

**Town of Sullivan's Island  
Council Workshop**

**Monday, November 7, 2016  
6:00 p.m.**

**Town Hall, 2056 Middle Street**

- 1. Administrator's Report**
- 2. Finance Committee**
- 3. Water & Sewer Committee**
- 4. Public Safety Committee**
- 5. Recreation Committee**
- 6. Public Facilities Committee**
- 7. Land Use & Natural Resources Committee**
- 8. Administration Committee**

## **ADMINISTRATOR'S REPORT TO TOWN COUNCIL**

**November 07, 2016**

### **I. Council Correspondence**

#### **A. New Correspondence**

No correspondence received to date.

### **II. Construction Project**

A. Town Hall and Police Station Building – Operations for Police and Town Hall commenced in the new building on Monday 10-31-16 as scheduled. Minor adjustments continue inside the building and progress toward completion continue outside of the building. After Pay Application 15 balance to finish including retainage is \$398,957.69.

### **III. General**

A. Parking Plan – The SCDOT has approved the Town parking plan and encroachment permit. The contractor has signed the contract and been given the notice to proceed. Materials have been ordered. A pre-construction conference call will occur early next week.

B. Hurricane Matthew Debris Collection – The first pass for debris removal has been completed with approximately 2000 cubic yards of debris collected. A follow-up and final pass will be announced in order for residents to complete clean-up on their property. Equipment

is currently working in areas of the County that has not received an initial collection.

C. South Carolina Department of Transportation Resurfacing

(1) Sanders Brothers Construction began work on approximately 6.2 miles of re-surfacing on the Island today. The total scope of work is expected to take two weeks. Equipment will be staged at Quarter Street.

(2) The SCDOT will let a contract for the resurfacing of Jasper Boulevard and the Sullivan's Island side of SC703 in January 2017. Included in the scope of this project will be the widening of Jasper Boulevard from Station 30 east to the Breach Inlet Bridge for a bicycle lane. Staff will meet with Isle of Palms and SCDOT personnel later this week to discuss the project.

D. Accreted Land Invasive Species – The Land Use and Natural Resources Committee will discuss work on invasive species at its next meeting.

E. Municipal Election 2017 – The next Sullivan's Island Municipal Election is scheduled for May 2, 2017. In order to have the Sullivan's Island Town Hall designated as a polling place it will be necessary to confirm the change with the Justice Department.

F. Battery Gadsden Cultural Center – Draft ordinance and lease agreement for first reading on November 15, 2016.

G. Joint Base Charleston "Honorary Commanders Program" – The Joint Base Command has extended an invitation to the Town to participate in the "Honorary Commanders Program". The program is designed to facilitate and encourage an exchange of ideas, experiences and friendship between local civilian and military communities.

**ORDINANCE 2016-08**

**AN ORDINANCE TO AMEND THE ORDINANCES OF THE TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA, CHAPTER 14, BY AMENDING SECTION 14-34 TO READ AS FOLLOWS:**

**SECTION 14-34 THE LEASE OF CERTAIN REAL PROPERTY TO THE BATTERY GADSDEN CULTURAL CENTER INC., AN ELEEMOSYNARY CORPORATION.**

**WHEREAS**, the Town of Sullivan's Island is the owner of certain real property, which is more specifically described on Exhibit A attached hereto and incorporated herein, which real property borders certain real property owned by the Town of Sullivan's Island; and,

**WHEREAS**, the Town of Sullivan's Island desires to continue to lease said property to the Battery Gadsden Cultural Center Inc. and finds that the lease of the property in accordance with the terms and conditions of the Lease Agreement as amended attached hereto, is in the best interest of the Town and its citizens; and,

**WHEREAS**, the Lease Agreement shall become effective upon ratification of this ordinance and upon signature of the Lessee;

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND TOWN COUNCIL MEETING DULY ASSEMBLED**, that the Town of Sullivan's Island lease to the Battery Gadsden Cultural Center Inc., an eleemosynary corporation, all that real property herein before described in the Lease Agreement and on Exhibit A attached hereto; and,

**BE IT FURTHER ORDAINED** that the Town Administrator of the Town of Sullivan's Island and the Town Clerk are hereby directed and authorized to execute the said Lease Agreement.

If any part or parts of this Ordinance shall be held to be unconstitutional such unconstitutionality shall not affect the validity of the remaining parts of this Ordinance.

This Ordinance shall take effect immediately upon its ratification.

THIS ORDINANCE SHALL BE EFFECTIVE IMMEDIATELY UPON RATIFICATION.

\_\_\_\_\_  
Pat O'Neil - Mayor

SIGNED, SEALED AND DELIVERED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Attest:

\_\_\_\_\_  
Ellen Miller – Clerk

APPROVED AS TO FORM:

Introduced: November 15, 2016  
Second Reading: December 5, 2016  
Third Reading: December 20, 2016

\_\_\_\_\_  
Lawrence Dodds – Town Attorney

STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF CHARLESTON )

LEASE AGREEMENT

This lease Agreement is made and entered into as of this 20th day of December, 2016 by and between the Town of Sullivan’s Island (hereinafter referred to as “Landlord”) and the Battery Gadsden Cultural Center, Inc. (hereinafter referred to as “Tenant”).

**WITNESSETH:**

**WHEREAS**, Landlord is the owner of the below-described property and firmly believes it is in the best interests of the Town of Sullivan’s Island to have the Battery Gadsden Cultural Center, Inc. located and operating thereon, and desires to cooperate with the Tenant in having a presence on the below-described property; and,

**WHEREAS**, the use of said premises for a means to preserve and provide access to the civilian history of Sullivan’s Island; to provide a space for display of art and artifacts; to provide a space for artists to work and display artistic creation; and, to provide a space for community events and artistic performances; and,

**WHEREAS**, the use of said premises for a cultural center is a material obligation of the Tenant under this lease agreement; and,

**WHEREAS**, the Tenant will allow membership to any individual in good standing;

**NOW, THEREFORE**, in consideration of the terms and conditions within the lease and the mutual promises and covenants herein contained and further in consideration of the sum of Ten and No/100 (\$10.00) Dollars, and other value consideration paid by Tenant, receipt whereof, which is acknowledged, Landlord does hereby lease and let to lease, and Tenant hereby takes and hires from Landlord upon and subject to the terms, conditions and provisions of this lease, the premises hereinafter described, together with all of the improvements, appurtenances, rights, privileges and easements benefiting, belonging or pertaining thereto, for the term and upon the conditions of this lease as hereinafter provided.

1. **PROPERTY LEASED.** The real property located within the Town of Sullivan's Island, described in part, as TMS 529-09-00-069, located at 1921 Ion Avenue and encompassing approximately the western most room of Battery Gadsden as depicted on Exhibit "A" being the area between points designated as "A", "B", "C" and "D", which is attached hereto and incorporated herein by referenced (the Leased Property). Landlord will provide non-exclusive easements of access and egress by any and all pedestrian and vehicular means, including vehicles and bicycles from Ion Avenue to the Leased Property for the term of this lease.
2. **TERM.** The term of this Lease shall be for a period of five (5) years commencing on December 20, 2016 and ending on the December 20, 2021.

At the end of this term, if another Lease Agreement is not entered into, this Lease Agreement shall be extended for successive one month periods and be considered a month-to-month tenancy. The amount of rent may be adjusted at this time, provided Landlord gives Tenant thirty (30) days written notice prior to the adjustment. If the Landlord gives no written notice of adjusting the rent amount, then the rent shall be pro-rated to a monthly basis.

If the Tenant intends to vacate the premises at the termination of this agreement or at any extension thereof, Tenant shall notify the Landlord, in writing, at least thirty (30) days prior to the date specified in the notice in the case of any extension that Tenant intends to vacate.

If the Landlord intends to end the tenancy at the termination date of this agreement, he may do so by giving Tenant at least thirty (30) days' notice, in writing, of his desire to so end the agreement.

Landlord may terminate any extension of this agreement by notifying the Tenant, in writing, at least thirty (30) days before the date specified in the notice.

3. **RENT.** Tenant agrees to pay rent hereunder to Landlord payable in advance upon the signing of this Lease in the amount of Ten and No/100 (\$10.00) Dollars.
4. **USE OF THE LEASED PROPERTY.** The Leased Property and all of the improvements located thereon, or to be located, shall be used by the Tenant only for the purposes of providing a gathering place for individuals interested in the civilian history of Sullivan's Island, providing a space for display of art and artifacts; providing a space for artists to work and display artistic creation; and to provide a space for community events and artistic performances.

Tenant further agrees not to use the premises for any commercial or profit making ventures. Tenant may ask permission from Landlord to conduct any profit-making

activity. Permission shall be given in writing before the commencement of any such activity. Landlord may permit or deny permission in its sole discretion.

Tenant further acknowledges and agrees that Landlord shall have the right and authority to permit other people, groups or entities to use the exterior of the leased structure for such activities as the Landlord may in its sole direction, deem proper. Tenant further agrees to cooperate with the Landlord and/or the permitted person, group or entity so as not to interfere with the permitted activity.

Tenant further agrees not to allow any public functions without the express written permission of the Town of Sullivan's Island and agrees not to generate excessive noise or congestion taking into consideration the proximity of the lease premises to residences.

5. **REVERSION.** The lease premises shall revert to the possession and control of the Landlord at the end of the lease term, or upon the breach of any provision herein or any default by the Tenant. No notice shall be required for such reversion to occur; provided, however, Landlord may permit the Tenant an opportunity to cure any such default within the period of no longer than thirty (30) days from the occurrence of said breach or default.

Once the structure is available for use for its intended purpose, any abandonment of that continuous use and purpose by the Tenant shall be a default and breach of this lease agreement. In such circumstances, the premises shall revert to the Landlord and the lease terminates.

Failure of the Tenant to maintain continuous use of the property as a cultural center for a period of two (2) months shall constitute abandonment of the lease and the premises. Failure to maintain a Board of Director for a period of 3 months with at least 4 members and one Council Person serving shall constitute an abandonment. In the event that such abandonment occurs, then, in that event, the Landlord may terminate the lease, enter the premises, take control of the premises and use the premises for its purposes or lease said premises without encumbrance from the terminated lease herein. Any personal property remaining in the Leased Property at the expiration of the lease period shall be deemed abandoned by the Tenant, and Landlord may claim the same and shall in no circumstances have any liability to Tenant therefore.

6. **CONDITION AND MAINTENANCE OF THE LEASED PROPERTY.** The Tenant accepts the property in its present condition. Landlord makes no representations or warranties, either expressed or implied, regarding the condition of the Leased Property, or its fitness for any purpose. Tenant agrees to at all times

during the term of this Lease obtain approval by the Landlord for all improvements, construction, repairs, maintenance and replacements, ordinary or extraordinary, along with all infrastructure necessary to provide any and all utilities to the property. All such improvements shall be built in accordance with the laws, ordinances and building codes of the Town of Sullivan's Island, the County of Charleston, and the State of South Carolina.

