



City Council

6:00 p.m., Tuesday, July 27, 2021
Council Chambers
1207 Palm Boulevard, Isle of Palms, South
Carolina

Public Comment:

All citizens who wish to speak during the meeting must email their first and last name, address, and topic to Nicole DeNeane at nicoled@iop.net no later than **3:00 p.m. the business day before the meeting**. Citizens may also provide public comment here: <https://www.iop.net/public-comment-form>

Agenda

- 1. Introduction of meeting** and acknowledgement that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.
 - a. Invocation
 - b. Pledge of Allegiance
 - c. Roll Call
- 2. Citizens' Comments**
Presentation of the Signal 30 Award to Howard Hogue "Beach Santa"
- 3. Consent Agenda**
 - a. Approval of Previous Meetings' Minutes:
 - i. Public Hearing Ordinance 2021.05 FY22 Budget– 5:45 p.m., May 25, 2021
 - ii. Public Hearing Ordinance 2021.07 Flood Ordinance- 5:45 p.m., June 22, 2021
 - iii. Regular Meeting – 6:00 p.m., June 22, 2021
 - b. Consideration of recommendation from the ATAX Committee of an application by the Carolina Coast Surf Club, Inc. for funding in the amount of \$1,000 to sponsor real time camera image of IOP beach and surf conditions [FY22 Budget, State ATAX, General Government, Programs & Sponsorships - \$85,000, pg. 31, ln. 20]
 - c. Consideration of recommendation from the Real Property Committee to approve change order to ATM contract for additional construction administration services for the marina dock rehabilitation project in the amount of \$40,000 [FY22 Budget, Marina Fund, Contingency Fund - \$355,405]
 - d. Consideration of proposal from Thomas & Hutton in the amount of \$102,200 for bidding and construction oversight of the Phase 3 Drainage Outfall Project (30th & 36th Avenue) [FY22 Budget, Public Works Department, Capital Projects, Phase 3 Drainage - \$2,462,000, pg. 21, ln. 54]
 - e. Consideration of recommendation from the Ways and Means Committee to delay payment of base rent for 2021 (\$40,000) and be paid no later than 12 months from the restaurant's opening date. [FY22 Budget, Marina Fund, Marina Restaurant Lease

Income - \$91,667]

4. Reports from Standing Committees

a. Ways and Means Committee

Presentation and consideration of approval of proposed FY22 Budget for CARTA

f. Public Safety Committee

- i. Discussion and consideration of installing a Stop sign at the intersection of 41st Avenue and Wildwood Road/Forest Trail for a trial period of 90 days
- ii. Discussion and consideration of setting the minimum fine for animal control offenses at \$500

g. Public Works Committee – no meeting in July

h. Recreation Committee

i. Personnel Committee

j. Real Property Committee

Discussion regarding the 42nd Avenue beach access boardwalk project and other alternatives

5. Reports from City Officers, Boards and Commissions

- a. **Board of Zoning Appeals** – no meeting in July
- b. **Planning Commission** – minutes attached
- c. **Accommodations Tax Advisory Committee** – minutes attached

6. Reports from Special or Joint Committees – None

7. Petitions Received, Referred or Disposed of – None

8. Bills Already in Possession of Council

- a. Ordinance 2021-08 – An Ordinance Amending Title 7, Licensing and Regulation, Chapter 1, Business Licenses, Article A, General Provisions, Section 7-1-3, 7-1-4, And Section 7-22-22, Classification and Rates, SIC 6513; NAICS 53111- Lessors of Residential Housing Units- Less Than Ninety (90) Days
- b. Ordinance 2021-10 – An ordinance to authorize the temporary use of new or additional space for outdoor dining services.

9. Introduction of New Bills, Resolutions and Proclamations

Ordinance 2021-11 – An ordinance to alter the hiring process for department heads

10. Miscellaneous Business

- a. Update on eviction proceedings against holdover tenant, Tidal Wave Watersports
- b. Discussion regarding engaging consultant to represent the City in Columbia

c. Next meeting: Regular Meeting: 6:00 p. m., Tuesday, August 24, 2021

11. Executive Session – In accordance with S.C. Code Section 30-4-70 (a) (2) to receive legal advice and legal update regarding the eviction proceedings against Tidal Wave Watersports and the Freedom of Information Act lawsuit brought by Joshua Hooser. Upon returning to open session, the Committee may take action on matters discussed in Executive Session.

12. Adjournment



PUBLIC HEARING
5:45pm, Tuesday, May 25, 2021
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to order

Present: Council members Buckhannon, Bell, Smith, Popson, Streetman, Moye, Ward, Pounds, and Mayor Carroll

Staff Present: Administrator Fragoso, Asst, Administrator Hanna, Attorney Hinchey, various department heads

2. Ordinance 2021-05 – AN ORDINANCE TO RAISE REVENUE AND ADOPT A BUDGET FOR THE CITY OF ISLE OF PALMS, SOUTH CAROLINA, FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022

Administrator Fragoso said of the budget: “The budget presented to Council for second reading and ratification was unanimously approved by the Ways and Means Committee. The proposed budget was a collaborative effort between City Administration, City Treasurer Debbie Suggs, Chair of Ways and Means Phillip Pounds, City Council and Department Heads. The proposed budget does not contemplate a property tax increase. The total millage rate for Isle of Palms is 0.0233, which generates approximately \$4,806,000 in property tax revenue to the City.

