a public body (See Business Item 7F)
- B. Pursuant to FOIA §30-4-70(a)(1) to discuss employment, appointment, compensation, promotion, demotion, discipline, or release of an employee

12. ADJOURNMENT



**SURFSIDE BEACH TOWN COUNCIL
BUDGET WORKSHOP MINUTES
APRIL 30, 2014 AT 8:00 A.M. and MAY 1, 2014 AT 9:00 A.M.
TOWN COUNCIL CHAMBERS**

WEDNESDAY, APRIL 30, 2014

CALL TO ORDER.

Mayor Samples called the budget workshop to order at 8:00 a.m. Mayor Samples, Mayor Pro Tempore Mabry, and Councilmembers Dodge, Johnson, Kohlmann, Smith and Stevens were in attendance. A quorum was present. Others present: Councilmembers-Elect David Pellegrino; Bob Childs, and Ralph Magliette; Administrator Fellner; Finance Director King; Planning Director Morris; Public Works Director Adair; Fire Chief Cimini; Police Chief Keziah; Recreation Supervisor Ellis, and Town Clerk Herrmann.

Ms. Fellner presented organizational charts and an overview of the proposed Fiscal Year 2014-2014 Municipal Budget. A copy of the presentation is on file. Ms. Fellner explained that a balanced budget equals expenditures plus revenue plus existing fund balances. The proposed budget totals \$6,311,005 of which \$274,240 from reserves will be added to anticipated revenue.

Major Increases in the FY2014-2015 budget equal \$712,100, which includes (specific details are on file):

- Accommodations Tax transfers of salaries and benefits
 - Police \$99,000
 - Special Events \$5,500
- Sanitation transfers of salaries and benefits
 - \$70,000 (partial salaries for director and administrative assistant)
 - \$50,000 annual payment to the town for services rendered (may be reduced to \$30,000)
- Employee salaries and benefits, \$102,000
 - 1-percent cost of living \$34,000
 - 2-percent merit, \$68,000 - Unused merit will be partially absorbed by the four salary adjustments to be discussed with Town Council in executive session. Copies of the employee evaluation form were distributed to councilmembers.
- Workers Comp \$33,850
- Tort \$12,100
- Utilities \$14,100
- Materials and Supplies \$11,450
- Capital Items \$194,525
 - Grounds
 - F-150 Pickup \$20,000
 - Life Trail \$7,000
 - Public Works
 - Street department dump truck \$125,000
 - Backhoe \$60,000
 - Radios \$7,450
 - Fuel Pump System \$13,000 – current system is 25 years old, software no long compatible
 - Non-departmental IT (information technology) equipment \$42,800
 - Storage space
 - Archival offsite backup
 - Exchange server for email

56 Millage Rate: Town Council determines the millage rate and how the millage is split. Currently,
57 the 40 mills assessed has one (1) mil dedicated by ordinance to capital projects for stormwater
58 improvements, and three (3) mills dedicated to capital replacement (major equipment/vehicles, etc.) by
59 policy. Information was provided on the millage history, which shows that the town's millage decreased
60 from a high of 55 mills when stormwater projects were implemented in 2003-2005, to the current rate of 40
61 mills that was adopted in 2011. A tax increase was not proposed for this budget, because it was difficult
62 to successfully raise taxes in a reassessment year.
63

64 Salaries: The budget includes a one (1%) percent of living increase for all employees, and a two
65 (2%) percent merit increase. There will be some employees that do not receive any merit increase.
66 There are four employees that need salary adjustments, which will be discussed in executive session at a
67 later date. Salaries and benefits are flat, but the cost is increasing because of factors outside of the
68 town's control. On July 1st, the state is increasing the retirement contribution to eight (8%) percent. Due
69 to new accounting rules, all salaries *except* Sanitation will be paid from the general fund. Sanitation
70 salaries will continue to be paid from the sanitation fund, which is an enterprise fund. Salaries
71 customarily paid by hospitality and other funds will now have monies transferred from the respective
72 funds to the general fund for payment to the employees. This change accounts for the approximately
73 \$60,000 difference in the salary total in the general fund.
74

75 Non-Departmental Information Technology (IT) Equipment: The equipment is necessary,
76 because of storage space issues; archival offsite backup is new, because the provider no longer offers
77 that service, and it is required under state code. The current email provider had three breaches this year.
78

79 General fund balances have remained relatively flat within \$400,000 since the 15-month year,
80 ranging from \$5,482,037 to \$6,232,384. The balance will be lower than last year's and it will probably
81 continue on a downward trend.
82

83 Vehicle and capital replacement funds receive 3 mills annually to fund replacement of vehicles
84 and other capital items. This allocation is done by precedence, not ordinance. The appropriation is
85 estimated to be \$150,000 in FY2014-2015. The capital replacement reserve has an anticipated budget of
86 \$559,137 on June 30, 2015, the close of the next fiscal year.
87

88 Capital projects revenue and expenditures include total revenue of \$353,500, which includes
89 taxes, interest, and transfers from hospitality funds of \$45,000 for beach renourishment; \$79,000 from
90 accommodations tax; and stormwater fund balance of \$168,100. Expenditures include stormwater
91 expenses \$229,500 and increase to reserves for beach renourishment \$124,000.
92

93 Mayor Samples said the finance committee asked staff to bring an ordinance to amend the
94 existing capital projects ordinance to specifically address beach renourishment so that future councils will
95 continue to set aside monies for beach renourishment, because there was a four-year period when no
96 funds were reserved for beach renourishment. The town does not initiate beach renourishment, but must
97 be prepared to pay its portion when the state or federal governments begin the project.
98

99 Ms. Fellner explained that beach renourishment was never included in capital projects, but
100 beginning with the FY2014-2015 budget, it was included in the fund. The capital projects fund was
101 established in 2003 and was initially used for the large stormwater drainage projects. However, the fund
102 was adopted to use for any type capital project. Keeping beach renourishment funds in capital projects
103 will remove it from the accommodations tax Tourism Revenue Committee purview, and would make
104 renourishment funds easily identifiable for Town Council and the public. The June 30, 2015 stormwater
105 ending balance is \$63,767, and the beach renourishment fund ending balance is \$292,718. Ms. Fellner
106 cautioned against expropriating beach renourishment funds as the town would be responsible for
107 accounting for those monies.
108

109 Mr. Johnson said that Town Council received inappropriate or bad advice when it was told
110 reserving funds for beach renourishment were unnecessary. Council was told that the federal

111 government would fund beach renourishment projects, which of course, is incorrect. Ms. Fellner said
112 while she was not the administrator at the time that that was her understanding also. The federal
113 government has now clearly stated that it will not be responsible, so the town needs to be aggressive with
114 beach renourishment savings.

115
116 Mr. Smith asked:

117
118 • Was council travel per diem included in the travel and training expense. Ms. Herrmann said that
119 amount was omitted. **The estimate was \$4,480 for the summer and winter meetings. Ms. Fellner**
120 **said the amount would be added.**

121 • What is CSI software. Ms. Fellner said that was the financial software and was also used by the
122 planning, building and zoning department for business licensing.

123 • What is "Georgia Detention" contractual service for under the police department general fund in
124 the amount of \$2,160. Chief Keziah said that was jail doors and locks maintenance and the mandatory
125 annual inspection required by the state.

126 • Can uniform amounts for gas and diesel fuel be used throughout the budget; each department
127 has different amounts. Ms. Fellner said that would be corrected.

128 • An explanation of the \$5,000 for the senior committee in the non-departmental general fund
129 budget. Mr. Magliette said that was for two exercise stations for the passive park and also a map
130 designed for seniors with points of interest, walking and bicycle trails. He expects that a PARD (South
131 Carolina Parks and Recreation Department) grant will reimburse up to 80-percent of that cost.

132 • Reduce the Movies After Dark amount from \$8,000 to \$750 per movie. Ms. Ellis explained that
133 each movie had a license fee of \$350 to \$400, plus additional fees for shipping to town and returning the
134 movie, plus equipment rental to show the movie. Each movie cost about \$750. There are nine movies
135 scheduled, three of which were already paid for because of rain-outs last year. Ms. Fellner said there
136 were other costs, and she thought that was why \$1,000 per movie was budgeted. Mr. Smith said thank
137 you.

138
139 Mayor Samples urged all councilmembers to state their concerns and/or goals so they could be
140 included in the budget. The municipal budget should support the Comprehensive Plan goals and
141 objectives. The town is in good financial shape insofar as outstanding debt; the only debt is the lease/
142 purchase on the fire truck.

143
144 **RECESS at 9:18 a.m. - RECONVENE at 9:38 a.m.**

145
146 **PROPRIETARY FUNDS**

147
148 Enterprise funds are used to account for operations that are financed and operated in a manner
149 similar to private industry. The town has two enterprise funds: the sanitation services and the fishing pier
150 operation. Annual budgets are prepared for each fund.

151
152 **Sanitation Fund**

153
154 The sanitation services are provided for all residents including trash, recycling, and yard debris
155 pickups. Commercial dumpster service is provided for business accounts. Charges are billed on the
156 monthly Grand Strand Water & Sewer Authority statements, which cost the sanitation fund \$1.25 per
157 account per month. The sanitation fund buys one collection truck every year to keep its fleet current. The
158 2014-2015 proposed budget includes one residential side-loader for \$280,000. Except for the 15-month
159 year, the revenue was flat, but a rate increase was adopted in 2014-2015, so there is a slight increase.
160 The net position, which accounts for depreciation and for all debits and credits, including physical assets
161 (diesel fuel in the tanks), has been increasing.
162
163
164
165

166 **Pier Fund**

167
168 This fund was established in 2008 when the town purchased the fishing pier. Revenue is
169 generated by spectator admissions and fishing licenses, in addition to rent from the businesses located
170 on the pier and parking revenue in the pier parking lot. Loan repayments to the general fund were
171 deferred for two years beginning in 2011, and as of 2013 are being paid. One reason for the payment
172 deferral was there was no operating restaurant, and there were major repairs necessary to the pier, which
173 required an engineering specialist to address the structural deficiencies. Ms. King is making the
174 payments quarterly now, which should ease the pier fund cash flow problem and ensure timely repayment
175 to the general fund. Ms. Fellner believed that was a good way to minimize the problems associated with
176 a lump sum, year-end payment. The pier fund debt to the general fund totals \$570,500 as of April 1,
177 2014. The next payment is due July 1, 2014. The fund currently has sufficient monies to meet all of its
178 financial obligations.

179
180 Mayor Samples explained that the \$2.3 million net position for the pier was not cash; it was the
181 value of the pier. Ms. Fellner said pier revenue had increased slightly during the past two years, which
182 she attributed to the improving economy.

183
184 Mr. Tom Dodge asked if any consideration had been given to selling the pier. He said it was a
185 very big expense to the town and he thought that expense would continue to grow. Mayor Samples said
186 council had not discussed that.

187
188 Mr. Smith asked if the pier had ever been subsidized with general funds. Ms. Fellner said not to
189 her knowledge. Mayor Samples agreed. Mr. Smith said operating costs was paid by the pier revenue.
190 Ms. King said hospitality funds were used for the pier for loan payments, engineering, pile wrapping and
191 some other things.

192
193 Mayor Samples said that council sought ways to use legally use hospitality revenue to fund
194 mandatory items and to create a balance in the pier fund so loan payments could be made from the pier
195 fund. Town Council approved the transfers. Ms. Fellner said that was right, but there was a perfect storm
196 as such, no business tenant and major repairs were made. Mayor Samples commended Town Council
197 for complying with the law to obtain OCRM (South Carolina Department of Health and Environmental
198 Services –Department of Ocean and Coastal Resource Management) permit approvals.

199
200 Ms. Fellner said pier revenue totals \$350,575: \$252,800 admissions; \$97,275 parking revenue,
201 and \$500 interest. Expenses total \$350,575: \$18,100 repairs and maintenance; \$46,690 parking
202 services; \$13,450 interest; \$100,000 depreciation; \$29,280 transfers out, and \$123,055 increase in net
203 position. The proposed ending net position statement balance for the pier is \$2,370,808.

204
205 Mr. Pellegrino asked if the parking included the pier and Yaupon. Ms. Fellner said just the pier
206 lot; it did not include the Yaupon lot.

207
208 Ms. Kohlmann asked where the insurance expense for the pier was located. Ms. Fellner
209 explained there is only accident liability insurance on the pier, which cost \$4,800. There is no
210 replacement cost coverage.

211
212 Mayor Samples asked what happened if the pier was destroyed. Ms. Fellner said it depends on
213 the circumstances, the reporting source, and when it happened. Mayor Samples said if it was a private
214 pier, the owner would fund all cost to replace. Because the town's pier was public, it was not clear how it
215 would be rebuilt. Ms. Fellner said just as the federal government was stepping back its responsibility for
216 beach renourishment, it probably would also do so as regards to rebuilding a public pier. Mayor Samples
217 believed that everyone liked having the pier.

218
219 Ms. Kohlmann asked if the pier would be insured for replacement cost once the expansion was
220 completed. Mayor Samples believed that was a legitimate question that council should consider.

221 Mr. Johnson said anything could be insured. It was a matter of cost.
222
223

224 Mayor Samples said the improvements that council made were situated closer to the land side,
225 which may minimize any damage. He personally agreed that it was a high risk proposition to spend a lot
226 of money on the pier, and not have it properly insured. In 1993 the pier was destroyed by a Nor'easter
227 storm.
228

229 Ms. Mabry said the restaurant survived at the pier for 40 years, but even though new construction
230 was closer to the land side, there was no guarantee it would be there tomorrow.
231

232 Mr. Tom Dodge asked what the increase to home insurance in the area would have on insuring
233 the pier. Mayor Samples said general liability was the only insurance on the pier now, which was
234 customary and usual business practice at a cost of less than \$5,000 per year. Mr. Dodge said without
235 coverage on the pier, it should be sold. He had spoken with a potential purchaser. Ms. Fellner asked if
236 Mr. Dodge would get the individual in touch with her, as she was not aware of any interest. She would
237 bring the proposal to council. Mr. Dodge said he would be happy to.
238

239 Mr. Magliette assumed the pilings were intact, and just the decking was blown off, which would
240 not be too expensive to replace. Mayor Samples said, no, the pilings were also uprooted and the end of
241 the pier was completely gone.
242

243 **SPECIAL REVENUE FUNDS**

244 **Hospitality**

245
246
247 The local hospitality fee was authorized by positive majority vote May 28, 1996, which imposed a
248 1-percent hospitality tax throughout the town that is levied on gross proceeds from sales of prepared
249 meals and beverages sold in town businesses. Ms. Fellner said that staff projects that hospitality revenue
250 will be about \$27,000 higher this year. She noted that revenue amounts from FY2009-2010 through
251 FY2012-2013 included parking revenue, which is now placed in the general fund. Hospitality revenue is
252 kept in a separate fund to be used for:
253

- 254 • Beach related functions like dune restoration, nourishment, renourishment, sand fencing, etc.
- 255 • Purchase and maintenance of beach accesses
- 256 • Capital improvements to beach and related facilities like parks, public parking, restrooms, etc.
- 257 • Transportation improvements including street paving, sidewalks, bikeways, rights-of-way
- 258 acquisition, etc.
- 259 • Purchase land and construction of passive and active parks, park facilities, playground
- 260 equipment, etc.
- 261 • Construct of public safety services buildings; purchase public safety capital equipment, etc.
- 262 • Payment of bond indebtedness required to provide approved services
- 263 • Administrative cost association with collection, accounting for, and applying hospitality fee
- 264 revenue
- 265

266 Projected revenue is \$652,000; \$650,000 hospitality taxes, and \$2,000 interest. Proposed
267 FY2014-2015 expenditures of \$652,000 include (specific details are on file):
268

- 269 • \$82,900 Police (flashes software will be removed from the budget [\$56,800 includes police and
- 270 fire] as explained at the last council meeting, Horry County delayed project two years)
- 271 • \$66,100 Fire (flashes will be removed)
- 272 • \$24,300 Grounds
- 273 • \$3,200 Recreation and Special Events

- 274 • \$225,000 Capital Improvements – beach walkover, OCRM permitting, and renovations to the
- 275 Rescue Squad Building or Pier expansion
- 276 • \$150,000 transfer to general fund (historical amount transferred)
- 277 • \$45,000 transfer to capital fund for beach renourishment
- 278 • \$55,500 increase fund balance
- 279

280 The Rescue Squad lease has an automatic 5-year renewal, but there is a possible breach in
281 contract where the squad has not performed pursuant to the lease. The building is in bad condition. A
282 lease on the pier is expiring in 2017. The town never wants to be in a situation where a lease expires and
283 there is a long-term vacancy on the pier that results in failure to make payments to the general fund.
284 Therefore, Town Council was asked to consider expanding the pier to include an arcade with an
285 educational component about the pier, the CRS, flood, indigenous aquatic life, etc. The arcade and
286 education component would help promote the pier as a destination.

287
288 **Local Accommodations Tax**

289
290 Town Council approved the local accommodations tax on September 11, 2001 in the amount of
291 .05-percent. The tax is levied on gross proceeds from rental or charges for accommodations furnished to
292 transients (30 days or less) as provided by SC Code 12-36920(A) . Revenue must be kept in a separate
293 fund and used specifically for tourism-related purposes. Revenue is generally flat over the last four years.
294 Revenue is transferred to the general fund and is used for:

- 295
- 296 • Tourism-related buildings
- 297 • Tourism-related cultural, recreational or historical facilities
- 298 • Beach accesses and renourishment
- 299 • Highways, roads, streets, and bridges providing access to tourist destinations
- 300 • Advertisements and promotions related to tourism development
- 301 • Water and sewer infrastructure to serve tourism-related demand
- 302 • Resources to operate and maintain previous items, including police, fire protection, emergency
- 303 medical services, and emergency-preparedness operations attendant to those facilities. Past
- 304 precedent has been to use all of these funds for this purpose.
- 305

306 **State Accommodations Tax**

307
308 A 2-percent accommodations tax on transient rentals (less than 90 days) imposed by the state
309 and credited to the municipality as authorized by SC Code 12-36-2630(3). The first \$25,000 goes to the
310 general fund; then 65-percent of the remainder goes to the accommodations tax fund; 30-percent goes to
311 advertising through the Myrtle Beach Area Chamber of Commerce (Chamber,) and the remaining 5-
312 percent goes to the general fund. The mandated accommodations tax committee makes
313 recommendations to Town Council for the use of the 65-percent. Projected revenue for 2014-2015 is
314 \$520,000. The 65-percent remaining in the accommodations tax fund is projected to be \$329,175. Major
315 uses of accommodations tax fund:

- 316
- 317 • Police service increase due to number of tourists
- 318 • Raking the beach
- 319 • Upkeep of beach restrooms
- 320 • Cleaning the beach
- 321 • Beach renourishment
- 322

323 Proposed FY2014-2015 Expenditures total \$549,970:

- 324
- 325 • \$41,445 Police
- 326 • \$9,000 Public Works
- 327 • \$35,300 Recreation & Special Events

- 328
- 329
- 330
- \$186,075 Non-departmental
 - \$199,150 transfer to general fund
 - \$79,000 Beach Renourishment – transfer to capital projects

331

332 Mr. Smith asked if more cameras would be installed, and asked if they were budgeted. Ms.

333 Fellner said no. Chief Keziah said the town was waiting for approval from local businesses to add

334 cameras, and more equipment may be installed in the future. The Wildfire Company is solvent; there are

335 no issues there.

336

337 Ms. Dodge asked if all hospitality advertising was done through the Chamber. Ms. Fellner said

338 no. Ms. Dodge asked if there was another place that could advertise for the town. Ms. Fellner said the

339 town handled a lot of its advertising related to specific events. The Chamber has partnered more with the

340 town during this past year than in any prior year since 2008. The Chamber assisted with fireworks, a

341 number of the 50th Anniversary celebration activities, and is also very near completion of a town tourism

342 website.

343

344 Ms. Fellner closed the introduction by explaining that initiatives used in developing the budget

345 were aimed at

- 346
- 347
- 348
- 349
- Developing a balanced budget
 - Improving efficiency and effectiveness by optimizing utilization of employees, and
 - Researching and evaluating alternate funding sources, including grants, fees and expansion of business in the commercial district

350

351

352 In the process, the goal is to continue maintaining the level of services expected by residents,

353 businesses, and visitors to the town. This strategy does not allow for growth of funds in reserves and the

354 continued good stewardship of the town's capital replacement plan, and strategic use of monies in other

355 proprietary and special funds. In essence the reserves are being used to meet operating expenditures

356 and not saving money for future needs, which was a concern.

357

358 During the past three years, the town has relied on the escalation of transfers from both special

359 and proprietary funds to make the general fund whole and to balance the budget. While this strategy

360 afforded the town the ability to not raise taxes, it is shortsighted in that it does not allow for the build-up of

361 capital reserves or plan for the reality of ever-escalating costs. In essence, the struggle to balance the

362 budget will become more difficult with every year moving forward, especially if revenues plateau or

363 decline. This is to say nothing of what would happen if an emergency situation arose (major bulkhead

364 failure in a primary swash, or tropical storm, for example).

365

366 A discussion was held about the length of time it took staff to clean up debris from the winter ice

367 storms, and what would happen if a major event occurred. Ms. Fellner explained that the town contracts

368 with DRC, who would assist the town after a major catastrophic event. DRC would bring staff and

369 equipment to get the town back in operation. There is also an oversight company that documents the

370 work for reimbursement from FEMA (Federal Emergency Management Agency).

371

372 Ms. Fellner continued explaining how this policy did not allow for advancement of projects that in

373 the long run would save the town money or increase its revenues. Using the current financial strategy of

374 cannibalizing the town's reserves means that there is very little "extra" money with which to capitalize on

375 opportunities. The town has only two and one-half months operations reserve, which is minimal. The

376 General Accounting Standards Board recommends two months minimum.

377

378 Mayor Samples said staff would be required to work after a major storm event, but the revenue

379 stream would stop. He personally did not believe two months reserves were adequate; he believes the

380 optimum is six months reserves, because of the town's situation.

381

382 Mr. Smith asked which revenue streams would stop after a storm. Ms. King replied
383 accommodations tax, hospitality tax, local accommodations tax, parking revenue, business licenses in the
384 following year would be less, because the businesses would have lost business. She believed permits
385 would also go down, because no building would happen during the clean-up period. Ms. Fellner said
386 property tax would most likely also be affected, because in a severe storm homes would be destroyed,
387 which would change the property to land only. When people began rebuilding, permits and licensing
388 would increase, but that might be a while.