7. **TAXES AND INSURANCE.** Tenant agrees to be responsible for all taxes, if any, and all insurance required on the premises.
8. **UTILITIES.** Tenant agrees to be responsible for providing and bringing all utilities to the property, and for paying all utilities on the Leased Property.
9. **ASSIGNMENT OR SUBLEASE.** Tenant shall not have the right to assign or sublet the Leased Property to any other entity. Tenant shall not assign, transfer, mortgage or pledge or otherwise encumber or dispose of this Lease, or sublet the premises, or any part thereof, without written approval of the Landlord. If this Lease is sublet, assigned, mortgaged, pledged, or otherwise encumbered or disposed of, or occupied without the Landlord's written permission, this Lease, at the option of the Landlord, be terminated by a seven (7) day written notice to the Tenant.
10. **IMPROVEMENTS AND ALTERATIONS.** Any improvement or alterations to the structure interior or exterior shall not be made without the prior written consent of the Landlord. Tenant hereby agrees that any improvements or alterations give consideration to compatibility of the existing buildings located nearby and within the Town, with intentions to achieve neighborhood compatibility. In achieving neighborhood compatibility, the Tenant shall consider the standards of neighborhood compatibility as set out in Section 21-111 of the Town of Sullivan's Island Ordinances. Furthermore, Tenant hereby agrees that any improvements or alterations give consideration to the historic nature of the structure.
11. **HISTORIC STRUCTURE AND SITE.** The Zoning Ordinance of the Town of Sullivan's Island provides for the creation of a Historic Preservation Overlay District, designed to protect properties that have been determined architecturally, archaeologically, culturally or historically significant to the Town. The Town has determined that the historic, architectural, cultural and aesthetic features of the Town represent valuable resources. Tenant agrees to promote, preserve, protect and enhance the structure and its site in accordance with the Zoning Ordinance of the Town and in compliance with all federal, state and local laws.

12. **FACILITY USE BY LANDLORD.** Tenant agrees that use of the facility by the Landlord may benefit the community. Tenant agrees to provide use of the facility to the Landlord at no cost with reasonable notice from the Landlord.
13. **ENVIRONMENTAL COMPLIANCE BY TENANT.** Tenant agrees, that under all circumstances, Tenant shall comply with all federal, state and local laws, ordinances, rules and regulations which are applicable, as to the conduct of Tenant's business as it relates to the environment, including but not limited to, spillage, pollution and storage. Tenant shall not use, store or generate hazardous substances, as that term is otherwise defined in this Lease, at the Leased Property. Tenant will indemnify and hold harmless Landlord, its Council members, its employees and agents from and against any claims, demands, penalties, fines, liabilities, settlements, damages, costs or expense of any kind or nature, known or unknown, contingent or otherwise, arising out of or in any way related to acts or omissions of Tenant, Tenant's officers, directors, agents, members, contractors, subcontractors and invitees with respect to (i) the generation, manufacture, or operations involving transport, treatment, storage, handling, production, processing, disposal, release of any hazardous materials which are on, from or affecting the premises, including without limitation, the soil, water, vegetation, building and improvements on the premises; (ii) any personal injury (including wrongful death) or property damage (real or personal) arising out of or related to such hazardous materials; (iii) any lawsuit brought or threatened, settlement reached, or governmental order relating to such hazardous materials; and (iv) any violations of laws, orders, regulations, requirements or demands of governmental authorities which are based upon or related to such hazardous materials including, without limitation, attorneys and consultants fees, investigation and laboratory fees, court costs, and litigation expenses. This indemnification will survive this Lease.
14. **LIENS.** Tenant shall not create any liens for labor or materials against Landlord's or Tenant's interest in the premises. All persons contracting with the Tenant for repair or improvements on the premises, and all material suppliers, contractors, mechanics, and laborers are hereby charged with notice that they must look to the Tenant and to the Tenant's interest only to secure the payment of any bill for work done or material furnished during the rental period of this lease. In the event that liens are placed on record against the premises by contractors, mechanics, laborers, material suppliers or others because of any action by Tenant, such placement of liens shall constitute a default of this lease by Tenant, unless said lien(s) are bonded by Tenant and removed from said premises within fourteen (14) days. Tenant shall require a written waiver of liens from all laborers, material suppliers, contractors, mechanics or others releasing any claim to Landlord's interest in said premises.
15. **DAMAGE OR DESTRUCTION.** In the event any of the structure(s) located, or to be located, on the Leased Property are damaged and require replacement, or repair, the

requirements of this Lease shall apply to any new structures or improvements being made to the property in the future. Landlord shall have no obligation to repair or rebuild.

**16. INSURANCE TO BE PROVIDED BY TENANT.**

(a) Coverage and Amount. During the Term, Tenant shall maintain policies of insurance at its sole cost and expense as follows:

- (i) Commercial General Liability Insurance, including property damage, insuring Tenant and with Landlord as an additional insured (and any Mortgagee or other person or persons whom Landlord may reasonably designate, called "Additional Insured" in this Lease) from and against claims, demands, actions, or liability for injury to, or death of any persons and for damages to property arising from or related to the use or occupancy of the Premises or the operations of Tenant's business. This policy must contain, but not be limited to, coverage for premises and operations, bodily injury, and property damage. The policy must have limits in an amount not less than \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate. This insurance will include a contractual coverage endorsement insuring the performance by Tenant of its indemnity agreements contained in this Lease.
- (ii) Tenant may, at its option, obtain insurance policies covering its furnishings, fixtures, equipment and articles of personal property (collectively, "Personal Property") in the Leased Property, and Tenant shall either cause Landlord to be named as an insured party under such policies (without entitling Landlord to receive any loss proceeds thereof) or obtain the insurer's waiver of all rights of subrogation against Landlord with respect to losses insured under such policies. Landlord shall have no liability for any damages incurred to any of Tenant's furnishings, fixtures, equipment and articles or personal property in the Leased Property.

Tenant shall provide to Landlord prior to commencing any activity pursuant to this lease, certificate(s) of insurance evidencing the insurance required pursuant to this Section 16.

(b) Recognized Insurance Companies. All insurance provided for in this paragraph shall be effected under valid and enforceable policies issued by insurers which are licensed to do business in the State of South Carolina and shall be written on the standard policies of such companies and shall provide for no deductible in excess of \$1,000.00 if available at reasonable cost. Tenant shall be responsible for any deductible.

- (c) Landlord's Non-Liability, Tenants Own Insurance. Other than for loss or damage caused by or resultant from the gross negligence or willful misconduct of Landlord, Tenant hereby waives all right of recovery which it might have against Landlord, Landlord's agents and employees, for loss or damage to Tenant's furniture, furnishings, fixtures, equipment, chattels and articles of personal property located on the Leased Property, nor shall Landlord be liable for any business interruption, or injury to or death of persons occurring in the Leased Property, or in any manner growing out of or in connection with Tenant's use and occupation of the Leased Property or the condition thereof, notwithstanding that such loss or damage may result from the negligence or fault of Landlord.

Tenant shall advise Landlord promptly of the applicable provisions of such insurance policies and notify Landlord promptly of any cancellation or changes therein.

All insurance carried by Tenant as to the Leased Property or as to any property located thereon or therein, whether or not such insurance is carried pursuant to this Lease, shall provide that the insurer waives all right of subrogation against Landlord with respect to losses insured under such policies.

17. **INDEMNITY.** Tenant is and shall be in exclusive control and possession of the Leased Property as provided herein, and Landlord shall not be liable for any injury or damage to any property or to any person happening on or about the Leased Property, nor for any injury or damage to the Leased Property, nor to any property of Tenant, or of any person contained therein except as a result of the gross negligence of Landlord or Landlord's Council members, employees, agents, contractors, licensees and invitees.

Tenant shall indemnify and hold Landlord harmless against and from all liabilities, claims, suits, fines, penalties, damages, losses, fees, costs and expenses (including reasonable attorneys' fees) which may be imposed upon, incurred by or asserted against Landlord by reason of:

- (i) Any work or thing done in, on or about the Leased Property or any part thereof;
- (ii) Any use, occupation, condition, operation of the Leased Property or any part thereof or of any street, alley, sidewalk, curb vault, passageway or space adjacent thereto or any occurrence on any of the same;
- (iii) Any act or omission of the part of Tenant or any subtenant or any Board Members, Directors, members, licensees or invitees;

- (iv) Any accident, injury (including death) or damage to any person or property occurring in, on or about the Leased Property; or any part thereof or in, on or about any street, alley, sidewalk, curb, vault, passageway or space adjacent thereto; and,
- (v) Any failure on the part of Tenant to perform or comply with any of the covenants, agreements, terms or conditions contained in this Lease, or recording of this Lease. The provisions of this paragraph shall survive the expiration and earlier termination hereof.

Nothing contained herein shall be construed as an indemnification for injury to persons arising as a result of the gross negligence or willful misconduct of the Landlord.

**18. ZONING ENFORCEMENT POWERS.** The parties hereby agree that all enforcement powers of the Town of Sullivan's Island, as contained in the Zoning Ordinance of the Town of Sullivan's Island, shall apply to the Leased Property and the construction, operation, occupancy, and use of the structure as if the Leased Property were zoned in any zoning category of the Zoning Ordinance. Notwithstanding any other provision in this lease agreement and notwithstanding any uncertainty of the zoning of the Leased Property, the Town of Sullivan's Island shall retain the unrestricted right, authority and power to use any and all enforcement procedures of the Zoning Ordinance of the Town of Sullivan's Island on the Leased Property in its sole discretion.

**19. Additional Obligations of the Tenant.** In addition to the provisions of the Lease herein, Tenant is obligated to:

- (i) Provide a membership on its Board of Directors who will be a member of Town Council or designee of Council with full voting rights; Tenant may make suggestions and provide information as to which Council member would be best suited as a board member.
- (ii) Shall provide Landlord with complete set of keys for all locks securing the property.
- (iii) Permit Landlord access to the property at all times with reasonable notice to Tenant.
- (iv) Provide a copy of Certificate of Insurance for any Contractor, Sub-Contractor or Vendor engaged to provide service to Tenant on the Leased Property.
- (v) Ensure Contractor, Sub-Contractor or Vendor engaged to provide service to Tenant on the Leased Property shall have acquired a business license from the Town of Sullivan's Island.

- (vi) Must file and be properly incorporated in the Secretary of States office and qualify for 501(c) 3 status under the IRS Tax Code and remain in good standing with the Office of the Secretary of State of South Carolina, maintain their 501 (c) 3 tax status and provide evidence of same to Landlord annually.
- (vii) Maintain at least 4 members serving as board members and will provide landlord with a list of Board Members annually.

**20. LEGAL EXPENSES.** If suit shall be brought or claim shall be made (whether or not suit is commenced or judgment entered) for recovery of possession of the Leased Property, and/or for the recovery of rent or any other amount due under provisions of this Lease, or because of any other covenant contained herein, and the breach is established, the prevailing party, in addition to all other sums and relief obtained, shall be entitled to all expenses incurred therefore, including reasonable attorneys' fees and costs.

