

FINANCE COUNCIL WORKSHOP

March 3, 2014

**Chairman Mike Perkis; Co-Chairman Jerry Kaynard
All Members of Council**

All matters connected with Town finances, taxes and licenses. The Committee shall prepare and submit an annual operating budget and capital improvement program to Council.

I. Matters for Action by Council

No action Items at this time.

II. Matters for Discussion by Council

1. Second Reading, An Ordinance amending Section 14-25 of the Code of Ordinances for the Town to revise Franchise Fees for filming, video-taping, and still photography for commercial purposes; and, to add language prohibiting such activity within the RC-1/RC-2 Zoning Districts or on the beach.
2. 2014 Bond Issue – General discussion of amortization schedule and comparison to previous estimated interest rate and amortization schedule.
 - General discussion of cash flow requirements and investment potential for residual bond balances.
3. FY 2014 Capital Projects - The Finance Committee continues to review a list of capital projects for both Government and Water and Sewer for consideration of the FY 2014 budget in light of recent discussion about potential changes in the bond market.
 - General discussion regarding potential millage increases.

III. New Matters Presented to Council

No new matters presented to Council at this time.

IV. Matters Pending By Council

- 1. 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.**
- 2. Permit Fees for Special Events and Beach Fires – General discussion of permit fees for special events and beach fires.**

Andy Benke

From: Jason Blanton
Sent: Wednesday, February 26, 2014 11:09 AM
To: Mike Perkis; Jerry Kaynard
Cc: Andy Benke
Subject: GO Bond Info
Attachments: GO Bond Debt Service Comparison 2-26-14.pdf; GO Bond Debt Service Funding 2-26-14.pdf

Mike,

Here is the spreadsheet you were asking to see. I also attached the comparison of the 2014 GO bond to what we were using as a projection. If you have any questions, give me a call.

Jason L. Blanton
Comptroller
Town of Sullivan's Island
Direct Line: (843) 883-5751
Cell: (843) 834-5173
Fax: (843) 883-3009

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Amortization Schedule Comparisons for 2014 G.O. Bond

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Year	<u>\$4,100,000 for 12 years at 1.80%</u>			<u>\$4,100,000 for 12 years at 2.80%</u>			<u>\$4,100,000 for 15 years at 3.47%</u>		
	<u>Interest</u>	<u>Principal</u>	<u>Total</u>	<u>Interest</u>	<u>Principal</u>	<u>Total</u>	<u>Interest</u>	<u>Principal</u>	<u>Total</u>
FY 2014	-	-	-	-	-	-	-	-	-
FY 2015	77,695	-	77,695	119,583	-	119,583	148,198	215,000	363,198
FY 2016	73,800	355,000	428,800	114,800	355,000	469,800	134,810	225,000	355,224
FY 2017	67,410	365,000	432,410	104,860	365,000	469,860	127,002	230,000	355,224
FY 2018	60,840	375,000	435,840	94,640	375,000	469,640	119,021	235,000	355,224
FY 2019	54,090	390,000	444,090	84,140	390,000	474,140	110,867	245,000	355,224
FY 2020	47,070	400,000	447,070	73,220	400,000	473,220	102,365	250,000	355,224
FY 2021	39,870	415,000	454,870	62,020	415,000	477,020	93,690	260,000	355,224
FY 2022	32,400	430,000	462,400	50,400	430,000	480,400	84,668	270,000	355,224
FY 2023	24,660	445,000	469,660	38,360	445,000	483,360	75,299	280,000	355,224
FY 2024	16,650	455,000	471,650	25,900	455,000	480,900	65,583	285,000	355,224
FY 2025	8,460	470,000	478,460	13,160	470,000	483,160	55,694	295,000	355,224
FY 2026	-	-	-	-	-	-	45,457	310,000	355,224
FY 2027	-	-	-	-	-	-	34,700	325,000	355,224
FY 2028	-	-	-	-	-	-	23,423	330,000	355,224
FY 2029	-	-	-	-	-	-	11,972	345,000	355,224
TOTAL	<u>502,945</u>	<u>4,100,000</u>	<u>4,602,945</u>	<u>781,083</u>	<u>4,100,000</u>	<u>4,881,083</u>	<u>1,232,746</u>	<u>4,100,000</u>	<u>5,336,334</u>

Funding Timeline Based on \$4,100,000 for 12 years at 1.8% (Interest Only for 2 Years)

Year	Interest	Principal	Total	Sources							Loan Balance	
				Paid by Residents				Reserves or Other Sources	Debt Service Reserve Increase/(Decrease)	Additional Payments		Total Payment
				Savings on T.H. Operating	Millage	Dispatch Savings	G.O. Bond					
FY 2014	-	-	-	-	-	-	-	-	-	-	4,100,000	
FY 2015	77,695	-	77,695	(30,000)	(120,000)	-	-	-	72,305	(77,695)	4,100,000	
FY 2016	73,800	355,000	428,800	(30,000)	(120,000)	(76,590)	-	(129,905)	(72,305)	(428,800)	3,745,000	
FY 2017	67,410	365,000	432,410	(30,000)	(120,000)	(93,432)	-	(188,978)	-	(432,410)	3,380,000	
FY 2018	60,840	375,000	435,840	(30,000)	(120,000)	(93,432)	-	(192,408)	-	(435,840)	3,005,000	
FY 2019	54,090	390,000	444,090	(30,000)	(120,000)	(93,432)	(200,000)	(658)	-	(444,090)	2,615,000	
FY 2020	47,070	400,000	447,070	(30,000)	(120,000)	(93,432)	(200,000)	(3,638)	-	(447,070)	2,215,000	
FY 2021	39,870	415,000	454,870	(30,000)	(120,000)	(93,432)	(200,000)	(11,438)	-	(454,870)	1,800,000	
FY 2022	32,400	430,000	462,400	(30,000)	(120,000)	(93,432)	(200,000)	(18,968)	-	(462,400)	1,370,000	
FY 2023	24,660	445,000	469,660	(30,000)	(120,000)	(93,432)	(200,000)	(26,228)	-	(469,660)	925,000	
FY 2024	16,650	455,000	471,650	(30,000)	(120,000)	(93,432)	(200,000)	(28,218)	-	(471,650)	470,000	
FY 2025	8,460	470,000	478,460	(30,000)	(120,000)	(93,432)	(200,000)	(35,028)	-	(478,460)	-	
TOTAL	502,945	4,100,000	4,602,945	(330,000)	(1,320,000)	(917,478)	(1,400,000)	(635,467)	-	(4,602,945)		

1. Total amount paid by residents = 3,967,478

2. The G.O. Bond amount comes from the current G.O. bond debt service. In this example, \$200,000 of the debt service for the current G.O. bond will be used to fund the debt service on the new G.O. bond.

3. The combination of the revenue received from the debt service millage increase and the savings the Town will have in operating cost from the current Town Hall trailers to the new Town Hall building will generate a debt service reserve for Fiscal Year 2015. This reserve will be used to help fund the debt service payment for FY 2016.

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PUBLIC SAFETY COUNCIL WORKSHOP

March 3, 2014

**Chairman Chauncey Clark
Members Pat O'Neil and Mary Jane Watson**

All matters relating to the Police and Fire Departments, and other matters regarding emergency preparedness.

Monthly Report by Chiefs Howard and Stith

I. Matters for Action by Council

No action items for Council at this time.

II. Matters for Discussion by Council

1. Ladder Truck Out of Service – Update by Chief Stith on the specification process for a new ladder truck.
2. Coyote Program – Update by Chief Howard on research and establishment of a coyote program.

III. New Matters Presented to Council

IV. Matters Pending Further Action By Council

1. 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.
2. 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.

Type of Incident	Total Incidents
Structure Fire	
Alarm Malfunction	
Unintentional Alarm	2
Emergency Medical	6
Water Rescue	1
Citizen Assist	3
Hazardous Condition	1
Automobile Fire	
Trash, Rubbish, or Grass Fire	
Smoke Scare	
Other Misc.	
Total Responses	13

Beach Calls
1
Contacts
1

Incidents Where Aid was Given	
Mutual Aid	
Automatic Aid	

Fire Department Activities:

Fire Department performed 12 prefire plan updates

Tours given to 33 adults and 89 children.

15 vacation rentals.

Training:

Volunteer drill held on 2/5 and 2/19.

**SULLIVAN'S ISLAND POLICE DEPARTMENT
MONTHLY REPORT SUMMARY
FEBRUARY 2013**

02/02/14 – Officers responded to a residence in reference to a domestic disturbance. On arrival the officer spoke to the parties who both stated no physical assault had taken place but neither party would cooperate with the officer in telling them what happened.

02/03/14 – A complainant reported that someone entered their unsecure vehicle and removed several items.

02/09/14 - A complainant reported that someone entered their unsecure vehicle and removed several items.

02/13/14 – While on patrol an officer observed a front door of a residence open, due to the weather conditions this seemed strange and the owner was contacted. After checking the house it appeared that someone had entered the residence and use the faculties, nothing appeared to have been taken.

