

**Sullivan's Island Town Council**  
**2050-B Middle Street**  
**January 22, 2013**  
**6:00 p.m.**

Pledge of Allegiance

Invocation

Format: 20 minutes for general comments from the floor

- I. Approval of Minutes – Regular Meeting on December 18, 2012, and Special Meetings on December 18, 2012 and January 7, 2013
  
- II. Council Action Items
  1. Second Reading and Ratification, Ordinance No. 2013-01, An Ordinance to Amend Section 16-15(B) of the Personnel and Personnel Policy Ordinance regarding accrual of work hours during holiday weeks.
  
  2. First Reading, Ordinance No. 2013-02, An Ordinance to Amend Section 21-20 of the Zoning Ordinance regarding attached structures.
  
  3. First Reading, Ordinance No. 2013-03, An Ordinance for the Sale of Town Owned Real Property in the Town of Sullivan's Island
  
- III. Reports and Communication
  1. General and New Correspondence
  2. Attorney's Report
  3. Boards and Commissions Reports
    - a) Planning Commission
    - b) Board of Zoning Appeals
    - c) Design Review Board
    - d) Tree Commission
    - e) Municipal Elections Commission
  
- IV. Committee Reports – Discussion Items
  1. Administrator Report
  2. Ways and Means Committee
  3. Personnel Committee
  4. Water and Sewer Committee
  5. Building and Construction Committee
  6. Fire Committee
  7. Recreation Committee
  8. Real Estate Committee
  9. Police Committee
  10. Streets and Maintenance Committee
  
- V. Executive Session – Legal Advice Bluestein et al. vs. Town of Sullivan's Island
  
- VI. Adjourn

# ORDINANCE 2013-01

## ORDINANCE TO AMEND SECTION 16-15, PERSONNEL AND PERSONNEL POLICIES FOR THE TOWN OF SULLIVAN'S ISLAND

WHEREAS, Chapter 16 of the Town of Sullivan's Island Ordinance which is cited as "Personnel and Personnel Policies" outlines personnel policies for Town employees; and

WHEREAS, the Town of Sullivan's Island has, from time to time, amended certain sections of the Personnel and Personnel Policies Ordinance; and

WHEREAS, the Town of Sullivan's Island Town Council has identified value in amending Section 16-15(B), Holidays, to clarify the accrual of work hours during holiday weeks; and

WHEREAS, Town Council has discussed Section 16-15(B) during public meetings in December 2012 and January 2013;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND TOWN COUNCIL IN MEETING DULY ASSEMBLED,

that Section 16-15(B) of The Ordinances for the Town of Sullivan's Island be amended to read as follows:

### **Section 16-15 Holidays**

B. For each paid holiday, each regular, full-time employee shall receive a holiday allowance equal to his normal pay for one workday. This time shall be counted as hours worked for the purpose of computing overtime.

(alternative 2<sup>nd</sup> sentence: this time shall be counted as hours worked when computing weekly pay totals).

Aside from Lisa - I think a 2<sup>nd</sup> sentence should be included for clarity whether you want to explicitly say it will be incorporated for overtime calculations or not

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

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That this Ordinance takes effect and be in full force immediately.

Resolution was made by \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, and approved by a vote of \_\_\_\_\_. Passed and approved by the Town Council for the Town of Sullivan's Island, South Carolina on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Carl J. Smith, Mayor

Attest:

\_\_\_\_\_  
Ellen Miller, Town Clerk

First reading: \_\_\_\_\_

Second reading: \_\_\_\_\_

Ratification: \_\_\_\_\_

Attest to Form:

\_\_\_\_\_  
Lawrence Dodds, Esq., Town Attorney

DRAFT

Planning Commission recommendation to Council October 10, 2012  
Public Hearing held by Planning Commission, Wednesday, October 10, 2012  
Discussed by Real Estate Committee of Council November 2 and December 13, 2012  
Document includes Real Estate Committee recommendations to Council (December 18, 2012)

**MODIFICATIONS HIGHLIGHTED AND UNDERLINED**  
**ORDINANCE 2013-02**

**ORDINANCE TO AMEND SECTIONS 21-20 OF THE**  
**ZONING ORDINANCES FOR THE TOWN OF SULLIVAN'S ISLAND**

WHEREAS, Chapter 21 of the Town of Sullivan's Island Ordinance which is cited as "The Zoning Ordinance" was originally enacted in 1977; and

WHEREAS, the Town of Sullivan's Island has, from time to time, amended certain sections of The Zoning Ordinance; and

WHEREAS, the Town of Sullivan's Island Planning Commission identified value in amending Section 21-20 (B) (6), Conditional uses in the RS-District, to clarify attached additions to residential structures; and

WHEREAS, the Planning Commission has discussed Section 21-20(B)(6) during public meetings in August and September, 2012, and, on October 10, 2012, the Planning Commission held a public hearing at which time it recommended to Council approval of amendments to Section 21-20(B)(6);

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND TOWN COUNCIL IN MEETING DULY ASSEMBLED,

that Section 21-20(B)(6) of The Ordinances for the Town of Sullivan's Island be amended to read as follows:

**Section 21-20 Permitted, conditional, special exceptions and prohibited uses**

**B. Conditional uses in RS-District**

(6) Attached additions that do not share heated space with the principal dwelling provided

(a) No kitchen facilities are allowed, and

(b) Deed restrictions are placed on the property prohibiting rental as a separate dwelling,

and

(d) All structures are reviewed and approved by the Design Review Board. (Real Estate Committee recommendation 12-18-12)

Action-2

Planning Commission recommendation to Council October 10, 2012  
Public Hearing held by Planning Commission, Wednesday, October 10, 2012  
Discussed by Real Estate Committee of Council November 2 and December 13, 2012  
Document includes Real Estate Committee recommendations to Council (December 18, 2012)

REAL ESTATE COMMITTEE RECOMMENDED STRIKING FOLLOWING LANGUAGE  
PROPOSED BY THE PLANNING COMMISSION:

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(c) Addition is connected to the principal dwelling by a corridor with a maximum length of sixteen (16') feet and 2:1 dimension ratio, provided, however, if a proposed addition does not comply with the requirements of this subsection (c), it may be allowed only upon submission of the plans to, and approval by, the Design Review Board. (Planning Commission language from October 10, 2012)

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

That this Ordinance takes effect and be in full force immediately.

Resolution was made by \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, and approved by a vote of \_\_\_\_\_. Passed and approved by the Town Council for the Town of Sullivan's Island, South Carolina on the \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Carl J. Smith, Mayor

Attest:

\_\_\_\_\_  
Ellen Miller, Town Clerk

First reading: \_\_\_\_\_  
Second reading: \_\_\_\_\_  
Third reading: \_\_\_\_\_  
Ratification: \_\_\_\_\_

Attest to Form:

\_\_\_\_\_  
Lawrence Dodds, Esq., Town Attorney

**ORDINANCE FOR THE SALE OF TOWN OWNED REAL PROPERTY  
IN THE TOWN OF SULLIVAN'S ISLAND  
ORDINANCE NO. 2013-03**

**WHEREAS**, Title 5 of the South Carolina Code of Laws sets forth the powers, duties, functions and responsibilities of all municipalities; and,

**WHEREAS**, Section 5-7-40 of the State Statute provides for ownership and disposition of property by municipalities; and,

**WHEREAS**, Section 2-60 of the Town of Sullivan's Island Municipal Code sets forth the procedure for disposition of Town real property; and,

**WHEREAS**, The Town Council has determined that the sale of certain parcels of real property will facilitate the financing of several capital projects including but not limited to construction of a new Town Hall and capital construction projects within the Water and Sewer Department; and,

**NOW, THEREFORE, BE IT ORDAINED** by the Town of Sullivan's Island, in meeting duly assembled that the following parcels be offered for immediate sale according to the procedure set forth by Code of Ordinances of the Town of Sullivan's Island:

- A. Lot 8, 8A, Area H; TMS 523-080-0056; 1610 Middle Street – former Town Hall
- B. Lot 11, Area G; TMS 523-080-0023; No Street Address – vacant lot across from former Town Hall

**BE IT FURTHER ORDAINED**, by the Town of Sullivan's Island, in meeting duly assembled that the following parcels be offered for sale according to the procedure set forth by Code of Ordinances of the Town of Sullivan's Island at a time when a majority of Town Council deem appropriate:

- C. Lot 82 ½, Plat Book E-43, TMS 529-060-0117; No Street Address – vacant lot on Raven Drive
- D. Lot 83 ½, Plat Book E43, TMS 529-060-0118; No Street Address – vacant lot on Raven Drive

**(CONTINUED ON NEXT PAGE)**

Action-3

Ordinance No. 2013-03  
Page Two

Motion was made by \_\_\_\_\_, seconded by \_\_\_\_\_, and approved by a vote of \_\_\_\_\_ . Passed and approved by the Town Council for the Town of Sullivan's Island, South Carolina on the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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Carl Smith, Mayor  
Town of Sullivan's Island

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Ellen Miller, Town Clerk  
Town of Sullivan's Island

First Reading:

Second Reading \_\_\_\_\_

Approved as to form  
by Town Attorney: January 14, 2013

# **COUNCIL MEETING**

**January 22, 2013**

## **CORRESPONDENCE**

- 1. CTC – Jim Armstrong 01-03-13 – Confirming CTC “C” Fund projects  
FY2013 (sidewalk Station 22 ½ to Station 23 Street)**
- 2. SCDOT to J. Winchester – Speed Limit in Sullivan's Island  
Commercial District**

Scanned 1/13/13  
3/1/13

**Program Coordination** ♦ James D. Armstrong

**Vice Chairman** ♦ David Purcell

**Members-At-Large** ♦ Robert Miller, Jr.  
Howard R. Chapman, P.E.  
Bill Hanahan



**Technical Members** ♦ Laura S. Cabiness, P.E.  
City of Charleston

Michael D. Dalrymple, P.E.  
City of N. Charleston

Joel P. Ford  
Town of Mt. Pleasant

James D. Armstrong  
James R. Neal, P.E.  
County of Charleston

**Chairman** ♦ W. O'Brien Limehouse

JAN 07 2013

January 3, 2013

The Honorable Carl Smith  
Mayor Town of Sullivans Island  
P.O. Box 427  
Sullivans Island, SC 29482

Subject: Project Selection Notification - FY 2013 Charleston County Transportation Committee (CTC), "C" Fund Projects

Dear Mayor Smith:

New construction projects funded under the CTC 2013 "C" Fund Road Improvement Program have been approved and the list of projects is attached to this letter. Project requests were evaluated on an individual merit basis and approved by the Committee.

Additionally, the County's resurfacing contract for FY 2013 is being finalized. Selection of the roads included in the contract is prioritized by utilizing our computerized Pavement Management System which is based on the technical evaluation of the overall condition of each road. Once the road list is finalized we will notify the appropriate agencies (i.e. public works departments, utility companies, etc...) to ensure there are no conflicting projects which may require deferral of resurfacing.

If you should have questions regarding the CTC Program or the County's Pavement Management System, please contact me at 202-6140.

Sincerely,

Jim Armstrong  
Assistant County Administrator  
Transportation and Public Works  
Charleston CTC Program Coordinator

cc: Eric Adams, P.E., Transportation Engineering Manager

C-1

## FY 2013 "C" Fund Road Improvement Program

Project Name	Requestor	Project Amount
SCDOT Dedication Signs - FY 13	Staff - State Law Requirement	\$5,000.00
Pinckney Street Boardwalk Grant Match	Town of McClellanville	\$100,000.00
Rivertowne Parkway / Dunes West Boulevard Right Turn Lanes at SC-41	Town of Mt. Pleasant	\$285,000.00
Otranto at Rivers Ave Sidewalks	City of North Charleston	\$60,000.00
Melrose - Shaftsbury Comprehensive Traffic Study	Charleston County	\$75,000.00
Arlington Drive Sidewalk	City of Charleston	\$200,000.00
Angel Oak Elementary Drainage	CC School District	\$120,000.00
Northwoods Boulevard Right Turn Lane	City of North Charleston	\$50,000.00
Maxville Road Extension	Town of Awendaw	\$50,000.00
Sta 22 1/2 to Sta 23 Sidewalk	Town of Sullivan's Island	\$50,000.00

C-2



South Carolina  
Department of Transportation

REC'D JAN 16 2013

Beaufort County  
Berkeley County  
Charleston County  
Colleton County  
Dorchester County  
Jasper County

January 14, 2013

Mr. John Winchester  
2720 Brooks Street  
Sullivan's Island, South Carolina 29482

RE: S-599 (Middle Street) between Stations 22 ½ and 22. - Speed limit Reduction

Dear Mr. Winchester:

Thank you for your letter requesting the speed limit on Middle Street to be reduced from the current 25 mph speed limit. As you know, there are numerous businesses located in this one block section of Middle Street which generates pedestrian activity.

The section of Middle Street between Station 22 ½ and Station 22 is signed with warning flashers and pedestrian crossing warning signs that are supplemented with a 20 mph advisory speed limit. These flashers are activated by officers of the Sullivan's Island Police Department during times of increased pedestrian activity.

As the Town of Sullivan's Island is responsible for enforcing the current speed limit, the police department was contacted regarding this matter. The Town and the Department are in agreement that the current speed limit along with the advance warning treatment is appropriate for this section of Middle Street.

We regret we can not concur with your request. Your interest in safe traffic on our streets is very much appreciated. If you have any questions, please do not hesitate to contact our Traffic Engineering office at 843-740-1665.

Sincerely,

Robert T. Clark  
District Engineering Administrator

RTC:ctr

cc: Mr. Andy Benke, Town Administrator, Sullivan's Island  
ec: Ray Molinaroli, Resident Maintenance Engineer

File: D6/Charleston/CTR



C-3

District Six Engineering  
6355 Fain Boulevard  
North Charleston, SC 29406-4989

Phone: (843) 740-1665  
Fax: (843) 740-1663

AN EQUAL OPPORTUNITY/  
AFFIRMATIVE ACTION EMPLOYER

# **COUNCIL MEETING**

**January 22, 2013**

## **Reports – Boards and Commissions**

- 1. Planning Commission**
  - a) Report**
  - b) Minutes 12-12-12**

January 15, 2013

**Sullivan's Island, SC Planning Commission**  
**Chauncey Clark, Chairman**

**Report to Council**  
**For January 22, 2013 Council Meeting**

Planning Commission held its regular monthly meeting on Wednesday, January 9, 2013. Next Commission meeting will be 6:30PM Wednesday, February 13, 2013. Meeting Highlights:

1. Re-elected Chauncey Clark Chair and Anne Kilpatrick Vice-Chair
2. Approved annual Rules of Procedure; reviewed Commission's roles & responsibilities; discussed 2013 Work Schedule.

**Recommendation to Council: Amend Sec 17-3, Planning Commission Membership, to clarify that a prospective member must be a Sullivan's Island resident in order to serve on the Commission.**

Commission noted Sec 17 is silent on residency requirement, while membership requirements are clear for DRB [Sec 21-108(C)(1)], BZA [Sec 21-173(A)(1)] and Tree Commission [Sec 21-160(A)].

3. Further review of Comprehensive Plan:

**Sullivan's Island Comprehensive Plan – 5 Year Review**

Commission action on following Elements and their Needs & Goals:

- Natural Resources – finalized review
- Community Facilities – additional review (final review February 2013)

**Schedule for Comprehensive Plan Review**

<b><u>Element/Needs &amp; Goals</u></b>	<b><u>Proposed Review</u></b>	<b><u>Actual Review Completed</u></b>
1. Population	May 2012	May 2012
2. Economic	April/May 2012	April/May 2012
3. Cultural Resources	June 2012	July 2012
4. Land Use	June/July 2012	July 2012
5. Transportation	July 2012	August 2012
6. Housing	August/September 2012	Aug/Oct/ final Dec. 2012
7. Priority Investment	August/September 2012	October 2012
8. Natural Resources	September/October 2012	Sept-Nov 2012; Jan 2013
9. Government Facilities	November 2012	Dec 2012/Jan 2013 (pending)

**Process/Procedure:** Staff lead researches and develops a monthly update report for Commission review, along with respective Elements and their Needs & Goals. Commission will develop reports and recommendations, incorporated in monthly meeting minutes. At the end of the review process (late 2012/early 2013), Commission and Staff will synthesize information into one master report. If necessary or desirable, the Commission will hold a special public hearing/meeting of Commission's findings, and gather public feedback. Commission will render a final report to Town Council.

