

PERSONNEL COMMITTEE

4:30 p.m., Monday, September 16, 2019

City Hall

1207 Palm Boulevard, Isle of Palms, South Carolina

AGENDA

1. **Call to order** and acknowledgment that the press and public had been duly notified of the meeting in accordance with the Freedom of Information Act.
2. **Approval of Previous Meeting's Minutes**
Regular Meeting of August 6, 2019
3. **Citizen's Comments**
4. **Old Business**
 - A. Status of hiring Assistant City Administrator
 - B. Update on the annual Employee Appreciation Event
 - C. Consideration of applications for the Isle of Palms Water and Sewer Commission vacancies
 - D. Update on City Council orientation and training handbook
 - E. Consideration of City Administrator Employment Agreement
5. **New Business**
Consideration of Ordinance 2019-17 – An ordinance to provide clarity to the rules of procedure during public meetings
6. **Miscellaneous Business**
Next Meeting Date: 8:30 a.m., Tuesday, October 8, 2019 in City Hall
7. **Executive Session** in accordance with S.C. Code Section 30-4-70(a)(2) related to discussion of contractual arrangements. Upon returning to open session, the Committee may take action on matters discussed in Executive Session.
8. **Adjournment**

Personnel Committee
8:30am, Tuesday, August 6, 2019
City Hall Conference Room
1207 Palm Boulevard, Isle of Palms, SC

MINUTES

1. Call to order

Present: Council members Moyer (Chair), Ferencz, and Rice, Administrator Fragoso, and HR Officer DeGroot

2. Approval of Minutes

MOTION: Council Member Rice made a motion to approve the minutes of the June 4, 2019 meeting, and Council Member Ferencz seconded the motion. The minutes were approved unanimously.

3. Citizen's Comments – none

4. Old Business

A. Status of the Boards and Commissions criteria and selection process

HR Officer DeGroot stated the revised application is now on the City's website. Preferred qualifications for each board or commission will eventually be added to the website as well. Administrator Fragoso asked the Committee for guidance on how to approach the upcoming vacancies on the boards and commissions. Discussion ensued on the best way to handle interviews and reappointments. The pros and cons of term limits were also discussed.

Administrator Fragoso said she will reach out to those whose terms are ending this year to determine their interest in being reappointed to their respective board or commission. She will provide that list of names along with their length of service to the Committee in September. Should everyone wish to be reappointed, there will be no need for the application and interview processes. It was further decided that the process of interviewing interested applicants and those who have served lengthy terms should be discussed with the full City Council.

5. New Business

A. Status of hiring Assistant City Administrator

Administrator Fragoso reported that approximately 35 applications have been received to date and will be accepted through August 9. Initial interviews will be scheduled starting the week of August 19. Administrator Fragoso stated that in the past, revisions to job descriptions had gone through City Council, but moving forward, these changes should

be handled by the department head and the HR Officer. This ensures HR procedures are being followed properly and offers a timelier process rather than waiting for monthly City Council meetings. She stated the enhanced job description for the Assistant City Administrator more reflects the current needs of the City following the retirement of the City Clerk.

B. Discussion of City Clerk Role

Administrator Fragoso noted that numerous changes have been made within City Hall to increase productivity including modifying assigned duties to streamline work needing to be done. She stated that a City Clerk is required by State law. Some of the duties of the City Clerk have been automated, while some will be transferred to the Assistant City Administrator. The one duty not reassigned is the taking of the minutes for the Council, committees, boards and commissions meetings. She recommended that the City hire a contract worker for this role. Using contract workers is not something done previously by the City, but it is done by other area municipalities. She said that not hiring a full-time employee to replace the City Clerk could save the City approximately \$70,000. Administrator Fragoso reported that she and HR Officer had met with Nicole DeNeane regarding this work, and she comes recommended from Folly Beach where she had done the minutes for many years. She said this would be on a 6-month trial basis, and Ms. DeNeane would be paid on a per meeting basis.

MOTION: Council Member Moye made a motion to appoint Nicole DeNeane as the interim City Clerk as a contract worker responsible for the meeting minutes, and Council Member Rice seconded the motion. The motion passed unanimously.

The scrapbooking duty was briefly mentioned. Council Member Moye said this is something the CVB should be doing for the City. Administrator Fragoso said that the Clerk of Court has taken on this duty. City staff has been in discussion with the SC Retention Office about what needs to be kept and for how long.

C. Discussion of the Leola Hanbury Award

Administrator Fragoso reviewed the handout in the packet describing the proposed criteria of the newly established Leola Hanbury Award. The donated monies for this award are kept in an interest-bearing account, and Administrator Fragoso will report to the Committee on the status of interest earned. Administrator Fragoso also suggested offering this award as an opportunity by which citizens can donate to acknowledge work done by City staff.

Discussion ensued as to the amount of the award, and it was decided it would be an annual \$1,000 award. Administrator Fragoso said she and HR Officer DeGroot would add additional language under the criteria and distribute it to staff as soon as possible. It will be presented to the Ways and Means Committee for approval before advertising in the paper, and on the Facebook page and City website.

D. Discussion of the annual Employee Appreciation Event

The staff is working on the coordination for this annual event to celebrate City employees. The date for this year's event is Friday, October 18, 2019. The Leola Hanbury Award will be presented at the annual Employee Appreciation Event. HR Officer informed that a planning committee has been formed composed of an employee representing each department. This year's event will most likely be at 2pm so that employees may leave when it is over.

E. Discussion of Isle of Palms Water and Sewer Commission vacancy

Administrator Fragoso reported that Nicholas Shroud had resigned from his role at the Water & Sewer Commission, and State law requires that City Council appoint someone to fill that position. Discussion ensued as to whether or not it was better to wait to see who would be running for the open commissioner positions in the upcoming election. Committee members felt it was vital the person appointed to fill that position be someone the residents knew and trusted. Administrator Fragoso said she would know by August 19 who would be running for the open Commission positions and would report back then when "we will have a clearer picture of what the next step will be."

F. Discussion of Boards and Commissions vacancies

It was determined this topic was sufficiently covered under Old Business.