02/19/14 – Officers responded to a report of a single vehicle accident, while conducting the investigation it was learned that the driver was intoxicated. The driver was processed and lodged in the county jail.

SLED Inhouse Code / Description			Last Year	This Year
ALCOHOL CRIMES				
90D	90D	DRIVING UNDER THE INFLUENCE		1
90E	90E	DRUNKENNESS		
90G	90G	LIQUOR LAW VIOLATIONS		
Total for Category:			0	1
ARSON/SUSPICIOUS FIRE				
200	200	ARSON		
978	978	SUSPICIOUS FIRE		
Total for Category:			0	0
ASSAULTS				
100	100	KIDNAPING / ABDUCTION		
11A	11A	RAPE - FORCIBLE		
11B	11B	SODOMY - FORCIBLE		
11C	11C	SEXUAL ASSAULT WITH AN OBJECT		
11D	11D	FONDLING - FORCIBLE		
13A	13A	ASSAULT - AGGRAVATED		
13A	CDA	CDV - AGG ASSAULT		
13B	13B	ASSAULT - SIMPLE	2	
13B	CDV	CDV - SIMPLE ASSAULT	1	
13C	13C	ASSAULT - INTIMIDATION		
36A	36A	INCEST		
36B	36B	RAPE - STATUTORY		
36C	36C	INDECENT EXPOSURE (SEXUAL NATURE)		
753	753	TELEPHONE CALLS - OBSCENE, HARASSING		
Total for Category:			3	0
DRUG CRIMES				
35A	35A	DRUG / NARCOTIC VIOLATIONS	3	2
35B	35B	DRUG EQUIPMENT VIOLATIONS	3	1
Total for Category:			6	3
HOMICIDE CRIMES				
09A	09A	MANSLAUGHTER		
09B	09B	NEGLIGENT MANSLAUGHTER		
09C	09C	JUSTIFIABLE HOMICIDE		
Total for Category:			0	0
INFORMATION ONLY REPORTS - NRP				
NRP	90T	ALL TRAFFIC EXCEPT DUI & FAILURE TO STOP	1	3
NRP	NRP	INCIDENT NOT REPORTED	8	6
Total for Category:			9	9
LARCENY CRIMES				
120	120	ROBBERY		
210	210	EXTORTION / BLACKMAIL		
220	220	BURGLARY / BREAKING & ENTERING	5	
23A	23A	POCKET-PICKING		
23B	23B	PURSE-SNATCHING		
23C	23C	SHOPLIFTING		
23D	23D	THEFT FROM BUILDING		
23E	23E	THEFT FROM COIN OPERATED MACHINE		
23F	23F	THEFT FROM MOTOR VEHICLE		2
23G	23G	THEFT OF MOTOR VEHICLE PARTS OR ACCESSORIES		
23H	23H	LARCENY - ALL OTHER	1	

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SLED	Inhouse Code / Description	Last Year	This Year
LARCENY CRIMES			
240	240 MOTOR VEHICLE THEFT		
250	250 COUNTERFEITING / FORGERY		
26A	26A FRAUD / CONFIDENCE GAME / BREACH OF TRUST		
26B	26B TELLER MACHINE FRAUD	1	
26C	26C IMPERSONATION		
26D	26D WELFARE FRAUD		
26E	26E WIRE FRAUD		
270	270 EMBEZZLEMENT		
280	280 STOLEN PROPERTY OFFENSES		
756	756 USING MOTOR VEHICLE WITHOUT CONSENT		
90A	90A BAD CHECKS		
Total for Category:		7	2
OTHER CRIMES			
370	370 PORNOGRAPHY / OBSCENE MATERIAL		
520	520 WEAPON LAW VIOLATIONS	1	
90B	90B CURFEW / LOITERING / VAGRANCY VIOLATIONS		
90C	90C DISORDERLY CONDUCT	1	1
90F	90F FAMILY OFFENSES, NONVIOLENT	2	
90H	90H PEEPING TOM		
90I	90I RUNAWAY		
90J	90J TRESPASS OF REAL PROPERTY		
90K	90K INCORRIGIBLE		
90L	90L TRUANCY		
90N	90N RESISTING ARREST		1
90P	90P CONTRIBUTING TO DELINQUENCY OF A MINOR		
90Z	90Z ALL OTHER OFFENSES	2	1
979	979 MISSING PERSONS	1	
980	980 SUICIDES		
992	992 PROWLER		
Total for Category:		7	3
OTHER MONEY CRIMES			
39A	39A BETTING / WAGERING		
39B	39B ASSISTING GAMBLING		
39C	39C GAMBLING EQUIPMENT VIOLATIONS		
39D	39D SPORTS TAMPERING		
510	510 BRIBERY		
Total for Category:		0	0
PROSTITUTION			
40A	40A PROSTITUTION		
40B	40B ASSISTING OR PROMOTING PROSTITUTION		
Total for Category:		0	0
VANDALISM/DAMAGE			
290	290 VANDALISM OF PROPERTY	5	1
Total for Category:		5	1
Total for Reporting Period:		37	19

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Monthly Report for February 2014
OFFENSES REPORTED

03/02/2014

Inhouse Code	Current		Previous		
	Monthly Total	Year To Date	Monthly Total	Year To Date	
13B ASSAULT - SIMPLE	0	0	2	2	
220 BURGLARY / BREAKING & ENTERING	0	0	3	5	
23F THEFT FROM MOTOR VEHICLE	2	2	0	0	
23H LARCENY - ALL OTHER	0	0	1	1	
26B TELLER MACHINE FRAUD	0	0	1	1	
290 VANDALISM OF PROPERTY	0	1	4	5	
35A DRUG / NARCOTIC VIOLATIONS	0	2	2	3	
35B DRUG EQUIPMENT VIOLATIONS	0	1	2	3	
520 WEAPON LAW VIOLATIONS	0	0	0	1	
90C DISORDERLY CONDUCT	0	1	0	1	
90D DRIVING UNDER THE INFLUENCE	1	1	0	0	
90F FAMILY OFFENSES, NONVIOLENT	0	0	2	2	
90N RESISTING ARREST	0	1	0	0	
90T ALL TRAFFIC EXCEPT DUI & FAILURE TO STOP	0	3	1	1	
90Z ALL OTHER OFFENSES	0	1	1	2	
979 MISSING PERSONS	0	0	1	1	
CDV CDV - SIMPLE ASSAULT	0	0	1	1	
NRP INCIDENT NOT REPORTED	2	6	3	8	
TOTALS		5	19	24	37

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**NRP Breakdown
For Period 2/2014**

Case Number	Date	Description
14-00012	02/02/2014	VERBAL DOMESTIC ARGUMENT
14-00019	02/13/2014	SUSPICIOUS ACTIVITY

03/02/2014

VICTIMS REPORTED

Inhouse Code	Current		Previous		
	Monthly Total	Year To Date	Monthly Total	Year To Date	
13B Assault - Simple	0	0	2	2	
220 Burglary / Breaking & Entering	0	0	3	5	
23F Theft from Motor Vehicle	1	2	0	0	
23H Larceny - All Other	0	0	1	1	
26B Teller Machine Fraud	0	0	1	1	
290 Vandalism Of Property	0	1	4	5	
35A Drug / Narcotic Violations	0	2	2	3	
35B Drug Equipment Violations	0	1	2	3	
520 Weapon Law Violations	0	0	0	1	
90C Disorderly Conduct	0	1	0	1	
90D Driving Under the Influence	1	1	0	0	
90F Family Offenses, Nonviolent	0	0	3	3	
90N Resisting Arrest	0	1	0	0	
90T ALL TRAFFIC EXCEPT DUI & FAILURE TO STOP	0	1	1	1	
90Z All Other Offenses	0	1	1	2	
979 Missing Persons	0	0	1	1	
CDV CDV - SIMPLE ASSAULT	0	0	1	1	
NRP Incident Not Reported	2	5	1	5	
TOTALS		4	16	23	35

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Monthly Report for February 2014
PERSONS ARRESTED

Total Individuals Arrested for Month: 3 With 5 Counts

Total Individuals Arrested for Year: 6 With 11 Counts

**The Total Arrests Codes will probably be more than the Total Individuals Arrested.
Each Individual can have as many as Three (3) Arrest Codes Associated.**

Type	Total Arrest Codes for Month				Total Arrest Codes for Year To Date			
	Male	Female	Male	Female	Male	Female	Male	Female
1 - Adults	5	0	10	0	10	0	10	0
2 - Juveniles	0	0	0	0	0	0	0	0
3 - Narc - Adults	0	0	1	0	1	0	1	0
4 - Narc - Juveniles	0	0	0	0	0	0	0	0
TOTALS	5	0	11	0	11	0	11	0

Monthly Report for February 2014
PERSONS ARRESTED

03/02/2014

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	This Month	This Year To Date
Juveniles	0	0
Adults	3	6

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**Race/Sex Breakdown for Arrested
For Period 2/2014**

	For Period	So Far This Year
White		
Male	3	6
Female	0	0
Black		
Male	0	0
Female	0	0
Other		
Male	0	0
Female	0	0

Monthly Report for February 2014
PROPERTY VALUES

03/02/2014

Page 1

Type	Total for Month	Total for Year
Burglary Stolen	0.00	0.00
Larceny Stolen	170.00	170.00
Criminal Damage	400.00	600.00
MVT Stolen	0.00	0.00
Other Stolen	0.00	0.00
Burglary Recovered	0.00	0.00
Larceny Recovered	0.00	0.00
MVT Recovered	0.00	0.00
Other Recovered	0.00	0.00
Total Stolen	170.00	170.00
Total Recovered	0.00	0.00
Total Seized	0.00	35.00

PS-11

**WATER AND SEWER REPORT
COUNCIL WORKSHOP
March 3, 2014**

Committee Chair: Susan Middaugh

Committee Members: Jerry Kaynard, Chauncey Clark

Committee Charge: All matters relating to the Water and Sewer Department and systems.