389
390 Mr. Pellegrino said the presentations thus far showed basically flat revenue streams and asked if
391 time would be taken to discuss options to grow revenue streams. The town has had limited growth, and
392 funds were being shifted between funds to compensate for inflation and expenses. He suggested
393 discussing new revenue streams like the pier expansion, annexation and revitalization of the business
394 corridor, and maximizing infrastructure like the former sanitation services offered in Caropines. Ms.
395 Fellner said after the upcoming staff presentations, which include means of creating new revenue, Town
396 Council will decide whether it wants to proceed with staff recommendations. Ms. Fellner was open to any
397 recommendations offered by Town Council.

398
399 Mayor Samples said when he was first elected to Town Council before the fiscal year was
400 changed, which accounted for the 15-month year anomaly, council would go on retreat in November five
401 months before the budget adoption. Council did not get into the budget details, but spent time discussing
402 emerging issues like stormwater projects that resulted in a tax increase. He suggested that council go
403 back to the budget retreat so it could brainstorm and fully vet ideas to reach consensus on how to
404 improve the town so staff could prepare a budget to support those consensus items.

405
406 Ms. Fellner said at some point in the future the town must realize new revenue streams or make a
407 choice about its level of service or the tax burden the citizens were willing to bear. It was staff's goal to
408 methodically identify new revenue streams and present them to Town Council. The good news was that
409 the town was one of the municipalities in the *country* (*speaker's emphasis*) that is not significantly
410 encumbered with debt service, which gives the town an excellent point from which to start reversing the
411 current trend. It was Town Council's decision on how to achieve financial stability and maintain services
412 in the town. Ms. Fellner thanked staff, especially the finance department, for work on the budget. She
413 also thanked Town Council and town citizens for their support during the past year and looked forward to
414 working together to successfully manage growth and services in the Family Beach.

415
416 Mayor Samples said Ms. Fellner presented an idea to him about changing the way the budget
417 was presented. He was skeptical about it, but since he started serving on council, he believed this was
418 the best presentation and illustration of the budget that had ever been presented in terms of creating a
419 context. Ms. Fellner did an outstanding job. Mayor Samples commended staff for their hard work and
420 support of Ms. Fellner.

421
422 **RECESS at 10:52 a.m. - RECONVENE at 11:07 a.m.**

423
424 **Police Radios**

425
426 Chief Keziah presented the digital radio migration information. A complete copy of the
427 presentation is on file. He explained the town currently connects to Horry County's 800 megahertz (MHz)
428 operating system. Pursuant to federal and state mandates, Horry County is removing public safety from
429 its 800 MHz system within the next two to four years. The county has many issues to resolve before
430 actually implementing the system. The P25 is the standard developed so that various public safety
431 agencies could communicate and is to be used exclusively by public safety. Horry County was
432 implementing this as a cost measure for public safety, because it had so many radios in its other
433 departments. The "flash" is the software to convert the radio to a digital platform. The flash expense will
434 be removed from this year's police and the fire budgets, because the county has postponed
435 implementation.

436

437 Mr. Magliette asked if any grants or assistance were offered to help transition, since the state
438 mandated the change. Chief Keziah said no, and while he did not know exactly what system the county
439 would change to, he knew that it would be digital and upgrading equipment should begin so it would be
440 compatible.

441
442 Chief Cimini explained that this change came about after the September 11, 2001 attack on the
443 World Trade Centers, because none of the public safety agencies could communicate with each other.
444 The change will ensure that all agencies, whether state, county, or local government can communicate
445 with each other in the future.

446
447 Chief Keziah said public works cannot use the P25 system, and will use a stand-alone VHF
448 system, which the town already has in place. Ms. Fellner said the town already had purchased its
449 license. Chief Keziah said public works would give all its 800 MHz radios to the police department so
450 they can be cannibalized to bring the police radios up to standard. The county will program the town's
451 radios at no charge. The estimated cost to replace public works radios is \$12,775, which would pay for
452 maybe three digital radios that cost about \$4,100 each. This budget includes four radios at \$4,200 each,
453 and \$800 each for the flash. Actual prices may vary; negotiations are on-going with the vendors. The
454 department will need a total of 10 radios to replace old units that are not compatible and 44 flashes (to
455 adapt public works radios); he planned to purchase a few radios every year until they had all the
456 department needs. The overall cost, including the flashes, is \$103,300; the cost to replace all the radios
457 is \$46,500.

458
459 **Public Works**

460
461 Mr. Adair presented a conceptual plan that included options to either refurbish the Rescue Squad
462 building or to expand the pier, a copy of which is on file. The \$200,000 amount budgeted was a place-
463 holder, and should fund either project that Town Council chose to pursue. Details were presented about
464 work needed at the Rescue Squad building, which would provide office and storage space for the police
465 department. Mr. Adair said the permit at the pier can be amended to include more expansion. The pier
466 could be expanded to include an arcade and an educational component.

467
468 Ms. Kohlmann expressed concern that there was no replacement coverage insurance on the pier,
469 and hated to see the town invest even more money improving the pier without purchasing adequate
470 insurance. That being said, she supported improving the pier.

471
472 Mr. Stevens believed there were investors that would be willing to work with the town on the pier
473 expansion.

474
475 **TOWN COUNCIL CONCURRED TO USE \$200,000 FOR PIER BUSINESS EXPANSION.**

476
477 **LUNCH RECESS at 12:01 p.m. - RECONVENE at 1:02 p.m.**

478
479 **PLANNING, BUILDING AND ZONING**

480
481 Ms. Morris presented annexation options that including annexing businesses along the Highway
482 17 Corridor at the north end of town. Three options were offered; there was a detailed discussion
483 including the various methods of annexing businesses, the expenses, infrastructure, services, and
484 revenue.

485
486 **TOWN COUNCIL CONCURRED THAT THE PLANNING DIRECTOR SHOULD COLLECT**
487 **ADDITIONAL INFORMATION AND APPROACH THE FOUR BUSINESSES (the Camping Store,**
488 **McDonalds, Old Time Pottery, and Joey Doggs) ON THE WEST SIDE OF THE HIGHWAY**
489 **REGARDING ANNEXING INTO THE TOWN AND BRING THE INFORMATION BACK TO TOWN**
490 **COUNCIL.**

491

492 Ms. Morris distributed a welcome book that was developed last July after Ms. Mabry bought a
493 copy of Rock Hill's open for business campaign that she got at the Municipal Association summer
494 meeting. Not only does the book outline what needs to be done for specific projects, but also gives the
495 individual information that is necessary for business licensing, establishing sanitation account with public
496 works, fire codes, and requirements from the police department for after hours. The booklet also
497 questions whether the business will be in a flood zone, because CRS (Community Rating Service) gives
498 credit for that. Important telephone numbers are also included. She planned to meet with customers and
499 discuss their projects, while using the book as a tool to ensure the individuals understand exactly what
500 has to be done. Forms were not included in the book, because they periodically change. Ms. Morris
501 suggested that the business license form and the building permit form be redesigned for uniformity. The
502 departments are working on that. Forms will be added to the book as needed.

503
504 Mayor Samples also suggested putting the book online.

505
506 Mr. Pellegrino said information should be included about the benefits of opening a business in
507 town. He suggested a campaign "Surfside Beach Open for Business."

508
509 Mr. Magliette said better customer service was a comment he continually heard during his recent
510 campaign. He liked the book, and suggested that a prepaid comment card be included so the department
511 would get feedback about service. Ms. Morris thought that was a great idea. It was also suggested that
512 the business committee discuss problems those members were experiencing and providing feedback to
513 her. She will contact the business committee, and incorporate a comment card in the book. **TOWN**
514 **COUNCIL CONCURRED TO USE THE BOOKLETS.**

515
516 Mr. Stevens asked how often the newsletter was mailed. Ms. Fellner said three times a year. Mr.
517 Stevens asked why town businesses could not purchase advertising in the newsletter, which would offset
518 the cost. Ms. Fellner said they had considered selling advertisements in the newsletter, on the Facebook
519 page, and on the town's website, but like most other municipalities, when the suggestion was presented
520 to Town Council several years ago. Council decided against selling advertisements. If council wished to
521 reconsider the sale of advertising, she would comply with the directive.

522
523 Mr. Pellegrino said there was a resource cost involved with selling advertising, which would need
524 to be considered. Ms. Fellner said that was correct.

525
526 Mayor Samples said that volunteers actually prepare the town newsletter. Ms. Fellner said the
527 volunteers get the basic copy together and then she spends an average of about three hours correcting
528 and formatting for the printer. Mayor Samples said there was recent experience with selling advertising
529 for the 50th Anniversary magazine; sales failed to meet the goal. Mayor Samples reminded council that
530 programs and funds had been condensed. Just before he was seated as mayor, the town had an
531 administrator and a deputy administrator. The deputy administrator position was eliminated, and now
532 there is an executive assistant to help the administrator, and Ms. Messall does a great job. If someone
533 would volunteer to sell the ads, then perhaps it would work. However, town staff has other priorities.

534
535 A lengthy discussion was held regarding customer service in the planning, building and zoning
536 department. Ms. Morris said staff attended many classes to maintain their various certifications; other
537 than that when they are out of the office it is to perform inspections or perform other town business. The
538 certifications, like the stormwater plan review, save the town a lot of money. The building official attends
539 class at least once a month; occasionally, she also attends the same class because they are both
540 certified. Options were discussed to improve service, including using on-call certified building officials
541 and having the front desk call staff to see if they could meet customers in the office.

542
543 **Special Events and Recreation**

544
545 Ms. Fellner said data would be collected during the coming year so that at next year's budget
546 workshop actual event data could be presented to Town Council. Ms. Ellis was charged with proposing

547 rate increases for the civic center and Floral Lake Clubhouse that would be comparable to other towns,
548 and would be enough revenue to ensure proper cleaning, and maintain the property.
549

550 Ms. Ellis presented a slide presentation, a copy of which is on file. The clubhouse was not used
551 very often, because it was too small to accommodate a large group. She itemized the current tenants
552 and rates, and the proposed new rates. There were several groups that used the civic center weekly or
553 monthly equaling 118 hours at no charge; no payment of any kind to pay for utilities, insurance, cleaning,
554 or supplies. People have even brought in empty hand sanitizer bottles and filled them from the civic
555 center's bottles, and have taken home extra toilet paper and trash bags. Use of the civic center is about
556 85-percent non-residents and 15-percent resident. **TOWN COUNCIL CONCURRED FOR STAFF TO
557 BRING A PROPOSAL FOR FEE INCREASES FOR THE CIVIC CENTER AND FLORAL LAKE
558 CLUBHOUSE.**

559
560 **Fire Department Cost Recovery Program**

561
562 Chief Cimini gave a presentation on the cost recovery program, a copy of which is on file. The
563 law provides that the department can recoup its cost for responding to an emergency. Basically, the fire
564 department would file a claim through "InnovaPad," a 3rd party billing company. Flat rates are applied for
565 equipment used. The town would receive 75-percent of the revenue. Claims would only be filed against
566 non-residents. **TOWN COUNCIL CONCURRED THAT STAFF SHOULD INVESTIGATE INNOVAPAD
567 FURTHER AND PRESENT INFORMATION TO COUNCIL**

568
569 **RECESS at 3:03 p.m. - RECONVENE at 3:15**

570
571 Ms. Fellner said because the workshop was progressing quickly, the lunch for tomorrow was
572 cancelled. She suggested beginning at 9:00 o'clock on Thursday, and the workshop would probably be
573 finished by 12:00 noon or shortly thereafter. **COUNCIL CONCURRED**

574
575 **FIRE DEPARTMENT INSPECTION REVENUE PROPOSAL**

576
577 Chief Cimini said a proposal was discussed several months ago, and presented a proposal to
578 increase the fire inspection fees, a copy of which is on file. It was suggested that the building official, who
579 is also a SC State Certified Fire Marshall, could perform the initial fire inspection when inspecting the
580 building for a certificate of occupancy. The inspection fee could be collected when the permit is issued by
581 the building department. He discussed the buildings to be inspected, the proposed fees and penalties,
582 the various types of inspection, and penalties for failure to comply with directives. Revenue was
583 projected to be between \$50,000 and \$60,000 annually. A part time inspector and supplies would cost
584 about \$16,500 per year netting about \$45,000 annually to the general fund. Ms. King was concerned
585 about how the billing would be done. Ms. Fellner said this was brought to Town Council again, because
586 the business committee unanimously supported the proposal; the program would reduce insurance
587 premiums. **TOWN COUNCIL CONCURRED TO DIRECT STAFF TO GET MORE DETAILS ON THE
588 FIRE FEES FOR A PRESENTATION AND PREPARE AN ORDINANCE TO PRESENT TO THE
589 COMMUNITY**

590
591 Mayor Samples said that councilmembers should be prepared to share their long range goals at
592 the session tomorrow morning. He was particularly interested in improving Highway 17 and would seek a
593 commitment on the part of the town to set aside monies to get the Department of Transportation to begin
594 engineering.

595
596 Ms. Mabry said in regards to CRS, today, April 30th, was National Prepare-a-Plan Day with
597 FEMA. She suggested that everyone prepare a plan with their family so they would know what to do
598 during a storm event.

599
600 **RECESS at 3:56 p.m. for the remainder of the day**

601

602 **THURSDAY, MAY 1, 2015**

603
604
605

RECONVENE at 9:00 a.m.

606 Mayor Samples, Mayor Pro Tempore Mabry, and Councilmembers Dodge, Johnson, Kohlmann,
607 and Stevens were in attendance. Councilmember Smith was absent. A quorum was present. Others
608 present: Councilmembers-Elect David Pellegrino; Bob Childs, and Ralph Magliette; Administrator Fellner;
609 Finance Director King; Planning Director Morris; Public Works Director Adair; Fire Chief Cimini; Police
610 Chief Keziah; Recreation Supervisor Ellis, and Town Clerk Herrmann.

611

612 Ms. Mabry asked each department director, the administrator and town clerk what they needed to
613 make their respective departments operate more efficiently and how Town Council could help. (Directors
614 were excused at the end of their presentations.)

615

616 **Special Events and Recreation**, Supervisor Ellis

617

- Identify venue for town events other than Surfside Drive or blocking off pier parking lot
- Convert Martin Field, which is underutilized, to an amphitheater for concerts and plays
- Reevaluate town events; some are stale

618

619

620

621

**TOWN COUNCIL CONCURRED TO HAVE MS. ELLIS BRING RECOMMENDATIONS TO THE
NOVEMBER BUDGET RETREAT**

622

623

624

Police Department, Chief Keziah

625

- Improve customer service even more that they have in the past year
- More office and storage space; the department has outgrown its space

626

627

628

**TOWN COUNCIL CONCURRED TO HAVE CHIEF KEZIAH BRING RECOMMENDATIONS TO
THE NOVEMBER BUDGET RETREAT**

629

630

631

Fire Department, Chief Cimini

632

- Revisit the National Institute for Occupational Safety and Health (NIOSH) report to ensure compliance with the recommendations when the when new chief hired
- Reconsider full time fire marshal position
- Continue mutual aid and growing work relationships with county fire department
- Continue cross-trained medical/firefighter unit in fire station, which are counted for ISO and fulfils the two-in, two-out OSHA (Occupational Health & Safety Administration) guidelines at scenes
- Maintain turn-out gear replacement schedule
- Consider part time fire inspection position

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Public Works, Director Adair

641

- Encourage Town Councilmembers to visit the department and learn about its functions, operations and projects
- Improve communication between councilmembers, staff and within the department
- Raising the procurement ceiling for three verbal quotes from up to \$1,000 to up to \$2,500; three written quotes from \$1,000 to \$5,000 to from \$2,500 to \$10,000, and bid letting from \$5,000 to \$10,000
- Improve Surfside Drive with curb and gutter, palm trees planted. It is the gateway to the pier, and it will be a priority over the next few years
- Continue improvements to signage and striping around town through the Federal Highway Administration – goal is to complete during the next 5 years
- Improve town roads that need repaving – some have only been paved once back in the 1980s; the goal is to pave three miles every year
- Make Surfside Beach the “crown jewel” of the Grand Strand

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655 **TOWN COUNCIL CONCURRED TO HAVE MR. ADAIR PRESENT AN ORDINANCE TO**
656 **AMEND BIDDING PROCESS FOR CONSIDERATION**
657

658 Mayor Samples suggested that Mr. Adair begin attending the GSATS (Grand Strand Area
659 Transportation Study) technical meetings, because he knows the road plans, and it would relieve Ms.
660 Fellner of that additional responsibility. Ms. Fellner said that Mr. Adair works with most of the people that
661 sit on that committee, so it made sense for him to represent the town. Mr. Childs said no representation
662 would but the town at the bottom of the priority list. Ms. Fellner said GSATS could also take away funding
663 from projects. Mayor Samples said the town has \$4 million approved in the state plan for improvements
664 to the frontage roads and three intersections. Mayor Samples said Town Council needs to start
665 discussing and select the area for the next phase of design underground wiring, which is funded through
666 franchise fees paid by citizens.

667
668 ***Planning, Building and Zoning***, Director Morris

- 669 • The director disagreed wholeheartedly that the department gave bad customer service. After
670 listening to how the receptionists responded to customers; subsequently, she spoke with Ms.
671 Messall and now reception physically checks the office to see if they are there. If not, the
672 receptionist offers to call the director or building official to see if they could come in, or asks if they
673 can take a message, so perception should change drastically.
- 674 • Reconsider on-call South Carolina State certified building official, which would improve customer
675 service
- 676 • Help to implement CRS, which is the most important task to be addressed right now (staff is
677 collaborating with Myrtle Beach, but most work has to be done independently; Horry County does
678 not participate in CRS); work will be on-going with annual tasks, for instance 911 properties must
679 be sent letters annually about flood hazards. There are four target areas. Ms. Morris averages 4
680 hours a night on CRS. The goal is within 5 years to receive a rating of 5; currently the town has a
681 rating of 10.
- 682 • Improve business corridor and the entrances; need way finding signs, especially for the library
683 and pier
- 684 • Encourage commercial development at the pier, because the parking requirement was reduced
- 685 • Planning commission will be asked to reconsider setbacks in the area for commercial projects
686 that will generate more commercial interest
- 687 • Ocean Boulevard needs landscaping
- 688 • Improve Surfside Drive
- 689 • In cooperation with South Carolina Department of Transportation (DOT) build islands on 17
690 Business; install approved plans and landscaping-engage the business community to adopt each
691 island, possibly obtain grants for the plants
- 692 • The town should be the place that visitors *want (speaker's emphasis)* to come
- 693 • Better communication between departments, particularly when projects fall under more than one
694 department's purview

695
696 After a lengthy discussion about current and proposed projects for signage, way-finding signs and
697 road projects, the effectiveness of *ad hoc* committees, and maintenance of Highway 17 Business, Mayor
698 Samples reminded the council that its purpose was to give staff direction to accomplish tasks and
699 projects; not tell them from whom, where or how to do them. **TOWN COUNCIL CONCURRED TO**
700 **DIRECT THE ADMINISTRATOR TO FORMULATE A PLAN TO PRESENT AT THE FIRST MEETING IN**
701 **OCTOBER**
702

703 Ms. Fellner suggested that a phased plan be developed, so funding could be identified and the
704 possibility of mistakes would be reduced. Money was budgeted for way finding signs in the current year's
705 budget. **COUNCIL CONCURRED TO PROCEED WITH PLACING WAY FINDING SIGNS AND THE**
706 **ADMINISTRATOR WOULD PREPARE A REPORT ON SIGNAGE FOR THE FIRST MEETING IN JULY**
707
708

- 709 **Finance**, Director King
710 • Business licensing process may have to be changed in the future; Myrtle Beach is updating its
711 process and the town will be the only one using current system
712 • Business licensing; two staff members that handle licensing and hospitality and bring in revenue
713 for the town
714 • Financial accounting; three staff members that handle accounts payable, accounts receivable,
715 payroll, and general accounting functions
716 • Paying major vendors (Santee Cooper, Grand Strand Water & Sewer, etc.) vendors via ACH
717 instead of writing checks; payments would be made electronically. Agreements would be
718 executed stipulating that the town would pay and the company would receive payments by ACH,
719 along with other language protecting the town, for instance an incorrect payment made. This
720 would save on postage, checks, staff time. Payments would still show on monthly reports.
721 • Changing procurement amounts will also help the department; Ms. King supported the increases
722 • RFP (Request for proposals) was let for a new auditor, the contract for which must be executed
723 before July 1st. Four bids received; a recommendation will be presented to Town Council.
724 • An RFP will be let for banking services; the contract is expiring with First Federal. The bank must
725 be able to accommodate ACH transactions and be compatible with and optimize use of the
726 town's computer software
727 • Business license applications will be standardized as being done throughout the state
728 • Workers compensation has various rates depending on the employee's job and is based on the
729 number of injuries. Rates have increased \$70,000; half of that amount was included in the
730 current year budget because rates are charged January to January. In January 2015 another
731 budget amendment for workers comp premium will be presented for the remainder of the
732 FY2014-2015 budget year.
733 • Health insurance is payable February to February; an amendment was made from February to
734 June. Another amendment will be presented in February 2015 when the rate changes.
735 • The November budget retreat should be goal oriented; for instance, if council wants to improve
736 Highway 17, a decision should be made to place a specific amount of money in reserves to work
737 towards that goal so council can measure whether the goal was achieved, which is how past
738 council's determined budget amounts

- 739
740 **Town Clerk**, Clerk Herrmann
741 • Laptop in the budget for clerk's office is necessary to work with new digital recording system
742 • Summary minutes would be more efficient, save time, storage space, paper, copying costs, toner,
743 electricity – example detailed minutes paragraph had 387 words; summary was 37 words.
744 Councilmembers may always say "for the record," if they want germane comments in the record.
745 • Color printer for clerk office (not in budget, but would help with efficiency); currently black ink-jet
746 printer for drafts; not efficient nor cost effective because Canon printer is always busy
747 • Restore mayor's portraits (Harrison, Bunch, and Freeland) that are faded from years of sun
748 bleaching
749 • Eventually cross-train a staff member to work in the clerk's office for unexpected absences so
750 council's work would continue to be done; election laws have changed, need assistant on
751 Election Day
752 • LED marquee; the current one is outdated. LED would make it much easier to advertise town
753 meetings, events, publish hazard warnings, safety information, etc. Two years ago the price was
754 about \$50,000; now they are running \$60,000

755
756 **TOWN COUNCIL CONCURRED TO SUMMARY MINUTES FOR ALL MEETINGS**

- 757
758 **Administration**, Administrator Fellner
759 • Every attorney she speaks with recommends a designated human resources (HR) administrator;
760 she suggested splitting the executive assistance duties so that 50-percent of her time would be
761 devoted to HR to help alleviate liability issues by providing a designated person for employees to
762 contact. Some training expense would be incurred.

