



TOWN OF SURFSIDE BEACH
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**TOWN COUNCIL SPECIAL MEETING
COUNCIL CHAMBERS
MONDAY, JUNE 4, 2012 ♦ 6:30 P.M.**

A G E N D A

1. **CALL TO ORDER** – Mayor Douglas F. Samples
2. **BUSINESS**
First Reading Ordinance #12-0711, FY2012-2013 Municipal Budget.
3. **ADJOURNMENT**



**SURFSIDE BEACH TOWN COUNCIL
SPECIAL COUNCIL MEETING MINUTES
JUNE 4, 2012 ♦ 6:30 P.M.
TOWN COUNCIL CHAMBERS**

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7 **1. CALL TO ORDER.**
8

9 Mayor Samples called the special meeting to order at 6:30 p.m. Mayor Samples, Mayor Pro
10 Tempore Mabry, and Councilmembers Dodge, Johnson, Smith and Stevens were in attendance. A
11 quorum was present. Staff present: Interim Administrator Fellner; Treasurer Hursey; Planning Director
12 Morris; Police Chief Frederick, and Public Works Director Adair. Also present: Town Clerk Herrmann.
13

14 **2. BUSINESS.**
15

16 Mayor Samples offered to hear public comments prior to opening the business session. There
17 were no public comments.
18

19 Mayor Samples said the original budget stated that expenditures exceeded revenues by
20 \$601,000. He thanked councilmembers and staff for their work to bring the budget to this point.
21

22 Ms. Hursey summarized changes made to the original budget:
23

- 24 • **General Fund**
- 25 • expenditures were \$6,099,810 revised to \$6,019,200, which includes the second phase for the
- 26 underground wiring contract (*see revenue below) cost that will be incurred next year, but will be
- 27 reimbursed by Santee Cooper
- 28 • revenue was \$5,600,000 revised to \$5,800,000, which accounts for the same change in
- 29 expenditures (*see expenditure above)
- 30 • all salaries and position changes, eliminated positions, employee increases, flowed through a
- 31 positive \$164,230, which is a net savings to the general fund
- 32 • Administration – eliminated \$1,000 uniform; reduced travel and training by \$5,000; eliminated
- 33 \$15,000 for 50th Anniversary, and placed \$5,000 in hospitality for that purpose; increased by
- 34 \$7,000 for special election in August; reduced IT budget as discussed
- 35 • Capital equipment – removed \$125,000 10-wheel dump truck; removed \$20,000 pick-up truck;
- 36 removed \$14,000 video bonding equipment; removed \$8,000 HVAC unit
- 37 • Miscellaneous expenses were eliminated in one or two other departments, because there was no
- 38 history of using the appropriations
- 39
- 40 ○ **Capital Projects Fund**
- 41 ○ Original proposed expenditures \$437,000; revised expenditures \$60,375
- 42 ○ Removed drainage projects \$370,000 Mayor Samples noted that the engineer estimates for
- 43 these projects was about \$440,000; the two proposed projects are in separate areas and are
- 44 only minor pieces of the larger project proposed by the engineer. Council's concern is that
- 45 completing small portions would not garner the best price, and making small repairs might create
- 46 additional problems. The projects will be done when they can be done "smartly."
- 47 ○ Removed a 4th water quality testing site \$7,000
- 48
- 49
- 50 ➤ **Hospitality Fund**
- 51 ➤ Original proposed expenditures \$780,000; revised \$786,824, increased to add \$5,000 for the 50th
- 52 Anniversary celebration, and the flow-through of a salary change of \$1,824 that was previously
- 53 incorrectly stated
54

55 Ms. Mabry asked why the \$12,000 special salary remained in recreation. Ms. Hursey explained
56 the "Salaries, Special" is for scorekeepers. The part-time salary of \$12,000 to which Ms. Mabry referred
57 was included in "Salaries, Regular," which was originally \$87,500, and is revised to \$76,692. It is
58 coincidence that the amounts are the same.
59

