

City Council
6:00 p.m., Tuesday, January 22, 2019
Council Chambers
1207 Palm Boulevard, Isle of Palms

AGENDA

1. **INTRODUCTION OF MEETING** and notification that members of the press and public were duly notified in accordance with the Freedom of Information Act.
A. Invocation B. Pledge of Allegiance C. Roll Call
2. **Election of Mayor ProTem**
3. **READING OF THE JOURNAL OF PREVIOUS MEETING**
Special Meeting of November 13, 2018
Regular Meeting of November 27, 2018
Special Meetings of December 4, 2018
4. **CITIZENS' COMMENTS**
5. **REPORTS FROM STANDING COMMITTEES**
 - A. **Ways and Means Committee**
 1. Consideration of a request from the East Cooper Land Trust to apply for the City's allocation of Greenbelt Funds for the Exchange Club's public kayak dock project
 2. Consideration of FY19 cost of living adjustment of 2.2% for City employees
 3. Award of a contract to Talbot Tennis/McGrath Industries in the amount of \$29,437 for the resurfacing of the tennis courts (Pg. 23, In 62 – Capital Projects, Recreation Department Maintenance - \$62,000)
 4. Award of a contract to ATM in the amount of \$21,000 for consulting services (assessment/development of scope of work, bidding and construction oversight) for the marina bulkhead coating/repainting project (pg. 36, In 56 – Marina Fund, Marina Operations, Maintenance and Service Contracts - \$176,000)
 5. Award of a contract to Motorola for a budgeted expenditure of \$247,644.75 to replace 27 portable radios and 25 mobile radios (in cars) for the Police Department (Pg. 22, In 32, Police Department Capital Outlay – \$130,000; pg. 25, In 109, Muni ATAX, PD Capital Outlay - \$65,000; pg. 28, In 263, State ATAX, PD Capital Outlay - \$65,000)
 6. Award of a contract to Trident Construction in the amount of \$95,267 for Phase 1 of the Public Safety Building remediation
 7. Consideration of an increase in fees for the municipal parking lots and Ocean Boulevard on-street parking
 8. Consideration of an award of a contract to Carolina Professional Builders, LLC in the amount of \$129,475 for the repair and renovation of the Public Works Workshop
 - B. **Public Safety Committee**
Consideration of "Lowvelo," a cancer benefit bike ride as a City-sponsored event on November 2, 2019
 - C. **Public Works Committee**
 - D. **Recreation Committee**

E. Personnel Committee

November Safety Sweepstakes Winners

Recreation Department – Joshua Key Police Department – Anna Mitchell
Fire Department – Shawn Hogan Public Works – Joseph Washington

December Safety Sweepstakes Winners

Building Department – William Seabrook Police Department – James Couche
Fire Department – J.T. Hall Public Works – Bernard Gouridine

F. Real Property Committee

Consideration of 3 Concepts for Phase 1 of the marina docks repair and replacement and ADA compliance

6. REPORTS FROM CITY OFFICERS, BOARDS AND COMMISSIONS

- A. Accommodations Tax Advisory Committee** – no meeting in January
- B. Board of Zoning Appeals** – no meeting in January
- C. Planning Commission** – minutes attached

7. REPORTS FROM SPECIAL OR JOINT COMMITTEES – None

8. PETITIONS RECEIVED, REFERRED OR DISPOSED OF – None

9. BILLS ALREADY IN POSSESSION OF COUNCIL

10. INTRODUCTION OF NEW BILLS, RESOLUTIONS AND PROCLAMATIONS

- A. First Reading of ORDINANCE 2019-01 - AN ORDINANCE TO SELL A PORTION OF CITY-OWNED PROPERTY**
- B. First Reading of ORDINANCE 2019-02 – AN ORDINANCE AMENDING TITLE 1, GOVERNMENT AND ADMINISTRATION, CHAPTER 4, OFFICERS AND DEPARTMENT, ARTICLE B, CITY ADMINISTRATOR**
- C. First Reading of Ordinance 2019-03 – AN ORDINANCE AMENDING TITLE 2, PUBLIC SAFETY, CHAPTER 1, POLICE PROTECTION**
- D. First Reading of Ordinance 2019-04 – AN ORDINANCE AMENDING TITLE 3, PUBLIC WORKS, OF THE CITY OF ISLE OF PALMS CODE OF ORDINANCES, CHAPTER 4, SINGLE USE PLASTIC BAGS**

11. MISCELLANEOUS BUSINESS

2019 Safety Resolution

Next Meeting Date – 6:00 p.m., Tuesday, February 26, 2019 in Council Chambers

12. EXECUTIVE SESSION – if needed

Upon returning to open session, Council may take action on matters discussed in Executive Session

13. CONCLUSION/ADJOURNMENT

Special City Council Meeting
9:00 a.m., Tuesday, November 13, 2018

A Special Meeting of City Council was held at 9:00 a.m., Tuesday, November 13, 2018 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Buckhannon, Ferencz, Kinghorn, Moye, Rice, Smith and Ward, Mayor Carroll, Interim Administrator Fragoso and Clerk Copeland; a quorum was present to conduct business. Councilmember Bell was absent.

1. Mayor Carroll called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

2. **Purpose**

Consideration of distribution of FY18 positive net result

Mayor Carroll commented that Treasurer Suggs had generated and distributed a schedule explaining how the City achieved a positive net result of eight hundred seventy-nine thousand nine hundred seventeen dollars (\$879,917) for FY18; at the bottom of the page was a recommendation from staff for its distribution based on actions taken in the past. The proposed distribution was as follows:

\$118,415	to the Disaster Recovery Fund to bring its balance to \$2,500,000
\$600,000	to the Capital Projects Fund to be used toward drainage and other capital expenditures,
\$161,502	to the General Fund to maintain a healthy unassigned balance.

The Treasurer reminded Council that the only source of funds for the Capital Projects fund was the General Fund, primarily a portion of the positive net result at year-end.

(A copy of the schedule is attached to the historical record of the meeting.)

MOTION: Councilmember Ward moved to approve the suggested distribution of the FY18 positive net result of \$879,917 as stated above; Councilmember Rice seconded.

Councilmember Rice said that she thought more money should be dedicated to drainage; it was the Number 1 problem on the island and the primary concern for the residents.

When Councilmember Ferencz asked why a decision had to be made today, Treasurer Suggs stated that this decision was needed to make the final journal entry for FY18 and to finalize the audit. The Treasurer stated that Council could transfer it to the Capital Projects Fund and make distributions to other funds at a later date.

Councilmember Ward read into the minutes an email he received yesterday from Councilmember Bell expressing his thoughts about this meeting:

"What we are doing is not a sustainable or acceptable practice. \$800 this year, over \$600K last year, and I'll leave it to you for the prior years net positive that without sound thinking get placed into capital projects as the primary account for monies that should have been appropriately planned and budgeted based on analysis going forward identified need

- Known priority projects that lack sufficient information for informed decisions
 - Public Safety Building repairs
 - Morgan Creek Grill building repairs
 - Marina dock repairs
 - Drainage outflow

As discussed, I have a long standing charity commitment and cannot attend the special council meeting scheduled for tomorrow.

In my opinion, we need to take a deep breath and rethink prior Council practices that made no sense then, and make even less sense now. A delayed audit report is much better than a poor decision. It is not possible for Council members to properly digest this purported windfall without supporting data regards our continued budget shortfalls and projected revenue deficiencies. The definition of insanity is doing the same thing over and over and expecting a different result.”

Councilmember Ward stated that he agreed with Councilmember Bell's opinion; the projects he listed in the email were serious concerns to Councilmember Ward who is also the Chair of the Ways and Means Committee. He indicated that he did not know where the money would come from to pay for the repairs that must be done. Councilmember Ward also wanted to see this Council act differently from Councils in the past, and better budgeting was the key.

Councilmember Rice asked if a financial workshop was being planned, and the Mayor responded that no workshop was planned before the end of the calendar year.

Councilmember Ferencz asked if the money in the Capital Projects Fund for FY18 had been spent in full, and Treasurer Suggs replied that it had not. The Councilmember expressed that she could not support putting all of the net positive result into the Capital Projects Fund; she wanted “any and all information” on the projects before any decisions were made.

Treasurer Suggs said that she had met with Councilmember Ward relative to the net positive result and its distribution; she noted that some money was routinely transferred to the Disaster Recovery Fund and that the Drainage Fund was under the Capital Projects Fund umbrella. She also wanted Council to understand that funds could be transferred out of the Capital Projects Fund at any time and repeated that the only source of funds for Capital Projects was the General Fund net positive result.

Councilmember Rice commented that she was satisfied with the proposed distribution, but that she would not be happy waiting until February to make a decision.

Stating that Council needed guidance from staff relative to the financial requirements of the special projects. As to the net positive result, Councilmember Ward supported taking the money into 2019 in the General Fund and making distribution decisions later.

Since the funds can be re-directed at any time, Councilmember Smith indicated that she could support staff's recommendation for the distribution.

Councilmember Buckhannon said that the transfer to the Disaster Recovery Fund should be made, but the four (4) projects referenced by Councilmember Bell should be priority projects.

AMENDMENT: Councilmember Ferencz moved to transfer the FY18 net positive result of \$897,917 to the unassigned funds in the General Fund; Councilmember Buckhannon seconded.

Treasurer Suggs explained that, if this was to be Council's decision, the transfer-out to other funds would create a large deficit in the General Fund in the next budget cycle.

Councilmember Ward agreed that such a deficit would look strange, but it would not reflect reality, but numbers on a page.

Councilmember Ferencz then asked if the money could be put into a reserve fund for FY20.

Treasurer Suggs reiterated that funds in the Capital Projects Fund were unassigned and that the Drainage Fund was included in the Capital Projects Fund.

Councilmember Ward withdrew the original motion, and Councilmember Rice withdrew her second.

Councilmember Ferencz withdrew the amendment and Councilmember Buckhannon withdrew his second.

MOTION: Councilmember Rice moved to transfer the FY18 positive net result to the unassigned Capital Projects Fund, and Councilmember Buckhannon seconded; the motion PASSED in a vote of 5 to 2 with Councilmembers Kinghorn and Ward casting the dissenting votes.

3. Adjourn

MOTION: Councilmember Smith moved to adjourn the meeting at 9:30 a.m.; Mayor Carroll seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk

CITY COUNCIL

6:00 p.m., Tuesday, November 27, 2018

The regular meeting of City Council was called to order at 6:15 p.m., Tuesday, November 27, 2018 in Council Chambers of City Hall located at 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bell, Buckhannon, Ferencz, Kinghorn, Moye, Rice Smith and Ward, Mayor Carroll, Interim City Administrator Fragoso, Attorney Copeland, and Clerk Copeland; a quorum was present to conduct business.

1. Mayor Carroll called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act. The Mayor delivered a brief invocation which was followed by the Pledge of Allegiance and roll call.

2. Reading of the Journal of Previous Meeting

MOTION: Councilmember Rice moved to approve the minutes of the regular meeting of October 22, 2018 as submitted; Councilmember Moye seconded and the motion PASSED UNANIMOUSLY.

3. Citizens' Comments

Paul Coleman, 310 Palm Boulevard, introduced himself as the pastor of a new church on the island that started nine (9) weeks ago called Deep Water Church; services are held at 5:00 p.m., Sundays at the Lutheran Church. He stated that the Church's tagline was "to love the island and beyond," and he stated that he would look for ways the church could serve the island.

Leah Hamilton, an island resident, asked City Council to support a boys' basketball team from Sullivan's Island Elementary School by allowing them to reserve the inside basketball courts at the Rec Center one (1) afternoon a week. They have been practicing at the Sullivan's Island Baptist Church, but they only have a half court, and the school does not have a gymnasium. One (1) argument against their use of the courts was that they would interfere with Rec Center afternoon activities, but they would use the basketball courts from 2:30 p.m. to 4:00 p.m. one (1) afternoon a week. Based on her experience, sports practices and games at the Rec Center usually begin at 4:00 p.m. A second argument has been about the Rec Center's liability if one (2) of the boys was injured; the parents and players have all signed a waiver relieving the Rec Center of all liability related to the team. She added that nine (9) of the twelve (12) kids on the team live on the Isle of Palms. Ms. Hamilton repeated a rumor she has heard that a men's basketball team has been allowed to reserve time for full court play; therefore, she did not understand that these boys were being turned away.

Watson Loftis, a member of the team, followed up with a plea on behalf of the team for time at the Rec Center for full court practice one (1) afternoon a week. The full text of his comments is attached to the historical record of the meeting.

Mayor Carroll said that Council has received the emails, and they have been forwarded to the Interim Administrator and to Recreation Director Page to formulate a response.

Ms. Paudey of 5 Lauden Boulevard reported that the floors of the courts at the Sullivan's Island Baptist Church were slippery and she worries that one (1) of the players will fall and be injured.

Sam Williams of 6 42nd Avenue thanked Public Works Director Pitts for doing “such an excellent job in putting in the emergency access at 42nd Avenue. A fantastic job.”

Presentation of FY18 Audit by Chris Kerr and Justin Kiddy of McCay Kiddy LLC

Mr. Kerr told Council that he has summarized the eighty plus (80+) page audit report for the report this evening.

The Table of Contents begins with the financial statements; the Independent Auditor's Report is the auditor's opinion of the soundness and material accuracy of the financial statements. Included in the report are government-wide financial statements and fund financial statements, and the report concludes with supplementary information and engine schedules.

Mr. Kerr stated that McCay Kiddy LLC has given the City a clean opinion, which is the highest opinion an auditor can give to a client, meaning that the financial statements were materially accurate. He noted that they had walked through internal controls but not tested them. In the Management Discussion Analysis section are the highlights of the financial statements, for instance, assets exceeded liabilities by twenty-six million dollars (\$26,000,000); total revenues exceeded total expenditures resulting in an increase from the prior fiscal year of one point six million dollars (\$1,600,000); and the City's combined intergovernmental fund balances were sixteen point seven million dollars (\$16,700,000) for an increase of six hundred ninety thousand dollars (\$690,000) over the prior fiscal year. The City's bond rating remains high with an AA+ rating with Standard and Poor's and an Aa2 rating with Moody's.

Mr. Kerr explained that the difference between government-wide financial statements and fund financial statements are that the government-wide financial statements include property, plant and equipment and these items along with debt do not appear in fund financial statements.

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He also pointed out that the City has an unrestricted balance of two point two million dollars (\$2,200,000). In researching what other beach communities were doing related to disaster recovery funds, he learned that Moody's Investor Services recommends that coastal cities should have ten percent (10%) of their annual operating expenditures in natural disaster reserves. The City of Isle of Palms is operating at nineteen percent (19%).

With expenditures of federal funds in excess of seven hundred fifty thousand dollars (\$750,000), the City was required by federal law to have an audit of those expenditures, and that was a focus of the audit. The City also received a clean opinion in this area

In conclusion, Mr. Kerr stated that the City had no material adjustments to make at year's end and the audit team complimented the City's employees who assisted the McCay Kiddy team with the audit.

Mr. Kerr explained that to reach the nineteen percent (19%) of funds available for disaster recovery; he combined the unassigned funds with the funds in the Disaster Recovery Fund.

Councilmember Ward read into the minutes the auditor's position on litigation as

“The City is periodically the subject of litigation by a variety of plaintiffs. The City management believes that such amounts claimed by these plaintiffs, net of the applicable insurance coverage, are immaterial.”

The Councilmember then asked Mr. Kerr to define what was immaterial to him, and Mr. Kerr stated that it would be dependent on the fund; he said that each fund within the plan group would generate a different materiality level.

Councilmember Kinghorn noted that the City had implemented new financial software approximately a year ago, and he asked the auditor how it had impacted the audit.

Mr. Kerr stated that it had made accessing information quicker, for example, when one (1) of the auditors requested reports or information from the Treasurer, she was able to deliver it the same day.

Councilmember Ward stated that Treasurer Suggs should be congratulated for the relatively smooth BS&A implementation in November of 2017, and she was given a round of applause.

4. Reports from Standing Committees

A. Ways & Means Committee

Councilmember Ward reported on the meeting held immediately prior to the Council meeting; he stated that revenues were at expected levels for the time of year although Local Option Sales Taxes, State ATAX and Aid to Local Subdivisions were a month behind. He reported that Business Licenses and Building Permits were significantly up from FY18, and no construction permits have been issued for the new hotel in Wild Dunes. The City's cash position was four hundred fifty thousand dollars (\$450,000) higher than last month, and appearances at this time are that expense will end the fiscal year within budget. Councilmember Ward was pleased to announce that the City received a check in the amount of five hundred thousand dollars (\$500,000) for the Rural Infrastructure Grant; the money was a one hundred percent (100%) reimbursement for an equal amount of the costs for the Phase II Drainage Project.

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1. Consideration of the use of the metal detector with a trained attendant and the presence of an armed police officer for Ways and Means Committee meetings and City Council meetings with an estimated annual cost of \$3,500 (See General Fund, pg. 9, In 55 – General Government, Professional Services and pg. 12, In 70 – Police Department, Overtime Wages)

MOTION: Councilmember Ward moved to use the metal detector with a trained attendant and an armed police officer at Ways and Means and City Council meetings; Councilmember Bell seconded and the motion PASSED on vote of 7 to 2 with Councilmembers Kinghorn and Rice casting the dissenting votes.

2. Consideration of an expenditure in an amount not to exceed \$5,000 for a coyote study/count (See General Fund, pg. 12, In 94 – Police Department, Contracted Services, \$15,000)

This item did not pass at Ways and Means; therefore will not be voted on at this meeting.

3. Consideration of an award of a contract to Thomas & Hutton in the amount of \$100,800 for Phase III Drainage Project (See pg. 23, In 54 – Capital Projects Fund, Public Works Drainage Contingency, Outfall Improvements, \$400,000)

MOTION: Councilmember Rice moved to award a contract to Thomas and Hutton in the amount of \$100,800 for the initial work on the outfalls drainage project; Councilmember Buckhannon seconded and the motion PASSED UNANIMOUSLY.

4. Consideration of approving the Engagement Letter from McCay Kiddy LLC in the amount of \$20,000 to perform certain accounting tasks with the marina tenants (See, Marina Fund, pg. 36, In 42 – Professional Services, CPA review of marina tenants financial statements, \$50,000)

Mayor Carroll announced that the amount was increased from ten thousand dollars (\$10,000) to up to twenty thousand (\$20,000) at the Ways and Means Committee meeting because the scope was expanded.

MOTION: Councilmember Ward moved to approve the Engagement Letter from McCay Kiddy LLC in an amount not to exceed \$20,000 to perform certain accounting procedures for the marina tenants; Councilmember Bell seconded and the motion PASSED UNANIMOUSLY.

5. Consideration of the approval of a Proposal from Hill Construction in the amount of \$17,000 to perform a detailed assessment of the restaurant building at the marina (See, Marina Fund, pg. 36, In 42 – Professional Services, absorbed in remaining balance of \$51,500)

MOTION: Councilmember Bell moved to approve the proposal from Hill Construction in the amount of \$17,000 to perform a detailed assessment of the restaurant building at the marina; Councilmember Kinghorn seconded and the motion PASSED on a vote of 8 to 1 with Councilmember Moye casting the dissenting vote.

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6. Consideration of an approval for the marina manager to increase the non-resident annual launch passes to an amount not to exceed \$500

MOTION: Councilmember Bell moved to allow the marina manager the option to increase non-resident annual launch passes to a maximum of \$500; Councilmember Moye seconded and the motion PASSED UNANIMOUSLY.

7. Recommendations from the ATAX Committee
 - a. \$5,000 sponsorship for 2019 Wine & Food festival failed at the Ways and Means Committee meeting
 - b. Approval for a sponsorship for the 2019 Family Circle Junior Tennis Championship in the amount of \$5,000

MOTION: Councilmember Moye moved to approve the \$5,000 sponsorship of the Family Circle Junior Tennis Championship; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.

8. Consideration of appraisal report for 1100 Palm Boulevard and authorization for staff to finalize the transfer

MOTION: Councilmember Bell moved to authorize staff to proceed with drafting an ordinance to convey 858 square feet of Pavilion Boulevard as shown on the survey done by John Wade dated October 2, 2018 and described and appraised in a report by Mr. Hartnett dated November 20, 2018 for a payment of \$10,725 plus appraisal costs payable to the City of Isle of Palms; Councilmember Buckhannon seconded and the motion PASSED UNANIMOUSLY.

B. Public Safety Committee

Reporting on the regular meeting of November 5th, Councilmember Smith stated that the meeting started with a presentation seeking permission to have a proposed cancer benefit bike ride through the City on Saturday, November 2, 2019. Dr. Gustavo Leone and Ms. Janet Bolin were present representing the Hollings Cancer Center and Chris Aronhalt and Jeff Corvett with Medalistsport which will manage the operations surrounding the event. This event will be one (1) of seventy (70) such events sponsored by the National Cancer Institute and will cover the entire weekend with rides of twenty-five (25), fifty (50) and one hundred (100) miles. They believe that the riders will cross the island over the course of one to two (1 – 2) hours, but they would not be closing any streets. The Committee asked that the representatives of the ride confer with both the Fire Chief and Interim Police Chief so the Committee could hear their recommendations related to the fundraiser. Rick Day and Stuart Day of Stantec reviewed their evaluation of the impact on the City's Comprehensive Beach Plan due to the parking changes to parallel parking only on both sides of Palm Boulevard between 20th and 41st Avenues with no double parking. The number of parking spaces between 20th and 41st Avenues would be reduced by seventy-four (74) spaces to three hundred fifty-eight (358). According to the State's Beachfront Management Act, the City must provide a minimum of five hundred thirty-five (535) parking spaces from Breach Inlet to 57th Avenue to qualify for "full and complete public beach access." The City currently offers one thousand five hundred eighty-two (1,582) spaces, or nearly three (3) times the required number of spaces. On the subject of coyotes, Councilmember Smith reported that one (1) Collarum trap and six (6) soft-leg traps were set in the marsh area of the 6th fairway on the Harbor Course; field cameras have been deployed near the 8th tee box, at the rear of 5845 Back Bay Drive and the end of Dune Ridge Lane. Although Wild Dunes is no longer actively trapping coyotes, it was allowing the City to set a few traps inside the gates. Information on transit service from Mount Pleasant to the island continued to look promising with a possibility of having a pilot program for the 2019 season. As discussed earlier in this meeting, the Public Safety Committee discussed Council and public safety at City Council and Ways and Means Committee meetings. In addition, the Committee unanimously agreed to recommend to Council the City's participation in the Statewide Mutual Aid Agreement.

MOTION: Councilmember Smith moved for the City to adopt and participate in the Statewide Mutual Aid Agreement; Councilmember Bell seconded and the motion PASSED UNANIMOUSLY.

On the matter of updating the multi-use path on Waterway Boulevard, the Interim Administrator is hoping that Charleston County can do design and engineering work for the City; if they decide they cannot do the work, the Interim Administrator will begin work on an RFP for the project.

Interim Administrator Fragoso reported that members of the engineering team for Charleston County Public Works have visited the site; she is now waiting on the assessment and recommendations about the best way to proceed.

The Committee agreed to hold its 2019 meetings at 10:00 a.m. on the first Monday of each month; the January meeting will be on Monday, January 7th in the Conference Room.

C. Public Works Committee

Councilmember Rice reported on the regular meeting of November 8th, where Rick Karkowski, Mark Yodice and Hillary Aton of Thomas and Hutton presented their understanding about what the City was trying to accomplish with the next phase of drainage projects, improving the outfalls at 30th, 31st and 41st Avenue. They were saying that they had to do some preliminary work to determine what kind of improvements could be made and the best way to accomplish those goals; that work was detailed in the first four (4) tasks of their proposal and was priced at one hundred thousand eight hundred dollars (\$100,800). They further explained that, once the preliminary study work was completed, they would come back to the Committee and City Council to review the options available to the City along with the costs associated with each; they will make a recommendation at that time, but the final decision will be up to City Council. Since Mark Yodice has worked with the IOP Water and Sewer Commission (IOPWSC) to update their master plan for inclusion in the Memorandum of Understanding (MOU) between the Commission and the City, the Committee decided to handle that item of business next; included in the meeting packet was a draft of the agreement. Work on the master plan is expected to be wrapped up in two to three (2 – 3) weeks to enable the MOU to be completed; at that time, City Staff will meet with the IOPWSC to provide the City's input in order to finalize the MOU. Mr. Yodice said that extending sewer to the entire island was presented as a phased project that could be combined with stormwater projects the City was planning to do.