**NOTE:** Asst. to Administrator Lisa Darrow is Staff lead on the project.

4. Demolition by Neglect – defer to 2013 (new Zoning Administrator project)
5. Long Term Boat/Leisure Vehicle Parking on Middle Street – Commissioner Kilpatrick gathering data on this topic. This topic deferred to February meeting for more research.

B+C-1

**TOWN OF SULLIVAN'S ISLAND  
SOUTH CAROLINA  
PLANNING COMMISSION  
REGULAR MEETING MINUTES  
Wednesday, December 12, 2012**

A regular meeting of the Town of Sullivan's Island Planning Commission was held at 6:30 p.m., Wednesday, December 12, 2012 in Town Hall at 2050-B Middle Street, all requirements of the Freedom of Information Act having been satisfied. Present were Commission members Chauncey Clark, Chair, Anne Osborne Kilpatrick, Vice-Chair, Hal Currey, Carlsen Huey, Gary Visser and Rusty Bennett; Staff member Administrator Benke (portion of meeting), Asst. to Administrator Darrow and Building Official/Acting Zoning Administrator Robinson.

**I. Call to Order.** Chair Clark called the meeting to order, stated the press and public were duly notified pursuant to state law.

**II. Approval of Agenda**

**MOTION: Mr. Bennett made a motion to approve the December 12, 2012 agenda; seconded by Mr. Currey. MOTION UNANIMOUSLY PASSED.**

**III. Approval of Minutes**

**MOTION: Mr. Bennett made a motion to approve the November 14, 2012 meeting minutes; seconded by Mr. Visser. MOTION UNANIMOUSLY PASSED.**

**IV. Correspondence & General Public Comments – None**

**V. New Business - None**

**VI. Unfinished Business**

**1 Plat Approval: 2650 Goldbug Avenue**

This is a continuation of Commission review from last month. Commission members recalled that a decision on this plat was pending Town Attorney approval, which has been given (plat increased front property line to street front and reduced rear property line-total of 1.005 acres).

**MOTION: Mr. Currey made a motion to approve the plat for 2650 Goldbug; seconded by Mr. Bennett. MOTION UNANIMOUSLY PASSED.**

**2. Five (5) Year Review of Town Comprehensive Plan – Review Elements, Needs & Goals (2008 Plan)**

**a. Additional Review – Natural Resources Element, Needs & Goals**

Commission continued review of the Natural Resources Element and Staff report. Chairman Currey noted he needed to review additional information requested last month, provided by Staff. Commission deferred review of Natural Resources until January.

**b. Initial Review – Community Facilities Element, Needs & Goals**

Commission received Community Facilities update report prepared by Asst. to Administrator Darrow. Mr. Visser took the lead on reviewing and reporting on the status of the Town's water and sewer facilities. Commission briefly discussed potential value in having a non-elected water and sewer advisory committee, whose role would include identifying water/sewer service challenges and opportunities. Mr. Visser shared his expertise in the water/wastewater field and his thoughts on the Town's water and sewer needs and goals. Commission will continue review of this Element in January 2013, receiving a report blending Staff and Mr. Visser's information and recommendations.

*Administrator Benke observed this portion of the meeting (Community Facilities Review)*

**3. Demolition by Neglect**

Staff provided Commission with general information regarding Demolition by Neglect, noting the Municipal Association of South Carolina has reported it as one of the top three SC legislative priority challenges for 2013.

Commission decided to defer discussion of this topic pending hire of a new Town Zoning Administrator.

**4. Long Term Boat/Leisure Vehicle Parking on Middle Street & Jasper Boulevard**

Vice-Chair Kilpatrick expressed interest in the Town addressing issues with long term storage of boats and other recreational vehicles on these roads, for safety and aesthetic reasons. Commission discussion raised the following questions to consider:

- State regulations on maximum time vehicles may be parked on public right-of-way before being considered abandoned;
- Different parking regulations for SC Department of Transportation roads and off-shoulder rights-of-way;
- Using DOT roads and rights-of-way for storage of vehicles instead of parking – what would constitute a difference.
- Town options for establishing ordinance guidelines and under which category (public nuisance not zoning?); enforcement considerations.

Vice-Chair Kilpatrick will take lead in investigating this issue and reporting to Planning Commission.

**5. Ongoing Town Projects – Status & Staff Report**

Staff reported:

- Municipal Facilities/Town Hall & Police Station – still under review by Real Estate Committee and balance of Council.
- Zoning Administrator – twenty-three (23) applications received by August 24, 2012 deadline; under review by Personnel Committee and Staff.

**VII. Next Meeting – (6:30p.m.) Wednesday, January 9, 2013**

Items to be included on the January agenda:

- a. Planning Commission 2013 Work Schedule
- b. Further Review: Natural Resources Element, Needs & Goals
- c. Further Review: Community Facilities Element, Needs & Goals
- d. Demolition by Neglect (show on agenda marked deferred)
- e. Long Term parking of boats & leisure vehicles on Middle Street

There being no further business, the meeting adjourned at approximately 7:45 pm (Mr. Bennett motioned; Vice-Chair Kilpatrick seconded; unanimously passed).

Respectfully submitted,  
Lisa Darrow  
Asst. to Administrator

Approved at the Wednesday, January 9, 2013 Planning Commission Meeting

# ADMINISTRATOR'S REPORT COUNCIL MEETING

January 22, 2013

Mayor Carl J. Smith

## ACTION AND NEW ITEMS

1. **Sullivan's Island Elementary School Design** – Council gave conditional approval to the schematic design of the Sullivan's Island Elementary School on December 13, 2011. A design charette was held at 6:00 PM Thursday January 19, 2012 at Sunrise Presbyterian Church. Mr. English will address Council with revisions based on input received at the charette.

Staff met with Cummings and McCrady on January 16, 2012 to review the fire flow water line and emergency apparatus road relative to the trees. The group has worked out a strategy to preserve a number of trees; however, the plan is subject to the water model. The CCSD has received approval from OSF for modifications to the apparatus road.

In addition to the scheduled Charleston County School District Community Workshops, the Building and Construction Committee of Council held a series of Tuesday meetings in February and March to discuss with CCSD representatives various design elements of the new SIES building.

The Charleston County School District hosted a Community Workshop on March 15, 2012 6:00 PM at Sunrise Presbyterian Church.

Charleston County School District issued the Notice to Proceed for the demolition of the former SIES building to Complete Demolition Services, LLC (Carrollton, GA) on April 24, 2012. Staff met with officials from CCSD and Complete Demolition Services, LLC on May 01, 2012 to review the project. As of June 01, 2012 interior demolition is complete; south wing structure is down; cafeteria structure is down; and north wing demolition is underway. The contractor was off site by the first week in August 2012.

Cyrus Sinor at International Public Works has acquired the necessary license and permit for foundation work. The firm anticipates being on site during the week of November 5, 2012.

Mr. Bill Lewis at Charleston County School District confirms occupancy target for SIES is August 2014.

Charleston County School District held a groundbreaking ceremony for the new school for January 7, 2012 at 11:00 AM.

2. **Polar Bear Swim 2013** – Initial review of the Polar Bear Swim 2013 indicates that the event was handled with few issues.

Staff will host a post event review with the commercial establishments and provide a report to Council.

3. **Special Event Request Hunley Memorial Service** – The Confederate Heritage Trust is requesting to hold the annual Hunley Memorial Service on February 17, 2013 at Breach Inlet that includes the re-enactors' march from Stella Maris Catholic Church, Memorial service at Sunrise Presbyterian Church and closing remarks with cannon/musket fire on the beach.
4. **Special Event Request St. Patrick's Day** – Dunleavy's Pub has presented a request for St. Patrick's Day weekend.
5. **Deceased Islanders 2012** – Attached is a list of Island residents and former residents that passed away in 2012.
6. **Ad Hoc Committee for Committee Review** – The Ad Hoc Committee of Council tasked with streamlining the Standing Committees of Council met on April 13, 2012 at 8:30 AM in Town Hall, May 28, 2012 at 3:00 PM in Town Hall and July 10, 2012 at 4:00 PM in Town Hall. Latest revisions are attached.
7. **Council Retreat 2013** – General discussion by Council regarding retreat date, location and topics for discussion.
8. **General Dynamics – Force Protection MPC Water Test** – General Dynamics anticipates a test window for the Marine Personnel Carrier between March 30 and April 20, 2013.

#### **Items Pending Further Action by Council**

- A. **Civil Action Against the Town of Sullivan's Island and Sullivan's Island Town Council** – The Hood Law Firm, LLC has submitted a civil action to the Court of Common Pleas Ninth Judicial Circuit on behalf of Nathan Bluestein, Ettaleah C. Bluestein, Theodore Albenesius, III, and Karen Albenesius. Attorney Hair responded to the complaint on August 24, 2010. The Insurance Reserve Fund has been notified and has advised the action is not covered under the tort liability policy. Reading copies of the complaint and response are available in Town Hall or interested parties may purchase a copy for a fee to cover the expense of photocopying.

- B. Anti-Idling Campaign – (Pending)** The Town of Mt. Pleasant (Hilary Repik) is working with Charleston County and S.C. Department of Health and Environmental Control to construct a sign which complies with S.C. Department of Transportation requirements and could be used throughout the County in all jurisdictions.
- C. Commercial Activity on Town Property and RC-1 Area** – Staff has noticed a proliferation of commercial activity on Town property (tennis courts and open fields) and on the beach. Vendors using Town property are not licensed and the status of liability insurance is unknown.
- D. Ad Hoc Committee for Committee Review** – The Ad Hoc Committee of Council tasked with streamlining the Standing Committees of Council met on April 13, 2012 at 8:30 AM in Town Hall, May 28, 2012 at 3:00 PM in Town Hall and July 10, 2012 at 4:00 PM in Town Hall.
- E. Civil Action 2012-CP-10-6830 Martha Smith et al. vs. Town of Sullivan’s Island** – Residents Martha Smith, Kathleen Post, and William Post (Plaintiffs) have filed civil action 2012-CP-10-6830 related to the school petition. Trenholm Walker, Esq. accepted service on behalf of the Town Friday October 19, 2012.

CARL J. SMITH  
MAYOR

# TOWN OF SULLIVAN'S ISLAND

TOWN COUNCIL  
MICHAEL PERKIS, MAYOR PRO-TEM  
HARTLEY COOPER  
JERRY KAYNARD  
MADELEINE MCGEE  
PATRICK O'NEIL  
MARY JANE WATSON



ANDY BENKE  
TOWN ADMINISTRATOR

JASON BLANTON  
COMPTROLLER

LAWRENCE A. DODDS  
TOWN ATTORNEY

GREG GRESS  
WATER AND SEWER MANAGER

DANIEL S. HOWARD  
CHIEF OF POLICE

ELLEN MILLER  
TOWN CLERK

RANDY ROBINSON  
BUILDING OFFICIAL

ST. ANTHONY STITH  
FIRE CHIEF

RECEIVED  
1/16/13

## SPECIAL EVENT PERMIT APPLICATION

Event Date: SAT. March 16th Time: SAT. MARCH 16th 9AM - 9PM  
SUN. March 17th Time: SUN. MARCH 17th Station 22 1/2 only 9AM - 9PM

Event Location: Middle St. and Station 22 1/2 ON 3/16/13  
Station 22 1/2 only on 3/17/13

Street Closure

Event Type:  Festival  Bicycle or Wheeled Race   
 Foot Race or Walk  Parade/Procession

3-16: Middle St & Sta 22 1/2  
3-17: Sta 22 1/2 only

Other - Please describe: Annual St. Patrick's Day Celebration

Event Name: St. Patrick's Celebration Organization/Company: Dunkan's Pub

Mailing Address: 203A Middle St. Sullivan Island S.C. 29482

Work Phone: 843 883 9646 Facsimile: \_\_\_\_\_ Mobile Phone: 843 844 1104

E-mail(s): jandemaher@aol.com

Has the organization planned an event or Sullivan's Island before:

(Yes)  (No)

How many years has this particular event existed: \_\_\_\_\_ Where: Dunkan's Pub

Stella Maria

Saturday: 5:30pm  
Sunday: 8am, 9:30am;  
11:30am; 5:30pm

Sullivan's Is Baptist

11am Sunday

Holy Cross

8am, 9am, 11am

Admin-23



**1. PARK/FACILITY/SITE LOCATION**

If your requested location is not available or not suitable for the type of permit requested, alternate sites may be offered if available.

Park/Facility/Site Requested for Event: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**\*\*\*If the event occurs on private property, the property owner must sign the last page of this application before submission to the Town.**

**2. DESCRIPTION OF THE SPECIAL EVENT**

Provide a brief description and purpose of the Special Event (attach a separate page as needed):

Annual St. Patrick's Day Celebration.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. DATE AND TIME OF SPECIAL EVENT, SETUP AND DISMANTLE**

- a) Setup: \_\_\_\_\_(Day/Date): \_\_\_\_\_ Start Time; \_\_\_\_\_ Finish Time
- b) Event: \_\_\_\_\_ (Day/Date); \_\_\_\_\_ Start Time; \_\_\_\_\_ Finish Time
- c) Dismantle: \_\_\_\_\_ (Day/Date); \_\_\_\_\_ Start Time; \_\_\_\_\_ Finish Time

Admin-.25

**4. COMPONENTS OF SPECIAL EVENT**

The Town of Sullivan's Island does not provide or rent to the public the following items: portable toilets, staging, sound systems, tents, trash cans, recycle cans, grease traps, sandwich boards, tables, chairs, barricades, road signs or other equipment.

**Circle the following items that are an element of your event:**

- |                         |                      |                   |                       |
|-------------------------|----------------------|-------------------|-----------------------|
| Road Closure            | Traffic Control      | Parking           | Security              |
| Alcohol                 | Amplified Sound      | Live Music        | Portable Restrooms    |
| Retail Vendors          | Food Vendors         | Tents or Canopies | Stage or Bleachers    |
| Signs and Banners       | Need for Electricity | Admission Fee     | Need for Water Hookup |
| Inflatables/Jump Castle | Grease Disposal      | Animals           |                       |
- Other: \_\_\_\_\_

**5. SITE PLAN**

**Attach a basic site plan sketch of the Special Event to this application.**

Please note the location of entrances and exits, retail, food and alcoholic beverage vendors, controlled alcohol consumption areas, tents, stages, bleachers, amplified sound, signs or banners, portable restrooms, trailers, electric and water hookups, first aid stations, fire extinguishers, garbage and recycling receptacles, barricades, hazardous materials, fire hydrants, exhibits, and security. *The area requested must be reasonably suited relative to the accessibility, size and nature of the proposed Special Event. The event must accommodate the special needs of disabled persons whose rights are protected under the Americans with Disabilities Act and choose to participate in the event.*

**FIRE HYDRANTS OR SIDEWALK CURB BREAKS THAT ARE USED FOR ADA ACCESSIBILITY MAY NOT BE BLOCKED AT ANYTIME.**

**6. NOTIFICATION TO IMPACTED RESIDENTS AND BUSINESSES**

Special Events that impact Town of Sullivan's Island residents or businesses require that neighborhoods be notified by letter thirty (30) days prior to a Special Event. Notices must reflect the date, time, locations and types of activities taking place during the Special Event. Contact information for the Special Event coordinator shall also be included.

**Attach a sample of the notification letter, a list of impacted neighborhoods/residents, and businesses and any responses to this application.**

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7. SIGNAGE

Will signs or banners be hung onsite? Yes  No

NO OFF-PREMISE SIGNS OR SIGNS IN THE PUBLIC RIGHT-OF-WAY ARE ALLOWED. FASTENING OR ATTACHING ANY ROPE, SIGNS, BANNERS, FLIERS OR OTHER OBJECTS TO ANY TREE, SHRUB, OR PARK FEATURE INCLUDING LIGHT POLES ON ANY TOWN OF SULLIVAN'S ISLAND PROPERTY IS STRICTLY PROHIBITED.

8. TENTS, INFLATABLES, RIDES

Will tents or canopies be used during the Special Event? Yes  No

If yes, list number, types and sizes of tents/canopies: only if inclement weather.