Monthly Report from Mr. Gress

I. Matters for Action by Council

No matters for action by Council at this time.

II. Matters for Discussion by Council

1. Update on application for SRF funding for I&I project.
2. Update on Consultant for Town Plan for Sewer System Capital Improvements.
3. Update on Drying Bed improvements
4. Water & Sewer Committee Meetings:

Draft minutes for the January 15, 2014 W&S Committee are available.
The next Committee meeting is not scheduled at this time

III. New Matters Presented to Council

1. Council Resolution to apply for SRF loan (see attached sample resolution)

IV. Matters Pending by Council

1. Capital Projects: Engineering studies to support FEMA Grant application.
2. Middle St. project (CCOD #1 & CCOD #2): Ready for bid.

V. Pending Water & Sewer Committee Topics:

The following is a list of Water & Sewer Committee current projects & upcoming items:

1. Drying bed improvements
2. Sewer line for new Town Hall
3. Policy for I&I due to laterals on private property
4. Policy on Appeals /Applications for relief
5. Sewer line in CCOD #1 and CCOD #2: plans & payment
6. Poe Ave
7. West Ashley pump & booster; CWS Contract
8. Review of cost recovery polity for W&S Department.
9. Chlorination system



Town of Sullivan's Island
 Water & Sewer Department
 Manager Greg Gress
 843-883-5748

Monthly Water Report
 For
 February 2014

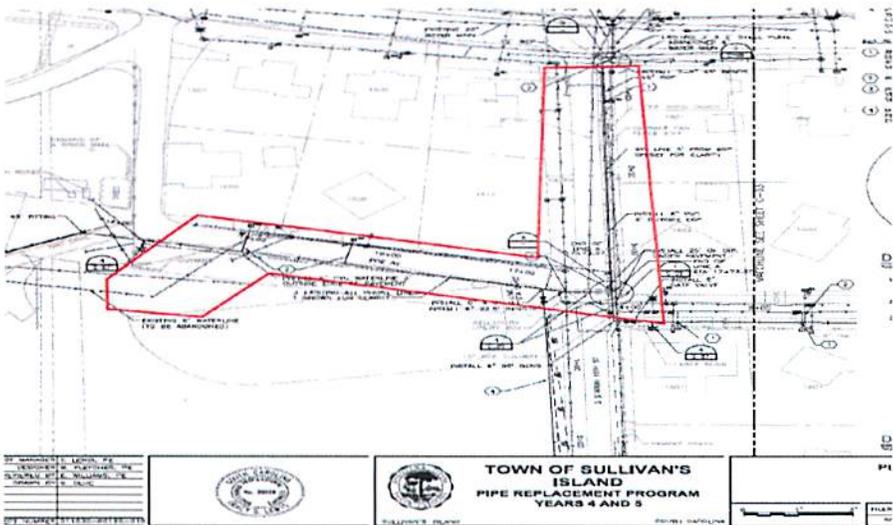
FLOW: Distributed 4.773 MG this month, with a daily average flow of .149 MG and a Daily Max of .248 MG

SALES: 4.871 MG billed (*all water*) with a daily average of 0.173MG. (4.409 MG billed in February last year with a daily average of 0.157 MG)

RED WATER: No operational problems.

DISTRIBUTION SYSTEM: Had our biannual sanitary survey inspection by DHEC. Everything went well. No operational problems.

WATER LINE PROJECT: We will be replacing water line along Poe Ave from station 15 to station 16 and then along station 16 from Middle to Poe Ave has been pushed back to late March 2014.



W+S-1



Town of Sullivan's Island

Water & Sewer Department

Manager Greg Gress
843-883-5748

WATER PLANT: Doors have been repaired to buildings at old water plant. Still need to replace the roof on all buildings

WORK ORDERS: 6 check for leaks; 5 frozen pipes; 1 monthly rereads; 4 replace customer shut off; 2 turn on; 3 turn off; 16 locates; 1 install irrigation meter; 0 remove irrigation meter; 0 irrigation quote; 0 read meter; 3 meter box repairs; 5 disconnect delinquent acct; 4 reconnect delinquent acct; 0 pulled meter for demo; 0 reinstall meter from demo; 0 backflow inspection

CHEMICALS: Used 30 gallons of phosphate.

OTHER: Brian Jenerou has passed his Class "B" water distribution exam. Six month probation will be up at the end of March. Re advertising for Operator III position. Staff will be attending annual Environmental Conference in Myrtle Beach to get educational CEU's for certification renewals. Conference runs March 8 through March 12.



Town of Sullivan's Island
Water & Sewer Department
Manager Greg Gress
843-883-5748

Monthly Sewer Report
For
February 2014

COLLECTION SYSTEM: No operational problems.

SEWER LINE PROJECT: In progress of applying for SRF loan.

LIFT STATIONS: Loss of prim alarms continue to call out operators.

FLOW: Processed 14.249 Million Gallons this month, with a daily average of 0.527 MG and a maximum weekly average of .540 MG. Rainfall total was 2.93 inches.

SALES: 4.393 MG billed this month with a daily average of 0.157 MG. (3.965 MG billed in February last year with a daily average of 0.142 MG).

HEADWORKS: Continue to have some operational problems with auto step screen and press tripping out.

OXIDATION DITCH: No change in status.

CLARIFIER: One obstruction cleared from Clarifier #2 sludge return line. Clarifier #1 is still restricted. Both clarifiers need painted.

OUTFALL: No operational problems.

W+S-3



Town of Sullivan's Island Water & Sewer Department

Manager Greg Gress
843-883-5748

BIOSOLIDS: 137,000 gallons hauled to NCSD. 27,500 gallons to MPW. Continue to look into cost estimates to build covers over drying beds and a covered sludge storage building. Old concrete tank is removed and new fence is now installed.

CHEMICALS: 398 lbs. of chlorine and 215 lbs. of sulfur dioxide used for the month.

COMPUTER SYSTEMS: No operational problems.

WORK ORDERS: 16 locates; 0 pool filling permit inspection; 1 sewer connection inspection (first time); 0 sewer reconnect inspection (reconnect from a demo); 0 sewer disconnect inspection (disconnect for a demo); 0 grease trap inspection; 0 install new tap; 0 repair cleanout; 1 back up.

OTHER: Re advertising for Operator III position. Staff will be attending annual Environmental Conference in Myrtle Beach to get educational CEU's for certification renewals. Conference runs March 8 through March 12.



Town of Sullivan's Island
Water & Sewer Department
843-883-5748
ggress@sullivansisland-sc.com



March 3, 2014

Ms. Jennifer Cox
Environmental Coordinator
Water Enforcement Section
2600 Bull Street
Columbia, SC 29201

Dear Ms. Cox,

Enclosed please accept the Disinfection report for the monitoring period from February 1, 2014 to February 28, 2014.

Should you have any questions please contact me at (843) 883-5748.

Respectfully,

A handwritten signature in black ink, appearing to read "Greg Gress".

Greg Gress
Water & Sewer Manager
Town of Sullivan's Island



**Surface Water System Monthly Report:
Distribution System Disinfection Residuals**

Bureau of Drinking Water Protection 02/14

System Name: Sullivan's Island

System Number: 1010003

For (Month/Year):

Day	No. of Sites where Disinfection Residual was measured. (a)	No. of Sites where Disinfection Residual was not measured, but HPC was measured. (b)	No. of Sites where Disinfection Residual was not detected and HPC was not measured. (c)	No. of Sites where Disinfection Residual was not detected and HPC > 500col. (d)	No. of Sites where Disinfection Residual was not measured and HPC > 500col. (e)
	Cont Lab ID: <u>10665</u>	Cont Lab ID:			
1					
2					
3					
4					
5	<u>11</u>				
6					
7					
8					
9					
10					
11					
12	<u>1</u>				
13					
14					
15					
16					
17					
18					
19	<u>1</u>				
20					
21					
22					
23					
24					
25					
26	<u>1</u>				
27					
28					
29					
30					
31					
Total	<u>5</u>				

Compliance with Distribution System Disinfection Residual Criteria:

$$V = (c+d+e)/(a+b) \times 100 = (0+0+0)/(5+0) \times 100 = 0\%$$

For Previous Month, V = 0

Prepared by: Greg Suss

Date: 3/4/14

W+S-6



Town of Sullivan's Island
Water & Sewer Department
843-883-5748
ggress@sullivanisland-sc.com



March 3, 2014

Windy Smith
Environmental Compliance Coordinator
Water Enforcement Section
2600 Bull Street
Columbia, SC 29201

Dear Ms. Smith,

Enclosed please accept the Bacteriological Analysis report for the monitoring period from February 1, 2014 to February 28, 2014.