In the Public Works Department's monthly report, Director Pitts reported that garbage collection was down again and debris collections were nearly the same as October of FY18. The highlights for the month were the placement of the matting at the 31A and 42nd Avenue beach accesses, which Mr. Williams was so complimentary of at the beginning of the meeting. All beach accesses were mowed as well as the right-of-way between 21st and 41st Avenues. Eadies has begun the next cycle of open ditch maintenance, and equipment maintenance continues to be well within budget. On the Phase II Drainage Project, work continued down 49th Avenue, and paperwork was submitted to the Rural Infrastructure Grant for reimbursement that the City received today. Completion for this project is expected to be in mid-December. The Councilmember announced that the underground storage tanks at the Public Works site have passed the necessary inspections and are dispensing fuel. Still seeking suitable trashcans for the beach with lids, the Interim Administrator reached out to the manufacturer to ask if he would provide the City with samples to try and he refused; he has now been asked to bring one (1) trashcan to a meeting so the Committee could see it and decide if it would meet the City's needs. These trashcans would represent a substantial investment for the City at a price of three hundred dollars (\$300) each;

the Chair voiced concern that, if the holes on the sides were not large enough, people would just drop their trash on the sand beside the cans, rather than take the time to lift the lid. For the various ditch problems on the island, Councilmember Rice reported the highlight that, after two (2) years, the County will be stabilizing the sides of the ditch and improving it at 32 – 32nd Avenue; the work will likely be done in January. The Committee unanimously agreed to approve the assignment of the City's contracts with Schupp Enterprises to JLG Enterprises, owned and operated by island residents the Garrells, who also operate Chunky's Chairs & Umbrellas.

MOTION: Councilmember Rice moved to approve the Assignment of the Contracts between Schupp Enterprises and JLG Enterprises with a one (1) year probationary period; Councilmember Kinghorn seconded and the motion PASSED UNANIMOUSLY.

In an effort to learn what local governments are doing relative to bans of single-use plastic bags, plastic straws, Styrofoam, etc., Councilmember Rice suggested the expansion of the plastics ordinance; she believes that life would be easier for all if the local beach communities had the same ordinances on plastics.

Director Pitts opined that the beach access referred to as 38A could be made handicap accessible since the path is relatively straight and the dune at the end is small; he noted that he has the Mobi-mat in inventory and he would only need sand shell and for Mr. Peterson to level it. He indicated that the cost should not exceed thirty-five hundred dollars (\$3,500), and he was confident that funds could be found in the FY19 budget. The Committee also discussed increasing the landscaping contract to include mowing ten (10) of the most heavily used beach accesses between March 1st and August 31st; The Greenery has quoted the City a price of four hundred fifty dollars (\$450) per month for mowing them two (2) times a month. Eadies cleaned the pipe under Marginal Road at 41st Avenue so it could be photographed; since the asphalt has also begin to crack, the problem might be more complicated and more expensive than a broken pipe with the original gate valve also in disrepair.

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The next meeting will be at 9:00 a.m. on Thursday, January 3, 2019 in the Conference Room.

D. Recreation Committee

From the meeting of November 13th, Councilmember Buckhannon reported that adult athletics were in full swing with basketball, soccer, softball and table tennis. The acting performance workshop will have a performance beginning at 5:30 p.m., Thursday, November 29th. A large crowd of children and parents gathered on the beach for Ghostly Tide Tales, and the Halloween Carnival was another great success for the Rec Department. The annual pumpkin-carving contest was won by General Government – again. Upcoming events include the Fourth Annual Holiday Festival to be held from 2:00 p.m. until 7:00 p.m., Saturday, December 1st on Front Beach with vendors, food and entertainment for all ages.

In addition, he reported that the RFP for the repair and resurfacing of the tennis courts was opened on Thursday, November 15th, and the City received four (4) bids; the Director will make her recommendation to the Committee at the January meeting. According to the Director, the cost to

have WiFi available inside and outside the Rec Center will cost more than eight thousand dollars (\$8,000) and will need to be included in the FY20 budget.

Marshall DePass asked about the status of the franchise agreement to allow surfing lessons on the beach, and he was told that the Interim City Administrator was working with the Assistant City Attorney to draft the agreement.

The next meeting of the Recreation Committee will be at 5:00 p.m., Tuesday, January 7, 2019 in the Conference Room.

E. Personnel Committee

Since the Personnel Committee met three (3) times in November 2018, Councilmember Ferencz said that her report might run a little long.

The regular meeting of November 1st, the meeting opened with an after-action discussion on the First Annual Employee Appreciation Day, and the consensus of the Committee was that it was a big success and that employees who did not attend would be sure not to miss it in 2019. After a frustrating start, the brochures for the positions of City Administrator, Police Chief and Assistant Public Works Director are expected to be ready for distribution by the Mercer Group once they get a “thumbs up” from the Committee on Thursday, December 6th. In the light of financial analyses distributed yesterday, the discussion on longevity pay for employees who are at the top of their pay range was delayed until the December meeting and will be a topic for the Budget Workshop. The Committee made its decisions on appointments to boards and commissions for terms beginning January 1, 2019; they will be announced at the Special Council Meeting of December 4th. The Committee also looked at revisions and additions to the duties of the City Administrator and the Chief of Police as defined in the City Code; copies of these changes were included in the meeting packets for Council to review.

MOTION: Councilmember Ferencz moved to approve the proposed language changes to the City Code for the duties of the City Administrator and Chief of Police as presented; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.

Interim Administrator Fragoso added that the Attorney Copeland would draft the ordinances to officially add the language to the City Code.

The RFP for the positions of City Attorney and Assistant City Attorney were opened on October 31st, and the City received one (1) proposal for each position. The Interim Administrator was asked to arrange dates and times for a special meeting when the Committee would interview the candidates. These recommendations will also be made at the Special Council Meeting of December 4th.

The Committee then took up the discussion about employee evaluations for 2018 when Councilmember Moye stated that merit increases should not be tied to an employee's job performance; the performance evaluations should be tools to help an employee improve and not a job performance evaluation that, by score, determines the employee's wage increase. A

problem that has existed with employee evaluations is that each Department Manager has a different system for calculating wage increases; therefore, the wage increases can vary widely for employees given the same score. The Committee's goal for next year is to have an improved evaluation tool and possibly to go to multiple evaluations per year.

Councilmember Ferencz stated that the City Administrator's evaluation form would be given to Council members in the coming days; accompanying the form will be the date on which they are to be returned to Councilmember Ferencz for compilation. In completing the Administrator's evaluation, she asked that, if a Councilmember felt that he/she did not have sufficient information on which to evaluate the Interim Administrator on a question, the Councilmember should X-out the question, indicating to the Committee Chair that the person had considered the question. In addition, she requested that every question have comments about the thoughts that went into the grading thereby providing the Interim Administrator with information on what she does very well and on what she could improve.

The Personnel Committee also discussed establishing citizen advisory committees to work with or under the direction of standing committees. Councilmember Moyer said that he has been approached by residents on multiple occasions who state that they have made it known that they want to be involved in some way, but nothing has been asked of them to-date. The Committee will work on a process to involve the island's citizens.

On the subject of strategic planning for 2019, the Interim Administrator was asked to contact Rock Hill because they have been doing strategic planning for years.

The next Personnel Committee meeting will be held at 9:00 a.m., Thursday, December 6th in the Conference Room.

Vacancies by department were the Police Chief and two (2) sworn police officers, the Assistant Public Works Director and the City Administrator.

Safety Sweepstakes winners for October 2018 were Weston Smith from the Rec Department, Brandon Crisp from the Fire Department, Robert Forsythe from the Police Department and George Myers from the Public Works Department.

F. Real Property Committee

From the regular meeting of November 7th, Councilmember Bell reported that Tidal Wave Watersports requested that they be given "as built" of their dock in order to be compliant with DHEC's request for an update of their operations manual.

As noted earlier, the Committee discussed the property at 1100 Palm, its survey and appraisal. A carryover from the October meeting was a discussion about alternative uses for the large municipal parking lot; at the October Council meeting, Councilmember Ward had recalled that some type of deed restriction(s) for the property limited its uses. The Committee has forwarded a copy of the deed in order for the City Attorney to tell the Committee exactly how the lot could be used. Another item discussed thoroughly earlier in this meeting was the Engagement Letter from McCay Kiddy LLC about its work with the marina tenants. Councilmember Bell explained that,

when the City discussed the unregulated portion of 41st Avenue outside of the marina property, Council approved "Resident Only Parking" for the entirety of 41st Avenue owned either by the City or by SCDOT. When the sign plan came back to the City before going to SCDOT, it did not match the parking plan exactly. The spaces the City could potentially sign in the unregulated portion of 41st Avenue are being used by the marina manager, primarily for large trailer turn-rounds; to take them away from the marina manager would have public safety implications. In discussing the matter with the Mr. Berrigan, he has offered to provide the City with alternative parking. Kirby Marshall of Applied Technology Management (ATM) brought two (2) concepts for the rehabilitation of the marina docks; in the end, the Committee opted for a concept that was a combination of the two (2) and remained in the existing footprint. In Concept 2, some of the congestion and some of the traffic at the boat ramp was eliminated by blocking off a small entrance on the Intracoastal side of the boat launch that is a dead-end; that feature will be added to Concept 1 to become Concept 3. The new docks will have ADA compliant gangways to allow accessibility by the handicapped to every part of the marina and will have widened finger pier widths on the floating docks behind the marina store to be more stable, sustainable and safer and to meet current industry design standards. The fuel dock and the docks behind the marina store make up Phase I and have been priced as two (2) separate areas that could be constructed separately. The area of the fuel docks was Area A in Phase I and was estimated at seven hundred thirty-five thousand dollars (\$735,000), excluding the design, permitting, etc.; Area B of Phase 1 was made up of the docks behind the marina store and were estimated to cost five hundred thirty thousand dollars (\$530,000) for a total cost of Phase I of one million two hundred sixty-five thousand dollars (\$1,265,000). The cost of Concept 1 with the changes at the boat launch have come in one hundred thousand dollars (\$100,000) lower.

Interim Administrator Fragoso reported that the conceptual drawing that includes the feedback from the Real Property Committee (Concept 3) has been sent to the marina tenants for their feedback.

Councilmember Bell noted that this will be a major point of discussion at the upcoming budget workshop. The finger piers on the Intracoastal Waterway would become one (1) long pier with side dockage and with an ADA compliant gangway; ADA compliance must be addressed at the Tidal Wave Watersports dock.

Since the underground fuel storage tanks at the marina have been scheduled for replacement in FY19, Councilmember Rice commented that she would like to see the work on the fuel dock replacement and the underground storage tanks replacements occur simultaneously to avoid tearing up the parking lot twice.

She also asked about re-locating the fuel dock, a feature included in the marina redevelopment plan; she asked that the Committee find out why the relocation was considered a real improvement to the way the marina functions.

According to the Interim Administrator, the RFP for the remediation of the Public Safety Building has gone out to Hill Construction and Trident Construction; their proposals are due to be opened on Thursday, December 20th. The results of the RFP will be presented to the Committee at their January meeting.

The pre-construction meeting on the replacement of the underground storage tanks at the marina will be held in December.

The proposal for the deep assessment of the restaurant building at the marina was explained and approved earlier in this meeting.

At the Marina Manager's request, Council approved his increasing the non-resident annual launch passes to an amount not to exceed five hundred dollars (\$500).

The next Real Property Committee meeting will be at 9:00 a.m. on Wednesday, January 2nd in the City Hall Conference Room. Councilmember Bell explained that the meeting time for the Real Property Committee was changed from 5:00 pm. to 9:00 a.m. because resident attendance was very limited, and the marina businesses were better served by morning meetings; therefore, the Committee decided to change its meeting time.

Councilmember Kinghorn reiterated his position that the City has four (4) acres of very valuable property at Front Beach that sit empty seven (7) months of the year and is used for parking the other five (5) months. He wanted Council to find a way to use the space that could produce revenue to the City twelve (12) months a year and would meet the terms of the deed restriction.

One (1) of the funding agencies involved in the purchase of the property placed the restriction on the deed that the property could only be used for recreation purposes, and Attorney Copeland is researching exactly what that means.

6. Reports from City Officers, Boards and Commissions

- A. Accommodations Tax Advisory Committee – minutes attached**
- B. Board of Zoning Appeals – no meeting in November**
- C. Planning Commission – minutes attached**

Director Kerr asked to speak to City Council about the most recent Planning Commission meeting. He noted that the vote tonight brought Thomas and Hutton on board to work on a focused project at three (3) outfalls. Once Thomas and Hutton was working on the design, the Planning Commission discussed what the logical next steps would be to put the pieces together to work on the island's drainage system in its entirety. The Commission charged Director Kerr with investigating what would be necessary to hire a consultant to do an island-wide strategic plan for drainage; he noted that many local governments in the area were doing this so he was expecting to obtain a lot of information from them. Once the Planning Commission has an approximation of the cost, they will review the information to decide if it would be an expense the City could afford in this year's budget or if it needed to be addressed in the FY20 budget.

Councilmember Kinghorn asked the Director if he thought the City could approach the island-wide drainage issue without considering island-wide sewer.

The Director said that the two (2) issues were intertwined and would require a combined effort, not just with the water itself, but the construction of the projects. He opined it would be difficult for the two (2) projects to work around each other.

7. **Reports from Special or Joint Committees – None**
8. **Petitions Received, Referred or Disposed of – None**
9. **Bills Already in Possession of Council – None**
10. **Introduction of New Bills, Resolutions and Proclamations**

Authorization of a Claim Deductible with the South Carolina Municipal Insurance and Risk Financing Fund

Treasurer Suggs distributed schedules of the amount of money the City would save if it opted for a five thousand dollar (\$5,000) deductible for property and liability and workers' compensation insurance; the savings projected for 2019 is in excess of seventy two thousand dollars (\$72,000). Based on the City's claim history, the Treasurer computed average savings of thirty-nine thousand dollars (\$39,000), and she has estimated the annual net savings to be approximately thirty-three thousand dollars (\$33,000).

Treasurer Suggs stated that she was confident the City's cash flow was such that, barring a catastrophic loss, it could handle the increased deductible.

MOTION: Councilmember Ward moved to increase the City's deductibles for workers' compensation and property and liability insurance to \$5,000; Councilmember Bell seconded and the motion PASSED UNANIMOUSLY.

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11. **Miscellaneous Business – None**

Next Meeting Date: 6:00 p.m., Tuesday, January 22, in Council Chambers

12. **Executive Session** in accordance with S.C. Code Section 31-4-70(a)(2) to receive legal advice concerning violation of tree removal ordinance on property at 408 Carolina Boulevard.

MOTION: Councilmember Bell moved to go into Executive Session at 7:46 p.m. to receive legal advice concerning violation of tree removal ordinance on property at 408 Carolina Boulevard; Councilmember Kinghorn seconded and the motion PASSED UNANIMOUSLY.

City Council went into open session at 8:50 p.m., and the Mayor announced that Council had taken neither a vote nor any other action while in Executive Session. The Mayor stated that Council needed to make a decision to either accept or reject the settlement offer.

MOTION: Councilmember Rice moved to vote against the proposed settlement; Councilmember Bell seconded.

Councilmember Bell said that Council was gambling “whether the settlement amount was appropriate or was the message to the community that the whole mess that has been perpetrated to the community and all of us ... during the process with a lot of deception and a lot of behavior that should not be endorsed by Council.”

Councilmember Rice opined that the action should be punished, and the message was that City Council would not tolerate such behavior.

Councilmember Kinghorn stated that he appreciated both statements and the spirit with which the motion was made; he stated that he was concerned about the impact on the property owner “whom we do not find or pre-judge to be involved in this fiasco.”

Councilmember Smith agreed with Councilmember Kinghorn, but was concerned that this person would face no consequences for his actions.

VOTE: The motion to reject the proposed settlement PASSED on a vote of 5 to 4 with Councilmembers Ferencz, Moye, Smith, and Mayor Carroll.

13. Adjournment

MOTION: Councilmember Buckhannon moved to adjourn the meeting at 8:50 p.m.; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.

Respectively submitted:

Marie Copeland
City Clerk

SPECIAL CITY COUNCIL MEETING

5:00 p.m., Tuesday, December 4, 2018

A Special Meeting of City Council was held at 5:00 p.m., Tuesday, December 4, 2018 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bell, Buckhannon, Ferencz, Moye, Rice, Smith and Ward, Mayor Carroll, Interim City Administrator Fragoso, Clerk Copeland and Police Sergeant Matt Storen. A quorum was present to conduct business; Councilmember Kinghorn was absent.

1. Mayor Carroll called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

2. PURPOSE

Executive Session in accordance with S.C. Code Section 30-4-2(c) of the Freedom of Information Act relating to security plans and devices proposed, adopted, installed or utilized by a public body, other than amounts expended for adoption, implementation or installation of these plans and devices, is required to be closed to the public and is not considered to be made open to the public under the provisions of this act.

MOTION: Councilmember Bell moved to go into Executive Session at 5:01 p.m. for the reasons stated above; Councilmember Ward seconded and the motion PASSED UNANIMOUSLY.

When Council returned to open session at 5:52 p.m., Mayor Carroll announced that Council had not taken a vote or taken any action while in Executive Session.

3. Adjournment

MOTION: Councilmember Buckhannon moved to adjourn the meeting at 5:53 p.m.; Councilmember Bell seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland

SPECIAL CITY COUNCIL MEETING

6:00 p.m., Tuesday, December 4, 2018

A Special Meeting of City Council was held at 6:00 p.m., Tuesday, December 4, 2018 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bell, Buckhannon, Ferencz, Moye, Rice, Smith and Ward, Mayor Carroll, Interim Administrator Fragoso and Clerk Copeland; Councilmember Kinghorn was absent. A quorum was present to conduct business.

1. Mayor Carroll called the meeting to order and acknowledged that the press and public were notified of the meeting in accordance with the Freedom of Information Act.

2. Consideration of Appointments to Standing Committees for 2019

Mayor Carroll read the list of appointments to Standing Committees for 2019 as follows:

- Public Safety
Councilmember Bell
Councilmember Buckhannon
Councilmember Ward
- Public Works
Councilmember Kinghorn
Councilmember Rice
Councilmember Smith
- Real Property
Councilmember Bell
Councilmember Ferencz
Councilmember Ward
- Recreation
Councilmember Buckhannon
Councilmember Moye
Councilmember Smith
- Personnel
Councilmember Ferencz
Councilmember Moye
Councilmember Rice

MOTION: Councilmember Ward moved to accept the appointments to Standing Committees for 2019; Councilmember Buckhannon seconded and the motion PASSED UNANIMOUSLY.

3. Report from Personnel Committee

Considerations of Appointments to Boards and Commissions beginning January 1, 2019

Mayor Carroll stated that boards and commissions had nine (9) expiring terms, and the people in those positions voiced a desire to be re-appointed. The Personnel Committee chose to re-appoint these nine (9) people, and they are

ATAX – Margaret Miller

Board of Zoning Appeals – Arnold Karig
Glenn Thornburg

Code Board of Appeals – Robert Abel
Buzzy Bramble

Planning Commission – Vincent DiGangi
Rick Ferencz
Lewis Gregory
Bill Mills

MOTION: Councilmember Rice moved to accept the recommendations from the Personnel Committee as stated above; Councilmember Bell seconded.

Councilmember Moyer stated that clear expectations for appointing new members to a board or commission were not available to the Committee, such as attendance record, contribution(s) to the board or commission, or other qualifications. Having interviewed a number of “incredibly qualified candidates” for these openings, they were not appointed based on not knowing the expectations of the appointments. The Personnel Committee will seek to provide clarity of expectations for making appointments next year and get the value of the expertise of candidates in the pool.

VOTE: The motion PASSED UNANIMOUSLY.

4. Consideration of Appointment to City Attorney and Assistant City Attorney

The Personnel Committee recommended the appointment of Julia Copeland as City Attorney and Claude Tackett as Assistant City Attorney.

MOTION: Councilmember Ferencz moved to appoint Julia Copeland to be City Attorney and to appoint Claude Tackett as Assistant City Attorney; Councilmember Ward seconded and the motion PASSED UNANIMOUSLY.

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5. Consideration of Appointment to the CARTA Board

Mayor Carroll recommended that City Council should re-appoint Councilmember Ward to the CARTA Board.

MOTION: Councilmember Rice moved to re-appoint Councilmember Ward to the CARTA Board for 2019; Councilmember Bell seconded and the motion PASSED UNANIMOUSLY.

6. Consideration of Appointment to the Charleston Visitor's Bureau

The Mayor recommended the re-appointment of Councilmember Rice to the Charleston Visitors Bureau.

MOTION: Councilmember Ward moved to re-appoint Councilmember Rice to the Charleston Visitors Bureau; Councilmember Moyer seconded and the motion PASSED UNANIMOUSLY.

The Mayor stated that he would continue to be the City's representative to the Council of Governments (COG).

MOTION: Councilmember Bell moved to appoint Mayor Carroll to represent the City at the COG; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.

7. **Executive Session** – not needed
8. **Miscellaneous Business** – None
9. **Adjournment**

MOTION: Councilmember Buckhannon moved to adjourn the meeting at 6:05 p.m.; Councilmember Moye seconded and the motion **PASSED UNANIMOUSLY**.

Respectfully submitted:

Marie Copeland
City Clerk



Charleston County Greenbelt Program Rural and Urban Grants Programs

Application Instructions

Charleston County's Comprehensive Greenbelt Plan provides guidance for spending the greenbelt portion of the Transportation Sales Tax. The purpose of Urban and Rural Grants Programs is to distribute the greenbelt portion of the Transportation Sales Tax proceeds in an equitable manner for the conservation of greenspace throughout Charleston County. The plan assigns the Greenbelt Advisory Board (GAB) with the responsibility of administering both the Urban and Rural Grants Programs.

The instructions below should be adhered to in the completion of an application. Questions regarding the application process should be directed to Cathy L. Ruff, Greenbelt Programs Director at 843-202-7204 or cruff@charlestoncounty.org.

I. Application Period

Applications for both the Rural and Urban Grants Programs may be submitted beginning Wednesday, November 7, 2018 and must be received by end of business on Thursday, February 2019. Applications will not be accepted after the deadline.

II. On-Line Application Submission

Applications **must** be submitted on-line. In order to access the on-line application, applicants must complete the Notice of Intent Form found on the Greenbelt website greenbelt.charlestoncounty.org. The completed, signed form must be submitted via email to cruff@charlestoncounty.org. Once your Notice of Intent Form is received, you will be emailed access to the on-line application form.

In addition to the on-line application, applicants must submit two paper copies of the full application packet via mail or in person to the following address:

Charleston County Greenbelt Programs
Attn: Cathy L. Ruff
4045 Bridge View Drive, Suite B238
North Charleston, SC 29405

Applications missing information or any of the required attachments may be deemed incomplete and deferred until the next funding cycle.

III. Pre-Application Meetings

Pre-application meetings are **not** mandatory for the application process. However, if you should desire to meet regarding your project, or if you need technical assistance, please contact Cathy L. Ruff at 843-202-7204 or cruff@charlestoncounty.org.

IV. Funds Available

Currently, \$12 million is available for rural projects. A total of \$8 million is available for urban projects.

V. Rural/Urban Area Definition

Projects funded with Rural Program monies must occur in the Rural Area of Charleston County defined by the County's Comprehensive Plan as the municipalities and unincorporated areas that are located outside the Charleston County Urban Suburban Growth Boundary. These areas include the West St. Andrews area in West Ashley, Wadmalaw Island, Edisto Island, the St. Pauls area, Hollywood, Meggett, Ravenel, Rockville, Awendaw, McClellanville and portions of Johns Island, West Ashley and East Cooper.

Urban areas of Charleston County are defined by the Comprehensive Greenbelt Plan as the municipalities and unincorporated areas that are located within the Charleston County Urban Suburban Growth boundary, as defined within the Charleston County Comprehensive Plan.

The municipalities and unincorporated lands within this boundary include:

City of Charleston	Town of Mount Pleasant
City of Folly Beach	City of North Charleston
City of Isle of Palms	Town of Seabrook Island
Town of James Island	Town of Sullivan's Island
Town of Kiawah Island	Town of Summerville
Town of Lincolnville	Unincorporated

VI. Urban Allocation of Funds

The urban allocation will be divided among the municipalities and unincorporated areas defined below, according to the population of each (per the 2010 U.S. Census*). Unincorporated areas that are located within the Urban Area will apply for grant funding through the Urban Grants Program. All unincorporated areas will be considered as a single land area and their total population used to determine the amount of their allocation.