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- The budget includes a fire-resistant file cabinet for personnel folders that is mandated.
 - Biggest wish is to plant palms trees, and plush landscaping in the medians, which requires 50-foot medians with curb and gutter per DOT regulations. She recommended placing money into capital projects fund for engineering, because expansion can take place when the frontage roads are closed. When engineering is already done, GSATS is more likely to award moneys for the projects. The town's roadway is projected for 2035, but GSATS has more than 50-percent of its projects under-funded, the time is more likely to be 2050-2060 or it would never be improved. End-to-end engineering would cost about \$250,000.
 - If parking on Ocean Boulevard is eliminated, she would like to see enough money dedicated to beautification on the boulevard so significant plantings could be done, and save money to purchase or coop with vacant lot owners to develop other parking areas
 - Add members to the infrastructure subcommittee, she suggested Mr. Childs and Mr. Magliette (council subcommittees to be placed on May 13th regular meeting agenda)
 - Slow down meeting schedule; there were 53 meetings instead of 25 regular meetings. Staff has to prepare for and attend every meeting. She would like to spend extra time working on council's directives instead of attending so many meetings.
 - The new employee manual will soon be published, but it always is taken off when more important topics come up. The manual is going to the attorney for review and then will be presented to Town Council.

783 **RECESS at 11:26 a.m. - RECONVENE at 11:39 a.m.**

784 **BUSINESS COMMITTEE**

785

786

787 An email message was distributed from Mr. Truett, chairman of the business committee, asking

788 that council consider funding the façade grant for the coming year. After discussion about the grant

789 process, including the town participating in a demonstration project, council determined it would prefer to

790 target a single property that was in significant exterior disrepair to be recommended by the business

791 committee and approved by Town Council. **TOWN COUNCIL CONCURRED TO FUND ONE**

792 **MATCHING FAÇADE GRANT IN AN AMOUNT UP TO \$10,000 DURING FY2014-2015**

793

794 **Town Council Comments**

795 **Mayor Samples**

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- The most common complaint from members was that communications were not good. The perception was that he knew things and did not share. Since the visioning meeting, he has tried to correct that perception. Councilmembers depend upon staff to contact individual members when significant events occur in town or about routine matters when necessary. Mayor Samples encouraged councilmember to call him anytime they had a question, or if they felt the need for a special meeting. The mayor has authority to call a special meeting or four councilmembers may call a special meeting.
 - \$2,000 was budgeted for mayor's conferences. Mayor Samples asked councilmembers if they would concur that the amount would be reduced to \$1,000, and that \$1,000 be allocated to purchase two logo shirts for each member. **TOWN COUNCIL CONCURRED**
 - Parking is an issue to be dealt with, because while he dislikes meters, the revenue supports the town. Reserves were already being tapped to balance the budget.
 - Opposed raising property taxes, but that was the tried and true method used to fund local governments; opposed increasing business license fees, because the town is small geographically, a business did not have to move too far to be outside the town limit. Council will make decisions about increasing revenue or cutting services to provide revenue for town operations; without revenue nothing will be done. He expects a tax increase in the future.

814

815 **Councilmember Stevens**

- 816
- 817
- The lease with Pier Outfitters ends in 2017. He suggested starting now to develop the process to keep Pier Outfitters or find a new tenant. Ms. Fellner said there were no auto-renewals; because

- 818 of the Attorney General's opinion stating that the town can act in its best interest, council could
819 enter negotiations with the current tenant. However, it was Town Council's decision to make.
820 • The Camping Equipment store would like to repair recreational vehicles, which would generate a
821 great deal of money. The town's ordinance restricts that business. He asked if that could be
822 revisited. Ms. Fellner would ask the planning director to look into the matter.
823

824 **Councilmember-Elect Childs**

- 825 • When the deputy administrator was hired, council at the time hoped that human resources would
826 be a primary duty. He supported having a designated human resources staff member. After
827 further discussion, **TOWN COUNCIL CONCURRED TO MODIFY THE POSITION FOR THE
828 EXECUTIVE ASSISTANT 50-PERCENT, AND 50-PERCENT HUMAN RESOURCES
829 ADMINISTRATOR**
830

831 **Councilmember-Elect Pellegrino**

- 832 • Top five comments when campaigning:
833 1. Beach renourishment; savings should be more aggressive
834 2. Parking; personally would like to eliminate Ocean Boulevard and Seaside Drive parking
835 3. Mutual respect among the councilmembers and the public
836 4. Highway 17 improvements
837 5. Building and permitting issues-he assumed by context many comments were based on
838 past administrations; he was sure it was getting better
839 • Two personal focus areas:
840 1. Revenue stream development is key; there are many great ideas that all cost money.
841 Bringing in businesses, and annexation, which is the only quick way to increase revenue.
842 Move on the test annexation of the four units.
843 2. Promoting the town so everyone knows it is here. Make the town a destination;
844 emphasize the pier. When visitors leave, we want them to say next year they will stay in
845 Surfside Beach for vacation, or they want to eventually move here to live. Council needs
846 to fund the great ideas mentioned in the last two days so the town can go in that
847 direction.
848 • Establish a business of the month; part of the award could be free advertising in the town
849 newsletter, which would challenge businesses to clean up their areas at no cost to the town
850

851 **Councilmember-Elect Magliette**

- 852 • Buy local campaign; find employment opportunities for people in the service area
853 • Expand retail business, which provides additional employment opportunities and creates other
854 local opportunities for residents to shop, and creates other amenities that helps tourism
855 • Town brochure could be populated with gas stations, pharmacies, doctors, auto repairs, etc.,
856 placing the north and south sections on the opposing sides. A team could decide how to get all
857 400 businesses on the map and highlighting the key points of interest. Map available free at
858 various locations.
859

860 **Mayor Pro Tempore Mabry**

- 861 • Appreciated patience while staff shared goals; she believed this was the first time that had been
862 done.
863 • 12-month self promotion of Surfside Beach; phone greetings "Thank you for calling Surfside
864 Beach, The Family Beach; branding; customer service and other small steps can make a big
865 difference. With what the town offers, everyone should want to be here. The Buy Local
866 campaign could be implemented with minimal cost. Strive to accomplish promotion with existing
867 resources.
868 • CPTED (Crime Prevention through Environmental Design) was poorly launched, because
869 everyone is overwhelmed. CPTED needs to be promoted to inform and help protect our
870 residents and businesses; town newsletter, social media, etc. CPTED designs are confidential.
871 • Town hall reception area needs to be updated; town logo items need to be displayed properly.

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- Purchase iPads for councilmembers and eliminate paper packages; which would be efficient, save money and staff time; if not, could extraneous permitting information be eliminated. Anyone that wanted it could get it from town hall. After discussion, **COUNCIL CONCURRED TO CONTINUE USING PAPER PACKAGES WITH ANCILLARY REPORTS ATTACHED**
 - \$5,104 was not enough money budgeted for CRS; there should be at least \$10,000 to cover travel, training, educational materials, mass mailings, etc. **COUNCIL CONCURRED TO DIRECT THE ADMINISTRATOR TO PROPOSE A MODIFICATION TO THE CRS BUDGET**

880 **Councilmember Johnson**

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- 882
- 883
- 884
- Municipal Association gives awards for projects done throughout the state; however, the town never submitted its fire station for recognition. Some of these programs, Buy Local, CPTED, and other might get the town some statewide recognition

885 Mayor Samples asked the clerk to give the committee names for which she took minutes. Ms. Herrmann said Town Council, Planning and Zoning Commission, Board of Zoning Appeals, Stormwater Committee, and the Accommodations Tax Committee.

888

889 **ADJOURNMENT.**

890 Mayor Samples declared the budget workshop adjourned at 12:44 p.m.

891 Prepared and submitted by,

892 _____
893 Debra E. Herrmann, CMC, Town Clerk

894 Approved: May 27, 2014

895 _____
896 Douglas F. Samples, Mayor

897 _____
898 David L. Pellegrino, Mayor Pro Tempore

899 _____
900 Robert F. Childs, Town Council

901 _____
902 Mark L. Johnson, Town Council

903 _____
904 Mary Beth Mabry, Town Council

905 _____
906 Ralph J. Magliette, Town Council

907 _____
908 Randle M. Stevens, Town Council

909 Clerk's Note: This document constitutes summary minutes of the meeting, which was digitally recorded.
910 Appointments to hear the recording may be made with the town clerk. In accordance with FOIA, meeting notice and
911 the agenda were distributed to local media and interested parties. The agenda was posted on bulletin boards outside
912 Council Chambers; in the Town Hall reception area; and on the town website. Meeting notice was also posted on the
913 Town marquee.
914



**SURFSIDE BEACH TOWN COUNCIL
REGULAR COUNCIL MEETING MINUTES
MAY 13, 2014 ♦ 6:30 P.M.
TOWN COUNCIL CHAMBERS**

1
2
3
4
5
6
7 **1. CALL TO ORDER.**

8
9 Mayor Samples called the meeting to order at 6:30 p.m. Mayor Samples, Mayor Pro Tempore
10 Mabry, and Councilmembers Dodge, Johnson, Kohlmann, Smith, and Stevens were in attendance. A
11 quorum was present. Others present: Councilmembers-Elect David Pellegrino, Bob Childs, and Ralph
12 Magliette; Town Administrator Fellner; Town Clerk Herrmann; Planning Director Morris; Police Chief
13 Keziah, and Fire Chief Cimini.

14
15 Mayor Samples said a petition was received about Palmetto Lake's condition, which was already
16 being addressed by public works this week. The clerk will distribute copies to all members.

17
18 **2. INVOCATION AND PLEDGE OF ALLEGIANCE.**

19
20 Pastor Tim Harmon of Journey Church gave the invocation as Pastor Hammonds could not
21 attend. Mayor Samples lead the Pledge.

22
23 **3. AGENDA APPROVAL.**

24
25 Mr. Smith moved to approve the agenda. Ms. Dodge seconded. All voted in favor. **MOTION**
26 **CARRIED.**

27
28 **4. RESOLUTION #14-145,**

29
30 Declaration of Results, Runoff Election, April 22, 2014, Administrator Fellner. The resolution was
31 read into the record, a recorded copy of which is attached to these minutes and made a part hereof by
32 reference. Mr. Smith moved to approve Resolution #14-145. Mr. Stevens seconded. All voted in favor.
33 **MOTION CARRIED.**

34
35 **5. RESIGNATIONS,**

36
37 Councilmember-Elect Ralph Magliette resigned from the Zoning Board of Appeals and the
38 Construction Board of Appeals. Mayor Samples presented Mr. Magliette's resignation from the two
39 committees, which was accepted by acclamation.

40
41 **6. MINUTES APPROVAL.**

42
43 Ms. Dodge moved to approve the minutes of the April 21, 2014 meeting as submitted. Mr. Smith
44 seconded. All voted in favor. **MOTION CARRIED.**

45
46 **7. SWEARING IN TOWN COUNCILMEMBERS.**

47
48 Mr. Johnson moved to suspend the rules to allow councilmembers whose terms were expiring to
49 make final comments. Ms. Mabry seconded. **MOTION CARRIED.**

50
51 Ms. Dodge said she was looking forward to being a civilian again. She was grateful for all of the
52 candidates. She was looking forward to the successful candidates service and appreciated them for
53 doing so.

54
55 Mr. Smith had no comment.
56

57 Ms. Kohlmann thanked everyone again saying it had been an honor and privilege to serve each
58 and every one of the town's citizens.

59
60 Mr. Johnson moved to reconvene regular session. Ms. Mabry seconded. All voted in favor.
61 **MOTION CARRIED.** *Standing ovation for all three retiring members, and they were excused.*

62
63 **A. Councilmember-Elect, The Hon. David Pellegrino.**

64 Benny Pellegrino read the oath of office for this father, to which Mr. Pellegrino so swore.

65
66
67 **B. Councilmember-Elect, The Hon. Bob Childs.**

68 Mrs. Nancy Childs read the oath of office for her husband, to which Mr. Childs so swore.

69
70
71 **C. Councilmember-Elect, The Hon. Ralph Magliette.**

72 Mrs. Patricia Magliette read the oath of office for her husband, to which Mr. Magliette so swore.

73
74
75 **8. MAYOR PRO TEMPORE ELECTION.**

76
77 Mr. Stevens moved to elect Mr. Pellegrino to serve as Mayor Pro Tempore. Ms. Mabry
78 seconded. All voted in favor. **MOTION CARRIED.** *(Applause)*

79
80 **RECESS at 6:46 p.m. - RECONVENE at 6:53**

81
82 **9. PUBLIC COMMENTS – Agenda Items (3 minutes.)**

83 There were no comments on agenda items.

84
85
86 **10. COMMUNICATIONS.**

87
88 **A. Department Reports.**

89
90 **i. Fire.** Chief Cimini presented the written report, a copy of which is on file. There was one fire
91 loss at DeFalco's Towing of \$550,000 during the month of April, but staff was able to prevent the fire from
92 spreading into the main office. Horry County and the City of Myrtle Beach assisted with the event. Staff
93 and volunteers continued with mandated training. The department responded to a total of 88 calls, which
94 is a 35-percent increase over 2013. June 5th at 6:30 is the first scheduled hurricane training session for
95 the public.

96
97 Mayor Samples thanked Chief Cimini and his staff for hosting the League of Cities meeting, and
98 preparing the dinner during which they provided excellent dinner service.

99
100 **ii. Planning, Building & Zoning.** Ms. Morris presented the written report, a copy of which is on
101 file. She reported the following statistics: Permits issued: 2014, 177, and 2013, 135; Inspections: 2014,
102 149, and 2013, 126; business license fees collected \$14,612 from 103 businesses, which includes license
103 renewals. The finance department reports on business license renewals, which is the same information
104 given in this report. Beginning next month, the license renewals will not be reported on this report. Town
105 property owners were asked to consider buying flood insurance. Staff was working with Community
106 Rating Service (CRS) to help offset future increases. Flood maps will be changed in the next few years;
107 owners purchasing flood insurance that are not currently in a flood zone will receive a discount. Public
108 workshops will continue being held about the changing flood requirements. The "Open for Business"
109 brochures are being used now; only positive feedback has been heard.

110

111 Mr. Magliette asked if a customer service survey card was included in the brochures. Ms. Morris
112 said a postcard is being designed to use for customer surveys that will be sent to the town administrator.
113

114 Ms. Mabry said the 56 page detailed permitting report was included in the package. After
115 discussion, Mr. Magliette was the only member that wanted to receive the detail permit report. The
116 information is published on the town website, and printed copies are available from the planning
117 department, if anyone else wanted a printed copy. Future reports will include a summary of permits
118 issued, and only Mr. Magliette will receive a detailed report.
119

120 Mayor Samples said it was important to share information with the resident and nonresident
121 property owners. The next newsletter will include information. Ms. Morris said the focus group chose four
122 target areas in town that will be sent letters about flood insurance; the first area is the rental district that
123 includes 911 owners. She expects that additional target areas will be added.
124

125 **iii. Police.** Chief Keziah presented the written report, a copy of which is on file. Statistics
126 reported: 11-percent increase in service calls - 1,048 in 2013, 1,167 in 2014; 24-percent increase in
127 arrests and citations - 212 in 2013, 263 in 2014, which is an average increase. There was one use-of-
128 force action. Sergeant Black tackled a suspect who was underage and under the influence of alcohol and
129 marijuana. Mandatory training was done by staff. Sergeant Bailey and the US Marshal Task Force
130 collected \$1,065 and cleared two warrants, which is lower than usual because Sergeant Bailey had
131 training and assisted with staffing issues. A press release was issued April 23 about the arrest of three
132 individuals charged with burglarizing over 30 vehicles in town. Most of the vehicles were unlocked; he
133 encouraged everyone to lock their cars and remove valuables from them.
134

135 Mr. Stevens challenged other councilmembers to participate in the Citizens Police Academy. As
136 part of that program he would participate in a ride-along.
137

138 Mr. Magliette received the message about revamping the beach program. He thought it was a
139 wonderful program and asked what the rationale was for the change. Chief Keziah said the changes
140 were to streamline enforcement and activities on the beach. He explained that not all the members
141 received it, because the message was sent to subscribers to the police department community notices.
142 Anyone who wishes to be included on the list was asked to contact him.
143

144 Mayor Samples said this was a classic case of not every member having the information, and
145 council would work diligently to ensure that all members have the same information so they may make
146 informed decisions.
147

148 **B. Administrator's Report – Update on Current Events.** Ms. Fellner said the South Carolina
149 Department of Transportation (DOT) had finally approved the brown recreational and cultural way finding
150 signs above Highway 17 at the 4-way intersection at Surfside Drive and Glenns Bay Road, which should
151 help to direct traffic to the pier area, and is the first step in the town's way finding signage project. DOT
152 also approved the no parking signs to be installed on the south side of Melody Lane. They will be
153 installed within a few weeks by DOT. First reading of the budget will be presented at the May 27th
154 meeting. She encouraged councilmembers to contact her with any specific budget requests. Ms. Fellner
155 thanked everyone involved in making the Founder's Day Weekend a great success; special thank you to
156 the 50th Anniversary Focus Group members, and all staff members that helped. The town received a
157 huge amount of positive press for the events. She also thanked Ms. Ellis and the fire department staff for
158 their awesome help with the League of Cities dinner.
159

160 Ms. Mabry thanked Ms. Fellner and staff, because of their preparation and hard work, council was
161 able to complete two days worth of work in one day, and spent a half-day discussing visions and goals.
162 The budget package is available on the town's website.
163

164 Mayor Samples agreed and said the introductory narrative was very helpful in understanding the
165 budget. The budget must be adopted by midnight June 30th. It was important to advise Ms. Fellner of

166 any budgetary items quickly. Mr. Eldridge, county administrator, and Mr. Gosnell, county engineer,
167 presented information on the Glenns Bay road improvements at the League of Cities meeting. They said
168 Glenns Bay is part of a solicitation package that they expect to issue in early summer.

169
170 **11. BUSINESS.**

171
172 **A. Resolution #14-144 Affirmation of Participation in the Community Rating System,**
173 **Councilmember Mabry.** Ms. Mabry said the resolution was presented to confirm the town's participation
174 and support for the Community Rating System. The resolution was read for the record; a copy of which is
175 on file. Mr. Stevens moved adopt Resolution #14-144. Mr. Johnson seconded. All voted in favor.
176 **MOTION CARRIED.**

177
178 **B. Town Council Subcommittee Appointments, Mayor Samples (May be deferred until**
179 **after executive session.)** Mayor Samples said appointments would be made after executive session.

180
181 **12. DISCUSSION – Any matters of concern or information to be discussed by Town**
182 **Council.**

183
184 Ms. Mabry thought the new members should be informed of the parking issues, because that was
185 one of the hot topics during the recent election. After discussion, **COUNCIL CONCURRED** to hold a
186 workshop to discuss parking and to determine whether the parking committee should continue. The
187 administrator was directed to send available dates to councilmembers to schedule the workshop, and
188 also provide information about special event parking options.

189
190 **COUNCIL CONCURRED to suspend parking enforcement town wide during the Memorial**
191 **Day Cookout from 3:00 p.m. to 7:00 p.m.**

192
193 **13. PUBLIC COMMENTS – General Comments (5 minutes.)**

194
195 Ms. Anita Crone handed Mayor Samples a flyer that was distributed in her neighborhood. She
196 was concerned that it implies that the brochure was done by the town. A copy was given to the
197 administrator for follow-up, if necessary.

198
199 Mr. Ron Ott said workshops were unscripted and were to share information. He believed some
200 workshops had just been round table meetings.

201
202 Ms. Wanda Burgess said it had been over a year since she asked about having dog waste pickup
203 stations on Ocean Boulevard. She was also concerned, because she continued to see people with dogs
204 on leashes while they were on skateboards, bicycles, or rollerblades, or a small child walking a large dog.
205 In her opinion, dogs could not be controlled when individuals were using sports equipment. She asked
206 that someone let her know about the waste pickup stations, and the dog control issue. She also wanted
207 to have it clarified whether bicycles were allowed on the sidewalks. The canal between 13th and 14th
208 Avenues South needed to be cleaned, because it smelled, and needed maintenance. Mayor Samples
209 suggested that Ms. Burgess speak to the administrator, as councilmembers could not respond during
210 public comments.

211
212 Mr. Harry Kohlmann said councilmembers not responding to public comments was offensive,
213 because the public could not get answers to simple questions that the public might need or want to hear.
214 When the council was seated in 2012, he thought council would be willing to engage the public when they
215 had questions. He hoped the parking committee would be invited to show its presentation at the parking
216 workshop, because all of the councilmembers needed to know exactly what the parking committee
217 wanted.

218
219 Mr. John Ard said the citizens own the town; not any one individual. He hoped to see many good
220 things happen during the next two years. The pier is the town's focal point, and there may be some

221 changes there. The town needs those changes to generate revenue and to bring in tourism. He urged
222 councilmembers to carefully consider proposals so the right things would be done for the town.
223

224 **10. COUNCIL COMMENTS.**
225

226 Mr. Childs said he personally wanted to hear the parking committee's presentation. The parking
227 issue was the biggest issue during his recent campaign. He welcomed the committee's and the public's
228 comments during the workshop. He thanked Mr. Smith, Ms. Kohlmann and Ms. Dodge for their service
229 on council. They did good jobs and the town owes them a great deal of gratitude.
230

231 Mr. Stevens agreed with Mr. Ard's comments. The members were elected to do the best they
232 could for the citizens. He hoped that would be accomplished in the next two years. He hoped and
233 prayed that every councilmember was given complete opportunity to know everything about every subject
234 that was presented for consideration, and that councilmembers would work together. He agreed that the
235 parking committee should be at the workshop. The outgoing councilmembers were thanked and told they
236 would be missed. He urged the public to check into the CRS program, because it would lower their flood
237 insurance premiums.
238

239 Ms. Mabry said the public comment section was time to address council; *Robert's Rules*
240 prohibited council from interrupting their time. The dog waste stations were part of a beautification project
241 that could not be funded. Council was planning to implement at least part of that project this year, but
242 nothing would be done until the parking issue was resolved. She encouraged the public to call the police
243 department when they were concerned about loose or uncontrolled dogs.
244

245 Mr. Johnson thanked everyone for attending the meeting.
246

247 Mr. Pellegrino appreciated everyone's support during the election and was glad to be serving on
248 council. He was sure he could have a positive impact and help the council and the public make good
249 decisions for the town. He thanked administration and the 50th Anniversary Focus Group for the
250 Founder's Day Weekend events; they were great. Many positive comments were heard. He appreciated
251 everyone's comments. Mr. Pellegrino said he promised to treat everyone with respect during the
252 campaign. He couldn't make any other promises, because there are seven members on the council. He
253 would not lie as he reports to someone much higher than us. If he does not know an answer, he will do
254 his best to find out. He agreed with transparent government, honesty and public participation. When
255 problems arise like parking, everyone needs to participate so the right answer can be determined the first
256 time. He looked forward to working for the town.
257

258 Mr. Magliette said Surfside Beach is a wonderful place to live, because of the people who live
259 here. He thanked all the volunteers who worked without recognition to beautify the town. He publicly
260 thanked Councilmember Pellegrino and his family for providing an ice cream social at the senior center;
261 the seniors enjoyed the children as much as the ice cream! The Keep Surfside Beach Beautiful
262 committee has been very busy; special thanks to Peggy Sattelmeyer, Mary Ellen Abrams, and Dora
263 Eaddy for their extra work replanting the baskets and beds at the pier on Saturday. Adopt-a-Beach is
264 active; the next event is Saturday, May 17th from 8:00 a.m. to 9:00 a.m. everyone was welcomed to help
265 clean the 10th to 13th Avenues South beach access areas. If you cannot attend Saturday, just contact him
266 to help another day. The South Strand Senior Center at 1032 10th Avenue North was updated with new
267 programs. Membership is \$20 per year; free lunch, free transportation, and free programs. This is a
268 great venue for any elderly residents that need fellowship and assistance. Please call manager Jackie
269 Willis at 843.238.3644 for additional information. The Friends of the Library Book sale is May 14th
270 beginning at 4:00 p.m. for the public. The Friends now have two \$1,000 scholarships that they provide to
271 graduating seniors in the community. Enrichment programs are also provided. The book sale is always
272 the second Wednesday of the month; books are priced very well. Mr. Magliette thanked everyone; said
273 God bless everyone, and it was a privilege to serve the town.
274

275 Mayor Samples said this was a wonderful opportunity for a fresh look and start for the town with
276 new members to address issues.