G. Discussion of developing guidelines to help train City Council

Council Member Moyer shared that when he was elected to City Council, he did not have a good understanding of what was expected of him. He feels that the upcoming election is an opportune time to create training for incoming and remaining Council members. Administrator Fragoso offered suggested topics: best practices, running an effective meeting, dealing with the public, ethical questions, basic budgeting tips, and proper use of Executive Session. Council Member Rice shared that she received one-on-one time with a former Council member when she joined the Council and found that to be invaluable. Council Member Ferencz suggested new Council members meeting with staff members to help their understanding of City government operations. Committee members agreed it was a good idea and a curriculum should be developed.

H. Consideration of City Administrator Employment Agreement

Council Member Moyer asked that this item be reserved for Executive Session. Council Member Ferencz made a motion to suspend the rules of order and move this item to Executive Session. Council Member Rice seconded the motion. The motion passed unanimously.

6. Miscellaneous Business

A. Administrator Fragoso reported that live streaming of all meetings on the City's website should begin by the end of August.

- B. HR Officer DeGroot shared that the City had recently signed a one-year agreement with First Sun for an Employee Assistance Program. This program provides many areas of assistance for employees and their families such as referrals for day care and elder care, substance abuse counseling, leadership training, financial assistance, and retirement planning. A representative from the company will be present at the Wellness Fair in September. The nominal cost for the program (less than \$3,000) will be shared among all departments and included in next year's budget.

7. Executive Session

MOTION: Council Member Moye made a motion to move into Executive Session in accordance with S.C. Code Section 30-4-70(a)(1) to consider the City Administrator Employment Agreement. Council Member Rice seconded the motion. The motion passed unanimously.

Upon returning from Executive Session, Council Member Moye reported that no motions were made and no votes were taken.

8. Adjournment

MOTION: Council Member Ferencz made a motion to adjourn and Council Member Rice seconded the motion. The motion passed unanimously.

Respectfully submitted,

Nicole DeNeane
City Clerk

Entry #: 15

Date Submitted: 8/29/2019 4:48 PM

Applicant Name
Jan AndersonPosition Sought
AnyW + S CommissionHome Phone
(704) 607-9573

Work Phone

Mobile Phone
(704) 607-9573Email
jan@jkaengineering.comAre you a resident of the Isle of Palms?
YesHow many years have you lived in the Isle of Palms?
7Address
44 Seagrass Lane, Isle of Palms, South Carolina 29451Occupation and Title
EngineerBusiness or Employer Name
RetiredHave you ever served on a board or commission for the City of Isle of Palms or another local government?
No

If yes, please provide information about that service

Have you served as an elected official of local government?
NoPlease list community and volunteer activities you may be involved in.
Charlotte Women's MarchAre you currently in a position of responsibility in an organization or board that has received or is seeking funding from the City of Isle of Palms? If yes, list position and date of hire.
no

State your interest in serving on this Board or Commission.

I am applying for the Water and Sewer Commission. My 40 years of experience as a consultant to municipal and state governments makes me uniquely qualified for this commission. I am a registered engineer with degrees in Mechanical Engineering, City and Regional Planning and Civil Engineering and would like to use my skills to make IOP a better place to live.

I am also interested in the Planning Board.

Upload Résumé

anderson.pages
1.07 MB

Note: This is an application only and indicates your willingness to serve on an Isle of Palms Board or Commission. You will be notified when a seat is vacant and will be considered among other applicants. Final selection will be determined by the Isle of Palms City Council. Thank you for your interest in serving the Isle of Palms.

JANICE K. ANDERSON, PE

Traffic Engineering/ Transportation Planning Consultant

704-607-9573

jan@jkaengineering.com



P r o f e s s i o n a l C r e d e n t i a l s

Master of Regional Planning
University of North Carolina
1974

Master of Civil Engineering in
Transportation
North Carolina State University
1974

Bachelor of Science in
Mechanical Engineering
Duke University, Cum Laude
1971

Professional Engineer
North Carolina No. 025244

Memberships & Training

Institute of Transportation
Engineers
American Planning Association
American Consulting Engineers
Council
NCDOT Context Sensitive
Solutions Training

Professional Experience

Ms. Anderson has more than 40 years of experience in preparing environmental impact and traffic impact studies, urban area plans and corridor studies including community impact assessments and public involvement. Before starting her own firm in 2008, she spent nine years as the Transportation Program Leader for the North Carolina office of a Fortune 500 firm, leading the marketing and project development effort primarily in North Carolina. The following is a list of projects which she won and on which she led the technical effort.

Environmental Impact Studies

- **Surf City Bridge Replacement Project (B-4929) Environmental Assessment- Community Impact Assessment (CIA) and Public Involvement Coordination, Surf City, NC. - Task Manager.** Ms. Anderson is leading the community impact assessment effort for the replacement of Bridge No. 16 over the Intracoastal Waterway. Her tasks include preparation of the CIA document and educating the community about complex issues related to a fixed-span structure versus a bascule bridge. She is part of the team conducting Merger 01 and public meetings.
- **On-Call Bridge Replacement ICE/CIA Reports, Various Locations, North Carolina- Project Task Manager.** As a subconsultant to Louis Berger Associates, Ms. Anderson prepared Community Impact Assessments and Indirect and Cumulative Impact Reports for NCDOT's bridge replacement program. To date, JKA has completed four bridge replacement assessments at various locations throughout the state.
- **East End Connector (T.I.P. No. U-0071) Environmental Impact Study, Durham, North Carolina – Project Director.** For the North Carolina Department of Transportation, Ms. Anderson supervised the preparation of environmental review documents and traffic impact analyses for a three-mile freeway-to-freeway connection. The work consisted of traffic engineering, highway design evaluation, environmental impact analyses of both the natural and human environment, and public involvement coordination. The East End Connector project followed the NEPA/404 Merger process in compliance with local, state and federal agency regulations.