Below is a table of the allocation of urban funds:

2018 Funds on Hand Urban Allocation			
Municipality	Population (U.S. Census 2010)	Percent of Population	Urban Allocation
Charleston	120,083	37.63%	\$ 3,010,457
Folly Beach	2,617	0.82%	\$ 65,608
Isle of Palms	4,133	1.30%	\$ 103,613
James Island*	11,034	3.46%	\$ 276,620
Kiawah Island	1,626	0.51%	\$ 40,764
Lincolnville	1,139	0.36%	\$ 28,555
Mt. Pleasant	67,843	21.26%	\$ 1,700,811
N. Charleston	78,201	24.51%	\$ 1,960,484
Seabrook Island	1,714	0.54%	\$ 42,970
Sullivan's Island	1,791	0.56%	\$ 44,900
Summerville	998	0.31%	\$ 25,020
Unincorporated	27,930	8.75%	\$ 700,200
Total	319,109	100%	\$ 8,000,000

*The Town of James Island was not incorporated in 2010. 2013 population data from the Berkeley Charleston Dorchester Council of Governments is used to determine the town's allocation.

VII. Eligible Greenbelt Fund Recipients

Eligible Greenbelt Fund Recipient definition: Charleston County or a municipality in Charleston County; any agency, commission, or instrumentality of the County or municipality within Charleston

County; a not-for-profit charitable corporation or trust authorized to do business in this State and organized and operated for natural resource conservation, land conservation, or historic preservation purposes, and having tax-exempt status as a public charity under the Internal Revenue Code of 1986, and having the power to acquire, hold, and maintain interests in land for these purposes; an agency or instrumentality of the United States Government; and any other entities as may be approved at the discretion of County Council on a case-by-case basis.

VIII. Allowable Costs

In accordance with the Charleston County Comprehensive Greenbelt Plan, Charleston County will operate a rural grants program to promote rural land conservation, wetlands protection, historic and cultural preservation, parkland acquisition, greenway and trail acquisition, and waterway access acquisition. Except for the minor improvements stated below, rural funds can be used for the acquisition of land and/or purchase of development rights on property within the rural area.

Urban grants are to be used primarily for land conservation through acquisition or purchase of development rights on property within the urban area. However, some grant funds can be used to support the development of related minor improvements that in essence provide for public access and use of conservation lands.

Minor improvements that may be funded with Greenbelt funds will be limited to: boardwalks, foot bridges, unpaved trails, unpaved roadways, and unpaved small parking areas. The cost of these improvements must be included in the budget portion of the application form.

Beach municipalities (Folly Beach, Isle of Palms, Kiawah Island, Seabrook Island and Sullivan's Island) may submit applications to use their urban allocations to place allowable minor improvements on land they currently own. The municipality would have to agree to place the land under the same covenants and restrictions as all other lands protected with greenbelt funds. **The applications for minor improvements are limited to the beach communities listed above.**

In addition to the allowable minor improvements, funds from the Greenbelt Program may be used for administrative costs and expenses that are customary and reasonable to the acquisition of property.

IX. Disallowable Costs

Items that will **NOT** be funded with Greenbelt monies include, but are not limited to design fees, projects with **NO** endorsement from the appropriate municipality, and any other improvements outside the allowable minor improvements listed above. These other improvements may be included in a particular project but cannot be funded with Greenbelt proceeds.

X. Applicant and Landowner Disclosures

The application requests information from both the applicant and landowner. The applicant and landowner shall complete all information on the appropriate form. The landowner must sign the landowner disclosure form.

XI. Program Requirements

Rural Greenbelt Lands include "Resource Management Areas" that generally encompass undeveloped lands used for timber production, wildlife habitat, recreational and commercial fishing, and limited agriculture. According to the Charleston County Comprehensive Plan, rural areas also encompass significant acreage of fresh, brackish, and saltwater tidal marshes, as well as important habitat for non-game and endangered species. Typical uses for Rural Greenbelt Lands include rural parks, cultural/historic sites, productive lands, and water access.

Urban Greenbelt Lands contain the greatest population density and intensity of development, as well as the greatest concentration of jobs and economic activity. Conservation of greenspace for various uses will be crucial in offsetting the negative impacts of increased density. Typical uses for urban greenbelt lands include urban parks, cultural/historic sites, reclaimed greenspace, greenway corridors and water access.

- A. An Eligible Greenbelt Fund Recipient independently or in conjunction with the landowner may apply for a grant from the Greenbelt Fund to acquire an interest in land identified in its application. Within five business days of the applicant's submittal to the Greenbelt Bank, the **applicant** must notify in writing any adjacent landowners and other property owners within 300 feet of the proposed parcel of the applicant's submittal to participate in the Greenbelt program. Contiguous landowners and other interested parties may submit in writing to the board their views in support of or in opposition to the application. Based on a review of these submissions, or in any instance where the board determines the public interest so requires, it may hold a public hearing on the application at which the Eligible Greenbelt Fund Recipient, contiguous landowners, and other interested parties may be heard.
- B. Before an award to disburse greenbelt funds for the purchase of any interest in land, the Eligible Greenbelt Fund Recipient receiving the funds must notify the owner of the land, that is the subject of the Greenbelt Fund grant, of the following in writing:
 - 1. that interests in land purchased with greenbelt funds result in a permanent conveyance of such interests in land from the landowner to the Eligible Greenbelt Fund Recipient or its assigns; and
 - 2. that it may be in the landowner's interest to retain independent legal counsel, perform appraisals, create surveys, and seek other professional advice; and
 - 3. the application must contain an affirmation that the notice requirement of this subsection has been met.
- C. Urban municipalities may submit applications for projects within their jurisdiction. The projects will be funded in accordance with the municipality's allocation based on population (see above). Conservation organizations and other entities meeting the definition of an Eligible Greenbelt Fund Recipient may apply for funding within an urban municipality ONLY if the project is endorsed by the appropriate municipality. A resolution from the municipality endorsing the project and authorizing the application to the Urban Program must be attached to the completed application form. The resolution must explain the municipality's rationale for endorsing the specific project.
- D. All interests in lands acquired with Greenbelt Funds must be held by the Eligible Greenbelt Fund Recipient approved by the board to acquire the interest in land; except that an interest in land obtained with Greenbelt funds may be assigned from one Eligible Greenbelt Fund Recipient to another upon approval of all members of the Greenbelt Advisory Board by majority vote.
- E. Except as provided above, no interest in land acquired by an Eligible Greenbelt Fund Recipient with Greenbelt funds may be extinguished, sold, transferred, assigned, alienated, or converted to a purpose or use other than that set forth in the grant award, without securing a:
 - 1. majority vote of all members of the Greenbelt Advisory Board, following a finding of fact that the land no longer exhibits the characteristic that qualified it for acquisition with funds from the Greenbelt fund; and
 - 2. majority vote of all members of Charleston County Council.

- F. If any interests in lands, that have been acquired by an Eligible Greenbelt Fund Recipient with Greenbelt funds, are extinguished, sold, transferred, assigned, alienated, or converted pursuant to the above stipulations, the Eligible Greenbelt Fund Recipient extinguishing, selling, transferring, assigning, alienating, or converting the interests in land shall replace them with interests in land of substantially equal current fair market value, with any deficit being made up by contribution (cash or in-kind at the discretion of the board) to the Greenbelt fund. The replacement land must also exhibit characteristics that meet the criteria of this ordinance. The Greenbelt Advisory Board must verify that suitable replacement interests in lands have been identified and will be obtained before authorizing that any interest in land purchased with monies from the Greenbelt fund be extinguished, sold, transferred, assigned, alienated, or converted.
- G. Interests in land acquired with Greenbelt Funds must be managed and maintained in order to perpetuate the conservation, natural, historical, cultural, open space, and recreational uses or values for which they were originally acquired. Uses which are adverse to the original purposes for which the interests in land were acquired with Greenbelt funds are not permitted without securing a:
 - 1. majority vote of all members of the Greenbelt Advisory Board, following a finding of fact that the use is one that furthers the original purpose of the Greenbelt Plan; and
 - 2. majority vote of all the members of the Charleston County Council.
- H. Funds from the Greenbelt Program may not be used to acquire interests in lands or other interests in real property through the exercise of any power of eminent domain or condemnation proceeding that is contrary to the wishes of the landowner.

XII. Evaluating Applications

The Greenbelt Advisory Board (GAB) has assembled a subcommittee to evaluate applications for both the Rural and Urban Programs. The subcommittee will review the applications using the program criteria and present findings to the full Greenbelt Advisory Board. In addition, each application will be reviewed for completeness and to ensure all required attachments are included.

Applications missing information or any of the required attachments may be deemed incomplete and deferred until the next funding cycle. Based on the availability of funding and application scores, projects will be recommended to Charleston County Council for funding. Any application with a score under 50 may be deferred.

XIII. Award of Urban Grants

Once applications are approved, grant agreements that outline the terms and conditions will be developed between the County and appropriate parties.

XIV. Distribution of Funds to Grant Recipients

Upon completion of a project that has met all of the funding requirements, reimbursement in the specified grant amount will be provided to the applicant at the time of closing, when the property is acquired and the deed is recorded.

XV. Evaluation of Awarded Grants

At least annually, County Greenbelt staff will conduct monitoring visits of Greenbelt properties to ensure compliance with all Greenbelt deed restrictions and program requirements.

NOTE: Charleston County and the Greenbelt Advisory Board(GAB) reserve the right to request additional information not included in the application or instructions. Additional appraisals, surveys, environmental assessments, etc. may be requested by Charleston County and/or the GAB. These Application Instructions may be revised or updated to correct errors, for clarification, and to reflect the GAB's and Charleston County's policies, conditions or requirements for Greenbelt Grants, or for other reasons that the GAB and Charleston County believes will best accomplish the mission of the Comprehensive Greenbelt Plan.

City of Isle of Palms

Estimate of **FY19 (6 Months)** Cost - 2.2% Budgeted COLA Effective 1/1/19

ESTIMATE JAN-JUNE 2019 COST of 2.2% COLA								FULLY LOADED COST OF 1/1/19 COLA
FULLTIME REG PAY	OT	GROSS PAY	TOTAL EMPLOYER FICA	TOTAL EMPLOYER HEALTH INS	TOTAL EMPLOYER RETIREMENT	TOTAL W/COMP		
Gen Govt	4,142	40	4,182	320	-	609	39	5,150
Police	13,763	1,598	15,361	1,175	-	2,589	825	19,951
Fire	17,980	2,351	20,331	1,555	-	3,505	911	26,303
Pub Wks	5,770	-	5,770	441	-	840	377	7,429
Build	2,590	-	2,590	198	-	377	31	3,195
Rec	3,912	87	3,999	306	-	582	91	4,978
Court	733	22	755	58	-	110	2	926
Total	48,891	4,097	52,988	4,054	-	8,613	2,276	67,931

Estimated 12 month cost 135,861
 % of FY19 Gen Fund Expenditure Budget 1.2%

Memo

To: Interim City Administrator Desirée Fragoso

From: Norma Jean Page, Recreation Director

Date: November 19, 2018

Re: Awarding Contract to Talbot Tennis/McGraft Industries for RFB 2018-06 Repair and Resurfacing of two (2) Tennis Courts

I am requesting that City Council authorize a contract in the amount of \$29,437 to Talbot Tennis/McGraft Industries LLC.

In compliance with the City's Procurement Ordinance RFB 2018-06 was issued and sealed bids were opened on Thursday, November 15, 2018. The bids were reviewed for compliance with the Request for Bid specifications. Talbot Tennis/McGraft Industries LLC has been certified with *Riteway* products for over eleven (11) years and the bid includes treating all existing structural cracks, even those less than three (3) feet long. Talbot tennis offers an additional one-year warranty for a total warranty period of three years.

Background: In August, the City requested proposals for the removal and replacement of the two tennis courts at the Recreation Center. The City opened proposals on Thursday, August 9, 2018 at 10:00 a.m. The two proposals received exceeded the budgeted amount of sixty-eight thousand dollars (\$68,000) that was approved in the FY 19 budget. Since the proposals significantly exceed the budgeted amount, staff contacted both vendors and asked if there were any viable alternatives the City could consider for immediate repairs to both tennis courts. Both vendors recommended *Riteway*, a product guaranteed to repair the cracks and add another five (5) to the useful life of the tennis courts. After discussing this option with the Recreation Committee at their October 9, 2018 meeting, the Committee unanimously approved a recommendation to direct staff to competitively procure bids for the replacement of the tennis courts.

I recommend that City Council approve the contract for the repair and resurfacing of two (2) tennis courts to Talbot Tennis/McGraft Industries LLC in the amount of \$29,437.

Approved in FY 19 budget for \$68,000; funded by Municipal Accommodation Tax Fund \$34,000 and State Accommodations Tax Fund \$34,000.

APPLIED TECHNOLOGY AND MANAGEMENT, INC.



PROPOSAL FOR MARINE CONSULTING SERVICES

PREPARED FOR: THE CITY OF ISLE OF PALMS

ATTN.: MS. DESIREE FRAGOSO

ISLE OF PALMS MARINA, SOUTH CAROLINA

December 7, 2018

Notice: The information contained in this proposal is proprietary to Applied Technology & Management, Inc. and is intended solely for the lawful use of the persons/entity named above. It must not be used for any other purpose other than its evaluation and it must not be divulged to any other third party, in whole or in part, without the prior written permission of ATM.

INTRODUCTION

Applied Technology & Management, Inc. (ATM) respectfully submits this proposal to Ms. Desiree Fragoso of the City of Isle of Palms to assist with the development of a bulkhead maintenance scope of work, bidding assistance, and construction phase services. Specifically, ATM understands that a recent inspection of the steel sheet pile bulkhead at the Isle of Palms Marina (by others) indicated that some corrosion of the bulkhead sheets/hardware was observed and that re-coating of these components was prescribed to help extend the useful life of the structure. ATM is familiar with the bulkhead and observed the corrosion indicated during a recent visit to the site (see below photo).



Typical Steel Bulkhead Condition at the Isle of Palms Marina

Specific elements of ATM's approach to this project are outlined below.

TASK 1 – DEVELOPMENT OF BULKHEAD MAINTENANCE PROTOCOL

Under this task ATM will conduct a cursory, visual assessment of the bulkhead at low tide to review current condition of the exposed/outer face of the wall. We will also review any provided information on the bulkhead that is available from the City (e.g. recent inspection report by others, original design information, maintenance records, etc.). Using this information, ATM will develop a bulkhead maintenance plan for re-coating the exterior/exposed side of the bulkhead with a specific focus on the sheets, hardware, and walers.

This maintenance plan will include basic plan view and sections of the proposed maintenance as well as specification of surface preparation and coating treatment. Lastly, ATM will confer with SCDHEC-OCRM and the USACE regarding the proposed maintenance program and the need for any permits or environmental protection measures. While we have assumed no permitting as part of this scope of services

(and do not expect the requirement for such), we will include any environmental protection measures indicated by the agencies in the maintenance program documents.

Deliverable: Basic plan and specification for bulkhead coating maintenance, including any environmental protection measures indicated by the agencies (USACE + OCRM).

TASK 2 – LIMITED PROJECT BIDDING ASSISTANCE

It is our understanding from discussions with Ms. Fragoso that limited support during the project bidding phase is requested. *Should additional support be required beyond what is prescribed below we will be pleased to re-visit this scope and associated fee to provide the City the level of service required during this phase of the project.*

Under this task ATM will compile a bid package for the solicitation of competitive bids from qualified contractors to complete the work. This package will utilize City-provided contract forms and will include:

- Invitation to Bid
- Instructions to Bidders
- Bid Form
- Form of Contract
- Plan and specification developed in Task 1

ATM will also coordinate with the City to distribute bid packages, lead a pre-bid meeting at the subject site, and respond to bidder inquiries during the bidding process *(limited to 4 hours of professional time for proposal purposes)*.

Upon receipt of bids ATM will tabulate the bid and review for conformance with the intent of the plans and specifications. ATM will also provide a recommendation for award to the City.

Deliverables: Bid Package (utilizing City-provided information), bid tabulation in Excel, and recommendation for award.

TASK 3 – LIMITED CONSTRUCTION PHASE SERVICES

ATM will provide limited construction phase services for the project, including:

- Coordinate and lead pre-construction meeting on site
- Review contractor submittals (coating materials, etc.)
- Conduct 3 field observations of the work; one early in the process to review contractor approach, the second at substantial completion of the field work, and the last after final completion.
- Review and certify contractor payment applications (assume 2 applications)

Deliverables: Pre-construction meeting agenda and minutes, documentation of field observations (3 memoranda), two certified payment applications.

SUMMARY OF PROFESSIONAL LABOR FEES

Task	Fee
Task 1 – Development of Bulkhead Maintenance Protocol (Plans and Specifications)	\$8,500
Task 2 – Limited Project Bidding Assistance	\$6,000
Task 3 – Limited Construction Phase Services	\$6,500

The above includes professional labor fees and anticipated expenses.

ATM services may be initiated immediately upon the acceptance of this proposal and execution of a professional services agreement (PSA).



Qualifications for Collaborative TEAM BUILD Services

for

RFP 2018-05
Public Safety Building Repairs





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City of Isle of Palms - Public Safety Building Repairs

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SECTION C / Schedule	9
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A. TRANSMITTAL LETTER

a. RFP Information

RFP SUBJECT

City of Isle of Palms Request for Proposal Public Safety Building Repairs

RFP NUMBER

RFP 2018-05 Public Safety Building Repairs

SCOPE OF WORK

Phase I - Scope Development

Phase II - Design and Construction

b. Design Build Contractor Information

COMPANY NAME

Trident Construction, LLC

COMPANY ADDRESS

2245 Technical Parkway, North Charleston, SC 29406

PRIMARY CONTACT

Todd Bulwinkle, Vice President

todd@tridentconstruction.com

PHONE

(843) 572-7600

c. Design Build Contractor Authorized Person

AUTHORIZED CONTRACT

Todd Bulwinkle, Vice President

todd@tridentconstruction.com



**Transparency and
Collaboration are
in our Team's DNA**

d. Executive Summary

December 20, 2018

Desirée Fragoso
Interim City Administrator
City of Isle of Palms
1207 Palm Boulevard
Isle of Palms, SC 29451

Dear Ms. Fragoso:

Thank you for considering Trident Construction for the Isle of Palms Public Safety Building (PSB) Repairs project. We regret that the Town has had to endure the issues and impacts associated with the building defects and we know that this has been a most difficult nine years. Trident Construction is eager and immediately available to join the City of Isle of Palms as they look to correct the defects and improve the PSB Building.

Over the past weeks as we've been working to prepare our response to the request for proposals (RFP), we have reviewed the building as-built drawings and reviewed photographic records from construction. We have made two site visits, seen and heard firsthand from Chief Graham the issues that have to be addressed. While the Moore Hackney & Associates report was very helpful in addressing a good many of the issues, it was brought to our attention other items that may need to be added to the list for further study. Our primary objective is to do a thorough investigation utilizing our knowledgeable experienced design team and consultants to develop a program that will make the reconstruction efforts as seamless and efficient with minimal disruption to your ongoing operation. Our goal is to achieve an improved building that will endure the harsh environment in which it is located and to provide comfort, use and benefits to the City for many years to come.

Our Design Build Team is comprised of Trident Construction (general contractor), Coast Architects (lead design team member), MECA Engineering (mechanical and plumbing engineer), and Guy White Associates (electrical engineer). REI Engineers (building envelope and waterproofing consultant) has agreed to join our team if we are selected for the project. All of our Team has extensive backgrounds in forensic and corrective construction projects. Most importantly, we have all worked together and have a proven history of success teaming on a variety of other projects. Attached please find a list of similar completed projects completed by Trident Construction.

To properly respond to your RFP, our Team has invested the necessary time to know your building and understand the required effort. We are confident and can commit that our team is in a position and ready to move forward expeditiously. We are prepared with the City's participation, to execute the Phase 1 portion of the work in nine (9) weeks. Our strategy for project success will include the following:

1. Immediately upon award Trident Construction will schedule a Phase 1 Kick-Off Meeting with the Design Build Team and the City. We will work with the City Staff to develop a Project Success Plan (identifying stakeholder needs, success factors and establishing schedule milestones for all deliverables). At this time, the Design Team will obtain all project documentation that the City of Isle of Palms can supply. The Design Builder will thoroughly comb through the information to better understand the building and opportunities for improvement. An extensive and thorough review of the project documents is going to be critical to the project's success. This step should take approximately two (2) weeks.
2. Immediately upon award, we will mobilize at the PSB to commence selective demolition work and prepare key areas for inspection for the Design Team. This step should take approximately three (3) weeks (one and a half (1.5) weeks to prepare for consultants and one and a half (1.5) weeks for consultants review and exploration).

3. Once areas are prepared for inspection the Design Team will thoroughly investigate and better observe the existing conditions. The PSB inspections will be documented in a report of the findings and recommendations from the Design Team. Trident Construction will develop a rough order of magnitude (ROM) cost estimate for the suggested work elements utilizing subcontractor input. This will empower the City to anticipate the costs and prioritization (Phasing) for each recommended repair element. This step should take approximately three (3) weeks.
4. Upon completion of the documenting, reporting, budgeting and phasing, the Team will publish our final report to the City. The Design Builder will schedule a meeting with the City to present the report. Upon acceptance of the Report, Trident Construction and the City will develop a schedule of values and approach as required in Phase 2 of the project. This step should take approximately one (1) week.

As noted above, our review of the existing documents and site visits leads us to believe that there is a clear and discernible hierarchy of needs that must be addressed to establish a healthy building. We must first address and correct the moisture and air infiltration issues. Identify solutions and address the HVAC issues which are causing health and comfort issues. Located within 700 feet of the Atlantic Ocean, the corrosive environment and life cycling of materials must be considered in the design and reconstruction of the building. Components if left unprotected or not replaced with more weather resistant options will further decay and may cause further problems with the building. This project requires the proven leadership, expertise and practical common sense approach that the Trident Construction, Coast Architects and MECCA team will provide.

Past performance is the best indication of future success. Trident Construction was the Design Builder on the Isle of Palms Fire Station 2 Project. That project was an award winning success because Trident Construction brought our collaborative process, experience and knowledge to the project team. We advocated for the City of Isle of Palms and created goals before the design was initiated.

Our team is united and ready to proceed in delivering another exceptional project for the City of Isle of Palms at the PSB. With an on-island project manager, you can be assured of the not only the highest level of service, but also a personal delivery of our team's services.