60 Ms. Fellner presented a request to buy out a Toyota Tacoma lease that expires June 25th for a
61 beach vehicle using \$17,500 from hospitality funds, beach services and equipment. She said \$23,900
62 was budgeted this fiscal year for two demo pay stations, but has not been spent because outsourcing
63 was being considered. The town will incur a penalty if the lease is not bought, and the funds would be
64 from FY2012-2013 budget. Mayor Samples asked if the \$17,500 budgeted in FY2012-2013 under police-
65 beach safety was intended to buy-out the lease. Ms. Fellner said yes. Mayor Samples asked what
66 condition the vehicle was in. Chief Frederick said it is not road worthy because it has been used on the
67 beach daily. According to Mr. Bolster, the town mechanic, the vehicle would be serviceable on the beach
68 for three to four more years with some maintenance. In his opinion, there will be a penalty of about one-
69 third of the buy-out cost for damages and mileage, if the truck is turned in. Mayor Samples said that was
70 a concern when the lease was first presented. Mr. Smith asked if the proposal was to use this fiscal year
71 funds. Mayor Samples said yes. Mr. Smith moved to buy-out the lease on the Toyota truck. Mr. Johnson
72 seconded. All voted in favor. **MOTION CARRIED.** Mayor Samples asked staff to be sure to remove
73 appropriation from the proposed budget.
74

75 Ms. Fellner explained that parking management was not included in the proposed budget. The
76 estimated cost includes an initial expense of \$125,000, because equipment must be purchased.
77 Equipment lasts about seven years. In the long run, projections show an increase in revenue after
78 parking-related expenses of about \$110,000. The projection as of December 2011 was \$139,497. The
79 revenue projection is flawed, because it is based on a time during which the town had an aggressive
80 ticket writer that resulted in multiple refunds. Based on a review by Ms. Hursey and Ms. Fellner, the
81 realistic projection is more likely to be around \$40,000. The equipment cost is about the same, but staff
82 performs service. There are no pay stations in the proposed budget; equipment is being maintained by
83 cannibalizing other units for parts, which is a good management practice. The problem is that there are
84 no more units from which materials can be cannibalized. The cost to replace a board is \$1,600 that is
85 already out-dated because of advancements in technology. The cost is about \$15,000 per machine
86 whether the program is outsourced or managed by staff. Some pay stations will have to be replaced if
87 staff does the work. Ms. Fellner did not want to get updated costs without council direction.
88

89 Mayor Samples said the reference Ms. Fellner made was a proposal made to town council at the
90 budget retreat, which was to outsource all of the parking functions, including ticketing, collections,
91 maintenance, etc. to a private firm. Council never debated nor explored the proposal in any detail. Mayor
92 Samples said it would be difficult to track revenue if the town lost control of the program. The issue is that
93 the town has aging equipment for which no spare parts are available. Some amount should be budgeted
94 to keep the equipment operational this season. Mayor Samples asked how much two pay stations cost.
95 Ms. Fellner said about \$30,000. Mayor Samples suggested that staff be allowed to purchase two pay
96 stations to replace those cannibalized. He also suggested that during the off-season that the IT
97 components be placed in climate controlled storage, which is not currently being done.
98

99 Mr. Johnson had mixed emotions about handing over the parking function to an outside
100 management company, and asked whether two stations would be adequate for one additional year. Ms.
101 Fellner said there are two types of pay stations. If two of the worst are replaced with better equipment,
102 then theoretically, staff can use the old parts in those units to maintain the two next worst stations. Two
103 would be the very least required to keep the machines operable. If necessary, staff could bring a
104 recommendation to town council for an emergency need. Mr. Johnson said since the pay stations were
105 implemented and the original meters were placed, there have always been issues with residents, and
106 visitors. He was willing to do whatever necessary to quell the problems to improve the town's image, so
107 he supported funding at least two stations.
108

109 Mr. Smith agreed that until the parking situation was settled on Ocean Boulevard, it would not be
110 a good idea to turn over the parking management to anyone else. He believes there would be a lot of

111 unhappy people getting tickets. He believed it was advisable to fund two new pay stations, and
112 cannibalize those to service the other stations. Mr. Smith moved to add \$30,000 to hospitality to
113 purchase two pay stations. Mr. Johnson seconded. All voted in favor. **MOTION CARRIED.**
114

115 Mayor Samples said the town uses CTC (County Transportation Committee) monies to pave its
116 roads. He asked that staff advise council of the average number of miles per year over the past three
117 years that those funds paved. He believes the town has approximately 40-miles of roads. Ms. Mabry
118 said 54-miles. Mayor Samples said the town needs to insure it has sufficient funds to maintain its
119 roadways.
120