**21. WAIVER OF RIGHTS.** No failure of Landlord or Tenant to exercise any power given Landlord or Tenant hereunder, or to insist on the other party's strict compliance with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, shall constitute a waiver of Landlord's or Tenant's right to demand exact compliance with the terms of this Lease at a future time. The rights and remedies created by this Lease are cumulative and the use of one remedy shall not be taken to exclude the right to the use of another.

**22. SECTION HEADINGS.** The section headings as to the contents of particular paragraphs herein, are inserted only for convenience and are in no way to be construed to be part of each paragraph or as a limitation on the scope of the particular paragraph to which they refer.

**23. ENTIRE AGREEMENT.** This Agreement contains the entire understanding of the parties hereto. There are no oral understandings, terms or conditions and neither party has relied upon any representation, express or implied, not contained in this Agreement. All prior understandings, terms or conditions are deemed merged into this Agreement. This Agreement may be changed or supplemented only by instrument in writing signed by both parties.

**24. NOTICE.** Any notices or demand required or permitted by law, or any provision of this Lease, shall be in writing, and shall be deemed to be received by Landlord when personally delivered to Landlord, or when deposited in the United States mail, registered or certified, with return receipt requested, postage prepaid, and addressed to the Town of Sullivan's Island, 2050-B Middle Street, Sullivan's Island, SC 29482, or at such other address as Landlord may hereafter designate in writing to Tenant.

Any notice or demand to be served upon the Tenant shall be in writing and shall be deemed to be received by Tenant when personally delivered to Tenant, or when deposited in the United States mail, registered or certified, with return receipt requested, postage prepaid and addressed to Tenant at Post Office Box 816, Sullivan's Island, SC, 29482.

**25. MISCELLANEOUS.** Under the terms of this Lease the Landlord has no obligation to make any improvements, repairs, maintenance, or to rebuild any improvements on the property nor to pay for any utilities. However, the Landlord reserves the right to make improvements, repairs, contribute to Tenants capital fund and to assist in paying a portion of the utilities, provided the Landlord in meeting duly assembled finds it to be in the best interest of the Town and resolves to do so.

**26. GOVERNING LAW: ENFORCEMENT.** This Agreement shall be governed by the laws of the State of South Carolina. If either party enforces the terms of this Lease by legal proceedings, the prevailing party in such proceedings shall be entitled to reimbursement from the other party to all reasonable costs and expenses incurred by the prevailing party in connection therewith, including reasonable attorney's fees, at all trial and appellate levels.

**IN WITNESS WHEREOF, the parties hereto have set their hands and seals as of the date stated above.**

Town of Sullivan's Island

Witness:

\_\_\_\_\_  
By: Andy Benke

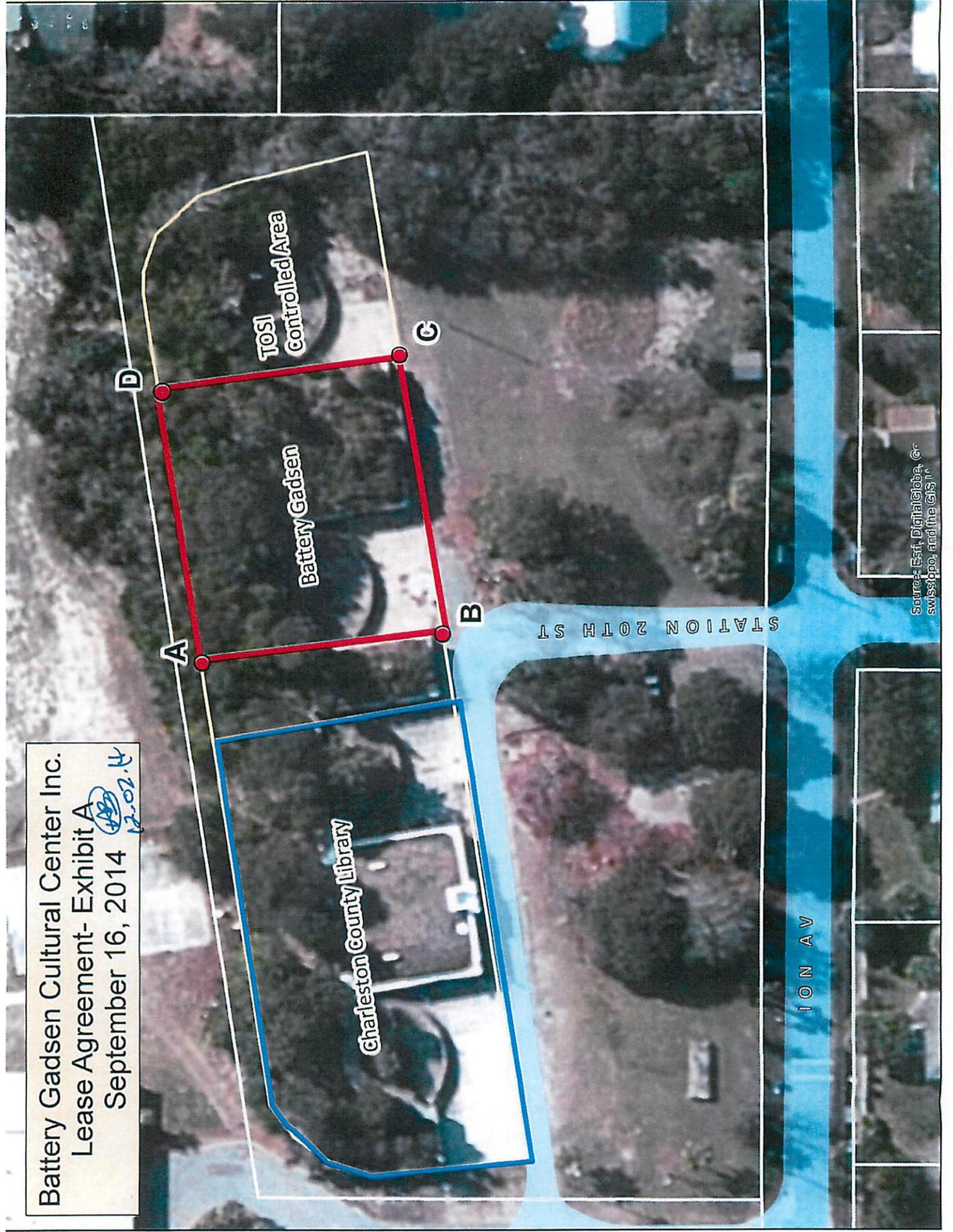
ITS: Town Administrator

Battery Gadsden Cultural Center, Inc.

\_\_\_\_\_  
By: Hal Coste

ITS: President – Battery Gadsden Cultural Center, Inc.

Battery Gadsden Cultural Center Inc.  
Lease Agreement- Exhibit A  
September 16, 2014  
12.02.14



Source: Esri, DigitalGlobe, GeoSwissTopo, and the GIS User

## Andy Benke

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**From:** BOWMAN, JAMES M GS-11 USAF AMC 628 ABW/PA <james.bowman.2@us.af.mil>  
**Sent:** Thursday, September 29, 2016 2:50 PM  
**To:** Andy Benke  
**Subject:** Honorary Commanders Program for 2017  
**Attachments:** Honorary Commanders Prog Overview.doc; 2016 HonCC Application.doc

Andy,

I've attached an overview and application on the Honorary Commanders program. If this is something you or others in the community would like to be considered for in the future, we'd like for you to fill out an application, which I've attached. We will keep your application on file for upcoming Induction years and will let you know if we have openings that you've been selected for. If you are interested in being considered for 2017, please have your application in by 31 October 2016. Due to limited slots, the program is very selective.

Click on link below for Honorary Commanders video

<https://www.youtube.com/watch?v=INOLQJ9W8fU>

Very Respectfully,

Jamie

James Bowman  
Joint Base Charleston Public Affairs  
Community Engagement Section Chief  
Comm: 843-963-5535  
DSN: 673-5535  
<http://www.charleston.af.mil/>

## HONORARY COMMANDERS PROGRAM OVERVIEW

**BACKGROUND:** The Joint Base Charleston Honorary Commanders Program was developed to encourage an exchange of ideas, experiences, and friendship between key members of the local civilian community and the Charleston military community. The program provides a unique opportunity for members of the Charleston area to shadow commanders of wing, group and tenant units at Joint Base Charleston Air Base and Weapons Station.

**MISSION:** To increase public awareness and understanding of the Joint Base Charleston mission, policies, and programs within the base, and in the local area and surrounding communities in order to foster goodwill, understanding, support and acceptance from the Low Country leaders and community members.

**PROGRAM IMPLEMENTATION:** The 628th Air Base Wing Public Affairs Office is responsible for implementing the program, which promotes the Air Force's Civic Outreach Program goals. The office is responsible for the administration of the Honorary Commanders Program at Joint Base Charleston, as well as being responsible for appropriate coordination activities with various base organizations (i.e. protocol, security forces, force support, etc.) to ensure the program's success.

**PROGRAM OVERVIEW:** The Civic Outreach Section of the base public affairs office runs a program where Joint Base Charleston and mission partner commanders are each matched with a community leader, who is then titled their "honorary commander." The kick-off ceremony is typically held in the spring of every year. Each military commander is encouraged to provide a tour/overview of their unit sometime during that year, contingent upon operations tempo. In addition, Honorary Commanders will be invited to various base events throughout the year, and included in potential opportunities to partner with their military commander.

### **WHO IS ELIGIBLE:**

JB Charleston Honorary Commanders **should**:

- Have an interest in military matters.
- Be a leader in local/regional community affairs.
- Be in a position to disseminate information about Joint Base Charleston, Air Mobility Command and the Air Force/Navy to a broad cross section of the public and to other prominent citizens in his or her area.
- Be able to interpret and affect public attitude toward Joint Base Charleston, AMC and the Air Force.
- Be able and willing to devote their time as a Joint Base Charleston Honorary Commander.

JB Charleston Honorary Commanders **should not**:

- Be an immediate relative (spouse, child, parent, or sibling) of a current or former Honorary Commander, unless they are a bona fide civic leader in their own right. However, relatives should not serve concurrently as honorary commanders.
- Be military retirees.
- Be members of Congress or their staffs
- Be employed by DoD contractors, or hold a financial interest in DoD contractors.
- Be a newspaper, television or radio reporter

**TEAM CHARLESTON HONORARY COMMANDERS PROGRAM  
APPLICATION FORM**

Full Name: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Present Professional Position: \_\_\_\_\_

Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

(Street Address)

(City)

(State)

(Zip Code)

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Home Address: \_\_\_\_\_

(Street Address)

(City)

(Zip Code)

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

If selected, do you consent to the publication of your name, business, position, business phone and E-mail address in the Joint Base Charleston Honorary Commanders Directory?      Yes \_\_\_\_\_ No \_\_\_\_\_

Please describe briefly why you would like to participate in the Joint Base Charleston Honorary Commanders Program. You may use a separate sheet if necessary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\* (When filled in, some of the above information is covered by the Privacy Act of 1974) \*\*\*\*\*

**In addition, please provide a one page biography to include career highlights**

**FINANCE  
COUNCIL WORKSHOP  
November 7, 2016**

**Chairman Mayor Pat O'Neil  
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**

A. None.

**II. Matters for Discussion by Council**

A. September 2016 Financial Report.

B. Update on Accounting Software Replacement

1. Finishing vetting the last company.

2. Recommendation and pricing will be ready for November 2016 Council Workshop.

C. Town's Sewer Projects

**III. New Matters Presented to Council**

A. None.

**IV. Matters Pending by Council**

Finance  
Points of Interest  
September 2016

**Revenue**

1. Revenue received in September 2016 was as expected.
2. The Town has received approximately one-third of the projected revenue for building permits as of September 30<sup>th</sup>.