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**Pavement Holes/Marring:** Drilling into pavement (parking areas, streets, sidewalks, curbs, etc.) is strictly prohibited. All anchoring of tents must be accomplished with weights such as sandbags, concrete or water-filled barrels,

a) Will generators be used: Yes  No

b) Will power source be needed: Yes  No

c) Will inflatables (jump castles, etc.), mechanical rides or other attractions be used during the Special Event: Yes  No

If yes, list number, type, size, square footage, location and, if drawing power from a Town source, indicated number of amps needed to operate (attach separate page if necessary): \_\_\_\_\_

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If contracting with a rental company for inflatables, indicate company name and address:

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Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

*If the event is to be held on Town property: Applicants contracting with amusement companies are required to provide the Town of Sullivan's Island with a certificate of insurance, naming the applicant and the Town of Sullivan's Island as additional insured on general liability declaration.*

### 9. PORTABLE RESTROOMS

Portable restroom facilities must be provided unless documentation is submitted that there are sufficient number of public restroom facilities which are ADA accessible that will be available to attendees during the Special Event. The Town may determine that total number of required restroom facilities at a Special Event on a case-by-case basis.

**Do you plan to provide portable restroom facilities at your Special Event?**

Yes  No

If yes, how many? 5 Number of ADA Accessible portable restrooms: \_\_\_\_\_

Company providing restrooms: Nature's Calling

Contact person on day of event: Name Juan Platen Telephone 843 874-1186

Equipment Setup: Date 3/15/13 Time 10:00 A.M.

Equipment Pickup: Date 3/18/13 Time 8:00  
10:00 A.M.

If no toilets will be provided, please explain: \_\_\_\_\_

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**All toilets, handwash and grease must be removed from Town property within 24 hours. If the event is on Saturday evening, items can remain until 10:00 am Monday unless there is an event scheduled for that Sunday.**

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**10. AMPLIFIED SOUND, STAGES**

Section 14-15 and 14-16 of the Town of Sullivan's Island Code of Ordinances restrict the volume of sound and/or music.

Will the Special Event have amplified music or sound? Yes \_\_\_\_\_ No

Name of company: Dunbar's Pub

Contact person on the day of event: Jane Maken Cell number: 843 814 1006

Are there any musical entertainment features related to your event? Yes  No \_\_\_\_\_

If yes, briefly describe music and, if applicable, attach schedule of any music or entertainment proposed to occur: Inside Solo musician on

Sat. 3/16 and Sun. 3/17.

Number of stages: \_\_\_\_\_ Number of bands: \_\_\_\_\_

Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

**11. SAFETY AND SECURITY (CIRCLE TYPES OF SECURITY NEEDED):**

Beer/Alcohol Security    Stage Security    Event Area Security

Road Closure Security    Gate Security    Money Handling Security

Overnight Security From \_\_\_\_\_: \_\_\_\_\_; \_\_\_\_\_: \_\_\_\_\_

Applicant may be required to hire internal security for internal and on-site matter. The Town reserves the right to have additional sworn officers present to provide security that ensures public safety. Additional law enforcement manpower required shall be determined by the Chief of Police and charged to the applicant.

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12. PUBLIC SAFETY ISSUES

a) Crisis Management Contact Information

Each Special Event is required to submit 24-hour emergency contact information for primary contacts to the Town of Sullivan's Police and Fire Departments.

- Primary Contact Name: Janic Maher
- Address: 703A Middle St. Sullivan's Island S.C. 29982
- Telephone: 843 883-9646 Cell Phone: 843 814-1106

b) Fire Safety Information

*Fire hydrants cannot be blocked during any Special Event.*

Will the Special Event have any hazardous or flammable materials, such as propane, butane, gasoline, diesel tanks, portable generators or helium tanks?

Yes  No

If yes, describe: Propane tanks only for small grills  
outside.

Please note:

- All tanks must be secured in a manner to prevent accidentally being knocked over.
- All helium tanks not being used shall have their caps in place.
- For each cooking location, the Town requires a K Type fire extinguisher.

**13. EMERGENCY MEDICAL SERVICES**

Will first aid staffing/equipment be provided during the Special Event? Yes \_\_\_ No

If yes, emergency service provider name: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Alternate number: \_\_\_\_\_

Site location: \_\_\_\_\_

Times of operation: \_\_\_\_\_

*Note: This type of support will be mandated on a case-by-case basis.*

**14. TRAFFIC CONTROL PLAN**

Circle the type of event:

Run/Walk    Bike or Wheeled Race    Parade    Bike Tour

Other: St. Patrick's Celebration

Start Location: \_\_\_\_\_ Finish Location: \_\_\_\_\_

Estimated number of Participants: <sup>weather</sup> ~~dependent~~ Estimated number of Vehicles: <sup>weather</sup> ~~dependent~~

On-street spaces available? Yes \_\_\_ Number of Spaces \_\_\_ No \_\_\_

Off-street spaces available? Yes \_\_\_ Number of Spaces \_\_\_ No \_\_\_

Please provide a Traffic Control Plan to be approved by the Town of Sullivan's Island Police Department. Include the information below as well as any additional information that may apply to the event:

- The proposed route to be traveled, including the starting and finishing points. Also, clarify the direction the event will move.
- A routing plan for traffic, which includes roads requesting to be closed to vehicular and other traffic during the event. Include contact arrangements/plan to be resolve potential conflicts with people trying to access residences, businesses,

places of worship, and public facilities, or other situations that will be affected by the event.

- Proposed locations for barricades, signs, volunteers, and Police. This portion of your Traffic Control Plan with the assistance of the town of Sullivan's Island Police Department will be reviewed for approval after initial submission of the application. The Police Department will determine the timeline for closure of all venues.
- A minimum of a 10-foot wide emergency access lane is required throughout the event site. Therefore, no permanent structures or fixed objects may be erected along this route.
- The event must maintain pedestrian access on the public sidewalks.

### Road Closure Schedule

Will the event require road closures and/or barricades? Yes  No   
If yes, please complete the road closure schedule below.

Does the event restrict access to any private or public parking lots? Yes  No   
If yes, attach a signed letter of notification to all impacted parties before the special event permit will be issued.

### Road Closures and/or Barricaded Streets:

Street Name      From/To (Intersections)      Date      Time

Middle St. between station 22 and station 22 1/2 and  
station 22 1/2 between Middle St. and 701 on Sat. March 16th.

Road between station 22 1/2 from Middle St. to 701 on Sun. March 17th.

*Sun*  
3-17-13

*Sat*  
3-16-13

The Town of Sullivan's Island Police Department has final discretion over the **Traffic Control Plan**, including but not limited to the placement and number of all barricades, signs, meter bags, volunteer and Police locations. The Town will attempt to accommodate barricade needs but the applicant is ultimately responsible to secure the SCDOT required barricades and signage.

15. TRASH, GREASE AND RECYCLING REMOVAL PLAN

a) What is your detailed cleanup plan for the event (attached additional sheet if required)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Do you have a sanitation and recycling removal plan? Yes  No   
If yes, please describe. \_\_\_\_\_

Carolina Waste and Fiber Recycling will be  
having extra pickups before and after the event.

c) Will the event need a street sweeper prior to the event or at conclusion of the event? Yes  No

d) Will the event require grease disposal? Yes  No   
*No grease may be poured on grass, hardscapes or in stormwater drains.*

e) What will grease be stored in during the event? N/A

f) Company picking up grease from event: N/A

Contact name/number: \_\_\_\_\_

All grease and grease containers must be removed from the site within 24 hours. If the event is on Saturday evening items can remain until 10:00 am Monday unless an event is scheduled for Sunday.

Applicants are responsible for cleaning and restoring the site after the Special Event. Cleanup should begin within one hour after the Special Event is concluded and continue until completed. Site must be cleared within 24 hours of the conclusion of the Special Event. *The cost of any Town of Sullivan's Island employee overtime incurred because of an applicant's failure to clean and restore the site following the Special Event will be borne by the applicant.*

**16. VENDORS (Anyone serving, selling, sampling or displaying food, beverages, merchandise or providing services).**

a) Does the Special Event include retail or food vendors? Yes \_\_\_\_\_ No

Applicant shall attach a detailed list of all vendors attending the event with this form. Include business type(s) and required license for each vendor. If food related, include cooking method and food/cooking oil disposal method details. All vendors must be notified of license and permit requirements for the day of the event.

- Section 10-1 of the Town of Sullivan's Island Code of Ordinances requires "Every person engaged or intending to engage in any calling, business, occupation or profession listed in the rate classification index portion of this ordinance, in whole or in part, within the limits of the Town of Sullivan's Island, South Carolina, is required to pay an annual license fee and obtain a business license as herein provided". Such licenses are based on gross income pursuant to SC Law. For business license contact Town Hall at 843-883-3198.
- Persons selling products are also required to have a SC Retail Sales Tax license. For SC Retail License questions call the SC Department of Revenue at 843-852-3600.
- Sale of alcoholic beverages requires an ABL-900 Temporary License from the SC Department of Revenue's Alcoholic Licensing Beverage Division. Serving alcoholic beverages may require this same license. Go to [www.sctax.org](http://www.sctax.org) select *Beer-Liquor-Wine-Bingo>Forms>Alcohol Beverage Licensing*, then scroll to *ABL-900*. For Alcoholic Licensing questions, call 843-852-3600 or 803-898-5864.
- Preparation and sale of food requires a Food Service Permit from the SC Department of Health and Environmental Control. Go to [www.scdhec.gov](http://www.scdhec.gov) , select Food Service under Permits, Licenses & Certification or telephone 843-202-7020. **Note: For each cooking location, the Town requires a K Type Fire Extinguisher.**

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**17. ALCOHOL PLAN**

a) Will alcoholic beverages be served without charge? Yes \_\_\_\_\_ No

b) Will alcoholic beverages be sold? Yes  No \_\_\_\_\_

c) If yes, check applicable: Liquor  Draft Beer  Can Beer

Wine \_\_\_\_\_

d) Who will serve alcohol?

Self-Serve \_\_\_\_\_ Volunteers \_\_\_\_\_ Caterer (Name) \_\_\_\_\_ Staff

Licensed Bartenders  Other (Describe) \_\_\_\_\_

**Designated areas where alcohol will be served and consumed must clearly be indicated on the attached site plan.**

e) Times for alcohol to be served

Start: \_\_\_\_\_ Finish: \_\_\_\_\_ N/A: \_\_\_\_\_

**THE FOLLOWING CONTROLS MUST BE FOLLOWED AT SPECIAL EVENTS SERVING ALCOHOL:**

- The Special Event sponsor shall be required to establish a controlled entrance and exit location by posting 11" x 17" signage stating that alcoholic beverages are prohibited beyond the permitted area with refuse containers adjacent to the signage. As required by the Chief of Police or his designee, a controlled area for serving and consuming alcohol may be required.
- No more than 2 alcoholic beverages shall be served to any person at any one time.
- No alcoholic beverages shall be served to any person unless such person has been issued a wristband by the Special Event sponsor indicating that the person has shown valid proof of being at least 21 years of age.
- No alcohol shall be served to Special Event attendees that are visibly intoxicated.

- The Special Event applicant and invitees shall be in compliance with all other applicable federal, state and local statutes, ordinances, rules, regulations, licenses and permits, including permits required by the South Carolina Department of Revenue.
- No outside alcohol shall be permitted within the controlled area.
- Where alcohol is going to be served inside the park/facility, no talegate party activity will be permitted at the conclusion of the event in the venue parking lot(s).

**18. INSURANCE REQUIREMENTS**

a) **General Liability Insurance:** Applicant must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy or its equivalent, written on an occurrence basis for bodily injury, personal injury, property damage and product liability, with a minimum of one million dollar (\$1,000,000) per occurrence naming the Town of Sullivan's Island as additional insured.

- **Has a General Liability Insurance policy listing the Town as additional insured been secured? Yes \_\_\_\_\_ No \_\_\_\_\_**

b) **Liquor Legal Liability Insurance:** If the Applicant intends to serve or sell alcoholic beverages at a Special Event, liquor legal liability coverage must be purchased. The liquor legal liability insurance can be endorsed in the general liability insurance policy or purchased separately naming the Town of Sullivan's Island as additional insured. The minimum limit of liability per claim and aggregate is one million dollars (\$1,000,000).

- **Has the Liquor Legal Liability Insurance listing the Town as additional insured been secured? Yes \_\_\_\_\_ No \_\_\_\_\_**

**The Applicant shall submit Certificate(s) of Insurance verifying the above minimum coverage(s) and specifically identifying the Town of Sullivan's Island as additional insured. The Town of Sullivan's Island does not sell insurance. However, this type of insurance policy may be acquired from most private insurance carriers. A permit will not be issued if the Town has not received the required insurance certificate(s) prior to the Special Event.**

19. **HOLD HARMLESS CLAUSE:** The Applicant hereby shall assume all risks incident to or in connection with the Special Event Permit and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the Special Event Permit. Applicant hereby expressly agrees to defend and hold the Town of Sullivan's Island harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages, judgments, or injuries directly or indirectly arising out of or in connection with the Special Event Permit or resulting from the negligence or intentional act or omission of applicant and/or its officers, agents and employees.

Applicant Signature: Dunlop's Pub Date: 1/16/13

Print Applicant Name: Dunlop's Pub

Applicant Contact Number: 843 883-9646

Property Owner's Signature: Aussie Green Date: 1/15/13

Print Property Owner's Name: Aussie Green

Owner Contact Number: 883-3708

# **GENERAL DYNAMICS**

## Land Systems–Force Protection

Admin 38

**MPC test**

**Ty Addison**  
1-8-13

# MPC description

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- The Marine Personnel Carrier (MPC) is a wheeled amphibious vehicle and part of a new plan to give the Marine Corps more options in its fleet following the cancellation of the Expeditionary Fighting Vehicle program in 2011.
- Designed to compliment the pending ACV platform, The MPC will serve as a survivable and mobile platform to transport Marines when ashore. The MPC is intended to have a “robust” swim capability, which will permit it to transport Marines ashore.
- Four competitors are submitting vehicles for evaluation in May 2013
- Purchase of up to 579 MPC’s is possible

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# MPC

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General representation  
of an MPC

# MPC details

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- GVWR 63K
- 8 wheeled
- Ground pressure 95-105 psi
- Length 25 ft
- Width 10 ft
- Height 10 ft
- Outfitted with exterior lighting required for DOT acceptance
- Diesel or JP8 capable
- Maximum speed in water is 6 kts
- Onboard fluids comprised of engine oil, gear oil, antifreeze similar to those found on aquatic pleasure craft and commercial vessels.
  - Specific fluid list can be provided

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# Test Overview

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- The GDLS MPC Demonstration vehicle will undergo government testing in May 2013. Prior to government testing, vehicle performance will be evaluated and adjusted to ensure compliance with customer requirements.
- The internal review will be a combination of both developmental and characterization testing with the primary aim of maximizing performance and reducing risks prior to USMC MPC Demonstration tests.
- The Test Plan will be broken down into three segments, Static, Flat Water and Open Water (Ocean).
- The static testing will be conducted at GDLS-C in Canada, Flat and Open water testing will be conducted in the coastal areas of South Carolina.

Admin-4a

# Test Overview

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- **Test area-** Flat water conducted in fresh water of Back River at Bushy Park. Open water test conducted on Sullivan's Island near Charleston Harbor.
- **Test dates-** The test will be conducted no earlier than February 20 and completed no later than April 20, 2013.
- **Test conducted-** Swim testing and Surf testing
- **Summary-** The first stage is flat water tests and represents the bulk of testing. Second stage is the salt water test which will include salt water swim tests and surf entry tests. Temporary light maintenance/storage sites will be established at locations separate from splash points. Safety precautions will include chase boats outfitted with recovery and rescue capabilities, onsite tow vehicle, onsite EMT support, and approved emergency action plan (EAP). All property condition will be documented in advance and maintained to ensure no degradation during the test cycle. Environmental precautions will include spill and containment capabilities as well as support from local professional remediation specialist.