Sincerely,

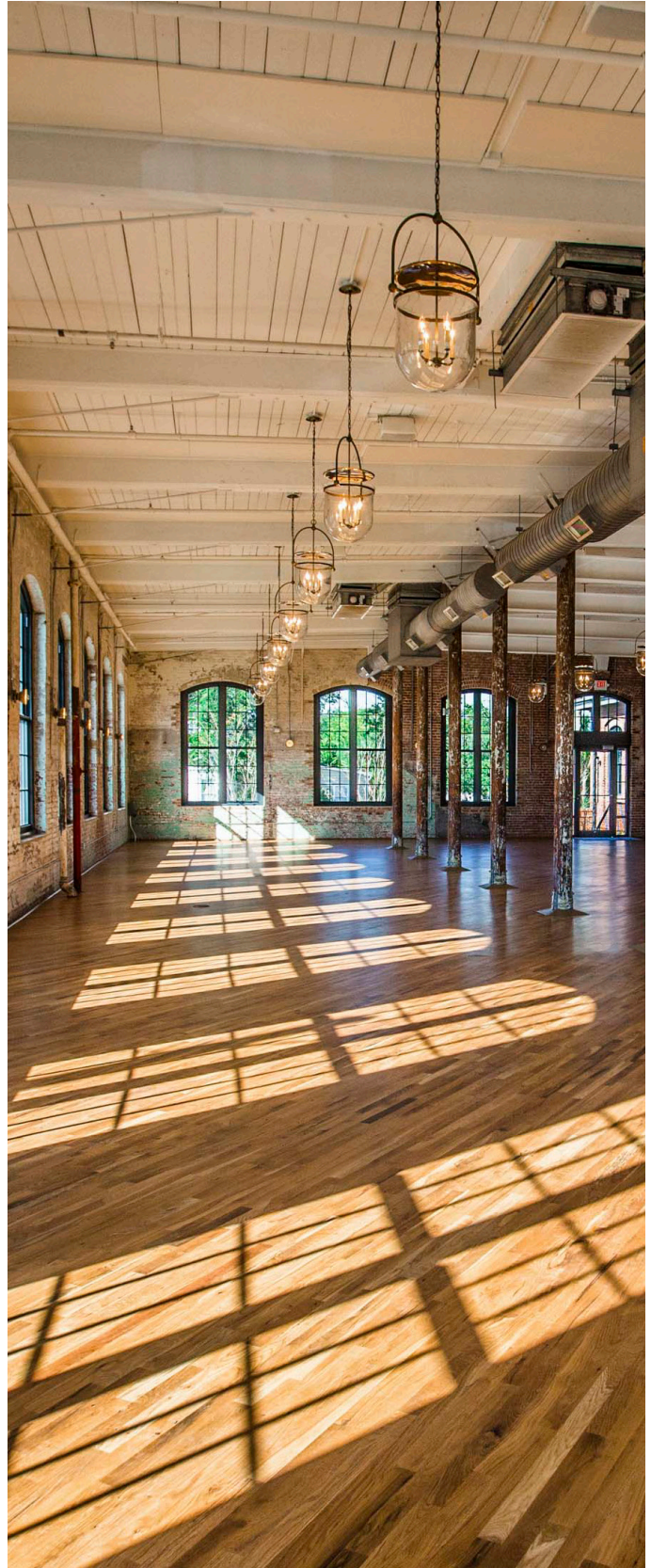
Trident Construction

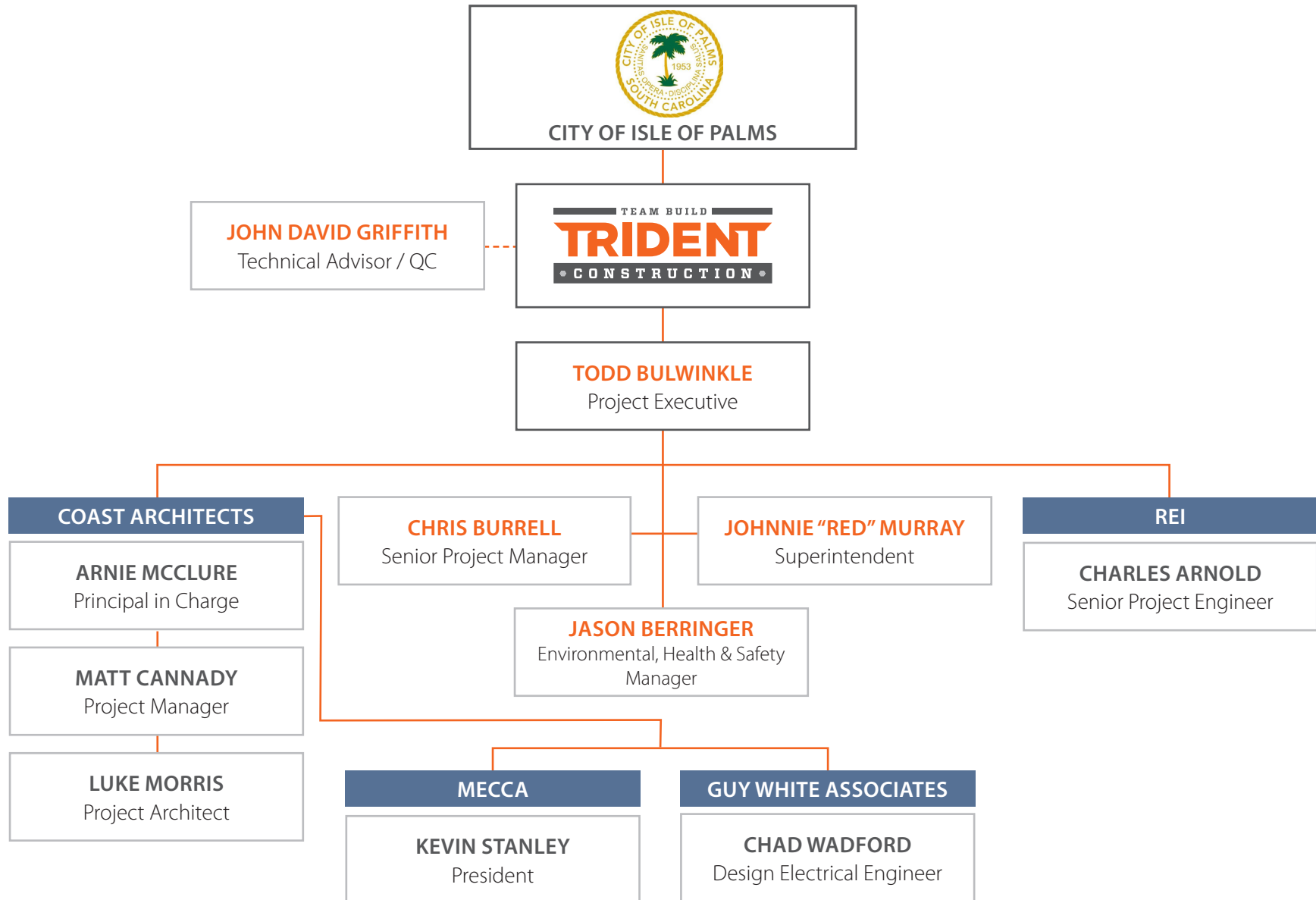


Todd Bulwinkle
Vice President

SIMILAR WATER INTRUSION AND ENVIRONMENTAL IMPROVEMENT PROJECTS

- » Charleston Place Hotel Exterior and Mechanical Replacement
- » Cigar Factory Renovations
- » Charleston Day School
- » Kerrison's King Street - Apartment Conversion
- » Harbor Walk / IMAX Fountain Walk
- » River Gate Office Building
- » Pacific Box & Crate
- » 7410 North Side Drive Office Building
- » CSU - Residence Life Renovation
- » CSU - Multiple Projects
- » West Ashley Vet Clinic
- » 61 Vandy Student Residence
- » Ashley Hall School - Multiple Projects
- » Beaufort Hospital Medical Office Building
- » Gillard Auditorium
- » Haselden Building
- » St. Michael's Church - Multiple Projects
- » St. Philip's Church
- » KSA Industrial Manufacturing
- » SCDNR MRRI Repairs
- » Scienceuticals
- » Arcadia II Condo Repairs
- » Pinnacle 1 Office Building
- » Palmetto Behavioral Health
- » Myrtle Beach Airport Hanger
- » Sofa Express - 2 Projects
- » Windswept Villas - Kiawah
- » 5 Exchange Street
- » Rogers & Brown Renovation
- » Red Bone Alley Restaurants
- » Beach Cove Resort
- » Concord and Cumberland Condominiums
- » Four Seasons Resort - Hilton Head
- » Holiday Inn - Riverview Renovations
- » Exchange Building Renovations





NON-COLLUSION OATH

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING ARE TRUE AND CORRECT.

Dated this 20th day of December, 2018.

Trident Construction

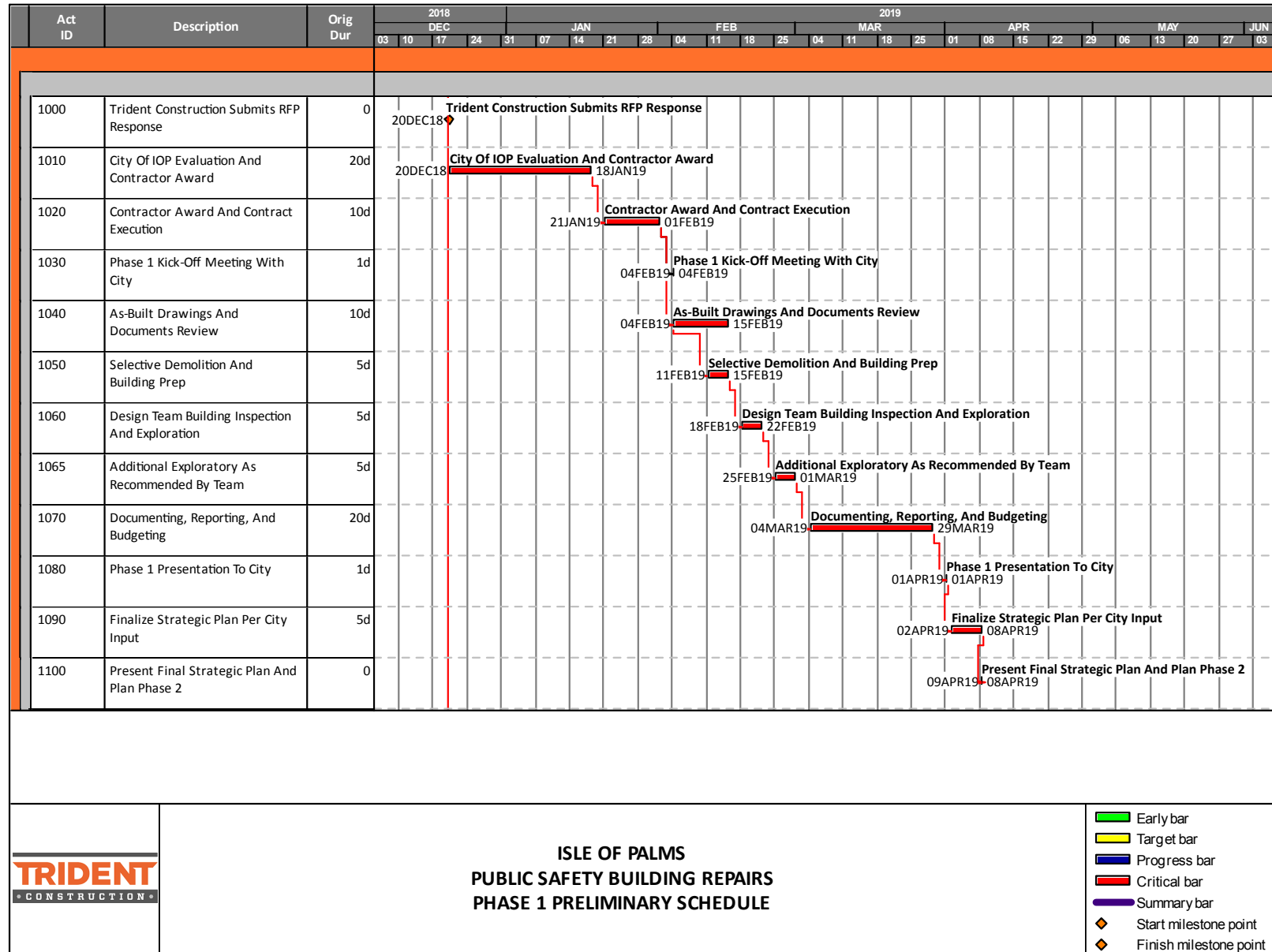
(Name of Organization)

Todd Bulwinkle

(Title of Person Signing)



(Signature)



COST DATA FORM:

a. Lump sum costs to provide the work outlined for Phase 1

Trident Construction's cost to provide the work outlined for Phase 1 shall be \$95,267.00. Included in this lump sum amount are our Design Team fees and allowances for steps to be taken to perform selective demolition, and identify portions of the building requiring repairs. Selective demolition includes removing existing building materials, create view portals for the Design Team to better understand existing conditions. Upon completion of the selective demolition and observation, Trident Construction will seal back the portals, make them weather tight and aesthetically acceptable. We have not included patching the portals back to match to the original state. This will be done as a part of the Phase 2 scope of work. Design Team fees are inclusive of architectural, building envelope, plumbing, mechanical, and electrical fees. We have not included any design fees associated with Civil or Structural Engineering.

b. All expected rates for design and construction work to be charged during Phase 2

Design Billable Rates/Fees

Principal (Architect)	\$185/hour
Principal (Engineer)	\$170/hour
Project Architect/Manager	\$155/hour
Intern	\$65/hour
Engineer	\$150/hour
Engineer Designer	\$110/hour
Field Technician	\$110/hour
Clerical	\$85/hour
10% mark-up shall be applied to Architect's/Engineer's material expenses	

Contractor Billable Rates/Fees

Project Manager	\$90/hour
Superintendent	\$75/hour
Carpenter	\$35/hour
Laborer	\$24/hour

Contractor's Overhead & Profit

12% of total job cost

Contractor's Monthly General Conditions

Trident Construction's estimated Monthly General Conditions for Phase 2 are \$19,235 per month. The monthly rate reflects the cost of a full-time Superintendent to supervise the work and a part-time Project Manager that will support the Superintendent. The monthly general conditions includes the cost of the Superintendent's truck, fuel and maintenance; Superintendent's mobile phone and data; and a small mobile office.



2245 Technical Parkway
North Charleston, SC 29406
Phone (843) 572-7600
Fax (843) 764-1704

TridentConstruction.com

City of Isle of Palms
Parking Kiosk Rate Options for Summer 2019/Budget 2020

MARCH - OCTOBER ONLY Hourly Rate for Lots				MARCH - OCTOBER ONLY Daily Rate for Lots				ESTIMATED YEAR ROUND KIOSKS (4 Additional Months, Hourly Rate for Lots)												
STREET			LOTS	TOTAL	STREET			LOTS	TOTAL	STREET			LOTS	TOTAL						
Total Summer 2018 (March-October)																				
Rate Per Hour	\$	1.50	\$	1.00		\$	1.50	\$10 M-F \$12 S&S			\$	1.50	\$	1.00						
Actual Collections		432,876		201,344		634,220		432,876		370,315		803,191		476,876		215,344		692,220		
Estimated Increase over Summer 18																			168,971	58,000
OPTION #1																				
Rate Per Hour or Day	\$	2.00	\$	1.50		\$	2.00	\$10 M-F \$12 S&S			\$	2.00	\$	1.50						
Estimated Collections		577,168		302,016		879,185		577,168		370,315		947,483		635,835		323,016		958,851		
Estimated Increase over Summer 18																			313,263	324,631
OPTION #2																				
Rate Per Hour or Day	\$	2.50	\$	2.00		\$	2.50	\$10 M-F \$15 S&S			\$	2.50	\$	2.00						
Estimated Collections		721,461		402,688		1,124,149		721,461		434,320		1,155,781		794,794		430,688		1,225,482		
Estimated Increase over Summer 18																			521,560	591,262
OPTION #3																				
Rate Per Hour or Day	\$	3.00	\$	2.50		\$	3.00	\$10 M-F \$15 S&S			\$	3.00	\$	2.50						
Estimated Collections		865,753		503,360		1,369,113		865,753		434,320		1,300,073		953,753		538,360		1,492,113		
Estimated Increase over Summer 18																			665,852	857,893

NOTE 1: Street rates are higher than lot rates to encourage more frequent turnover on the street.

NOTE 2: For Options using daily rates, the revenue is estimated using Summer 2017 lot usage figures which indicate approximately 30% of usage occurred on weekdays and 70% on weekends. This was the last summer the City used daily rates. Note that in 2017 hourly rates were available in lots after 4:00 with minimal revenue impact.

NOTE 3: Daily rates require significantly less manpower to enforce.

NOTE 4: Important to keep rates reasonable to protect businesses and encourage visitors to park in the Front Beach area, thereby reducing congestion in other public parking areas.

NOTE 5: Estimated November - February revenues based on 50% of actual March 2018 collections * 4. March 2018 Actual: Street=\$22,651 and Lots=\$7,770.

OFFICIAL SEALED BID OPENING
RFB 2018-08 – Repair and Renovation of Public Works Workshop
10:00 a.m., Thursday, January 127, 2019
Council Chambers in City Hall
1207 Palm Boulevard, Isle of Palms, South Carolina

Present: Interim City Administrator Fragoso
Director Pitts
Director Kerr
Human Resources Officer DeGroot
City Clerk Copeland

Interim Administrator Fragoso announced the sealed bid opening for RFB 2018-08 – Repair and Renovation of Public Works Workshop. She stated that the bid had been advertised in *The Post and Courier* and on the City's website. The deadline for questions was Tuesday, January 8, 2019 and no addendum was issued

<u>Bidders</u>	<u>Bid</u>
IPW Construction Group LLC Post Office Box 40968 Charleston, SC 29423	\$150,460.54
Carolina Builders and Reconstruction Post Office Box 37 Mount Pleasant, SC 29465	164,275.10
Carolina Professional Builders, LLC Post Office Box 682 Isle of Palms, SC 29451	129,475.00

After the bids have been reviewed for compliance with the RFB, the selection of a contractor will take place in the City Council meeting in order to expedite the project to insure its completion before the season starts; the meeting will be at 6:00 p.m., Tuesday, January 22, 2019 in Council Chambers in City Hall.

Respectfully submitted:

Marie Copeland
City Clerk

LOWVELO

MARCOM Overview

As of 1.10.2019

All partners of LOWVELO 2019 will be featured in the following fashion. Partners of LOWVELO can consist of individuals, businesses and organizations who provide goods and services at no cost to the project. The goal of LOWVELO is to provide sustainable funding for cancer research. LOWVELO is a grassroots bike ride around the lowcountry to rally the entire state of South Carolina around one rival – CANCER. The LOWVELO project graciously accepts opportunities to discuss partnerships which align with the legal boundaries of the movement. For further information on ways to support LOWVELO, please contact Janet Bolin, Executive Director of LOWVELO at (843) 666-9480, bolinj@musc.edu or Janet@LOWVELO.org. Together we can defeat our one rival.

1. Broadcast and print partnerships with local, state and national news outlets including ABC, NBC, CBS, Fox, NPR, The State, Post & Courier, MUSC outlets and more
2. Social Media weekly partner spotlights featuring local organizations support, product donations and sponsorship
3. Email marketing to full database
4. Website features, including blog
5. Events for local, regional and statewide cycling organizations, cycling clubs and affiliated cycling organizations throughout the calendar year
6. Presence at events supporting smoking cessation, HPV and skin cancer prevention,
7. Brand Marketing
 - LOWVELO brand illustration video (released December 2018)
 - LOWVELO 2019 hype video (scheduled to be released prior to the ride) to feature local, regional and statewide partners
 - Brochures (trifold)
 - Poster (11" x 17")
 - I Ride For personal signs (8.5" x 11")
 - I Ride For cubicle signs (4" x 6")
 - Promo code cards (3" x 2")
 - Merchandise available in Spring 2019 through local retail partners and online
 - Fundraising Toolkit (LOWVELO.org)
 - Asset Kit (LOWVELO.org)
 - Powerful Peloton Toolkit (LOWVELO.org)
 - LOWVELO Rider Weekend Detail – all event details each rider will need to know ahead of time. (available 30 days prior to the ride)



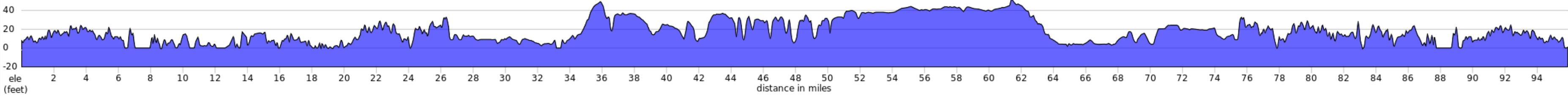
**Lowvelo Bike Ride
Isle of Palms - 100 mi route**

**First rider expected around 8:15am
Last rider expected around 10:00am**

Lowvelo 100



A.	Rest Stop 1
B.	Rest Stop 2
C.	Rest Stop 3
D.	Res Stop 4
E.	Rest Stop 5
F.	Rest Stop 6
G.	Rest Stop 7
H.	Rest Stop 8



PUBLIC WORKS COMMITTEE
9:00 a.m., Thursday, January 3, 2019

The regular meeting of the Public Works Committee was held at 9:00 a.m., Thursday, January 3, 2019 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Kinghorn, Rice and Smith, Interim Administrator Fragoso, Public Works Director Pitts and City Clerk Copeland; a quorum was present to conduct business.

1. Interim Administrator Fragoso called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

2. Election of Chair and Vice Chair

Councilmember Kinghorn nominated Councilmember Rice as Chair and Councilmember Smith as Vice Chair; Councilmember Rice seconded. Councilmember Rice informed the Committee that she would be out of town for the months of June and July 2019 and asked Vice Chair Smith to preside over the meetings while she is travelling.

Councilmember Kinghorn asked to amend his nomination to add that the Vice Chair should attend the monthly meetings of the IOP Water and Sewer Commission.

The vote unanimously favored the candidates.

3. Approval of Previous Meeting's Minutes

MOTION: Councilmember Kinghorn moved to approve the minutes of the regular meeting of November 8, 2018 as submitted; Councilmember Smith seconded and the motion **PASSED UNANIMOUSLY.**

Chair Rice thanked Clerk Copeland on her writing of the minutes of the November 8th meeting since it was a long and intense meeting.

4. Citizens' Comments

Jim Raih, 3904 Cameron Boulevard, repeated his comments to the Personnel Committee at their December 6, 2018 meeting that a person with project management experience might be better suited than an engineer to fill the Public Works Assistant Director position. He suggested that, if the Interim Administrator were to move into the Administrator's position, the City would "get more bang for its buck" if it could find a person who could assist the City Administrator and assist Director Pitts.

Katrina Limbach, 5 Duck Lane, indicated that she had seen that the Committee would discuss amend the ordinance banning single-use plastic bags. As an organizer of the IOP Cleanup Crew, she provided the Committee members with a breakdown of the counts and materials they removed from the beach sweeps beginning the fourth Monday in June through Labor Day. The sweeps were one-hour (1 hr.) each and limited to Front Beach area; participants removed twenty-three thousand one hundred one (23,101) items ranging from cigarette butts and bottle caps to

food wrappers to beverage cans. She noted that cigarettes and cigarette filters were the single biggest contributor to the collections, and she informed the Committee that cigarettes are the single largest, man-made pollutant to the oceans. Ms. Limbach recommended an educational campaign and signage close to the beach saying "Please don't bring plastic bags to the beach," "Please don't bring canned drinks to the beach," "Please don't bring plastic straws to the beach," etc.

Having participated in some of the Cleanup Crew sweeps, Councilmember Smith said that they could have happened every day, not just Monday mornings.

Ms. Limbach stated that she was interested in starting the project again in 2019 to compare numbers between the two (2) years.

5. Department Reports for November and December 2018 – Director Pitts

The Director reported that household garbage was up slightly in November and relatively flat for December, while miscellaneous garbage was up for the second month; he has not received the information from Charleston County to report for December. He had a meeting scheduled with an engineer from Charleston County to look at the ditch on 21st Avenue to discuss re-opening it; the meeting had to be cancelled because 21st Avenue was flooded on the day of the meeting. He will seek to re-schedule. In November, the City deployed its pumps on 29th and 51st Avenues.

Director Pitts reported that, in November, he had arranged for the Department's fleet of vehicles to have their maintenance PMS; he was confident that the Department would end the year under budget.

Chair Rice reported talking with the resident at 2910 Palm Boulevard; she stated that he needs some kind of fill in the area of the drop-off – she described it as being similar to a sinkhole.

Director Pitts said that, when the pump runs, it pulls the solids away from the shoulder, but he noted that the problem would not be solved by his getting sand shell and leveling it in the ditch. Since it is in the DOT right-of-way, they should be contacted first, and he has told the resident to contact them. In the meantime, he can get the sand shell poured into the ditch and contact Mr. Pedersen about leveling it. The long-term solution is drainage, and the ditch has been cleaned by DOT and by the County.

The Interim Administrator informed the Committee that money was in the FY19 budget to replace the roof and to make other improvements to the Public Works building, such as a new roof, new garage bay doors, etc., identified in the Hill report. An RFB was developed that also included a reconfiguration of the building to accommodate the new Assistant Public Works Director; bids will be opened later in the month. Staff's recommendation will be presented to the Committee at the February meeting.

Councilmember Smith stated that a resident had spoken to her about the gate being left partially open, and Director Pitts replied that the cantilever gate was budgeted to be replaced in this fiscal year. Currently the gate is a remote system, and, when the battery gets low, it does not close properly, so he will change the battery today.

The resident who called expressed concerns that coyotes were attracted to the Public Works site.

The Director informed the Committee that “household garbage is never left on the Isle of Palms.” Garbage can be found in the compactor, and the trash picked up from the beach is put into the container in the parking lot.

Councilmember Kinghorn commented that the urgent need for this new position was established six (6) months ago, but to-date no one has seen a resume. He added that, if he were Chair or Vice Chair, he would speak with the Chair of the Personnel Committee to learn the status of the search.

6. Old Business

A. Update on Phase II Drainage project

Due to the considerable rainfall in November and December, laying of the pipes was delayed. The primary crew is finishing the crossing under Palm at 52nd Avenue which will be the end of work on Palm Boulevard, and they will start down 52nd Avenue. A second crew is working on 49th Avenue, and, when that is done, they will move to 50th Avenue. Whatever crew completes its assigned work first will move to 51st Avenue. The contractor anticipates having all of the pipes underground by the end of January, assuming the weather continues to cooperate; the landscaper follows behind the work crews. The anticipated completion date is now mid-February.

Chair Rice stated that 45th and 46th Avenues had no flooding from the recent rainfall, so the system is working.

B. Update on removal/replacement of underground storage tanks at the IOP marina

Interim Administrator Fragoso reported that the pre-construction meeting took place early in December with the marina tenants present to discuss the project and its impact on the marina; work is scheduled to begin on Monday, January 21st. In the first week, the contractor will be driving the sheet piles into the ground to make space for removing the old tanks and installing the new ones. This work is expected to be the most disruptive because it will be loud and the ground will shake, but the work will only take two to three (2 – 3) days. Once the old tanks are removed, they will test the site. The contractor has scheduled to have the new double-walled, fiberglass tanks to arrive within twenty-four (24) hours of removing the existing tanks; the new tanks will go directly from the truck into the ground. The project is expected to be completed in seven to eight (7 – 8) weeks.