**Expenditures**

1. The expense accounts are as expected.
2. The Town will no longer use Isle of Palms' dispatch after October 31<sup>st</sup>, which cost approximately \$3,600 per month. All calls will be handled by the County's centralized dispatch.
3. The Station 26 boat landing was completed at a cost of approximately \$32,500. The budgeted amount for the restoration of the boat landing was \$50,000.
4. The annual IT contract of \$15,000 and the initial payment of approximately \$6,000 for the new town hall cleaning service are included in the Administration's systems repair and maintenance account for September.
5. The balance for the proceeds from land sales is \$3,655,050 as of September 30<sup>th</sup>.

**September 30, 2016  
Cash & Investment Balances**

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<b>CHECKING ACCOUNTS</b>	<b>\$ 9,012,827.35</b>
<b>SC LOCAL GOVERNMENT INVESTMENT POOL</b>	<b>205,728.78</b>
<b>INVESTMENTS</b>	<b>150,037.92</b>
<b>CASH ON HAND</b>	<b><u>650.00</u></b>
<b>TOTAL CASH &amp; INVESTMENTS:</b>	<b><u>\$ 9,369,244.05</u></b>

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**Unassigned:**

Operating	\$ 1,361,189.06
Land Sale Proceeds	3,655,050.25
Capital Improvements Reserve	414,500.00
Emergency Reserve	1,075,000.00

**Assigned:**

William Bradley Memorial Fund	20,000.00
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**Committed:**

-

**Restricted:**

County Accommodations Tax Funds - County Deputies	62,785.00
Land Trust Fund	35,118.25
Confederate Memorial Fund	451.84
Victim's Rights Fund	<u>67,046.58</u>

Total Cash & Investment Accounts	<b><u>\$ 6,691,140.98</u></b>
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**PETTY CASH:**

Petty Cash	<b><u>\$ 450.00</u></b>
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**TOTAL GENERAL FUND \$ 6,691,590.98**

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Operating	\$ 309,893.26
SRF - Debt Service Retirement	91,371.39
SRF - Debt Service Reserve Fund	24,699.91
Capital Improvement Fund Sewer	107,876.53
Sewer Depreciation Fund	<u>36,362.88</u>

**Total Sewer Fund \$ 478,832.58**

Operating	\$ 999,167.15
Capital Improvement Fund Water	187,109.81
CWS CIP Improvements Fund	355,197.97
Water Depreciation Fund	46,167.97
Petty Cash	200.00
<b>Total Water Fund</b>	<b>\$ 1,587,842.90</b>
<hr/>	
Unreserved	\$ 476,778.38
<b>Total Hospitality Tax Fund - Restricted</b>	<b>\$ 476,778.38</b>
<hr/>	
Unreserved	\$ 77,151.39
<b>Total Local Accommodations Tax Fund -</b>	<b>\$ 77,151.39</b>
<hr/>	
Tree Bank Fund - Committed	\$ 57,047.82
<b>Total Tree Fund</b>	<b>\$ 57,047.82</b>
<b>TOTAL CASH &amp; INVESTMENTS:</b>	<b>\$ 9,369,244.05</b>
<hr/>	
1% Firemen's Fund - First Federal Money Market	\$ 198,851.15
<b>Total 1% FIREMEN'S FUND</b>	<b>\$ 198,851.15</b>

**Investment Income**  
**Month Ended September 30, 2016 and YTD**

<u>Bank</u>	<u>Interest Rate</u>	<u>Interest Earned Current Month</u>	<u>Interest Earned Year-to-Date</u>
Investment Pool	0.7847%	140.61	406.68
South State Bank Money Market	0.20%	964.26	3,052.80
South State Bank MM - Bond	0.20%	-	48.23
South State Investment Services	0.01%	<u>1.24</u>	<u>3.78</u>
		<u>\$ 1,106.11</u>	<u>\$ 3,511.49</u>

**Interest Earned by Fund**

	<u>Month Ended</u>	<u>YTD</u>
General Fund	\$ 751.96	\$ 2,469.65
Sewer Fund	103.77	294.65
Water Fund	180.87	534.64
Local A-Tax Funds	8.77	25.75
Hospitality Tax Fund	54.27	167.35
Tree Fund	<u>6.47</u>	<u>19.45</u>
Total Earned	<u>\$ 1,106.11</u>	<u>\$ 3,511.49</u>

**BUDGET REPORT BY FUND - REVENUE**

Current Period: 09/01/2016 To 09/30/2016

Town Of Sullivan'S Island

FY 2016-2017

Ideal Remaining Percent: 75 %

Account	Budgeted	Current	Year To Date	Remaining Balance	PCT
<b>Fund: 10 Gen Fund</b>					
<b>Function: 3000 3000</b>					
10-3000-1000 Proceeds From Capital Lease	105,000.00	0.00	0.00	105,000.00	100
10-3000-2100 Prior Year'S Fund Balance	750,000.00	0.00	0.00	750,000.00	100
10-3000-3300 Interest Earned	6,000.00	751.96	2,469.65	3,530.35	59
10-3000-6000 Police Accident Reports	200.00	5.00	50.00	150.00	75
10-3000-8000 Transfer From Water Fund	581,372.00	0.00	0.00	581,372.00	100
10-3000-9100 Business Licenses	750,000.00	71,105.97	128,213.80	621,786.20	83
10-3000-9110 Dog Permits	80,000.00	2,412.00	11,843.00	68,157.00	85
10-3000-9120 Boat Permits	0.00	0.00	45.00	-45.00	0
10-3000-9130 Bd. Of Zoning Appeals Applic Fee	1,000.00	0.00	1,100.00	-100.00	-10
10-3000-9140 Design Review Board Fees	17,000.00	550.00	3,410.00	13,590.00	80
10-3000-9150 Planning Commission Fees	500.00	0.00	0.00	500.00	100
10-3000-9300 Building Permits	325,000.00	53,992.20	105,090.80	219,909.20	68
10-3000-9350 Trimming & Pruning Income	10,500.00	0.00	0.00	10,500.00	100
10-3000-9400 Property Taxes - Operating	2,100,000.00	0.00	7,936.83	2,092,063.17	100
10-3000-9401 Property Tax Revenue - Go Bond	432,410.00	0.00	0.00	432,410.00	100
10-3000-9410 Homestead Exempt Refund	12,600.00	0.00	0.00	12,600.00	100
10-3000-9510 Fines Coll - Recorder	40,000.00	13,273.88	48,482.88	-8,482.88	-21
10-3000-9690 Aid To Subdivisions	39,000.00	0.00	9,723.06	29,276.94	75
10-3000-9710 Victims Rights Fund	8,000.00	0.00	0.00	8,000.00	100
10-3000-9750 Alcohol - Lop Fees	24,000.00	0.00	0.00	24,000.00	100
10-3000-9760 Franchise Fees - Cell Tower	45,500.00	3,947.61	11,842.83	33,657.17	74
10-3000-9765 Franchise Fees - Other	450,000.00	2,712.70	27,804.11	422,195.89	94
10-3000-9770 State Accommodations Tax	26,000.00	0.00	13,384.88	12,615.12	49
10-3000-9776 Transfer From State A-Tax Fund	0.00	0.00	976.68	-976.68	0
10-3000-9778 Transfer Local A-Tax	30,000.00	2,500.00	7,500.00	22,500.00	75
10-3000-9779 Transfer From Hosp. Tax	500,000.00	41,667.00	125,001.00	374,999.00	75
10-3000-9780 L.O.S.T. Prop.Rollback	135,000.00	0.00	26,542.19	108,457.81	80
10-3000-9781 L.O.S.T. Revenue Fund	88,000.00	0.00	18,494.79	69,505.21	79
10-3000-9900 Miscellaneous Income	175,000.00	13,751.85	16,073.02	158,926.98	91
3000 Subtotal	6,732,082.00	206,670.17	565,984.52	6,166,097.48	92
Gen Fund Subtotal	6,732,082.00	206,670.17	565,984.52	6,166,097.48	92

**BUDGET REPORT BY FUND - REVENUE**

Current Period: 09/01/2016 To 09/30/2016

Town Of Sullivan'S Island

FY 2016-2017

Ideal Remaining Percent: 75 %

Account	Budgeted	Current	Year To Date	Remaining Balance	PCT
Fund: 11 Sewer Fund					
Function: 3000 3000					
11-3000-2000 Transfer Fr. Depreciation Fund	92,500.00	0.00	0.00	92,500.00	100
11-3000-3300 Interest Earned	1,000.00	103.77	294.65	705.35	71
11-3000-4110 Sewer Service Charges	1,040,401.31	93,155.07	318,241.79	722,159.52	69
11-3000-4111 Penalties	5,500.00	0.00	0.00	5,500.00	100
11-3000-4112 Administrative Account Fees	1,300.00	100.00	100.00	1,200.00	92
11-3000-4500 Service Calls	500.00	0.00	0.00	500.00	100
11-3000-4600 Inspection Fees	1,500.00	1,920.00	2,320.00	-820.00	-55
11-3000-4900 Miscellaneous	200.00	0.00	0.00	200.00	100
3000 Subtotal	1,142,901.31	95,278.84	320,956.44	821,944.87	72
Sewer Fund Subtotal	1,142,901.31	95,278.84	320,956.44	821,944.87	72

**BUDGET REPORT BY FUND - REVENUE**

Current Period: 09/01/2016 To 09/30/2016

Town Of Sullivan'S Island

FY 2016-2017

Ideal Remaining Percent: 75 %

Account	Budgeted	Current	Year To Date	Remaining Balance	PCT
Fund: 12 Water Fund					
Function: 3000 3000					
12-3000-2000 Transfer Fr. Depreciation Fund	732,000.00	0.00	0.00	732,000.00	100
12-3000-3300 Interest Earned	2,000.00	180.87	534.64	1,465.36	73
12-3000-4110 Water Sales	898,832.84	101,496.49	334,216.24	564,616.60	63
12-3000-4111 Penalties	5,500.00	0.00	-10.00	5,510.00	100
12-3000-4112 Administrative Account Fees	8,000.00	955.00	3,240.00	4,760.00	60
12-3000-4114 Hydrant Meter Permits	200.00	0.00	0.00	200.00	100
12-3000-4300 Meter Connect & Renewals	7,000.00	2,790.00	12,125.00	-5,125.00	-73
12-3000-4400 Meter Repairs	500.00	0.00	0.00	500.00	100
12-3000-4500 Service Calls	500.00	60.00	180.00	320.00	64
12-3000-4600 Inspection Fees	250.00	0.00	0.00	250.00	100
12-3000-4610 Backflow Testing	700.00	0.00	440.00	260.00	37
12-3000-4900 Miscellaneous	100.00	0.00	100.00	0.00	0
3000 Subtotal	1,655,582.84	105,482.36	350,825.88	1,304,756.96	79
Water Fund Subtotal	1,655,582.84	105,482.36	350,825.88	1,304,756.96	79