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# Flat Water

- Flat water site located 11 miles from Ladson facility
- Public boat landing in Bushy Park near Naval Weapons Station
- The vehicle will be transported to Phillips Industrial from Ladson via flat bed tractor trailer

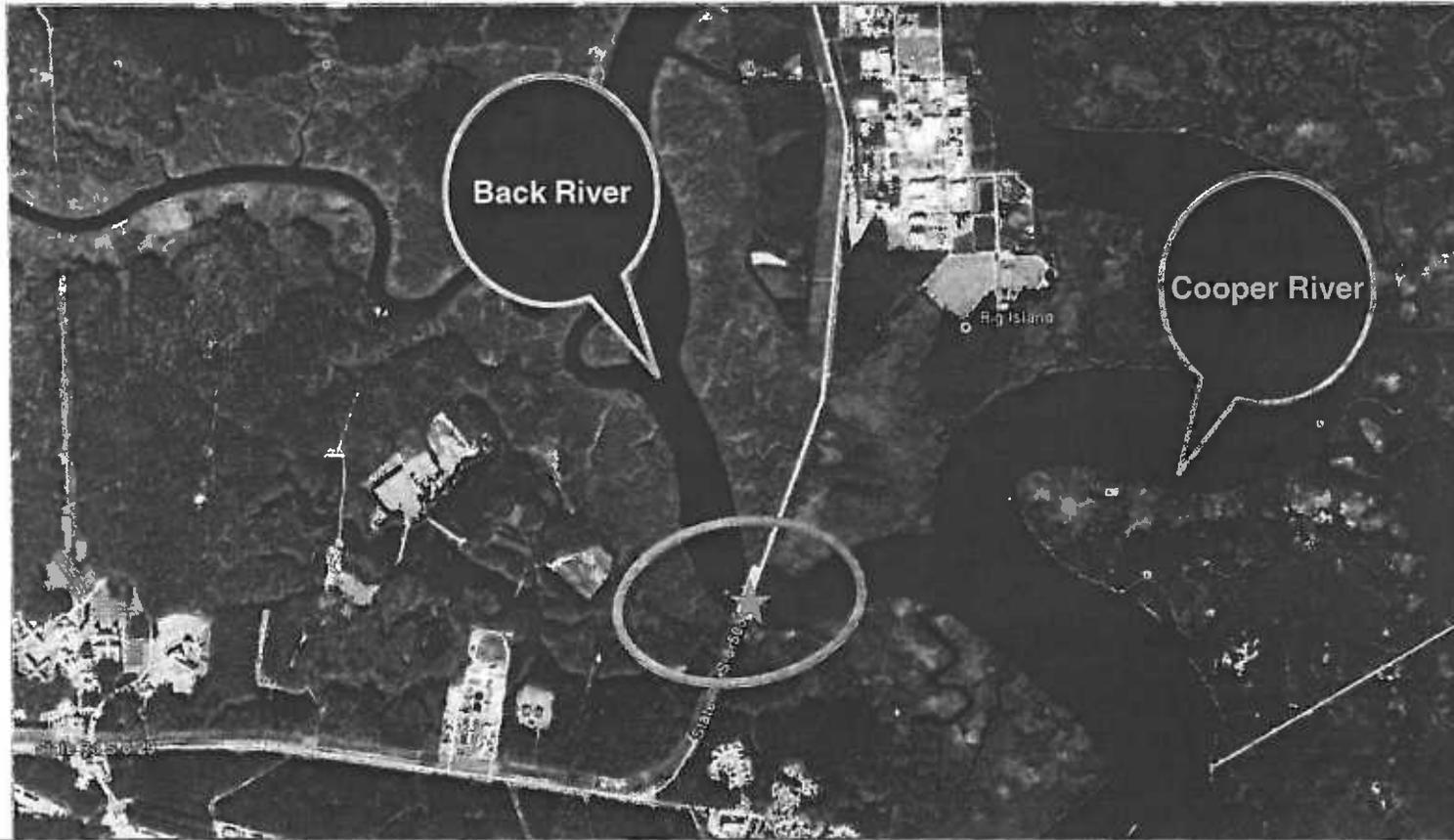
Admin-44



# Flat Water

- Back River fresh water stream serves as reservoir for Charleston Public Works

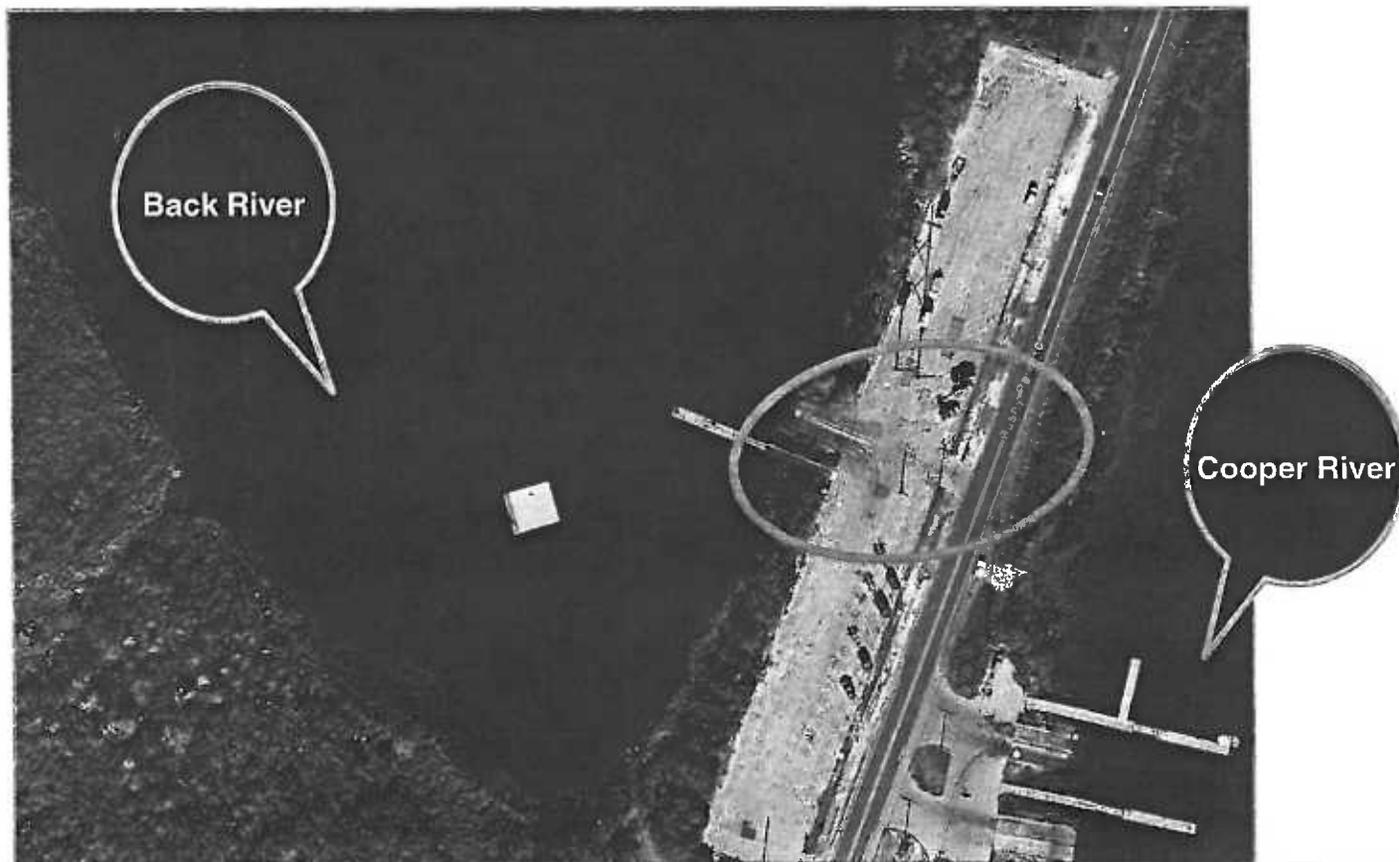
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**GENERAL DYNAMICS**  
Land Systems-Force Protection

# Flat Water

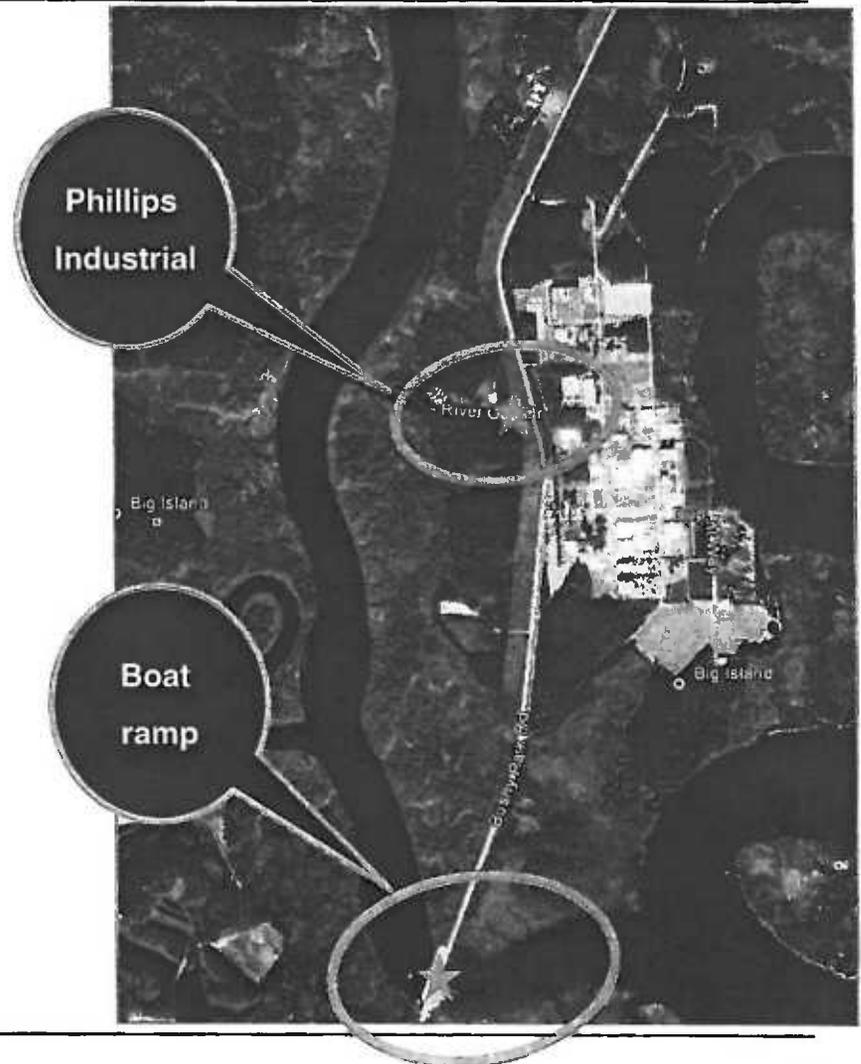
- Public boat ramp and parking area managed by Berkley County



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# Flat Water

- Phillips Industrial will be used for light maintenance and temporary storage site
- Boat ramp/splash point located ~ 2 miles from Phillips Industrial



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# Flat water

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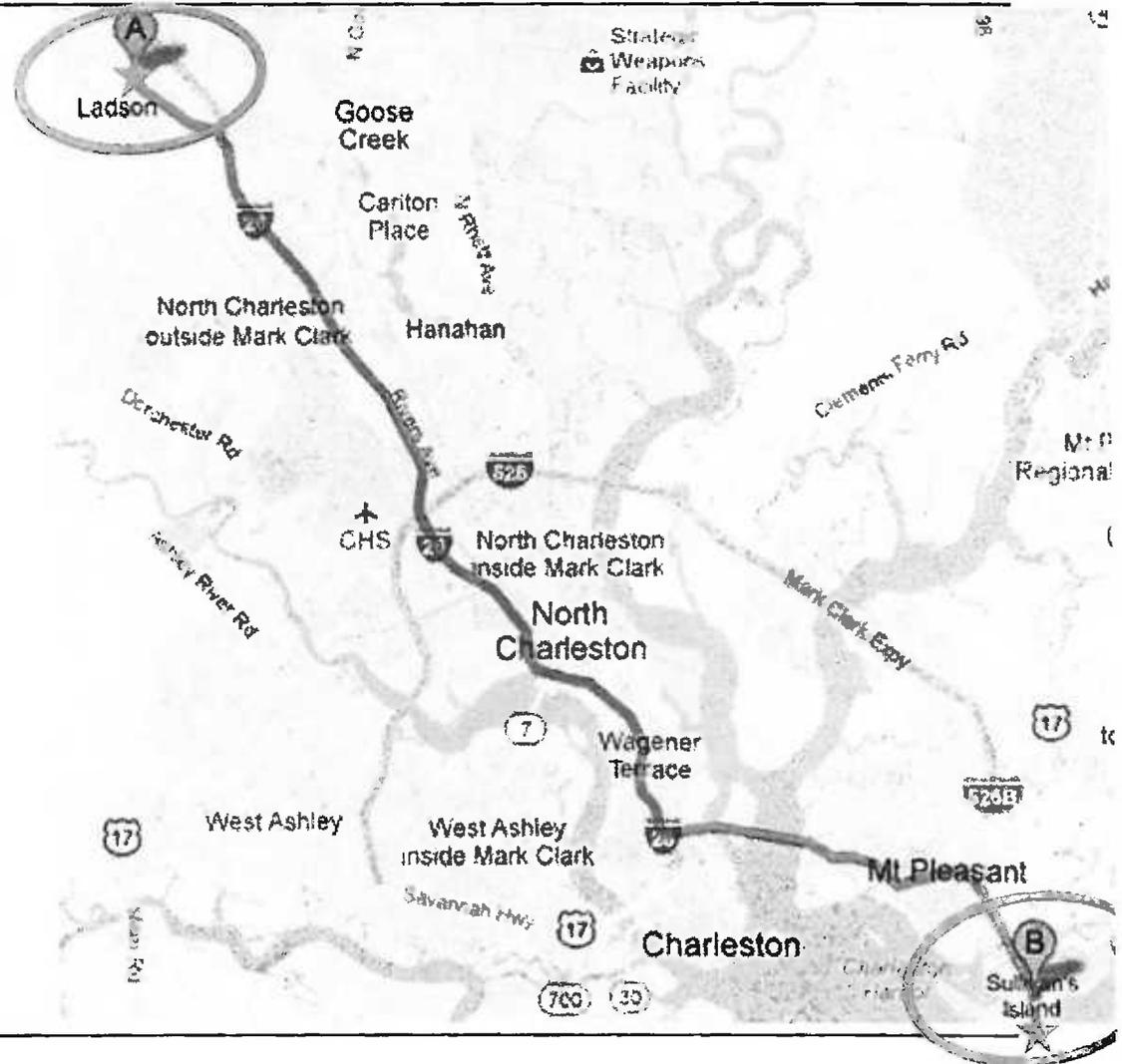
- Testing will begin March 4, 2013
- Each day the vehicle will be driven with escort from Phillips Industrial to the boat ramp
- The vehicle will enter the water and conduct performance tests such as stop, start, turn, and cruise capability
- Upon completion of testing the vehicle will be driven back to Phillips Industrial for storage or maintenance. No maintenance will occur at the Bushy park boat ramp
- Phillips Industrial is leasing the use of a 50' x 50' concrete pad for vehicle storage and maintenance
- Modifications to the maintenance site are limited to fencing around the concrete pad, and temporary latrines
- All Petroleum, Oil, and Lubricants (POL) will be delivered as required and will not be stored on site
- Testing is scheduled to end March 30- April 6, 2013 but may continue to April 20, 2013 if there are vehicle/weather issues. Test duration is estimated to be 24 calendar days