Chair Rice reported that the marina store will close for the week of January 21st for annual maintenance.

According to the Interim Administrator, the City has not been told that Morgan Creek Grill will close for that week.

The contractor will stage in an enclosed space to prevent access to the work site, and, once the tanks are in the ground, less equipment will be needed so they will be removed from the site and the staging area will be reduced.

As required by the State, Summit Engineering is working on a Fuel Prevention and Control Plan; Council approved that contract a couple of months ago.

C. Update on trashcans with lids on the beach

Director Pitts learned that Myrtle Beach uses trashcans with lids, and he is waiting for a return call. He wants to borrow one (1) on Friday to see if it is compatible with the equipment that empties the trashcans and for “show and tell” for the Committee. He noted that seventeen (17) green cans are deployed to Front Beach which do not contribute to the aesthetics; he expects these cans to be cleaner looking. With each trashcan with a lid costing three hundred dollars (\$300), to replace the seventeen (17) at Front Beach would be expensive.

Interim Administrator Fragoso related that the IOP Cleanup Crew has expressed an interest in becoming a 501(c)(3) organization and helping with fund raising.

Councilmember Kinghorn stated that a 501(c)(3) organization on the island; it is the Isle of Palms Community Corporation. He noted that they have a public interest domain and some resources; as a 501(c)(3), they can apply for some of these resources.

Director Pitts said that he was going to ask Myrtle Beach how they funded the purchase of these cans.

Councilmember Smith agreed that Front Beach needed an alternate trash receptacle; she added that an opportunity for fund-raising campaign exists for the City toward acquiring the trashcans with lids.

Councilmember Kinghorn acknowledged that the trashcans were an important issue and it should be done properly, but this Committee and the City face major issues that have serious consequences and neither the City nor the staff need another project at this time.

Chair Rice concluded the discussion saying that there was nothing to discuss until the Committee sees the trashcans and learns whether it works with the equipment.

D. Update on ditches and drainage issues

- **At 21st – 22nd Avenue** – Director Pitts will try to set up another meeting at the site.
- **At 31st – 32nd Avenue** – Mr. Werner had complained that the base put down at the new construction behind his house had infiltrated the ditch between 31-31st Avenue and 31-32nd Avenue, but site visits by the Director Pitts and Director Kerr indicate the ditch appears to remain a one foot swail ditch.
- **Between 30th and 31st on Hartnett** – When the Charleston County engineer is on the island, the Director will take him to this location as well to see where the ditch was and to arrange to have it dug out again.
- **32 – 32nd Avenue** – Charleston County is scheduled to reinforce the walls to stabilize the ditch this month.
- **267 Forest Trail** – The Chair commented that this situation continues to get worse as houses continue to be constructed. Forest Trail is in one (1) of the basins to be addressed by Phases 3 and 4 Drainage.

Councilmember Kinghorn reiterated his opinion that drainage and island-wide sewer should be addressed simultaneously; the discussions of the island’s drainage have not referred to the backed-up septic tanks that leech effluent that is washed into the waters surrounding the island. He asked Director Pitts to place red-colored, adhesive circles identifying the most urgently needed outfall improvements on the backside of the island; he noted 26th, 30th, 34th, and 41st Avenues;

the next priority down were the outfalls marked in yellow and were 19th and 21st Avenue and through the lakes system of Wild Dunes. Director Pitts said that the worst flooding was in the middle of the island from 21st to 41st Avenues.

Councilmember Kinghorn opined that the City could solve all of its drainage problems and have the best drainage system money could buy, and, based on rising seawater and the higher water table, when these occur together, septic systems backup putting sewerage in the ditches that flows to the waters surrounding the island. With improved outfalls, the contaminated water moves faster and relatively unimpeded into the ocean and Intracoastal Waterway. He restated emphatically that island-wide sewer and drainage must be tackled at the same time; he also acknowledged that the planning, financing and implementation of such an urgently needed project would take years.

When asked to define septic issues, Director Pitts indicated that his experience has been primarily when the Water and Sewer Commission shut down the grinder pumps because the water table is higher than they are. At those times, the City's priority is to pump the street to get the water table below the grinders so the homes will have sewer; grinder pumps are located primarily between 45th and 51st Avenues. Although the worst flooding is in the middle of the island, the City cannot pump there, so he does not have firsthand knowledge of the septic problems there. The grinder pumps on these streets failed in the one thousand year flood, and the City arranged for portable toilets to be deployed until the pumps could be re-started.

Councilmember Kinghorn thought the next step would be for the Water and Sewer Commission to label their hotspots to see where overlaps exist on the island; he expressed concern that the concentration of septic systems that was going to be sent to the improved outfalls.

Chair Rice suggested having another joint meeting with the Water and Sewer Commission once the Memorandum of Understanding (MOU) is completed.

The Interim Administrator stated that she and Director Kerr met with the Water and Sewer Commission and Thomas and Hutton before the holidays and that the MOU is being finalized by the attorney. While the Interim Administrator believes the biggest challenge to having island-wide sewer will be the mandatory tie-in to the sewer, it will be necessary in order to guarantee financing for the project. She recalled that an ordinance defining requirements for a mandatory tie-in was presented to City Council in 2018, but it was postponed until the MOU could be developed and a master plan completed. Interim Administrator Fragoso opined that the same strong opinions that hindered adoption of the ordinance a year ago will continue to exist.

Councilmember Kinghorn noted that he has assisted local governments in obtaining the necessary funding for sewer projects.

In conclusions, Councilmember Kinghorn stated that sewer should be the City's Number One priority because of its long-term implications on the quality of life and on the health of island residents and visitors; he thought that forming "a special task force to hone in on the details."

MOTION: Councilmember Kinghorn moved for the Public Works Committee to recommend to City Council that the City's goal is to get the entire island on public sewer; Councilmember Smith seconded and the motion PASSED UNANIMOUSLY.

E. Consideration of expanding the plastics ban and differences between the Isle of Palms' ordinance and the ordinances for Mount Pleasant and Sullivan's Island

Interim Administrator Fragoso prepared a short PowerPoint presentation to summarize the key points on various plastics bans in the area; a copy is attached to the historical record of the meeting. The Committee's goal is to expand the City's ordinance in an effort to eliminate or reduce the use of plastics and Styrofoam on the island and in the waterways to protect marine life and to improve the quality of life. Both the Isle of Palms and Folly Beach ban only single-use plastic bags and have the same exemptions; enforcement on IOP is by the Police Department and by the Public Safety Department at Folly Beach. In the Town of Mount Pleasant, plastic items banned are single-use plastic bags, straws, stirrers, single-use napkins and any polystyrene products at point of sale; all businesses are required to shift to recyclable or compostable substitutes; enforcement is by the Police Department. Sullivan's Island has banned single-use plastic bags, straws polystyrene products at point of sale; in addition, the SI ordinance expressly bans single-use plastic bags, straws and polystyrene products on the beach, for example, cannot be taken from a vehicle to the beach. Sullivan's Island exempts plastic drink lids, cutlery and other items; the ordinance is enforced through the Police Department. The Sullivan's Island ordinance is the most comprehensive and aggressive in the Charleston area. The ordinance passed by the City of Charleston will not go into effect for another year, January 1, 2020; it bans single-use plastic bags, straws, stirrers, and polystyrene products at the point of sale, but exempts meat trays, egg cartons, plastic drink lids, cutlery and to-go condiment packages, and a few other things. The City of Charleston will enforce its plastics ban by the Livability and Tourism Department. Consistent with all of the municipalities were the penalties for violating the plastic ban ordinances; the fine for the first offense is two hundred dollars (\$200); for the second violation within a year, the fine is three hundred fifty dollars (\$350), and for third and more in a year, the fine is five hundred dollars (\$500).

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Although State legislators debated prohibiting local municipalities from enacting laws banning single-use plastic bags, it is expected to be re-introduced in 2019. The possibility also exists that the State could roll back the ordinances the local governments have already passed; nationwide, ten (10) states have succeeded in prohibiting the local municipalities from passing ordinances regulating single-use plastic bags.

Based on that information, the City should act to expand the use of plastics and Styrofoam products before the legislature has reaches a decision.

Councilmember Kinghorn said that, in the master plan, the City is required to have an anti-littering campaign which could incorporate the plastics ban, but the City would also need an education program. He was impressed by Sullivan's Island's efforts to keep plastics off the beach.

As a member of the IOP Cleanup Crew, Councilmember Smith indicated that she had given this topic some thought. Speaking pragmatically, she thought that the City should keep up with what is happening in the Statehouse, should "consider what is do-able and what can be done quickly." She said she would like to see the City expand the current ban on single-use plastic bags by following the model set by the City of Charleston because it seemed to have more in common with other municipalities in its ban on straws and polystyrene products. She questioned that such a law was enforceable and pointed out that the Sullivan's Island ordinance contains some "complicated exemptions." She opined that an advertising and educational campaign should involve the business community and could be effective using catchy phrases.

Chair Rice recommended including plastic straws, stirrers and polystyrene products, at a minimum, to join the other local communities that have banned them, and to be less confusing to the visitors to the island.

Although the Chair thought that any expansion to the plastics ban might fare better under state scrutiny as an amendment to the existing ordinance than a new ordinance, Councilmember Smith stated that she had heard from people on the Statehouse level that a new ordinance would be better because it would not put the original ordinance in jeopardy.

Chair Rice asked the Interim Administrator to contact the Municipal Association to find out what they are recommending to local governments.

MOTION: Councilmember Smith moved to recommend to City Council a ban on plastic straws, stirrers and polystyrene products at the point of sale and to allow the usual exemptions; Chair Rice seconded and the motion PASSED UNANIMOUSLY.

7. New Business

A. Consideration of proposal to install a flap gate on Tabby Lane

Interim Administrator Fragoso informed the Committee that two (2) residents had intended to attend the meeting to present their proposal for the flap gate, but they were unable to be present and asked that the Agenda item be postponed until the February meeting.

B. Discussion of FY20 Budget and 10-Year Capital Plan

The Interim Administrator reported that the 2003 Mack flatbed truck was scheduled for replacement in FY20 but has been deferred to FY21; Director Pitts explained that this truck is slightly under weight, therefore, does not require a CDL driver providing the City with more versatility. To be replaced in FY20 is a 2014 Ford F150 truck at thirty-four thousand dollars (\$34,000). The truck for the Assistant Public Works Director is included in the FY19 budget and will be purchased before the end of the fiscal year; in the next iteration of the budget, this item will not be included in FY20. New to the budget in FY20 is a Building Maintenance Contingency initially set at twenty-five thousand dollars (\$25,000); a similar amount is included in each Department's budget to be used for the ongoing maintenance needs defined in the Hill report for the coming year.

Listed first Under Special Projects is seventy thousand dollars (\$700,000) for a drainage contingency for small projects; the amount has been increased from the amount in the FY19 budget. The next year in Eadie's rotation for maintenance of the island's ditches is budgeted at one hundred eighty-four thousand five hundred thirty-eight dollars (\$184,538). Seven hundred thousand dollars (\$700,000) has been budgeted for the design, engineering and permitting for Phases 3 through 5 Drainage Projects.

Councilmember Kinghorn suggested that the seven hundred thousand dollars (\$700,000) would be better spent on preliminary engineering toward an island-wide sewer system, rather than improving outfalls that will push effluents into the surrounding waters.

Chair Rice stated that Thomas & Hutton who was doing the engineering for the City's drainage was also doing engineering for the Water and Sewer Commission; therefore, the Water and

Sewer Commission is well aware of the City's plans.

Interim Administrator Fragoso added that the contract awarded to Thomas & Hutton last month was for investigative work and for developing different ways to improve the outfalls. The options Thomas & Hutton develops will be presented to City Council with the costs and a recommendation for Council to then choose the option with which the City will go forward. This phase of work was budgeted in FY19 at one hundred thousand dollars (\$100,000) and expected to be complete in May. Once the selection has been made, Thomas & Hutton and the City will enter into another contract for surveying, engineering and permitting for the chosen project for which the City has funding in the FY19 budget.

Councilmember Kinghorn asked that Thomas & Hutton be asked to address the issue holistically, and, if the Committee disagrees with Councilmember Kinghorn's assessment of the need for drainage and sewer work be done simultaneously, he suggested asking the contractor for the Phase 2 Drainage Project.

When Councilmember Kinghorn asked what the timeline was for completing Phases 3 through 5, The Interim Administrator said the current plan was for Phases 3 and 4 to be completed by FY27.

Councilmember Rice was concerned that seventy thousand dollars (\$70,000) would be insufficient to fix, for instance, the broken pipe on Marginal Road which will be six (6) figures to repair; therefore, she proposed increasing that line to one hundred twenty-five thousand dollars (\$125,000).

Director Pitts reminded the Committee of the stormwater funds being held by Charleston County that would be available for the City's use for the repair of drainage problems; Interim Administrator Fragoso estimated that the Council was holding approximately forty-eight thousand dollars (\$48,000).

The Interim Administrator offered to increase the contingency to one hundred thousand dollars (\$100,000) for the next version of the budget, and the amount can be refined as the budget process continues.

Councilmember Kinghorn voiced his concern that the schedule did not have a line for revenue; therefore, he asked where the funds would come from for these expenditures.

Interim Administrator Fragoso noted that the schedule under discussion was the Ten-year Capital Plan; at the next meeting, the operating budget will be presented with the estimated revenue for FY20. The Public Works Department does not have a dedicated revenue line, but she recalled that user fees for garbage collections were discussed at the workshop as a new source of revenue. She stated that the Isle of Palms was one (1) of the few municipalities in the state that does not charge a user fee for garbage pickup, but staff could prepare a schedule for user fees for consideration at the next meeting.

Councilmember Kinghorn recalled that he had also suggested franchise fees for water and sewer as a source of revenue to pay for the sewer and drainage projects. He also asked that staff be more creative, for example, using a portion of the revenue from the parking lots to fund the anti-litter campaign especially as it pertains to the Front Beach area.

The Interim Administrator stated that staff was evaluating the use of impact fees for drainage on new construction.

8. Miscellaneous Business

Next Meeting Date: 9:00 a.m., Monday, February 11, 2019 in the Conference Room

9. Executive Session – not needed

10. Adjournment

MOTION: Councilmember Kinghorn moved to adjourn the meeting at 10:55 a.m., Monday, February 11, 2019; Chair Rice seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk

Recreation Committee

5:00 p.m., Tuesday, January 8, 2019

The regular meeting of the Recreation Committee was called to order at 5:00 p.m., Tuesday, January 8 2019 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Moye and Smith, Chair Buckhannon, Interim Administrator Fragoso, Recreation Director Page and City Clerk Copeland, a quorum was present to conduct business.

1. Chair Buckhannon called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

2. Approval of Previous Meeting's Minutes

Councilmember Smith asked that a change be made to fourth paragraph under Item 4, Departmental Report saying that she would like to see signs "posted in business' windows throughout the island."

MOTION: Councilmember Moye moved to approve the minutes as amended; Chair Buckhannon seconded and the motion PASSED UNANIMOUSLY.

3. Citizens' Comments

Dan Slotchiver of 6805 Back Bay Drive stated that he was the speaker for the Old Man's Basketball group that brought approximately twenty (20) members to this meeting; this group consists of approximately eight (80) members who routinely draw fifteen to twenty (15 – 20) members for basketball on Saturday mornings on the outdoor courts at the Rec Center. When the weather conditions are cold, rainy or extremely hot, they typically do not play. They have been trying to find a way that they could use the indoor basketball court at the Rec Center; now that the Rec Center is open on Sunday afternoons, Director Page has designated between 1:00 p.m. and 3:00 p.m. for adult gym use so these guys can play full court basketball.

Mr. Slotchiver commented that tae kwon do has used the gym for many years on Saturday mornings, and only three to five (3 – 5) people have been participating in the past couple of months. He opined that tae kwon do "could easily meet in one (1) of the classrooms."

Although they appreciate the Director's efforts to give them exclusive play time in the gym, the basketball players have found that the men on the team typically have family obligations on Sunday afternoons and are not available for basketball. Mr. Slotchiver stated that the City has "a space that island residents want to use for a purpose that is legitimate and . . . should be looked at, especially when it has the majority of people" compared with tae kwon do. Mr. Slotchiver added that the gym is the only space they could use whereas the tae kwon do class could meet in a classroom; over the span of five (5) years, they have proven they will show up every week. He referenced the letter sent to all of Council and delivered to City Hall prior to the meeting for additional details and a short listing of the IOP residents who are in the group. In summary, he stated that they want the opportunity to be able to play on a regular basis in a nice facility recognizing that events occur throughout the year that occupy the gym. He asked that the Committee consider moving tae kwon do out of the gym or holding the classes at a different time and allowing them to play on Saturday mornings between 8:00 a.m. and 10:00 a.m.

The Old Man's Basketball group also asked that the Committee consider designating the entire afternoon on Sundays to family gym time.

Joe Birkstrom, 526 Palm Boulevard, thanked the staff for allowing the Sullivan's Island basketball team practice time in the gym, and he stated that the team was two and two (2 – 2) this far into the season. He also said that he was one (1) of several dozen parents who are spending a lot of time traveling over the County for games of soccer, lacrosse, baseball and basketball, and to Mount Pleasant, West Ashley, and North Charleston to rent fields for games. He asked that they be given the opportunity to rent fields at the Rec Center in the off-season; currently they are renting four (4) fields in Mount Pleasant for lacrosse. He asked that the Recreation Committee consider their request.

MOTION: Councilmember Moyer moved to address Section 6, Item B at this point in the meeting; Councilmember Smith seconded and the motion PASSED UNANIMOUSLY.

6. New Business

B. Discussion of Recreation Facilities use, rental and access options

Councilmember Moyer stated that he has been contacted many times over the course of his first year on Council about finding more ways for residents to have access, rent or otherwise use the Rec Center. By putting this on the Agenda, he chose not to present a plan to the Rec Director because he thought she has the expertise and that the staff knows what is needed and what is more feasible to serve the community. He then charged Director Page, her staff and Interim Administrator Fragoso to present to the Committee changes to consider to increase use of the facilities. He stated that currently the City does not have a fee schedule for renting out the facility, for instance, class instructors could be contract employees who rent the space and collect any fees established by the instructor rather than City employees. He thought that the requests made today were examples of activities that would be standard practice for other municipalities. He reiterated that he wants staff to come up with ideas to better meet the needs of the community; he thought that the requests were stemming from an ever changing demographic that has more young families on the island and from a more engaged citizenry. Statements he has heard over the last year are that residents want the Rec Center to be the "heart of the community" and "make sure the City has an open, inviting and available way to use it." He suggested that the Rec Center could become another revenue center for the City.

Director Page stated that tae kwon do was the first class to be offered when the building was opened in 1982. She then asked the Old Man's Basketball group if playing from 7:45 a.m. to 9:45 a.m. on Saturday mornings would be satisfactory for their games since the adult tae kwon do class does need to stay in the gym because the equipment they use is there.

Councilmember Moyer told Director Page that he was looking for a more holistic approach to accommodating the residents, and the Old Man's Basketball group was only one (1) small part of the community. He also said he would like to know who are taking the classes; he would like to see a breakdown similar to the one (1) in the monthly report for young people's sports. If the participants in tae kwon do were primarily Mount Pleasant residents, he questioned why it would get priority over island residents who want to play basketball.

Director Page reminded the Committee that the instructors bring in revenue. If the men's basketball group accepts the Director's offer, residents would have earlier access to the cardio

room, and, possibly, another class could be added; since the Rec Center opens at 9:00 a.m., the Department will spend a little more on wages to insure it is open at 7:30 a.m.

Councilmember Moyer said that the Rec Center should never have an unused space when people want to use it, and he has seen that to be the case. That is one (1) situation he believes staff's recommendations can eliminate. He added that he would also like to see a schedule comparing renting class space to instructors rather than bringing them on as part-time employees.

Speaking again for the basketball group, Mr. Slotchiver said that they would be content to have access to the gym from 8:00 a.m. to 9:45 a.m. on Saturdays.

Director Page said that she did not think they could start the Saturday basketball until the first weekend in February because staff schedules have been set through January.

4. Departmental Report for November and December 2018 – Director Page

The monthly report is attached to the historical record of the meeting.

One (1) item of information Director Page thought was interesting was that the participation of children between the ages of 5 to 6 years has increased by twenty-two percent (22%).

Upcoming events include Doggie Day at the Rec on Saturday, February 9th, the Front Beach Fest on Saturday, March 9th and the IOP Yard Sale on Saturday, March 30th.

Director Page stated that the Sullivan's Island basketball team did not contact her requesting use of the gym for their practices; she did get an email the day of the Council meeting from one (1) parent. She added that someone from that group went to *The Island Eye News* wanting an article written saying that the IOP Rec Center did not like children because children were not allowed to play in the gymnasium. She stated that just because something was on social media did not mean that it was the truth.

Councilmember Moyer referred to the breakdown of children registering for basketball as the report he would like to see for the classes held at the Rec. He stated that, in business, if someone can perform a job for you as contract labor, it was preferred over hiring another employee because the business would not be required to offer benefits.

According to Director Page, if an instructor was to rent space to teach a class, he/she would be required to have liability insurance meeting the City's coverage requirements and naming the City as an "also insured;" if the instructor purchased the insurance and paid rent on the space, he/she would not make any money by teaching. When they become part-time employees of the City, they are covered by the City's liability insurance. Additionally, the City has more control over what and how they teach than it would have otherwise.

MOTION: Chair Buckhannon moved to suspend the rules and to re-open Citizens' Comments; Councilmember Moyer seconded and the motion PASSED UNANIMOUSLY.

3. Citizens' Comments

Brenda Rosenthal, 3013 Waterway Boulevard, stated that she has been a resident of the island for twenty-five (25) years and regularly attends Zumba at the Rec Center. She said that, if some

of the ladies from Zumba want to go out for coffee, they go to The Refuge. She said that she would like to see the Rec Center become more of a community center, so that, if the Zumba ladies wanted coffee after class, they could go to a location within the Rec Center to sit and enjoy a cup of coffee together. In her opinion, the Rec Center does not now have any sense of gathering. She thought that holding lectures on a variety of topics would bring more adults into the Rec Center during the day and who would likely stop by a juice bar or coffee area. She stated that nearly all of the women who attend the Zumba class belong to a full-service gym in Mount Pleasant, and they are paying considerably less for those memberships than they pay to attend a couple of classes at the Rec Center for a full month. Another idea for drawing island residents to the Rec Center and creating sense of gathering would be a community organic garden.

Director Page stated that the Rec Center was moving in that direction with the free classes it offers and the groups who simply gather at the Rec for companionship, like the Gather Knit and Stitch group and the Wood Carvers. She also noted that coffee was available in the Lobby despite not offering much in the way of seating. The Director then urged Ms. Rosenthal and her friends to come to her with their ideas; she said that she tries to put every suggestion into action assuming it is reasonable.

The Director stated that the Recreation Department has a mission statement.

Additionally, Director Page reported having an active senior's group with the Keenagers.

Councilmember Smith stated that a lot of great things were going on at the Rec Center; she was excited at the prospect of a community garden.

Interim Administrator Fragoso stated that the City needed strategic planning; it needs to take a long look to determine what the City needs for its residents and what must be done to provide it.

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5. Old Business

A. Consideration of an award of a contract to Talbot Tennis/McGrath Industries in the amount of \$29,437 for the repair of the tennis courts (RFB 2018-06)

Committee members were directed to the recommendation from Director Page for this award. She recalled that, when the bids were originally opened, the bids were much greater than the amount budgeted; Director Page reached out to the two (2) bidders and asked about repairing the tennis courts. When the second RFB was advertised the same bidders submitted bids for using the same material; Talbot offered a three (3) year warranty that the cracks he fills will not re-appear, but new cracks could occur. This re-surfacing process should give the City another five (5) years to accumulate funds for the replacement of the courts.

Chair Buckhannon stated that, in five (5) years, the basketball courts will also need to be re-done, and he thought the entire corner should be re-developed at that time. He suggested that the City begin to reserve funds for that project and the addition of one (1) tennis court and the necessary lighting.

MOTION: Councilmember Smith moved to recommend to the Ways and Means Committee the award of a contract to Talbot Tennis/McGrath Industries in the amount of \$29,327 for the repair and resurfacing of the tennis courts; Councilmember Moye seconded and the motion PASSED UJNANIMOUSLY.

Responding to Councilmember Moye's question, Director Page stated that the work on the tennis courts must wait until the spring. She noted that she has applied for a grant, and the work cannot begin until after the grant funds are awarded.

B. Update on surfing franchise RFP and possible required amendments to the City Code

Interim Administrator Fragoso said that work on the RFP continues; she stated that she has been focusing on how the franchise agreement would look and talking to the City Attorney about ordinance changes that would be required. She reminded the Committee that the franchise agreement must be approved in ordinance form by Council, and, depending on how specific the RFP is written, the need for ordinance changes might be avoided. Currently she is coordinating with staff how the franchise would work since it is technically a lease and to whom the responsibility for oversight will be assigned.