JANICE K. ANDERSON, PE

Page 2

- **NC 119 Relocation Environmental Analysis, Mebane, North Carolina -- Project Task Manager.** For the North Carolina Department of Transportation, Ms. Anderson led the effort to define the community impacts and indirect and cumulative impacts of relocating NC 119 in this critically sensitive environment. Highly sensitive issues of environmental justice and relocation were addressed as part of the analysis. Responsibilities also included evaluation of traffic impacts on area roads of the selected alternative plan. Ms. Anderson led the community involvement effort that included preparing newsletters and a web site and attending public meetings.
- **Northern Beltway, Eastern Extension Environmental Impact Study, Winston-Salem, North Carolina -- Project Manager.** Ms. Anderson managed the preparation of the "upgrade existing facilities" alternative analysis for the proposed Winston-Salem Bypass. The project included forecasting future traffic flow conditions, and determining the number of lanes and roadway alignment to upgrade existing US 52 to meet future demand. An environmental analysis described impacts to the natural and human environment. Right-of-way and construction cost estimates were prepared. The results were reported in the alternatives analysis of the EIS.

Transportation Planning and Corridor Studies

- **US 1 Multi-modal Transportation Plan In Raleigh, North Carolina -- Project Director.** Ms. Anderson led the effort to develop an integrated multi-modal transportation system which is economically efficient, environmentally sound and moves people and goods in an energy efficient manner. The plan will address the mobility needs of the northern Raleigh suburbs evaluating, highway, transit (rail vs. bus), pedestrian and cyclists' modes of travel. In addition, the study will determine the land use patterns necessary to support transit along the corridor.

JANICE K. ANDERSON, PE

Page 3

- **US 17 Corridor Study (T.I.P. No. U-4751 & R-3300), Wilmington, North Carolina – Project Manager.** Ms. Anderson developed the methodology for combining forecasts for two new roadway facilities: Military Cutoff Road Extension and Hampstead Bypass. She led the effort in preparing traffic forecasts for the NCDOT Transportation Planning Branch and subsequent Travel Analysis Report for review by Congestion Management. Other responsibilities included public involvement and community coordination efforts.
- **Business I-40 Reconstruction Study, Winston-Salem, North Carolina -- Project Director.** Ms. Anderson is directed the effort to perform this two-part traffic forecasting and travel analysis study for the North Carolina Department of Transportation. The purpose of the project is to prepare for changes in travel patterns through downtown Winston-Salem when the Business I-40 freeway is closed and rebuilt over a 2-year period. Phase 1 consisted in an origin-destination survey which provided information on local travel patterns at critical locations. Phase 2 evaluated alternative traffic circulation scenarios and traffic management strategies, identified bottlenecks through the study area, and performed a traffic flow analysis that would assist in the development of detour plans and other mitigation measures for the reconstruction project.
- **US 52 Land Use and Transportation Plan, Winston-Salem, North Carolina -- Project Manager.** Ms. Anderson led the effort to develop an integrated land use and transportation program for the US 52 corridor which is economically efficient, environmentally sound and moves people and goods in an energy efficient manner. The corridor study is the first phase of the National Environmental Policy Act (NEPA) process to minimize environmental impacts, establishing purpose and need and developing and evaluating alternative plans with respect to critical social and environmental impacts that can be further evaluated as part of the project development and environmental review effort. A critical part of the plan is the community involvement element that included a web site, presentations at community meetings, one-on-one interviews with community leaders as well as traditional public meetings. Newsletters were printed in both English and Spanish and an interpreter was hired for the public meetings.
- **I-95/595 Master Plan in Broward and Palm Beach Counties, Florida – Project Engineer.** The project included travel forecasting, development of alternative conceptual transit and roadway improvement plans, alternatives evaluation and preparation of master planning documents. The public involvement program included workshops with the public as well as presentation to the MPOs and citizen and technical coordinating committees.

Transit Studies

- **Charlotte Area Transit System (CATS) Streetcar, Charlotte, North Carolina – Infrastructure Project Manager.** Ms. Anderson led the team that was responsible for infrastructure design, traffic analysis and utility relocation for the proposed 10-mile streetcar project through Center City Charlotte. The project included analyzing utility locations along the corridor to determine need for relocation and/or replacement; establishing roadway alignment and right-of-way requirements based on streetcar track requirements; evaluating structure modifications; traffic analysis and railroad conflict analysis. Ms. Anderson also participated in community involvement and public participation meetings as part of her responsibilities.

Traffic Engineering Studies

- **I-85 Widening Project, Cabarrus and Rowan Counties, North Carolina -- Project Task Manager.** The I-85 improvement project proposes widening the existing four-lane facility to eight lanes along a 13.5-mile corridor between NC 73 in Cabarrus County and US 29/601 Connector in Rowan County. For the North Carolina Department of Transportation, Ms. Anderson led the traffic forecasting and evaluation effort for the project, including preparation of a detailed Travel Analysis Report.
- **Updated Street Design Standards, Greensboro, NC - Project Manager.** The Manual provides flexibility in the selection of various street cross sections for future development projects. A community-based approach was used that incorporated the disparate needs of emergency response

JANICE K. ANDERSON, PE

Page 4

providers, pedestrians, cyclists, motorists, urban planners and developers.

- **US 29 Access Management Study, Greensboro, North Carolina – Project Manager.** Ms. Anderson led the effort to prepare a plan that will maximize safety and minimize transportation conflicts in the US Highway 29 corridor. The goal of the plan was to develop strategies suitable to the Greensboro communities that improve mobility and safety within the corridor while maintaining accessibility to adjacent land uses. A critical element of the project was community involvement. To gain acceptance of the access changes, Ms. Anderson presented traffic flow and accident information to the public in a series of neighborhood meetings. A plan to consolidate access at six critical locations and closing half of the access ramps was widely endorsed by the community because it reflected their desires.
- **Town of Chapel Hill Traffic Impact Studies, North Carolina – Project Manager.** Ms. Anderson has served as the traffic engineering consultant for the Town of Chapel Hill since 2001. Her duties include preparing traffic impact studies for development proposals and presenting the findings to the Board of Aldermen for their consideration. The studies develop congestion management strategies that minimize the impacts of increased development. Sixteen traffic impact studies have been prepared for the Town under this contract.
- **Traffic Engineering Consultant, Carnegie Town Center, Charlotte, North Carolina – Project Manager.** Ms. Anderson prepared an evaluation of pedestrian and traffic access to a multi-use development project including over one million square feet of office, retail, residential and hotel space on an 11.5-acre site. The findings were presented to City Council to gain approval for this unique development project.