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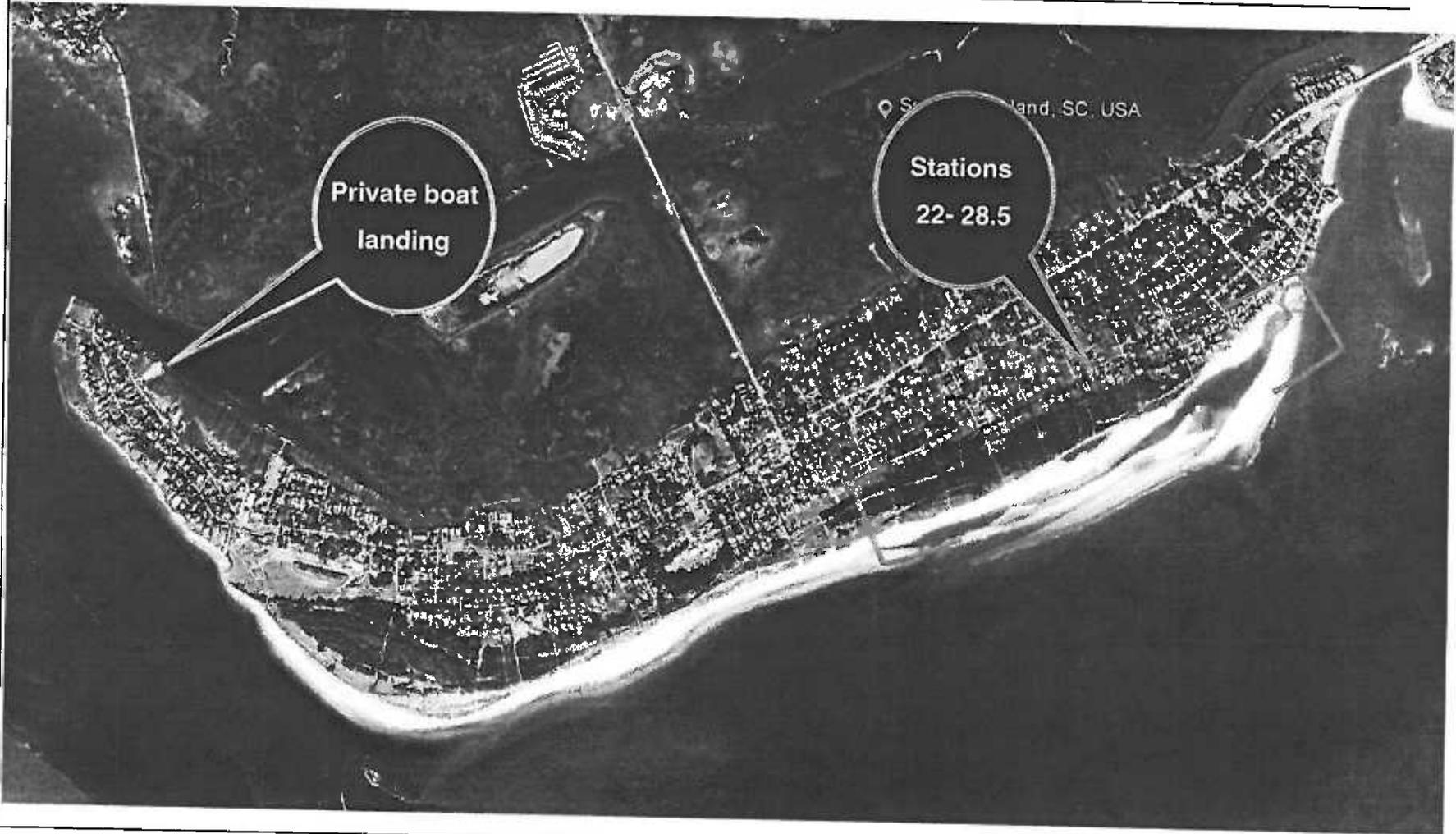
# Open Water

- Sullivan's Island located near Charleston harbor
- Open water site located 25 miles from Ladson facility
- Sullivan's Island has 2 areas ideal for splash points
  - Private boat landing
  - Beach entrance between station 22 and 28.5

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# Open Water



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**GENERAL DYNAMICS**  
Land Systems-Force Protection

# Open Water

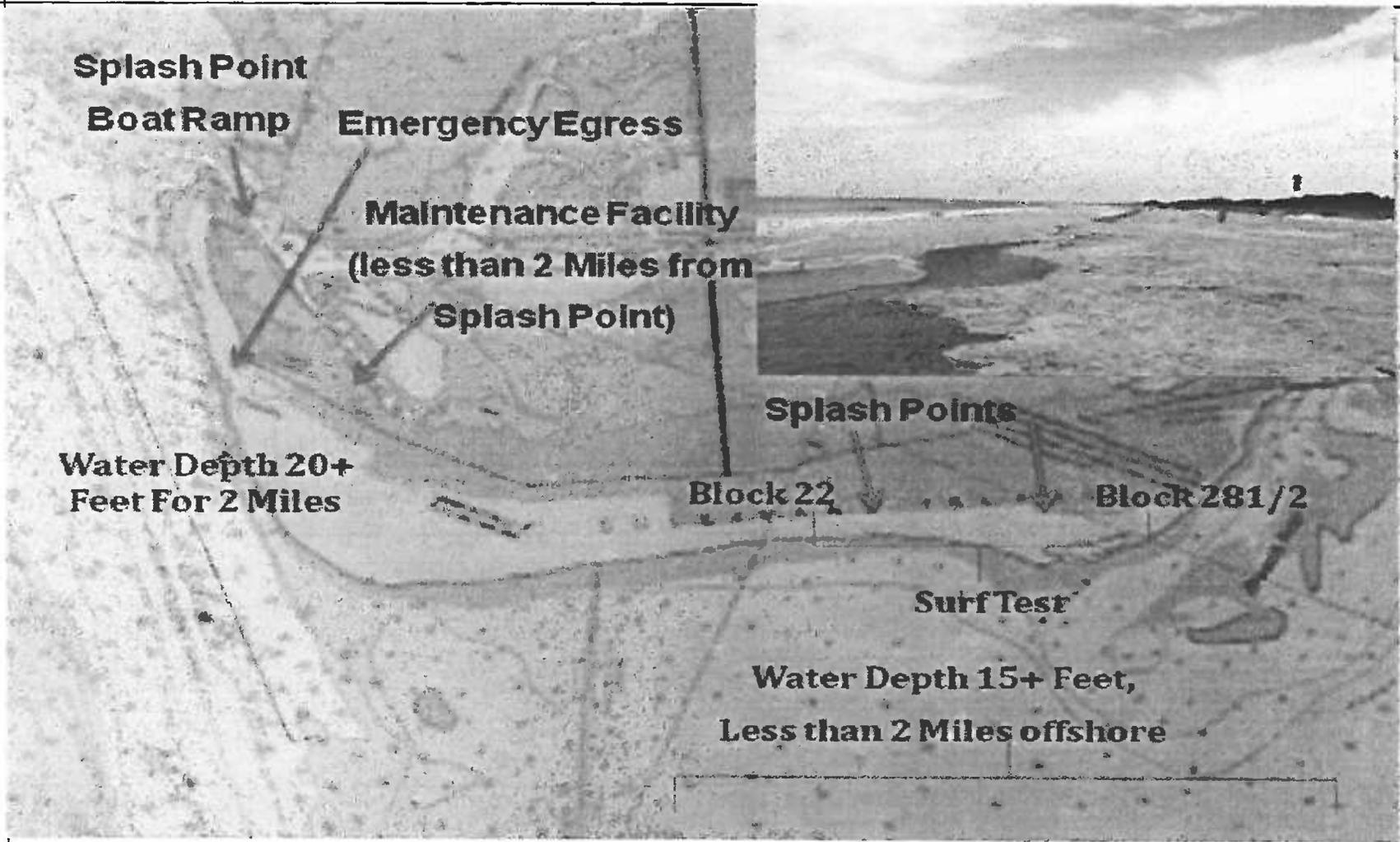


Admin-51

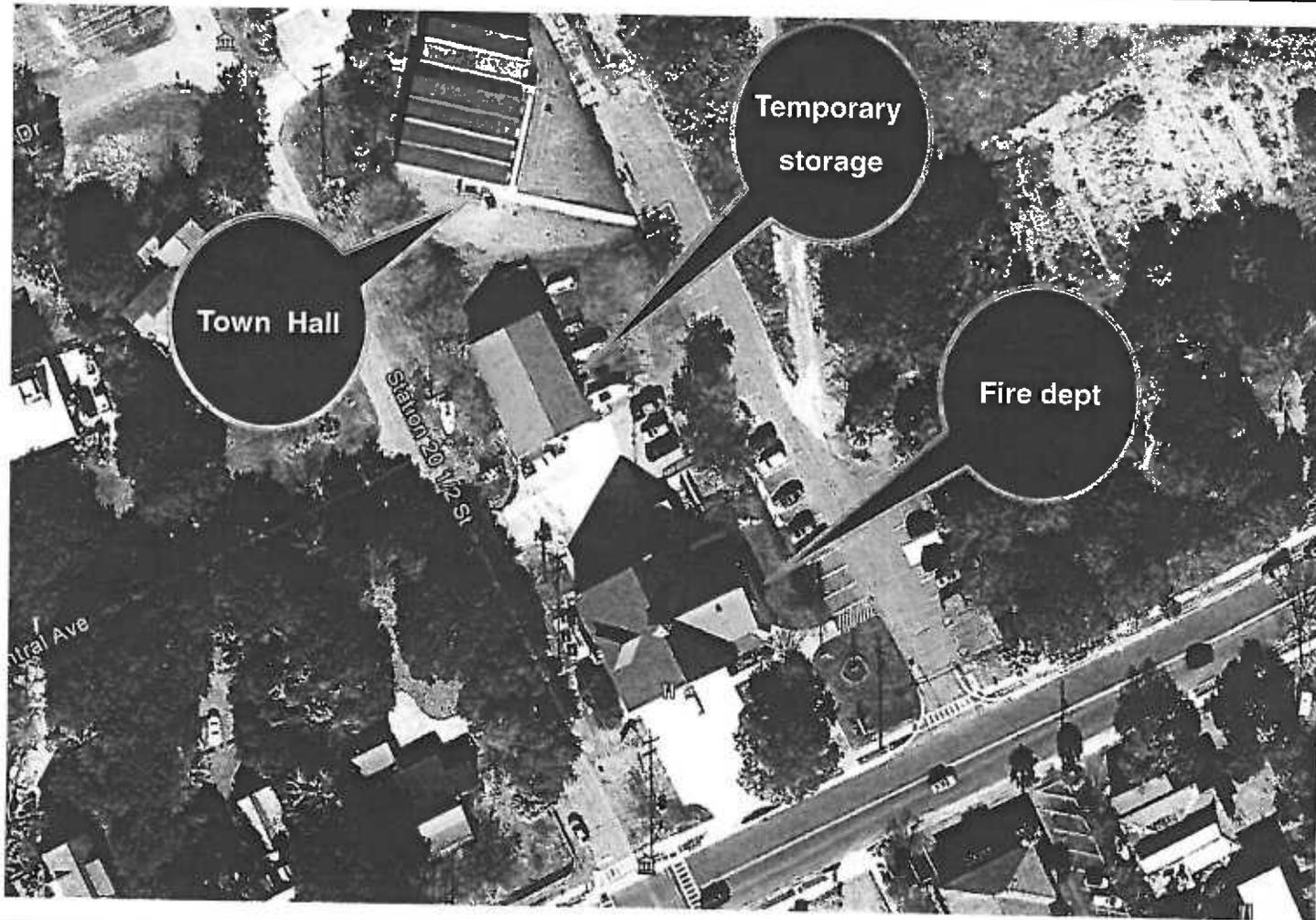
**GENERAL DYNAMICS**  
Land Systems-Force Protection

# Open Water

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# Open Water



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**GENERAL DYNAMICS**  
Land Systems—Force Protection

# Open water

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- Testing will begin March 30-April 6, 2013
- Each day the vehicle will be driven with escort from the temporary storage to the boat ramp or station entry
- The vehicle will enter the water and conduct performance tests such as stop, start, turn, and cruise capability
- Upon completion of testing the vehicle will be driven back to the storage area. No maintenance will occur at beach areas
- The town of Sullivan's Island is allowing us to use a two bay building just behind the Fire department for maintenance and storage
- Modifications to premises are limited to temporary latrines located at the boat landing
- All Petroleum, Oil, and Lubricants (POL) will be delivered as required and will not be stored on site
- Testing is scheduled to end April 13- April 20, 2013. Open water test duration is estimated to be 12 calendar days

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# Safety and Recovery

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- Use of air bags to recover submerged vehicle
- Use of “Spare air” and back up air systems
- Use of magnesium burning bar by dive team for emergency entrance
- Vehicle drivers will be dive certified and trained on use of “spare air” devices
- Personnel will be trained on capsule equalization methods
- Personnel will be trained on vehicle egress methods
- Staff will consist of EMT trained and certified personnel
- Dive team will be trained on Recovery equipment attachment
- Chase boats will be allocated with a capability to tow MPC in water. Chase boats will be outfitted with air bag recovery system, air pumps, and de watering systems.
- Land based tug/vehicle implemented
- Establish protocol for communication with local authorities (Daily and Emergency)
- Develop protocol and checklist to ensure OSHA requirements are maintained
- Dive team, recovery teams, and EMT’s will be contracted locally

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# WAYS AND MEANS COUNCIL MEETING

January 22, 2013

**Chairman Mike Perkis**

**Monthly Reports - December 2012 Financial Statement**

## ACTION AND NEW ITEMS

1. **December 2012 Financial Statement** – Initial comments and analysis of the December monthly financials by Messrs. Perkis, Blanton and Benke.
2. **Mid Year Budget Review** – Staff will present a mid-year review of the budget at the February 2013 workshop meeting.
3. **Ways & Means Committee Meeting** – The Ways & Means Committee should meet in late January/early February to discuss funding options for Town Hall construction and Water & Sewer capital projects.
4. **Sale of Town Property** – General discussion by the Chair regarding the sale of 1610 Middle Street, 1611 Middle Street, Lot 82 ½ Raven Drive (TMS 529-060-0117) and Lot 83 ½ Raven Drive (TMS 529-060-0118).
5. **Federal Deposit Insurance Corporation (FDIC)** – FDIC offers \$250,000 coverage limits on specific account. The Comptroller is proposing to change several fund balances.
6. **Bond Maturation** – An investment instrument at First Southeast Investments valued at \$270,000 has matured. The Comptroller is recommending transferring funds to First Federal for a more favorable rate of return.

## Items Pending Further Action by Council

- A. **Review and Analysis of Litigation Expenses** – General discussion of non-budgeted expenses resulting from Bluestein et al. v. Sullivan's Island et al. Expenses outlined as of October 30, 2011.

**B. Permit Fees for Special Events and Beach Fires** – General discussion of permit fees for special events and beach fires.

Ways and Means  
Points of Interest  
December 2012

**Revenue**

1. The projection for miscellaneous income in the General Fund includes a potential matching grant of \$30,000 to repair beach paths, \$35,000 from the insurance reserve for the additional legal fees for the accreted land lawsuit and \$90,000 from the Urban Greenbelt for reimbursement of the cost of the nature trail.
2. Based on the most recent information from the County, it appears the projected property tax revenue will be approximately \$24,000 more than budgeted.
3. The budgeted amount for building permits was used in the projections, although if the first six months is indicative of the last six months, revenue could be as high as \$300,000. This would create an additional \$75,000 difference in actual to budget. The projections do not take into consideration any additional revenue generated from the construction of the school.
4. Based on the first six months of the year, business license revenue is projected to finish higher than initially projected. The projected increase is approximately \$30,000. If construction continues to increase, the final revenue could be as high as \$600,000. This does not take into consideration any additional business license revenue generated from the construction of the school.
5. As currently projected, the total revenue of the General Fund will be approximately \$280,000 more than budgeted.
6. The Water and Sewer revenue is expected to finish within the budgeted amount.

**Expenditures**

1. Compensation accounts are projected to be over budget for all departments due to the vacation payouts. The total increase for the General Fund was approximately \$46,000. The increase for the Water & Sewer was approximately \$15,000.
2. Due to the terms of the lease purchase agreements for the new equipment, lease payments will not be paid during FY 2013. This creates a decrease in the FY 2013 expenses of approximately \$60,000 for the General Fund and \$22,000 for the Water & Sewer Department.
3. Due to the change in the design of the new Explorers purchased for the Police Department, it cost approximately \$10,000 to equip each vehicle. The cost is shown in the Property & Equipment account in the expenses for the Police Department. This additional cost will not have a substantial impact on the budget vs actual since lease payments will not be due this fiscal year.