When Councilmember Smith asked when the City would be ready, the Interim Administrator said that she was aware that summer was rapidly approaching, and she anticipated putting out the RFP in February so that the franchise agreement(s) will be in place for the 2019 season.

Director Page asked that a requirement for the franchisee to clean two (2) blocks of beach in either direction when his day is over, making them accountable for the area of beach that they use.

According to the interim Administrator, the typical financial arrangement would be one where the franchisee pays the City a percentage of gross profits.

As to location, the City knows that one (1) group has arranged for space on the beach in Wild Dunes; the resort will even book appointments for their guests. Interim Administrator Fragoso thought that the City should grant more than one (1) franchise to offer surfing lessons on the public beach. Based on the franchise agreement, the City can control the number of class participants, the location, etc.

Councilmember Smith expressed hope that the franchisee would offer a surfing camp a couple of weeks in the summer for island residents only.

6. New Business

A. Discussion of FY20 Budget and Capital Plan

After discussion and evaluation, several items originally scheduled for purchase or replacement in FY20 have been deferred to an out year; the remaining items are:

• Additional or replacement playground equip or outside scoreboard (only with failure)	\$10,000
• Replacement of golf cart	6,000
• Replacement of server for RecTrac or cameras	6,000
• Replacement of HVAC as needed (15 units)	50,000
• WiFi for Rec building and grounds	8,600
• Building maintenance contingency	<u>25,000</u>
Total	105,600

The items deferred to FY21 or FY22 are:

- | | |
|---|----------|
| • RecTrac on-line registration module | \$ 5,400 |
| • RecTrac software to enable on-line with second server | 25,000 |
| • Acoustical panels for gym (FY22) | 30,000 |
| • Replacement of soccer goals (only with failure) | 6,000 |
| • Replacement lift (FY22) | 6,000 |
| • Replacement of floor scrubber | 6,000 |
| • Replacement of sound system speakers (FY22) | 10,000 |
| • Replacement of John Deere tractor | 20,000 |

On the subject of the RecTrac software, staff is evaluating whether other software is available that is compatible with RecTrac and costs less that could handle on-line registration.

Unlike other departments in the City, the Recreation Department has a dedicated maintenance person to handle small repairs and to manage contractors when their services are needed. This contingency will be evaluated against the maintenance plan to refine the amount.

7. Miscellaneous Business

Director Page asked that, when someone comes to Council or Committee members with an idea for a new class or program, to please direct them to her, and she will discuss it with her staff to determine if it is feasible for them to try.

Councilmember Smith shared an idea for a new piece of equipment she was told about by a resident, i.e. a swing for children confined to a wheelchair.

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Next Meeting Date: 5:00 p.m., Monday, February 4, 2019 in the Conference Room.

8. Adjourn

MOTION: Councilmember Moye moved to adjourn the meeting at 6:22 p.m.; Chair Buckhannon seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk

PERSONNEL COMMITTEE

5:00 p.m., Monday, January 7, 2019

The regular meeting of the Personnel Committee was called to order at 5:00 p.m., Monday, January 7, 2019 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Moye and Rice, Chair Ferencz, Interim Administrator Fragoso, Human Resources Officer DeGroot and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Ferencz called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

2. Approval of Previous Meeting's Minutes

MOTION: Councilmember Rice moved to approve the minutes of the regular meeting of December 6, 2018 as submitted; Councilmember Moye seconded and the motion PASSED UNANIMOUSLY.

3. Citizens' Comments

Jim Raih, 3904 Cameron Boulevard, Stated that he thought interim City Administrator Fragoso was doing a wonder job in her new role with the City. He acknowledged that the City had some big decisions to make in 2019 and cautioned against the over-use of Executive Sessions; he noted that people often forget what was said in Executive Session and often say things in casual conversation that divulge Executive Session discussions. He added that the new Rec gym floor looks great with a "whole different bounce" from before.

4. Old Business

A. Update on *ad hoc* committees for standing committees

Interim Administrator Fragoso stated that she discussed the formation of *ad hoc* committees with the City Attorney who repeated her advice that, if the standing committees want to form such a group to investigate or gather information on a particular issue, changes to the City Code must be made beforehand. As the Code currently reads, neither the Mayor nor standing committees have been given the authority to form *ad hoc* committees; both the Public Safety Committee and the Real Property Committee discussed it but made no recommendations.

Chair Ferencz suggested that the Committee delay making any changes until they have reached that section of the City Code in case they want to make other changes to the Code. She noted that a task force was created to make the island's farmers' market a reality.

The State Code gives the Mayor some flexibility to form a task force; the residents interested in having an island farmers' market informally spoke to the Mayor, and a committee of volunteers continued to meet to work out the details and logistics. The first IOP Farmers' Market was held beginning in September 2017 and running through October 2017.

Councilmember Moye said this was some of the feedback he was getting from citizens who want to become more involved to improve the quality of life on the island, and he agreed that the farmers' market was an excellent example as is the IOP Cleanup Crew – residents saw a need

and set about meeting it. He stated that he does not want to dampen the enthusiasm of these citizens who have knowledge and experience that could benefit the City; he added that he does not want to tell them that the City Code is preventing them from participating. He would prefer to give residents some ideas about what they can and cannot do and to encourage grassroots movements.

The Interim Administrator opined that the first step would be to identify a need or idea that an *ad hoc* could assist a standing committee with gathering information or finding out what the steps would be to accomplish something, etc. She thought that the changes to the Code were primarily procedural and could be taken care of easily. Interim Administrator Fragoso suggested that an *ad hoc* committee might be helpful in establishing criteria for membership and term limits on the City's boards and commissions.

Councilmember Moya indicated that he would like to have boards and commissions as a topic for discussion at the February meeting.

B. Discussion of COLA and merit increases

The Interim Administrator stated that the discussion could center on the FY19 COLA and merit or it could be about the FY20 budget currently in process; she did distribute a new schedule showing the historical and forecast of payroll and having a new scenario to consider going forward. Scenario C focuses on the mid-range for each salary position in the City; employees who are below the mid-point could receive the full COLA of two point two percent (2.2%) in FY19 and a one percent (1%) merit pool. Employees who are above the mid-point of the salary range would be eligible for half the COLA percentage, one point one percent (1.1%) in FY19 and one percent (1%) merit pool. Under Scenario C, savings to the City in payroll expense in FY20 would be fifty-two thousand seven hundred eighty-six dollars (\$52,786); in three (3) years the total savings to the City under Scenario C would be approximately four hundred eighty-six thousand dollars (\$486,000). Currently, seventy-two (72) of the City's ninety-two (92) employees are below the mid-point of their salary range. The employees who are below their mid-range are considered the most vulnerable to being snatched away by other municipalities because they have typically completed their training and/or to be spirited away for higher wages.

According to the Treasurer, some on Council believe that four point two percent (4.2%) is too high a number for combined COLA and merit, yet no one wants to have a zero percent COLA and zero merit. The question is what is the right number? What is the number that would allow the City to reward employees who are deserving and to keep overall payroll costs at a sustainable level of increase? Scenario C protects the COLA in its entirety as stated in the November 2017 CPI increase for employees below the mid-point in the salary range and provides a one percent (1%) COLA and one percent (1%) merit for those employees above the mid-point.

To determine the vulnerability of employees below the mid-point in their salary range, staff is reaching out to other local municipalities to learn their wage ranges for the positions of firefighter, patrol officer, CDL drivers and

Councilmember Rice stated that she thought it was important to retain employees in this economic environment; other local governments would be happy to take IOP employees who have already been trained.

The Chair said that she would like to know what millage rate increase would be necessary to provide the four point two percent (4.2%) combined COLA and merit included in the FY19 budget.

The millage for the FY19 budget is one (1) mill equals two hundred seven thousand dollars (\$207,000) of the appraised value of a house. From January to June 2019, the four point two percent (4.2%) in wage increases is one hundred six thousand dollars (\$106,000).

Interim Administrator Fragoso explained that the COLA is typically effective on the first payroll of January. Although the merit is retroactive to the first of the calendar year, employees usually receive them in May or early June paychecks along with another check that pays the employee for the pay periods between the first of the year and the payroll in which the merit actually goes into effect. She informed the Committee that the COLA has not been activated for FY19 although it was approved with the budget in May 2018; with knowledge of the major projects the City has on its menu for FY20, she and the Treasurer agreed to wait for guidance from the Committee. She also acknowledged that City Council could revisit the numbers and make adjustments as it thought necessary. Interim Administrator Fragoso stated that staff's recommendation was to proceed with the COLA as planned and to consider Scenario C for a subsequent budget year.

Councilmember Moyer said that, from his experience, a person will not stay in a job if the work environment is unpleasant no matter how much his pay might increase, and conversely, if the pay is too low and the work environment is great, people will leave. If Council feels that the City has a turnover situation in a department, it should compile all of the data before jumping to the conclusion that the pay is too low.

As far as implementation of the COLA, Councilmember Moyer said that the City's employees have been expecting to receive a COLA of a certain amount, but taking something away can have a long-term impact and make employees feel bad. He opined that, if the City staff has an expectation of getting certain pay increases in FY19, Council should be very careful about making any changes to this budget year. He cautioned that Council should not risk "putting itself in a bad staffing position as well as in a bad financial situation."

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The Interim Administrator agreed that the City staff was expecting the COLA based upon Council approving it in the FY19 budget, and she also agreed that the merit for FY19 should be evaluated and be given a second look. She expressed concern about the message being sent to employees if the COLA for FY19 was changed and that changes to the COLA and/or merit be considered for implementation in FY20.

The Chair contended that actions should be delayed until staff has a consensus decision from City Council; she repeated that she has been told repeatedly since being first elected to Council that the budget could be changed at any time.

Councilmember Rice stated that she wanted to go forward with the COLA as planned because, in her opinion, City employees deserve to know that it is happening to be able to plan accordingly.

MOTION: Councilmember Rice moved to proceed with the COLA as budgeted at 2.2% for all employees and to further study and discussion of the merit increase budgeted at 2%; Councilmember Moyer seconded.

The Interim Administrator reiterated that staff was not recommending that the COLA and merit should be addressed in FY19 for reasons of employee retention and employee morale.

VOTE: The motion PASSED on a vote of 12 to 1 with Chair Ferencz casting the dissenting vote.

The Chair noted that Scenario C would cost the City more than Scenario B, and the Treasurer explained that Scenario C preserved the full COLA for seventy-eight percent (78%) of employees.

Treasurer Suggs commented that Scenario C was more targeted and would succeed in slowing the rate of growth; implementing Scenario C in FY20 would result in an increase of eleven percent (11%) from FY19 to FY22.

When Councilmember Rice asked how many BSOs the City employed, Treasurer Suggs stated that Council should think of it more as a pool of money to pay part-time people in the Police Department.

Chair Ferencz recalled that Council was told that the City needed ten (10) BSOs to enforce the Beach Parking Plan from one end of the island to the other.

The Treasurer went a step further saying that the budget for BSO wages is based on a number of part-time hours, not the number of people. In the summer of 2018, the Police Department hired twelve (12) BSOs, and their work hours were scheduled to remain within budget while providing the presence of BSOs to focus on parking violations throughout the island.

When Chair Ferencz asked how the number of hours equated to uniforms, equipment, vehicles, etc., Treasurer Suggs noted that the cost of uniforms was small. The Chair stated that the BSO uniforms line of the budget is five hundred dollars (\$500) per person.

HR Officer DeGroot added that the Department has accumulated an inventory of uniforms that are in good condition from past BSOs.

The Interim Administrator stated that staff will be evaluation all of the budget items that relate to the BSOs in the coming days.

The Chair was also interested in knowing the duties and responsibilities assigned to BSOs. She was also told that the Public Safety Committee will be looking at the structure of the Police Department at its meeting Thursday morning.

At this point, Chair Ferencz asked whether the Personnel Committee was responsible for the oversight of all City employees or just the employees in General Government and the Building Department. She asked if the Public Safety Committee has oversight of the Police and Fire Departments.

Interim Administrator Fragoso thought the Personnel Committee had oversight for all personnel policies; wages and benefits are managed by the department heads.

Councilmember Rice voiced the opinion that employees know their value to the City and that they are appreciated for what they have done in the past year. She thought the predictability of the COLA in fiscal planning and responsibility. She expressed the opinion that Scenario C had merit, and she did not think reducing the COLA next year would be good for morale in this climate.

MOTION: Councilmember Rice moved to proceed with the 2.2% COLA on the next payroll and for Council to discuss the merit of 2% for FY19; Councilmember Moyer seconded and the motion PASSED on a vote of 2 to 1 with Chair Ferencz casting the dissenting vote.

Councilmember Moyer said that the City might implement Scenario B for FY19 paying the two point one percent (2.1%) COLA and treating it as a combined COLA and merit.

The Treasurer reiterated that the two (2) means of increasing wages was that the COLA was paid to every employee while the merit is based on an employee's performance of his/her job over the previous year. The funds would also be a pool of money that the department head could distribute as he/she sees as appropriate.

Questioning what the attitude was on Council when the City eliminated the COLA in the past, Treasurer Suggs thought the initiative to stop the COLA was spearheaded by Dee Taylor, chair of the Ways and Means Committee at the time, who was philosophically opposed to the concept. She recalled that his intention was to keep the total dollar amount basically the same but have it become one hundred percent (100%) merit based and not make an across-the-board adjustment every year. She stated that the wage ranges for each position in the City are adjusted upward by the CPI every year. Over the next few years without the COLA, the annual increases were so low that the City found itself with new employees being hired at a wage level comparable to or greater than the wages of someone who had been with the City for two to three (2 – 3) years. By working with the City a year or two (1 – 2), a firefighter and a patrol officer have attended the necessary training paid for by the City and are a very marketable commodity to other municipalities. This created a situation where the Fire Department experienced a high incidence of turnover.

Chair Ferencz believed that cost of living increases were something everyone should get because costs are constantly on the rise and salaries should be able to cover them. She suggested that Council might have been over zealous by stating that the merits would be two percent (2%) no matter what the CPI was; Council might look at establishing a ceiling for the combined COLA and merit.

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The Interim Administrator related that staff would also be analyzing wages within a department to determine if any of those employees would be reaching retirement age in the next five to ten (5 – 10) years because replacement personnel would be brought on at the lower wage range thereby generating savings to the department's wages budget. She thought that Scenario C addressed some of the concerns regarding employees who have met or exceeded the midpoint in the wage range and reduces increase in wages year after year as other employees reach the midpoint.

From this meeting, staff was hoping to get advice from the Committee about this issue or a recommendation to take it to the full Council for debate at the Ways and Means Committee meeting next week.

Councilmember Moyer suggested that staff should continue to be creative in its thinking about ways to keep the impact of the budget at an acceptable level year after year, and Chair Ferencz asked staff to put forth a ceiling for combined annual increases.

Councilmember Moyer asked that Council be sent the existing wage ranges since the schedule is unique to the City so they could determine if they are reasonable.

The positions that were considered the most vulnerable for "poaching" are patrol officers, CDL drivers, firefighters and fire engineers because those are the positions HR Officer DeGroot is obtaining wage ranges from other local municipalities for comparisons.

C. Update on the hiring process for of City Administrator, Chief of Police and Assistant Director of Public Works positions

Chair Ferencz reported that she had spoken with Jim Mercer earlier in the day, and he said he has gotten received greater interest than usual for the positions of City Administrator and Chief of Police but that he has not received any resumes for the Public Works position. The brochures are on the Mercer website and sites for all professional organizations he has contact with nationwide; he told the Chair that all of the professionals in his organization have access to all of the information he has gathered about the City and the open positions.

When Mr. Mercer expressed concern about the lack of inquiries about Public Works position, Chair Ferencz stated that the City would widen its search locally.

HR Officer DeGroot stated that the brochure would be uploaded to Facebook today and she expected it to generate some interest plus it is on the MASC website for job listings and the City's website.

Mr. Mercer will send a formalized timeline for that balance of the search in the next week to ten (10) days; once it is received, Chair Ferencz said that the Committee should decide what kind of meetings it should have to be prepared for the next steps.

Chair Ferencz asked that he expedite the search for the Chief of Police based on the current circumstances, to which he responded that he has seen more interest in the Chief of Police position than the City Administrator position. He asked that the Committee draft a list of qualifications and makeup of outside sources for the interview team should have; he was willing to review the list and make recommendations.

D. Update on Interim City Administrator's Evaluation

On December 27th, the Mayor, Interim Administrator Fragoso and Chair Ferencz met to go over the performance evaluation for the Interim Administrator's evaluation for the period of 2018 that she served in that capacity. The Chair was pleased to announce that unlike past years all members of City Council not only responded but also took time to seriously consider their responses. Councilmembers were very specific in their praise and in the comments about what could be improved upon, and they all praised her for handling two (2) positions during this time. Overall, the evaluation was that she exceeds expectations in almost every area; Interim Administrator Fragoso received high marks for her handling of the two storm events. Contrary to actions in the past, Chair Ferencz has chosen not to announce the number of her evaluation to be made public.

The areas for improvement were discussed openly as were those areas in which she excelled.

5. New Business

A. Consideration of tasks to be completed in 2019

Included in meeting packets was a proposed list of tasks generated by the Chair that are about reviewing, updating and, possibly, correcting the City Code, which has not been done in some twenty (20) years. In many cases, the language is archaic, and certain sections are no longer relevant to the City today. Chair Ferencz thought that Councilmember Moyer had done an excellent job in writing a vision statement that was included in the brochures from which the Committee could draft a mission statement.

Councilmember Moyer questioned that this project that fit the Personnel Committee; he did not think the City had a committee to take ownership of this task. He thought that possibly it should

be taken to City Council so that the Code was being updated so that it would not get lost because no Committee wanted to take it on.

Voicing agreement with Councilmember Moyer, Interim Administrator Fragoso thought that the project could not be accomplished without input from other committees.

The Chair suggested that the Personnel Committee would not necessarily make all of the changes but instead be the Committee seeing that the work does not fall by the wayside but moves forward.

After conferring with Attorney Copeland, Interim Administrator Fragoso said that two (2) methods have been used to update a city code. The concept being proposed by the Chair would be considered a very aggressive method, and a second method would address sections of the code when a situation arises that requires a change to it. She recalled that the names and purposes of the standing committees was something brought up by another Councilmember that has merit; he said that the standing committees should be relevant to what is happening today and, possibly, increased in number and all be named appropriately.

Chair Ferencz opined that this project would require a complete buy-in by the other standing committees.

Councilmember Rice suggested that the Committee should focus on filling the vital open positions in the City before taking on a project like this.

Councilmember Moyer did not think that taking on this project would interfere with the Committee's responsibilities in the hiring process. He noted that the City had outsourced the task for a reason; therefore, the Committee members must support The Mercer Group in every way and begin by completing the tasks they assign to the Committee. If the Committee wants to take on updating the City Code, Councilmember Moyer asked what the urgency of the total job was, if the order presented was the right one, and if the timing was right for it. He commented that all of the Committees were probably doing something they should not do or not doing something they should, but he did not know what the implications of that were.

The Chair suggested an addition be made to the orientation for Councilmembers following elections to include what the Code says about each standing committee and to review the procedures for each one.

One (1) area that the Committee has proposed changing the section of the Code about selecting members for boards and commissions, and Councilmember Moyer thought that was an urgent need. He even suggested that the changes should be discussed and made now so that people who apply in 2019 know and understand what would be expected of them.

For the next meeting, Interim Administrator Fragoso said that staff could prepare some changes for consideration relative to boards and commissions.

B. Discussion of FY20 operating budget and Capital Plan

As staff prepares a proposed operating budget, Chair Ferencz asked that they study line items where funds are assigned each year, but routinely not spent to determine if they could be reduced or eliminated then moved to fund the drainage initiatives or other needs facing the island. As for wages, she asked that staff look at the possibilities of making a position part-time and/or outsourcing jobs so that the City reduces the payroll expense.

When the Chair asked about the Maintenance Contingency of twenty-five thousand dollars (\$25,000), the Interim Administrator explained that this line has been added to the Capital budget for each department; the feeling is that the City has been lax on building maintenance in the past. These funds will be a source of funding for the general maintenance of City buildings that the new Assistant of Public Works will be responsible for doing or hiring and supervising a contractor to do; some of which were identified for FY20 in the Hill Report. The dollar amount shown was a placeholder that will be refined as the budget process goes forward.

Chair Ferencz said that, from her experience, a building maintenance amount was three percent (3%) of the value of the asset. She wanted the maintenance number to be a percentage of the asset value, and, if that number was unaffordable in one (1) year, the figure should be a cumulative one so that the amount needed was achieved over time.

Explaining the note referring to five hundred thousand dollars (\$500,000), Treasurer Suggs reminded that Committee that the FY19 included diverting reserves accumulated for the acquisition of large equipment for the Fire and Public Works Department to address the maintenance issues detailed in the Hill Report. The funds were to be repaid over the course of three (3) years in the Capital Plan under General Government; the climate today is one (1) where the City should go back to leasing the large equipment. With the City needing millions for drainage, maintaining these equipment reserves is unaffordable, and this version of the FY20 Capital Plan assumes that the savings initiative has been discontinued.

After examination, the replacement of certain assets in General Government has been deferred to FY21 or FY22, such as the parking lot fence at City Hall, the metal doors to City Hall and the Court software upgrade.

6. Miscellaneous Business

In consideration of Councilmember Moyer's need to travel with his job, Personnel Committee meeting have been set for the first Tuesday of the month at 8:30 a.m.

Councilmember Moyer said that, at that time, the meeting need to be kept to an hour.

Next Meeting Date: 8:30 a.m., Tuesday, February 5, 2019

7. Executive Session

MOTION: Chair Ferencz moved to go into Executive Session at 7:06 p.m. in accordance with S.C. Code Section 30-4-70(a)(1) to discussion personnel and employment matters; Councilmember Rice seconded and the motion **PASSED UNANIMOUSLY.**

The Personnel Committee returned to open session at 7:12 p.m., and the Chair announced that the Committee had not taken any action or a vote while in Executive Session

8. Adjournment

MOTION: Councilmember Rice moved to adjourn the meeting at 7:13 p.m.;
Chair Ferencz seconded and the motion **PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland
City Clerk

P.O. BOX 20336
CHARLESTON, SC 29413-0336
843.414.1040

To: Ms. Desiree Fragoso
From: Kirby Marshall
CC: ATM File
Date: October 29, 2018
Re: IOP Redevelopment Concepts

Per our discussion on October 8th of this year, please see attached three figures: the existing marina layout and two marina redevelopment concepts. Below is a brief description of each redevelopment concept.

Concept 1

- In this concept we have endeavored to show a marina layout that replaces the existing docks on Morgan Creek in a very similar arrangement and within the existing marina footprint (in like kind).
- We have made a few changes to accommodate ADA-compliant gangways for both dock areas on Morgan Creek and we have widened the finger pier widths on the floating docks behind the marina store to be more stable, sustainable, and safer. These adjustments are per current industry design standards.
- We have also shown the Intracoastal Dock shifted out (waterward) and have depicted this dock with the finger piers removed. ADA-compliant gangway access is also provided.
 - Our previous work on the project has shown that these fingers and dock arrangement are currently very inefficient and difficult to use.
- We show the Watersports Dock in its existing location, but with a new ADA gangway leading down to it.
- Total linear feet of dockage space ~2,371
- Total boat ramp staging space 155'
- Preliminary Order-of-Magnitude costs for this concept are as follows:
 - Phase I – Area A - ~\$735,000
 - Inclusive of soft costs (design, permitting, etc.)
 - Does not include grants (BIG and CVAP [pumpout])
 - Phase I – Area B -- ~\$530,000



- Phase II -- ~\$1.1M
- Phase III -- ~\$275,000
- Phase IV -- ~\$200,000

All estimated costs include separate mobilization fees. Costs may be mitigated if areas/phases are combined into larger projects.