Should you have any questions please contact (843) 883-5748.

Respectfully,

A handwritten signature in black ink that reads "Greg Gress".

Greg Gress
Water & Sewer Manager
Town of Sullivan's Island



Bacteriological Analysis Sample Summary (Part 1)

PART I CAN BE USED IN ONE (1) OF TWO (2) WAYS

1. If the system has had no Total Coliform (TC) Positives samples for a compliance cycle or,
2. If the system wants to report those samples that were initial TC Absent and use Part 2 for the TC Present and all repeats.

S	C	1	0	1	0	0	0	3
02/01/2014								

System Number

DESCRIPTION

SC followed by 7 digit system number
 First day of month for monthly
 First day of quarter if quarterly
 First day of year if annual
 # of Initial Total Coliform Negative
 M=Month; Q=Quarter; Y=Year
 Number assigned by Lab Certification

5
M
10005001

Lab State ID #

Note: This can be used for any system that does not have a total coliform positive.

DOES SYSTEM ADD DISINFECTION? YES NO

AVERAGE DISINFECTION RESIDUAL .

AND/OR

W+S-8

CWSRF

SAMPLE RESOLUTION - REVENUE

RESOLUTION OF THE CITY COUNCIL OF THE (CITY OF NONAME, SOUTH CAROLINA)

WHEREAS, the South Carolina Water Quality Revolving Fund Authority (the "State Authority") provides low-interest loan financing for the construction of publicly owned wastewater treatment facilities from the Water Pollution Control Revolving Fund (the "Fund") pursuant to the Federal Clean Water Act and Title 48, Chapter 5, Code of Laws of South Carolina, 1976, as amended; and

WHEREAS, the (City of Noname) is a legally constituted (municipal corporation) in the State of South Carolina and is authorized to incur (revenue) debt pursuant to (Title 6, Chapter 21, Code of Laws of South Carolina, 1976, as amended); and

WHEREAS, THE (City of Noname) has determined that it is in the best interests of the (City) to apply to the State Authority for a loan from the Fund;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the (City of Noname, South Carolina) (the "Council"), in a meeting duly assembled:

1. That the Council hereby authorizes the (City Manager) (CPW Director) to complete, and the (Mayor) (Chairman of CPW) to execute and submit an application to the State Authority for a loan from the Fund in the amount of approximately (\$1,000,000) to finance the costs of (constructing an expansion of the City's Clean Creek Wastewater Treatment Plant) . The (City Manager) (CPW Director) is authorized to take such actions as may be necessary or convenient to complete the application process.

2. That the City will grant to the State Authority a pledge of, and lien on, all revenues of the (City's combined water and sewer system) for repayment of the loan.

3. That the final terms and conditions of the loan and the loan documents shall be subject to the approval of this Council.

ADOPTED, this _____ day of _____, 20____.

NONAME, SOUTH CAROLINA

By

Its

Attest:

Clerk of City Council

W+S-9

SAMPLE

LOCAL GOVERNMENT ATTORNEY OPINION
LETTER FOR CWSRF REVENUE APPLICATION

_____, 20

South Carolina Water Quality
Revolving Fund Authority
Columbia, South Carolina

Re: Application by _____ for State Water Pollution Control Revolving Fund Loan

Gentlemen:

[We] [I] have acted as Counsel to _____, South Carolina (the "_____") in connection with the loan application from the _____ to the South Carolina Water Quality Revolving Fund Authority (the "State Authority"), requesting a loan (the "Loan") from funds available in the State Water Pollution Control Revolving Fund (the "Revolving Fund"), pursuant to Title 48, Chapter 5, Code of Laws of South Carolina, 1976, as amended (the "Act"). [We] [I] have examined (i) the Constitution and laws of the State of South Carolina, including the Act, (ii) Resolution No. _____ of the _____, and (iii) such other documents and matters of law as [we] [I] have determined relevant for purposes of rendering this opinion. Based on such examination, [we are] [I am] of the opinion that:

1. The _____ Council (the "Council"), which is the elected legislative body of _____, which is the governmental unit having jurisdiction over the area in which the water and sewer system (the "System") is/will be located, has full power and authority to make application for and to borrow funds from the Revolving Fund pursuant to the Act.

** 2. The _____ has not pledged, mortgaged, encumbered or given a security interest in the System or any part thereof, or any income and revenues therefrom or any funds and accounts from such income and revenues.

Respectfully submitted,

** If the System and/or revenues is/are encumbered or pledged, this paragraph should be deleted, and an opinion of Bond Counsel describing such encumbrances and/or pledges must accompany the application.

8/12/97

W+S-10

SAMPLE

BOND COUNSEL OPINION LETTER FOR CWSRF REVENUE APPLICATION*

_____, 20

South Carolina Water Quality
Revolving Fund Authority
Columbia, South Carolina

Re: Application by _____ for State Water Pollution Control Revolving Fund Loan

Gentlemen:

[We] [I] have reviewed the [resolutions, ordinances, security instruments, agreements creating/evidencing/securing indebtedness] relating to the [utility system] (the "System") of the [political subdivision], and have examined and reviewed such other documents and matters of law as [we] [I] have determined relevant for purposes of rendering this opinion. Based on such review and examination, [we are] [I am] of the opinion that the [System: System and the revenues derived therefrom] [is] [are] subject to no liens, encumbrances, or pledges except the following: (identify lien positions/order)

- 1.
- 2.
- 3.

Respectfully submitted,

*If System and/or revenues is/are encumbered or pledged

9/25/07

W+S-11

ADMINISTRATION COUNCIL WORKSHOP

March 3, 2014

Chairman Jerry Kaynard

Members Mary Jane Watson and Susan Middaugh

All matters relating to oversight of implementation of the following Town administrative functions: personnel; licensing; Town Attorney; court; rules; solicitation for Boards and Commissions; administrative infrastructure; communications and community outreach.

I. Matters for Action by Council

No Action Items at This Time.

II. Matters for Discussion by Council

1. Personnel

a) Personnel Report

- Andy Benke – Off Island March 07-09, 2014
- Brian Jenerou – Completed Class “B” Water Distribution Certification Exam. Department Manager is recommending salary adjustment according to scale.

b) Ethics Commission Hearing – The Ethics Commission will render a formal opinion regarding large class/small class exemption of Planning Commission member on March 19, 2014.

c) Statement of Economic Interest – Reminder to Council that Statements of Economic Interest are due not later than March 30, 2014.

2. Correspondence

a) Ed Allen – 956 Osceola Avenue, 02-24-14: Film Fees

3. Special Event Request –

a) Park Foundation - “Round on the Mound”: April 5, 2014

b) Charleston Running Club - ‘Floppin Flounder Race: June 7, 2014

4. Commercial District Operational Issues – The Town has been working with the commercial district business owners group to address and resolve various issues surfaced by nearby residents. Attached is a list of solutions proposed by the owners. To date it has not been possible to schedule a meeting with the residents. The Administrator and Chief Howard met with food and beverage operators on

Thursday September 19, 2013 to further discuss operational hours. A revised delivery agreement is attached.

5. Breach Inlet Historical Marker – General discussion regarding the edits to sign language.
6. Committee Meeting Schedule – General discussion regarding committee meetings scheduled at various dates during the month.
7. Town Communications Plan – General discussion by Council regarding resident outreach and communications plan.

III. New Matters Presented to Council

No new matters presented to Council at this time.

IV. Matters Pending Further Action by Council

1. Archiving Old Records

Initial estimate for paper files is approximately \$82,000, construction drawings approximately \$79,000 and pictures/miscellaneous files \$4,800 (subtotal \$86,800 exclusive of construction drawings). The estimate for software, license, installation and training is \$35,000. It should be noted that staff is locating and identifying other vendors and anticipates better pricing.



PERSONNEL REPORT March 2014

Activity as of Friday, February 28, 2014

HIRINGS/RESIGNATIONS:

Maintenance Vacancy: Reshard Hicks (as of February 17, 2014)

CURRENT OPENINGS:

General Administration: None
Water & Sewer: One – Operator (FT)
Maintenance: One - Laborer (FT)
Police Department: None
Fire Department: None

Employee Anniversaries & Benchmarks

Admin: Brian Jenerou – 6 month anniversary (probation) March 27, 2014

PERSONAL DAY HOLIDAY/VACATIONS:

Department Heads: None
Town Hall Staff: None

PROFESSIONAL DEVELOPMENT/TRAINING:

Admin/Town Hall: Lisa Darrow, MASC Risk Management Training, Florence (Tues, March 11, 2014). She is on track to complete 2-year RMI certification program in 2014 (Town receives SCMIT Worker's Compensation participation credit for this training).