**BUDGET REPORT BY FUND - REVENUE**

Current Period: 09/01/2016 To 09/30/2016

Town Of Sullivan'S Island

FY 2016-2017

Ideal Remaining Percent: 75 %

Account	Budgeted	Current	Year To Date	Remaining Balance	PCT
<b>Fund: 13 Hospitality Tax</b>					
<b>Function: 3000 3000</b>					
13-3000-3300 Interest Earned	0.00	54.27	167.35	-167.35	0
13-3000-9779 Hospitality Tax	0.00	45,522.95	88,278.06	-88,278.06	0
3000 Subtotal	0.00	45,577.22	88,445.41	-88,445.41	0
Hospitality Tax Subtotal	0.00	45,577.22	88,445.41	-88,445.41	0
<b>Fund: 17 Local A-Tax</b>					
<b>Function: 3000 3000</b>					
17-3000-3300 Interest Earned	0.00	8.77	25.75	-25.75	0
17-3000-9777 2% County A-Tax	0.00	0.00	5,751.51	-5,751.51	0
17-3000-9778 1% Local A-Tax	0.00	3,592.17	7,203.74	-7,203.74	0
3000 Subtotal	0.00	3,600.94	12,981.00	-12,981.00	0
Local A-Tax Subtotal	0.00	3,600.94	12,981.00	-12,981.00	0
<b>Fund: 19 Tree Fund</b>					
<b>Function: 3000 3000</b>					
19-3000-3300 Tree Fund Interest	0.00	6.47	19.45	-19.45	0
3000 Subtotal	0.00	6.47	19.45	-19.45	0
Tree Fund Subtotal	0.00	6.47	19.45	-19.45	0
<b>Report Total Revenue</b>	<b>0.00</b>	<b>49,184.63</b>	<b>101,445.86</b>	<b>-101,445.86</b>	<b>0</b>

**BUDGET REPORT BY FUNCTION - EXPENDITURE**

Current Period: 09/01/2016 To 09/30/2016

Town Of Sullivan'S Island

FY 2016-2017

Ideal Remaining Percent: 75 %

Account	Budgeted	Current	Year To Date	Remaining Balance	PCT
Function: 5000 Fire Department					
Function: 5000 Fire Department					
10-5000-0100 Salaries & Wages	604,000.00	71,065.58	171,295.69	432,704.31	72
10-5000-0200 Fd Prt Social Security	48,000.00	5,269.58	12,546.97	35,453.03	74
10-5000-0210 Fd Prt Health Insurance	94,000.00	7,960.75	23,882.25	70,117.75	75
10-5000-0220 Fd Prt Pol Off Retirement	85,000.00	9,659.22	23,932.00	61,068.00	72
10-5000-0300 Fd Gas & Oil	10,000.00	813.87	1,336.08	8,663.92	87
10-5000-0310 Fd Diesel	5,000.00	663.30	895.20	4,104.80	82
10-5000-0400 Fd Vehicle Repairs	20,000.00	5,160.83	5,882.98	14,117.02	71
10-5000-0600 Fd Supplies & Materials	20,000.00	1,160.13	2,978.71	17,021.29	85
10-5000-0700 Fd Telephone	7,000.00	506.61	1,519.84	5,480.16	78
10-5000-0800 Co. Wide Radio System	24,000.00	0.00	5,928.00	18,072.00	75
10-5000-0900 Fd Power & Lights	10,000.00	978.56	3,174.32	6,825.68	68
10-5000-1000 Fd Insurance	57,000.00	2,327.19	13,996.57	43,003.43	75
10-5000-1200 Fd System Repairs & Maint	11,000.00	963.73	1,021.73	9,978.27	91
10-5000-1203 Uniforms & Clothing	10,000.00	535.41	708.99	9,291.01	93
10-5000-1300 Fd Dues & Certif Fees	1,000.00	0.00	0.00	1,000.00	100
10-5000-1400 Fd Training & Seminars	9,500.00	80.00	80.00	9,420.00	99
10-5000-3000 Fd Miscellaneous Expense	6,000.00	0.00	0.00	6,000.00	100
10-5000-3102 Fd-Capital Lease Principal	53,036.00	27,429.60	27,429.60	25,606.40	48
10-5000-3110 Prop & Equip < \$5000	7,500.00	0.00	4,882.36	2,617.64	35
10-5000-3120 Fd Building Repairs	127,904.00	269.00	5,150.12	122,753.88	96
10-5000-3200 Fd Dispatching Services	0.00	1,832.00	5,496.00	-5,496.00	0
Fire Department Subtotal	1,209,940.00	136,675.36	312,137.41	897,802.59	74
Fire Department Subtotal	1,209,940.00	136,675.36	312,137.41	897,802.59	74

**BUDGET REPORT BY FUNCTION - EXPENDITURE**

Current Period: 09/01/2016 To 09/30/2016

Town Of Sullivan'S Island

FY 2016-2017

Ideal Remaining Percent: 75 %

Account	Budgeted	Current	Year To Date	Remaining Balance	PCT
Function: 6000 Police Department					
Function: 6000 Police Department					
10-6000-0100 Pd Salaries & Wages	542,000.00	66,440.49	158,752.17	383,247.83	71
10-6000-0200 Pd Prt Social Security	40,000.00	4,902.12	11,602.77	28,397.23	71
10-6000-0210 Pd Prt Health Insurance	85,000.00	7,016.95	18,170.85	66,829.15	79
10-6000-0220 Pd Prt Pol Off Retire	76,000.00	8,909.03	20,592.35	55,407.65	73
10-6000-0250 County Sheriff Deputies	30,000.00	3,675.00	12,000.00	18,000.00	60
10-6000-0300 Pd Gas & Oil	35,000.00	0.00	5,394.72	29,605.28	85
10-6000-0320 Pd Diesel Fuel	1,000.00	91.44	226.62	773.38	77
10-6000-0400 Pd Vehicle Repair & Maint	16,000.00	3,718.50	3,973.44	12,026.56	75
10-6000-0600 Pd Supplies & Materials	12,000.00	968.89	3,874.02	8,125.98	68
10-6000-0700 Pd Telephone	9,500.00	787.30	2,135.51	7,364.49	78
10-6000-0800 Co. Wide Radio System	12,000.00	0.00	2,394.00	9,606.00	80
10-6000-0900 Pd Power & Lights	4,200.00	433.37	1,390.53	2,809.47	67
10-6000-1000 Pd Insurance	50,000.00	2,087.06	12,002.18	37,997.82	76
10-6000-1200 Pd System Repair & Maint	8,000.00	680.16	1,605.39	6,394.61	80
10-6000-1203 Uniforms & Clothing	8,000.00	3,290.85	3,641.31	4,358.69	54
10-6000-1300 Pd Dues & Certif Fees	300.00	2.00	2.00	298.00	99
10-6000-1400 Pd Training & Seminars	6,000.00	255.00	1,152.56	4,847.44	81
10-6000-3000 Pd Miscellaneous Expenses	1,000.00	229.98	574.48	425.52	43
10-6000-3100 Pd Property & Equip Purch	0.00	0.03	0.03	-0.03	0
10-6000-3101 Pd - Debt Funded Equipment	105,000.00	0.00	0.00	105,000.00	100
10-6000-3102 Pd-Capital Lease Principal	34,235.00	22,247.08	22,247.08	11,987.92	35
10-6000-3110 Prop & Equip < \$5000	22,000.00	32,053.36	49,492.01	-27,492.01	-125
10-6000-3200 Pd Dispatching Services	1,000.00	1,832.00	5,496.00	-4,496.00	-450
10-6000-3500 Wildlife Management	6,000.00	0.00	898.00	5,102.00	85
Police Department Subtotal	1,104,235.00	159,620.61	337,618.02	766,616.98	69
Police Department Subtotal	1,104,235.00	159,620.61	337,618.02	766,616.98	69

**BUDGET REPORT BY FUNCTION - EXPENDITURE**

Current Period: 09/01/2016 To 09/30/2016

Town Of Sullivan'S Island

FY 2016-2017

Ideal Remaining Percent: 75 %

Account	Budgeted	Current	Year To Date	Remaining Balance	PCT
Function: 7000 Maintenance					
Function: 7000 Maintenance					
10-7000-0100 Md Salaries & Wages	178,000.00	14,754.78	37,977.51	140,022.49	79
10-7000-0200 Md Prt Social Security	15,000.00	1,103.31	2,830.76	12,169.24	81
10-7000-0210 Md Prt Health Insurance	25,000.00	1,395.26	4,185.78	20,814.22	83
10-7000-0220 Md Prt S. C. Retirement	16,000.00	1,705.65	4,187.30	11,812.70	74
10-7000-0300 Md Vehicle Gas & Oil	10,000.00	1,280.23	1,769.01	8,230.99	82
10-7000-0310 Md Diesel Fuel	2,750.00	346.93	451.25	2,298.75	84
10-7000-0400 Md Vehicle Repairs	8,000.00	0.00	3,504.04	4,495.96	56
10-7000-0600 Md Supplies & Materials	25,000.00	0.00	914.73	24,085.27	96
10-7000-0700 Telephone	660.00	55.00	165.00	495.00	75
10-7000-0900 Md Power & Electricity	40,000.00	3,084.44	9,244.26	30,755.74	77
10-7000-1000 Md Insurance	18,000.00	597.09	3,713.27	14,286.73	79
10-7000-1200 Md Systems Repairs & Main	21,280.00	1,320.00	10,816.94	10,463.06	49
10-7000-1203 Uniforms & Clothing	3,000.00	0.00	0.00	3,000.00	100
10-7000-1210 Accreted Land Management	100,000.00	0.00	0.00	100,000.00	100
10-7000-3000 Md Miscellaneous Expenses	1,000.00	0.00	0.00	1,000.00	100
10-7000-3102 Md-Capital Lease Principal	5,850.00	5,849.76	5,849.76	0.24	0
10-7000-3110 Prop & Equip < \$5000	7,500.00	0.00	0.00	7,500.00	100
10-7000-3400 Md Garbage Disposal Contr	197,000.00	14,107.95	42,923.85	154,076.15	78
10-7000-3500 Causeway Maintenance	2,000.00	0.00	0.00	2,000.00	100
10-7000-3600 Container Servicing	11,000.00	338.00	676.00	10,324.00	94
10-7000-3700 Beach Path Maintenance	50,000.00	0.00	0.00	50,000.00	100
10-7000-3800 Stormwater System Repairs	60,000.00	0.00	0.00	60,000.00	100
10-7000-3900 Property Repairs & Improvements	50,000.00	32,461.85	32,461.85	17,538.15	35
Maintenance Subtotal	847,040.00	78,400.25	161,671.31	685,368.69	81
Maintenance Subtotal	847,040.00	78,400.25	161,671.31	685,368.69	81