121 Ms. Herrmann reported that there are only two candidates for the special election, so a winner will
122 be decided on Election Day. The administration election budget could be cut to \$3,500, if council wishes.
123 **COUNCIL CONCURRED.**
124

125 Mr. Stevens referred to the capital projects grounds department lakes budget and said there is
126 a water quality testing site in Garden City that the town has funded since 2003. In his opinion it was a
127 waste of the town's money. Mr. Stevens moved to eliminate the Garden City water test site in the amount
128 of \$7,000. Ms. Dodge seconded.
129

130 Mr. Johnson believed this site was agreed to in conjunction with a project involving Horry County.
131 He believed that should be verified before eliminating the function. Mr. Adair said that site was included
132 because of the town water being discharged into the county. He will contact Mr. Gosnell at the county for
133 additional information.
134

135 Mayor Samples agreed with Mr. Adair, and also recalled this was done in conjunction with Horry
136 County, because the County wanted the town to make the stormwater improvements in Oceanside
137 Village. If staff determines this is a required function, it can be added back. Mayor Samples was
138 concerned about the value of any testing in terms of application. There has been no useable feedback
139 from the water testing.
140

141 Mr. Stevens pointed out that the Garden City testing site is almost a mile from town. If the town is
142 required to provide testing it should be where the water leaves the town; not a location where it has
143 traveled over land riddled with septic tanks and other water bodies where it might pick up contaminants.
144

145 All voted in favor. **MOTION CARRIED.**
146

147 Mr. Smith said he would not make a motion, because he knew that most members did not agree
148 with adding \$370,000 to the budget for the drainage projects which would make expenditures exceed
149 revenue. He expressed his disappointment that town council chose to postpone these projects as
150 proposed in the initial budget. Mayor Samples reiterated that the projects would be done in what he
151 considered a more competitive bid package for the entire scope of work.
152

153 Mr. Stevens moved to eliminate \$5,000 in administration for employee Christmas gifts. Ms.
154 Dodge seconded. Ms. Fellner said that had already been removed from the budget. Ms. Hursey
155 explained that the employee luncheon is budgeted in the recreation department. Mr. Stevens and Ms.
156 Dodge withdrew the motion and second.
157

158 Mr. Stevens moved to reduce the Family Festival budget from \$11,000 to \$8,000. Ms. Dodge
159 seconded. Mr. Stevens explained that the recreation supervisor informed council that about \$3,000 was
160 for inflatable games, \$3,000 for two bands, and \$1,500 for three stages, totaling about \$7,500. He did not
161 see a need for additional funding. Mayor Samples believed there were other expenses not disclosed.
162

163 Ms. Mabry did not know what was included in the cost, but she did not support the motion saying
164 that this was the town's premier event and needed this funding level to insure its continued success. She
165 believed staff would be frugal and spend only what was necessary. She said that no one wants to cut the

166 budget more than she, but in this case, she believed this was an instance where the town received much
167 more benefit than the \$11,000 budget.

168
169 Mr. Smith concurred, saying that the Family Festival is one of the town's best events. He
170 supported funding the full amount.

171
172 Mr. Stevens and Ms. Dodge voted in favor. Mayor Samples, Mayor Pro Tem Mabry, and
173 Councilmembers Johnson and Stevens voted against. MOTION FAILED.

174 *Smith amended by approved motion 6-11-12*
175
176 Mayor Samples asked for an explanation on the hospitality fund non-departmental/grounds *Clerk*
177 capital – buildings/building improvement \$75,000 line item. Ms. Hursey said that was to bring the two
178 bathrooms at the Huckabee Complex up to ADA (Americans with Disabilities Act) standards. Mayor
179 believed the line item should be placed in the recreation budget since it was a recreation department
180 function. In his opinion, Mayor Samples said non-departmental budgets should be very minimal. Ms.
181 Hursey said facility items are customarily placed in non-departmental for budgeting; there are separate
182 accounts for the projects. Mayor Samples said a hospitality recreation capital improvement exists in this
183 year's budget in the amount of \$94,195. Ms. Hursey said that was to purchase land beside Surfside
184 Cleaners. Ms. Fellner explained that was to settle the lawsuit regarding the road closure for the fire
185 station. Mayor Samples said to be very clear, that there was nothing to do with recreation in that area. In
186 his opinion, that line item should be placed in the fire department budget. Capital purchases should be
187 assigned to the department or function, not non-departmental.