TOWN SERVICES/NOTES:

Municipal Jury Trials are Monday – Wednesday, March 31 – April 2, 2014
Venue: Island Club, 1453 Hennessy Street, Sullivan's Island

BOARDS & COMMISSION VACANCIES:

**One (1) out-of-cycle seat on Board of Zoning Appeals (term expires Sept 2015)
Deadline for applications: 2:00PM Thursday, April 3, 2014**

Advertisement: Town website (February 20, 2014); Town E-Newsletters (min 2 publications)
Island Eye News (small block ad) on February 28, 2014 and March 14, 2014

Ed Allen
956 Osceola Avenue
Sullivan's Island, SC 29482
843.883.8109
edwinhallen@hotmail.com

February 24, 2014

Town of Sullivan's Island Town Council

Re: SI Filming Fees

Mayor Perkis, Council Members and Administrator Benke,

I am writing in response to today's Post and Courier article headlined, "More info needed on film fees". This issue was discussed at the last Council meeting I attended several weeks ago, and I was in full agreement with and proud of Council's response to the filming lobbyist's pleas to reduce the proposed fee structure.

Our stance, in essence, was that the fees are justified to ensure cost recovery for what, to us, is extraordinary safety and security measures required for filming crews and for the inconvenience (if not disruption) to the residents near the filming location.

I also found interesting, and annoying, Ms. Lee's implication that we should try to better understand "how the film industry works", including directed "donations" to assuage the pitiful amounts above which no producer in their right mind would pay for fees. Today's article also noted that Mr. Futch said, "Sullivan's matters for film makers because it is a one-of-a-kind location [and] the island is pricing itself out of the market with its latest proposed movie fee hike." If we're a one-of-a-kind location, why not a one-of-a-kind fee structure? More importantly, why is it assumed that we want to be in this market? (I, for one, do not.) This thinking is the height of arrogance. And, for those who might criticize us as 'elitist' for not sharing our bounty, I would offer that boasting about all the cool filming that is done here is far more elitist than someone simply wanting their rightful quiet enjoyment of the spectacular peace and beauty that they sought and paid good money for.

At the meeting I attended, Council members O'Neil, Perkis and Kaynard all spoke well in support of the rationale for the fees and made it clear that we feel no obligation to pursue the filming industry. While I appreciate the diplomacy of the comment attributed today to Mr. Kaynard that we are in no way attempting to discourage filming here, I strongly believe that many, if not most, residents would, in fact, want to discourage it.

I think this is exactly the type of issue on which the views of residents should be sought, and we should weigh heaviest the views of those who have been close to a filming location in the past. As stated above, I for one would as soon never see another filming crew here.

In any event, I applaud Council for its initial stance on this issue and strongly urge that you do not bend just because the industry has the resources to continue to persist in trying to get what it wants.

Thank you,
Ed Allen

A-2

CARL J. SMITH
MAYOR

TOWN OF SULLIVAN'S ISLAND

ANDY BENKE
TOWN ADMINISTRATOR

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



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
ANTHONY STITH
FIRE CHIEF

SPECIAL EVENT PERMIT APPLICATION

Event Date: April 5, 2014 Time: 6-10 pm

Event Location: Top of the mound Sixth Park

Event Type: Festival Bicycle or Wheeled Race
 Foot Race or Walk Parade/Procession
 Other - Please describe: fundraiser

Event Name: Round on the Mound Organization/Company: SI Park Foundation

Mailing Address: PO Box 39

Work Phone: _____ Facsimile: _____ Mobile Phone: _____

E-mail(s): maryjane.watson99@yahoo.com

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

(Yes) (No)

How many years has this particular event existed: 3 Where: Mound

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: Strin Park

Property Owner Name: Town of Sullivan's Island

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):

Round on the Meand. Food, beer, wine

performance by Nashville Songwriters

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

a) Setup: 4/5/14 (Day/Date); 8:00 AM Start Time; _____ Finish Time

b) Event: _____ (Day/Date); 4/5/14 Start Time; 10:00 Finish Time 10:00

c) Dismantle: 4/7 (Day/Date); 8:00 AM Start Time; 12:00 PM Finish Time

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	<u>Parking</u>	Security
<u>Alcohol</u>	Amplified Sound	<u>Live Music</u>	<u>Portable Restrooms</u>
Retail Vendors	Food Vendors	<u>Tents or Canopies</u>	<u>Stage or Bleachers</u>
<u>Signs and Banners</u>	<u>Need for Electricity</u>	<u>Admission Fee</u>	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.

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: 40 x 60 (2) 20 x 10

(1) 20 x 30

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): _____

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

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? 1 Number of ADA Accessible portable restrooms: 0

Company providing restrooms: Nature's Calling

Contact person on day of event: Name W Watson Telephone 843-724-2874

Equipment Setup: Date 4/4/14 Time 12:00pm

Equipment Pickup: Date 4/7/14 Time 10:00 am

If no toilets will be provided, please explain: _____

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.

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: Nashville Songwriters -

Contact person on the day of event: _____ Cell number: _____

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: _____

Nashville Songwriters - acoustic

Number of stages: 1 Number of bands: 1

Start time: 8:00 pm Finish time: 10:00 pm

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.

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: MaryJane Watson
- Address: 1420 Middle Street
- Telephone: _____ Cell Phone: 843-729-2874

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: _____

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: _____

Start Location: _____ Finish Location: _____

Estimated number of Participants: _____ Estimated number of Vehicles: _____

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

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)? _____

personnel will be hired to clean up.

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

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? _____

f) Company picking up grease from event: _____

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 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, 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.**

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: 6:00 PM Finish: 10 PM 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 tategate 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 international act or omission of applicant and/or its officers, agents and employees.

Applicant Signature: MJ Watson Date: 2/23/14

Print Applicant Name: Mary Jane Watson

Applicant Contact Number: 843-779-2844

Property Owner's Signature: _____ Date: _____

Print Property Owner's Name: _____

Owner Contact Number: _____

MICHAEL PERKIS
MAYOR

TOWN OF SULLIVAN'S ISLAND

ANDY BENKE
TOWN ADMINISTRATOR

TOWN COUNCIL
JERRY KAYNARD, MAYOR PRO TEM
CHAUNCEY CLARK
HARTLEY COOPER
SUSAN MIDDAGH
PATRICK O'NEIL
MARY JANE WATSON



JASON BLANTON
COMPTROLLER

LAWRENCE A. DODDS
TOWN ATTORNEY

GREG GRESS
WATER AND SEWER MANAGER

JOE HENDERSON
ZONING ADMINISTRATOR

DANIEL S. HOWARD
CHIEF OF POLICE

ELLEN MILLER
TOWN CLERK

RANDY ROBINSON
BUILDING OFFICIAL

M. ANTHONY STITH
FIRE CHIEF

SPECIAL EVENT PERMIT APPLICATION

Event Date: Saturday June 7th 2013 Time: 6:30am - pre race setup
8:00 am race start
9:00 am est. finish
11:00 am post race event done
Event Location: Town of Sullivan's Island - Fish Fry

Event Type: Festival Bicycle or Wheeled Race
 Foot Race or Walk Parade/Procession
 Other - Please describe: _____

Event Name: 23rd Floppin' Flounder Organization/Company: Charleston Running Club

Mailing Address: P.O. Box 30244

Work Phone: _____ Facsimile: _____ Mobile Phone: 843-810-8277

E-mail(s): danielletgirard@gmail.com

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

(Yes) (No)

How many years has this particular event existed: 23 Where: Sullivan's Island Fish Fry Shack

Does the event planner have previous experience planning and running the type of event applied for:

(Yes) (No)

Event Website: www.charlestonrunningclub.com

Estimated Attendance: 300 to 350

The event is:

Private; Open to General Public; Open to Public by Entry Fee

The Town of Sullivan's Island does not allow the use of any Town property for the purpose of profit (unless for charitable donations). No admission fees can be charged except entry fees to races/walks for the purpose of raising funds for a designated 501(3)c charity.

Application Approval -- Town of Sullivan's Island Use Only

Signature of Town Administrator _____

Date _____

Comments and Special Conditions: _____

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: Fish Fry Shack

Property Owner Name: Town of Sullivan's Island

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):

5K run/walk promoting fitness
and raising funds for the Sullivan's Island
Fire Department and the Charleston
Running Club

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

- a) Setup: 6/6/14 (Day/Date): 1pm Start Time; 6pm Finish Time
- b) Event: 6/7/14 (Day/Date); 6:30 am Start Time; 10:00 am Finish Time
- c) Dismantle: 6/7/14 (Day/Date); 10:00 am Start Time; 11:00 am Finish Time

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 | <u>Traffic Control</u> | <u>Parking</u> | Security |
| Alcohol | Amplified Sound | Live Music | <u>Portable Restrooms</u> |
| Retail Vendors | Food Vendors | Tents or Canopies | Stage or Bleachers |
| <u>Signs and Banners</u> | 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.