4. The projection of \$193,000 for property and equipment in the Administrative Department includes \$90,000 for the nature trail in the accreted land, \$10,000 for the cost of a new network server in Town Hall and \$76,000 for the Town's portion of the infrastructure on Raven Drive.
5. The \$65,000 projected for the cost of Town Hall relocation in the Administrative Department only includes current operating expenses and approximately \$10,000 for the cost of any additional consulting/conceptual work. It does not include any cost for design and construction of a new town hall.
6. For the Building Department, an estimate of 3 ½ months of the salary for a full-time zoning official has been included in the projections. This position was budgeted for a full year.
7. The \$161,742 shown in the property and equipment account in the Recreation expenses is from the cost of the tennis and basketball courts. This amount is not included in the budgeted expenses, but it is included in the projected expenses. The Town received \$43,338.60 from the Park Foundation to help with the cost.
8. \$40,000 is included in the Police Departments projected expenses for the hiring of off-duty Charleston County sheriff deputies. This amount is not included in the budgeted expenses, but it is included in the projected expenses.
9. The projected expenses for the General Fund are approximately \$300,000 more than the budgeted expenses.
10. Water and Sewer Capital improvements projects are expected to add over \$200,000 to the expenses for the year.
11. The combined difference between the budgeted and the projected expenses for the Water & Sewer department is expected to be approximately \$180,000.

### Other

1. Equipment has been purchased through a lease purchase agreement with BB&T. The total cost of the equipment is approximately \$260,000. The equipment consisted of 3 police vehicles, a pick-up for the Fire Department, a Chevrolet Tahoe for Chief Stith, a backhoe (the cost has been split between the Maintenance Department and the Water & Sewer Department) and a truck for the Water & Sewer Department. The equipment cost and the funds received from the lease purchase agreement are not reflected in the six month analysis.
2. The potential receipt of funds from an SRF loan and the expenditure for fixed-based meters are not included in the revenue and expenses of the Water and Sewer Funds.

December 31, 2012  
Cash & Investment Balances

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CHECKING ACCOUNTS	\$ 3,073,221.72
SC LOCAL GOVERNMENT INVESTMENT POOL	203,160.70
INVESTMENTS	423,390.63
CASH ON HAND	<u>600.00</u>

**TOTAL CASH & INVESTMENTS: \$ 3,700,373.05**

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<b>Unassigned:</b>	
Operating	\$ 556,963.54
Capital Improvements Reserve	336,500.00
Emergency Reserve	1,025,000.00
<b>Assigned:</b>	
William Bradley Memorial Fund	20,000.00
<b>Committed:</b>	-
<b>Restricted:</b>	
County Accommodations Tax Funds - County Deputies	34,400.00
Land Trust Fund	35,118.25
Confederate Memorial Fund	3,151.84
Victim's Rights Fund	<u>55,948.95</u>
Total Cash & Investment Accounts	<u>\$ 2,067,082.58</u>

**PETTY CASH:**

Petty Cash	<u>\$ 400.00</u>
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**TOTAL GENERAL FUND \$ 2,067,482.58**

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Operating	\$ 216,177.43
Sewer Bond	22,797.32
Capital Improvement Fund Sewer	49,179.37
Sewer Depreciation Fund	<u>36,214.33</u>

**Total Sewer Fund \$ 324,368.45**

Operating	\$ 661,537.68
Capital Improvement Fund Water	176,835.07
CWS CIP Improvements Fund	118,935.59
Water Depreciation Fund	45,983.50
Petty Cash	<u>200.00</u>
<b>Total Water Fund</b>	<b>\$ <u>1,003,491.84</u></b>
<hr/>	
Unreserved	<u>\$ 218,997.63</u>
<b>Total Hospitality Tax Fund - Restricted</b>	<b>\$ <u>218,997.63</u></b>
<hr/>	
Unreserved	<u>\$ 56,153.28</u>
<b>Total Local Accommodations Tax Fund -</b>	<b>\$ <u>56,153.28</u></b>
<hr/>	
Tree Bank Fund - Committed	<u>\$ 29,879.27</u>
<b>Total Tree Fund</b>	<b>\$ <u>29,879.27</u></b>
<b>TOTAL CASH &amp; INVESTMENTS:</b>	<b>\$ <u>3,700,373.05</u></b>
<hr/>	
1% Firemen's Fund - First Federal Money Market	<u>\$ 118,437.72</u>
<b>Total Volunteer Fire Department</b>	<b>\$ <u>118,437.72</u></b>

**Investment Income**  
**Month Ended December 31, 2012 and YTD**

<u>Bank</u>	<u>Interest Rate</u>	<u>Interest Earned Current Month</u>	<u>Interest Earned Year-to-Date</u>
Investment Pool	0.2408%	41.55	275.46
1st Federal IDC Money Market	0.30%	576.92	4,074.27
1st Southeast Investor Services	1.76%	<u>390.10</u>	<u>2,564.17</u>
		<u>\$ 1,008.57</u>	<u>\$ 6,913.90</u>

**Interest Earned by Fund**

	<u>Month Ended</u>	<u>YTD</u>
General Fund	\$ 563.39	\$ 4,471.10
Sewer Fund	88.45	445.69
Water Fund	273.52	1,482.31
State A-Tax Funds	-	-
Local A-Tax Funds	15.33	96.05
Hospitality Tax Fund	59.71	357.85
Tree Fund	<u>8.17</u>	<u>60.90</u>
Total Earned	<u>\$ 1,008.57</u>	<u>\$ 6,913.90</u>

Unaudited End of Year Results  
 Fiscal Year 2013  
 General Summary

	<u>BUDGETED AMOUNTS</u>	<u>End of Year AMOUNTS</u>	<u>DIFFERENCE</u>
Total Revenue	\$ 3,712,160	3,993,685	\$ 281,525
Fire Department	978,000	974,600	
Police Department	815,050	864,900	
Maintenance Department	510,660	565,120	
Recreation Department	42,500	203,243	
Administration Department	1,167,550	1,274,900	
Building Department	298,400	228,152	
Total Expenses	<u>3,812,160</u>	<u>4,110,915</u>	<u>298,755</u>
Change in Fund Balance	<u>\$ (100,000)</u>	<u>\$ (117,230) *</u>	<u>\$ (17,230)</u>

Unaudited End of Year Results  
Fiscal Year 2013  
Sewer Summary

	<u>BUDGETED AMOUNTS</u>	<u>PROJECTED AMOUNTS</u>	<u>DIFFERENCE</u>
Total Revenue	\$ 658,680	\$ 656,780	\$ (1,900)
Total Expenses	<u>630,680</u>	<u>703,159</u>	<u>72,479</u>
Change in Fund Balance	<u>\$ 28,000</u>	<u>\$ (46,379)</u>	<u>\$ (74,379)</u>

Unaudited End of Year Results  
Fiscal Year 2013  
Water Summary

	<u>BUDGETED AMOUNTS</u>	<u>PROJECTED AMOUNTS</u>	<u>DIFFERENCE</u>
Total Revenue	\$ 909,881	\$ 908,731	\$ (1,150)
Total Expenses	<u>842,881</u>	<u>950,720</u>	<u>107,839</u>
Change in Fund Balance	<u>\$ 67,000</u>	<u>\$ (41,989)</u>	<u>\$ (108,989)</u>

### FY 2013 Six Month Revenue Projections

Account#	Account Description	FY 2013 Budget	FY 2013 @ Dec 12	FY 2013 Projection	FY 2012	Difference - Budget vs Projected	Comments/Explanation
	TRANSFERS - HOSPITALITY & A-TAX FUNDS	231,000.00	115,000.00	261,000.00	310,018.80		\$231,000 will be from the Hospitality and Accommodations Tax revenue received during the year. An additional \$30,000 will be used to pay for beach path improvements.
10-3000-3300	INTEREST EARNED	8,400.00	2,609.90	6,000.00	8,523.75	(2,400.00)	Based on current earning rates.
10-3000-6000	POLICE ACCIDENT REPORTS	200.00	60.00	120.00	60.00	(80.00)	
10-3000-8000	TRANSFER FR WATER FUND	198,300.00	-	197,000.00	196,937.61	(1,500.00)	Amount to cover general obligation bond payment.
10-3000-9100	LICENSES	494,400.00	144,885.95	525,000.00	576,612.23	30,600.00	Based on current year business licenses.
10-3000-9110	DOG PERMITS	68,000.00	15,852.00	75,000.00	78,816.00	7,000.00	Projection is based on the final total for FY 2012
10-3000-9120	BOAT PERMITS	-	10.00	10.00	10.00	10.00	Not projected - immaterial.
10-3000-9130	BD. OF ZONING APPEALS FEES	2,000.00	3,300.00	3,500.00	2,200.00	1,500.00	
10-3000-9140	DESIGN REVIEW BOARD FEES	8,000.00	5,700.00	9,000.00	12,833.00	1,000.00	
10-3000-9150	PLANNING COMMISSION FEES	1,000.00	750.00	1,000.00	500.00	-	
10-3000-9300	BUILDING PERMITS	225,000.00	147,381.15	225,000.00	141,971.36	-	Based on construction plans that have been received, building permits, at a minimum, should finish as initially projected.
10-3000-9350	TRIMMING & PRUNING INCOME	12,000.00	6,750.00	12,000.00	12,750.00	-	Based on prior years.
10-3000-9400	AD VALOREM PROP TAX	1,615,600.00	30,930.94	1,640,000.00	1,614,641.27	24,400.00	Based on property tax information received since the budget was prepared.
10-3000-9410	HOMESTEAD EXEMPT REFUND	7,060.00	-	7,800.00	7,745.64	740.00	Based on property tax information
10-3000-9510	FINES COLLECTED	62,000.00	21,847.88	55,000.00	54,854.33	(7,000.00)	Based on FY 2011 & FY 2012 Income
10-3000-9600	FEE SIMPLE TITLES	-	25.00	50.00	25.00	50.00	
10-3000-9690	AID TO SUBDIVISIONS	33,000.00	13,881.16	33,000.00	33,005.98	-	Based on Report from the State
10-3000-9710	VICTIMS RIGHTS FUND	10,000.00	2,214.87	8,000.00	8,293.95	(2,000.00)	Dependent upon fines issued.
10-3000-9750	BEVERAGE TEMP. PERMITS	21,000.00	-	21,000.00	15,750.00	-	Based on permits that have to be renewed
10-3000-9760	FRANCHISE FEES - CELL TOWER	42,000.00	21,458.10	42,900.00	42,319.08	900.00	Based on Current Revenue Stream
10-3000-9765	FRANCHISE FEES - OTHER	425,000.00	5,026.26	450,000.00	449,389.60	25,000.00	Based on receipts received in FY 2012
10-3000-9770	STATE ACCOMMODATIONS TAX	25,000.00	6,155.67	18,000.00	22,842.72	(7,000.00)	Based on current years revenue.
10-3000-9780	L.O.S.T., PROP. ROLLBACK	118,000.00	47,903.79	124,000.00	124,474.17	6,000.00	Based on receipts received in FY 2012
10-3000-9781	L.O.S.T., REVENUE FUND	55,000.00	22,456.11	55,000.00	50,052.34	-	Based on receipts received in FY 2012
10-3000-9900	MISCELLANEOUS INCOME	50,000.00	49,305.30	204,305.00	288,659.52	154,305.00	Includes grant revenue & other reimbursements.
10-3000-9901	PROCEEDS - SALE OF ASSETS	-	7,550.00	20,000.00	-	20,000.00	Based on number of vehicles to be sold.
		3,712,160.00	671,054.08	3,993,685.00	4,053,286.55	251,525.00	

Projections  
 FY 2013 - As of December 2012  
 Revenue - Sewer Fund

Income Types	Current Year			Projections at 12/31/2012
	Budget	Actual Year-to-date	Percentage of Budget	
Interest Earned	1,000.00	203.30	20%	400
Sewer Service Charges	648,680.61	327,730.29	51%	648,680
Penalties	5,500.00	2,675.00	49%	5,500
Administrative Account Fees	1,300.00	250.00	19%	500
Tie-in fees & Install	-	-	-	-
Service Calls	500.00	-	0%	-
Inspection Fees	1,500.00	970.00	65%	1,500
Repairs Caused by Others	-	-	-	-
Miscellaneous Income	200.00	-	0%	200
	<u>658,680.61</u>	<u>331,828.59</u>	<u>50%</u>	<u>656,780</u>

Projections  
 FY 2013 - As of December 2012  
 Revenue - Water Fund

Income Types	Current Year			Projections at 12/31/2012
	Budget	Actual Year-to-date	Percentage of Budget	
Interest Earned	3,000.00	710.63	24%	1,300
Water Sales	884,131.14	478,340.85	54%	884,131
Penalties	5,500.00	2,675.00	49%	5,500
Administrative Account Fees	8,000.00	5,590.00	70%	8,000
Hydrant Meter Permits	200.00	-	0%	200
Meter Connect & Renewals	7,000.00	7,425.00	106%	8,000
Meter Repairs	500.00	-	0%	400
Service Calls	500.00	630.00	126%	700
Inspection Fees	250.00	-	0%	-
Backflow Testing	700.00	160.00	23%	400
Miscellaneous Income	100.00	100.00	N/A	100
	<u>909,881.14</u>	<u>495,631.48</u>	<u>54%</u>	<u>908,731</u>

Projections  
 FY 2013 - As of December 2012  
 Fire Department

Expenses	Current Year			Projections at 12/31/2012
	Budget	Actual Year-to-date	Percentage of Budget	
Salaries and Wages	550,000.00	\$ 295,913.69	54%	\$ 571,000.00
Social Security	41,000.00	20,490.41	50%	42,000.00
Hospital Insurance	85,000.00	41,042.39	48%	83,000.00
Retirement	66,000.00	33,552.92	51%	66,000.00
Gas & Oil	10,000.00	4,422.36	44%	9,000.00
Diesel	8,000.00	3,007.55	38%	7,000.00
Vehicle Repairs	19,000.00	16,312.49	86%	22,000.00
Supplies and Materials	21,000.00	10,185.96	49%	20,000.00
Telephone	10,000.00	2,997.79	30%	6,500.00
Co. Wide Radio System	5,000.00	1,425.00	29%	5,000.00
Power & Lights	9,500.00	4,519.11	48%	9,000.00
Insurance	55,000.00	27,176.34	49%	55,000.00
System Repairs & Maintenance	10,000.00	4,040.63	40%	10,000.00
Uniforms & Clothing	7,500.00	7,210.91	96%	11,000.00
Dues and Certification Fees	1,000.00	-	0%	500.00
Training and Seminars	9,500.00	2,680.70	28%	9,500.00
Miscellaneous Expenses	8,500.00	880.30	10%	6,000.00
Capital Lease Payments	22,000.00	-	0%	-
Property & Equipment	-	-	#DIV/0!	-
Property & Equipment < \$5,000	10,000.00	4,437.31	44%	10,000.00
Building Repairs	10,000.00	9,509.91	95%	10,000.00
Dispatching Services	20,000.00	11,837.92	59%	22,100.00
	<u>978,000.00</u>	<u>501,643.69</u>	<u>51%</u>	<u>974,600</u>

Projections  
 FY 2013 - As of December 2012  
 Police Department

Expenses	Current Year			Projections at 12/31/2012
	Budget	Actual Year-to-date	Percentage of Budget	
Salaries and Wages	\$ 445,000.00	\$ 242,636.08	55%	\$ 465,000.00
Social Security	33,000.00	18,039.15	55%	33,000.00
Hospital Insurance	58,000.00	27,575.06	48%	57,000.00
Retirement	52,500.00	27,151.01	52%	54,000.00
County Sheriff Deputies	-	5,600.00	#DIV/0!	40,000.00
Gas & Oil	43,200.00	18,904.08	44%	40,000.00
Diesel	600.00	543.84	91%	1,000.00
Vehicle Repairs	16,000.00	8,274.60	52%	16,000.00
Supplies and Materials	12,000.00	3,608.82	30%	12,000.00
Telephone	12,000.00	4,383.70	37%	9,000.00
Co. Wide Radio System	3,300.00	1,275.00	39%	3,300.00
Power & Lights	5,800.00	1,951.06	34%	4,500.00
Insurance	44,300.00	19,752.75	45%	44,300.00
System Repairs & Maintenance	8,000.00	2,424.74	30%	8,000.00
Uniforms & Clothing	9,000.00	1,800.03	20%	8,000.00
Dues and Certification Fees	500.00	75.00	15%	500.00
Training and Seminars	6,500.00	2,223.25	34%	5,200.00
Miscellaneous Expenses	1,500.00	53.21	4%	1,000.00
Capital Lease Payments	33,000.00	-	N/A	-
Property & Equipment	-	30,695.34	N/A	31,000.00
Property & Equipment < \$5,000	10,850.00	216.99	2%	10,000.00
Dispatching Services	20,000.00	11,837.98	59%	22,100.00
	<u>815,050.00</u>	<u>429,021.69</u>	<u>53%</u>	<u>864,900</u>