277
278 **15. EXECUTIVE SESSION.**

279
280 **A. Pursuant to FOIA §30-4-70(a)(2) to discuss proposed contractual arrangements (See**
281 **Business Item)**

282
283 **B. Pursuant to FOIA §30-4-70(a)(1) to discuss the appointment of a person to a public**
284 **body.**

285
286 Mr. Johnson moved to enter executive session at 8:04 p.m. Ms. Mabry seconded. All voted in
287 favor. **MOTION CARRIED.** Mr. Johnson moved to reconvene regular session at 9:07 p.m. Mr. Childs
288 seconded. All voted in favor. **MOTION CARRIED.** Mayor Samples said that no action was taken during
289 executive session.

290
291 Mr. Johnson moved to appoint Mr. Childs and Mr. Magliette to the infrastructure subcommittee.
292 Ms. Mabry seconded. All voted in favor. **MOTION CARRIED.**

293
294 Mr. Johnson moved to appoint Ms. Mabry and Mr. Pellegrino to the organizational subcommittee.
295 Mr. Childs seconded. All voted in favor. **MOTION CARRIED.**

296
297 Mr. Johnson moved to direct the town administrator to pursue legal action as discussed in
298 executive session. Ms. Mabry seconded. All voted in favor. **MOTION CARRIED.**

299
300 Mayor Samples noted that the finance subcommittee members were not changed.

301
302 **12. ADJOURNMENT.** Mr. Johnson moved to adjourn the meeting at 9:10 p.m. Ms. Mabry
303 seconded. All voted in favor. **MOTION CARRIED.**

304
305 Prepared and submitted by,

306
307 _____
308 Debra E. Herrmann, CMC, Town Clerk

309 Approved: May 27, 2014

310 _____
311 Douglas F. Samples, Mayor

312
313 _____
314 David L. Pellegrino, Mayor Pro Tempore

315 _____
316 Robert F. Childs, Town Council

317 _____
318 Mark L. Johnson, Town Council

319 _____
320 Mary Beth Mabry, Town Council

321 _____
322 Ralph J. Magliette, Town Council

323 _____
324 Randle M. Stevens, Town Council

325
326 *Clerk's Note: This document constitutes summary minutes of the meeting that was digitally recorded.*
327 *Audio recordings are published on the town website after the meeting (approximately two weeks) until the*
328 *minutes are approved and published. You may download the recording to your personal computer from*
329 *the website, or bring a flash drive to the town clerk to obtain a copy. Appointments to hear or to obtain*
copies of recordings should be scheduled with the town clerk, telephone 843.913.6333. In accordance
with FOIA, meeting notice and the agenda were distributed to local media and interested parties. The
agenda was posted on the town website, the entry door at Town Council Chambers, and in the Town Hall
reception area. Meeting notice was also posted on the town marquee.

Town of Surfside Beach
Finance Department Report: April 2014

General Fund

General Fund statement reflects revenue exceeding expenditures year to date by \$ 184k. Revenues exceed prior year by \$806k. This is due to three major items: moving parking revenues to General Fund \$150k, non recurring revenues \$218k and internal transfers from other funds \$228k. The non recurring revenues consist of fixed asset sales \$22k, insurance claims \$11k and underground utility reimbursement \$185k.

Local business licenses and permit fees exceed prior year by \$64k. The renewals are ahead of last year by more than \$26k. There were 24 new business license accounts opened in April, 10 new rentals, 8 new contractors, 1 new local business and 5 businesses located outside the town have obtained licenses to operate here.

Salaries and benefits are exceeding prior year due to the inclusion of salaries previously charged to Hospitality Fund and the increased cost in benefits.

Operating expenses in General Fund exceed last year by \$162k. Most of this increase is due to the cost of Lanier \$76k and the increased cost of tort insurance, utilities, and legal fees. Expenses are within the budget.

Special Revenue Funds

Capital Projects Fund-Expenditures this year total \$110k for various storm water projects and lake maintenance.

A-Tax Fund - Expenditures this year total \$407k for beach events, police patrol and advertising with the Grand Strand Chamber of Commerce. Check from the State for Jan- March totaled \$27k. This is lower than prior year due to adjustments made by the State.

Hospitality Fund- Hospitality collections exceed last year by \$22k. Overall the fund revenue has decreased due to parking revenues being reflected in General Fund.

Local A-Tax Fund - Revenue collected year to date is \$105k which is the same as last year.

Enterprise Funds

Pier Fund- Revenue from admissions to the Pier total \$172k this year which exceeds prior year. Parking revenues began in March and total over \$70k for the year.

Sanitation Fund - Revenue year to date exceeds prior year by \$177k. Summer service billing begins June 1.

Other - Lanier Parking:

Parking and citation revenue collected by Lanier FY YTD total \$220k. Lanier expenses for managing parking YTD are \$90k. Net revenue collected from Lanier totals \$ 131k.

Finance continues to work on the final 2014-2015 budget and fixed asset schedule.

**Town of Surfside Beach
General Fund
Summary Financial Information
Period Ending April 30, 2014**

Revenue	April 2014	YTD FY 2013-14	FY 13-14 Budget	Over/(Under) Budget	April 2013	YTD FY 2012-13
Property Taxes	\$ 39,580	\$ 2,412,208	\$ 2,367,600	\$ 44,608	\$ 39,169	\$ 2,128,484
Licenses & Permits	225,058	429,074	1,513,000	(1,083,926)	197,963	483,619
Franchise Fees	49,940	415,615	599,060	(183,445)	48,054	401,007
Fines	10,110	133,014	168,000	(34,986)	10,579	132,895
Interest	432	3,104	5,000	(1,896)	84	2,413
Intergovernmental	84,124	213,502	288,960	(75,458)	30,459	240,315
Recreation Revenue	185	13,374	18,500	(5,126)	808	18,730
Other Revenue	3,715	272,702	252,493	20,209	480	57,200
Lanier Parking	16,374	150,657	172,000	(21,343)	-	-
Other Financing Sources	5,224	601,568	693,856	(92,288)	104,539	373,654
Total Revenue	\$ 434,742	\$ 4,644,818	\$ 6,078,469	\$ (1,433,651)	\$ 432,135	\$ 3,838,317
Expenditures						
Salaries & Benefits						
Salaries	\$ 200,651	\$ 2,229,248	\$ 2,845,427	\$ (616,179)	\$ 210,069	\$ 2,150,754
Benefits	92,175	896,799	1,156,032	(259,233)	85,201	824,721
Total Salaries & Benefits	\$ 292,826	\$ 3,126,047	\$ 4,001,459	\$ (875,412)	\$ 295,270	\$ 2,975,475
Operating Expenditures						
Administration	\$ 6,490	\$ 70,258	\$ 160,895	\$ (90,637)	\$ 8,206	\$ 87,963
Finance	1,447	58,333	68,250	(9,917)	3,733	51,721
Court	3,194	33,448	46,830	(13,382)	3,551	29,682
Facilities	8,513	30,872	31,295	(423)	2,222	27,188
Police	19,451	246,462	316,787	(70,325)	22,864	220,768
Fire	15,583	149,554	166,203	(16,649)	16,481	118,673
Building & Zoning	2,982	30,906	42,090	(11,184)	5,785	48,112
Grounds	6,911	66,452	88,830	(22,378)	5,362	43,318
Public Works	19,591	198,312	231,550	(33,238)	(15,381)	199,602
Fleet Maintenance	4,893	26,233	30,710	(4,477)	2,436	19,892
Recreation & Special Events	22,277	108,766	144,820	(36,054)	7,847	86,684
Meters-Lanier	10,546	76,019	133,920	(57,901)	-	-
Non Departmental	5,799	77,441	91,200	(13,759)	8,490	77,437
Total Operating Expenditures	\$ 127,677	\$ 1,173,056	\$ 1,553,380	\$ (380,324)	\$ 71,596	\$ 1,011,040
Net Revenue/(Expenditures) Before Debt & Capital Expenditures	\$ 14,239	\$ 345,715	\$ 523,630	\$ (177,915)	\$ 65,269	\$ (148,198)
Debt and Capital Expenditures						
Debt Service	\$ -	\$ 88,108	\$ 88,098	\$ 10	\$ -	\$ 518,499
Capital Replacement	-	73,892	80,725	(6,833)	-	91,225
Capital Improvements	-	-	-	-	112,888	255,945
Transfer to Hospitality - Parking fines	-	-	-	-	422	18,249
Total Debt and Capital Expenditures	\$ -	\$ 162,000	\$ 168,823	\$ (6,823)	\$ 113,310	\$ 883,918
Total Expenditures	\$ 420,503	\$ 4,461,103	\$ 5,723,662	\$ (1,262,559)	\$ 480,176	\$ 4,870,433
Net Change in Fund Balance	\$ 14,239	\$ 183,715	\$ 354,807	\$ (171,092)	\$ (48,041)	\$ (1,032,116)
Beginning Fund Balance 7/01/2013		\$ 3,362,128	\$ 3,362,128			
Ending Fund Balance		\$ 3,545,843	\$ 3,716,935			

Town of Surfside Beach
Finance Department Report
April 30, 2014

General Fund	April 2014	YTD FY 13-14	FY 13-14 Budget	Over (Under) Budget	April 2013	YTD FY 12-13
Property Taxes						
Current Property Taxes	\$ 33,163	\$ 2,354,844	\$ 2,343,600	\$ 11,244	\$ 34,218	\$ 2,070,336
Motor Carrier Taxes	10	3,601	4,000	(399)	9	3,364
Penalties & Prior Year Taxes	6,407	53,763	20,000	33,763	4,942	54,784
	<u>\$ 39,580</u>	<u>\$ 2,412,208</u>	<u>\$ 2,367,600</u>	<u>\$ 44,608</u>	<u>\$ 39,169</u>	<u>\$ 2,128,484</u>
Licenses and Permits						
Business Licenses - Local	\$ 171,728	\$ 232,703	\$ 685,000	\$ (452,297)	\$ 146,898	\$ 197,288
Business Licenses - MASC	36,188	62,551	700,000	(637,449)	41,714	181,672
Animal Licenses	115	1,565	3,000	(1,435)	130	1,310
Building Permits	17,027	132,255	125,000	7,255	9,221	103,349
	<u>\$ 225,058</u>	<u>\$ 429,074</u>	<u>\$ 1,513,000</u>	<u>\$ (1,083,926)</u>	<u>\$ 197,963</u>	<u>\$ 483,619</u>
Franchise Fees						
Santee Cooper (Bi-Annual)	\$ -	\$ 142,948	\$ 265,000	\$ (122,052)	\$ -	\$ 138,241
GSW&SA (Monthly Installments)	17,381	173,812	199,000	(25,188)	16,620	166,201
TimeWarner (Quarterly)	32,334	98,088	125,000	(26,912)	31,232	94,993
HTC	225	767	460	307	202	572
Franchise Fees(Beach Services)	-	-	-	-	-	1,000
SCANA (Annual)	-	-	9,600	(9,600)	-	-
	<u>\$ 49,940</u>	<u>\$ 415,615</u>	<u>\$ 599,060</u>	<u>\$ (183,445)</u>	<u>\$ 48,054</u>	<u>\$ 401,007</u>
Fines and Forfeits						
Police Fines	\$ 8,382	\$ 110,960	\$ 140,000	\$ (29,040)	\$ 8,601	\$ 98,478
Victims Assistance	1,711	19,649	28,000	(8,351)	1,556	19,506
Parking Fines	17	2,405	-	2,405	422	14,911
	<u>\$ 10,110</u>	<u>\$ 133,014</u>	<u>\$ 168,000</u>	<u>\$ (34,986)</u>	<u>\$ 10,579</u>	<u>\$ 132,895</u>
Interest						
	\$ 432	\$ 3,104	\$ 5,000	\$ (1,896)	\$ 84	\$ 2,413
Intergovernmental Revenues						
Aid - Local Government Fund	\$ 17,774	\$ 65,000	\$ 75,000	\$ (10,000)	\$ -	\$ 47,236
Alcohol Permits	-	5,250	33,000	(27,750)	1,950	8,001
Homestead Exemption	38,487	38,487	36,000	2,487	-	-
Merchants Inventory	-	5,560	11,120	(5,560)	-	5,560
Government Grants	-	4,639	12,140	(7,501)	-	82,105
H.C. Recreation Dept.	-	11,707	11,700	7	-	11,707
H.C. Road Maintenance	27,863	82,859	110,000	(27,141)	28,509	85,706
	<u>\$ 84,124</u>	<u>\$ 213,502</u>	<u>\$ 288,960</u>	<u>\$ (75,458)</u>	<u>\$ 30,459</u>	<u>\$ 240,315</u>
Other Revenue-Spec Events/Rec						
Miscellaneous Revenues	185	13,374	18,500	(5,126)	808	18,730
	<u>\$ 185</u>	<u>\$ 13,374</u>	<u>\$ 18,500</u>	<u>\$ (5,126)</u>	<u>\$ 808</u>	<u>\$ 18,730</u>
Other Revenue						
Miscellaneous Revenues	3,715	53,348	37,255	16,093	480	16,789
Sale of Fixed Assets	-	22,751	18,635	4,116	-	-
Insurance Proceeds	-	11,577	11,577	-	-	4,500
Franchisee Reimbursement	-	185,026	185,026	-	-	35,911
	<u>\$ 3,715</u>	<u>\$ 272,702</u>	<u>\$ 252,493</u>	<u>\$ 20,209</u>	<u>\$ 480</u>	<u>\$ 57,200</u>
Lanier Revenue						
Parking Meters-Lanier	\$ 13,399	\$ 116,635	\$ 140,000	\$ (23,365)	\$ -	\$ -
Parking Citations-Lanier	2,975	34,022	32,000	2,022	-	-
	<u>\$ 16,374</u>	<u>\$ 150,657</u>	<u>\$ 172,000</u>	<u>\$ (21,343)</u>	<u>\$ -</u>	<u>\$ -</u>
Other Financing Sources						
Sanitation Fund	\$ -	\$ 75,000	\$ 100,000	\$ (25,000)	\$ 37,114	\$ 54,625
Accommodations Tax Fund	1,353	44,653	46,250	(1,597)	-	40,243
Interest Revenue Pier Enterprise	3,871	16,096	14,710	1,386	-	18,335
Pier Enterprise	-	28,050	37,400	(9,350)	-	14,055
Trans from Hospitality	-	260,669	306,696	(46,027)	-	110,470
Local Accommodations Tax Fund	-	148,000	150,000	(2,000)	67,425	135,926
Trans A-Tax Contractual Services	-	29,100	38,800	(9,700)	-	-
Total Other Financing Sources	<u>\$ 5,224</u>	<u>\$ 601,568</u>	<u>\$ 693,856</u>	<u>\$ (92,288)</u>	<u>\$ 104,539</u>	<u>\$ 373,654</u>
Total Revenue & Other Financing Sources	<u>\$ 434,742</u>	<u>\$ 4,644,818</u>	<u>\$ 6,078,469</u>	<u>\$ (1,433,651)</u>	<u>\$ 432,135</u>	<u>\$ 3,838,317</u>

Town of Surfside Beach
Capital Projects Fund
April 30, 2014

Capital Projects Fund	April 2014	YTD FY 13-14	FY13-14 Budget	Over (Under) Budget	April 2013	YTD FY 12-13
Revenue						
Property Taxes	\$ 78	\$ 61,905	\$ 60,200	\$ 1,705	\$ 4,709	\$ 299,083
Interest	86	931	-	931	103	815
Misc/Reimbursement	-	526	-	526	-	-
Total Revenue	\$ 164	\$ 63,362	\$ 60,200	\$ 3,162	\$ 4,812	\$ 299,898
Expenditures						
Lakes - Maint. & Enhancements	\$ 1,514	\$ 11,265	\$ 20,500	\$ (9,235)	\$ 1,799	\$ 13,407
Water Quality/NPDES	353	29,017	34,875	(5,858)	94	19,429
Storm water Improvements	15,927	70,034	539,000	(468,966)	-	15,380
Total Expenditures	\$ 17,794	\$ 110,316	\$ 594,375	\$ (484,059)	\$ 1,893	\$ 48,216
Net Change in Fund Balance	\$ (17,630)	\$ (46,954)	\$ (534,175)	\$ 487,221	\$ 2,919	\$ 251,682
Beginning Fund Balance 7/01/2013		\$ 596,668	\$ 596,668			
Ending Fund Balance		\$ 549,714	\$ 62,493			

Town of Surfside Beach
April 30, 2014
Special Revenue Funds
Accommodations Fund

	April 2014	YTD 2013-2014	FY 13-14 Budget	Over (Under) Budget	April 2013	YTD 2012-2013
Revenue						
Accommodations Tax	\$ 27,063	\$ 418,070	\$ 450,000	\$ (31,930)	\$ -	\$ 329,861
Special Events/Donations	-	4,127	-	4,127	-	1,905
Interest Income	35	358	200	158	26	354
Total Revenues	<u>\$ 27,098</u>	<u>\$ 422,555</u>	<u>\$ 450,200</u>	<u>\$ (27,645)</u>	<u>\$ 26</u>	<u>\$ 332,120</u>
Expenditures						
Police	\$ 16,370	\$ 78,925	\$ 120,134	\$ (41,209)	\$ 1,794	\$ 45,854
Fire	13,202	13,202	43,500	(30,298)	-	-
Public Works	49,190	49,190	50,000	(810)	9,253	49,829
Utilities	460	5,623	8,500	(2,877)	1,632	6,451
Special Events	3,737	38,993	57,140	(18,147)	4,078	44,170
Grants & Materials & Supplies	-	5,200	11,000	(5,800)	4,000	9,000
Fireworks Display	-	25,000	25,000	-	-	25,000
Advertising & Promotion	4,101	6,901	18,435	(11,534)	3,868	6,669
Advertising - MB Chamber (30%)	16,483	109,802	121,125	(11,323)	-	91,458
Trans to General Contractual	-	29,100	38,800	(9,700)	-	-
Trans to Beach Renourishment	-	-	50,000	(50,000)	-	-
Transfer to Gen Fund	1,353	44,653	46,250	(1,597)	-	40,243
Total Expenditures	<u>\$ 104,896</u>	<u>\$ 406,589</u>	<u>\$ 589,884</u>	<u>\$ (183,295)</u>	<u>\$ 24,625</u>	<u>\$ 318,674</u>
Net Change in Fund Balance	<u>\$ (77,798)</u>	<u>\$ 15,966</u>	<u>\$ (139,684)</u>	<u>\$ 155,650</u>	<u>\$ (24,599)</u>	<u>\$ 13,446</u>
Beginning Fund Balance 7/01/2013		<u>\$ 142,276</u>	<u>\$ 142,276</u>			
Ending Fund Balance		<u>\$ 158,242</u>	<u>\$ 2,592</u>			

Hospitality Fund

	April 2014	YTD 2013-2014	FY 13-14 Budget	Over (Under) Budget	April 2013	YTD 2012-2013
Revenue						
Hospitality Fees	\$ 33,421	\$ 484,119	\$ 625,000	\$ (140,881)	\$ 33,211	\$ 461,719
Meter Revenue	-	-	-	-	9,331	78,329
Logo/Promotion Sales/Misc	-	-	-	-	728	3,779
Other Revenue (Grants/Donations)	-	-	-	-	-	11,788
Interest Income	47	674	200	474	279	2,395
Transfer from G.F. Parking fines	-	-	-	-	183	18,249
Total Revenues	<u>\$ 33,468</u>	<u>\$ 484,793</u>	<u>\$ 625,200</u>	<u>\$ (140,407)</u>	<u>\$ 43,732</u>	<u>\$ 576,259</u>
Expenditures						
Police	\$ 5,744	\$ 70,997	\$ 105,310	\$ (34,313)	\$ 1,800	\$ 69,986
Meters	-	-	-	-	18,122	157,547
Fire	1,453	56,105	98,800	(42,695)	-	16,219
Grounds	1,367	18,222	111,700	(93,478)	(130)	20,863
Recreation	460	1,220	3,200	(1,980)	4,690	14,194
Professional Services	25,065	29,004	25,000	4,004	-	-
Transfer to Pier	-	47,960	47,960	-	-	-
Transfer to General Fund	-	260,668	306,696	(46,028)	-	110,470
Total Expenditures	<u>\$ 34,089</u>	<u>\$ 484,176</u>	<u>\$ 698,666</u>	<u>\$ (214,490)</u>	<u>\$ 24,482</u>	<u>\$ 389,279</u>
Net Change in Fund Balance	<u>\$ (621)</u>	<u>\$ 617</u>	<u>\$ (73,466)</u>	<u>\$ 74,083</u>	<u>\$ 19,250</u>	<u>\$ 186,980</u>
Beginning Fund Balance 7/01/2013		<u>\$ 369,888</u>	<u>\$ 369,888</u>			
Ending Fund Balance		<u>\$ 370,505</u>	<u>\$ 296,422</u>			