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: One 10x10 tent
to provide shelter for timing system at
the start and finish line on Middle St. Station
no drilling will take place for anchoring 15

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): _____

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

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: 2 inside the

Company providing restrooms: Nature's Calling fish fry shack.

Contact person on day of event: Name _____ Telephone 529-1399

Equipment Setup: Date 6/6 Time Afternoon

Equipment Pickup: Date 6/8 Time afternoon

If no toilets will be provided, please explain: portable toilets will supplement the 6 toilets inside the fish fry shack.

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.

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: N/A

Contact person on the day of event: _____ Cell number: _____

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: No music - Amplified PA

used by Charleston Running Club to make announcements

Number of stages: N/A Number of bands: N/A

Start time: 7am Finish time: 10 am

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.

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: Danielle Girard 843-810-8277
- Address: _____
- Telephone: _____ Cell Phone: _____

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: _____

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: Sullivan's Island Fire Dept

Telephone number: _____ Alternate number: _____

Site location: Fish Fry Shack

Times of operation: for duration of the event

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: _____

Start Location: Middle St Finish Location: Same

Estimated number of Participants: Station 15 300 Estimated number of Vehicles: 150

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
-------------	-------------------------	------	------

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)? limited trash & recycling will be provided
All trash & recycling will be collected on site
& picked up by municipal collection
- b) Do you have a sanitation and recycling removal plan? Yes No
If yes, please describe. 20-30 volunteers will ensure site is
clear prior to event conclusion
- 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? _____

- f) Company picking up grease from event: _____

- 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 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, 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.

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 telegate 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

N/A

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: Danielle Girard Date: 2/25/2014

Print Applicant Name: Danielle Girard

Applicant Contact Number: 843-310-8277

Property Owner's Signature: _____ Date: _____

Print Property Owner's Name: _____

Owner Contact Number: _____

CERTIFICATE OF INSURANCE

DATE: 2/27/2014

CERTIFICATE NUMBER: 20140226235170

AGENCY:

ESIX Entertainment & Sports Insurance eXperts
5660 New Northside Drive, Suite 640
Atlanta, GA 30328
Phone: (678) 324-3300 Fax: (678) 324-3303

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

NAMED INSURED:

USA Track & Field, Inc.
132 East Washington Street, Suite 800
Indianapolis IN 46204

Charleston Running Club
PO Box 30224
charleston SC 29417

INSURERS AFFORDING COVERAGE:

INSURER A: Philadelphia Indemnity Ins. Co.

EVENT INFORMATION:

2014 Floppin' Flounder 5K (6/7/2014 - 6/8/2014)

POLICY/COVERAGE INFORMATION:

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	X COMMERCIAL GENERAL LIABILITY	PHPK1092686	11/1/2013 12:01 AM	11/1/2014 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$3,000,000
	X Occurrence				EACH OCCURRENCE \$1,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$1,000,000
					PRODUCTS-COMP/OP AGG \$3,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is additional insured but only for the liability arising out of the negligence of the named insured, per the following endorsement: Additional Insured - Certificate Holders (Form PI-AM-002).

CERTIFICATE HOLDER:

Town of Sullivans Island
PO Box 427
Sullivans Island SC 29482

NOTICE OF CANCELLATION:

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

AUTHORIZED REPRESENTATIVE:



**LAND USE AND NATURAL RESOURCES
COUNCIL WORKSHOP**

March 3, 2014

Chairman Pat O'Neil

Members Mike Perkis and Jerry Kaynard

All matters relating to the zoning and building ordinances and their implementation, and natural resources including Town-owned land.

Monthly Zoning Report Presented by Mr. Henderson

Monthly Boards and Commission Reports Attached

I. Matters for Action by Council

No Action Items

II. Matters for Discussion by Council

1. Biggert Waters 2012 – Update
2. LUNR Committee Meeting – March 14, 2014 has been set as the tentative date for the next Committee meeting to continue work on the Accreted Land Management Plan.

III. New Matters Presented to Council

No new matters for Council at this time.

IV. Matters Pending Further Action by Council

No pending matters at this time.

**LAND USE AND NATURAL RESOURCES COMMITTEE
BOARD AND COMMISSION ACTION SUMMARY
FOR FEBRUARY 2014**

Date: February 28, 2014
From: Building Department
Prepared By: Joe Henderson, Zoning Administrator
Prepared For: Land Use and Natural Resources Committee
Regarding: Board and Commission Agenda Items

PLANNING COMMISSION: FEBRUARY 12, 2014

NO MEETING- INCLEMENT WEATHER ALL ITEMS TO BE HEARD ON MARCH 12, 2014

A. TEXT AMENDMENTS

1. Cafés and Food Service Establishments: Review of text amendments to allow café uses and define other food service establishments within the Community Commercial Zoning District. Zoning Ordinance text amendments proposed to Section 21-203, "Definitions"; Section 21-50.A.(1)(B), "Permitted Uses"; Section 21-50.B. (1), "Conditional Uses"; Section 21-50.C. (1), "Special Exceptions"; Section 21-50.D. (1) "Prohibited Uses."

B. ITEMS FOR CONSIDERATION

1. Bike Path and Marshwalk at Patriot Street: Planning Commission requests to hold a discussion pertaining to the feasibility of constructing a bike path or marshwalk to provide pedestrian access from Ben Sawyer Boulevard to the Patriot Street termination.
2. Planning Commission Rules of Procedure: Building Department Staff requests the Commission's review of the *Planning Commission Rules of Procedure* and provided supplemental reading on Rosenberg's Rules of Order.

BOARD OF ZONING APPEALS: FEBRUARY 13, 2014

NO MEETING

DESIGN REVIEW BOARD: FEBRUARY 19, 2014

NO MEETING

TREE COMMISSION: FEBRUARY 24, 2014

C. TREE REMOVAL REQUESTS

1. 1302 Cove Avenue: Nat Ball, applicant and property owner of 1302 Cove Avenue, requests approval to remove a Category One Hackberry with a diameter of 18.5". (TMS # 523-07-00-126)

Andy Benke

From: oneilp
Sent: Sunday, March 02, 2014 7:39 PM
To: Mike Perkis; RACKETSPE@aol.com; Mary Jane Watson; Susan Middaugh; Chauncey Clark; Hartley; Andy Benke
Subject: BIGGERT-WATERS UPDATE.....FW: CSFI Update - New Bill Text + Final Coalition Letter of Support
Attachments: FINAL Joint Coalition Letter of Support 2014.02.28.pdf; CSFI Summary on H R 3370 2014 03 02.pdf
Importance: High

All,
Below and attached fyi.
pat

From: Caitlin Berni <cberni@gnoinc.org>
Date: Sunday, March 2, 2014 3:30 PM
To: Michael Hecht <mhecht@gnoinc.org>
Subject: CSFI Update - New Bill Text + Final Coalition Letter of Support

Good Afternoon -

Late Friday evening, the House released updated bill text. An updated summary is attached. The updated legislation is stronger than the previous version released last week. Currently, we expect a vote to occur mid week. I will keep everyone posted as timing develops.

Attached please find the final coalition letter of support. Thanks very much for the quick turnaround. We had 200 signers in 24 hours. Also, I received several emails from citizens wishing to sign the letter. I am formatting a separate letter with those signatures.

Thanks!

Caitlin

Caitlin S. Berni
Director of External Affairs

Greater New Orleans, Inc.
365 Canal Street, Suite 2300
New Orleans, Louisiana 70130
O:504.527.6980
F:504.527.6970
cberni@gnoinc.org
www.gnoinc.org
@gnoinc



Summary: H.R. 3370 – The Homeowner Flood Insurance Affordability Act

Process

The legislation will be brought up this week as H.R. 3370, "The Homeowner Flood Insurance Affordability Act." However, the text of the original legislation has been replaced with this legislation. The bill will be brought up under a "suspension of the rules," which requires a 2/3 majority (287 in favor) to pass and does not allow for amendments.

