Town of Surfside Beach

Annual Vision Workshop

February 22, 2018
Events

Debbie Ellis, Supervisor
Commemorative Wall at Veteran’s Memorial

- Veterans Memorial had a limited number of bricks available for purchase by veterans and/or their families to honor their service.
- Bricks were purchased at $50 each and town staff had the bricks engraved and installed.
- There are no more bricks available and staff receives requests on a regular basis from veterans’ and their families wishing to publicly commemorate their loved ones.
- Staff has looked at various avenues to accomplish this and the simplest seems to be to construct a masonry wall at the back of the memorial along the sidewalk with spaces for small plaques to honor veterans.
- Price tag ≈ $10,000
Veteran’s Memorial Wall Bid Proposals

- Vendor 1
  - $29,652
  - Masonry block in lieu of concrete = savings of $5,656
- Vendor 2
  - $27,200
- Vendor 3
  - $15,650 (20’ Wall)
  - $9,950 (12’ Wall)
Finance

Diana King, Director
Local Government Investment Pool (LGIP)

- SC State Treasurer program for Local Governments
  - LGIP is an investment mechanism authorized by the Legislature to provide local governments an opportunity to acquire maximum returns on investments by pooling available funds with funds from other political subdivisions.
  - Section 6-6-10, Section 12-45-220 and Section 11-1-60 of the 1976 Code of Laws of SC authorize the State Treasurer to sell to all political subdivisions of the State participation units in the Pool, which shall be legal investments for the subdivisions.
  - Allows Local Government to invest funds at a higher rate
  - Current rate being paid as of January 2018 was 1.35% compared to the bank interest rate of 0.20%
  - Propose investing Beach Renourishment funds and possibly Disaster Recovery Reserve funds
  - The Town had 4 accounts with LGIP prior to the purchase of the Pier and building of the Firehouse
Review of Fund Balances as Required by Ordinance: Code 2-187

• General Fund:
  • Undesignated Fund balance as of 6/30/17 was $2,507,000 which is approximately 5 months of expenditures
  • Ordinance requires 4 months of expenditures to be on hand
  • Excess of $400,000 is available to move to the disaster fund which would leave the balance in unassigned $2,107,000

• Disaster Recovery Reserve:
  • This reserve has $400,000 initial deposit
  • Propose transfer of $400,000 from Undesignated Fund balance to Disaster Fund balance
  • That would make the Disaster Fund balance $800,000 as of 6/30/18
  • Ordinance goal is $1,200,000 by 2020
  • Amend ordinance to meet goal by 2024 adding $75,000 per year
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<tbody>
<tr>
<td><strong>Beginning</strong></td>
<td>$400,000</td>
<td>$400,000</td>
<td>$800,000</td>
<td>$875,000</td>
<td>$950,000</td>
<td>$1,025,000</td>
<td>$1,100,000</td>
<td>$1,175,000</td>
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<tr>
<td><strong>Additions</strong></td>
<td>$</td>
<td>-</td>
<td>$400,000</td>
<td>$75,000</td>
<td>$75,000</td>
<td>$75,000</td>
<td>$75,000</td>
<td>$25,000</td>
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<tr>
<td><strong>Balance</strong></td>
<td>$400,000</td>
<td>$800,000</td>
<td>$875,000</td>
<td>$950,000</td>
<td>$1,025,000</td>
<td>$1,100,000</td>
<td>$1,175,000</td>
<td>$1,200,000</td>
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Review of Fund Balances as Required by Ordinance: Code 2-187

- Indigent Defense Fund:
  - This fund has a balance of $5,000. The balance can be moved to undesignated since there is now a contract to provide this service for $8,000 which will be budgeted annually.

- Sanitation Fund:
  - This fund has more than the required undesignated balance of 4 months of expenses as of 6/30/17
  - Sanitation fund received reimbursement from FEMA for clean up costs associated with named storms thereby increasing the net position. The cost of trash disposal has increased significantly in the past year, but it appears that a rate increase will not be required at this time. When the Solid Waste Authority increases tipping rates in the future it may be necessary to review the charges to customers.
Human Resources

- Hire a consultant to review all job positions and the pay scale associated with each. The last study was complete by Burkhold Planning and Management in 2006. The cost was approximately $25,000.
Committee Funding Requests

$2,500 Historical Board

$5,000 Keep Surfside Beach Beautiful

$2,000 Ralph Magliette Senior Citizens

No other committees requested funds for the upcoming fiscal year
Non-budgeted expenditure means an intended or unintended cost for a particular purpose and in which the purpose and cost thereof is not included in the current fiscal year's town budget and is allowed under the preapproved authority of the administrator or his assignee or in which appropriate approval has been granted by town council.

Open-ended contract means any written contracts, purchase orders or agreements or modifications thereto allowing for future changes or additions to the amount contained in the contracts, purchase orders or agreements or modifications thereto.

(Ord. No. 14-0784, 1-27-15)

Sec. 2-186. Deposits and withdrawals.

All monies of the town shall be deposited in a bank or depository selected by the town council. All manual checks shall require a signature from any two (2) of the following persons: the town administrator, the finance director, the mayor, or the mayor pro tempore.

(Ord. No. 14-0784, 1-27-16; Ord. No. 14-0790, 10-28-14)

Sec. 2-187. Funds established and purposes.

(a) General fund. This fund is to account for the operations of the town government that are not reported in another fund. The fund balance for the general fund may have various classifications of fund balance that comprise a hierarchy based primarily on the extent to which the town is bound to honor constraints on the specific purposes for which amounts can be spent as follows:

1. Non-spendable fund balance. The portion of fund balance that is non-spendable and includes amounts that cannot be spent because they are either:
   a. Not in spendable form which includes items that are not expected to be converted to cash, such as inventories and prepaid amounts, and items such as the long-term amount of loans and notes receivable, as well as property acquired for resale;
   b. Legally or contractually required to be maintained intact. The corpus (or principal) of a permanent fund is an example of an amount that is legally or contractually required to be maintained intact.