Concept 2

- Similar to Concept 1 except that the northern dock on Morgan Creek is similar to that what we showed on some of the previously developed master plan images.
- This concept is less congested, in our opinion, especially by the boat ramp.
- This concept does, however, extend beyond the footprint of the existing marina facility and may receive more scrutiny from the regulatory agencies/public as a result
- Total linear feet of dockage space in this concept is approximately 2,474.
- Total boat ramp staging space is increased to 185'.
- Preliminary Order-of-Magnitude costs are estimated to be the same for this concept for all phases/areas, save for Phase II. In this concept the estimated cost for Phase II is ~\$1.2M

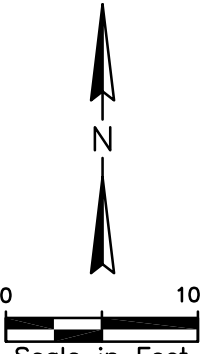
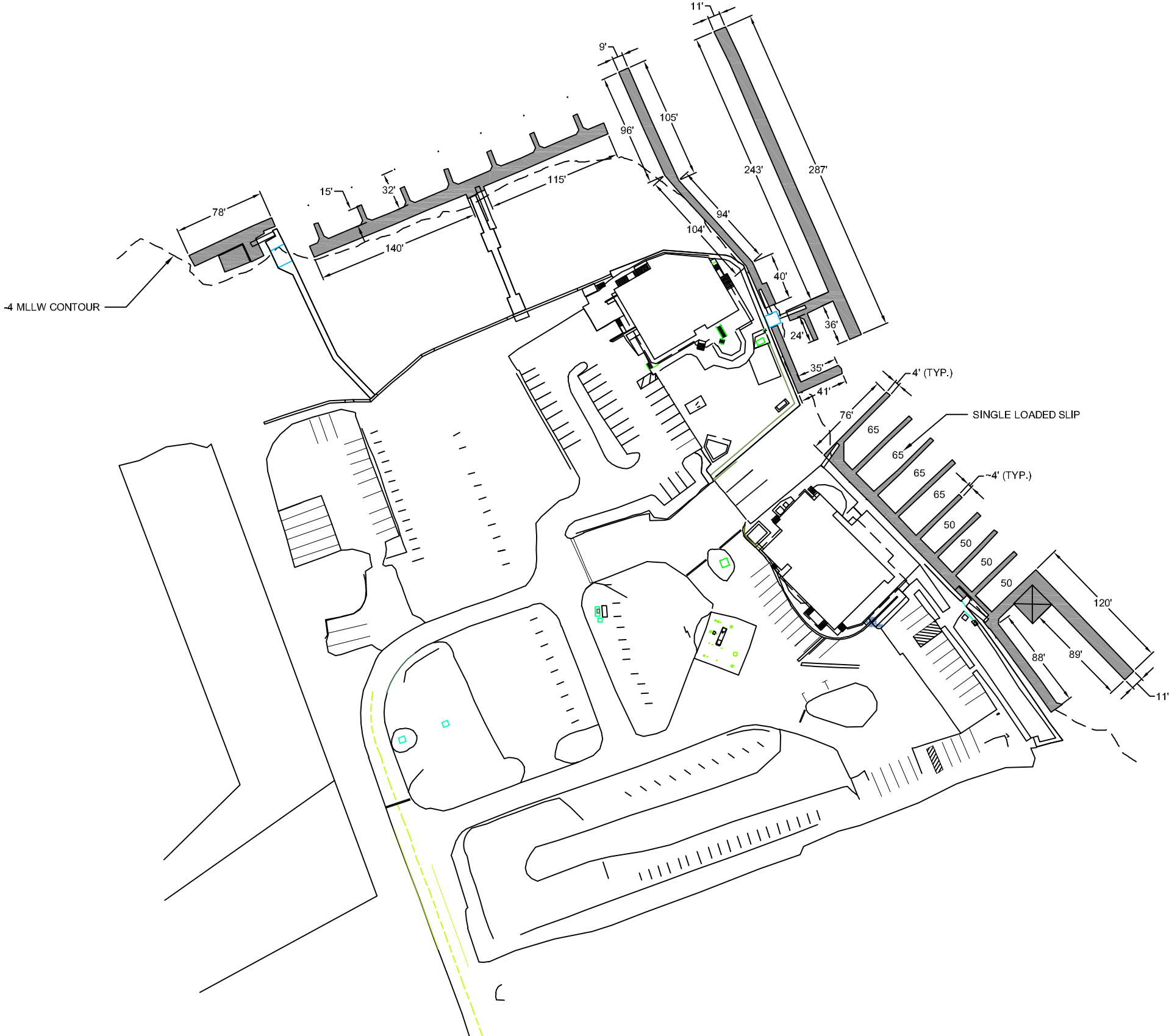
For reference, the existing marina layout provides 2,637 linear feet of dockage space and roughly 162 linear feet of boat ramp staging space. The total dockage space number is likely inflated from what is truly viable due to the nature of the existing slips on the Intracoastal Dock. Also, bringing the facility into ADA compliance and applying current marina design standards (dock widths, finger pier widths, etc.) does cut into some of the overall watersheet on both redevelopment concepts.

Please review and let me know if you have any immediate comments or questions. We look forward to discussing this information further with you and the Real Property Committee on November 7th.

Attachments



EXISTING MARINA LAYOUT



NOTE:
1. UPLAND SURVEY COMPLETED BY GEL
ENGINEERING LLC IN NOVEMBER 2016

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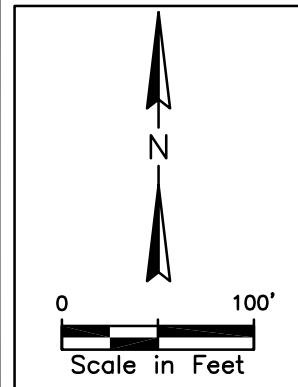
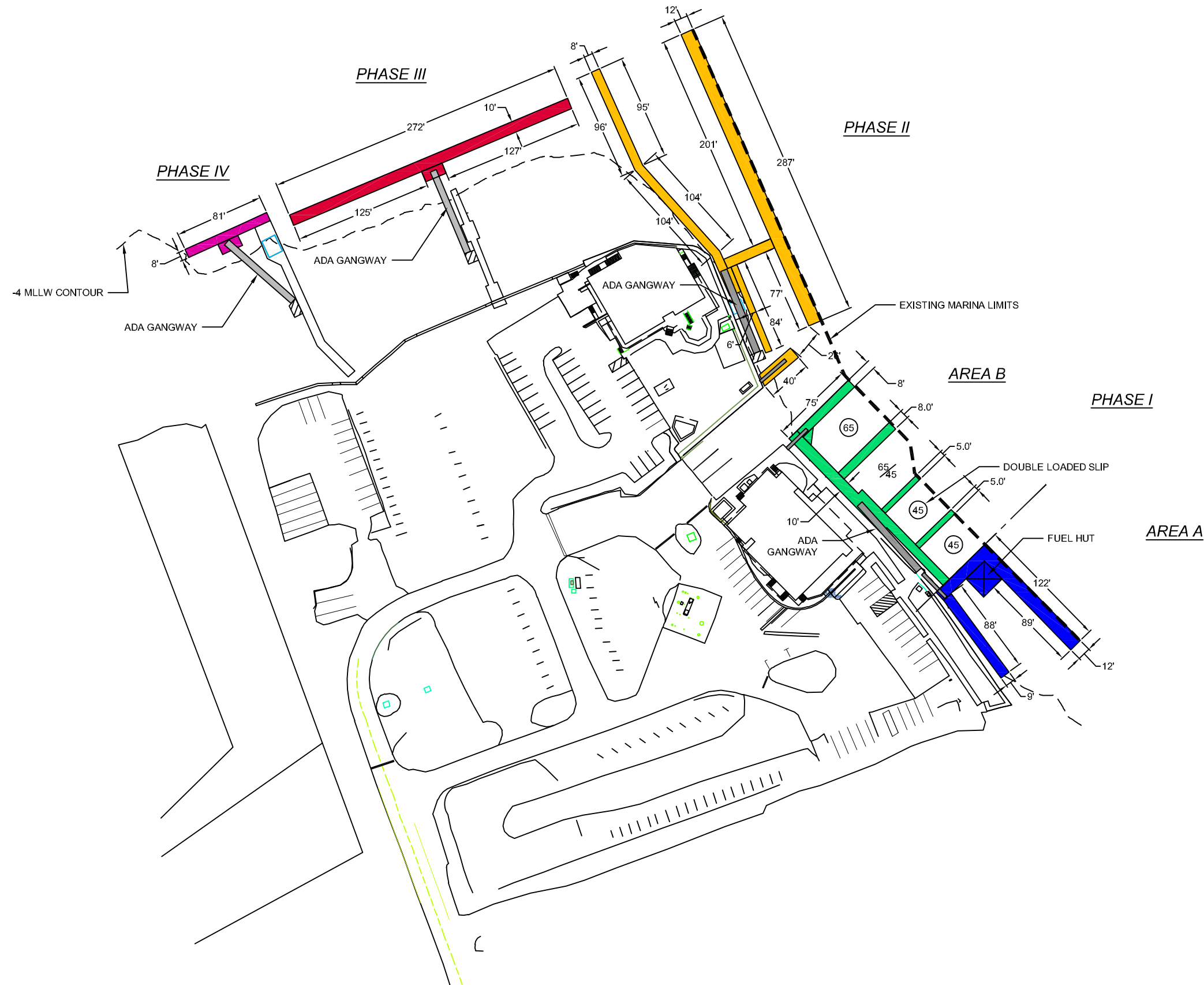
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DATE: 18-October-2018		
JOB NO. 18-3287		
SCALE: 1" = 50'		

**MARINA REDEVELOPMENT
ISLE OF PALMS MARINA
EXISTING MARINA LAYOUT**
City of Isle of Palms
Isle of Palms, Charleston County, SC

ATM
Applied Technology & Management, Inc.
941 Houston Northcut Blvd.
Mt Pleasant SC, SC 29464
(843) 414-1040
Certificate of Authorization #00399

DRAWING NUMBER
SHEET 1
SHEET: OF

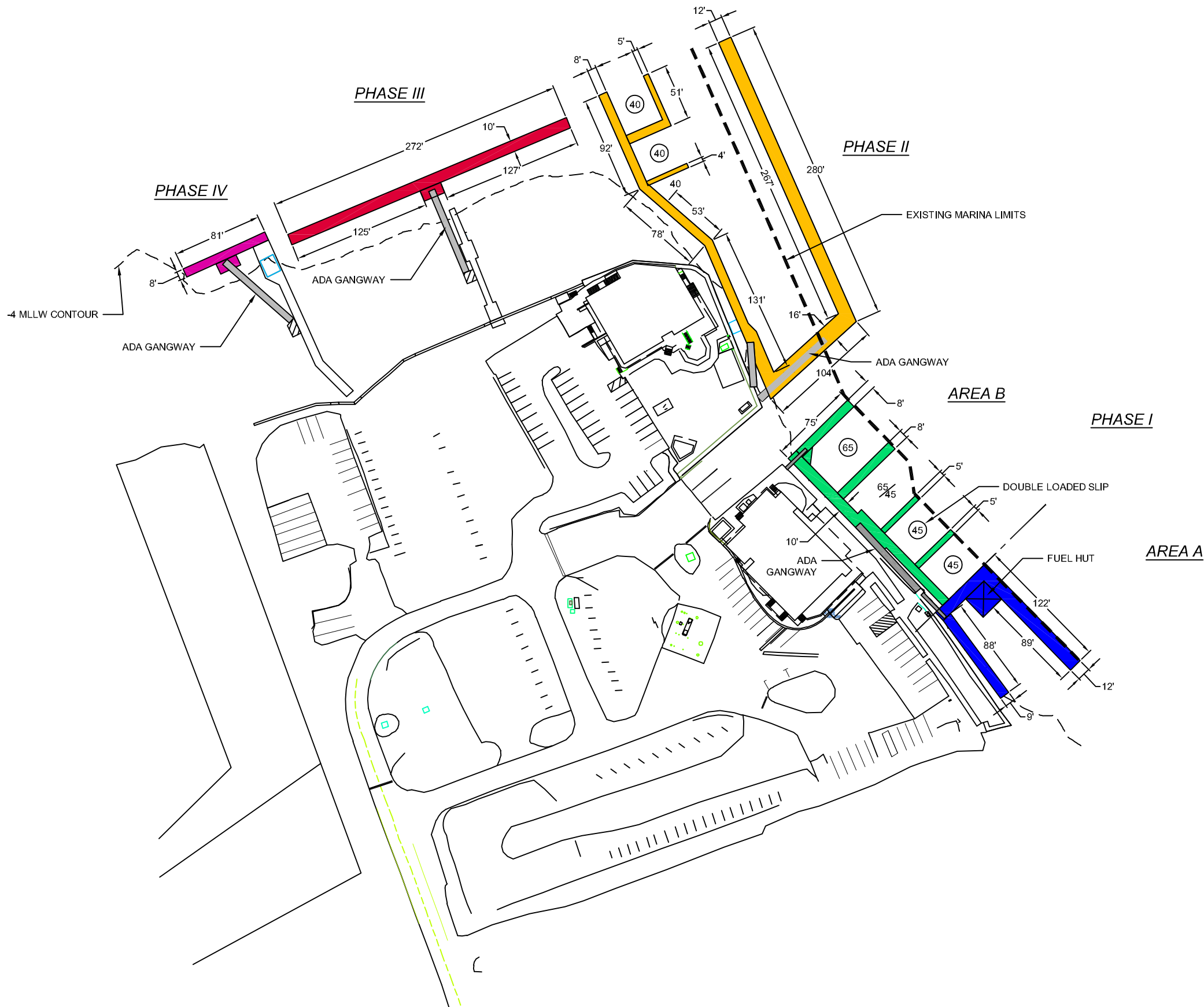
PROPOSED MARINA LAYOUT - CONCEPT 1



NOTE:
1. UPLAND SURVEY COMPLETED BY GEL
ENGINEERING LLC IN NOVEMBER 2016.

18-03287.DWG: Marine Planning & Design (DWG) 18-03287.DWG: Marine Planning & Design (DWG) SHEET 2 10/18/18
NOTE: THESE DRAWINGS AND DESIGNS ARE STRICTLY CONFIDENTIAL AND PROTECTED BY INTERNATIONAL COPYRIGHT LAW. DETAILS MUST NOT BE DISCLOSED, REPRODUCED OR COMMUNICATED TO A 3rd PARTY IN ANY FORM OR MANNER WITHOUT THE PRIOR WRITTEN APPROVAL OF APPLIED TECHNOLOGY & MANAGEMENT.

PROPOSED MARINA LAYOUT - CONCEPT 2



NOTE:
1. UPLAND SURVEY COMPLETED BY GEL
ENGINEERING LLC IN NOVEMBER 2016.

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JOB NO. 18-0327
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Applied Technology & Management, Inc.
941 Houston Northcut Blvd.
Mt Pleasant SC, SC 29464
(843) 414-1040
Certificate of Authorization #00395

ATM

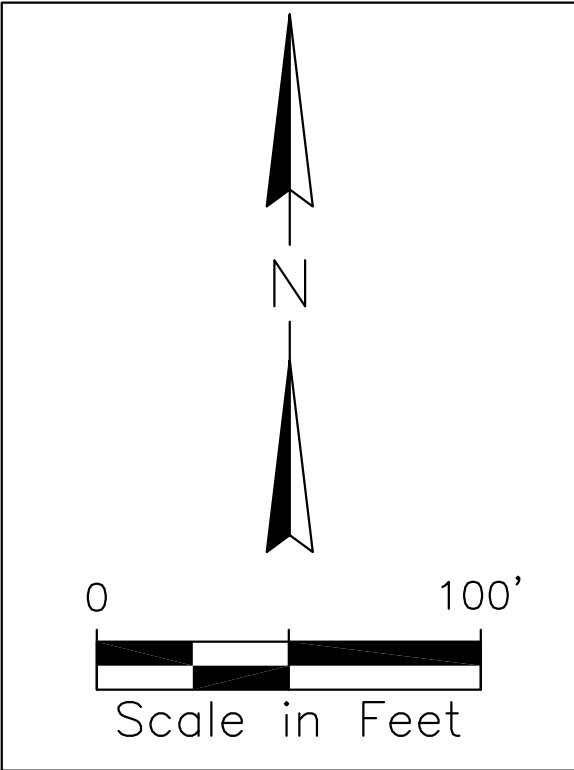
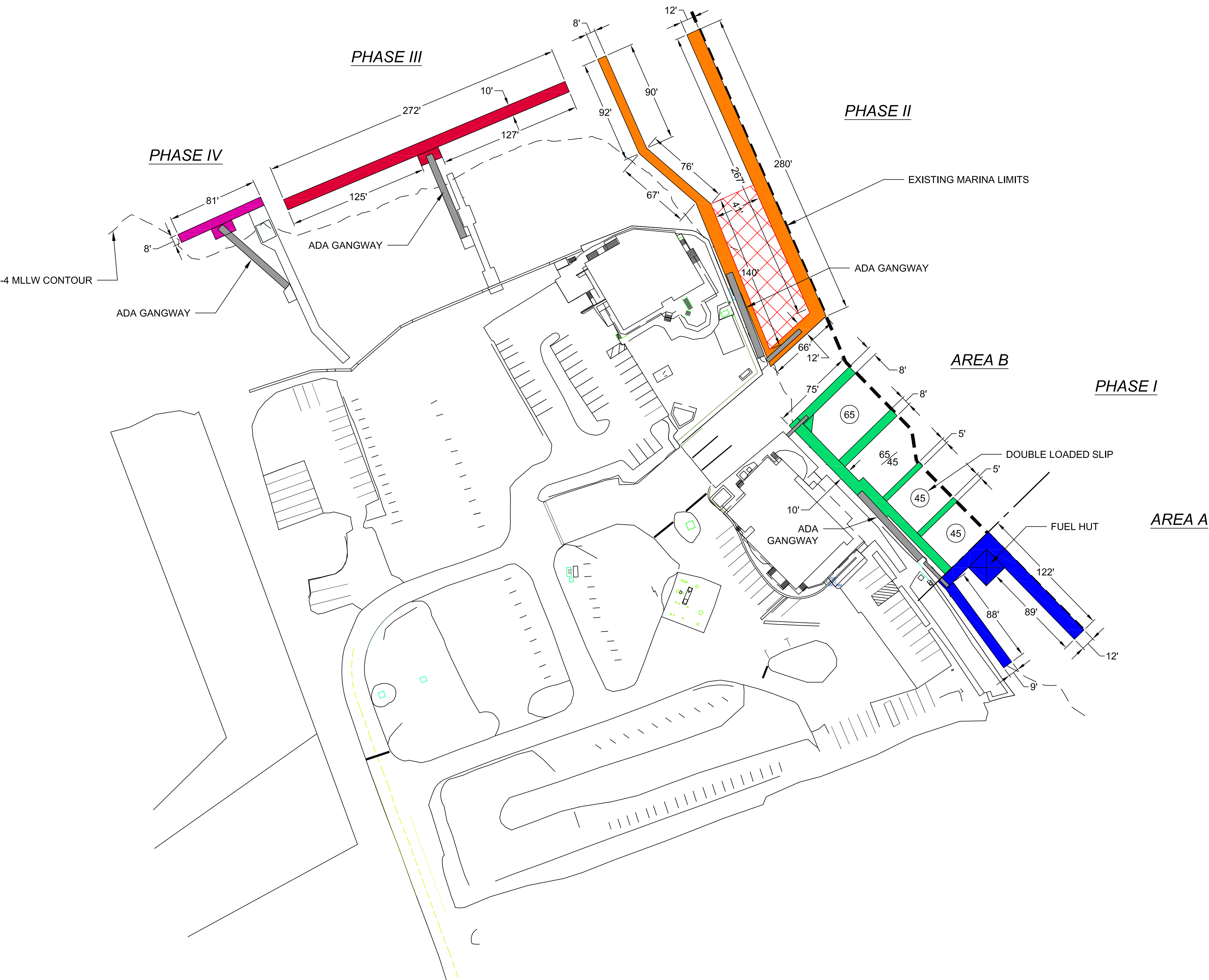
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SHEET 3
SHEET: OF

MARINA REDEVELOPMENT
ISLE OF PALMS MARINA
CONCEPT 2
City of Isle of Palms
Isle of Palms, Charleston County, SC

DESIGNED	DRAWN	CHECKED	REMARKS
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18-03-2018	18-03-2018	18-03-2018	
JOB NO. 18-0327	JOB NO. 18-0327	JOB NO. 18-0327	
SCALE: 1" = 50'	SCALE: 1" = 50'	SCALE: 1" = 50'	

Signature
Date

MARINA LAYOUT - CONCEPT 3



NOTE:
1. UPLAND SURVEY COMPLETED BY GEL
ENGINEERING LLC IN NOVEMBER 2016.

Signature
Date

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4			
3			
2			
1			

DESIGNED	DRAWN	CHECKED
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DATE:	12-2-2018	
JOB NO.	18-3287	
SCALE:	1" = 50'	

ISLE OF PALMS MARINA MARINA LAYOUT - CONCEPT 3 City of Isle of Palms Isle of Palms, Charleston County, SC
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Applied Technology & Management, Inc. 941 Houston Northcut Blvd. Mt Pleasant SC, SC 29464 (843) 414-1040 Certificate of Authorization #00395
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DRAWING NUMBER
SHEET: OF

**MINUTES OF THE ISLE OF PALMS
PLANNING COMMISSION MEETING
January 9, 2019**

The Isle of Palms Planning Commission met in the City Hall conference room, 1207 Palm Boulevard on January 9, 2019 at 4:30 p.m. Members attending included Richard Ferencz, Vince DiGangi, Lewis Gregory, Phillip Pounds, Ron Denton and Bill Mills; the Director of Planning Douglas Kerr was present as well. Lisa Safford was absent. Mr. Ferencz acknowledged that the press had been notified of the meeting and the agenda for the meeting was posted in City Hall and the Building Department to comply with the Freedom of Information Act.

NOMINATION AND ELECTION OF CHAIRMAN AND VICE CHAIRMAN

The floor was opened for nominations for Chairman. Mr. Denton nominated Mr. Ferencz and Mr. Mills seconded the motion. With no other nominations, the vote was unanimous in favor of the nomination.

Mr. Ferencz called for nominations for Vice Chairman. Mr. DiGangi nominated Mr. Mills and Mr. Denton seconded the nomination. With no other nominations, the vote was unanimous in favor of the nomination.

APPROVAL OF MINUTES

With no public comments offered, Mr. Ferencz explained that the next item on the agenda was the approval of the December 12, 2018 minutes and Mr. DiGangi made a motion to approve the minutes as submitted and Mr. Pounds seconded the motion. The vote was unanimous in favor of the motion.

DISCUSS CHANGING THE SCOPE OF OUTFALL PROJECT TO INCLUDE FOUR ADDITIONAL OUTFALLS TO 19TH AVENUE

Mr. Ferencz stated that he asked to have this item added to the agenda and he thought that it would make sense to add these outfalls into the Thomas and Hutton project as the areas suffered from tidal flooding.

Mr. Denton stated that he was hopeful that the City was not going down a path of just designing projects without having money to complete the projects.

Kerr explained that he thought it was more than four outfalls between the outfall at 30th Avenue and 19th Avenue. He thought that it was about eight outfalls.

Mr. Kerr explained that in December, City Council held a budget workshop and he provided a graphic showing about \$23M of funding needs to address the drainage

needs island-wide. He also provided a timeframe of how quickly the work could get done, if all the money was made available, which was about eight years.

He stated that he thought it would take a referendum and a bond to fund projects of this magnitude. He said that he was fearful that if the group did not believe that a referendum would be something City Council would want to pursue, or that the citizens would support, then the City was getting tens of millions of dollars of construction work queued up with no foreseeable way to fund the work. He explained that at the last meeting the Commission agreed that the next priority after the three identified outfalls should be the basins that connect to those outfalls.

Mr. Pounds asked what had changed since the last meeting where the Commission agreed that the next project should be to focus on the basins that connect to the three outfalls. Mr. Ferencz explained that he had received numerous phone calls. Mr. Pounds stated that without those people coming to the Planning Commission and explaining their issues, it was hard for the group to prioritize those needs.

Mr. Lewis explained that he would be concerned that the City could get spread too thin financially and not be able to accomplish anything.

Mr. DiGangi stated that he agreed that the City should not lose focus on the current projects, but it might be that a change order to the existing agreement could be executed to include this work, if the funding for construction work became available.

Mr. Kerr explained that he could see the Commission initiating all three projects (the three outfalls, the connected basins and these eight outfalls), if there was an indication that much more money was going to be available in future years than what has historically been available. But if it appeared that roughly the same amount would be available, he thought it would be premature to get three projects designed at this point.

The group agreed to have Mr. Kerr work with the Public Works Department to try to identify the outfalls that are problematic between 19th and 30th and then work with Thomas and Hutton to determine how much it would cost to add those outfalls to the project.

DISCUSS DEVELOPING ISLAND-WIDE LONG-RANGE DRAINAGE STRATEGY

Mr. Kerr discussed the budget that was presented to City Council for future drainage work. He explained that the estimate included numerous assumptions, but the total amount was about \$24M. Mr. Kerr added that historically the City has assembled funds

to complete drainage projects at an average rate of about \$500,000 annually through the general fund, the County and grants.

Mr. Kerr explained that at the direction given in the last meeting, he had developed an RFP to do the preliminary design on the basins that would tie into the outfalls currently under design, which was in the packet. He stated that he need direction on how to proceed with that effort.