**BUDGET REPORT BY FUNCTION - EXPENDITURE**

Current Period: 09/01/2016 To 09/30/2016

Town Of Sullivan'S Island

FY 2016-2017

Ideal Remaining Percent: 75 %

Account	Budgeted	Current	Year To Date	Remaining Balance	PCT
Function: 8000 Recreation					
Function: 8000 Recreation					
10-8000-0900 Rd Power & Lights	9,000.00	728.10	1,487.05	7,512.95	83
10-8000-1000 Rd Insurance	5,000.00	439.95	1,319.85	3,680.15	74
10-8000-1300 Rd Recreation Area Maint	10,000.00	825.00	1,225.00	8,775.00	88
10-8000-1400 Special Events	20,000.00	0.00	7,514.16	12,485.84	62
10-8000-3100 Rd Property & Equip Purch	120,000.00	150.00	1,189.84	118,810.16	99
Recreation Subtotal	164,000.00	2,143.05	12,735.90	151,264.10	92
Recreation Subtotal	164,000.00	2,143.05	12,735.90	151,264.10	92

**BUDGET REPORT BY FUNCTION - EXPENDITURE**

Current Period: 09/01/2016 To 09/30/2016

Town Of Sullivan'S Island

FY 2016-2017

Ideal Remaining Percent: 75 %

Account	Budgeted	Current	Year To Date	Remaining Balance	PCT
Function: 9000 Admin					
Function: 9000 Admin					
10-9000-0100 Ad Salaries & Wages	445,000.00	45,921.68	113,315.27	331,684.73	75
10-9000-0200 Ad Prt Social Security	34,000.00	3,625.01	9,037.59	24,962.41	73
10-9000-0210 Ad Prt Health Insurance	46,000.00	4,584.14	13,256.42	32,743.58	71
10-9000-0220 Ad Prt S. C. Retirement	49,000.00	5,774.14	13,960.39	35,039.61	72
10-9000-0300 Ad Vehicle Expense	4,000.00	251.85	450.85	3,549.15	89
10-9000-0600 Ad Office Supplies	26,500.00	3,806.85	11,031.96	15,468.04	58
10-9000-0700 Ad Telephone	17,000.00	2,059.52	5,204.89	11,795.11	69
10-9000-0900 Ad Power & Lights	9,000.00	2,438.29	5,982.37	3,017.63	34
10-9000-1000 Ad Insurance	95,000.00	5,562.98	19,708.94	75,291.06	79
10-9000-1200 Ad Systems Repair & Maint	76,000.00	24,055.29	24,633.53	51,366.47	68
10-9000-1300 Ad Dues & Certif Fees	4,500.00	0.00	100.00	4,400.00	98
10-9000-1400 Ad Training & Seminars	10,200.00	627.36	1,002.36	9,197.64	90
10-9000-1800 Ad Professional Services	60,000.00	12,165.00	14,107.50	45,892.50	76
10-9000-1840 Planning Expense	400.00	0.00	0.00	400.00	100
10-9000-1870 Council Expenses	30,000.00	2,408.25	7,098.92	22,901.08	76
10-9000-1880 General Advertising Expenses	12,000.00	2,987.26	5,089.77	6,910.23	58
10-9000-1900 Ad Legal & Accounting	110,000.00	10,347.46	40,920.92	69,079.08	63
10-9000-1910 Accreted Land - Lawsuit Expense	70,000.00	0.00	16,390.00	53,610.00	77
10-9000-3000 Ad Miscellaneous Expenses	20,000.00	165.03	1,579.64	18,420.36	92
10-9000-3100 Ad Property & Equip Purch	85,000.00	0.00	0.00	85,000.00	100
10-9000-3101 Ad- Cap Lease Equip Purchase	11,985.00	0.00	0.00	11,985.00	100
10-9000-3105 Capital Project	750,000.00	35,725.07	754,453.54	-4,453.54	-1
10-9000-3110 Prop & Equip < \$5000	10,000.00	0.00	0.00	10,000.00	100
10-9000-3125 Town Hall Cleaning	21,000.00	0.00	0.00	21,000.00	100
10-9000-3130 Town Hall Relocation Expenses	50,000.00	7,183.98	13,264.81	36,735.19	73
10-9000-4000 Victims Rights Fund	8,000.00	0.00	0.00	8,000.00	100
10-9000-5000 Water Bond Repayment	581,372.00	0.00	0.00	581,372.00	100
10-9000-6000 2014 Go Bond Debt Service	432,410.00	0.00	34,479.75	397,930.25	92
Admin Subtotal	3,068,367.00	169,689.16	1,105,069.42	1,963,297.58	64
Admin Subtotal	3,068,367.00	169,689.16	1,105,069.42	1,963,297.58	64

**BUDGET REPORT BY FUNCTION - EXPENDITURE**

Current Period: 09/01/2016 To 09/30/2016

Town Of Sullivan'S Island

FY 2016-2017

Ideal Remaining Percent: 75 %

Account	Budgeted	Current	Year To Date	Remaining Balance	PCT
Function: 9500 Building					
Function: 9500 Building					
10-9500-0100 Bd Salaries & Wages	207,000.00	24,069.24	54,894.84	152,105.16	73
10-9500-0200 Bd Prt Social Security	16,000.00	1,795.04	4,305.69	11,694.31	73
10-9500-0210 Bd Prt Health Insurance	25,000.00	1,875.26	5,625.78	19,374.22	77
10-9500-0220 Bd Prt S.C. Retirement	25,000.00	2,927.38	6,865.47	18,134.53	73
10-9500-0300 Bd Gas & Oil	4,000.00	827.31	1,231.88	2,768.12	69
10-9500-0600 Bd Office Supplies	3,000.00	0.00	0.00	3,000.00	100
10-9500-0630 Bd Supplies Bldg Inspect	2,000.00	0.00	9.46	1,990.54	100
10-9500-0700 Bd Telephone	4,000.00	285.45	742.32	3,257.68	81
10-9500-0900 Bd Power & Lights	3,000.00	53.98	172.68	2,827.32	94
10-9500-1000 Bd Insurance	1,000.00	75.27	225.81	774.19	77
10-9500-1200 Bd Systems Repairs & Maint	3,000.00	0.00	0.00	3,000.00	100
10-9500-1300 Bd Dues & Certif Fees	2,000.00	0.00	0.00	2,000.00	100
10-9500-1400 Bd Training & Seminars	3,000.00	278.74	278.74	2,721.26	91
10-9500-1820 Bza Expenses	2,000.00	0.00	1,068.31	931.69	47
10-9500-1830 Drb Expenses	5,000.00	488.07	1,434.52	3,565.48	71
10-9500-1850 Tree Commission	1,500.00	0.00	0.00	1,500.00	100
10-9500-2500 Trimming & Pruning Exp.	9,000.00	0.00	0.00	9,000.00	100
10-9500-3110 Prop & Equip < \$5000	14,000.00	0.00	0.00	14,000.00	100
Building Subtotal	329,500.00	32,675.74	76,855.50	252,644.50	77
Building Subtotal	329,500.00	32,675.74	76,855.50	252,644.50	77

**BUDGET REPORT BY FUND - EXPENDITURE**

Current Period: 09/01/2016 To 09/30/2016

Town Of Sullivan'S Island

FY 2016-2017

Ideal Remaining Percent: 75 %

Account	Budgeted	Current	Year To Date	Remaining Balance	PCT
<b>Fund: 11 Sewer Fund</b>					
<b>Function: 4000 Water &amp; Sewer</b>					
11-4000-0100 Salaries & Wages	181,157.59	20,455.85	46,712.11	134,445.48	74
11-4000-0200 Prt - Social Security	13,858.56	1,490.07	3,348.57	10,509.99	76
11-4000-0210 Prt - Health Insurance	30,096.76	2,040.71	6,122.13	23,974.63	80
11-4000-0220 Prt - S C Retirement	19,428.96	2,273.42	5,300.08	14,128.88	73
11-4000-0300 Gas & Oil - Vehicles	7,000.00	749.25	1,063.91	5,936.09	85
11-4000-0310 Diesel Fuel	3,300.00	0.00	2,319.47	980.53	30
11-4000-0320 Diesel Equipment	5,000.00	0.00	1,096.33	3,903.67	78
11-4000-0400 Repairs - Vehicles	5,000.00	635.34	882.16	4,117.84	82
11-4000-0600 Supplies & Materials	10,000.00	401.98	1,538.72	8,461.28	85
11-4000-0610 Tools	2,000.00	0.00	0.00	2,000.00	100
11-4000-0620 Office Supplies	8,700.00	20.49	20.49	8,679.51	100
11-4000-0630 Lab Supplies	5,500.00	18.73	1,429.78	4,070.22	74
11-4000-0700 Telephone	5,600.00	478.22	1,423.86	4,176.14	75
11-4000-0900 Power & Electricity	58,000.00	4,499.62	13,691.01	44,308.99	76
11-4000-1000 Insurance	19,000.00	1,222.50	5,190.50	13,809.50	73
11-4000-1200 Systems Repairs & Maint	75,000.00	824.77	14,517.41	60,482.59	81
11-4000-1201 Sludge Disposal	52,000.00	392.88	2,541.60	49,458.40	95
11-4000-1202 Grit Disposal	1,400.00	168.19	219.25	1,180.75	84
11-4000-1203 Uniforms & Clothing	1,500.00	100.00	150.00	1,350.00	90
11-4000-1210 Capital Improvements	157,500.00	1,389.67	43,385.34	114,114.66	72
11-4000-1300 Dues & Certification	8,000.00	0.00	1,391.00	6,609.00	83
11-4000-1400 Training & Seminars	5,000.00	0.00	0.00	5,000.00	100
11-4000-1900 Prof Services - Audit	5,000.00	0.00	0.00	5,000.00	100
11-4000-2000 Professional - Engineerng	6,000.00	1,638.75	11,279.01	-5,279.01	-88
11-4000-3000 Miscellaneous	1,124.82	30.14	30.14	1,094.68	97
11-4000-3100 Prop & Equipment Purchase	7,000.00	0.00	0.00	7,000.00	100
11-4000-3500 Admin Of Sewer Bond	277,000.00	0.00	21,738.56	255,261.44	92
11-4000-3510 Lease Payments	53,569.00	18,844.78	18,844.78	34,724.22	65
11-4000-3600 Wastewater Anal - Lab Svc	11,000.00	810.00	2,625.00	8,375.00	76
11-4000-3700 Chemicals	17,000.00	2,090.15	4,382.46	12,617.54	74
Water & Sewer Subtotal	1,051,735.69	60,575.51	211,243.67	840,492.02	80
<b>Function: 9000 Admin</b>					
11-9000-0100 Admin Salaries	43,147.49	5,715.89	13,405.68	29,741.81	69
11-9000-0200 Prt - Social Security	3,300.78	426.84	994.33	2,306.45	70
11-9000-0210 Prt - Health Insurance	3,945.24	341.47	1,024.41	2,920.83	74
11-9000-0220 Prt - S C Retirement	4,772.11	660.76	1,549.73	3,222.38	68
11-9000-9000 Revenue Over/(Under) Expenses	35,000.00	0.00	0.00	35,000.00	100
Admin Subtotal	90,165.62	7,144.96	16,974.15	73,191.47	81
Sewer Fund Subtotal	1,141,901.31	67,720.47	228,217.82	913,683.49	80