2. Restricted fund balance. The portion of fund balance that is restricted for specific purposes which are externally imposed by creditors, grantors, contributors, laws, regulations, or imposed by law through constitutional provisions or enabling legislation. The town's restricted funds are for the victims advocate program and the drug enforcement program.

3. Committed fund balance. The portion of fund balance that has been "committed" for a specific purpose determined by an approved ordinance by town council, the town's
highest level of decision making authority, before the end of the fiscal year. Commitments may be changed or lifted only by town council taking the same formal action by ordinance that originally imposed the constraint.

The town council establishes the following committed fund balance amounts for the general fund:

Disaster recovery reserve. This committed fund balance is due to the town’s coastal location and the associated risk for hurricanes and other natural disasters. The initial funding shall be four hundred thousand dollars ($400,000.00) transferred from the unassigned balance in the general fund. The goal is to achieve a balance of one million two hundred thousand dollars ($1,200,000.00) by 2020. Use of these funds must be approved by a super-majority of town council. The balance of this reserve will be reviewed during the annual budget process.

(4) Assigned fund balance. The portions of fund balance that have been assigned for specific purposes that are not restricted or committed and that have been established by either an approved motion of town council before the report date.

Currently the town has the following assigned fund balances within the general fund:

(i) Assigned to capital replacements reserve, which shall be for the replacement of vehicles, computer equipment and other assets with a life exceeding five (5) years. This fund is assigned three (3) mils each year and expenditures are approved in the budget process. The expected balance of this fund is reviewed by town council during the budget review.

(ii) Land, meters, and parking purposes reserve, which shall receive net revenue from parking operations, however, not to include pier parking revenue, and shall be used to beautify parking areas, purchase and maintain parking equipment, pay for parking operations, and/or purchase additional land.

(iii) Indigent defense fund. The town shall transfer annually the sum of five thousand dollars ($5,000.00) to fund the indigent fund up to a maximum of twenty-five thousand dollars ($25,000.00) and shall maintain that balance for representation of indigents in the town’s court system.

(5) Unassigned fund balance. Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. Unassigned fund balance may also include negative balances for any governmental fund, if expenditures exceed amounts restricted, committed, or assigned for those specific purposes. The town council desires to have sufficient working capital and a margin of safety to address cyclical fluctuations of revenues and expenses. The town shall maintain an unassigned fund balance at the end of each fiscal year, which is approximately four (4) months of general fund expenditures.
(b) Capital projects fund.

(1) The finance director shall set up and maintain a separate fund to be known as the capital projects fund.

(2) The capital projects fund will receive all capital related debt proceeds, tax millage and/or other revenue for special projects as designated in the approved budget.

(3) Payments for budgeted expenditures from the capital projects fund shall be authorized by two (2) signatories as prescribed in the Town Code.

(4) Reporting for the capital projects fund shall be included as a part of the regular monthly accounting report when a project is on-going.

(5) The capital projects fund shall receive all designated revenue.

(6) Restricted for street improvements. Annual vehicle registration fees received from Horry County are to be used for road improvements.

(7) Assigned to beach renourishment fund. The accommodations tax fund and the hospitality fund shall both transfer seventy-five thousand dollars ($75,000.00) annually to the beach renourishment fund. Beginning in fiscal year 2019-20, the pier fund shall transfer fifty thousand dollars ($50,000.00) annually to the beach renourishment fund. Said transfers shall not be expropriated for other uses and shall be solely reserved for the purpose of beach renourishment. Reserves for beach renourishment shall be held in the capital projects fund.

(8) The town council will determine the capital projects to be funded each year during the annual budget review and approval.

(c) Special revenue funds. Special revenue funds are funds created to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes. In the Town of Surfside Beach there are three (3) special revenue sources: state accommodations taxes; local accommodations taxes (Town Code section 4-119), and hospitality taxes (Town Code section 4-91).

(d) Enterprise funds. Enterprise funds are required to have various components of net position that include: (1) net investment in capital assets, (2) restricted net position, and (3) unrestricted net position. At no time may any enterprise fund’s unrestricted net position go below four (4) months of anticipated expenses and transfers out.

(1) Sanitation fund. The sanitation fund was created April 1, 1997. Unrestricted net position will be maintained at four (4) months of operating expenses and transfers out. Should the balance fall below four (4) months, the town administrator will notify town council and determine a plan to bring the balance back into compliance.

(2) Pier fund. The pier enterprise fund was established by Resolution #08-073. The pier fund is established to reflect all funds received from public admissions, rental lease revenue paid by its tenants, parking revenue from the pier parking lot, and any other applicable revenue received. This fund shall be used for maintenance and operation.
§ 2-187  SURFSIDE BEACH CODE

of the pier. Once the pier fund has paid off its debt to the general fund, and is self-sufficient, thereafter the fund shall maintain a minimum of four (4) months of operating expenses and transfers out in the unrestricted net position category. Should the balance fall below four (4) months, the town administrator will notify town council and determine a plan to bring the balance back into compliance.

(c) Fund balances are estimated in the budgeting process. After the audit is published at the end of the fiscal year, all fund balance amounts will be reported to town council. Any shortfalls shall be required to be rebuilt to minimum levels during the next two (2) fiscal years budget preparation process. In the event any fund balance is above the required minimum, then the difference may be used to fund activities, subject to town council prior approval.