188
189 Mayor Samples reiterated that bathrooms at a ball field are recreation and should be reflected as
190 such in the budget. Mayor Samples asked if the bathrooms would cost \$75,000. Mr. Adair said an
191 estimate was received at about \$68,000 to repair the add-on bathrooms where there is a large crack in
192 the building, plumbing is faulty and to bring the bathrooms up to ADA standards. Mayor Samples asked
193 who designed the improvements. Mr. Adair said only an estimate was obtained to plan the budget
194 expenditure that includes the engineering. Mayor Samples said for this and any other future projects,
195 town council should be presented the complete package for its consideration, including the specification
196 documents, before the bids or RFP (requests for proposals) are let. Mayor Samples said emergency
197 situations are different, but council wished to insure adequate competition, because many local
198 contractors might bid if they are aware of the project. Ms. Hursey said \$75,000 would be moved to
199 recreation.

200
201 Mr. Stevens asked for an explanation of the \$51,406 line item in the capital projects grounds
202 department-lakes fund for the current year. Ms. Hursey said that was the Moffat bank stabilization
203 project; Horry County will reimburse 70-percent of that expenditure, approximately \$36,000.

204
205 Mayor Samples asked how much as added for underground wiring. Ms. Hursey said \$266,000 to
206 the general fund street department, identified as contractual services, because it is an underground wiring
207 project. This project is funded with franchise money and is not a capital purchase, because the town
208 does not own the wiring. Reimbursement is another financing source. Mayor Samples asked if the total
209 contract was about \$750,000, and the town is responsible for about 85-percent. Ms. Hursey said yes; the
210 town worked with the other franchisees to reimburse project costs. There were initial engineering costs
211 that could not be negotiated. Mayor Samples asked if the town was responsible for engineering. Ms.
212 Hursey said yes, the remaining 15-percent. Mayor Samples asked who is responsible for providing on-
213 site oversight. Ms. Hursey believed DDC Engineers was responsible; payment for that service is part of
214 the project cost. Mayor Samples asked if there is a separate contract with DDC for that. Ms. Hursey said
215 yes. Mayor Samples asked that a copy of that contract be made for councilmembers.

216
217 Mr. Stevens asked for an explanation for the \$25,000 in accommodations tax sanitation/public
218 works capital – land/land improvement line. Ms. Hursey said that was to rehabilitate the public restrooms
219 in the pier parking lot to meet ADA standards. Mayor Samples noted this price was much lower than the
220 one for the ball park bathroom improvements. He suggested bidding the two projects together might
221 obtain a better price.

222 Mayor Samples said this budget increases the sanitation fund transfer to the general fund from 5-
223 percent to 10-percent to cover necessary cost provided by the general fund. That was pointed out,
224 because the sanitation fund shows a loss, mostly attributable to the policy decision. He wanted to make
225 sure council was aware of the implication. Mr. Stevens asked why the transfer amount was doubled. Ms.
226 Fellner said the former administrator made the recommendation.

227
228 Ms. Mabry moved to reduce the transfer from the sanitation fund to the general fund to 5-percent.

229 Mr. Stevens seconded. Ms. Mabry said that amount would more than cover administrative cost. Mr.
230 Johnson was concerned with possible ramifications. Ms. Hursey said only the summary page would
231 change. Mayor Samples said it would be a decrease in revenue to the general fund; it was "a wash". Mr.
232 Samples said council could choose to transfer half-a-million, if it wanted, and then declare a rate increase
233 was necessary. Although, he explained, that comment was not to say that the rates did not need to be
234 raised. All voted in favor. **MOTION CARRIED.**

235
236 Mayor Samples expects staff to request an increase in the pier fund expenditures, because the
237 pier has ADA and a number of other issues. The pier is an investment that needs attention, and there is
238 nothing in the proposed budget to address those issues. He said there are real needs that should be
239 addressed; the town needs to posture itself to meet those needs. The contract awarded for pier
240 maintenance was \$73,000. He believed there is about \$54,000 in this budget, and asked whether staff
241 anticipated a savings. Ms. Fellner believed that amount was only for engineering.