Projections  
 FY 2013 - As of December 2012  
 Maintenance Department

Expenses	Current Year			Projections at 12/31/2012
	Budget	Actual Year-to-date	Percentage of Budget	
Salaries and Wages	\$ 140,000.00	\$ 83,810.86	60%	\$ 158,000.00
Social Security	10,000.00	6,315.52	63%	10,560.00
Hospital Insurance	20,000.00	6,344.02	32%	12,400.00
Retirement	14,000.00	6,722.11	48%	13,500.00
Gas & Oil	12,000.00	5,953.79	50%	12,000.00
Diesel	4,000.00	1,308.99	33%	4,000.00
Vehicle Repairs	7,500.00	4,466.50	60%	7,500.00
Supplies and Materials	25,000.00	7,168.90	29%	25,000.00
Telephone	660.00	330.00	50%	660.00
Power & Lights	40,000.00	18,258.93	46%	40,000.00
Insurance	20,000.00	6,688.95	33%	20,000.00
System Repairs & Maintenance	15,000.00	6,998.31	47%	15,000.00
Uniforms & Clothing	3,500.00	596.71	17%	2,000.00
Miscellaneous Expenses	2,000.00	-	0%	500.00
Capital Lease Payments	5,000.00	-	0%	-
Property & Equipment	-	-	#DIV/0!	-
Garbage Disposal	170,000.00	81,681.00	48%	164,000.00
Causeway Maintenance	2,000.00	86.12	1%	2,000.00
Container Servicing	13,000.00	3,681.30	53%	11,000.00
Beach Path Maintenance	7,000.00	6,705.78	N/A	67,000.00
	<u>510,660.00</u>	<u>247,117.79</u>	<u>48%</u>	<u>565,120</u>

Projections  
 FY 2013 - As of December 2012  
 Recreation Department

Expenses	Current Year			Projections at 12/31/12
	Budget	Actual Year-to-date	Percentage of Budget	
Power & Lights	7,500.00	1,491.43	20%	5,000
Insurance	2,500.00	1,253.08	50%	2,500
Recreation Area Maintenance	2,000.00	3,158.31	158%	3,500
Special Events	18,500.00	4,224.51	23%	18,500
Miscellaneous Expenses	10,000.00	-	0%	10,000
Property & Equipment	-	161,742.50	#DIV/0!	161,743
Property & Equipment < \$5,000	2,000.00	-	0%	2,000
	<u>42,500.00</u>	<u>171,869.83</u>	<u>404%</u>	<u>203,243</u>

Projections  
 FY 2013 - As of December 2012  
 Administrative Department

Expenses	Current Year			Projections at 12/31/12
	Budget	Actual Year-to-date	Percentage of Budget	
Salaries and Wages	\$ 357,000.00	191,415.64	54%	370,000
Social Security	27,000.00	14,348.70	53%	30,000
Hospital Insurance	38,150.00	17,210.78	45%	38,000
Retirement	35,000.00	20,125.93	58%	40,000
Office Supplies	24,000.00	10,904.52	45%	22,000
Travel - Clerk of Court	500.00	468.86	94%	500
Supplies - Clerk of Court	1,000.00	150.61	15%	1,000
Telephone	13,000.00	7,014.28	54%	14,100
Power & Lights	6,500.00	2,791.29	43%	5,600
Insurance	62,000.00	29,199.78	47%	60,000
System Repairs & Maintenance	40,000.00	24,286.69	61%	35,000
Dues & Certification	2,800.00	2,582.72	92%	3,000
Training & Seminars	4,300.00	5,268.53	123%	5,500
Professional Services	20,000.00	8,206.61	41%	20,000
Fee Simple Deed Costs	100.00	-	0%	100
Planning Commission	2,500.00	111.04	4%	1,500
Council Expenses	15,300.00	5,080.24	33%	11,000
General Advertising Expenses	5,000.00	5,342.08	107%	8,000
Legal & Accounting	90,000.00	46,606.12	52%	95,000
Accreted Land Lawsuit	35,000.00	-	0%	35,000
Miscellaneous Expenses	11,000.00	5,277.80	48%	11,000
Operating Leases	1,900.00	289.50	15%	600
Property and Equipment	7,000.00	16,194.87	N/A	193,000
Property and Equipment < 5,000	10,000.00	495.80	5%	3,000
Town Hall Relocation	150,000.00	25,376.47	17%	65,000
Victims Rights Expenses	10,000.00	-	0%	10,000
GO Bond Payment	198,500.00	179,538.50	90%	197,000
	<u>1,167,550.00</u>	<u>618,287.36</u>	<u>53%</u>	<u>1,274,900</u>

Projections  
 FY 2013 - As of December 2012  
 Building Department

Expenses	Current Year			Projections at 12/31/12
	Budget	Actual Year-to-date	Percentage of Budget	
Salaries and Wages	190,000.00	59,894.03	32%	141,000
Social Security	14,000.00	4,540.95	32%	11,000
Hospital Insurance	22,000.00	5,101.68	23%	12,302
Retirement	20,000.00	6,723.95	34%	15,400
Gas & Oil	2,600.00	995.39	38%	2,600
Office Supplies	3,000.00	1,347.75	45%	3,000
Supplies - Building Inspector	2,000.00	61.91	3%	2,000
Telephone	3,600.00	1,171.03	33%	2,500
Power & Lights	1,300.00	310.13	24%	700
Insurance	5,000.00	1,389.16	28%	4,500
System Repairs & Maintenance	1,500.00	244.07	16%	1,500
Dues & Certification	1,500.00	35.00	2%	750
Training & Seminars	3,000.00	204.50	7%	2,000
BZA Expenses	2,000.00	1,484.27	74%	2,000
DRB Expenses	9,000.00	3,562.74	40%	9,000
Tree Commission	1,500.00	-	0%	1,500
Trimming & Pruning	11,400.00	600.00	5%	11,400
Property and Equipment < 5,000	5,000.00	-	0%	5,000
	<u>298,400.00</u>	<u>87,666.56</u>	<u>29%</u>	<u>228,152</u>

Projections  
 FY 2013 - As of December 2012  
 Sewer Fund

Expenses	Current Year			Projections at 12/31/2012
	Budget	Actual Year-to-date	Percentage of Budget	
Salaries and Wages	155,761.25	71,809.27	46%	150,000
Social Security	11,915.74	5,269.99	44%	12,000
Hospital Insurance	20,583.83	7,648.48	37%	17,500
Retirement	14,123.05	6,708.89	48%	15,000
Gas & Oil	7,000.00	3,374.83	48%	6,600
Diesel Fuel	3,300.00	720.26	22%	2,000
Diesel Equipment	5,000.00	1,233.60	25%	5,000
Repairs - Vehicles	5,000.00	1,255.13	25%	5,000
Supplies and Materials	10,000.00	1,849.56	18%	10,000
Tools	2,000.00	401.40	20%	2,000
Office Supplies	8,700.00	2,585.87	30%	8,700
Lab Supplies	3,700.00	2,717.28	73%	5,000
Telephone	5,600.00	2,601.57	46%	5,600
Power & Electricity	48,000.00	26,718.72	56%	48,000
Insurance	19,000.00	9,327.51	49%	19,000
Systems Repairs and Maint.	40,000.00	30,553.18	76%	40,000
Sludge Disposal	17,000.00	8,380.45	49%	17,000
Grit Disposal	1,400.00	538.34	38%	1,400
Uniforms & Clothing	1,500.00	254.00	17%	1,500
Capital Improvements	85,000.00	28,796.84	34%	120,000
Dues and Certification	8,000.00	2,015.00	25%	7,500
Training and Seminars	5,000.00	2,301.55	46%	5,000
Prof Services - Audit	5,000.00	5,000.00	100%	5,000
Professional Services	5,000.00	2,805.70	56%	32,000
Miscellaneous	1,124.82	456.53	41%	1,000
Property & Equipment	-	8,940.40	#DIV/0!	22,800
Property & Equipment < \$5,000	-	-	#DIV/0!	-
Sewer Revenue Bond	66,839.00	-	0%	66,839
Lease Payments	10,951.00	-	0%	-
Wastewater Analysis - Lab Cost	9,000.00	4,815.00	54%	12,000
Chemicals	7,000.00	6,441.59	92%	11,000
Administrative Salaries	37,989.81	19,892.22	52%	38,000
Social Security	2,906.22	1,504.30	52%	3,000
Hospital Insurance	3,718.65	1,746.18	47%	3,500
Retirement	3,567.24	2,108.58	59%	4,220
	<u>630,680.61</u>	<u>270,772.22</u>	<u>43%</u>	<u>703,159</u>

Projections  
 FY 2013 - As of December 2012  
 Water Fund

Expenses	Current Year			Projections at 12/31/2012
	Budget	Actual Year-to-date	Percentage of Budget	
Salaries and Wages	155,761.25	71,809.10	46%	150,000
Social Security	11,915.74	5,269.98	44%	12,000
Hospital Insurance	20,583.83	7,648.42	37%	17,500
Retirement	14,123.05	6,708.85	48%	15,000
Gas & Oil	7,000.00	3,374.79	48%	7,000
Diesel Fuel	3,300.00	720.25	22%	3,300
Diesel Equipment	2,000.00	316.66	16%	2,200
Repairs - Vehicles	5,000.00	590.13	12%	5,000
Supplies and Materials	10,000.00	1,505.45	15%	10,000
Tools	1,500.00	401.39	27%	1,500
Office Supplies	8,700.00	2,585.92	30%	8,700
Lab Supplies	2,200.00	774.00	35%	2,200
Telephone	5,600.00	2,672.30	48%	5,400
Power & Electricity	2,800.00	1,550.51	55%	3,200
Insurance	17,000.00	8,095.05	48%	17,000
Systems Repairs and Maint.	38,000.00	12,730.04	34%	38,000
Uniforms & Clothing	1,500.00	253.99	17%	1,500
Capital Improvements	55,000.00	97,707.59	178%	200,000
Dues and Certification	9,000.00	4,809.00	53%	9,000
Training and Seminars	4,500.00	714.30	16%	4,500
Prof Services - Audit	5,000.00	5,000.00	100%	5,000
Professional Services	7,000.00	-	0%	7,000
Miscellaneous	1,564.35	260.20	17%	1,000
Transfer to G.F.	198,500.00	-	0%	197,000
Lease Payments	10,951.00	-	0%	-
Water Analysis	1,200.00	420.00	35%	1,200
Chemicals	7,000.00	4,918.95	70%	9,800
H2O Payment Operation	130,000.00	66,469.83	51%	110,000
CPW Improvements	58,000.00	-	0%	58,000
Administrative Salaries	37,989.81	19,892.26	52%	38,000
Social Security	2,906.22	1,504.32	52%	3,000
Hospital Insurance	3,718.65	1,746.18	47%	3,500
Retirement	3,567.24	2,108.56	59%	4,220
	<u>842,881.14</u>	<u>332,558.02</u>	<u>39%</u>	<u>950,720</u>

Town Hall Expenses - Relocation & Operation  
As of December 31, 2012

Land Preparation and Trailer Set-up Expenses:	\$ 138,892.81
Sewer Tank Expenses:	24,595.00
Trailer Lease	41,573.84
Consultants	26,361.00
Miscellaneous Expenses:	<u>17,713.86</u>
	<u>\$ 249,136.51</u>

# PERSONNEL COUNCIL MEETING

January 22, 2013

Gerald Kaynard, Esq. - Chairman

## ACTION AND NEW ITEMS:

1. **Report Attached (Discussion)**
2. **Zoning Administrator Applications** – After the closure of the application filing period the Town received twenty-three (23) applicants. The Administrator is ranking the applications and scheduling interviews for mid February 2013.

## Items Pending Further Action By Council:

- A. **Compensation Study** – Personnel Committee to prepare a comparative compensation analysis.



## PERSONNEL REPORT January 2013

Activity as of Friday, January 17, 2013

### HIRINGS/RESIGNATIONS:

**Resignations:** None  
**Hirings:** None

### CURRENT OPENINGS:

**General Administration:** Zoning Administrator  
**Water & Sewer:** None  
**Maintenance:** None  
**Police Department:** None  
**Fire Department:** None

### Recruitment Status:

*Zoning Administrator: Advertised in Post & Courier & on Town website, with twenty-three (23) applications received by deadline Friday, August 24, 2012. Status: Applications currently under review by Town.*

### ACHIEVEMENTS/CERTIFICATIONS:

**Lisa Darrow (Administration)** -- passed national certification exam with SHRM on December 17, 2012, achieving Professional Human Resources Manager (PHR) designation.

### PERSONAL DAY HOLIDAY/VACATIONS:

#### Vacations Requests:

**Department Heads:** Danny Howard: January 28-Feb 6, 2013 (Mon-Wed)  
**Town Hall Staff:** Kat Kenyon: January 1-4, 2013 (Tues-Fri)  
Arlene Graham: January 23-29, 2013 (Wed-Tues)  
(February): Andy Benke: February 1-13, 2013 (Fri-Wed)

### TRAINING/MEETINGS:

**Risk Management Institute (MASC): Risk Management Institute (MASC):**  
Administrator Benke and Asst. to Administrator Darrow enrolled in 2-year MASC Risk Management certification program.

**Staff Safety Meetings:** monthly meeting held Thursday, January 17, 2013; conducted by Administration Department. Topic: Safety & Wellness Factor

**HEALTH AND WELLNESS:**

**Health Insurance:** Town continues relationship with SC Employee Insurance Program; new plan year runs January 1 – December 31, 2013. New medical premium rates were effective January 1<sup>st</sup>.

**Wellness:** Fifteen (15) staff members took advantage of a one-year membership in East Shore Athletic Club (ESAC) at a corporate discount rate (effective January 18, 2013).

**BOARDS & COMMISSIONS:**

Two (2) out-of-cycle vacancies:

**Planning Commission (seat expires September 2013)**

**Board of Zoning Appeals (seat expires September 2015)**

**Application deadline: 12Noon, Friday, February 1, 2013 (deadline extended;  
originally January 4, 2013)**

**Recruitment drive:**

Town website (Home and Commissions page) – December 4, 2012

Post & Courier ad: Thursday, December 6, 2012

Island Eye News ad: Friday, December 21, 2012

Town E-Newsletter: December 10, 20 and 28, 2012; also January 16 and 21, 2013 editions.

**REFUSE COLLECTION – MLK HOLIDAY SCHEDULE**

Charleston County Recycling Changes Schedule:

**RECYCLING – Thursday, January 24, 2013**

Suburban Disposal Schedules Remains Unchanged:

Regular schedule for household garbage (Tuesday) and Yard/Bulk debris (Wednesday)

# **WATER AND SEWER COUNCIL MEETING**

**January 22, 2013**

**Chairman Mike Perkis**

**Monthly Reports**

## **Action and New Items**

- 1. Middle Street Waterline Project** – A pre-construction meeting for the Middle Street Waterline Project was held on December 18, 2012. The contractor began mobilization in early January and has been making good progress.
- 2. Water and Sewer Committee Meeting** – The Water and Sewer Committee will meet on January 25, 2013 at 9:00 AM in the W&S Administration building at 2050 Gull Drive. A draft agenda is attached.
- 3. Wastewater Treatment Plant Flow/Capacity Data 2012** – Attached is plant flow data summary for 2012.