Sec. 2-188. Publication of town financial information.

(a) The town administrator, acting through the town finance department, shall publish by means of the internet the town's accounts payable check register in a manner that complies with federal and state laws concerning the privacy of information. Further, the town's finance department shall redact from any information such individual identifying data as may otherwise appear on records including, but not limited to the municipal court and business license department.

(b) Nothing in this section shall be interpreted as amending or waiving any provisions of chapter 4, Business licenses, permits and regulations or other provision of the Code except as specifically referenced herein; all requests for access to and copies of public records involving the town government, its agencies and departments shall be processed and governed by the letter and spirit of the South Carolina Freedom of Information Act, S.C. Code 1976, § 30-4-10 et seq.

(Ord. No. 14-0784, 1-27-15)

Sec. 2-189. K-9 fund.

(a) The K-9 fund is established as a separate dedicated fund to be used to receive monies by way of donation. All sums of monies so collected and deposited in said separate fund shall be used solely to provide for the needs and upkeep of the Surfside Beach Police Department K-9 dogs.

(b) Monies remaining in the K-9 fund at the end of the fiscal year shall remain therein, and not revert to the general fund. Any and all interest earned on the monies deposited in said K-9 fund shall remain therein and shall be for the benefit of the K-9 dogs.

(Ord. No. 15-0806, 6-23-15)

Secs. 2-190—2-200. Reserved.
A-Tax

Unallocated Funds for FY 2017-2018

Recommendations for FY 2018-2019
Resolution of the
Accommodations Tax Advisory Committee

Funding Recommendations
Unallocated Funds for 2017-1028

Whereas, the Accommodations Tax Advisory Committee (the Committee) met on January 18, 2018 and heard requests for funding from unallocated funds during the current fiscal year, FY2017-2018; and

Whereas, the Committee moved by duly adopted motion to recommend to the Surfside Beach Town Council the following:

<table>
<thead>
<tr>
<th>FY2017-2018 Funding Requests</th>
<th>Funding Amount</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 New 2018 Bobcat 3400 4-wheel drive utility vehicles for Police Department</td>
<td>$20,000</td>
<td>Approved</td>
</tr>
<tr>
<td>All-Terrain Vehicle for beach rescue equipment towing and conveyance of emergency patients off the beach for Fire Department</td>
<td>$30,000</td>
<td>Approved</td>
</tr>
<tr>
<td>Pier Enterprise Fund – Catastrophic Restoration</td>
<td>$50,000</td>
<td>Approved</td>
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</tbody>
</table>

NOW, THEREFORE, BE IT RESOLVED that the Surfside Beach Accommodations Tax Advisory Committee hereby recommends to the Surfside Beach Town Council to approve the funding as stated herein.

BE IT SO RESOLVED this 18th day of January 2018.

Sammy Truett, Chairman

Attest:
Debra E. Herrmann, CMC, Town Clerk
New Beach Services Utility Vehicles

- **SUBJECT:** Two new 4-wheel drive utility vehicles for Police Department/Beach Services. The purchase of these units is a planned capital replacement of beach-capable utility vehicles used during daily police department operations to provide a safe and healthy beach environment for the Town's visitors. Replacement prior to the start of the 2018 beach season ensures consistent and reliable delivery of these services.

- **PURPOSE:** To be utilized by Surfside Beach Police Department Beach Patrol Officers and Seasonal Beach Services Officers assigned to tourist-related activities on the beach during the tourist season.

- **ASSUMPTIONS:**
  - *It is assumed that the safety of residents and visitors of Surfside Beach are an upmost priority and concern.*
  - *It is assumed that the upcoming tourism season will require a consistent and reliable presence on the beach to educate tourists in our rules and regulations to ensure the safety of our residents and visitors.*

- **FACTS:**
  - 2 New 2018 Bobcat 3400 $28,000 (includes vehicle, tax and retrofit)
  - Trade-in 2 John Deere Gators ($8,000)
  - Total: $20,000

- **RECOMMENDATION:** Approve recommendation to Town Council to fund request
Fire ATV

- **SUBJECT:** Purchase of 6-wheel ATV

- **PURPOSE:** The increase of calls for assistance in the ocean and on the beach continue to grow. The faster that emergency patients can be transported to a medical facility the better their chance for a positive outcome.

- **ASSUMPTIONS:**
  - It is assumed that the safety of residents and visitors of Surfside Beach are an upmost priority and concern.
  - Responses by Surfside Beach Fire Department to water rescue calls and calls for assistance on the beach will continue to increase.

- **FACTS:**
  - The Fire Department currently uses their utility pick-up to move the rescue equipment to the ocean.
    - Placing a patient in the bed of the pickup is dangerous.
    - Additional manpower is needed to move patients from the sand to the street.
    - If the Fire Marshal is conducting inspections using the utility pickup, response time to the beach would be delayed.
    - This vehicle would be used to move emergency patients from the beach to a first responder unit.
      - This new apparatus would have a bed on which to place and secure a patient and a seat for an attendant to observe and work on the patient during transport.
      - Cost with all required options and up-fit (i.e., long bed, striping, painting, etc.) - $30,000

- **RECOMMENDATION:** Approve recommendation to Town Council to fund request
Pier Restoration

- Staff recommends transferring some of the leftover, unallocated funds to the Pier Enterprise Fund.
  - Staff is asking the Committee to recommend transferring $50,000.
  - To a line item in the Pier Enterprise Fund entitled “Catastrophic Restoration”.
- Mr. Chairman I need a consensus of the Committee to recommend this, on the Committee’s behalf, to Town Council.
Resolution of the
Accommodations Tax Advisory Committee