Agency and Community Coordination Projects

- **NC 12 Ocracoke Feasibility Study (R-3116A), Ocracoke Island, North Carolina – Project Facilitator.** Through an on-call services contract with the NCDOT's Office of Human Environment, Ms. Anderson led the community involvement effort for this long-range planning study of solutions to restore and stabilize NC 12 in the Outer Banks. Working closely with the US Army Corps of Engineers and NCDOT PDEA staff, Ms. Anderson organized the meeting and prepared presentation material for a community information workshop held on the island. Her facilitation efforts resulted in an event that successfully engaged the community with positive results.
- **Socio-Economic Data Update, PART Regional Transportation Model, Greensboro, North Carolina – Community Liaison Specialist.** Ms. Anderson served as the community liaison on the project Team selected to update socio-economic data input of the Piedmont Area Regional Transportation Authority (PART) long-range transportation planning model. Her role included interviewing local leaders to verify data forecasts and to gain acceptance of the regional forecasts.
- **Andover Road Storm Water Capital Improvement Project, Charlotte, North Carolina – Project Liaison.** Ms. Anderson served as community liaison for the City of Charlotte, coordinating activities with the neighbors concerning the construction of a 4'X10' storm water culvert through the Andover Road community. Her efforts resolved a number of issues arising during construction including schedule overruns, construction repairs, breaching a nearby sewer line, record-breaking rains and an underground fuel oil spill. She worked with the community to identify responsibility for the various repairs and to assure that the proper agency was contacted and the repairs completed in a manner acceptable to the neighborhood. The majority of the issues were resolved within several months.

Roadway Design Projects

- **Krefeld Drive Extension Project, Charlotte, North Carolina – Project Manager.** This project completes a minor thoroughfare in south Charlotte. The project included a traffic study and planning report that defined the need. Three alternative concept plans were prepared and the proposed plan was presented to the public. A critical part of the project was coordination with a transit corridor development project that proposed using part of Krefeld Drive in its transitway. The preferred alternative was developed to incorporate the selected transit technology into the roadway design. An interactive public involvement process included newsletters, PowerPoint presentations, and photographic renderings accompanying conceptual plans. Public meetings included formal presentations as well as informal discussions with the public and private property owners affected by the plan.
- **Sharon Amity Road/ Lyttleton Drive Intersection Improvement Project, Charlotte, North Carolina – Project Manager.** This is an intersection safety and improvement project. It included a traffic study and planning report that defined the need. Three alternative concept plans were prepared and the proposed plan was presented to the public, followed by preparation of construction plans. A critical part of the project was an interactive public involvement process that included newsletters and PowerPoint presentations, and photographic renderings accompanying conceptual plans. Public meetings included formal presentations as well as informal discussions with the public.

EARLIER PROJECT EXPERIENCE

- **New Rochelle, N.Y.; Mount Vernon, N.Y.; Mount Kisco, N.Y.; Woodbury, N.Y.; Wawayanda, N.Y.; Harrison, N.Y. and Cranbury and Plainsboro, N.J.- Project Transportation Planner and Traffic Engineering Consultant.** Provided as-needed traffic engineering review of Environmental Impact Studies for major development projects and traffic review for site plan applications, development of a school circulation plan, a parking garage use study, a FAUS traffic signal replacement program, and analysis of one way/two way street operation. Responsibilities included coordination with New York State Department of Transportation and with the New Jersey Department of Transportation.
- **Corridor Studies, Freeport, NY; Smithtown, NY; and Windsor, NJ.- Project Transportation Planner-** Ms. Anderson evaluated the transportation impacts of zoning changes on urban corridors. The studies included model development, impact analysis and recommended improvements to meet changes in land use.
- **Residential Development Projects- Traffic Engineering Consultant-** Among the traffic studies she performed in upstate New York are: 1) Esopus Lake Housing with 250 single family homes, a golf course, an inn, a shopping center with 60,000 square feet of space and 150,000 square feet of office space; 2) Old Clove Estates with 72 single family homes; 3) Willow Springs having 111 dwelling units; 4) Oshry Development with 100 units of affordable housing; and 4) Z/Z Sullivan development with 418 dwelling units. In Westchester County, N.Y. traffic studies for residential developments include: 1) Renaissance Towers in Port Chester (60 condominiums), 2)Blackberry Woods in Yorktown (51 units), 3)Purchase Imperial Estates in Purchase (38 units) and 4)for three developments totaling 314 single family homes in Somers.
- **Various Hospitals- Traffic Engineering Consultant -** Ms. Anderson prepared transportation impact and parking needs studies for the Elmhurst Hospital in Queens; for Montefiore Hospital in the Bronx; for the Presbyterian Hospital in Manhattan; and for Lawrence Hospital in Bronxville.
- **Major Mixed-use Development Projects - Transportation Manager.** Ms. Anderson managed the transportation analyses for Nob Hill, a mixed-use office, commercial and residential development in suburban New York, and for the redevelopment of the New York Hospital site in White Plains, N.Y. which included a large shopping center, single family and multi-family housing and an office complex.
- **Lexington Avenue and Main Street Traffic Study, Mount Kisco, NY – Traffic Engineering Consultant.** The study evaluated traffic flow in downtown Mount Kisco and recommended intersection improvements to minimize impacts of potential development.
- **Cranbury Area Development Study, Cranbury, NJ. – Traffic Engineering Task Manager.** The Township's traffic and land use study was prepared and subsequently update five years later. The study related changes in zoning to the capacity of area roads. Both zoning revisions and needed roadway improvements were recommended and adopted. The Plan has been used to guide developers in the location of new roads and in the control of traffic growth.
- **Interchange 7 Study, Hutchinson River Parkway, New Rochelle, NY - Project Manager.** The study investigated the feasibility of improving the interchange to relieve congestion on another nearby interchange and to reduce traffic through a neighboring village.
- **River Walk, New York, NY- Project Transportation Planner-** Ms. Anderson created a multi-modal transportation model predicting travel patterns for a proposed mixed-use development in Manhattan which included 2000 residential units, 325,000 square feet of office and retail space and a 250 room hotel. She analyzed the development's impacts on bus, subway and roadway systems and presented the results at public hearings in Manhattan.
- **Stuart Airport, Newburgh New York- Traffic Engineer-** Ms. Anderson participated in the transportation access evaluation for the redevelopment of the airport from an air force facility to a public facility providing alternative airport access to the metropolitan New York region. The project included the planning of an office and industrial park on the former government land.
- **JFK Airport, New York, NY- Traffic Engineer-** Ms. Anderson was part of the study team that recommended changes to the circulation patterns for airport terminals. The study evaluated the several modes of access to the terminal areas, including private auto, taxi, bus and truck traffic. She