**BUDGET REPORT BY FUND - EXPENDITURE**

Current Period: 09/01/2016 To 09/30/2016

Town Of Sullivan'S Island

FY 2016-2017

Ideal Remaining Percent: 75 %

Account	Budgeted	Current	Year To Date	Remaining Balance	PCT
<b>Fund: 12 Water Fund</b>					
<b>Function: 4000 Water &amp; Sewer</b>					
12-4000-0100 Salaries And Wages	181,157.59	20,455.83	46,515.97	134,641.62	74
12-4000-0200 Prt - Social Security	13,858.56	1,490.07	3,334.76	10,523.80	76
12-4000-0210 Prt - Health Insurance	30,096.76	2,040.71	6,122.13	23,974.63	80
12-4000-0220 Prt - S C Retirement	19,428.96	2,273.42	5,277.44	14,151.52	73
12-4000-0300 Gas & Oil - Vehicles	7,000.00	749.26	1,063.93	5,936.07	85
12-4000-0310 Diesel - Vehicles	3,300.00	0.00	0.00	3,300.00	100
12-4000-0320 Diesel Equip. Repairs & Maint.	2,000.00	0.00	0.00	2,000.00	100
12-4000-0400 Repairs - Vehicles	5,000.00	635.35	886.69	4,113.31	82
12-4000-0600 Supplies & Materials	12,000.00	31.99	686.83	11,313.17	94
12-4000-0610 Tools	1,500.00	0.00	0.00	1,500.00	100
12-4000-0620 Office Supplies	8,700.00	20.49	20.49	8,679.51	100
12-4000-0630 Lab Supplies	2,300.00	18.74	386.08	1,913.92	83
12-4000-0700 Telephone	5,600.00	478.22	1,423.84	4,176.16	75
12-4000-0900 Power & Electricity	3,500.00	286.41	889.69	2,610.31	75
12-4000-1000 Insurance	17,000.00	1,009.83	4,552.49	12,447.51	73
12-4000-1200 Systems Repairs & Main.	38,000.00	508.36	29,150.74	8,849.26	23
12-4000-1203 Uniforms & Clothing	1,500.00	100.00	150.00	1,350.00	90
12-4000-1210 Capital Improvements	137,500.00	4,444.87	43,787.56	93,712.44	68
12-4000-1300 Dues & Certification	9,000.00	0.00	4,646.00	4,354.00	48
12-4000-1400 Training & Seminars	4,500.00	675.00	675.00	3,825.00	85
12-4000-1900 Professional Ser.- Audit	5,000.00	0.00	0.00	5,000.00	100
12-4000-2000 Professional-Engineering	111,000.00	2,513.75	15,260.88	95,739.12	86
12-4000-3000 Miscellaneous	1,564.35	0.00	0.00	1,564.35	100
12-4000-3100 Prop & Equipment Purchase	7,000.00	0.00	0.00	7,000.00	100
12-4000-3500 Transfer To Gf - Bond Pmt.	582,000.00	0.00	0.00	582,000.00	100
12-4000-3510 Lease Payments	34,211.00	18,844.78	18,844.78	15,366.22	45
12-4000-3600 Water Analysis	1,200.00	0.00	0.00	1,200.00	100
12-4000-3700 Chemicals	8,000.00	0.00	2,491.30	5,508.70	69
12-4000-3900 H2O Payment Operation	132,000.00	15,193.97	26,439.71	105,560.29	80
12-4000-4000 Cpw Improvements	36,000.00	0.00	0.00	36,000.00	100
<b>Water &amp; Sewer Subtotal</b>	<b>1,420,917.22</b>	<b>71,771.05</b>	<b>212,606.31</b>	<b>1,208,310.91</b>	<b>85</b>
<b>Function: 9000 Admin</b>					
12-9000-0100 Administration Salaries	43,147.49	5,715.86	13,405.57	29,741.92	69
12-9000-0200 Prt-Social Security	3,300.78	426.84	994.33	2,306.45	70
12-9000-0210 Prt - Health Insurance	3,945.24	341.46	1,024.38	2,920.86	74
12-9000-0220 Prt - Sc Retirement	4,772.11	660.74	1,549.68	3,222.43	68
12-9000-9000 Revenue Over/(Under) Expenses	179,500.00	0.00	0.00	179,500.00	100
<b>Admin Subtotal</b>	<b>234,665.62</b>	<b>7,144.90</b>	<b>16,973.96</b>	<b>217,691.66</b>	<b>93</b>
<b>Water Fund Subtotal</b>	<b>1,655,582.84</b>	<b>78,915.95</b>	<b>229,580.27</b>	<b>1,426,002.57</b>	<b>86</b>

**WATER AND SEWER AGENDA  
COUNCIL WORKSHOP**

**Committee Chair:** Susan Middaugh  
**November 7, 2016**

**Committee Members:** Mark Howard, Bachman Smith

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

**I. Monthly Report from Mr. Gress**

**II. Matters for Action by W&S Committee**

Approval of minutes for W&S Committee meeting on October 27, 2016

**III. Matters for Discussion by Council**

1. Continued discussion of Rate Study and adoption of Residential Equivalency Units for base rate charges. Frank Davis of Raftelis Consulting will be present to answer questions as needed.
2. SRF Application and alternative funding for Poe Ave. sewer line replacement.
3. RFP for fencing at Water Utility Site at Sta. 17 and Middle St.

**IV. Matters for Action by Council**

None at this time.

**V. New Matters Presented to Council**

The next W&S Committee meeting is scheduled for Wednesday, November 16, 8:30 AM

**VI. Pending Items**

1. Poe Park Playground project – awaiting more detailed survey
2. Phase II of I&I reduction project – on hold pending funding decisions
3. CWS contract revisions – in progress
4. Poe Ave / Hennessey sewer line replacement, on hold pending funding

## **WATER AND SEWER COMMITTEE MINUTES**

### **Thursday, October 27, 2016, 8:30 AM**

#### **1. Call to Order & Freedom of Information Requirements**

The Freedom of Information Requirements having been met, the meeting was called to order at 8:33 AM. Those present were Committee Members Mark Howard, Bachman Smith and Susan Middaugh (Chair), Staff Members Greg Gress and Jason Blanton, and Island Residents, Cary Matheson and Lindsey Rhodes.

#### **2. Cary Matheson 1908 Central construction issues**

Mr. Matheson was invited to talk to the W&S Committee members about his requests to Greg Gress and Andy Benke to allow his current renter, Ms. Rhodes, a science teacher at SIES, to continue to occupy the rental cottage on this same lot while the main dwelling is demolished and a new home is constructed. Greg Gress explained the current policy: water and sewer lines to the entire lot are shut off at the street prior to demolition and reconnected upon completion of construction. This is for the protection of the Town W&S infrastructure during the construction period in which multiple parties are on the property with heavy equipment, etc., that impact underground structures. The Committee explained the importance of having a set policy for consistent staff decisions. In the past, other owners with two dwellings on a lot have similarly been denied occupancy during construction. The Committee consensus was that this was a staff decision based on established policy.

#### **3. Private Sewer Lateral (PSL) Policy for I&I Reduction**

Greg Gress reviewed the need for an improved policy for remediation and prevention of I&I due to leaking sewer laterals on private property. The Town has approximately 30-40,000 ft. of laterals compared with 80,000 ft. of sewer mains. Phase I of the Town I&I Reduction program addressed leakage in sewer mains and sewer laterals owned by the Town - from the sewer mains to the cutoff valve at the property line. However, significant leakage can occur in the sewer lateral segments from the property line to the home and this is the responsibility of the owner. The W&S Committee previously considered this issue, most recently in January, 2015. Mr. Gress gave examples of policy options, such as Leak Free Certification, adopted by CWS and Oakland, CA. The Committee will move forward on this issue with a 6-month target date for completion.

#### **4. Rate Study Report by Raftelis Consultant: Section 3 Revenue Requirements Financial planning 2017 - 2021**

The Rate Study report was revised to correct some numerical typographical errors and also include more detailed information in the Tables for restaurant examples. In addition, Greg Gress went over more examples from a detailed list of impacted properties including residential (apartment buildings, rental properties, second house on lot) and non-residential properties (commercial restaurants, shops and offices, churches, national park, school). A letter is being sent out to the 110 impacted customers advising them of

the possible change and inviting questions and input at the November 7 Council Workshop. The W&S Committee will continue to work on this issue.

**5. Update on continuing items**

- a. FEMA Grant Phase I:** The Phase I application was submitted to S.C. State and forwarded on to the Atlanta Regional FEMA office.
- b. I & I Reduction Program Phase II:** The Town will need to make a decision soon regarding the application for a SRF Revenue Bond. Other municipalities are seeking these funds.
- c. Poe Ave sewer line replacement:** This project is included (partially) in the SRF application. If the I&I Phase II project is placed on hold, the Poe Avenue project needs to proceed with alternative funding estimated at 250-300K if done in-house.
- d. Water Utility fence bid:** Bids are due Nov. 1
- e. Poe Park survey:** The requested, more detailed survey, has not yet been received.

**6. Communications / Additional Items from WWTF Manager, Greg Gress**

CWS has requested a meeting with Town Staff regarding purchase/rental of Town property as a location for a pumping station for a CWS water line to Mt. Pleasant.

**7. The next W&S Committee meeting:** This will be Thursday, November 17, 2016, at 8:30 AM at the W&S Dept. Office.

**8. The meeting was adjourned** at 10:45 AM on a motion by Bachman Smith, second by Susan Middaugh, passed unanimously, 2/0.

**Pending Items (to be considered in future meetings)**

- a.** CWS contract revisions – in progress
- b.** Development of a Cost Recovery Program
- c.** W&S billing software replacement - in progress
- d.** ASR: Aquifer Storage and Recovery
- e.** Pre-Disaster Mitigation Grant for submersible pumps

**PUBLIC SAFETY  
COUNCIL WORKSHOP**

**November 7, 2016**

**Chairman Chauncey Clark  
Members Pat O'Neil and Sarah Church**

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**

**II. Matters for Discussion by Council**

A. Managed Parking — Staff update on managed parking plan.

**III. New Matters Presented to Council**

**IV. Matters Pending Further Action By Council**

Type of Incident	Total Incidents
Structure Fire	1
Alarm Malfunction	
Unintentional Alarm	2
Emergency Medical	7
Water Rescue	4
Citizen Assist	7
Hazardous Condition	4
Automobile Fire	
Trash, Rubbish, or Grass Fire	1
Smoke Scare	1
Other Misc.	1
<b>Total Responses</b>	<b>28</b>

<b>Beach Calls</b>
3
<b>Contacts</b>
7

Incidents Where Aid was Given	
Mutual Aid	
Automatic Aid	1

#### Fire Department Activities:

Fire Department performed 7 prefire plan updates

Tours given to 79 adults and 69 children.