Funding Recommendations
Fiscal Year 2018-2019

Whereas, the Accommodations Tax Advisory Committee (the Committee) met on January 18, 2018 and heard requests for funding during the next fiscal year, FY2018-2019; and

Whereas, the Committee moved by duly adopted motion to recommend to the Surfside Beach Town Council the following:

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<thead>
<tr>
<th>FY2018-2019 Funding Requests</th>
<th>Funding Amount</th>
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</thead>
<tbody>
<tr>
<td>Historical Signage</td>
<td>$ 10,000</td>
<td>Approved</td>
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<tr>
<td>Social Media Consultant</td>
<td>$ 18,000</td>
<td>Approved</td>
</tr>
<tr>
<td>Guy Daniels Foundation</td>
<td>$ 6,500</td>
<td>Approved</td>
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<td><strong>Town of Surfside Beach</strong></td>
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<tr>
<td>Beach Patrol 1.5 Officers, etc.</td>
<td>$197,600</td>
<td>Approved</td>
</tr>
<tr>
<td>Bike Event Proviso</td>
<td>$ 50,000</td>
<td>Approved</td>
</tr>
<tr>
<td>Public Works, Beach Cleaning, etc.</td>
<td>$ 54,000</td>
<td>Approved</td>
</tr>
<tr>
<td>Special Events-Promotional Ads-Tourism Brochure</td>
<td>$ 62,750</td>
<td>Approved</td>
</tr>
<tr>
<td>Beach Renourishment</td>
<td>$ 75,000</td>
<td>Approved</td>
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Now, therefore, be it Resolved that the Surfside Beach Accommodations Tax Advisory Committee hereby recommends to the Surfside Beach Town Council to approve the funding as stated herein for Fiscal Year 2018-2019.

Be it so resolved this 18th day of January 2018.

[Signature]
Sammy Truett, Chairman

Attest:
[Signature]
Debra E. Herrmann, CMC, Town Clerk
Grant Requests

- **SUBJECT:** FY2018-2019 Grant funding requests
- **FACTS:**
  - State Law allows these expenditures
  - Grants requested
    - Historical signage $10,000
    - Social media consultant $18,000
    - Guy Daniels Surf-off $6,500
  - Total $34,500
- **RECOMMENDATION:** Approve recommendation to Town Council to fund requests
Police Department Funding Requests

■ SUBJECT: FY2018-2019 Police Department funding request to fund beach patrol for the summer season

■ FACTS:
  o State law allows these expenditures
  o Budgeted expenditures
    i. Salary 1.5 beach patrol officer $60,600
    ii. Overtime $40,000
    iii. Benefits $22,000
    iv. Beach Patrol gas, water, repairs, uniforms, etc. $25,000
    vi. Bike Events (Proviso Hold-Back) $50,000
  o Total $197,600

■ RECOMMENDATION: Approve recommendation to Town Council to fund requests
Police

- **SUBJECT:** FY2018-2019 Accommodations Tax Police Department Budgetary Requests
- **PURPOSE:** To fund the expenses related to beach-related law enforcement services during fiscal year 2018-2019 and to provide funding pursuant to the law enforcement proviso for safety and security related issues during motorcycle events.
- **ASSUMPTIONS:** It is assumed that the safety of residents and visitors of Surfside Beach are an utmost priority and concern.
- **FACTS:**
  - *Surfside Beach has a high influx of visitors during the peak seasons and during motorcycle events. During these times the Police Department ...*
    - Has seasonal Beach Patrol officers assigned to work the beach area. These officers primarily focus on the beach district, which covers an area from 17th Avenue North to Melody Lane, between Dogwood Drive and the beachfront.
    - Has assigned officers to overtime details on the beachfront at night that generally work from 9:00 p.m. to 12:00 a.m. to proactively enforce the Town's ordinance against fireworks.
    - Makes use of the emergency, governor-enacted proviso to use Accommodations Tax funding to provide for law enforcement support and security measures during motorcycle events across the Grand Stand area.
  - **Associated costs for the above are ...**
    - Salary for 1.5 Beach Patrol Officers $60,600
    - Beach Patrol Uniforms, Gas, Vehicle Maintenance, and Supplies $25,000
    - Overtime $40,000
    - Benefits $22,000
    - Proviso Holdback (see next page for breakdown of proviso costs) $50,000
- **RECOMMENDATION:** Approve recommendation to Town Council to fund requests
Public Works Department Funding Requests

- **SUBJECT:** FY2018-2019 Public Works Department funding requests to fund beach clean-up, maintenance, restroom and shower facilities

- **FACTS:**
  - *State Law allows these expenditures*
  - *Budgeted expenditures*
    i. Beach Trash Pickup $18,500
    ii. Beach Raking $14,500
    iii. Beach Bathrooms Maintenance $12,000
    iv. Shower & Bathroom Water Utility $9,000
    o Total $54,000

- **RECOMMENDATION:** Approve recommendation to Town Council to fund requests
Special Events Funding Requests

- **SUBJECT:** FY2018-2019 Special Events funding requests
- **FACTS:**
  - *State Law allows these expenditures*
  - *Tourism Related Events*
    - i. BBQ Festival $8,000
    - ii. Easter/Children’s Festival $5,000
    - iii. 4th of July Celebration $14,000
    - iv. Beach Luau $3,000
      - Total Event Costs $30,000
  - *Other Costs*
    - i. Promotion and Advertising $13,750
    - ii. Staff for tourism related events $9,000
    - iii. Tourism brochure, maps, etc. $10,000
      - Total Event Cost & Other Costs $32,750
    - Total All Costs $62,750
- **RECOMMENDATION:** Approve recommendation to Town Council to fund requests
Transfer