JANICE K. ANDERSON, PE

Page 7

has also prepared the transportation impact element for environmental impact studies of new terminal facilities in two southeastern cities.

- **Urban Area Development Studies, Cranbury and Plainsboro, N.J. – Project Transportation Engineer** - The two studies related changes in zoning to the capacity of area roads. Both zoning revisions and needed roadway improvements were recommended and adopted. The Plans were used to guide developers in the location of new roads and in the control of traffic growth.
- **Weyman Avenue Urban Renewal Area, New Rochelle, N.Y. – Project Transportation Manager** - The Traffic Impact Element of the Generic Environmental Impact Statement (GEIS) prepared for the City of New Rochelle investigated alternative uses of an incinerator site with hazardous waste contamination and an adjacent under-used industrial area abutting a sensitive residential area. The draft and final GEIS were accepted, presented to the public in hearings and approved within six months of submittal of the report. The site is now developed.
- **Brunswick Square Mall, New Brunswick, N.J. – Project Transportation Planner** - A Computerized Traffic Generation, Distribution and Assignment Model was developed for the expansion of a shopping center from 747,500 square feet to over 1,000,000 square feet of space. The model predicted traffic flow through twelve intersections and for four development periods.
- **Railroad Avenue Traffic Study, Middletown, N.Y. – Project Manager** - This traffic engineering study analyzed the changes in traffic flow patterns in downtown Middletown when Railroad Avenue is widened. Changes in signal operations, in the control of traffic at unsignalized intersections and in the one-way/ two-way street patterns were recommended.
- **Jacksonville Transit Authority, Jacksonville, FL- Project Transportation Planner-** Responsible for running the UTPS model updating the urban area transportation study for Jacksonville, FL. Her responsibilities included developing input data and analyzing model results.
- **Metropolitan Washington Council of Governments, Washington, D.C.- Project Transportation Planner-** Ms. Anderson began her career working on the UTPS model used to predict travel patterns and mass transit ridership for the Washington METRO subway system.

Entry #: 16

Date Submitted: 8/30/2019 7:19 AM

Applicant Name

Doug Hatler

Position Sought

Any

W & S COMMISSION**Home Phone****Work Phone**

(843) 407-3035

Mobile Phone

(973) 534-8751

Email

dhatler@gmail.com

Are you a resident of the Isle of Palms?

Yes

How many years have you lived in the Isle of Palms?

3

Address

9 27th Avenue, Isle of Palms, South Carolina 29451

Occupation and Title

Environmental Engineer / Chief Revenue Officer

Business or Employer Name

Fracta (www.fracta.ai)

Have you ever served on a board or commission for the City of Isle of Palms or another local government?

Yes

If yes, please provide information about that service

Frankford Twsp Land Use Board, one term, 2000-2004, full voting member

Have you served as an elected official of local government?

No

Please list community and volunteer activities you may be involved in.**Are you currently in a position of responsibility in an organization or board that has received or is seeking funding from the City of Isle of Palms? If yes, list position and date of hire.**

No

State your interest in serving on this Board or Commission.

I would be honored to serve on the Water & Sewer Commission. I am a career environmental scientist and engineer with an MBA. I work in the water industry. I have also served on a Land Use Board in the past. I am uniquely qualified to serve on the Water & Sewer Commission.

Upload Résumé

Doug Hatler resume.pdf

73.04 KB



Note: This is an application only and indicates your willingness to serve on an Isle of Palms Board or Commission. You will be notified when a seat is vacant and will be considered among other applicants. Final selection will be determined by the Isle of Palms City Council. Thank you for your interest in serving the Isle of Palms.

Contact

973-536-0472 (Work)
dhatler@fracta.ai

www.linkedin.com/in/doughatler
(LinkedIn)

Top Skills

Sustainability
Business Development
Leadership

Languages

English

Publications

Environmental Management
Information Systems. Making the
Business Case

All Sites Cannot be "Clean"

Transforming health, safety and
environment strategy, culture and
performance using social business

Management of Active
Pharmaceutical Ingredients
Released in Wastewater Discharged
to a Publicly-Owned Treatment
Works

Transforming Health, Safety and
Environment Strategy and Culture
Using Social Business

Doug Hatler

Environmental Engineer and Chief Revenue Officer
Charleston, South Carolina

Summary

Doug has 33 years of experience as a sales and marketing leader, management consultant, environmental regulatory specialist, and civil/environmental engineer. He is a published industry expert and featured speaker on the Environment, Sustainability, Compliance and Risk.

At Fracta, Doug is responsible for delivering revenue and market share for Fracta. He is also responsible for the marketing strategy, tactics and programs to create interest, demand and brand recognition for Fracta.