Local Accommodations Fund

	April 2014	YTD 2013-2014	FY 13-14 Budget	Over (Under) Budget	April 2013	YTD 2012-2013
Revenue						
Local Accommodations Tax	\$ 4,011	\$ 105,338	\$ 150,000	\$ (44,662)	\$ 4,698	\$ 104,521
Interest Income	-	35	-	35	11	208
Total Revenues	<u>\$ 4,011</u>	<u>\$ 105,373</u>	<u>\$ 150,000</u>	<u>\$ (44,627)</u>	<u>\$ 4,709</u>	<u>\$ 104,729</u>
Expenditures						
Transfer to General Fund	\$ -	\$ 148,000	\$ 150,000	(2,000)	\$ 67,425	\$ 135,926
Net Change in Fund Balance	<u>\$ 4,011</u>	<u>\$ (42,627)</u>	<u>\$ -</u>	<u>\$ (42,627)</u>	<u>\$ (62,716)</u>	<u>\$ (31,197)</u>
Beginning Fund Balance 7/01/2013		<u>\$ 46,685</u>				
Ending Fund Balance		<u>\$ 4,058</u>				

Town of Surfside Beach
April 30, 2014
Enterprise Funds

Pier Enterprise Fund

	April 2014	YTD 2013-2014	FY 13-14 Budget	Over (Under) Budget	April 2013	YTD 2012-2013
Revenue						
Income Rents/Leases	\$ -	\$ 47,661	\$ 80,000	\$ (32,339)	\$ 10,000	\$ 52,268
Other Income-Admissions	4,166	37,875	50,000	(12,125)	3,593	33,601
Other Income-Fishing	12,448	87,301	112,000	(24,699)	7,835	76,199
Meter Income-Lanier	10,881	57,874	75,000	(17,126)	6,046	34,036
Parking Fines-Lanier	1,750	12,460	17,000	(4,540)	505	855
Interest Income	15	163	-	163	24	713
Miscellaneous Income	-	-	-	-	-	1,110
Transfer from Hospitality	-	47,960	47,960	-	-	-
Total Revenues	\$ 29,260	\$ 291,294	\$ 381,960	\$ (90,666)	\$ 28,003	\$ 198,782
Expenses						
Operating Expenses	\$ 1,338	\$ 15,859	\$ 17,700	\$ (1,841)	\$ 8,219	\$ 21,588
Lanier(Operating)	4,431	21,165	25,000	-	-	-
Bank Fees(Lanier)	80	1,005	-	-	-	-
Depreciation Expense	-	85,460	115,000	(29,540)	-	-
Interest Expense (Loan)	3,871	16,096	14,710	1,386	-	18,335
Transfer General Fund	-	28,050	37,400	(9,350)	-	14,055
Total Expenses	\$ 9,720	\$ 167,635	\$ 209,810	\$ (39,345)	\$ 8,219	\$ 53,978
Change in Net Position	\$ 19,540	\$ 123,659	\$ 172,150	\$ (51,321)	\$ 19,784	\$ 144,804
Total Net Position - Beginning 7/01/2013		\$ 2,084,888	\$ 2,084,888			
Total Net Position - Ending		\$ 2,208,547	\$ 2,257,038			

Sanitation Fund

	April 2014	YTD 2013-2014	Fy 2013-14 Budget	Over (Under) Budget	April 2013	YTD 2012-2013
Revenue						
Sanitation Fees	\$ 101,571	\$ 1,082,010	\$ 1,256,000	\$ (173,990)	\$ 88,847	\$ 903,703
Grants, Gain/(Loss) on sale of F/A	-	1,947	1,700	247	-	2,659
Interest Income	115	1,133	2,800	(1,667)	143	1,894
Total Revenues	\$ 101,686	\$ 1,085,090	\$ 1,260,500	\$ (175,410)	\$ 88,990	\$ 908,256
Expenses						
Salaries & Operating Expenses	\$ 79,621	\$ 762,229	\$ 945,711	\$ (183,482)	\$ 67,918	\$ 741,184
Depreciation Expense	-	101,250	135,000	(33,750)	-	-
Transfer to General Fund	-	75,000	100,000	(25,000)	37,114	54,625
Total Expenses	\$ 79,621	\$ 938,479	\$ 1,180,711	\$ (242,232)	\$ 105,032	\$ 795,809
Change in Net Position	\$ 22,065	\$ 146,611	\$ 79,789	\$ 66,822	\$ (16,042)	\$ 112,447
Total Net Position - Beginning 7/01/2013		\$ 1,345,375	\$ 1,345,375			
Total Net Position - Ending		\$ 1,491,986	\$ 1,412,197			

Town of Surfside Beach										
Parking										
2013-2014 Fiscal Year 2013-2014 July 2013-June 2014										
	Meter/Paystn Revenue	Citation Revenue	Total Revenue	Lanier Charges	Net Lanier	Other parking Expenses	Net Revenue Parking	Season YTD	Lanier Budget	Var to Budget
2014									YR 2014	Month
January	\$ -	\$ 1,075	\$ 1,075	\$ -	\$ 1,075	\$ -	\$ 1,075	\$ 1,075	\$ (3,275)	4,350
February	-	3,125	3,125	4,747	(1,622)	238	(1,860)	(785)	(6,230)	4,608
March	7,897	4,175	12,072	6,373	5,699	19,908 *	(14,209)	(14,994)	(6,300)	11,999
April	24,280	4,725	29,005	14,259	14,746	798	13,948	(1,046)	6,145	8,601
May	-	-	-	-	-	-	-	-	21,205	(21,205)
June	-	-	-	-	-	-	-	-	38,635	(38,635)
2013									YR 2013	Month
July	63,050	7,775	70,825	15,448	55,377	1,042	54,335		53,248	2,129
August	43,328	7,978	51,306	13,738	37,568	2,747	34,821		31,956	5,612
September	22,690	7,879	30,569	13,239	17,330	1,176	16,154		5,460	11,870
October	13,264	5,801	19,065	12,026	7,039	622	6,417		6,220	819
November	-	2,775	2,775	4,536	(1,761)	248	(2,009)		(3,986)	2,225
December	-	1,175	1,175	5,312	(4,137)	41	(4,178)		(4,518)	381
Season 2014	\$ 32,177	\$ 13,100	\$ 45,277	\$ 25,379	\$ 19,898	\$ 20,944	\$ (1,046)	\$ (1,046)	\$ 50,180	\$ (30,282)
FYTD 13-14	\$ 174,509	\$ 46,483	\$ 220,992	\$ 89,678	\$ 131,314	\$ 26,820	\$ 104,494	\$ 104,494	\$ 138,560	\$ (7,247)
							* Meter cost	\$ 18,742		
	Pier Fund				General Fund					
	Meter	Citation	Expenses	Net	Meter	Citation	Expenses	Net	Total 2014	Total Month
2014										
January	\$ -	\$ 225	\$ -	\$ 225	\$ -	\$ 850	\$ -	\$ 850	\$ 1,075	\$ 1,075
February	-	1,075	1,472	(397)	-	2,050	3,513	(1,463)	(1,860)	(1,860)
March	5,119	1,550	2,003	4,666	2,778	2,625 *	24,278	(18,875)	(14,209)	(14,209)
April	10,880	1,750	4,511	8,119	13,399	2,975	10,546	5,828		13,947
May	-	-	-	-	-	-	-	-		-
June	-	-	-	-	-	-	-	-		-
2013										
July	14,220	1,500	3,298	12,422	48,830	6,275	13,192	41,913		54,335
August	12,594	1,675	3,297	10,972	30,734	6,303	13,188	23,849		34,821
September	9,274	1,250	2,883	7,641	13,416	6,629	11,532	8,513		16,154
October	5,787	2,275	2,529	5,533	7,477	3,525	10,118	884		6,417
November	-	925	957	(32)	-	1,850	3,827	(1,977)		(2,009)
December	-	235	1,070	(835)	-	940	4,283	(3,343)		(4,178)
Season 2014	\$ 15,999	\$ 4,600	\$ 7,986	\$ 12,613	\$ 16,177	\$ 8,500	\$ 38,337	\$ (13,660)	\$ (14,994)	\$ (1,047)
FYTD 13-14	\$ 57,874	\$ 12,460	\$ 22,020	\$ 48,314	\$ 116,634	\$ 34,022	\$ 94,477	\$ 56,179	\$ (14,994)	\$ 104,493

PUBLIC WORKS MONTHLY REPORT

APRIL 17TH – MAY 21ST, 2014

SANITATION DIVISION (FTEs – 9)

Residential Service – Fourteen carts were delivered, five once the certificates of occupancy had been issued and nine per owner requests. Five carts were repaired and five carts were replaced. Two carts were removed from locations with inactive accounts. Sanitation supervisor responded to fifteen calls regarding ordinance enforcement; thirty-seven calls regarding late put outs and/or questions about bulk/yard debris pick up, twelve calls involving billing questions, twenty-four calls concerning winter and summer roll-out services, seventeen miscellaneous calls, nineteen calls concerning storm debris removal, six follow-up calls and seven complaints.

Commercial Service – Service routes continue to be updated based on business needs. Six businesses increased dumpster pick-up service. Seven accounts required extra pick-up services due to overflow. Supervisor explained commercial collection schedules to four new businesses (Motionworks Multimedia, Simply Seaside Weddings, Coastal Home Makeover, & American Biker). Supervisor responded to two calls involving billing questions, one call regarding ordinance enforcement, six miscellaneous calls and one complaint.

Recycling News – Thirteen carts have been delivered to town residents upon request. Five carts have been removed per request. One cart was replaced. Supervisor responded to three miscellaneous calls with questions about recycling.

Household Hazardous/E-Waste Drop Off – 107 Town residents participated in the drop-off that took place from Friday, April 25th through Sunday, April 27th at the Public Works yard. 5570 pounds of hazardous materials was collected and transported to the Solid Waste Authority collection center. A total on the electronic waste collected will be forthcoming. Dates for the fall Drop Off are September 26th – 28th.

Summer Service – To date, 455 exemption requests have been received and processed. Three times a week roll out service began on Sunday, May 11th and continues until Sunday, September 7th.

Scrap Metal Recycling – We received a check in the amount of \$603.50 from Allen's Scrap Metal as well as a check in the amount of \$225.24 from Waccamaw Recycling for scrap aluminum signs.

In April we collected 431.66 tons of solid waste, 47.34 tons of mixed debris, 242.10 tons of yard debris, and 42.92 tons of recyclables.

Crews assisted with the Founders' Day Weekend celebration held on May 2nd through the 4th as well as setting up for the Farmers' Market held every Tuesday.

STREETS & DRAINAGE DIVISION (FTEs –8)

The Beach – Swash outlets being dug out to ensure proper water flow as needed. Beach is being raked three times a week, weather permitting. Beach trash and recycle cans are being serviced three times a week and on weekends.

On-going/Special Projects:

- The bid for the 3rd Avenue South Channel Bank Stabilization project was awarded to Tim's Construction Services, Inc. Work mobilization commenced on May 19th.
- The Streetscape area of Surfside Drive has been restriped just in time for the season, including parking spaces, handicapped areas, and crosswalks.
- Bids for the Myrtle & Magnolia Drainage Basins Improvements will be opened on Wednesday, May 28th at 2:00pm at Town Hall.
- Repairs to sections of 10th Avenue South sidewalk have been completed.

- Crews continue to remove debris and clean out ditches and storm drains.
- Work has been completed on the rebuild/repair to 12th Avenue North and 1st Avenue South Beach accesses.
- Additional new blue street name signs are being installed as time permits.
- Twice a week (Tuesday & Friday) spraying for mosquitoes has begun town wide in May.
- Street sweeping is being done on Mondays and Fridays, weather and time permitting.
- Crews assisted with the Founders' Day Weekend celebration held on May 2nd through the 4th.
- Dirt – is still available free of charge to town residents who come to Scipio Lane and load up the dirt themselves between the hours of 8:00am until 3:00pm on the third Saturday of each month. Those requesting delivery must have the Public Works Director or Street Supervisor inspect the delivery site and issue an inspection ticket confirming proper usage of the dirt prior to placing an order at Town Hall. This inspection will insure that the dirt is not being used to fill in ditches and/or swales that would interfere with our storm water drainage. An appointment can be made to pick up dirt other days by calling Public Works at (843) 913-6360.
- Eight reports were sent to Santee Cooper identifying street lights that were not functioning properly.
- From April 17th through May 21st Public Works assistant answered 447 incoming calls. 313 of those calls dealt with sanitation questions/concerns; 36 calls dealt with street related issue – street/drainage issues, streetlights, and questions about driveway inspections and dirt delivery; 19 calls dealt with parks/grounds issues; 23 were internal calls dealing with department and/or personnel issues and/or questions; 31 calls were received for the Public Works Director; 25 calls dealt with miscellaneous questions, wrong departments and/or telemarketers.

GROUNDS DIVISION (FTEs-4)

- The Veterans' Memorial fountain was cleaned and crews freshened up the landscaping in preparation for the Memorial Service being held on Monday, May 26th.
- Ball fields are being prepared as needed for games.
- Crews assisted with the Founders' Day Weekend celebration held on May 2nd through the 4th.
- Inspection of playground equipment and needed maintenance is being done weekly. Necessary repairs are being made to insure the safety of our children.
- Spring clean up, mowing, and mulching are being done at all Town properties.
- Repairs/replacements are being made to fountains & lights in town lakes. Debris clean up and spraying of lakes has begun.

FLEET MAINTENANCE DIVISION (FTE-2)

From April 17th through May 21st our mechanics completed eighty-two repairs on Town vehicles and equipment. Four vehicles had flats repaired, and six 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) along with "winterization" were performed on fifty-three Town vehicles and/or equipment.

FACILITIES DIVISION (FTE-2)

- Repairs and renovations have been completed at the Civic Center.
- Crew assisted with the Founders' Day Weekend celebration held on May 2nd through the 4th.

PIER

- A bicycle rack has been installed at the Pier.
- Repairs/replacements have been made to several of the Pier dome lights.
- The sunburn prevention trailer, made possible by volunteers from the Surfside Baptist Church, was put into service at the pier on May 23rd.

Public Works Summer Hours are in effect. Crews work 6am – 3pm, with lunch from 11am – 12pm Monday through Friday.

ADDITIONAL NOTES: Congratulations to Street division employees Willie Myers and Tom Nopsker! They took second and third places, respectively, in the American Public Works Association's SC Pee Dee Backhoe Rodeo held on May 19th in Conway.



SPECIAL EVENTS & RECREATION DEPARTMENT MAY 2014 MONTHLY REPORT

SPECIAL EVENTS

FOUNDERS' DAY WEEKEND – May 2nd thru 4th

On Friday, a ribbon cutting ceremony was held to kick off the weekend and to celebrate the sand sculpture, designed and sculpted by Team Sandtastic, Sarasota, Florida and sponsored by the Myrtle Beach Area Chamber of Commerce. A huge thank you goes to the Chamber for the sculpture. Nothing but positive comments were received and most people wanted it left up permanently. Also, Sea Cruz performed to an estimated crowd of 500 people. Concessions were prepared and sold by staff. Concession sales were \$670.00.

An old fashioned carnival was held on Saturday with a carousel, carnival games, face painting, a juggler, magician and stilt walker. Food and drink were sold by Surf Diner and Pier Outfitters sold ice cream and snowcones. Volunteers from the Grand Strand Pastors Co-op assisted with the carnival games and volunteers from the Chamber manned the tent selling town merchandise as well as 50th anniversary merchandise. Thank you to all the volunteers. A fireworks display was conducted off the end of the pier at 9:00 p.m. and was absolutely great with an abundance of positive comments on the day. Attendance was estimated at approximately 400 for the day.

On Sunday, the Grand Strand Pastors Co-op performed a Blessing of the Beach on the pier after a beautiful sunrise. The service consisted of invocation by Low Country Community Church, music by Low Country Community Church and St. James United Methodist Church Gospel Choir, sermonette by Surfside United Methodist Church and closing prayer by First Baptist Church of Surfside. A thank you to the Pastor's Co-op for this event. Later in the afternoon, entertainment was provided by Glenn Hanson at the Passive Park with boxed chicken lunches.

Town merchandise and 50th Anniversary merchandise was sold at all the events for the weekend with a sales total of \$4,109.00. FYI – WPDE was the lowest bid for the commercial for Founder's Day and just wanted to say what a great job of coverage they did: commercial, Live with Amanda remote at the event, Carolina & Co. Live coverage, ads on their website, an ad aired in all their newscasts and live coverage for the news at the events.

Our Farmer's Market opened on Tuesday, May 6th and is open every Tuesday from 10 a.m. to 3 p.m. The market is averaging 13 to 15 vendors each week. Please come out and support our market.

Sunday Serenades began Sunday, May 25th and will continue each Sunday through August 31st from 2 p.m. to 5 p.m. at the Passive Park.

A ribbon cutting ceremony was held on Monday, May 19th to rename North Poplar Park to T. J. "Bill" Harrison Park in honor of our first mayor. Randy, Bill and Linda Harrison were in attendance to honor their father.

St. James Middle School conducted their annual field trip here on Tuesday, May 20th. There were 43 children who were divided into three groups and toured the Police Department, Fire Department and Court, rotating every 20 minutes. The children enjoyed the tours and were very inquisitive concerning each department. I would like to publicly thank Kenny Hofmann and Travis Bailey with the Police Department, Prentice Williams with the Fire Department and Valerie Riley with the Court. They all did an excellent job with the tours and the children. Also, a huge thank you to Mary Lynn Stalnaker who very graciously served as our "mock" prisoner for the day.

The Civic Center was closed for two weeks for repairs and small renovations (photos are attached). Ceiling tiles were replaced, walls painted, new paneling, a new closet was built, new chair railing, new baseboards, new doors and the floors were stripped and waxed. Thank you to Dennis and Lenny with the Facilities Department who did an excellent job.

The Grand Strand Pastor's Co-op held a luncheon for the all town employees at the Fire Department. Food included chicken bog, green beans, slaw, rolls, cake and ice cream. Approximately 45 employees participated as well as council. Thank you so much to the Pastor's Co-op, it is truly appreciated by the employees.

A schedule of the upcoming Movies After Dark at Martin Field is attached.

UPCOMING EVENTS

1. **FARMERS MARKET** – Tuesdays, 10 a.m. to 3 p.m. – T. J. "Bill" Harrison Park
2. **SUNDAY SERENADES** – Sundays, 2 p.m. to 5 p.m. – Passive Park – May 25th thru August 31st
3. **MOVIES AFTER DARK** – Thursdays, 9 p.m. – Martin Field – June 12th thru August 14th





Movies After Dark

SCHEDULE

**Thursdays at Martin Field, 9:00 pm
Concessions by Sophia's**

6/12/14 – Alvin and the Chipmunks:
Chipwrecked

6/19/14 – Rookie of the Year

6/26/14 – Madagascar 2

7/10/14 – Night at the Museum

7/17/14 - Madagascar 3

7/24/14 – Marmaduke

7/31/14 – Kung Fu Panda

8/07/14 – Mr. Peabody & Sherman

8/14/14 – Rio 2

**Contact Debbie Ellis with any
questions at (843)650-9548**

**Surfside Beach, the Family Beach...
it's ALL RIGHT here!**

Decision Paper

Written by: Debra Herrmann and Micki Fellner

1. **SUBJECT:** First Reading of Ordinance #14-0776 to amend Chapter 4, Article II, Peddling and Soliciting to Establish Purpose and Intent and to clarify when allowed.

2. **PURPOSE:** To clearly establish that the purpose of this article is to allow peddlers (vendors) to perform short-term, temporary services for town residents after declared disaster events, and to protect residents from peddlers soliciting during other times and to establish town administrator as authority to issue licenses and times allowed.

3. **FOR:** To prevent peddling as a normal course of business by town licensed businesses.

4. **ASSUMPTIONS:**

(a) The town will continue to have emergency disaster events like hurricanes and ice storms

(b) The town desires to protect its residents from peddler solicitation as a routine process

(c) The town desires to enable peddlers to offer short-term temporary work to aid residents in the repair and clean-up of their property after a declared emergency disaster

5. **FACTS:**

(a) The current code as it exists was adopted in 2009 but does not exclude businesses with a Surfside Beach business license from peddling twice a year

(b) Town businesses will continue to seek solicitation permits that must be issued under the current code

6. **IMPACT OF SUCCESS OR FAILURE:**

(a) Failure to adopt the preamble will allow any business that has purchased a town business license to solicit business door-to-door in town twice a year

(b) Adopting the preamble will prevent licensed businesses from soliciting door-to-door throughout town

(c) Amending paragraph (d) will enable the town administrator to appropriately handle peddling requests after emergency events

7. **RECOMMENDATION:** Approve as presented.

8. **RATIONALE FOR RECOMMENDATION:** Approval of this will establish that the purpose of the peddling and soliciting article is for the sole purpose of providing services to town residents after declared disasters in order to make their homes ready for living and/or business properties ready to open as quickly as possible after an emergency event.

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 ____ day of _____ 2014.

Douglas F. Samples, Mayor

David L. Pellegrino, Mayor Pro Tempore

Robert F. Childs, Town Council

Mark L. Johnson, Town Council

Mary M. Mabry, Town Council

Ralph J. Magliette, Town Council

Randle M. Stevens, Town Council

Attest:

Debra E. Herrmann, CMC, Town Clerk

Decision Paper

Written by: Debra Herrmann and Micki Fellner

1. **SUBJECT:** First reading Ordinance #14-0777 to increase the procurement dollar amount for formal bids

2. **PURPOSE:**

- (a) To increase the bid threshold from \$5,000 to \$10,000
- (b) To clarify authority to approve purchases
- (c) To establish purchase order system

3. **ASSUMPTIONS;**

- (a) The town will continue to purchase services and/or materials to continue its operations
- (b) The price of services and materials have been increasing steadily over the past several years

4. **FACTS:**

- (a) The current bid threshold of \$5,000 was established by Ordinance #00-0450 on October 24, 2000
- (b) The cost of doing business has risen substantially since 2000 and staff is regularly bidding for materials and services, because of the low threshold
- (c) Establishing a purchase order system will ensure that the town administrator approves all expenditures during any one fiscal year that exceed \$10,000
- (d) Establishing a \$10,000 threshold will enable town staff to conduct business more quickly and efficiently for most routine operations

5. **IMPACT OF SUCCESS OR FAILURE:**

- (a) Failure to adopt the higher bid threshold will require bid letting for all services and materials that cost \$5,000 or more
- (b) Adopting the higher bid threshold will result in a reduced number of bids let for routine operational expenditures, and result in increased savings of both money and time, and allow staff to proceed with projects up to \$10,000 more quickly

6. **RECOMMENDATION;**

- a. Approve as presented.
- b. **RATIONALE FOR RECOMMENDATION:** Service is the goal; increasing the threshold for bid letting will allow operations to continue more efficiently; saving time, and cost of letting bids

STATE OF SOUTH CAROLINA)
)
COUNTY OF HORRY)
)
TOWN OF SURFSIDE BEACH)

AN ORDINANCE OF THE TOWN OF SURFSIDE BEACH
TO AMEND §2-208 TO INCREASE THE DOLLAR AMOUNTS
FOR BIDDING AND PROCUREMENT and TO AMEND
§2-209 BIDDING PROCEDURES.