- **SUBJECT:** FY2018-2019 Transfer

- **FACTS:**
  - *State Law allows this expenditure*
  - *Transfer requested*
  - i. Beach Renourishment $75,000

- **RECOMMENDATION:** Approve recommendation to Town Council to fund transfer to Capital Projects for Beach Renourishment
Public Safety – Bike Events Proviso

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<th>Item</th>
<th>Cost</th>
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<td>Message Board Rental</td>
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<tr>
<td>Housing</td>
<td>$5,000</td>
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<tr>
<td>Per-diem for Outside Officers</td>
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<tr>
<td>Meals</td>
<td>$4,500</td>
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<tr>
<td>PD Staffing</td>
<td>$30,000</td>
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<tr>
<td>FD Staffing</td>
<td>$6,000</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$50,000</strong></td>
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FIRE

Kevin Otte, Chief
Vision Requests for 2018/19

Kevin L. Otte, Fire Chief
Installation of six new hydrants and one upgraded water line.

- These new hydrants and upgraded water lines will help to solidify our ISO 1 rating.
- Our water delivery will be improved with the increase in water lines size in the following areas.
- New hydrants would be installed at: 313 Myrtle Dr. S., 112 Hollywood Dr. S., 415 Hollywood Dr. S., Hollywood Dr. S. and 7th Ave. S., and Sparrow Dr. and Moss Dr.
- Willow Dr. S in front of 1016 Willow Dr. S a new hydrant and 173 feet of 6inch waterline would be installed.

Total cost: $37,000.00
Purchase of a 2018 Tahoe 4x4.

- The current command vehicle is a 2011 pick-up truck with a covered bed and a slide in tray command unit.
- The utility vehicle that we currently use is a 2007 pick-up truck, this vehicle can only carry two occupants and the bed is open to the elements.
- Currently we use the small SUV that is also used by other town employees who attend classes for the Town of Surfside Beach. By using the Fire Chief’s pick-up we will be able to send more than two members to training without requiring them to use their own POV.
Purchase of a 2018 Tahoe 4x4 continued.

- By replacing the utility vehicle with the Fire Chief’s vehicle we cannot only move more members to incidents and training but their gear will remain covered and the bed can be hosed out to remove contaminates.
- The smaller utility pick-up can be re-purposed within the town.
- The total cost of this project would be $52,000.00
Replacement of Fire Engine
Replacement of Fire Engine

- The oldest apparatus in the fleet is a 1994 model. After 2019 this vehicle will be over 25 years old and we will no longer get any ISO points. I anticipate an audit from the ISO in the middle to late 2019.

- This new apparatus will be a rescue-pumper and thereby make it more versatile for our town. We currently have part of our auto extrication equipment on the first out engine (Engine 56) and part of the equipment on the small rescue truck (Rescue 56). By combining the equipment to one vehicle our crews will have all of the equipment they need at the scene.

- The department can re-purpose the small rescue truck into a utility/salvage vehicle possibly gaining points from the ISO for this vehicle.

- The total cost for this project is $610,000.00. This money is from the capital improvements fund.

- We will be selling the 1994 model for the most we can obtain.
2018/19 Grant Requests

- This year we have submitted a grant request through the Assistance to Firefighters Grant (AFG). This grant request is to obtain funds to replace our Self-Contained Breathing Apparatus (SCBA). These units will be nearing the end of life usage in about 2 years. If we were to receive this grant the costs to the town would be $12,877.00. The total cost of the equipment is $270,426.00.

- The grant period has not yet opened for the Staffing for Adequate Fire & Emergency Grants (SAFER). It is our intention to apply for this grant in an effort to increase our on duty firefighters to four on each shift. This would be a total of 6 new employees. This program ran for 3 years last year, and I anticipate that this will remain the same for this year. The cost to the town the first and second year would be 25 percent, as in the past. The third year the town costs would go to 65 percent.
Grant Requests 2018/19 continued

- After the third year there is no requirement of the town to keep these members as employees.
- Because the program period has not opened yet we will have to use our numbers from last year.
- The first year cost to the town would be about $125,000.00.
- The second year cost to the town would be about $150,000.00.
- The third year cost to the town would be about $390,000.00.
Planning, Building & Zoning

Sabrina Morris, Director
Planning, Building & Zoning Department

Visioning Meeting
February 22, 2018
Adobe Professional/Bluebeam software

Find and track permit progress using real time data. Each department responsible for approval of a permit will have access to review plans, make comments and approve or deny plans. Sending all comments back to the Permit Tech for dissemination to the contractor, owner and engineer when needed.

- Create PDF’s from any application that prints
- Send, track and confirm document delivery electronically
- Fill, sign and send forms faster using data from your autofill collection on your computer or mobile device
- Give and get fast, clear feedback with comments tools
- Collect e-signatures from others and track responses in real time
- Digitally sign, certify and verify documents more easily
- Have a consistent user experience across all devices
Real Time tracking to keep contractor, owner and engineer aware of the project's progress

<table>
<thead>
<tr>
<th>Zoning:</th>
<th>TOWN OF SURFSIDE BEACH</th>
<th>Plan Sequence:</th>
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<tbody>
<tr>
<td>Flood Zone:</td>
<td>PLAN REVIEW SHEET</td>
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**Project:**

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**Address:**

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<td>Outdoor Cafe</td>
<td>Res. Driveway</td>
<td>Accessory Struct.</td>
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**Work Classification:**

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<td>Addition</td>
<td>Ext. Demo</td>
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<td>Ext. Repair</td>
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**Proposed Use:**