CRO, Vice President, Executive, business development, sales, lead generation, sales operations, product marketing, project management, program management, product management, customer service, professional services, alliance partnerships

AI Machine Learning, SaaS, Cloud, Mobility, Artificial Intelligence, IoT, Analytics, CRM, PSA, BPO, Operational Risk, GRC, EHS, EHSQ, HSSE, ESG, CSR, Sustainability, GRI, Hazardous Materials, Product Stewardship

Software, consulting, semiconductor, communications, chemicals, oil & gas, energy, gas and electrical utilities, pharmaceutical, mining, metals, waste management, water and wastewater

Salesforce.com, Sales Navigator, HubSpot, G Suite, Esri ArcGIS, Mapbox, NetSuite, InfusionSoft, Concur, Mindjet MindManager, Microsoft Office (Word, Excel, PowerPoint, Visio, Access, Outlook, Skype), Enviance, EtQ, Sphera Essential Suite, Predict360, DNV GL Synergi, SAP EHS, Nasdaq Bwise, SAP

B2B and B2G marketing, website design, trade shows, social media, email campaigns, content writing, sales enablement, alliance marketing, webinars, print, branding

Experience

Fracta

Chief Revenue Officer

August 2018 - Present

United States

Environmental Business Ventures

President

December 2008 - Present

United States

Business consulting to companies offering EHS technology products and services to industry.

Fracta, Inc.

Vice President of Sales and Marketing

January 2018 - August 2018 (8 months)

United States

Responsible for delivering revenue and market share, and leading marketing strategy, tactics and programs to create interest, demand and brand recognition.

EtQ

Director of Sales, EHS and Sustainability

June 2016 - October 2017 (1 year 5 months)

Farmingdale, New York

Led the market and product strategies and sales of EHS and Sustainability products and services

360factors Inc.

Head Of Sales

July 2015 - June 2016 (1 year)

Austin, Texas Area

Led sales of 360factors' GRC and EHS products and services to companies in the utilities, oil & gas, and financial services industry sectors.

IBM

Senior Managing Consultant, Global Business Services

April 2012 - July 2015 (3 years 4 months)

United States, New Jersey

Consulted and developed business with Chemical, Petroleum, and Industrial Products clients helping them reduce operational risk and improve business performance through the implementation of Smarter Health, Safety, Security, Environment and Sustainability management solutions.

Enviance

**VP, Biz Dev (2012); VP, Sales & Services' Operations (2007-2011);
Sales Executive (2004-2006)**

January 2004 - April 2012 (8 years 4 months)

Branchville, NJ; Carlsbad, CA

Direct and channel sales, marketing and business development of EHS and Sustainability SaaS software solutions to utility, chemical, petroleum, mining, and industrial product companies. Led OpEx initiatives in sales, professional services, and customer support.

Rutgers Business School

Part Time Lecturer

January 2008 - May 2009 (1 year 5 months)

Newark, NJ

Delivered a "Going Green: What Every Executive Needs to Know" lecture to second year Executive MBA students at the Rutgers Business School.

Intel Corporation

Customer Program Manager

August 2000 - January 2004 (3 years 6 months)

Parsippany, NJ

Managed multimillion dollar go-to-market programs with Telecommunication ISV's and VAR's.

Sussex County Community College

Adjunct Professor

September 2003 - December 2003 (4 months)

Newton, NJ

Taught an undergraduate "Introduction to Environmental Science" course including a laboratory.

Frankford Township Land Use Board

Board Member

January 2000 - December 2003 (4 years)

Frankford Township, NJ

Completed one 4 year term as a full voting member of the the Land Use Board (LUB). The LUB performs all appropriate functions with respect to Township Planning and Zoning.

Essential Technologies, Inc.

Program Manager, Sales and Services

February 1998 - August 2000 (2 years 7 months)

Branchville, NJ; New Castle, DE; Houston, TX; Rockville, MD

I led the implementation of one of the first enterprise Environmental COTS deployments (Union Carbide Corp. acquired by Dow Chemical). I also consulted and sold EH&S compliance management solutions to healthcare, petroleum, and specialty chemical clients. Essential Technologies' core product suite is currently offered by Sphera.

Roche Pharmaceuticals

Environmental Engineer / Corporate Regulatory Affairs Specialist

January 1992 - February 1998 (6 years 2 months)

Nutley, NJ; Florence, SC

As a Corporate Regulatory Affairs Specialist, I consulted to Roche US facilities on water, waste, and site remediation regulatory compliance matters. I contributed to the design of a \$750 Million greenfield pharmaceutical facility in Florence, SC. I later transferred to the Florence facility. As the facility Environmental Engineer, I helped develop and manage multimedia environmental compliance programs and management systems including Responsible Care, a Leak Detection and Repair (LDAR) software solution for over 40,000 components, and an Air Emissions Management software solution for permit compliance and state regulatory reporting. I was the Operations Leader of the Emergency Response Team. I also trained employees on our EH&S programs.

ARCADIS U.S.

Project Scientist

September 1988 - December 1991 (3 years 4 months)

Paramus, NJ; Seymour, IN; Tampa, FL

I worked as a project manager, plant operating engineer, and consultant for Geraghty & Miller, Inc. (acquired by ARCADIS) focusing on the remediation of hazardous waste sites and leaking underground storage tanks.

Storch Engineers

Environmental Specialist

October 1986 - August 1988 (1 year 11 months)

Florham Park, NJ

I worked as a field technician and consultant focusing on the assessment and investigation of contaminated industrial sites undergoing real estate transactions.

Education

Rutgers, The State University of New Jersey-Newark
Master, Business Administration · (2001 - 2003)

University of South Carolina
Civil Engineering · (1995 - 1997)

New Jersey Institute of Technology
MS, Environmental Engineering · (1987 - 1997)

Francis Marion University
Mathematics · (1996 - 1996)

Rutgers, The State University of New Jersey-New Brunswick
BS, Environmental Science · (1982 - 1986)

Entry #: 17

Date Submitted: 9/2/2019 4:52 PM

Applicant Name
Donald Smith

Position Sought
Any

W + S Commission

Home Phone
(843) 886-3324

Work Phone

Mobile Phone
(843) 991-4321

Email
dssmithiop@yahoo.com

Are you a resident of the Isle of Palms?
Yes

How many years have you lived in the Isle of Palms?
19

Address
15 Dune Ridge Lane, ISLE OF PALMS, South Carolina 29451

Occupation and Title
Retired

Business or Employer Name

Have you ever served on a board or commission for the City of Isle of Palms or another local government?
Yes

If yes, please provide information about that service
Planning Commission 2010 - 2014

Have you served as an elected official of local government?
No

Please list community and volunteer activities you may be involved in.
Meals on Wheels

Are you currently in a position of responsibility in an organization or board that has received or is seeking funding from the City of Isle of Palms? If yes, list position and date of hire.
No

State your interest in serving on this Board or Commission.