## **Items Pending Further Action by Council**

**None at this time**

**Town of Sullivan's Island**  
**Water & Sewer Committee Meeting**  
Water & Sewer Plant  
2050 Gull Drive, Sullivan's Island, SC

**9:00 a.m.**  
**Friday, January 25, 2013**

**AGENDA**

- I. Call to Order**
- II. Wastewater Collection System – Grout Packing As A Solution for I&I**
- III. Review and Discuss Of Identified Wastewater Capital Projects**
  - A. Collection System**
    - i. Waterproofing Lift Stations**
    - ii. Conversion to Submersible Pumps at Lift Stations**
  - B. Treatment Facility**
    - i. Oxidation Ditch**
    - ii. Bio-Solid Drying Solutions**
    - iii. Plant Generator and Fuel Tank**
    - iv. Headworks**
    - v. Space Needs**
      - 1) Sludge**
      - 2) Equipment**
    - vi. Chlorine Treatment Process – Conversion From Gas to Solid**
    - vii. Wastewater Re-use**
    - viii. Composting Bio-solids**
  - C. Funding Options**
    - i. State Revolving Fund (SRF)**
    - ii. FEMA Hazard Mitigation**
    - iii. G.O. Bond Issue**
    - iv. Property Sale**
    - v. Alternate Revenue Sources**
- IV. Review and Discussion of Identified Water System Capital Items**

W&S-15

- A. Fixed Based Meter Reading**
- B. Aquifer Storage and Recovery**

- V. Appeal to Water and Sewer Charges**
  - A. F. Harris – 2901 Ion Avenue**
  - B. C. Garner (K. Edginton) – 3004 Marshall Boulevard**
  - C. A. Pope – 2805 Atlantic Avenue; request to defer until next W&S Committee meeting**
- VI. Inflow and Infiltration at Sewer Lateral**
- VII. Discussion and Review of CWS Capital Charge - West Ashley Booster Pump Project (\$9.0 million)**
- VIII. Charleston Water Service Contract**
  - A. Review contract commitment**
  - B. Options to revise contractual water sourcing obligation**
  - C. Examine potential opportunities to sell/transfer contractual volume to neighboring systems.**
- IX. Adjourn**

# BUILDING AND CONSTRUCTION COUNCIL MEETING

January 22, 2013

**Chair: Hartley Cooper**

**MONTHLY REPORT:** Attached are reports from Randy Robinson on Permits issued and expenditures.

## Action and New Items

1. **Town Hall – (Information)** Two members of the Building and Construction Committee are serving on the ad hoc committee for Town Hall. This Committee will continue to work with the Town Hall Committee in order to advance the project.
2. **SIES New School Construction Project – (Information)** Demolition of old building & site clearing completed and the foundation work is underway. Construction bid is forthcoming and the Chair will attend a meeting with Ed Strack after the holidays to discuss items brought up by the Council (i.e. ground breaking ceremony date, next review of color detail and landscaping plans).

The leadership of the SIES SIC has put in place an ad hoc committee to work on four areas of the new school: green initiatives, curriculum, fund raising and physical plant. Each section has a leader and will coordinate parent and community input to ensure the many suggestions are handled in a seamless and well coordinated fashion. Ideas meriting implementation will be matched with a source of funding and relayed by Principal Susan King to the Charleston County School District.

The ground-breaking ceremony was held on January 7, 2013.

3. **Creech and Associates** – The ad hoc Town Hall Committee is addressing Creech matters.
4. **Raven Drive Extension** – Road, stormwater and water/sewer infrastructure construction began on June 21, 2012. Contractor and engineer are scheduling final testing for water and sewer infrastructure. The Administrator and Project Engineer will review the final punch list with the Contractor in the coming weeks.

The Real Estate Committee will review the sale of Raven Drive lots.

**FIRE  
COUNCIL MEETING**

**January 22, 2013**

**Mayor Carl Smith**

**MONTHLY REPORT: Attached**

1. **Sullivan's Island Volunteer Fire and Rescue Oyster Roast 2013** – The Volunteers will host the annual oyster roast on February 9, 2013 from 5 to 8pm. Tickets are \$25 in advance and \$30 at the door.

**Items pending Further Action by Council**

- A. **Beach Fires and Parties** – Previous beach fire permits have resulted in large gatherings in excess of 100 people. The Turtle Team has expressed concern about potential damage to turtle nests.

General discussion regarding beach gatherings with fire permits.

# RECREATION COUNCIL MEETING

**January 22, 2013**

**Chairwoman Mary Jane Watson**

## **Action Items and New Items**

1. **Tennis Court Update** – Construction began August 6, 2012. Asphalt installation is complete. Surface preparation and coating will begin during the week of October 15, 2012. Field and playground use will be prohibited during final court surfacing process. Substantial completion was achieved November 9, 2012.

The court dedication ceremony was held December 7, 2012 at 3:00 PM.

The Administrator is working toward final completion with the contractor.

## **Items Pending Further Action by Council**

**Nothing at this time**

# REAL ESTATE COUNCIL MEETING

January 22, 2013

Dr. Patrick O'Neil – Chairman

Monthly Boards and Commission Reports Attached

## 1. Consideration for a Permanent Town Hall –

- The Real Estate Committee met on July 21, 2011 to review the applicants. The list was narrowed to five potential architects. The candidates were interviewed on Monday August 8, 2011 at 3:30 pm. The Committee recommends to Council that Creech and Associates perform the needs assessment.
- The Administrator met with David Creech Friday September 23, 2011 for a second time to transform the scope of work into a series of tasks. Mr. Creech reported his findings to the Building Committee on November 21, 2011. A number of square footage revisions were made.
- Mr. Creech presented the revised space analysis January 31, 2012. Anticipating structural and environmental report for 1610 Middle in February.
- The Town Hall Building Ad Hoc Committee met on February 17, 2012 for further review the space allocations.
- David Creech gave a presentation to Council at the Council Planning Session.
- Creech and Associates along with ADC Engineering performed a cursory inspection of 1714 Middle Street on Thursday April 26, 2012.
- Creech and Associates performed a detailed inspection of 1714 Middle Street on June 21; the firm will prepare alternate site considerations for the Battery Capron/Butler campus; and, plan/prepare a presentation to Council of all the various Town Hall locations prior to July 17, 2012.
- Council held a Public Hearing at Holy Cross Episcopal Church on September 11, 2012 for resident input on Town Hall locations selected by Creech and Associates.
- General discussion of the three (3) options identified by Creech and Associates.
- The Town Administrator met with David Creech on Friday 01-04-13 to review the four (4) options for building placement at 2050 Middle Street.
- Town Hall Construction Ad Hoc Committee – The Committee met with Mr. Creech on Thursday January 17, 2013 to discuss possible locations for a Town Hall at 2050 Middle Street.

## 2. Accreted Land Management Plan – Coastal Science and Engineering has tendered the final draft of the Accreted Land Management Plan. Edits include amendments to Section One to

incorporate "Principles and Guidelines" and Task 7 (management units). Council began discussion of the document at the October 4, 2010 Committee meeting and will be compiling member input and comment in the coming months. Council met on March 11, 2011 between 3pm and 6pm for a tour of the area guided by Richard Porcher. Council met March 12, 2011 between 9am and 2pm to begin crafting language for the management plan in zones one and three.

Council toured Zones Two (2) and Four (4) on Thursday May 5 beginning at 6:15 PM at Town Hall.

Council held a workshop at Town Hall on Friday May 6 beginning at 2:30 PM to begin discussion and construction of the ALMP for Zones Two (2) and Four (4).

Council held a second workshop at Town Hall on Friday November 4, 2011.

Council met May 25, 2012 to review work on the management plan completed to date.

3. **Planning Commission Review of Comprehensive Plan** – The Planning Commission has begun its review of the Comprehensive Plan.
4. **Station 16 Street Urban Greenbelt Project** – The Maintenance Department has completed the "preliminary cut" of the trail. The Consultant is preparing a design of secondary trails and boardwalks.

#### **PENDING ITEMS:**

- A. **Beach Erosion** – Mr. Paul Bohem presented a study completed in 2005 which considered erosion solutions for the northeast end on the Island.
- B. **Request to Protect Green Space** – The Town has received a request to place the lot at Station 12 Street under protection from development.

Satellite



A

B

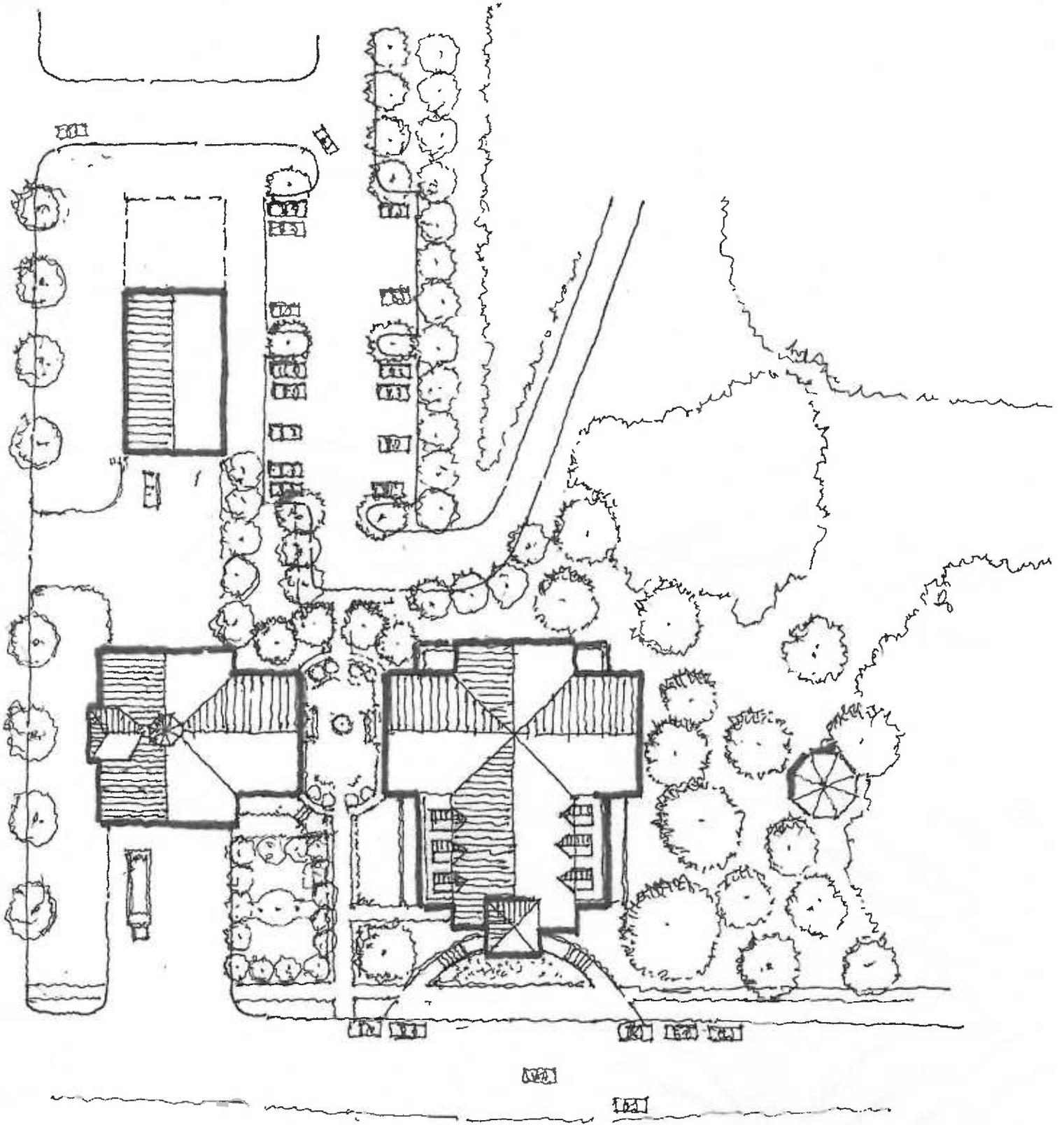
Google

RE-5

4/21/13



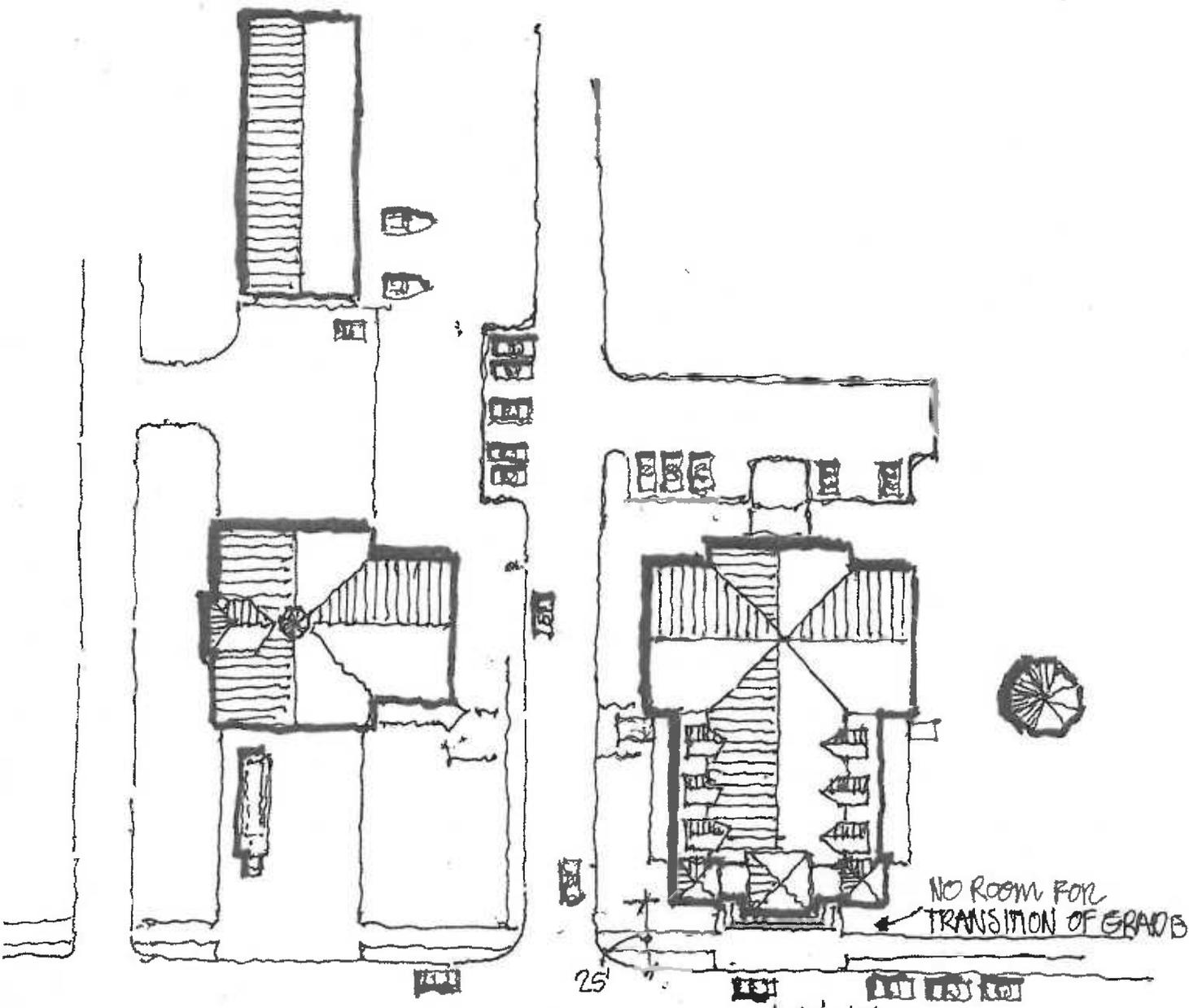
RE-6  
Middle Street



SITE STUDY  
SULLIVAN'S ISLAND TOWN HALL

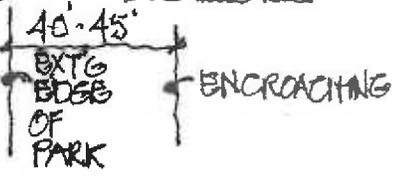
1" = 50' 0"

RE-9



**STUDY ONE**

1" = 50' 0"



RE-8

**POLICE  
COUNCIL MEETING**

**January 22, 2013**

**Mayor Carl Smith**

**MONTHLY REPORT**

**Items Pending Further Action by Council**

- A. Electronic Control Devices** – The Department has completed training conducted by the Charleston County Sheriff's Department on Electronic Control Devices. Chief Howard has circulated a revised "Use of Force" policy to the Police Committee and Administrator for review. Chief Howard has completed electronic control device training.

# **STREETS AND MAINTENANCE COUNCIL MEETING**

**January 22, 2013**

**Committee Chair:** Madeleine McGee. **Members:** Hartley Cooper, Carl Smith

## **PENDING ITEMS:**

- A. Stormwater Pump Station 18 Street** – A meeting was held on September 9, 2010 6:30PM with residents of Station 18 Street to review the drainage options. Mr. Blanchard is reviewing SCE&G construction drawings and Thomas and Hutton site analysis for further comment and will revert to the Town. The residents have established a dialogue with Thomas and Hutton. SCE&G has provided the engineer with a complete set of drawings for the Sand Dunes Club project. The Town awaits further comment from the residents.