**Current Use:**
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<tr>
<td><strong>1. Maximum Impervious Coverage per District:</strong></td>
<td>R-1 = 40%  R-2 = 45%  R-3 = 50%</td>
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<td>Lot Width:</td>
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<td>Impervious Coverage Allowed:</td>
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**2. Impervious Surface**

A. Lot area occupied by building:
- House sf: 
- Garage sf: 
- Porch sf: 
- Shed sf: 
- Covered Deck sf: 

B. Other Impervious Surface:
- Driveway sf: 
- Walkway sf: 
- Concrete Patio sf: 
- Stone Wall sf: 
- Conc. Pool Deck: 

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**TOWN OF SURFSIDE BEACH**

<table>
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Blue Beam Software

Key Features
2D and 3D PDF Markup
Markups List
Tool Chest
Measurement Tools
Bluebeam Studio

Eliminate paper plans. Prevents concerns with storage of bulky plans. Allows for the review and comments/corrects required to be emailed directly to the contractor/engineer for a quick turn around. Saving plans on the server for required retention and quick access in the future.
Detailed notes and measurements from all departments that can be emailed to contractors/architects/engineers quickly for changes/corrections required from each department. Planning, Building & Zoning, Fire Department, Public Works, Police, etc. This program will also assist the Permit Technician when Contractors call in to find out the status of a permit. i.e. who has already signed off on the permit and what Issues may be holding up the permit.
Design Overlay Improvement Grant

For the purpose of encouraging private investment in the renovations and design improvements of properties within the Design Overlay District. The grant would assist with the cost associated with exterior improvements of buildings and landscaping and can significantly reduce these cost by as much as 35% up to a limit of $15,000. ($2000. for grant request for landscaping only).

Request must meet eligibility requirements to be established and can not be used to obtain a building permit, business license or the cost of the plans.

The requested town portion of the grant funding is $25,000. for the 2018-19 budget year.
GIS

What is GIS?
Hundreds of thousands of organizations in virtually every field are using GIS to make maps that communicate, perform analysis, share information, and solve complex problems around the world. This is changing the way the world works.

A geographic information system (GIS) is a framework for gathering, managing, and analyzing data. Rooted in the science of geography, GIS integrates many types of data. It analyzes spatial location and organizes layers of information into visualizations using maps and 3D scenes. With this unique capability, GIS reveals deeper insights into data, such as patterns, relationships, and situations—helping users make smarter decisions.
GIS DATA LAYERS

Many different types of data can be integrated into a GIS and represented as a map layer. Examples can include: streets, parcels, zoning, flood zones, client locations, competition, shopping centers, office parks, demographics, etc.

When these layers are drawn on top of one another, undetected spatial trends and relationships often emerge. This allows us to gain insight about relevant characteristics of a location.

Every department in the town will benefit from the use of GIS. GIS can grow with the town by adding additional software for specific goals of the town.
Flood information that can be shared between FEMA and the town.

Information gathered can assist council in making informed decisions when problem areas arise on a continued bases.
Develop Flood Response Plans

Flood Planning is used by mapping technicians in public safety, emergency management, public works, or planning departments to analyze the impact of seasonal flooding scenarios and develop flood response plans. Flood Planning allows you to analyze the impact of flooding for multiple flood levels and create a flood impact plan for each flood level. It also allows you to develop preliminary levee plans and budget estimates for each levee.

The flood impact analysis identifies public infrastructure, critical facilities, and vulnerable residents that may be impacted. This information will help you develop a plan to mitigate the impact on the community.
Flood Journal

Tab 1: Precipitation and Gauge Data. Historical overview of precipitation and stream gauge information to indicate flood events and trends.

Tab 2: Preliminary Flood Extents. Flood estimates were created based on USGS high water marks (HWM) collected through October 19 and the SC Department of Natural Resources (DNR), with horizontal resolution of about 10 feet (3 meters) and vertical units representing water depth above ground (in feet). Flooding is estimated through a process of spatial interpolation (inverse triangulation) to estimate water surface elevations followed by subtraction of ground elevations.

Tab 3: Rainfall. Interpolated raster with contours of total rainfall between October 1 and October 16, 2013. Rainfall is roughly at 10 minute resolution with pixel units representing rain in inches. Created by FEMA's Modeling Task Force (MTF) using rainfall data from NOAA HPS, NCEP-NCAR, and CoCoRaHS community network.

Tab 4: National Flood Hazard Layer.
The Damage Assessment solution is a configuration of the Collector for ArcGIS and Operations Dashboard for ArcGIS used by emergency management agencies to conduct detailed damage assessments in the field. It can also be used to monitor field assessments and determine whether damage costs exceed State or Federal declaration thresholds.

Damage Assessment is a configuration of the Collector for ArcGIS application that supports the collection of structural damage to residential and commercial structures; and damage to public facilities during emergency response activities.
Information can be stored to provide important information unique to a specific lot.

- Variances granted
- Elevation Certificate
- Flood information
- If lot had been split and when
- Pervious/impervious calculations
- Digital plans can be attached to the lot
- Signage
- List goes on and on....
Public Notification is a configuration of Web AppBuilder for ArcGIS that can be used by local government staff to identify a collection of properties and create mailing labels, or a structured text file, of owners and occupants. This application is typically used by planning and zoning officials, but it can be used by any agency looking to notify property owners or occupants of a formal action being taken.

A collection of properties to be notified can be generated by specifying a distance from a property boundary (buffer); selecting properties along an adjoining roadway; identifying properties within an administrative area; or drawing a specific area and identifying properties within the newly drawn area.
Community Resilience Surveys enables organizations to collect information about the resilience and vulnerability of key assets in their community. This information can be used to better understand the overall resiliency of their communities and identify areas where mitigation projects can help to address vulnerabilities across jurisdictions.