I would like to contribute my time and experience to serve the residents of our city on the Water and Sewer Commission.

Upload Résumé



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1.36 MB



Note: This is an application only and indicates your willingness to serve on an Isle of Palms Board or Commission. You will be notified when a seat is vacant and will be considered among other applicants. Final selection will be determined by the Isle of Palms City Council. Thank you for your interest in serving the Isle of Palms.

RESUME

Donald Smith

Education: B.S. Biochemistry 1967 Iowa State University
M.S. Organic Chemistry 1969 University of Mississippi

Served in the U S Navy from 1969 to 1977 as a Naval Flight Officer in Spain and a Chemistry Instructor at the Naval Academy. Left the Navy as a Lt. Commander. Joined American Cyanamid Company in the Paper Chemicals Department as New Product Manager in 1977. Advanced through various managerial assignments to become Vice President of the department in 1997. The Paper Chemicals Department was a global M\$100 business that supplied chemicals to pulp and paper mills for manufacturing process control and waste water treatment. Retired in 2000 and moved to Isle of Palms.

I am very familiar with basic waste water system processes especially in the area of chemicals used for coagulation and flocculation. My business served both paper manufacturing operations and deinking pulp plants. I am sensitive to the importance of both fresh water and treatment of waste water on the Isle of Palms. We have major issues and challenges in both areas in the coming years. I would like to contribute my time and experience in the area to serve the residents of our city. Please consider me for one of the openings on the Water and Sewer commission.

IOPWSC Vacant

Bob Hooper 843.822.7794 3805 Hartnett Blvd IOP/SC

Objective Computer repair/setup/replace

Experience 2005 – present Rent a Bob Isle of Palms, SC

Owner / Computer repair/IT

- Work with homeowners and small businesses
- Repair computer viruses, hardware problems
- Buy, setup and install new hardware or software
- Draw drainage plans/permits for KICA under the direction of engineer.

1997-2005 Thomas & Hutton Mt. Pleasant, SC

Senior Cad Technician / Designer

- Provided cad services as needed for all types of land construction.
- Land planning and design for Daniel Island from 1998 til 2005.

1988–1997 DFTG Isle of Palms, SC

Owner / Cad Designer

- Worked with Surveyors and Engineers.

Volunteering 1993-95 IOP Fireman Isle of Palms, SC

Volunteer Fireman

- Worked with other volunteers and paid Firefighters.

2002-2007 Planning Commission Various Locations

Member IOP Planning Commission and Chairman (1 year)

- Worked on various projects for IOP including Master Plan for island
- Chairman during study and proposal to Council for short term rentals including reduction of parking in rental homes and standardization of how many people per room or home.

Other Member VFW, Member Sunrise Pres.

- 30+ years in Civil Engineering including water, sewer and drainage.
- 30+ years in computer work, setup and repair.



Proposed Topics for City Council Orientation & Handbook

Table of Contents:

1. Introduction
2. City Government
 - a. Isle of Palms Form of Government
 - b. Duties of the Mayor
 - c. The Role of Council
 - d. Responding to Constituent Complaints
 - e. Standing Committees
3. Meetings
 - a. Type of Meetings
 - i. Council Meetings
 - ii. Special Meetings
 - iii. Public Hearings
 - iv. Workshops
 - b. Robert's Rules
 - c. Minutes
 - d. Meeting tips
4. Freedom of Information
 - a. Agendas and minutes
 - b. Documents
5. Ordinances and Resolutions
 - a. Ordinances
 - b. Muni Code online
 - c. Resolutions
6. Boards and Commissions
 - a. Council's Role
 - b. Attending Board Meetings
7. City Attorney
8. Travel and Training
 - a. Municipal Association of South Carolina
 - b. City Travel Policy
9. Working with City Staff
 - a. City Administrator
 - b. Departments
 - c. Department Heads
 - d. Reporting problems or concerns
10. Budget Basics
11. Procurement
12. Logistics
 - a. Calendars
 - b. Communications
 - i. Social Media
 - ii. Livestreaming
 - iii. Website
13. Attachments

ORDINANCE 2019-17

AN ORDINANCE AMENDING TITLE 1, GOVERNMENT AND ADMINISTRATION, CHAPTER 3, PROCEDURES, COMMITTEES, ORDINANCES AND USE OF CODE, ARTICLE A. - RULES OF ORDER AND PROCEDURE.

WHEREAS, the Isle of Palms Council is empowered with the authority to make amendments to the Isle of Palms Code, including amending Chapters, and now wishes to do so;

WHEREAS, The Isle of Palms Council believes it necessary to make amendments to ensure orderly meetings for the Council and the citizens of the City of Isle of Palms;

WHEREAS, the Isle of Palms Council now desires to amend Chapter 3, Article A, to provide clarity on the rules of procedure during public meetings.

BE IT ORDAINED AND ENACTED BY THE MAYOR AND COUNCIL MEMBERS OF THE CITY OF ISLE OF PALMS, SOUTH CAROLINA, IN CITY COUNCIL ASSEMBLED THAT TITLE 1, GOVERNMENT AND ADMINISTRATION, CHAPTER 3, PROCEDURES, COMMITTEES, ORDINANCES AND USE OF CODE, ARTICLE A. - RULES OF ORDER AND PROCEDURE SHALL BE AMENDED TO READ AS FOLLOWS

Sec. 1-3-10. - Order of business.