#### Training:

Volunteer drill held on 10/12 and 10/26.

**RECREATION  
COUNCIL WORKSHOP  
November 7, 2016**

**Chairwoman Sarah Church  
Members Rita Langley 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***

**II. Matters for Discussion by Council**

1. Battery Gadsden Cultural Center – general update
2. Island Club lease agreement for 1451 Hennessy Street- amendment to allow the Town of Sullivan’s Island to perform repairs to the building
3. Battery Gadsden Cultural Center- amendment to the lease agreement to allow the Town of Sullivan’s Island to perform repairs to Battery Gadsden
4. RFP for repairs and improvements to 1451 Hennessy Street, occupied by the Island Club.
5. Farmers Market 2017- discuss dates for upcoming season

**III. New Matters Presented to Council**

1. Improvements to Stith Park landscaping upon completion of Town Hall – discussion of possible funding and plans

**IV. Matters Pending Further Action by Council**

1. Drainage and Erosion on the Mound – Awaiting study on how to best manage storm water on the mound and repair erosion. Town Council voted to accept bid by Thomas & Hutton on 4/19/16
2. Bamboo on the Mound – Consideration of trimming bamboo back on the mound and near the field. This is on hold until improvements are made to the drainage on the mound.
3. Fireworks for 2017 Independence Day – scheduling for 7/4

## Battery Gadsden Cultural Center Presents



*Charleston's Award-Winning former Mayor*

**The Honorable Joseph P. Riley, Jr.**

All are welcome to come and hear Former Charleston Mayor Joe Riley talk about his remarkable Low Country life and close ties to Sullivan's Island.

**DATE: Thursday, November 17, 2016**

**TIME: 6:00-7:00 PM**

**VENUE: Sunrise Presbyterian Church  
3222 Middle St., Sullivan's Island**

This not-to-be-missed event is a fundraiser to help support the Oral History Project and other programs of Battery Gadsden Cultural Center (501c3). Admission is FREE, though donations are encouraged and will be greatly appreciated.

Sponsored by Battery Gadsden Cultural Center  
with appreciation to Sunrise Presbyterian Church  
*Preserving the culture of art and history on Sullivan's Island*  
[www.batterygadsden.com](http://www.batterygadsden.com) (843) 883-9545

**LAND USE AND NATURAL RESOURCES  
COUNCIL WORKSHOP**

**November 7, 2016**

**Chairman Rita Langley  
Members Chauncey Clark and Pat O'Neil**

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**

**II. Matters for Discussion**

**III. Activity Update**

- 1. Town Comprehensive Plan:** Continued discussion of timeline and funding at the next Land Use and Natural Resources Committee Meeting.
- 2. Tree Pruning Ordinance:** Continued to review the Tree Commission's recommendations in Committee.
- 3. Tree City USA Designation:** Moving forward with application process.
- 4. Invasive Species:** Will be discussed at the Land Use and Natural Resources Committee Meeting.

**IV. New Matters Presented to Council**

- 1. Next Land Use & Natural Resources meeting: scheduled for 9:00AM, Thursday, November 10, 2016 at Town Hall (2056 Middle)**
2. Consideration for Tree House Regulations.

**V. Matters Pending Further Action by Committee**

- 1. Transition Zone:** Clarification of Transition Zone to DHEC.

**OCTOBER 2016**  
**LAND USE AND NATURAL RESOURCES COMMITTEE**  
BOARD, COMMISSION & ZONING UPDATE

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From: Zoning Department  
Prepared For: Land Use and Natural Resources Committee  
Regarding: Board, Commission, & Zoning Update

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**ZONING PROJECT UPDATE:**

- LUNR Committee: August 26<sup>th</sup> agenda:
  - Town Comprehensive Plan (2018 Update): Discuss timeline and funding for Plan review and update
  - Tree Pruning Ordinance: Review Tree Commission recommendations
  - Island Entrance Sign (Ben Sawyer Bridge): Review and discuss
  - CRS Program for Public Information Committee – Review recommendations
- Program for Public Information (PPI)-FEMA Community Rating System: Final FEMA review of PPI narrative.
- Comprehensive Plan 2018- Project timeline and budgeting underway
- Public Parking Plan- Sign manufacture for Fall 2016 implementation
- Nonconforming Dwellings: Continue enforcement against illegal long-term rentals
- Short-term Illegal Rental Enforcement-Ongoing

**BOARD OF ZONING APPEALS: OCTOBER 13, 2016**

A. VARIANCE REQUESTS

1. Deferred- 2014 Gull Avenue: Pat Ilderton, applicant, requests approval a dimensional variance from the RC-2 setback requirements of Z.O. §21-23 E. (1)(b). (TMS# 529-05-00-066)

**PLANNING COMMISSION: OCTOBER 12, 2016**

CANCELLED

**DESIGN REVIEW BOARD: OCTOBER 19, 2016**

A. CERTIFICATES OF APPROPRIATENESS–HISTORIC PROPERTIES

1. Approved-1738 Middle Street: Beau Clowney Architects, applicants, request final approval for historic restoration, addition, and pool on a property designated as a Sullivan’s Island Landmark. Modifications are requested from the zoning standards for required side setbacks. (TMS# 523-08-00-044)

B. SPECIAL EXCEPTIONS

1. Deferred- 2850 Jasper Boulevard: Beau Clowney Architects, applicants, request final approval of historic restoration plans for a designated Traditional Island Resource and conceptual approval for the RS District Historic Special Exception in accordance with Z.O. §21-20 C. (2). (TMS# 529-07-00-030)

C. NON-HISTORIC PROPERTY DESIGN REVIEW

1. Approved-2830 Harvey Street: Heather Wilson Architects, applicants, request conceptual approval for an addition to a single-family home and modification of the zoning standards for principal building coverage and principal building square footage. (TMS# 529-11-00-052)
2. Approved-2112 Atlantic Avenue: Charlie Miraziz, of Herlong and Associates, requests approval to convert attic space into heated and cooled space and modification of the zoning standards for principal building square footage and third story area increase. (TMS# 529-09-00-062)
3. Approved-3020 I'On Avenue: Sammy Rhodes, applicant, requests approval to convert attic space into heated and cooled space and modification of the zoning standards for principal building square footage. (TMS# 529-12-00-037)

**TREE COMMISSION: OCTOBER 24, 2016**

A. TREE REMOVAL REQUESTS

1. Approved- 1414 Middle Street: Jill Murray, applicant, requests approval to remove two Category I pecan trees (23" and 19" Dbh- diameter at breast height) per Zoning Ordinance Section 21-162. B (Application for relocation, or removal and replacement). (TMS# 523-07-00-047)

B. ITEMS FOR DISCUSSION

1. Hurricane Matthew Tree Damage update

**ADMINISTRATION  
COUNCIL WORKSHOP  
November 7, 2016**

**Chairman Mark Howard  
Members Sarah Church 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**

A. None

**II. Matters for Discussion by Council**

A. None

**III. New Matters Presented to Council**

A. None

**IV. Matters Pending Further Action Taken by Council**

A. Archiving Old Records

A vendor has been retained to digitize and archive Town documents. Work will be conducted in the near future.

B. Town Communications Plan

Staff is developing an RFP for a municipal website, anticipating release for bid within a month. Audio/video technical requirements have been identified and incorporated in the new Town Hall/Police Station project, with the goal of improving public communications.



## PERSONNEL REPORT November 2016

Activity as of Wednesday, November 2, 2016

### HIRINGS/RESIGNATIONS:

**Gen Admin/Town Hall:** Bridget Welch, FT Receptionist (effective Oct 31, 2016)

### CURRENT OPENINGS:

**General Administration:** None  
**Water & Sewer:** None  
**Maintenance:** Laborer (FT)  
**Police Department:** Patrol Officer (FT)  
**Fire Department:** Asst. Chief/Training Officer (FT)

### PERSONAL DAY HOLIDAY/VACATIONS:

**Department Heads:** None  
**Town Hall Staff:** Joe Henderson – Nov 8, 23 and 29 (Tues, Wed, Tues)  
Kat Kenyon – Nov 14 (Mon)  
Ellen Miller – Nov 7; 21-23; 28-29 (Mon; Mon-Wed; Mon-Tues)  
Mary Poole – Nov 4 (Fri)

### TRAINING/CPE

Jason Blanton, Wednesday – Friday, November 2-4, 2016 (CPE)  
Lisa Darrow, Thursday – Friday, November 3-4, 2016 (H.R. CPE, Myrtle Beach)  
Thursday, November 10, 2016 (Risk Management Meeting, Cola.)

### HUMAN RESOURCES ACTIVITY

Flu vaccination clinic for Fire Volunteers, Town Staff, Council members and family  
(5:00PM) Wednesday, November 9, 2016 at Fire Station  
Vaccinations provided by Durst Medical

### TOWN HOLIDAYS

Town Hall offices close for the following holidays and re-open at 8:00AM the next business day

**Veteran's Day:** Friday, November 11, 2016 (re-open 8:00AM, Monday, November 14, 2016)

**Thanksgiving:** Thursday-Friday, November 24-25, 2016 (re-open 8:00AM, Monday, November 29, 2016)

Essential services continue through the holiday and those departments remain fully staffed.  
Emergencies: 9-1-1 Non-emergencies: (843) 743-7200 (Charleston County Consolidated Dispatch)

**Garbage Collection Note:** Republic Services and Charleston County Recycling on normal schedule  
Household – Tuesdays Bulk/Yard – Wednesdays Recycling: Wednesdays (Nov 9<sup>th</sup> & 23<sup>rd</sup>)



**TOWN OF  
SULLIVAN'S ISLAND, SC  
NOTICE TO  
RESIDENTS & VISITORS:**

**Town Hall offices will be closed on  
Friday, November 11, 2016  
in observance of Veteran's Day**

Regular office hours resume at 8:00am on  
Monday, November 7, 2016

No change in garbage collection schedule

Recycling: Wednesday, November 9<sup>th</sup> & 23<sup>rd</sup>

**Essential services will remain available and  
those departments will remain fully staffed**

Emergencies: **911**

County non-emergency: (843) 743-7200

SI Fire Admin: (843) 883-9944

SI Police Admin: (843) 883-3931

Other News/Info: [www.sullivansisland-sc.com](http://www.sullivansisland-sc.com)



**TOWN OF  
SULLIVAN'S ISLAND, SC  
NOTICE TO  
RESIDENTS & VISITORS:**

**Town Hall offices will close in observance  
of Thanksgiving:**

**Thursday, November 24, 2016**

**Friday, November 25, 2016**

Regular office hours resume at 8:00am on  
Monday, November 28, 2016

No change in the garbage collection schedule for this  
week. Recycling: Wednesday, November 23, 2016

**Essential services will remain and those  
departments will remain fully staffed**

Emergencies: **Dial 9-1-1**

County non-emergency: (843) 743-7200

SI Fire Admin: (843) 883-9944

SI Police Admin: (843) 883-3931

More News & Info: [www.sullivansisland-sc.com](http://www.sullivansisland-sc.com)