Community Resilience Surveys leverages Survey123 for ArcGIS to collect resilience information about new or existing assets of interest. The information can then be used as an input to the analysis workflows included in the Community Resilience and Hazard Vulnerability Assessment solutions leveraged in the Resilience Outreach and Resilience Dashboard solutions.
Police

Set Priorities — GIS helps set priorities based on three-dimensional analysis. By analyzing crime patterns, public safety officials can identify target areas and assign officers in those areas.

Crash Analysis can be used by the police department to analyze crash data along roadways and produce risk maps that inform decisions made to mitigate crashes and improve road safety.
Fire

GIS was used to map the locations of traffic incidents. A hot spot map was created by combining vehicle accident data with street and intersection layers.
Public Works

Sign Inventory is a configuration of ArcGIS Online and Collector for ArcGIS application that can be used by the Public Works staff to inventory traffic signs erected at the side of, or above roads.

The Sign Inventory map helps public work’s staff develop a comprehensive inventory of signs and the poles to which they are attached, and prepares this information for related maintenance management workflows.
Identify street repairs needed
Debris Reporting is a configuration of ArcGIS Online, Collector for ArcGIS and Operations Dashboard for ArcGIS that supports Emergency Management organizations in collecting and monitoring debris.

The solution facilitates the collection of debris type and its location in order to assess and report back where debris clean-up is needed.
**Capital Improvement Plan**

Capital Improvement Plan can be used by the general public and other interested parties to review projects included in the Capital Improvement Plan. This GIS information sharing program can be installed directly to the town's webpage.
Police

Kenny Hofmann, Chief
Surfside Beach Police Department
Visioning Proposal FY 2018/19

Chief Kenneth Hofmann
February 22, 2018
Police - FY 2018-2019 Accommodations Tax

Police Department Budgetary Requests

Funding Request: $217,600 – A-Tax Fund

- Salary for 1.5 Beach Patrol Officers $60,600
- Beach Patrol Uniforms, Gas, Vehicle Maintenance, and Supplies $25,000
- Overtime $40,000
- Benefits $22,000
- Proviso Holdback (see below for breakdown of proviso costs) $50,000

Total: $197,600

Bike Weeks Proviso Breakdown

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<th>Item</th>
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<td>Message Board Rental</td>
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<tr>
<td>Housing</td>
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<tr>
<td>Per-Diem for Outside Officers</td>
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<tr>
<td>Meals</td>
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<tr>
<td>PD Overtime</td>
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<tr>
<td>FD Overtime</td>
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<tr>
<td>TOTAL</td>
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Police – New Beach Service Utility Vehicles

Funding Request $20,000 – FY 17/18
Accommodations Tax Fund (Unallocated)

- 2 New 2018 Bobcat 3400 $28,000 (includes vehicle, tax, and retrofit)
- Trade-in 2 John Deere Gators ($8,000)
- Total: $20,000
Police – Police Department Pay Adjustment

Funding Request: $93,727 - General Fund

- Approved pay scale for Myrtle Beach Police has created concerning pay disparity that will affect all area agencies
  - New pay scale intended to attract experienced, certified officers from surrounding agencies, coupled with significant benefits package ($50k to $100K HSA at retirement, free walk-in clinic for employee/dependents)
  - SBPD / MBPD starting pay:
    - Uncertified: 33,000 / 40,000
    - Certified: 35,370 / 44,000
  - Significant risk of losing experienced Officers and supervisors due to existing compression at all ranks
    - SBPD / MBPD starting front-line supervisor pay:
      (example)
      - Corporal: $37,790 / 47,483 (est. based on current + 10%)
      - Average SBPD Corporal at $40,280/yr.
  - Comprehensive evaluation of all comparable area agencies completed (MBPD, HCPD, Conway PD, Georgetown PD, Isle of Palms PD, Pawley’s Island)
• SBPD lower than all agencies other than City of Georgetown
• Estimated cost of replacing police officers estimated at $34,000
• Recommendation:
  • Adjust all SBPD pay scales to be competitive in the market
  • Proposed SBPD starting / MBPD starting pay:
    • Uncertified: $36,300 / $40,000
    • Certified: $40,000 / $44,000
    • Corporal: $44,214 / $47,483
• Makes SBPD competitive in market to recruit and retain qualified, skilled officers
• Addresses existing mid-range salary compression

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<tr>
<td>PROPOSED PAY SCALES</td>
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<tr>
<td>ADMINISTRATIVE DIV SUPV</td>
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Police – Police Department Bonus FY 17/18

Funding Request: $54,000 - General Fund

- Request to use existing FY 17/18 salary lapse funds remaining from vacated positions to fund bonuses for all full-time police department personnel
- Intended to stabilize police department personnel from leaving the agency in search of higher pay and benefits prior to FY 18/19
- $2,500 bonuses for each Class 1 certified officer and $1,500 bonus for each Class 2 and civilian full-time employee.
- SCCJA is currently scheduling police recruits for March 2019 classes
- Officers must be employed full-time prior to registration for SCCJA.
- Request Town Council authorize this disbursement of lapse funds immediately.
Police – Update on Accreditation

• Benefits of Accreditation
  • Increase law enforcement agency capabilities
  • Provide better departmental management by establishing precise written policies and procedures
  • Increase agency effectiveness and efficiency of services delivered
  • Provide access to the latest methods developed by law enforcement practitioners
  • Promote cooperation and coordination among law enforcement agencies and other elements of the criminal justice system
  • Increase citizen and employee confidence in the practices of the agency

• Timeline of project completion
  • Currently in self-assessment phase of project
  • Expect to achieve SCLEA Accreditation during FY 18/19
  • General Order development for outstanding standards – 8 to 10 months
  • Follow-up review to ensure new procedures are being implemented and followed – 3 months
  • Build accreditation files (proofs) – 2 months