The group discussed how the community would react to the City either borrowing such a large amount or continuing to fund drainage projects at the historic level. Mr. Kerr explained that the City Council was in the middle of discussing the upcoming budget and they have been made aware of the estimated cost to address drainage on the island and he thought it would be clear whether there was a willingness to fund drainage projects at a new rate in the next few months.

Mr. Mills explained that he did not see the use in recommending an accelerated design schedule, if the Commission did not have some indication that the annual drainage funding was changing.

The Commission generally agreed that they would wait to see what City Council does to increase the revenue available for drainage projects in the upcoming budget process.

UPDATE ON DRAINAGE RFP

Mr. Kerr explained that Thomas and Hutton and the City had entered into an agreement and the project should be kicking off soon.

UPDATE ON MOU WITH WATER AND SEWER COMMISSION

Mr. Kerr explained that he had attended a meeting with the Isle of Palms Water and Sewer Commission staff and Thomas and Hutton had presented an overview of the masterplan. He indicated that the Water and Sewer Commission had tasked their attorney with researching the issues of a bond and they continue to work with a rate consultant on creative financing options.

Mr. Kerr indicated that he was still fearful that the cost of the project and the potential requirement for tying into the system was leading the process in the same direction that it has always gone. He said that this would be a work in progress that will be coming back to the Commission soon.

MISCELLANEOUS BUSINESS

Mr. Ferencz stated that he had received a draft of the list of Planning Commission recommendations and their status. Mr. Kerr indicated that he would distribute this to the Commission.

ADJOURNMENT

With there being no further business, the meeting was adjourned at 6:00 P.M.
Respectfully submitted, Richard Ferencz, Chairman

ORDINANCE 2019-01

AN ORDINANCE TO SELL A PORTION OF CITY-OWNED PROPERTY.

WHEREAS, the City acquired a 0.48 acre, 20,729 square foot Right-of-Way known as Pavilion Road ("Pavilion Road") by Quitclaim Deed executed by South Carolina Department of Transportation on September 28, 2018 and Beach Company dated September 20, 2018, which are attached hereto as Exhibit A;

WHEREAS, a structure located on TMS # 568-11-00-174 encroaches on Pavilion Road as shown on a survey dated October 2, 2018 and attached hereto as Exhibit B;

WHEREAS, owner of said structure desires to purchase the city-owned land upon which the structure sits in order to clear title;

WHEREAS, an appraisal Thomas Hartnett, Jr., obtained by the property owner sets an appropriate and reasonable value of said portion at \$10,725.00;

WHEREAS, the City deems it appropriate and reasonable to sell said portion for \$10,725.00 in order to assist property owner in his efforts to clear title to TMS #568-11-00-174;

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Councilmembers of the Municipality of Isle of Palms, in Council assembled, that City of Isle of Palms shall convey 858 (+/-) square feet of Pavilion Road as depicted in Exhibit B, effective immediately upon the following:

- (1) a payment of Eleven Thousand Nine Hundred Twenty-Five (\$11,925.00) and no/100, which includes the payment of \$10,725.00 and a reimbursement to the City of \$1,200 for the Hartnett appraisal; and
- (2) a public hearing and two readings of Council.

Council authorizes its Interim Town Administrator to execute any and all documents to satisfy this directive.

PASSED AND APPROVED BY THE CITY COUNCIL FOR THE CITY OF ISLE OF PALMS, ON THE _____ DAY OF _____, 2018.

Jimmy Carroll, Mayor

(Seal)

Attest:

Marie B. Copeland, City Clerk

First Reading: _____

Public Hearing: _____

Second Reading: _____

Ratification: _____

ORDINANCE 2019-02

AN ORDINANCE AMENDING TITLE 1, GOVERNMENT AND ADMINISTRATION, CHAPTER 4, OFFICERS AND DEPARTMENTS, ARTICLE B, CITY ADMINISTRATOR.

WHEREAS, the City of Isle of Palms is in the process of seeking and retaining a new City Administrator;

WHEREAS, in the process of preparing the Request for Proposals, Council determined an updated list of job duties for this position was necessary;

THEREFORE, BE IT ORDAINED AND ENACTED BY THE MAYOR AND COUNCIL MEMBERS OF THE CITY OF ISLE OF PALMS, SOUTH CAROLINA, IN CITY COUNCIL FULLY ASSEMBLED THAT TITLE 1, GOVERNMENT AND ADMINISTRATION, CHAPTER 4, OFFICERS AND DEPARTMENTS, ARTICLE B, CITY ADMINISTRATOR, SHALL BE AMENDED TO READ AS FOLLOWS:

SECTION 1. That Chapter 4, Article B, is hereby amended by deleting in its entirety and replacing it to state as follows:

ARTICLE B. CITY ADMINISTRATOR

Sec. 1-4-11. - Office established; duties.

- (a) The City Administrator shall be appointed by a majority of Council and shall be responsible for the proper administration of the policies and affairs of the City.
- (b) The term of employment of the Administrator shall be at the pleasure of the City Council and shall be entitled to such compensation for his or her services as determined by Council.
- (c) The City Administrator shall relate to and communicate with the Mayor and City Council as a whole, any problems, situations, and conditions concerning any City department or activity that, in the opinion of the City Administrator, is of significance.
- (d) The Administrator shall recommend organization changes and directs the formulation of internal plans, policies and programs.
- (e) The Administrator shall be the chief administrative officer and head of the general government branch of the municipal government and as such, shall direct, supervise, and coordinate administrative activities and operations. The Administrator shall supervise all City department heads and coordinate activities of all City departments.
- (f) The Administrator shall prepare and submit a proposed annual operating budget to City Council and shall be responsible for its administration after adoption. The Administrator shall prepare an annually updated, ten-year capital program and budget.
- (g) The Administrator shall serve as the Purchasing Agent for the City.
- (h) The Administrator shall perform duties in accordance with the provisions of the City's employee handbook. The Administrator shall further manage employees pursuant to the City's employee handbook, which shall not be construed to constitute a contract of employment for any employee.

- (i) The Administrator shall assume such other responsibilities and duties as assigned by the Mayor and City Council.

SECTION 5. 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 6. 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 7. 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:

Marie B. Copeland, City Clerk

First Reading:_____

Second Reading:_____

Ratification:_____

ORDINANCE 2019-03

AN ORDINANCE AMENDING TITLE 2, PUBLIC SAFETY, CHAPTER 1, POLICE PROTECTION.

WHEREAS, the City of Isle of Palms is in the process of seeking and retaining a new Police Chief;

WHEREAS, in the process of preparing the Request for Proposals, Council determined an updated description of the role and job duties for this position was necessary;

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 2, PUBLIC SAFETY, CHAPTER 1, POLICE PROTECTION SHALL BE AMENDED TO READ AS FOLLOWS:

SECTION 1. That Section 2, is hereby amended by deleting in its entirety and replacing it to state as follows:

Sec. 2-1-1. - Control of Police Department.

The management, direction and control of the Police Department of the City shall be vested in Council and such authority as delegated to the City Administrator.

(Code 1970, § 17-2; Code 1994, § 2-1-1; Ord. No. 1992-14, 12-22-1992)

Sec. 2-1-2. - Chief of Police.

The City Council shall appoint the Chief of Police, who shall serve at the pleasure of City Council. The Chief of Police shall be entitled to receive such compensation as may be provided by City Council.

Sec. 2-1-3. – Powers and Duties.

- (a) The Chief of Police shall be the commanding officer of the Police Department. The Chief of Police shall be the principal law enforcement officer and shall enforce within the municipality all provisions of state law, this code, and other ordinances not the primary concern of some other officer to enforce, and he or she shall cooperate with and assist other officers in the enforcement of statutes and ordinances for which they are primarily responsible.
- (b) It shall be the duty of the Chief of Police to see that all departmental rules, regulations, and orders are promptly and faithfully respected and obeyed, and whenever any violation thereof is reported to the Chief or comes under the Chief's personal observation, he or she shall promptly investigate the matter and report it to the City Administrator and Public Safety Committee of City Council.

- (c) The Chief of Police is authorized to summarily terminate and suspend from duty any member of the Police Department for cause. The Chief of Police shall perform such other duties as may be required by City Council or the City Administrator.

Sec. 2-1-4. – Chain of Command; Ranks and Grades

- (a) All personnel of the Police Department shall be subject to the supervision and control of the Chief of Police. In the event of the absence or incapacity of the Chief of Police, the Police Department chain of command shall be followed.
- (b) Members of the Police Department subordinate to the Chief of Police shall be appointed, promoted, and demoted in rank or grade by the Chief of Police.

(Code 1994, § 2-1-2; Ord. No. 1995-4, 6-27-1995)

SECTION 5. 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 6. 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 7. 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:

Marie B. Copeland, City Clerk

First Reading: _____

Second Reading: _____

Ratification: _____

ORDINANCE 20195-04

AN ORDINANCE AMENDING TITLE 3, PUBLIC WORKS, OF THE CITY OF ISLE OF PALMS CODE OF ORDINANCES, CHAPTER 4, SINGLE-USE PLASTIC BAGS.

WHEREAS, City Council of the City of Isle of Palms, South Carolina has a duty to protect its natural environment, its economy, and the health of its citizens;

WHEREAS, in an effort to further this goal, the City desires to eliminate the use of plastic straws, plastic stirrers and polystyrene products;

WHEREAS, City Council of the City of Isle of Palms finds that it is in the best interests of the environment, marine life, and residents of the City to reduce the use of plastic straws, plastic stirrers and polystyrene products distributed by business establishments;

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE MAYOR AND COUNCIL MEMBERS OF THE CITY OF ISLE OF PALMS, SOUTH CAROLINA, IN CITY COUNCIL ASSEMBLED:

SECTION 1. That Title 3, Public Works, Chapter 4 is hereby amended to state as follows:

“CHAPTER 4. – ~~SINGLE USE PLASTIC BAGS~~ENVIRONMENTALLY ACCEPTABLE PACKAGING AND PRODUCTS

Sec. 3-4-1. – Purpose.

This chapter is adopted to improve the environment of the City of Isle of Palms by encouraging the use of reusable, recyclable and compostable products ~~and –checkout bags and~~ banning the use of single-use plastic bags, polystyrene/plastic foam products, plastic straws and stirrers ~~for retail checkout of purchased goods at the point of sale.~~ Business establishments are encouraged to make reusable, recyclable and compostable products ~~bags~~ available for sale.

Sec. 3-4-2. – Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

(1) ASTM Standard means meeting the standards of the American Society for Testing and Materials (ASTM) International Standards D6400 or D6868 for compostable plastics, as those standards may be amended

(2) Business establishment means any commercial enterprise that provides

the products described herein to its customers through its employees or independent contractors associated with the business. The term includes sole proprietorships, joint ventures, partnerships, corporations, or any other legal entity whether for profit or not for profit. This term is inclusive of any store or business which sells or offers goods or merchandise, located or operating within the City of Isle of Palms, including those referenced in "Food or Grocery Establishment," and "Food Provider." means any commercial enterprise that provides carryout bags to its customers through its employees or independent contractors associated with the business. The term includes sole proprietorships, joint ventures, partnerships, corporations, or any other legal entity whether for profit or not for profit.

(3)(2) Carryout bag means a bag provided by a business establishment to a customer typically at the point of sale for the purpose of transporting purchases.

(4) Compostable means all the materials in the product or package, when composted in an industrial or municipal compost operation, will break down, or otherwise become part of, usable compost (e.g. soil-conditioning material, mulch) in a safe and timely manner. Compostable food service ware must meet ASTM-Standards for compostability and any bio-plastic or plastic-like product must be clearly labeled, preferably with a color symbol, to allow proper identification such that the collector and processor can easily distinguish the ASTM standard compostable plastic from non-ASTM standard compostable plastic. Compostable products are considered compostable under this section only if a Business Establishment or Food or Grocery Establishment using the products is composting them with an industrial or municipal compost operation.

(5) Disposable Food Service Ware is interchangeable with "to go" packaging and "food packaging material" and includes, but is not limited to: all containers, clamshells, bowls, plates, trays, cartons, cups, straws, stirrers, and other items designed for one-time use associated with prepared foods, including without limitation, service ware for takeout foods and/or leftovers from partially consumed meals prepared by Food Providers.

(6) Food or Grocery Establishment means all sales outlets, stores, shops, vehicles or other places of business located within the Town which operate to sell or convey foods, or beverages, which foods or beverages are predominantly contained, wrapped or held in or on packaging. Food establishment shall include, but not be limited to, any place where food is prepared, mixed, cooked, baked, smoked, preserved, bottled, packaged, handled, stored, manufactured and sold or offered for sale, including, but not limited to, any fixed or mobile restaurant, drive-in, convenience store, coffee shop, cafeteria, short-

order cafe, delicatessen, luncheonette, grill, sandwich shop, soda fountain, hotel, motel, movie house, theatre, bed and breakfast inn, tavern, bar, cocktail lounge, nightclub, roadside stand, take-out prepared food place, industrial feeding establishment, catering kitchen, mobile food preparation unit, commissary, event, grocery store, public food market, produce stand, food stand, or similar place in or at which food or drink is prepared for sale, or for service, on the premises or elsewhere, and any other establishment or operation where food is processed, prepared, stored, served, sold, or provided for the public and any organization, group or individual which provides food as part of its service.

(7) *Food Provider* means any vendor, business, organization, entity, group or individual, including food establishments, as defined herein, located in the City that offers food or beverage to the public.

(8) *Person* means an individual, business, event promoter, trust, firm, joint stock company, corporation, non-profit, including a government corporation, partnership, or association.

(9) *Polystyrene/Plastic Foam* means blown expanded and extruded polystyrene (sometimes called Styrofoam™) or other plastic foams which are processed by any number of techniques including, but not limited to, fusion of monomer spheres (expanded bead plastic), injection molding, foam molding, and extrusion-blown molding (extruded foam plastic). Polystyrene and other plastic foam is generally used to make cups, bowls, plates, trays, clamshell containers, meat trays, egg cartons, coolers, ice chests, shipping boxes, and packing peanuts. The term "polystyrene also includes clear or solid polystyrene which is known as "oriented polystyrene."

(10) *Prepared Food* means food or beverages, which are served, packaged, cooked, chopped, sliced, mixed, brewed, frozen, squeezed or otherwise prepared within the City. Prepared food does not include raw, butchered meats, fish and/or poultry sold from a butcher case or similar food establishment.

(11) *Polystyrene/plastic foam products* means any item such as coolers, ice chests, cups, bowls, plates, clamshells, shipping boxes, containers, or any other merchandise containing polystyrene/plastic foam that is not wholly encapsulated or encased by a more durable material.

—(12) *Recyclable* means any material that is accepted by the Charleston County recycling program, including, but not limited to paper, glass, aluminum, cardboard and plastic bottles, jars and tubs. This also means any approved alternative products which are accepted by the County recycling centers.

(13)

~~(3)~~ *Reusable carryout bag* means a carryout bag that is specifically designed and

manufactured for multiple reuse, and meets the following criteria:

- (a) displays in a highly visible manner on the bag exterior, language describing the bag's ability to be reused and recycled;
- (b) has a handle, except that handles are not required for carryout bags constructed out of recyclable paper with a height of less than 14 inches and width of less than 8 inches; and
- (c) is constructed out of any of the following materials:
 - (i) Cloth, other washable fabric, or other durable materials whether woven or non-woven;
 - (ii) Recyclable plastic, with a minimum thickness of 2.25 mils; or
 - (iii) Recyclable paper.

(14) *Single-use plastic carryout bag* means a carryout bag that is not a reusable carryout bag.

Sec. 3-4-3. Single Use Plastic Carryout Bags.

- a) No Business Establishment or Food or Grocery Establishment may provide Single-Use Plastic Carryout Bags at any City facility, City-sponsored event, or any event held on City property.
- a)b) No Business Establishment or Food or Grocery Establishment within the City limits may provide single use plastic bags implements to its customers at point of sale.
- c) Nothing in this Chapter prohibits customers from using bags of any type that they bring to the store themselves or from carrying away goods that are not placed in a bag.

Sec. 3-4-4. Polystyrene/Plastic Foam Disposable Food Service Ware.

- a) Food Providers within the City may not provide food in any disposable food service ware that contains polystyrene/plastic foam.
- b) Disposable food service ware that contains polystyrene/plastic foam is prohibited from use in all City facilities.

- c) City Contractors in the performance of City contracts and events promoters may not provide food in disposable food service ware that contains polystyrene/plastic foam.

Sec. 3-4-5: Disposable Food Service Ware.

- a) All Food or Grocery Establishments and Food Providers within the City utilizing disposable food service ware shall use recyclable or compostable products, subject to the provisions of Sec. 3-4-7.
- b) City Contractors and events promoters utilizing disposable food service ware shall use recyclable or compostable products while performing under a City contract or permit.

Sec. 3-4-6. Prohibited Sales

- a) No Business Establishment a, or event promoter in the City of Isle of Palms may sell, rent, or otherwise provide any polystyrene/plastic foam product which is not wholly encapsulated or encased within a more durable material, except as exempted in this Ordinance. This specifically includes, but is not limited to cups, plates, bowls, clamshells, and other products intended primarily for food service use.

Sec. 3-4-7. Exemptions for Recyclable or Properly Composted Food Service Ware and Other Polystyrene/Plastic Foam Products.

- a) Products made from polystyrene/plastic foam which is wholly encapsulated or encased by a more durable material are exempt from the provisions of this chapter. Examples include surfboards, boats, life preservers, and craft supplies which are wholly encapsulated or encased by a more durable material, and durable coolers not principally composed of polystyrene/plastic foam.
- b) Construction products made from polystyrene/plastic foam are exempted from this ordinance if the products are used in compliance with City Code and used in a manner preventing the polystyrene/plastic foam from being released into the environment
- c) Emergency, Hospital, and Medical Supply and Services Procurement: In an emergency situation and for the immediate preservation of the public peace, health or safety, or when a disposable straw is needed by customers due to medical or physical conditions and for whom flexible compostable paper straws are unsuitable, City facilities, food vendors, City franchises, contractors and vendors doing business with the City shall be exempt from the provisions of this Chapter.
- d) Laundry dry cleaning bags, door-hanger bags, newspaper bags, or packages of multiple bags intended for use as garbage, pet waste, or yard waste; although the City

encourages the use of recyclable or compostable products throughout.

e) Bags provided by physicians, dentists, pharmacists or veterinarians to contain prescription drugs or other medical necessities; or

f) Bags used by a customer inside a business establishment to:

i. Contain bulk items, such as produce, nuts, grains, candy, or small hardware items;

ii. Contain or wrap frozen foods, meat, or fish, whether or not prepackaged;

iii. Contain or wrap flowers, potted plants or other items to prevent moisture damage to other purchases; or

iv. Contain unwrapped prepared foods or bakery goods;

g) Bags used by a non-profit corporation or other hunger relief charity to distribute food, grocery products, clothing, or other household items; and

h) Bags of any type that the customer brings to the store for their own use for carrying away from the store goods that are not placed in a bag provided by the store.

i) Meat trays are exempt from the provisions of this Chapter.

j) Foods prepared or packaged outside the City and sold inside the City are exempt from the provisions of this Chapter.

~~(5) Customer means a person who purchases merchandise from a business establishment.~~

Sec. 3-4-3. Regulations.

~~(1) No person may provide single-use carryout bags at any City facility, City-sponsored event, or any event held on City property.~~

~~(2) No business establishment within the City limits may provide single-use carryout bags to its customers.~~

~~(3) Business establishments within the City limits are strongly encouraged to provide prominently displayed signage advising customers of the benefit of reducing, reusing and recycling and promoting the use of reusable carryout bags by customers.~~

~~(4) A business establishment within the City limits may provide or sell reusable carryout bags to its customers or any person. Subject to hours of operation and applicable regulations regarding the use of public property, including those pertaining to solicitation and commercial activities on public property, a person may provide or sell reusable~~

~~carryout bags at any City facility, City-sponsored event, or any event held on City property.—~~

~~Sec. 3-4-4.—Exemptions.~~

~~This chapter shall not apply to:—~~

~~(1) Laundry dry cleaning bags, door hanger bags, newspaper bags, or packages of multiple bags intended for use as garbage, pet waste, or yard waste;—~~

~~(2) Bags provided by pharmacists or veterinarians to contain prescription drugs or other medical necessities;—~~

~~(3) Bags used by restaurants to take away prepared food;—~~

~~(4) Bags used by a customer inside a business establishment to:—~~

~~(a) Contain bulk items, such as produce, nuts, grains, candy, or small hardware items;~~

~~(b) Contain or wrap frozen foods, meat, or fish, whether or not prepackaged;~~

~~(c) Contain or wrap flowers, potted plants or other items to prevent moisture damage to other purchases; or—~~

~~(d) Contain unwrapped prepared foods or bakery goods;~~

~~(5) Bags used by a non-profit corporation or other hunger relief charity to distribute food, grocery products, clothing, or other household items; and~~

~~(6) Bags of any type that the customer brings to the store for their own use for carrying away from the store goods that are not placed in a bag provided by the store.~~

~~Sec. 3-4-5. – Enforcement and penalties.~~

~~(1) The Police Department has primary responsibility for enforcement of this chapter. The designated Livability Officer is authorized to promulgate regulations and to take any and all other actions reasonable and necessary to enforce this chapter, including, but not limited to, investigating~~

violations, issuing fines and entering the premises of any business establishment during business hours.

(2) If the Livability Officer determines that a violation of this chapter has occurred, he/she will issue a written warning notice to the owner or operator of the business establishment that a violation has occurred and the potential penalties that will apply for future violations.

(3) Any business establishment that violates or fails to comply with any of the provisions of this chapter after a written warning notice has been issued for that violation shall be deemed guilty of a misdemeanor and shall for each violation, upon conviction thereof, be punished as provided in section 1-3-66. The penalty shall not exceed One Hundred (\$100.00) Dollars for a first violation; Two Hundred (\$200.00) Dollars for a second violation within any twelve (12) month period; and Five Hundred (\$500.00) Dollars for each additional violation within any twelve (12) month period. Each day that a violation continues will constitute a separate offense.

(4) In addition to the penalties set forth in this section, repeated violations of this chapter by a person who owns, manages, operates, is a business agent of, or otherwise controls a business establishment may result in the suspension or revocation of the business license issued to the premises on which the violations occurred. No City business license shall be issued or renewed until all fines outstanding against the applicant for violations of this chapter are paid in full.

(5) Violation of this chapter is hereby declared to be a public nuisance, which may be abated by the City by restraining order, preliminary and permanent injunction, or other means provided for by law, and the City may take action to recover the costs of the nuisance abatement.

Sec. 3-4-6. – Effective date and waivers.

All of the requirements set forth in this chapter shall take effect ~~January 1, 2016~~_____. In the event that compliance with the effective date of this chapter is not feasible for a business establishment because of either unavailability of alternative checkout bags or economic hardship, City Council may grant a waiver of not more than twelve (12) months upon application of the business owner or owner's representative."

SECTION 2. That 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 and be in full force immediately.

PASSED AND APPROVED BY THE CITY COUNCIL FOR THE CITY OF ISLE OF PALMS, ON THE _____ DAY OF _____, 201~~9~~⁵.

~~Richard F. Cronin~~Jimmy Carroll, Mayor

(Seal)

Attest:

Marie B. Copeland, City Clerk

First Reading: _____
Second Reading: _____
Ratification: _____

RESOLUTION

WHEREAS, the City of Isle of Palms realizes that it has a responsibility to provide a safe work environment for its employees and that each pursues the highest standards in his or her assigned activities, all municipal employees must recognize that the well-being of the persons involved in the protection of our physical resources are as important as the activity and work being performed;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISLE OF PALMS AS FOLLOWS:

The City has established a safety and loss control program, which is monitored on a continuous basis. As the first segment of the City's program, a safety coordinator was appointed and assigned the responsibility of organizing the overall safety and loss control efforts.

A safety committee was created to establish a loss control program, review losses and loss trends, make recommendations for prevention and assign other safety responsibilities as needed. This committee is guided by the safety coordinator and its members include each department head or designee.

Each department head director will be responsible for the safety and health of the employees in their department, as well as the required maintenance of facilities and equipment in their area of responsibility. Each employee will be responsible for their own personal safety and for the safe completion of assigned tasks. The City requires its employees to respond to all planned safety efforts and to perform their assigned jobs in the safest manner possible.

The City of Isle of Palms is committed to doing all in its power to make its safety and loss control program a success and expects all employees to assist in this effort by contributing expertise and by following all established rules and procedures.

PASSED AND APPROVED BY THE CITY COUNCIL FOR THE CITY OF ISLE OF PALMS, SOUTH CAROLINA, ON THE 22nd DAY OF JANUARY, 2019.

Jimmy Carroll, Mayor