WHEREAS, the Mayor and Town Council of the Town of Surfside Beach, in council duly assembled desire to amend Section 2-208 Bidding and Quotation Requirements and Approved Authority of the Town Code of Ordinances; and

WHEREAS, Town Council discussed the dollar limitations on purchasing during the recent budget workshop and determined that the dollar values were too low to effectively conduct business,

NOW, THEREFORE, Section 2-208 Bidding and Quotation Requirements And Approved Authority of the Town Code of Ordinances is hereby amended to:

Sec. 2-208. Bidding, quotation and purchase order requirements and approval authority.

(a) An item or group of items involving a single vendor and in excess of five ten thousand dollars (~~\$5,000.00~~) (**\$10,000**) requires the execution of formal bidding procedures as set forth in Section 2-209 hereinbelow.

(b) An item or group of items involving a single vendor and in excess of one thousand dollars (\$1,000.00), but less than five ten thousand dollars (~~\$5,000.00~~) (**\$10,000**) requires execution of informal bidding procedures as set forth in Section 2-209 hereinbelow.

(c) An item or group of items involving a single vendor and in an amount of less than one thousand dollars (\$1,000.00) shall be approved by the department head without obtaining more than one (1) quotation as long as expenditure meets approved budget guidelines.

(d) Any expenditure over one thousand (\$1,000.00) dollars shall be approved in advance by the town administrator.

~~(d)~~ (e) The administrator ~~together with the finance director~~ shall approve all purchases whether or not the expenditure is budgeted for which it has been determined the expenditure is in the best interest of the town and funds are available without exceeding the approved budget, subject to bid and quotation requirements set forth in this section and section 2-209 hereinbelow.

(e) (f) The administrator shall inform town council in writing of any purchases, contracts or agreements or modifications thereto within fifteen (15) days of any purchases, contracts or agreements or modifications thereto when any of the

purchases, contracts or agreements or modifications thereto exceeds ~~five~~ **ten** thousand dollars ~~(\$5,000.00)~~ **(\$10,000)**.

(g) All equipment, supplies or contractual services that exceed ten thousand (\$10,000.00) dollars during any one fiscal year shall require a purchase requisition approved by the town administrator, and submitted to the finance department. The finance department shall prepare a purchase order, which shall serve as the purchase agreement. No purchase shall be subdivided to avoid the requirements of this section.

Sec. 2-209. Bidding procedures.

(a) *Formal bids.*

(1) *Class 1—Nonbudgeted expenditures* ~~\$5,000~~ **\$10,000** *and over.* Nonbudgeted expenditures ~~five ten~~ thousand dollars ~~(\$5,000.00)~~ **(\$10,000)** and over shall require preparation of detailed specifications; bid package; advertisement in the legal section of a newspaper with general circulation in Surfside Beach at least once and not less than ten (10) nor more than thirty (30) days prior to the final submission date and time established for receiving bids. The administrator **or his designee** shall conduct a public bid opening in the presence of the appropriate department head. Bid tabulation, minutes of the opening, and bid specification compliance reviews shall be completed. **Pursuant to §2-209(a)(1)** the administrator shall submit bids, advertisement, minutes, bid tabulation, and administrator's recommendation to the mayor and town council for review and award. Bids received after the established deadline shall not be considered.

(2) *Class II—Budgeted expenditures* ~~\$5,000~~ **\$10,000.00** *and over.* Budgeted expenditures ~~five ten~~ thousand dollars ~~(\$5,000.00)~~ **(\$10,000.00)** and over shall require preparation of detailed specifications; bid package; advertisement in the legal section of a newspaper with general circulation in Surfside Beach at least once and not less than ten (10) nor more than thirty (30) days prior to the final submission date and time established for receiving bids. The administrator **or his designee** shall conduct a public bid opening in the presence of the appropriate department head. Bid tabulation, minutes of the opening, and bid specification compliance reviews shall be completed. **Pursuant to §2-209(a)(2)** the administrator in his sole discretion shall award bids based on lowest and/or best bid for any budgeted item regardless of cost. Bids received after the established deadline shall not be considered.

(b) *Informal bids—Expenditures over \$1,000 and less than* ~~\$5,000~~ **(\$10,000.00)**. Expenditures over one thousand dollars (\$1,000.00) and less than ~~five ten~~ thousand dollars ~~(\$5,000.00)~~ **(\$10,000.00)** shall require the administrator to receive three (3) ~~oral or~~ written quotations from separate vendors. ~~The department head must document oral quotations.~~ The administrator may award the bid after compliance review.

All other portions of Chapter 2 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 ____ day of _____ 2014

Douglas F. Samples, Mayor

David L. Pellegrino, Mayor Pro Tempore

Robert F. Childs, Town Council

Mark L. Johnson, Town Council

Mary Beth Mabry, Town Council

Ralph J. Magliette, Town Council

Randle M. Stevens, Town Council

Attest:

Debra E. Herrmann, CMC, Town Clerk

Decision Paper

Written by: Debra Herrmann and Micki Fellner

1. **SUBJECT: First Reading of Ordinance #14-0778** To Amend §5-32 Statement of Economic Interest ¶ (B) Candidates for Town Council and to Amend §5-33 Campaign Disclosure Forms
2. **PURPOSE:** To amend the Town Code of Ordinances to comply with South Carolina Code regarding candidates filing Statements of Economic Interest (SEI) and campaign disclosure forms.
3. **ASSUMPTIONS;**
 - (a) The Town of Surfside Beach will continue to hold elections to seat councilmembers every even numbered year
 - (b) The Town of Surfside Beach desires to comply with South Carolina Code regarding elections and the code requirements of the SC Ethics Commission
4. **FACTS:**
 - (a) The Town of Surfside Beach held a general election in April 2014
 - (b) During said election, it was determined that SC Code no longer requires statements of economic interest from *all* candidates; only the successful candidates
 - (c) The Town of Surfside Beach Code of Ordinances conflicted with said (b) above in that town code required that candidates bring a completed SEI to the candidate filing appointment
 - (d) The State Ethics Commission worked with the town in order to have candidates for the April 2014 Election comply with the town code
 - (e) The State Ethics Commission attorney and the town attorney advised that the town code should be amended to simply state that candidates will comply with SC Code as applies to SEI filing and campaign disclosure forms
5. **IMPACT OF SUCCESS OR FAILURE:**
 - (a) Failure to amend the town code will result in Town Council candidates being unable to comply with the requirement to deliver a completed SEI at the filing appointment; and properly filing campaign disclosure forms
 - (b) Success will be achieved by candidates being able to properly file with the town for the election and also complying with applicable State Codes regarding SEI and campaign disclosure filing
6. **RECOMMENDATION:** Approve as presented.
7. **RATIONALE FOR RECOMMENDATION:** The Town wants to comply with all State Codes and its own Code of Ordinances; conflicts between the codes default to compliance with State Code, therefore, in this particular ordinance, pursuant to two attorneys' recommendations, the proposed ordinance will amend the Town Code as recommended.

1304, and 1308 and Chapter 17, Title 2. Disclosures and reports must be filed using an Internet based filing system as prescribed by the SC Carolina Ethics Commission.

Candidates for Town Council shall comply with the South Carolina Code of Laws in regard to filing campaign disclosure forms.

All other portions of Chapter 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 ____ day of _____ 2014.

Douglas F. Samples, Mayor

David L. Pellegrino, Mayor Pro Tempore

Robert F. Childs, Town Council

Mark L. Johnson, Town Council

Mary Beth Mabry, Town Council

Ralph J. Magliette, Town Council

Randle M. Stevens, Town Council

Attest:

Debra E. Herrmann, CMC, Town Clerk

Section 6. Attachment A identifies all Capital Equipment in excess of Five Thousand (\$5,000) Dollars authorized for acquisition under these appropriated amounts within all funds. Attachment B identifies all Capital Improvements in excess of Five Thousand (\$5,000) Dollars authorized for acquisition under these appropriated amounts within all funds. Attachment C sets forth miscellaneous fees charged by the town. Attachments A, B and C are hereby incorporated into this ordinance as if fully set forth herein.

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 July 1, 2014 upon approval 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 ___ day of _____ 2014.

Douglas F. Samples, Mayor

David L. Pellegrino, Mayor Pro Tempore

Robert F. Childs, Town Council

Mark L. Johnson, Town Council

Mary Beth Mabry, Town Council

Ralph J. Magliette, Town Council

Randle M. Stevens, Town Council

Attest:

Debra E. Herrmann, CMC, Town Clerk

EXHIBIT 1 - Ordinance #14-0779

Government Funds	Revenue	Transfers in & Other Sources	Fund Balance	Total Sources	Expenditures	Transfers Out	Total Uses
General Fund	\$ 5,324,665	\$ 712,100	\$ 274,240	\$ 6,311,005	\$ 6,311,005	\$ -	\$ 6,311,005
Special Revenue Funds				-			
Hospitality Fund	652,000	-	-	652,000	401,500	250,500	652,000
Accommodations Fund	520,300		29,670	549,970	271,820	278,150	549,970
Local Accommodations Fund	150,220	-	-	150,220	-	150,220	150,220
Capital Projects Fund	61,400	124,000	44,100	229,500	229,500	-	229,500
Total General and Special Revenue	\$ 6,708,585	\$ 836,100	\$ 348,010	\$ 7,892,695	\$ 7,213,825	\$ 678,870	\$ 7,892,695
Proprietary							
Sanitation Fund	\$ 1,359,800			\$ 1,359,800	\$ 478,365	\$ 881,435	\$ 1,359,800
Pier Fund	350,575			350,575	13,450	337,125	350,575
Total Proprietary Funds	\$ 1,710,375	\$ -	\$ -	\$ 1,710,375	\$ 491,815	\$ 1,218,560	\$ 1,710,375
Total all Funds	\$ 8,418,960	\$ 836,100	\$ 348,010	\$ 9,603,070	\$ 7,705,639	\$ 1,897,430	\$ 9,603,069

**Town of Surfside Beach All Funds
Proposed Budget 2014-2015
Authorized for Acquisition by the FY 2014-2015 Budget**

FUND	Capital Equipment over \$5,000		Totals
	Cost	Description	
General			
Grounds	\$ 20,000	F-150 pickup	
Grounds	7,000	Life Trail	
Public Works	125,000	Street Department Dump Truck	
Public Works	60,000	Backhoe	
Public Works	7,450	Radio	
Fleet Maintenance	13,000	Fuel pump system	
Non Departmental	42,800	IT Equipment	
			\$ 275,250
Hospitality			
Police	\$ 44,800	Radios	
Police	38,100	SUV for patrol	
Fire	26,100	Radios	
Fire	9,000	Pagers	
Fire	15,000	Safety up Eng 57	
	10,000	Cap and Slide Chief	
	6,000	Generator on Engine	
			\$ 149,000
Accommodations Tax Fund			
Police	\$ 13,500	Ocean Rescue Equipment	
			\$ 13,500
Sanitation Fund			
Sanitation	\$ 280,000	Sanitation Truck	
Sanitation	5,325	Radios	
			\$ 285,325
Pier Fund			
	\$ 10,000	HVAC	
	12,000	Sign	
			\$ 22,000
Total ALL FUNDS		\$745,075	\$745,075

**Town of Surfside Beach All Funds
Proposed Budget 2014-2015
Authorized for Acquisition by the FY 2014-2015 Budget**

FUND	Capital Improvements over \$5,000		Totals
General	<u>Cost</u>	<u>Description</u>	
	\$ -	\$ -	\$ -
Hospitality			
Public Works	25,000	ADA Bathroom Pier Lot	
Non Departmental	200,000	Refurbish Building	\$ 225,000
Capital Projects			
	\$ 193,000	Stormwater Improvements	\$ 193,000
Total ALL FUNDS	\$ 418,000		\$ 418,000

Attachment C - Fees Collected

Fees for Town Merchandise

Description	Amount
Surfside Beach Caps	\$8.00
Surfside Beach Visors	\$7.00
50 th Anniversary Caps	\$12.00
50 th Anniversary Long Sleeve T-Shirt	\$12.00
50 th Anniversary Short Sleeve T-Shirt	\$12.00
Town of Surfside Beach Pier Long Sleeve T-Shirt	\$12.00
Town of Surfside Beach Pier Short Sleeve T-Shirt	\$10.00
Town of Surfside Beach Tumbler	\$5.00
Town of Surfside Beach Sticker (SSB)	\$1.00
Town of Surfside Beach License Plate	\$5.00

Miscellaneous Fees

Description	Amount
Copy – black and white per copy	.10
Copy – color per copy	.25
Fax per page	\$1.00
Notary Fees	\$5.00

Codified Fees:

- §3-23 Registration of Dogs (Pet Licenses)
- §4-4 License Fee and §4-20.2 Classification and rates (Business Licenses)
- §8-112(c) Service Charges (False Alarms)
- §9-16(a)(2) Non-resident residential Property Owner vehicles including golf carts.
- §9-16(b)(1) & (2) Golf Cart Registration Fees
- §13-52 Building permit and review fees

Fees Collected by Others

Lanier Parking Solutions - §9-9 Charges (Parking Fee)

Sanitation Enterprise Fund via Grand Strand Water and Sewer Authority - §7-12 Service Charges:

Attachment C - Fees Collected

Civic Center Fees (approved by Town Council, but not codified)

Description	Amount
Mary Kay, every Tuesday – daily rate	\$25.00
Al-Anon – every Monday - monthly rate	\$20.00
Square Dance- 1 st , 2 nd , & 4 th Wednesdays – daily rate	\$25.00
Round Dance – 1 st Sunday - monthly rate	\$25.00
Oasis of Hope Church – Every Sunday – daily rate	\$25.00
Town License and 10% of total monthly fees paid to the town	
Line Dance – every Monday	
Line Dance – every Wednesday	
Hula – every Monday	
Line Dance/Zumba every Monday	
Line Dance/Zumba every Wednesday	
Civic Center Large Room – capacity 100	\$45.00
Civic Center Large Room – cleaning deposit	\$50.00
Civic Center Small Room capacity 25	\$35.00
Civic Center Small Room – cleaning deposit	\$50.00
Floral Clubhouse – capacity 35	\$35.00
Floral Clubhouse – cleaning deposit	\$50.00

Surfside Pier Fees (Established by Town Council as governing body in Pier Lease dated 05/06/2010)

Bottom Fishing	Non-Residents:	\$9 + tax per Person Daily
		\$40 + tax per Person Weekly
	<i>Residents:</i>	\$150 + tax per Person Yearly
		\$4.50 + tax per Person Daily
Float Fishing	Non-Residents:	\$20 + tax per Person Weekly
		\$75 + tax per Person Yearly
		\$12.50 + tax per Person Daily
	<i>Residents:</i>	\$62.50 + tax per Person Weekly
		\$200 + tax per Person Yearly
		\$6.25 + tax per Person Daily
Walking	Non-Residents:	\$31.25 + tax per Person Weekly
		\$100 + tax per Person Yearly
	<i>Residents/2nd Home Owners:</i>	Age 7 and under are free
		\$1.00 per Person Daily
<i>\$0 per Person Daily - All home owners with proof of home ownership and required ID get a free pass at Town Hall.</i>		

Sec. 3-23. Registration of dogs.

It shall be unlawful for any person who owns or who has in his control a dog over four (4) months of age to fail to register the dog by application for a certificate of registration and payment of a fee of ten dollars (\$10.00), except for service dogs which shall be exempt from registration fees. The town may from time to time offer a period for registration wherein the fee is waived or the applicable fee is designated for a specific pet related need. Certificates shall be numbered in the order of issue and shall be in force until June 1 each year and must be renewed annually with a payment of a current fee as provided for in the town's annual budget. All dogs registered shall wear a suitable collar for the attachment of the tag. The tag shall have the number of the registration certificate shown thereon. Any dog within the town not registered shall be impounded by the town, and turned over to a local humane shelter or animal control facility and become subject to adoption or be disposed of pursuant to state law.

Sec. 4-4. License fee.

(a) The required license fee shall be paid for each business subject hereto according to the applicable rate classification on or before the first day of June in each year, except for those businesses in Rate Class 8 for which a different due date is specified.

(b) A separate license shall be required for each place of business and for each classification or business conducted at or from that place of business. Where more than one (1) calling, business, occupation or profession is conducted at or from a place of business, a separate business license is required for each such calling, business, occupation or profession. If gross income cannot be separated for classifications at one (1) location, the license fee shall be computed on the combined gross income for the classification requiring the highest rate. A license fee based on gross income shall be computed on the gross income for the preceding calendar or fiscal year, and on a twelve-month projected income based on the monthly average for a business in operation for less than one (1) year. The fee for a new business shall be computed on the estimated probable gross income stated in the license application for the balance of the license year. The initial fee for an annexed business shall be prorated for the number of months remaining in the license year. No refund shall be made for a business that discontinues operation or changes ownership prior to expiration of a license year.

Sec. 4-20.2. Classification and rates. (The rate class index is available on line at <https://library.municode.com/index.aspx?clientId=14100>)

(a) The sectors of businesses included in each rate class are listed with the U.S. Office of Management and Budget Standard Industrial Classification Manuals and Codes ("SIC Codes"). The alphabetical index in this article is a tool for classification, not a limitation on businesses subject to a license tax. The license official shall determine the proper class for a business according to the applicable SIC Code, whether or not the business is listed in the alphabetical index.

Town Code of Ordinances Relating to Fees

(b) The license fee for each class of business subject to this article shall be computed in accordance with the following rates:

Rate Class	Income: \$0—\$2,000.00 Minimum Fee	All Over \$2,000.00 Rate Per Thousand or Fraction Thereof
1	\$50.00	\$1.00
2	55.00	1.15
3	60.00	1.30
4	65.00	1.45
5	70.00	1.60
6	75.00	1.75
7	80.00	1.90
8	See individual businesses	In Class 8 Rates

Unless otherwise specifically provided, all fees and rates shall be doubled for businesses having no fixed principal place of business within the town.

CLASS 8 RATES

Each SIC number designates a separate sub classification. The businesses in this section are treated as separate and individual subclasses due to provisions of state law, regulatory requirements, service burdens, tax equalization considerations, etc., which are deemed to be sufficient to require individually determined rates. Nonresidents rates do not apply except where indicated.

SIC 15, 16, and 17 Contractors, construction, all types:

	Income	Fee	Per \$1,000.00 or Fraction Thereof
A. Having permanent place of business within the town	First \$2,000.00	\$60.00	Plus \$1.30 each additional \$1,000.00 from work in or out of town
B. Having permanent place of business within Horry County	First 2,000.00	90.00	Plus \$1.95 each additional \$1,000.00 from work within the town
C. Having no permanent place of business within the town or Horry County	First 2,000.00	120.00	Plus \$2.60 each additional \$1,000.00 (nonresident double rates do not apply)

- A trailer or other temporary structure at the construction site is not a permanent place of business under this article.
- The total fee for the full amount of a one-time project or contract of an out of town contractor shall be paid prior to commencement of work and shall entitle the contractor to complete the job within the license period. The cost to extend the license issued for the project or contract shall require the applicant to pay the base fee in compliance with

Town Code of Ordinances Relating to Fees

the schedule noted in [subsections] "B. and C. above;" additional projects require an updated business license. Only one (1) base fee shall be paid in a license year.

- No contractor shall be issued a business license until all state and town license requirements have been met. Each contractor shall post a sign in plain view on each job identifying the contractor with the job.
- Subcontractors shall be licensed on the same basis as general or prime contractors for the same job, and no deductions shall be made by a general or prime contractor for value of work performed by a subcontractor.
- Zoning permits must be obtained when required by the town's zoning ordinances.
- Each primary (prime) contractor shall file with the building department a list of subcontractors furnishing labor or materials for each project.

	Company Type	License Fee
SIC 40	<i>Railroad companies</i> (See S.C. Code § 12-23-210)	Based on population
SIC 4121	<i>Taxicabs</i> —On gross income, Rate Class 8, proof of insurance required	
SIC 481	Telephone companies	
Section 1.		
(a) Notwithstanding any other provisions of the Business License Ordinance, the business license tax for "retail telecommunications services", as defined in S.C. Code 1976, § 58-9-2200, shall be at the maximum rate authorized by S.C. Code 1976, § 58-9-2220, as it now provides or as provided by its amendment. The business license tax year shall begin on January 1 of each year. The rate for the 2005 business license tax year shall be the maximum rate allowed by state law as in effect on February 1, 2005. Declining rates shall not apply.		
(b) In conformity with S.C. Code 1976, § 58-9-2220, the business license tax for "retail telecommunications services" shall apply to the gross income derived from the sale of retail telecommunications services for the preceding calendar or fiscal year which either originate or terminate in the municipality and which are charged to a service address within the municipality regardless of where these amounts are billed or paid and on which a business license tax has not been paid to another municipality. The measurement of the amounts derived from the retail sale of mobile telecommunications services shall include only revenues from the fixed monthly recurring charge of customers whose service address is within the boundaries of the municipality. For a business in operation for less than one (1) year, the amount of business license tax shall be computed on a 12-month projected income.		
Section 2.		
(a) For the year 2005, the business license tax for "retail telecommunications services" shall be due on February 1, 2005, and payable by February 28, 2005, without penalty. For years after 2005, the business license tax for "retail telecommunications services" shall be due on January 1 of each year and payable by January 31 of that year, without penalty.		
(b) The delinquent penalty shall be five (5) percent of the tax due for each month,		

Town Code of Ordinances Relating to Fees

	or portion thereof, after the due date until paid.	
	Section 3. Exemptions in the business license ordinance for income from business in interstate commerce are hereby repealed. Properly apportioned gross income from interstate commerce shall be included in the gross income for every business subject to a business license tax.	
	Section 4.	
	(a) Nothing in this article shall be interpreted to interfere with continuing obligations of any franchise agreement or contractual agreement in the event that the franchise or contractual agreement should expire after December 31, 2003.	
	(b) All fees collected under such a franchise or contractual agreement expiring after December 31, 2003, shall be in lieu of fees or taxes which might otherwise be authorized by this article.	
	Section 5. As authorized by S.C. Code 1976, § 5-7-300, the agreement with the Municipal Association of South Carolina for collection of current and delinquent license taxes from telecommunications companies pursuant to S.C. Code 1976, § 58-9-2200 shall continue in effect. Notwithstanding the provisions of the agreement, for the year 2005, the Municipal Association of South Carolina is authorized to collect current and delinquent license taxes, in conformity with the due date and delinquent date for 2005 as set out in this article and is further authorized, for the year 2005, to disburse business license taxes collected, less the service charge agreed to, to this municipality on or before April 1, 2005, and thereafter as remaining collections permit.	
SIC 4841	Television, cable, or pay services (using or not using public streets)	Franchise or consent
SIC 491	Electric power distribution	Franchise or consent
SIC 492	Natural gas distribution	Franchise or consent
SIC 493	Electric and gas companies	Franchise

	Income	Fee	Per \$1,000.00 or Fraction
SIC 5093	Junk or scrap dealers (nonresident rates apply)		
	First \$2,000.00	\$75.00	
	Over \$2,000.00		Plus \$1.75
SIC 55	Automotive, motor vehicles, boats, farm machinery, retail		
	First \$2,000.00	\$40.00	
	Over \$2,000.00		Plus \$0.70
	One (1) sales lot not more than four hundred (400) feet from the main showroom may be operated under this license provided that proceeds from sales thereat are included in gross receipts at the main office when both are operated under the same name and ownership.		
	Gross receipts for this classification shall include full sales price without deduction for trade-ins. Dealer transfers shall not be included in gross receipts.		