242
243 Mr. Smith recalled that the structural engineer charged about \$50,000. Ms. Fellner said costs
244 were included for Chao Engineers, Solomon Brothers Diving, and DDC. Mayor Samples said the budget
245 does not reflect the maintenance contract. Ms. Fellner said it did not. Mayor Samples asked why it did
246 not. Ms. Fellner said it should.

247
248 Mayor Samples asked that staff prepare a budget for second reading that (1) addresses the
249 amendments that have been adopted, and (2) corrects the things that have been identified tonight that
250 should be addressed. Council knows that the budget will have changes, but it relies on the budget for
251 financial planning collectively. Mayor Samples said there was no sense wasting time on issues that might
252 involve substantial monies, if the adopted budget is unrealistic.

253
254 Mr. Stevens said \$275,000 was budgeted in sanitation capital purchases for a new trash truck.
255 He asked for the condition of the existing trucks. Mr. Adair said the sanitation fleet consisted of two side-
256 arm vehicles, two front-loading vehicles, two knuckle-boom trucks, and a rear-loading truck. The side-
257 arm trucks are the 'workhorses' of the fleet and are used daily for refuse and recycling. One of them is in
258 Charleston at International Trucks for a head gasket leak repair. The other one had a control valve repair
259 today. Staff went to Charleston to pick up the part so it could be ready for service tomorrow. The rear
260 load truck was used today to complete the north end service. Mr. Stevens asked if the current vehicles
261 would be kept when a new truck is purchased. Mr. Adair said that was the intention and to use the oldest
262 truck as a spare until it is no longer useful. Mr. Stevens asked how many homes were serviced. Mr.
263 Adair did not have the number of homes; but reiterated that there are about 3,200 residential and
264 commercial accounts in town, plus 192 accounts in Caropines. Mr. Stevens moved to delete residential
265 trash pick-up with a 90-day notice in the Caropines area. Ms. Dodge seconded.

266
267 Mr. Johnson asked if the town makes money off the Caropines service. Mr. Adair estimated
268 \$50,000 a year off; utilizing the same equipment and staff that amount offsets the cost. Caropines does
269 not receive bulk pick up service; the service includes once a week refuse, once a week recycling, and
270 yard waste on the same days as the town's south side service.

271
272 Mr. Smith asked whether there was any overtime involved. Mr. Adair said no, by and large it was
273 completed on the same shift using the same vehicle.

274
275 Ms. Dodge was concerned that the town truck might be involved in an accident outside the town
276 and what the liability would be. She said the town citizens pay for the equipment, and it is being used to
277 service non-residents. She did not support that practice, regardless of whether a little profit was made.

278 Mr. Johnson said the insurance liability was the same whether the accident occurred inside or outside the
279 town limits.
280

281 Mr. Stevens said town council owes due diligence primarily to the citizens and taxpayers of
282 Surfside Beach to pick up their trash in a timely manner. If the town trucks are working overtime to
283 service out of town accounts and are competing with private companies, which the town should not be in
284 competition with private businesses, then the town citizens are not receiving their due. Mr. Stevens said
285 the most important thing is to take care of the town citizens and taxpayers.
286

287 Ms. Dodge noted that according to the approved council meeting minutes, an issue paper was
288 supposed to be presented to town council regarding the Caropines service, and that was never
289 presented, nor did town council ever vote on whether the service should be provided. The town has
290 operated that service without council approval.
291

292 Mayor Samples believed it was important to focus on the Town of Surfside Beach, and the
293 Caropines service was a distraction. The last time the service was evaluated, the town was making
294 \$28,000, which may have increased. Mayor Samples believed it was important to focus on the town's
295 corporate limits. He believes 90-days is long enough to let the town's neighbors arrange for other
296 service. This is a policy decision.
297

298 Mr. Smith moved to amend the motion to state that the 90-day notice will begin on July 1, 2012.
299 Ms. Mabry seconded. Mayor Samples, Mayor Pro Tem Mabry, and Councilmembers Dodge, Smith and
300 Stevens voted in favor. Councilmember Johnson voted against. **MOTION CARRIED.**
301

302 Mayor Samples, Mayor Pro Tem Mabry, and Councilmembers Dodge, Smith and Stevens voted
303 in favor of the motion as amended. Councilmember Johnson voted against. **MOTION CARRIED AS**
304 **AMENDED.**
305