Assessment Process (initial mock assessment, on-site, and board decision & award)
Police – Computer-Aided Dispatch (CAD) 
Phase II - In-car Integration (MDIS)

Funding Request: $30,135 – Hospitality Fund

- Gives Officers real-time access to call information in the field
- AVL (Automated Vehicle Location) helps increase officer safety with unit and call mapping
- Integrates DMV and NCIC queries into one platform
- Will eliminate a current 3rd party vendor recurring cost (ALEN SIMS)
- Recurring support costs for project negated by money saved by dropping 3rd party vendor
- Current 3rd party vendor does not integrate with current RMS (Records management System) or CAD (Computer-Aided Dispatch)
- Increases safety and efficiency of officers and operations through combined access to RMS, CAD, DMV, and NCIC in one platform.
Police – Capital Items

Funding Request $80,000 – Hospitality Fund

- Capital replacement plan for 2 police vehicles
- TOSB Comprehensive Plan calls for 1.5 replacement patrol units per year
- Both replaced vehicles have been rated in poor condition with 15% remaining use.

Replacement Vehicle for Patrol Unit. (Capital Replacement Plan)

- State Contract Ford 4DR SUV Police Package w/ tax $29,975
- Equipment and Installation $ 8,675
- Paint and Graphics $ 1,350
- Total Vehicle Cost(each) $40,000
Police – Police Annex Expansion

Funding Request: $57,000 – Hospitality Fund

• Existing Evidence Room is at capacity and requires aggressive purging by Evidence Tech
• Department has insufficient room to conduct annual defensive tactics training, presently done at J. Rueben Long Detention Center
• Department has received donation of $6,000 in gym equipment, but no space to utilize.
• Existing storage room at back of annex can be converted into Evidence Room
• Existing vehicle bays (approximately half of space) can be converted into a physical fitness and defensive tactics training area
• Local general contractor has offered to donate materials and labor to build a division wall in bays to allow continued use of bays by facilities staff, offsetting cost of renovations.
• Facilities staff to provide labor when possible to maintain cost effectiveness of project
• Evidence Room Renovation: $19,450
• Defensive Tactics/Fitness Area Renovation: $32,500
Proposed Evidence Room

Proposed Defensive Tactics / Fitness Space
Public Works

John Adair, Director
Surfside Beach Public Works
FY18-19 Budget Visioning/Capital Needs
Capital Equipment

Grounds Pickup-$25,000
(Deferred 2 years)

Grounds Gator- $11,000
(Deferred 1 year)
Capital Equipment

Street Tractor- $25,000
Light Duty 2WD – for mowing

Street Backhoe- $70,000
(Alternate with A-Tax)
Capital Equipment

Streets Versaboom- $85,000
Arm, Counterweights, etc)

Street Mower- $12,000
Capital Equipment

Sanitation Knuckleboom-
$150,000
Capital Equipment Summary

- General Fund - $228,000
- Sanitation Fund - $150,000
Capital Items

- **3rd Avenue South Promenade**

Budgeted for $500,000 in 17/18, this project has been partially funded through:

1. SCPRT Grant of $100,000
2. CTC Grant of $225,000
3rd South Promenade (continued)

• The need has been identified to repave the alley behind the businesses, as it would be more cost-effective than stand alone.

• After meeting with engineer and Santee Cooper, we feel that this would be an ideal time to put the wiring on 3rd S., and the alley, underground. This would be consistent with the other side of Surfside Drive, behind the dry cleaners. The cost of the job would add appx. $100,000-$125,000 to the cost, which is reimbursable by the franchise fund. We recommend the town pays for the conversions.

• Doing the underground wiring in this project would not impact the ability to do the Hwy 17 underground wiring.

• Adding in the alley work and the underground wiring increases the budget to appx. $625,000, – all inclusive.
Breakdown of Cost

- Overall budget - $625,000
  - 17/18 Amount - $30,000 (roll balance of budget over)
  - 18/19 Amount - $595,000

After the appx. $350,000 in reimbursements, the net cost to the town will be $275,000.
Paving

• I recommend a nominal $250,000 budget for paving in 18/19. I will ask the CTC to fund this in full in the fall. This will pave about 1.6 miles of roads TBD.

• (In FY 17/18, we are on schedule to pave close to 5 miles of roads using a combination of CTC and County Ride 3 funding)
Hwy 17 GSATS Project

• The Hwy 17 GSATS Project, administered by SCDOT, is scheduled to be let next fall. The scope is from Melody to SC544.

• We have added 2 components to this:
  • Mast Arms- All signalized intersections will have mast arms rather than span wires. Budget cost to town $115,000 (less 20K if County does not participate).
  • Underground Wiring- All overhead crossings will be eliminated, including the center median lighting wires. The cost is estimated at $1.5 million, which is reimbursable by the Santee Cooper franchise fund. The cost will be a little less if the County does not participate in the underground conversion from 17th North to SC544. This amount includes the engineering contract of $73,400.
Stormwater Utility Fee

- **Revisit:**
  - The Town has long term, capital and maintenance needs for stormwater projects.
  - The current allocation of tax millage barely covers operating expenses.
  - We have received a SC Rural Infrastructure Grant for $500,000 for the Myrtle Swash Culvert Bridge Replacement, but there is no guarantee of future awards in the competitive process.
  - It has been conservatively calculated that the Town could raise $435,000 per year based on a $64.00 per year Equivalent Residential Unit (ERU). This is the funding mechanism used in most jurisdictions.
  - Is there a desire of Council to pursue this for our needs??
• Questions?