This legislation does the following:

- **Reinstates Grandfathering** - This bill permanently repeals Section 207 of the Biggert-Waters Act, meaning that grandfathering is reinstated. All post-FIRM properties built to code at the time of construction will have protection from rate spikes due to new mapping – for example, if you built to +2 Base Flood Elevation, you stay at +2, regardless of new maps. Also importantly, the grandfathering stays with the property, not the policy.
- **Caps Annual Rate Increases at 15%** – This bill decreases FEMA's authority to raise premiums. The bill prevents FEMA from increasing premiums within a single property class beyond a 15 percent average a year, with an individual cap of eighteen percent a year. Pre Biggert-Waters, the class average cap was 10%. Currently (Post Biggert-Waters), the class average cap is 20%. The bill also requires a 5% minimum annual increase on pre-FIRM primary residence policies that are not at full risk. The updated legislation also states that FEMA shall strive to minimize the number of policies with premium increases that exceed one percent of the total coverage of the policy (e.g., 1% of \$250,000 = \$2,500).
- **Refunds policyholders who purchased pre-FIRM homes after Biggert-Waters (7/6/12) and were subsequently charged higher rates**
- **Permanently Removes the Sales Trigger** – This bill removes the policy sales trigger, which allows a purchaser to take advantage of a phase in. The new purchaser is treated the same as the current property owner.
- **Allows for Annual Surcharges** - This legislation applies an annual surcharge of \$25 for primary residences and \$250 for second homes and businesses, until subsidized policies reach full risk rates. All revenue from these assessments would be placed in the NFIP reserve fund, which was established to ensure funds are available for meeting the expected future obligations of the NFIP.
- **Funds the Affordability Study and Mandates Completion** – This legislation funds the affordability study required by Biggert-Waters and mandates its completion in two years.
- **Includes the Home Improvement Threshold** - This bill returns the "substantial improvement threshold" (i.e. renovations and remodeling) to the historic 50% of a structure's fair market value level. Under Biggert-Waters, premium increases are triggered when the renovation investments meet 30% of the home's value.
- **Additional Policies Included:** This legislation includes several other provisions including preserving the basement exception, allowing for payments to be made in monthly installments, and reimbursing policy holders for successful map appeals.

February 28, 2014

To: Members of the House of Representatives

Re: Support for H.R. 3370, The Homeowner Flood Insurance Affordability Act

The undersigned organizations strongly support H.R. 3370, the Homeowner Flood Insurance Affordability Act as amended, and urge its swift passage. The legislation achieves the most pressing goals of the undersigned organizations by both settling real estate markets and protecting property owners who have played by the rules, while preserving the transition to true risk premium rates over a more gradual timeframe.

The legislation ensures that flood insurance will remain affordable for those who have built to code at the time of construction. It also removes the property sales trigger, which will bring back the certainty of accurate rates to the real estate market and treat both current property owners and potential purchasers equally. The legislation includes several other positive provisions that the undersigned organizations support, including increasing the home improvement threshold, reimbursing policyholders for successful map changes, creating a flood insurance advocate for homeowners, preserving the basement exception, addressing problems relating to escrow accounts for policy holders, and refunding policyholders who purchased pre-FIRM homes before FEMA could warn them of a premium increase into the tens of thousands of dollars. The legislation is paid for by small fees on policies which expire once home owners achieve full-risk rates.

We urge you to vote yes on the Homeowner Flood Insurance Affordability Act. The undersigned organizations support a fiscally sound, actuarially responsible NFIP that communicates to citizens their true flood risk. We do not support the continued subsidization of severe repetitive loss properties. However, we must protect property owners who have built according to the laws at the time. With this in mind, the bill strikes a balanced, immediate solution to the unintended consequences of Biggert-Waters while enabling Congress to develop a long-term solution that works for America.

Sincerely,

American Bankers Association

American Bankers Insurance Association

American Land Title Association

American Shrimp Processors Association

Community Associations Institute

Independent Community Bankers of America

Independent Insurance Agents & Brokers of America

Mortgage Bankers Association

National Association of Counties

National Association of Home Builders

National Association of REALTORS®

National Levee Issues Alliance

National Waterways Conference

Acadiana Regional Alliance
Acadiana, LA

African American Chamber of Commerce of New Jersey, Inc.

All Lines Insurance Group, Inc.
Clearwater, FL

All Phase Insurance
Slidell, LA

Amelia Island Plantation
Amelia Island, FL

Arkansas Bankers Association

Ascension Parish Councilmember Randy Cloutre Sr.
Ascension Parish, LA

Ascension Parish President Tommy Martinez
Ascension Parish, LA

AST Solutions, Inc.
Bay St. Louis, MS

Baton Rouge Area Chamber
Baton Rouge, LA

Bay Area Houston Economic Partnership
Houston, TX

BayTran
Houston, TX

Belle Harbor Property Owners Association
Belle Harbor, NY

Berkeley Township Taxpayers Coalition
Bayville, NJ

Bonita Springs Area Chamber of Commerce
Bonita Springs, FL

Bonita Springs Estero Economic Development Council
Bonita Springs, FL

Broad Channel Civic Association
Queens, NY

Burk Brokerage Real Estate
New Orleans, LA

Cameron Parish Police Jury
Cameron, LA

Chamber of Southwest Louisiana
Lake Charles, LA

Citizens for Homeowners Insurance Reform
Massachusetts

City of Clear Lake Shores
Clear Lake Shores, TX

Clear Lake Shores City Council
Clear Lake Shores, TX
Coin du Lestin Property Owners Association
Slidell, LA

City of Corpus Christi
Corpus Christi, TX

Mayor Mike Cooper
Covington, LA

Crosby Tugs, LLC.
Galliano, LA

City of Dickinson
Dickinson, TX

East St. Tammany Chamber of Commerce
Slidell, LA

Eden Isles Homeowners Association
Slidell, LA

Town of Edisto Beach
Edisto Beach, South Carolina

Emerging Young Professionals
Slidell, LA

Fargo Moorhead Area Association of REALTORS
Fargo, ND

Florida Bankers Association

Florida Land Title Association

Florida Realtors®

Gallagher Consulting, LLC.
Jefferson City, MO

Galveston City Council
Galveston, TX

Mayor Lewis Rosen
Galveston, TX

Mayor David Camardelle
Grand Isle, LA

David Camardelle, President of Grand Isle
Independent Levee District
Grand Isle, LA