Town Code of Ordinances Relating to Fees

SIC 5813	<i>Drinking places, bars, lounges, cabarets</i> (alcoholic beverages, beer and wine consumed on premises)		
	First \$2,000.00	\$300.00	
	Over \$2,000.00		Plus \$1.45
SIC 5932	<i>Pawn brokers</i> (all types)		
	First \$2,000.00	\$200.00	
	Over \$2,000.00		Plus \$1.30
SIC 5962	<i>Vending machines and all other coin-operated automatic merchandising machines</i> —Not included in business gross income: \$12.50 stamp per machine required, plus:		
	First \$2,000.00	\$60.00	
	Over \$2,000.00		Plus \$1.30
SIC 5963	<i>Peddlers, solicitors, canvassers, door-to-door sales, direct retail sales of merchandise</i> (nonresident rates apply)		
	(a) Regular activities—Not more than two (2) sale periods of more than three (3) days each per year:		
	First \$2,000.00	\$60.00	
	Over \$2,000.00		Plus \$1.30
	(b) Seasonal activities—Not more than two (2) sale periods of more than three (3) days each year, separate license required for each sale period:		
	First \$2,000.00	\$30.00	
	Over \$2,000.00		Plus \$1.30

SIC CODE or	NAICS CODE	
63	5241	<i>Insurance companies</i> : Except as to fire insurance, "gross premiums" means gross premiums written for policies for property or a risk located within the municipality. In addition, "gross premiums" shall include premiums written for policies that are sold, solicited, negotiated, taken, transmitted, received, delivered, applied for, produced or serviced by (1) the insurance company's office located in the municipality, (2) the insurance company's employee conducting business within the municipality, or (3) the office of the insurance company's licensed or appointed producer (agent) conducting business within the municipality, regardless of where the property or risk is located, provided no tax has been paid to another municipality in which the property or risk is located based on the same premium.
		Solicitation for insurance, receiving or transmitting an application or policy, examination of a risk, collection or transmitting of a premium, adjusting a claim, delivering a benefit, or doing any act in connection with a policy or claim shall constitute conducting business within the municipality, regardless of whether or not an office is maintained in the municipality.
		As to fire insurance, "gross premiums" means gross premiums (1)

Town Code of Ordinances Relating to Fees

		collected in the municipality, and/or (2) realized from risks located within the limits of the municipality.	
		Gross premiums shall include all business conducted in the prior calendar year.	
		Gross premiums shall include new and renewal business without deductions for any dividend, credit, return premiums or deposit.	
		Declining rates shall not apply.	
631— 632	52411	<i>Life, health and accident</i>	0.75 percent of gross premiums
633— 635	524126	<i>Fire and casualty</i>	2 percent of gross premiums
636	524127	<i>Title insurance</i>	2 percent of gross premiums

	Income	Fee	Per \$1,000.00 or Fraction
SIC 6411	<i>Brokers for fire and casualty</i>		
	Insurers—Nonadmitted	2 percent of gross premiums	
	On gross premiums collected on policies of companies not licensed in South Carolina, the broker shall pay annually, with a copy of the report showing location of the risks insured two (2) percent of gross premiums		
	Premiums for nonadmitted businesses are not included in gross commissions for license under Rate Class 7 for other business.		
	Notwithstanding any other provision of this article, license taxes for insurance companies and brokers for nonadmitted insurers shall be payable on or before May 31 in each year without penalty. Pursuant to S.C. Code 1976, § 5-7-300, the agreement with the Municipal Association of South Carolina on file with the clerk for collection of current and delinquent license taxes from insurers and brokers is approved.		
SIC 651	Real estate operators and lessors		
SIC 70	<i>Hotels, rooming houses, camps and other lodging places (rental of rooms, houses, condominiums and other lodging places whether rented by property owner, managing company, HOA, or real estate company)</i>		
	First \$10,000.00		\$1.00/\$100.00 or fraction
			PLUS
	Over \$10,000.00		\$2.40/\$1,000.00 or fraction
SIC 7993	Amusement machines, coin-operated		
	<i>(a) Music machines, kiddie rides, and amusement machines (except gambling) licensed pursuant to S.C. Code 1976, § 12-21-2720(A)(1) and (2)</i>		
	<i>(1) Operator of machine—\$12.50 per machine</i>		
	<i>(S.C. Code 1976, § 12-21-2746) plus \$12.50 business license for operation of all machines (not on gross income).</i>		
	<i>(2) Distributor selling or leasing machines (not licensed by the state as an operator pursuant to S.C. Code, 1976 § 12-21-2728)</i> <i>(Nonresident rates apply.)</i>		

Town Code of Ordinances Relating to Fees

	First \$2,000.00	\$60.00	
	Over \$2,000.00		Plus \$1.30
	(b) <i>Coin-operated gaming video poker and amusement machines</i> licensed pursuant to S.C. Code 1976, § 12-21-2720(A)(3)		
	(1) <i>Operators of machine (owner of business)</i> —\$180.00 per machine (S.C. Code 1976, § 12-21-2720(B)) plus \$12.50 business license for operation of all machines (not on gross income).		
	(2) <i>Distributor selling or leasing machines</i> (not licensed by the state as an operator pursuant to S.C. Code 1976, § 12-21-2728) (Nonresident rates apply)		
	First \$2,000.00	\$60.00	
	Over \$2,000.00		Plus \$1.30
SIC 7999	<i>Billiard or pool rooms, all types, \$5.00 stamp per table, plus</i>		
	First \$2,000.00	\$150.00	
	Over \$2,000.00		Plus \$2.05
SIC 7999	<i>Carnivals and circuses</i>		
	First \$2,000.00	\$400.00	
	Over \$2,000.00		Plus \$2.05

Sec. 7-12. Service charges. (Sanitation)

(a) *Mobile container service.* Mobile refuse container service shall be charged at the rate of eighteen dollars and 75 cents (\$18.75) per month per cart for all customers serviced by the town.

(b) *Roll-out curb service.*

(1) *Summer roll-out curb service.* Mandatory rollout curb service shall be in effect for transient rental properties, i.e., rentals less than thirty (30) days, which are deemed commercial operations, located within the R-3 and C-3 zoning districts, from the second Sunday in May through the first Sunday following Labor Day at the rate of seventy-six dollars and twenty-five cents (\$76.25) per month per cart. This charge is broken down as follows: \$18.75 x 3 time per week service= \$56.25; plus \$20 summer service charge.

(2) Winter roll out curb service of twelve dollars (\$12.00) per month shall be optional for the total R-3 district and shall be mandatory for the total C-3 district. Persons or properties who want to opt out of the winter roll out curb service in the R-3 district shall notify the Town of Surfside Beach Public Works Department. This notification shall be made each and every year that a person or property want to opt out of the winter roll out curb service to the Surfside Beach Public Works Department. Failure to notify the Surfside Beach Public Works Department shall result in that person or property in the R-3 district being charged a winter roll out service of twelve dollars (\$12.00) per month.

Town Code of Ordinances Relating to Fees

If a cart for a person or property that has opted out of the winter roll out services is rolled out to the street and the person or property fails to remove the cart from the street, or if waste or garbage becomes a health or safety hazard, the Surfside Beach Public Works Department can reinstate the winter roll out service fee of twelve dollars (\$12.00) without notifying the person or property who chose to opt out, this action shall be at the discretion of the public works director or his designee.

Winter rates shall be a price of thirty dollars and seventy-five cents (\$30.75), broken down at eighteen dollars and seventy-five cents (\$18.75) per month plus a twelve dollars (\$12.00) winter roll out curb service fee from the second Wednesday after Labor Day until the second Wednesday in May at the rate of twelve dollars (\$12.00) per month per cart for the roll out curb service for transient rental properties, i.e., rentals less than thirty (30) days, for properties in the C-3 and R-3 districts."

Exception: Year-round resident owners of multi unit homes are exempt from summer roll-out curb service for rental units that are attached to their primary residence, provided that Moby carts for the rental units located on the property are curbside at the appointed times. Should said resident owner fail to place Moby carts curbside at the appointed time, the town reserves the right to require the owner to participate in summer roll-out service as set forth herein.

§8-112(c) Service charge. (False Alarms)

After determining that the Surfside Beach Fire Department and/or the Surfside Beach Police Department has responded and arrived at the location of a false call, a service charge shall be assessed to the owner or lessee based on an alarm year as follows:

- (1) 1st and 2nd false call: No charge;
- (2) 3rd false call: \$25.00;
- (3) 4th false call: \$65.00;
- (4) 5th and each additional false call in the alarm year shall be assessed one hundred dollars (\$100.00) each.

Section 9-9. Charges. (Parking)

Hourly charges are hereby established at the rate of one dollar and twenty-five cents (\$1.25) per hour, plus various transaction fees and said charges are subject to annual review by town council.

Daily charges are hereby established at the rate of eight dollars (\$8.00) per day. Expiration of daily rates is 7:00 p.m. on the day of issue.

Weekly charges are hereby established at the rate of forty dollars (\$40.00) per week, which expires at midnight on the 7th day from issue counting the issue day (i.e., Saturday to Friday midnight; Sunday to Saturday midnight; Monday to Sunday midnight, etc.

Sec. 9-16. Decals and exemptions.

(a)(2) *Non-resident residential property owner vehicles including golf carts.* All non-resident residential property owners within the corporate limits of the town shall be entitled to one (1) free decal for one (1) vehicle per property, to be issued by the town, only upon verification of proof of property ownership. A name on the vehicle registration must be the same as a name on the property tax record to show proof of property ownership. Additional decals may be purchased for the sum of forty dollars (\$40.00) for each additional vehicle upon verification of proof of property ownership. Such decal will be placed on the vehicle pursuant to instructions given by town hall staff when obtaining the decal. The decal shall be valid for the calendar year in which issued. Said decal will show (1) decal number issued and (2) year for which decal is valid. Such decal shall allow the vehicle to park free of charge at metered and pay station areas when space is available. Such decal shall also allow golf carts to park free of charge in golf cart only designated parking areas when space is available.

(b)(1) & (2) *Golf cart registration required.*

(b)(1) Full time residents and non-resident residential property owners shall pay a fee of two dollars (\$2.00) per golf cart. Decals shall be distinguished by blue lettering on a white background. The South Carolina State golf cart registration must have an address within the corporate limits of the town.

(b)(2) Commercially owned golf carts shall be charged a fee of five dollars (\$5.00) for each golf cart. Decals shall be distinguished by white lettering on a red background. The registration decal shall state "PAID PARKING ONLY", meaning that operators of commercial golf carts must pay applicable fees while parking at meters and in pay station areas.

Sec. 13-52. Building permit and review fees.

(a) *New residential construction building permits and fees.* New residential construction permits shall be based upon the total square footage, including heated and unheated square footage at a rate of forty-five cents (\$0.45) per square foot. Residential plan review fees shall be based upon the total square footage, including heated and unheated square footage, at a rate of twenty-two and one-half cents (0.225) per square foot.

(b) *New commercial construction building permits and fees.* New commercial construction permits shall be based upon the total square footage, including heated and unheated square footage at a rate of thirty-five cents (\$0.35) per square foot. Commercial plan review fees shall be based upon the total square footage, including heated and unheated square footage at a rate of twenty-seven and one-half cents (\$0.275) per square foot. New commercial fees are for building permits only. All mechanical contractors must purchase separate permits under the mechanical permit fee schedule.

Town Code of Ordinances Relating to Fees

(c) *Renovations, repairs, and remodeling building permits and fees.* Unless otherwise specified, permits required by this code involving structure remodeling, renovations, or repairs shall use the following fee schedule (Table 13-52c). Separate permits are required for electrical, plumbing, mechanical, pools, and signs. This section specifically applies to work that is not defined as ordinary minor repairs (section 13-50).

Table 13-52	
FEE SCHEDULE	
Total Valuation*	Permit Fee
\$0 to \$4,000.00	\$50.00 minimum fee
\$4,001.00 to \$49,999.	\$50.00 for the first \$1,000.00, plus \$5.00 for each additional \$1,000.00 or fraction thereof
\$50,000.00 to \$99,999.	\$295.00 for the first \$50,000.00, plus \$4.50 for each additional \$1,000.00 or fraction thereof
\$100,000.00 to \$499,999.99	\$520.00 for the first \$100,000.00, plus \$3.50 for each additional \$1,000.00 or fraction thereof
\$500,000.00 and up	\$1,920.00 for the first \$500,000.00, plus \$3.00 for each additional \$1,000.00 or fraction thereof
<p>*Valuations for new construction, additions, renovations, repairs, or remodeling. Valuations for additions renovations, repairs, or remodeling shall be determined by the use of 2012 International Building Code or the latest adopted edition thereof on a total square foot basis. Valuations for new construction shall be determined by subsection 13-52(a) or (b) whichever is applicable.</p>	

Plan review. When a plan is required to be submitted, a plan review fee shall be paid at the time of submitting plans and specifications for review. Said plan review fee shall be equal to fifty (50) percent of the building permit fee as set forth herein. The plan review fee is in addition to the building permit fee. When a plan requires corrections or changes by the building official an additional fee shall be paid as follows: Second review: \$100.00; Third and subsequent reviews: \$75.00

(d) *Specific permit types.* Specific permit types are set out herein below. For other types of permits that require inspections and are not specifically listed herein refer to subsection 13-52(c) above for applicable fees:

(1) *Foundations (special permit).* Use fee schedule in subsection 13-52(c) above.

(2) *Electrical (except meter box replacement), plumbing, fire protection system, alarm systems, mechanical (HVAC), and gas systems.* Unless otherwise specified, permits required by this chapter involving electrical, plumbing, fire protection systems, alarm systems, mechanical (HVAC), and gas systems shall use the following fee schedule (Table 13-52c) above.

Town Code of Ordinances Relating to Fees

(3) *Electrical meter boxes*. Electrical meter box replacement or change of service fee: One hundred dollars (\$100.00).

(4) *Swimming pools*. Residential and commercial fee: Two hundred fifty dollars (\$250.00). Plan review for swimming pool fee: Fifty dollars (\$50.00). In protected coastal areas this permit may be subject to approval by SCDHEC-Office of Coastal Resource Management. For pool repair permit fees, refer to subsection 13-52(c) above.

(5) *Awnings*. Refer to subsection 13-52(c) above. Awnings shall conform to town zoning restrictions.

(6) *Business inspection (commercial)*. Any safety inspection of electrical or plumbing connections and/or the inspection of the condition of a building prior to the restoration of electrical power for occupancy. Fee: Seventy five dollars (\$75.00).

(7) *Marine construction*. Fishing piers, bulkheads, and dune-walkovers, refer to subsection 13-52(c) above for permit fees. These structures may require approval by SCDHEC-Office of Coastal Resource Management as a condition to issue and shall comply with town zoning codes.

(8) *Manufactured home fee*. Manufactured homes are allowed in the manufactured home park district (MH). Fee: One hundred dollars (\$100.00). The fee includes inspections for one (1) unit set up, supporting foundation, tie downs, and electrical, gas, water, sanitary connections, and any exterior HVAC unit. Permits for accessory decks are subject to the fees prescribed by subsection 13-52(c). Screened enclosures, room additions, and accessory structures are subject to the fees prescribed by subsection 13-52(a).

(9) *Temporary occupancy permit fee*. One hundred dollars (\$100.00). The building official may issue a temporary occupancy permit before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The temporary occupancy shall be for a period of not more than thirty (30) days, and can be renewed for cause with approval of the building official.

(10) *New certificate of occupancy*. When the occupancy of any building or structure is changed or when a building or structure has been condemned by town council, fee: Seventy-five dollars (\$75.00), unless a building permit for renovations or remodeling exceeding fifteen thousand dollars (\$15,000.00) in construction cost is issued.

(11) *Re-inspection fees for all types of construction*. When the building official or his duly authorized agent finds upon inspection of completed work that the same does not conform to or comply with the provisions of the applicable standard codes or ordinances of the town, he shall notify the permit holder of the corrections to be made. The work shall be inspected one (1) additional time without further charge to insure the corrections were properly made. However, if the inspector determines that extra inspections are necessary for any reason including the following, re-inspection fees

Town Code of Ordinances Relating to Fees

shall be paid in advance prior to each additional re-inspection. Fee: Seventy five dollars (\$75.00).

Extra inspections may be necessitated when a) A building or improvement is not ready for inspection; b) Previously cited violations not corrected; c) Approved plans not on site; and/or d) Access is blocked by locks, ladders, equipment, or other impediments, etc.

(12) *Building board appeal*. Fee for an appeal to the building board of appeals: One hundred seventy-five dollars (\$175.00).



State of South Carolina)
 County of Horry)
 Town of Surfside Beach)

Resolution #14-146

*Recommendation to the League of Cities
 to Nominate
 Howard Barnard to the
 Horry County Ride III Committee*

WHEREAS, the Town of Surfside Beach Town Council in chambers duly assembled in a regularly scheduled meeting held on the 27th day of May 2014; and

WHEREAS, Town Council is desirous of recommending to the League of Cities that Howard Barnard be nominated to serve on the Horry County Ride III Committee; and

WHEREAS, the said Howard Barnard has a long history in Horry County, including service, and leadership, including serving on Horry County Council as the District 5 Representative, and numerous other boards and commissions, and also has valuable experience dealing with Horry County roadways and infrastructure; and

WHEREAS, the said Howard Barnard completed the "Application for County Appointments," a copy of which is attached hereto and is submitted to the League of Cities herewith.

NOW, THEREFORE, BE IT RESOLVED that the Town of Surfside Beach Town Council does hereby recommend to the League of Cities the nomination of Howard Barnard to serve on the Horry County Ride III Committee.

BE IT SO RESOLVED, this 27th day May of 2014.

 Douglas F. Samples, Mayor

 David L. Pellegrino, Mayor Pro Tempore

 Robert F. Childs, Town Council

 Mark L. Johnson, Town Council

 Mary M. Mabry, Town Council

 Ralph J. Magliette, Town Council

 Randle M. Stevens, Town Council

Attest:

 Debra E. Herrmann, CMC, Town Clerk

APPLICATION FOR COUNTY APPOINTMENTS

NAME: Howard Barnard DATE May 18, 2014

ADDRESS: ██████ Ocean Blvd N, Surfside Beach, SC 29575

TELEPHONE NUMBER: (843) ████████████████████ (work)

DATE OF BIRTH ██████████████████

YOUR COUNCIL MEMBER / DISTRICT: Paul Price/ District 5

HAVE YOU EVER BEEN CONVICTED OF A FELONY? (yes) X (no)

HAVE YOU BEEN ARRESTED OTHER THAN A MINOR TRAFFIC ACCIDENT
WITHIN THE PAST TEN (10) YEARS? (yes) X (no)

BACKGROUND INFORMATION: (Please provide in detail or attach a resume).

EDUCATION: BBA University of Georgia, MBA University of Oklahoma

WORK:

United States Air Force , Colonel, Fighter Pilot, 1967-1995

Myrtle Beach First Presbyterian Church Director of Lay Ministries, 1996-2005

Horry County District 5 Councilman, 2003-2010

Myrtle Beach First Presbyterian Church Business Administrator, 2013-current

CIVIC ACTIVITIES:

Surfside Area Rotary Club, President, Board of Directors; Horry County Habitat for Humanity,
President, Board of Directors; Wright Flight, co-founder, director; Knight Foundation'

Board of Directors;Lead numerous local international mission teams in building over 30 homes.

LIST PREVIOUS SERVICE ON HORRY COUNTY BOARDS OR COMMISSIONS
(indicate dates of terms):

Headed the Southern Evacuation Life Line Task Force (SELL) 2003-2010.

Member of Council of Governments (COG) 2004-2010

Member of Grand Stand Area Transportation Study (GSATS) 2004-2010

DUAL OFFICE HOLDING: Do you presently serve on any County or State Board or Commission?

No

If appointed to an Horry County Board or Commission, I understand that I will be expected to attend all meetings of that Board or Commission. The only reason I would not attend would be because of illness or pressing personal commitments. I also understand that if I am absent from three (3) consecutive meetings without a valid reason, the Council will consider this as a voluntary resignation. I am willing to abide by these attendance regulations. By acceptance of the appointment, I pledge my time and abilities to serve on any board or commission to which I am appointed.



Signature

May 18, 2014
Date

Decision Paper Format

Written By: Diana King

1. **SUBJECT:** Selection of Auditor for FY Ending 2015, 2016, 2017 and 2018
2. **FOR:** Auditor must be selected within 30 days of start of new fiscal year (July 13, 2014) for a term of four years.
3. **PURPOSE:** Municipality is required to have an independent annual audit of financial records per SC Code 5-7-240.
4. **ASSUMPTIONS:** All respondents to Request for Proposals (RFP) could perform the services required.
5. **FACTS:**
 - a. Four accounting firms responded to our Request for Proposals.
 - b. Bids ranged from a low of \$22,168 to a high of \$29,171.00.
 - c. Two firms have had the contract with the Town in prior years.
6. **RECOMMENDATION:**
 - a. Award the contract for the next four fiscal years to the low bidder.
 - b. Cost will be \$22,167 payable in 2016 and increase \$600.00 per year.
 - c. Award contract to Greene, Finney & Horton
7. **RATIONALE FOR RECOMMENDATION:** Green, Finney & Horton submitted the low bid for the requested services. This will present the Town with a new perspective to review our financial operation and offer suggestions for improvements. In addition is recommended by the Government Financial Accounting that the auditors be changed periodically by the municipality.