306 Ms. Mabry moved to adopt first reading of Ordinance #12-0711, FY2012-2013 Municipal Budget,
307 as amended and corrected. Ms. Dodge seconded. Mayor Samples, Mayor Pro Tem Mabry, and
308 Councilmembers Dodge, Johnson, and Stevens voted in favor. Councilmember Smith voted against.
309 **MOTION CARRIED.**
310

311 Mayor Samples asked staff when the budget might be ready for second reading. Ms. Fellner said
312 the second meeting in June, as there was not sufficient time to prepare for the June 11th meeting. Mayor
313 Samples asked staff to deliver copies of the revised budget to council as soon as possible.
314

315 Mayor Samples said the budget ordinance usually lists numbers and required legalese. The
316 General Assembly includes provisos in its budget. While he was not suggesting a proviso, he suggested
317 that the ordinance include by reference attachments for (1) a list of all capital equipment in excess of
318 \$5,000 that are included in the budget; (2) a list of all capital improvements that are included, and (3) next
319 year he would like to see the town use a system that includes a list of the contractual and professional
320 services for the town. Mayor Samples would like to have the first two, i.e. (1) capital equipment and (2)
321 capital improvements, included this year.
322

323 Mr. Smith agreed with Mayor Samples' suggestion.
324

325 Mr. Stevens also agreed with Mayor Samples. He said stormwater had been discussed several
326 times and there was a need to improve stormwater. Mr. Stevens asked whether a long-term contract had
327 been considered that would guarantee pricing for the whole project with work being performed over a
328 period of years. He believed that would insure good workmanship, and the practice is common in state
329 and federal government. Mr. Adair said to his knowledge the town had never entered into that type
330 contract. Mr. Stevens asked if there was any reason not to do so. Mayor Samples said the concept of
331 multi-year procurement is known, but the problem is determining specifications for the job and the town
332 has to insure that the company is reputable and skilled. Typical multi-year procurement is for repetitive
333 purchases or tasks. Mr. Adair said Horry County uses multi-year contracts for its paving projects, but the

334 contracts have options to renew up to five years. The contract documents are so specific that they are
335 upwards of an inch thick. Mayor Samples said the town does not have good records of its infrastructure,
336 so there is no record of what is actually underground.
337

338 Mr. John Ard, Cypress Drive, suggested that the public be allowed to speak after council debate
339 on topics because the public often doesn't have all the information the council has. He believes council
340 should consider public opinion before votes are taken.
341

342 Mayor Samples said public comments would be heard before the budget is adopted.
343

344 Mr. Stevens asked why the breakfast with Santa is held at a restaurant outside of town. Ms.
345 Fellner explained that is because it is the nearest buffet restaurant. Mr. Stevens said there are several
346 good breakfast houses in town that would be glad to work with the event. Mayor Samples asked staff to
347 look into holding the event in town.
348

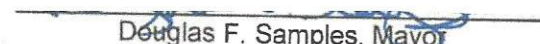
349 **3. ADJOURNMENT.**

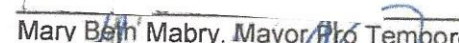
350
351 Mr. Smith moved to adjourn the meeting at 8:03 p.m. Ms. Mabry seconded. All voted in favor.
352 **MOTION CARRIED.**
353


354 Respectfully submitted, . . .

355
356 
357 Debra E. Herrmann, CMC, Town Clerk
358

359 Approved: June 11, 2012

360
361
362 
363 Douglas F. Samples, Mayor
364


365 
366 Mary Beth Mabry, Mayor Pro Tempore

365 
366 Ann Dodge, Town Council

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369 Mark L. Johnson, Town Council

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369 Roderick E. Smith, Town Council

370
371 
372 Randle M. Stevens, Town Council

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371 
372 Vacant Seat

373 Clerk's Note: This document constitutes minutes of the meeting, which was audio taped. This meeting was transcribed by Town Clerk Herrmann. In
374 accordance with FOIA, meeting notice and the agenda were distributed to local media and interested parties. A complete list is on file in the clerk's
375 office. The agenda was posted on bulletin boards outside Council Chambers and in the Town Hall reception area. Meeting notice was also posted on
376 the Town marquee. When (***) is used a section of the transcription is inaudible.