Greater Baton Rouge Association of REALTORS®
Baton Rouge, LA

Greater Iberia Chamber of Commerce
New Iberia, LA

Greater Lafayette Chamber of Commerce
Lafayette, LA

Greater Lafourche Port Commission
Galliano, LA

Greater New Orleans, Inc.
New Orleans, LA

Greater Tampa Chamber of Commerce
Tampa, FL

Gulf Coast Bank & Trust Company
New Orleans, LA

Gulf Coast East Coast Coalition

Gulf Coast Framing
Slidell, LA

Hancock County Chamber of Commerce
Bay St. Louis, MS

Hancock Resource Center
Waveland, MS

Harvey Canal Industrial Association
Harvey, LA

Henderson Ford
Waveland, MS

Hillsborough County, VA

Historic Charleston Foundation
Charleston, SC

Home Builders Association of Greater New Orleans
New Orleans, LA

Home Builders Association of Mississippi

Independent Community Bankers of Minnesota

Independent Insurance Agents & Brokers of Louisiana

Independent Insurance Agents of Mississippi

Indiana Bankers Association

Jefferson Chamber of Commerce
Metairie, LA

Jefferson Parish President John Young
Jefferson Parish, LA

KGP Management, LLC.
Miami Beach, FL

Lafourche Chamber of Commerce
Larose, LA

Lafourche Parish President Charlotte Randolph
Lafourche Parish, LA

Lakeview Residence Association
Slidell, LA

City of La Porte
La Porte, TX

Latter and Blum, Inc.
New Orleans, LA

Ben Commons, Leading Edge
Clearwater, FL

Louisiana Association of Chamber of Commerce
Executives
Baton Rouge, LA

Louisiana Bankers Association

Louisiana Home Builders Association

Louisiana Municipal Association

Louisiana Parishes Against Coastal Erosion

Louisiana Police Jury Association

Louisiana REALTORS®

Lowry-Dunham, Case & Vivien Insurance Agency
Slidell, LA

MAC, LLC.
Bay St. Louis, MS

Mariner Village Townhome Association
Seabrook, TX

Marshfield Citizens Coastal Coalition
Marshfield, MA

Mary Delaney Krugman Associates, Inc.
Montclair, NJ

Massachusetts Association of REALTORS®

Massachusetts Bankers Association

Massachusetts Coastal Coalition

Minnesota Association of REALTORS®

City of Minot
Minot, ND

Minot Area Chamber of Commerce
Minot, ND

Mississippi Association of REALTORS®

Mississippi Bankers Association

Mississippi Gulf Coast Business Council

Mississippi Gulf Coast Chamber of Commerce

Mobile Area Chamber of Commerce
Mobile, AL

Muncy Bank and Trust Company
Muncy, PA

City of Nassau Bay
Nassau Bay, TX

City of Natchitoches
Natchitoches, LA

NC 20, Inc.
North Carolina

New Dorp Beach Civic Association
Staten Island, NY

New Hamilton Beach Civic
Queens, NY

New Jersey Bankers Association

New Jersey State Chamber of Commerce

New Orleans Chamber of Commerce
New Orleans, LA

**New Orleans Area Habitat for Humanity
New Orleans, LA**

**New Orleans Metropolitan Association of
REALTORS®
Metairie, LA**

North Carolina Bankers Association

North Dakota Association of Realtors®

**Northeast Florida Regional Council
Jacksonville, FL**

**North Lafourche Levee District
Thibodaux, LA**

**Northshore Business Council
Mandeville, LA**

**Ortley Beach Voters and Taxpayers Association
Ortley Beach, NJ**

Pennsylvania Bankers Association

**Pinellas Realtor Organization
Clearwater, FL**

**Plaquemines Association of Business and
Industry
Belle Chase, LA**

**Plaquemines Parish Councilman Percy " P.V."
Griffin
Plaquemines Parish, LA**

**Plaquemines Parish President Billy Nungesser
Plaquemines Parish, LA**

**Port Monmouth New Jersey Flood Relief
Port Monmouth, NJ**

**Preservation New Jersey
Trenton, NJ**

**REALTOR® Association of Acadiana
Lafayette, LA**

**Red Hook Civic Association
Brooklyn, NY**

**RE/MAX Commercial Broker, Inc.
Metairie, LA**

**River Region Chamber of Commerce
LaPlace, LA**

**Ron Lee Enterprises, Inc.
Covington, LA**

**RSA Insurance
Mobile, AL**

**St. Bernard Chamber of Commerce
Chalmette, LA**

**St. Bernard Economic Development Foundation
St. Bernard, LA**

**St. Charles Parish Council
Hahnville, LA**

**St. Charles Parish President V.J. St. Pierre, Jr.
St. Charles Parish, LA**

**St. James Parish President Timothy P. Roussel
St. James Parish, LA**

**St. John the Baptist Parish President Natalie
Robottom
St. John the Baptist Parish, LA**

**St. Mary Levee District
Morgan City, LA**

**St. Mary Parish President Paul P. Naquin, Jr.
St. Mary Parish, LA**

**St. Petersburg Area Chamber of Commerce
St. Petersburg, FL**

**St. Tammany Economic Development
Foundation
Mandeville, LA**

**St. Tammany Home Builders Association
Lacombe, LA**

**St. Tammany Parish President Pat Brister
St. Tammany Parish, LA**

**Sandy Survivors for Affordable Insurance
Legislation
Brooklyn, NY**

**Save Our Communities
Brick, NJ**

**Scituate Coastal Coalition
Scituate, MA**

**City of Seabrook
Seabrook, TX**

**Mayor Glenn Royal
Seabrook, TX**

**City of Simonton
Simonton, TX**

**Skippers Cove Association
Waretown, NJ**

**South Central Industrial Association
Houma, LA**

**SouthGroup Insurance Services – Gulf Coast
Bay St Louis, MS**

**South Lafourche Levee District
Galliano, LA**

**South Louisiana Bank
Houma, LA**

**Splashy Ventures
Gulfport, FL**

**Staten Island Taxpayers Association
Staten Island, NY**

Stop FEMA Now

Stop FEMA Now – Belle Harbor

Stop FEMA Now – Cape May County

Stop FEMA Now – Georgia

Stop FEMA Now – Florida

Stop FEMA Now – Hawaii

Stop FEMA Now – Mississippi

Stop FEMA Now – Massachusetts

Stop FEMA Now – Louisiana

Stop FEMA Now – Luling

Stop FEMA Now – Upstate New York

Stop FEMA Now – New York

Stop FEMA Now – New Jersey

Stop FEMA Now – Ohio

Stop FEMA Now – Oregon

Stop FEMA Now – Pennsylvania

Stop FEMA Now – Rhode Island

Stop FEMA Now – Staten Island

Stop FEMA Now – Tampa Bay

Stop FEMA Now- Texas

Stop FEMA Now – Vermont

Stop FEMA Now – Warwick

Stop FEMA Now – West Virginia

Stop FEMA Now – Woodbridge

**Sullivan Garrity and Donnelly Insurance
Agencies Inc.
Worcester, MA**

**Town of Sullivan's Island
Sullivan's Island, SC**

**Synergy Bank
Houma, LA**

**City of Taylor Lake Village
Taylor Lake Village, TX**

**Terrebonne Parish President Michel Claudet
Terrebonne Parish, LA**

**Mayor Jason Buelterman
Tybee Island, GA**

**United Way of South Mississippi
Gulfport, MS**

**Valley Stream Community Association
Long Island, NY**

**Vermilion Chamber of Commerce
Vermilion, LA**

**Waveland Civic Association
Waveland, MS**

**Mayor David A. Garcia, Mayor
Waveland, MS**

**West 12th Road Block Association
Queens, NY**

**Wrightsville Beach Chamber of Commerce
Wrightsville Beach, NC**

PUBLIC FACILITIES COUNCIL WORKSHOP

March 3, 2014

**Chairwoman Hartley Cooper
Members Pat O'Neil and Chauncey Clark**

All matters relating to construction, maintenance and improvements of streets, beach paths and Town-owned buildings; sanitation services including trash and garbage; stormwater management; and energy and resource conservation programs.

Monthly Construction Report Presented by Mr. Robinson.

I. Matters for Action by Council

II. Matters for Discussion by Council

- 1. Construction Manager at Risk RFQ – Council has contracted with a Construction Manager at Risk on Town Hall, Police Station and Park Improvement Project for Pre Construction services.**
- 2. Construction Work Hours – General discussion by Council regarding Ordinance 2014-01 amending Section 5-12 by defining specific no work holidays.**

III. New Matters Presented to Council

IV. Matters Pending Further Action by Council

- 1. Battery Logan Structure and Property**

BUILDING/ BUSINESS LICENSE REPORT

February 2014

				Fiscal Year to date	Previous Year to date
	Feb 2014	Jan 2013	Feb 2013		
TOTAL PERMITS ISSUED	37	28	25	269	235
TOTAL C.O. ISSUED	1	1	0	12	12
NEW HOME PERMITS	0	0	0	8	12
COST OF CONSTRUCTION	1,262,693	990,619	345,518	13,057,974	16,597,992
PERMIT FEES COLLECTED	11,192.70	14,325.68	94,444.00	204,652.10	171,650.80
Budget amount 2013/2014				245,000.00 83.50%	225,000.00 76%
DEMOLITIONS/MOVING	0	1	0	3	6
INSPECTIONS	91	83	104	560	512
OTHER SITE VISITS	38	27	41	192	212
BUSINESS LICENSE	114,833.89	266,680.83	221,472.00	481,620.85	507,628.00
Budget amount 2013/2014				1,002,500.00	496,400.00

PF-1

ORDINANCE 2014- 01

ORDINANCE TO AMEND SECTION 5-12B OF THE CODE OF ORDINANCES FOR THE TOWN OF SULLIVAN'S ISLAND

WHEREAS, Chapter 5 of the Town of Sullivan's Island Ordinance which is cited at BUILDINGS was originally enacted in 1977; and,

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

WHEREAS, Article III and Section 5-12 set forth conditions for Building Permits and establish work periods that protect the peace, tranquility and quiet repose of the residential nature of Sullivan's Island; and,

WHEREAS, Section 5-12B prohibits work on "Holidays"; and,

WHEREAS, the Town wishes to specifically identify holidays when no work is permitted;

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

That Section 5-12B be amended to read as follows:

Section 5-12 Requirements for New Construction and Improvements

B. CONSTRUCTION HOURS: Construction hours apply to all contractors, sub-contractors, landscapers, suppliers and vendors.

8:00 AM to 6:00 PM Monday through Friday.

10:00 AM to 4:00 PM Saturday.

No work will be allowed on Sundays and *the following Holidays:*

January 1 New Year's Day; Memorial Day (last Monday in May); July 4th Independence Day; Labor Day (first Monday in September); Thanksgiving Day (fourth Thursday in November); and, Christmas Day December 25th.

(Exception) Approval for performing emergency repairs may be granted for working outside of the hours stated above. A home owner or members of their immediate family may perform

maintenance or work on their own property at any time provided all other Sullivan's Island ordinances are being adhered to.

(Exception) Notwithstanding the above, approval for work outside of the construction hours set forth above may be granted by the Chair of the Public Facilities Committee and the Town Administrator for construction by or for the benefit of Federal, State, County, Town or governmental agencies to promote public safety or the public interest. (9/17/2013)

Section 5-12 A, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q and R shall remain unchanged.

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.

Mike Perkis, Mayor

Attest:

Ellen Miller, Town Clerk

First reading: _____

Second reading: _____

Attest to Form:

Lawrence Dodds, Esq. Town Attorney

RECREATION COUNCIL WORKSHOP

March 3, 2014

**Chairwoman Mary Jane Watson
Members Hartley Cooper and Susan Middaugh**

All matters relating to the creation, expansion or improvement of facilities and programs in the area of parks and recreation; and community wellness programs.

I. Matters for Action by Council

1. Tennis Courts at Citadel and Middle Streets – Cost estimates provided for tennis court replacement or rehabilitation. RFP for engineering services to be advertised on February 22, 2014.

II. Matters for Discussion by Council

1. Topping Ceremony at School – Review of Ceremony.
2. Park Foundation Minutes – Meeting February 17, 2014:
3. Tree Removal – Stith Park.
4. St. Patrick's Day Family Festival – March 15, 2014 10:00 – 12:00
5. Sand box construction in Stith Park
6. Independence Day Fireworks – Location for pyrotechnics on Town property

III. New Matters Presented to Council

IV. Matters Pending Further Action by Council

1. Moultrie News 50th Anniversary Celebration – The Moultrie News would like to celebrate its 50th anniversary with Island residents on or about October 17, 2014 with an event in the Park.