**Comparison of Audit RFP 2014
Request for Service 4 Years FY 15,16,17,18**

*All quotes have been adjusted to reflect the same estimated audited time

	Greene, Finney & Horton	Smith Sapp
Average Hourly Rate	\$ 69.47	\$ 116.68
Based on 250 Hours	17,367.50	29,170.00
Out of Pocket Expenses	<u>4,800.00</u>	<u>-</u>
	\$ 22,167.50	\$ 29,170.00
Incremental increase per subsequent years	\$ 600.00 Per year	\$ 1,000.00 Per year
 Government Engagements	Isle of Palms Sullivan's Island Folly Beach City of Georgetown City of North Charleston Town of Mount Pleasant City of Greenville City of Spartanburg	City of Myrtle Beach City of Conway Horry County Solid Waste Authority
 Special Considerations	Consultations Audit 45 Government Entities Audit 17 municipalities Free accounting/financial reporting seminar Use GO Fund software	Local Firm Knowledge of local environment 30 hours of consultation Serviced TOSB prior to 2006 65 years experience
	McGregor & Company	Harper, Poston & Moree
Average Hourly Rate	\$ 81.25	\$ 111.22
Based on 250 Hours	20,312.50	27,805.00
Out of Pocket Expenses	<u>2,500.00</u>	<u>250.00</u>
	\$ 22,812.50	\$ 28,055.00
Incremental increase per subsequent years	\$1,500.00 2016 only	\$ 750.00 Per year
 Similar Government Engagements	Brookgreen Gardens Horry County Schools Georgetown County School Districts Town of Arcadia Lakes Town of Barnwell Calhoun County Anderson County	Town of Pawley's Island Dorchester County School District No. 4 City of Georgetown(2003-2010)
 Special Considerations	80 years experience Audits wide range government clients	Local Firm Serviced TOSB since 2006 Over 30 years experience

Micki Fellner

From: Verlon Wulf [REDACTED]
Sent: Friday, May 02, 2014 3:39 PM
To: Micki Fellner
Subject: RE: Turkey Trot

Excellent. Thank you very much. I'll see you then.

Have a great weekend.

Verlon

From: Micki Fellner [mailto:mfellner@surfsidebeach.org]
Sent: Friday, May 02, 2014 3:27 PM
To: Verlon Wulf
Cc: 'Doug Samples'
Subject: RE: Turkey Trot

Mr. Wulf – I will ask the Clerk to put it on the agenda for May 27th as a consensus item under Communications. You will just need to speak briefly about the event and your request and then the mayor will call for a consensus. You should plan to be here at 6:30 PM and it shouldn't take more than 15 or 20 minutes. If you have additional questions please call or email me. Otherwise, I will see you on the 27th – Micki Fellner

MICKI FELLNER
Town Administrator
mfellner@surfsidebeach.org
843.913.6111
<http://www.surfsidebeach.org>

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From: Verlon Wulf [mailto:vwulf@carolinacool.com]
Sent: Thursday, May 01, 2014 3:43 PM
To: Doug Samples; Fellner Micki
Cc: Jordan, Scott S - MYRTLE BEA SC
Subject: RE: Turkey Trot

Thank you Doug. I really appreciate it. I'll look forward to hearing from Micki.

On another note. You and I talked about Rotary meeting at the Holiday Inn, and the parking issue. Well, on the 7th, next week, we will be meeting there at noon to "try" them out. I'm thinking that may become our permanent place due to good prices and central location, but the members will need to ultimately decide that. Anyway, what can we do to avoid parking issues when we meet there?

Thank you for your advice and support.

Verlon

From: Doug Samples [REDACTED]
Sent: Thursday, May 01, 2014 1:42 PM
To: Fellner Micki; Verlon Wulf
Subject: Re: Turkey Trot

Sorry, been way to encumbered. No, not next meeting... We are seating new members.

Micki, how about our 2nd meeting on May 27, to give 3 year commitment for subject race?
Please advise me and Verlon. Can this be by consensus?

Thank you,

Doug Samples

On Apr 29, 2014, at 2:20 PM, Verlon Wulf <vwulf@carolinacool.com> wrote:

Good afternoon Doug. Hope you are well and things are running smooth at the Town.

I writing to follow up on what our next step is on the Turkey Trot. Do we need to be at the next meeting? I assume the council still needs to vote.

Thanks again for your help. I look forward to hearing from you.

Verlon L. Wulf
President
Carolina Cool, Inc.
Office: 843-238-5805
Fax: 843-848-6349
vwulf@carolinacool.com

Micki Fellner

From: Micki Fellner <mfellner@surfsidebeach.org>
Sent: Friday, May 02, 2014 3:36 PM
To: 'Debra Herrmann'
Subject: FW: Consensus Items

Debra – Please put Turkey Trot on the agenda for the 27th (see below). It can go under communications but should be identified as a consensus item. Also I have a consensus item for the 13th but it needs to go under business. It involves support for the Surf-Off event. I will have documentation for council packet to you by Wednesday. Thanks – Micki

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Sent: Thursday, May 01, 2014 1:42 PM
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Subject: Re: Turkey Trot

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Verlon L. Wulf
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vwulf@carolinacool.com



Guy Daniels Memorial Foundation

P.O. Box 14134 • Surfside Beach • SC 29587

Memo:

To: Micki Fellner

From: Guy Daniels Memorial Foundation.

Subject: Surfoff

Micki

Mikey Pruitt will attend the council meeting and make a request for a vote of confidence and to restore the level of assistance which was provided during the first 13 years- Specifically

- **Free Parking**
- Covered Stage set up on the beach
- Two large tents set up beside the stage
- 8 tables no chairs
- Assortment of trash cans – **no port a johns**
- Barricades to close off 13th ave parking lot (beach lot) for use by SAFER food tent and contest officials.

We would welcome Beach Patrol and / or other police presence.

We will not ask for funding but will continue to request A-Tax funds going forward. Also for you information enclosed a short history of our organization.

Thanks

Jim Daniels



History:

1999 – Organized as a committee of Surfside Beach S.C. residents to sponsor a surf contest honoring a surfside native Guy Daniels. The Surf off was a success and the committee decided to make it an annual event to be called –Guy Daniels Memorial Surf off. The committee raised funds to pay for the cost of putting on the event by charging an entry fee and selling raffle tickets for donated items from local surf shops. (Surfboards, etc.) Also selling food and beverage during the two day contest. The committee accepted cash donations during the contest and used an all-volunteer staff. The Town of Surfside participated by providing equipment and logistical support. A member of the police department served on the committee. After all bills were paid (Trophies, t-shirts, etc.) There was a profit of \$500.00. The committee decided to select a life guard of the year (Guy had been an ocean life Guard.) The next three years saw an increase in funds raised and the number of life guards receiving awards increased as well. Historically most life guards were college students working summers at the beach and the thinking was that the cash award would be used to help pay for school. By **2005** several changes occurred. The committee decided to apply for S.C. non-profit status and in **2006** the committee became a Board of Directors. By this time most life guards were coming from Eastern Europe and in most cases did not attend college or university. The board at that time decided to use funds raised to support Education and Conservation. Scholarships would be awarded to high school seniors accepted into college or equal from Horry and Georgetown counties. Conservation projects would be funded on a case by case basis. Most conservation projects to date are liter reduction campaigns (Beach Sweeps, Smokers out post at beach access points, etc.) and signage(Respect the Beach) The Board of directors established a web-site and added a beach camera. [WWW Surfoff.com](http://WWW.Surfoff.com). The web-site allows for anyone to visit our beach, apply for our scholarships, and join our foundation. We expect the web presence to be our main communication tool going forward. Our web-cam is also on the Towns Web-site Surfside.org. We still solicit and accept donations from the public and the amount of those funds have increased over the years. During the entire history of our organization we have maintained the position that the Surf contest is a Town event and have included them in all advertising and promotion. For example the towns logo is on the sleeve of the event t-shirt. Our contributions to the area have been several including the following. Beach Sweeps, Sea Oat planting, cash contributions for shower installations at the cross overs, signs on all beach trash cans urging guest to Respect the Beach, Refrigerator magnets disturbed to local vacation rentals with the same respect the beach message, paying for a national Blue Wave Beach Designation, Placing smokers out post at all beach crossovers, Paying for no smoking signs on beach trash cans and painting all beach access post. (blue) We are constantly asking the town if they have any conservation projects that we can help fund. We have funded over **\$70,000.00** in need based scholarships for local students. One of these scholarships is provided to a Marine Science student at Coastal. The Marine Science dept. monitors our water quality. This past year we partnered with SAFER- Surfside Area Fire and Emergency Responders- they had a food/beverage booth at our event with proceeds going to SAFER. For the past 14 years we have created a lot of **GOOD Will** for Surfside as evidenced by the front page article in the Sun News during last years Surf off.



Memorandum

To: Town Council
From: Debra E. Herrmann
Date: May 20, 2014
Re: Planning and Zoning Commission Appointment

Appointments for Mary Ellen Abrams, Mickey Pruitt, and Marty Rhoades expired May 11, 2014. They were each contacted via email to remind them of the term expiration, and asked that they submit a brief summary of background, if they wished to serve an additional term.

The vacancy was advertised weekly beginning April 18, 2014.

- on the town website
- town social media
- weekly meetings and events notices (approximately 645 contacts)
- posted on the bulletin board in Town Hall reception
- posted on bulletin boards outside the civic center and council chambers
- posted at the fire station by the main entry door.

As of this writing, Ms. Abrams and Mr. Pruitt have expressed interest in continuing to serve, along with Ms. Anita Crone. A statement from each volunteer is attached.

Mr. Rhoades has not responded to multiple inquiries from either the planning director or the town clerk, so it is assumed that he no longer wishes to serve.

The planning director supports each of the three volunteers.

Planning Commission Application for Re-Appointment
May 2014

Mary Ellen Abrams
[REDACTED]th Avenue North
[REDACTED]

- Retired Federal employee (senior manager in Human Resources, Logistics and General Administration)
- 12 Years residence in Surfside Beach (have experienced the town building process, including wetlands/stormwater management)
- Member, SSB Planning Commission 2010-2014
- Member, KSBB 2012-2014 (directly involved in acquisition of 100+ trees and hanging baskets project)
- Actively involved in publication of the town newsletter 2012-2014
- Volunteer poll manager

Debra Herrmann

From: Mikey Pruitt [mikey@pruittelectric.com]
Sent: Tuesday, May 20, 2014 2:59 PM
To: Debra Herrmann
Cc: Sabrina Morris
Subject: Brief Summary for Planning Commission

My name is Mikey Pruitt. I am seeking reappointment to the Surfside Beach Planning Commission.

I was born and raised in Surfside Beach. Here I've seen dirt roads turn into gravel and then paved over with asphalt. I've seen the Surfside Pier rebuilt twice. I spent 2 weeks without electricity in the fall of 1989 after Hurricane Hugo in the second floor of my parents home because the downstairs was flooded with 6 ft of sea water.

I hold a Bachelor of Science in Economics from the College of Charleston.

My first job out of college was with an environmentally focused non-governmental organization (NGO) located in Honolulu, HI named The Outdoor Circle. There I learned the impacts of visual pollution on an otherwise pristine landscape. I learned how NGOs work with governments to protect a way of life, curb destructive commercial behavior and allow nature to flourish for the benefit of future generations.

In 2005 I returned to my beloved home in Surfside Beach and began work with my family's electrical business located in Surfside's city limits. I also accelerated my involvement with the Guy Daniels Memorial Foundation. I have been somewhat involved since it's inception in 1999 and now serve as Director.

For the last 4 years I have served on the Surfside Beach Planning Commission, 2 as Chairman.

Surfside Beach is deeply rooted in my heart and mind. I feel I can bring new ideas while holding true to our long standing values. Thank you for your consideration.

Sincerely,

Mikey Pruitt

Debra Herrmann

From: Anita Crone [REDACTED]
Sent: Tuesday, May 20, 2014 1:32 PM
To: Debra Herrmann
Subject: Planning and zoning

Please consider this my application for the Planning and Zoning Commission.

While I'm a relative newcomer to the Town of Surfside Beach, I am not unfamiliar with planning and zoning issues, having covered them in communities large and small as a reporter.

In addition, I was a member of the Downtown Development Authority for the City of Walled Lake, Michigan, which gave me insight into working with the planning director of the city as well as the importance of a community's downtown.

The importance of planning and zoning cannot be stressed enough. What we do today will be in place long after we are gone. How we manage our community, while adhering to state laws and regulations, will define us.

I served the Town as an inaugural member of the Recreation and Special Events Committee until it was disbanded, and welcome the chance to continue my giving back to The Family Beach.

Anita Crone

[REDACTED] Ave. S.

[REDACTED]
Surfside Beach, SC 29575

I trust you will positively consider me as a candidate.

Debra Herrmann

From: Debra Herrmann [dherrmann@surfsidebeach.org]
Sent: Saturday, April 12, 2014 9:32 AM
To: 'Mikey Pruitt'; Mary Ellen Abrams ; 'Marty Rhoades'
Cc: 'Sabrina Morris'
Subject: Terms Expire May 11, 2014

Your respective terms expire on the planning commission on May 11th. Code requires that any openings be advertised for at least 30-days prior to submitting volunteers to council.

If you want to serve again, please send your "brief summary of background" to me for inclusion in the submission to town council for consideration at the May 27th meeting.

Thank you all for your service and dedication to the town.

Debra

Debra Herrmann, CMC, Town Clerk
Town of Surfside Beach - "*The Family Beach*"
115 US Highway 17 North
Surfside Beach SC 29575
dherrmann@surfsidebeach.org - 843.913.6333
[Click Here to Subscribe to Public Notices & Agendas](#)
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Decision Paper

Written by: Mary Beth Mabry

1. **SUBJECT:** Discussion of proposed ordinance to amend Town Code of Ordinances Sections 2-39(a) Agenda; 2-39(b)(9) Discussion; 2-40 Addressing the Council, and 2-54 Appearance of Citizens.

2. **FOR: To clearly define and stipulate**

(a) 2-39(a) that councilmembers and the administrator may add items to the town council agenda, and to clarify the deadline for submission deadline

(b) 2-39(b)(9) to add the words "Town Council" to the "Discussion" agenda item to clarify that the agenda item is for council to bring matters forward for discussion

(c) 2-40 to change "Addressing the Council" to "Town Council Rules of Conduct"

(d) 2-54 to change "Appearance of Citizens" to "Public Rules of Conduct"

(e) 2-54(a) to omit "business" agenda items, because the public may speak about any agenda item

3. **PURPOSE:** To avoid continued confusion over who may add agenda items to the council's agenda, and to set rules of behavior to be followed by councilmembers and the public.

4. **ASSUMPTIONS;**

(a) incidents have occurred and will continue to occur for which there are no clearly defined rules as to whom may add agenda items

(b) incidents have occurred and will continue to occur where behavior on the part of a councilmember or the public have been questionable, offensive, or threatening

(c) Town Council desires to have codified rules of order which may be properly used to operate the council meetings and provide guidelines for effective, safe town meetings

5. **FACTS:**

(a) adopting the amendments to §2-39 will clearly stipulate whom may add agenda items, and §2-39(b)(9) will clarify that the discussion topic is the appropriate time for councilmembers to bring forward matters of concern or interest for discussion

(b) adopting the amendments to §2-40 and §2-54 will ensure that council meetings are run effectively without threat of disruption

(c) codification of these rules is necessary in order to have enforcement thereof

6. **IMPACT OF SUCCESS OR FAILURE:**

(a) Failure to adopt the amendment will result in anyone being allowed to add agenda items at will, and will allow disruptive behavior to continue during town council meetings

(b) Success will be achieved by town council agendas having relevant town business and meetings will be run effectively, without disruption

7. **RECOMMENDATION;** Concur to have the proposed ordinance brought forward for first reading at the next regular meeting. **RATIONALE FOR RECOMMENDATION:** Adopting the proposed ordinance will ensure that the town meeting agendas are properly set and that future meetings are held without fear of disruption

Discussion

Ordinance No. 14-**PROPOSED**

First Reading: _____

Second Reading: _____

STATE OF SOUTH CAROLINA)
)
COUNTY OF HORRY)
)
TOWN OF SURFSIDE BEACH) AN ORDINANCE OF THE TOWN OF SURFSIDE BEACH
) TO AMEND §2-39(a) Agenda; §2-39(b)(9) Discussion; §2-40
) Addressing the Council, and §2-54 Appearance of Citizens

WHEREAS, the Mayor and Town Council of the Town of Surfside Beach, in council duly assembled desire to amend §2-39(a) Agenda; §2-39(b)(9) Discussion; §2-40 Addressing the Council, and §2-54 Appearance of Citizens;

WHEREAS, Town Council discussed the proposed amendments at the _____, 2014 regular Town Council Meeting;

NOW, THEREFORE, §2-39(a) Agenda; §2-39(b)(9) Discussion; §2-40 Addressing the Council, and §2-54 Appearance of Citizens of the Code of Ordinances of the Town of Surfside Beach, South Carolina, are hereby amended to:

Sec. 2-39. Agenda and order of proceedings.

(a) [Agenda.] Matters to be considered by council at a regular **meeting**, special meeting, or workshop **meeting** shall be placed on a written agenda publicly posted by the town clerk. The town clerk must be notified **of items to be placed on the agenda** no later than Wednesday at 5:00 p.m. **during the week** immediately preceding the scheduled meeting. **of items to be placed on the agenda**. South Carolina Code Section 30-4-80 requires agendas of meetings be posted at least twenty-four (24) hours prior to a scheduled meeting with emergency meetings being an exception. **Agenda items may be added by any member of Town Council, the town administrator, or the town clerk. Department directors may submit agenda items with approval of the town administrator. Any** ~~C~~ changes to the agenda, such as tabling **or moving an item to be heard first or deferring** an item, may be made by motion presented during the meeting when that agenda **item** is presented **for approval**.

(b)(9) Town Council Discussion. *(added "Town Council" to clarify agenda "discussion" topic is for Town Council.)*

Sec. 2-40. Addressing the council **Town Council Rules of Conduct.**

(a) Addressing the council. Every member of the town council when about to speak shall address the mayor as "Mr. Mayor" and in speaking shall avoid all disrespect to the town council and all personalities. The member shall confine himself to the subject under consideration.

(b) Meeting Conduct.

(1) Pursuant to *Roberts Rules of Order*, the mayor or moderator of the meeting will monitor meeting activity. Any councilmember that disrupts the meeting, offers verbal or physical threats, uses profanity, creates a health or safety problem, creates a hostile environment or displays any behavior construed to be unacceptable or dangerous may be asked to relinquish the floor or may be removed from the meeting at the discretion of the moderator.

(2) Councilmembers will show every speaker respect during public comments. Councilmembers are not to interrupt public speakers, answer questions, argue with, nor engage in any conversation during public comments. Should the public speaker have specific questions, the mayor or moderator may ask the speaker to contact the town administrator, or councilmembers may respond to the speaker's inquiry during council comments.

Sec. 2-54. ~~Appearance of citizens.~~ Public Rules of Conduct.

(a) *Public comments—Agenda business items.* Any citizen of the municipality or guest may speak on agenda business items at a regular council meeting upon being recognized by the moderator during the **Public Comments—Agenda business** items portion of the meeting as provided in Section 2-39. Comments are limited to three (3) minutes per speaker, and must be germane to agenda **business** items.

(b) *Public comments—General.* Any citizen of the municipality or guest may speak at a regular meeting on a **matter pertaining to municipal services and operation, any topic that the speaker wishes**, except personnel matters, upon being recognized by the moderator during the **Public Comments—General** portion of the meeting as provided in section 2-39 regardless of whether the citizen or guest has already spoken during the **Public Comments—Agenda business** items portion of the meeting. **Citizens' and guests' Comments are limited to five (5) minutes per speaker. with not more than three (3) speakers discussing the same subject. The moderator shall have the right to limit the number of speakers on a specific topic.**

(c) Public conduct. Public speakers addressing the council must exercise common courtesy and respect. The use of profanity, verbal or physical threats, or any behavior that may be construed as dangerous, create a health or safety problem, create a hostile environment, or otherwise disrupt the meeting are not permitted. Doing so may result in

Discussion

Ordinance No. 14-**PROPOSED**

First Reading: _____

Second Reading: _____

speakers being asked to forfeit remaining time, or may be cause for removal from the meeting at the moderator's discretion. Public speakers may not disparage any member of Town Council or staff by name; comments are to be made pursuant to paragraphs (a) and (b) hereinabove.

All other portions of Chapter 2 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 ____ day of _____ 2014.

Douglas F. Samples, Mayor

David L. Pellegrino, Mayor Pro Tempore

Robert F. Childs, Town Council

Mark L. Johnson, Town Council

Mary Beth Mabry, Town Council

Ralph J. Magliette, Town Council

Randle M. Stevens, Town Council

Attest:

Debra E. Herrmann, CMC, Town Clerk

Debra Herrmann

From: Ralph Magliette [magliet@aol.com]
Sent: Friday, May 16, 2014 5:55 PM
To: dherrmann@surfsidebeach.org
Cc: mfellner@surfsidebeach.org
Subject: Provide Residents of Surfside Beach Opportunities For Fellowship And Information on Town Programs/Local Businesses

Debra,

Please forward to Town Council for Discussion at our next meeting on Tuesday, 27-May-2014.

Would it be possible to have the Town of Surfside Beach advertise and promote the following programs which provide opportunities for social interaction (fellowship) and valuable information on Town Programs, Services, and Contacts? Perhaps Council Members, Department Heads, and Local Business Owners would like to attend these functions (optional attendance).

The proposal is as follows:

1. Monthly Breakfast (1st Wednesday of each month 730-830 AM) at Surf Diner
2. Monthly Veteran Breakfast (2nd Wednesday of each month 730-830 AM) Surf Diner
3. Meet and Greet Monthly Dinner (3rd Wednesday of each month 600-800 PM) Surf Diner

I would like to try this for 4 months and if successful then rotate to other local restaurants in Surfside Beach.

Would it be possible to have Debbie Ellis coordinate and publicize these programs?

Residents can either "sign up" or "show up" to any of these functions. Separate checks would be generated so everyone will pay for their own meal.

May I have your support on this initiative?

-Ralph

Ralph Magliette
104 Harbor Lights Dr
Surfside Beach, SC 29575
Cell# 732-331-2289
Home# 843-839-2863
Email: magliet@aol.com