(A) *Regular meetings.*

- (1) The order of proceedings of the City Council shall be as follows:
 - (a) The minutes of the previous Council meeting shall be presented by the City Clerk.
 - (b) Citizen comments.
 - (c) Reports from standing committees.
 - (d) Reports from city officers, boards and commissions.
 - (e) Reports from special or joint committees.
 - (f) Petitions received, referred or disposed of.
 - (g) Introduction of new bills or resolutions.
 - (h) Miscellaneous business.
- (2) The order of proceeding in subsection (A)(1) of this section shall be governed as follows:
 - (a) *Reading of the minutes of the past council meeting by the City Clerk.* Unless a motion to approve the minutes as published is passed by a majority of those members present, the minutes of all meetings which have not been approved shall

be read in their entirety, excluding appendices, corrected, if necessary, and approved by a majority vote.

- (b) *Citizen comments.* Members of the public who want to address the City Council at a City Council meeting shall sign up before the start of the meeting identifying themselves by providing name and address. Persons wishing to speak before City Council shall so notify the City Clerk at least thirty (30) minutes prior to the start of the meeting and shall be allowed the floor in the order of requests received. The individual requesting to speak should furnish the City Clerk with a written copy of the comments to be made to Council. Speakers shall limit their remarks to no more than three (3) minutes. Public participation during Citizen Comments shall be limited to no more thanThe thirty (30) minutes in total unless extended for a time certain by the Mayor or by a majority vote of the City Council. If there are more speakers signed up to address the City Council than time will allow, citizens may provide a written copy of the comments to be included in the public record. Public participation during Citizen Comments shall be conducted in accordance with Sec. 1.3.13. allowed shall be divided equally among those wishing to speak.
 - (c) *Reports from standing committees.* This should include only the standing committees of Council in the order listed in section 1-3-31. All reports from standing committees shall be submitted, in writing, to the City Clerk prior to the start of the meeting.
 - (d) *Reports from City officers, boards and commissions.* All reports should be submitted, in writing, to the City Clerk prior to the start of the meeting.
 - (e) *Reports from special or joint committees.* This shall include only those special or joint committees appointed by the Mayor and Council. All reports should be submitted in writing prior to the start of the meeting.
 - (f) *Petitions received, etc.* Petitions received, referred, or disposed of, this is to include all petitions, letters of request, etc., which have been proposed to Council. If a petition previously received by Council has been referred, the report on that petition shall be made here. When action has been taken on a petition, the disposition shall be reported here. All petitions and requests shall be submitted, in writing, one (1) week prior to the date of the Council meeting at which time the proposed action is requested. All reports on petitions and requests shall be submitted, in writing, prior to the start of the meeting.
 - (g) *Introduction of new bills or resolutions.* All new bills and resolutions shall be in a form approved by the Council and read.
 - (h) *Miscellaneous business.* Miscellaneous business shall include any matter that is not included in any of the other orders. All subjects/matters to be included here must be submitted to the City Clerk for inclusion on the agenda.
- (B) *Special meetings.* The order of proceeding for a special meeting shall be that order as published on the agenda for that special meeting. No items may be added.

(Code 1994, § 1-3-10; Ord. No. 1994-4, § 4, 4-26-1994)

Sec. 1-3-11. - Duty to attend meetings.

It shall be the duty of the Mayor and Councilmembers to attend all regular meetings of the City Council and, when notified, to attend all special meetings of the City Council called pursuant to this chapter. The Mayor and Councilmembers shall notify the City Clerk of a reason for the absence, at least twenty-four (24) hours in advance of the excused absence, so that Council can act upon same at the scheduled meeting. Consideration will be made for unexpected emergency.

(Code 1994, § 1-3-11; Ord. No. 1981-9, 11-11-1981)

Sec. 1-3-12. - Addressing the Council.

No member of Council or member of the public shall speak at a Council meeting until recognized by the Mayor or presiding member. Remarks shall be limited to the question or subject under consideration. Disrespectful or personal remarks shall not be permitted and the chair may order that the person making such remarks be removed from the Council chambers.

Sec. 1.3.13. Public Participation

(a) Speakers shall limit their remarks to no more than three (3) minutes unless additional time is granted by the Mayor or by a majority vote of the City Council.

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(b) A timer shall be used to notify speakers when the allotted time has expired. Speakers will be informed when their allotted time has expired. Upon the expiration of the allotted time, speakers shall stop speaking and leave the podium unless additional time is granted.

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(c) Public participation during Public Comments shall be limited to no more than thirty (30) minutes in total unless extended for a time certain by the Mayor or by a majority vote of the City Council. If there are more speakers signed up to address the City Council than time will allow, citizens may provide a written copy of the comments to be included in the public record.

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(d) Groups of speakers should, whenever possible, consolidate their comments and avoid repetition through the use of representative speakers.

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(e) Speakers shall focus and limit their remarks directly to the matter then under discussion.

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(f) Speakers shall address their remarks to the City Council as a whole and not to any individual Council members.

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(g) Speakers shall not ask questions of individual Council members or a member of the City staff without first obtaining permission from the Mayor.

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(h) Speakers shall refrain from harassing or directing threats or personal attacks at Council members, staff, other speakers or members of the audience.

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(i) Council members may, but need not, ask questions of speakers at the conclusion of their comments.

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(j) Members of the audience shall maintain decorum and refrain from noisy outbursts or other distracting actions such as applauding, cheering, or booing during or at the conclusion of any remarks made by any speaker, staff member or Council members.

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(Code 1994, § 1-3-12; Ord. No. 1981-9, 11-11-1981; Ord. No. 1994-4, § 5, 4-26-1994)

SECTION 2. Should any part of this Ordinance be held invalid by a Court of competent jurisdiction, the remaining parts shall be severable therefrom and shall continue to be in full force and effect.

SECTION 3. That all ordinances or parts of ordinances conflicting with the provisions of this Ordinance are hereby repealed insofar as the same affect this Ordinance.

SECTION 4. That this Ordinance take effect immediately upon approval by Council.

PASSED AND APPROVED BY THE CITY COUNCIL FOR THE CITY OF ISLE OF PALMS, ON THE _____ DAY OF _____, 2019.

Jimmy Carroll, Mayor

(Seal)

Attest:

, City Clerk

First Reading: _____

Public Hearing: _____

Second Reading: _____

Ratification: _____