“General Fund revenues are \$11,798,779 which represents an 11% increase from the FY21 budget but only a 2% increase from Actual FY20. Recall the FY21 revenue budget was extremely conservative due to pandemic concerns. General Fund expenditures are \$12,466,296, which is 10% ahead of the FY21 Budget. The \$667,000 difference is covered with net transfers in from tourism funds. The General Fund Revenue increase is due primarily to budgeted increases Local Option Sales Taxes and License and permit fees, both driven by the current strong economic activity that is expected to continue in FY22. Expenditure increases due primarily to wages & fringes and IT.

“Total personnel costs represent 71% of General Fund expenditures and 41% of total city-wide expenditures.

“The proposed budget includes \$396,000 in new revenues related to the new Wild Dunes hotel and \$92,000 associated with the first fiscal year of new marina restaurant lease revenue.

“The proposed budget includes \$5,753,125 (\$5.7M) in Tourism Funds revenues (Hospitality, State Accommodations and Municipal Accommodations, and Beach Preservation Funds). This represents an increase of 55% over the conservative FY21 budget which reflects tourism recovery on the island and the impact of the new hotel. Transfers in from tourism funds to the General Fund are \$1,062,000, which is consistent with tourism contributions in prior years to support tourism impacted services such as Public Works and Public Safety.”

She then shared several initiatives and capital projects supported by budget funds, including: \$525,000 for the replacement of a pumper truck for Fire Department; \$2,462,000 in capital expenditures for the construction of the Phase 3 drainage outfall project; \$250,000 for a comprehensive drainage master plan to steer policy and funding decisions for the foreseeable future (Re-budget from FY21); \$150,000 for a public dock and greenspace at the IOP Marina; \$125,000 for undergrounding of electrical lines through Dominion Energy’s non-standard service fund which covers 50% of eligible expenses; the purchase of 9mm caliber handguns for the Police Department; \$100,000 to purchase license plate readers that synch up with paid parking software for enforcement; \$131,000 to address recommendations from the wage and compensation study; \$250,000 to maintain, renovate or construct beach accesses paths; \$25,000 for grant writing services to address potential opportunities in Federal and State funding programs; \$290,000 for the replacement of the Fire Departments self-contained breathing apparatus; and \$34,000 for new agenda and video software and \$65,000 for a new AUDIO-VISUAL System for Council Chambers, in addition to many others.

Administrator Fragoso said she was proud of the hard work done by staff and Council to finish FY21 in a successful manner.

3. Adjournment

Council Member Moyer made a motion to adjourn and Council Member Buckhannon seconded the motion. The meeting was adjourned at 5:55pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



PUBLIC HEARING
5:45pm, Tuesday, June 22, 2021
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to order

Present: Council members Buckhannon, Bell, Smith, Popson, Streetman, Moye, Ward, Pounds, and Mayor Carroll

Staff Present: Administrator Fragoso, various department heads

2. Ordinance 2021-07 – An Ordinance Amending Title 5, Planning and Development, Chapter 4, Article 8, Flood Damage Prevention, Sections 5-4-152 Through 5-4-171, of the City of Isle of Palms Code of Ordinance, to Chapter 4, Zoning, Article 2, District Regulations

Director Kerr explained this ordinance deals with the City's Flood regulations and came as a suggestion from the ISO. It was approved for First Reading at the April City Council meeting. He said, "Specifically what it is doing is it is codifying the one foot of freeboard into the City's Floodplain Management regulations. That requirement has always been in effect because it is included in the City's Building Code, which is already in effect."

3. Adjournment

Council Member Buckhannon made a motion to adjourn and Council Member Bell seconded the motion. The meeting was adjourned at 5:48pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



CITY COUNCIL MEETING
6:00pm, Tuesday, June 22 2021
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to order

Present: Council members Popson, Streetman, Moye, Ward, Bell, Pounds, Smith, Buckhannon, and Mayor Carroll

Staff Present: Administrator Fragoso, various department heads

2. Citizens' Comments

Mr. Andrew Vega, 104 Sparrow Drive, thanked the Police and Fire Departments for their recent participation in the 317th Airlift Squadron's water survival training that took place on June 4, 2021. He spoke highly of their professionalism and thanked several members of both departments by name.

Mr. and Mrs. Jon Wright came before City Council to encourage them to continue to make the beach on the Isle of Palms more handicapped accessible. They both spoke of how much enjoyment they receive coming to the beach and would like to be able to get Mrs. Wright's wheelchair closer to the water via the MobiMats.

Mr. Riley Cates, an IOP resident, asked if anything could be done to better synchronize traffic coming off and on the island.

3. Consent Agenda

MOTION: Council Member Streetman made a motion to approve the items on the Consent Agenda, and Council Member Moye seconded the motion. The motion passed unanimously.

A. Approval of Previous Meetings' Minutes

- i. Regular Meeting – May 25, 2021
- ii. Special Meeting – May 26, 2021

B. Consideration of approval of the Axon body camera, in-car camera video software and data storage [State contract purchase, FY22 budget]

C. Consideration of recommendation from the ATAX Committee for funding in the amount of \$10,000 for the Turtle Trek 5K project.

D. Consideration of recommendation from the ATAX Committee of an application by Veterans of Foreign Wars Post 3137 for funding in the amount of \$12,000 for facilities maintenance

E. Consideration of providing free parking in the Municipal Parking Lots on Mondays from 5:00-8:00pm to members of the IOP Cleanup Crew who participate in the beach sweeps

4. Reports from Standing Committees

A. Ways and Means Committee

Council Member Pounds reviewed some financial highlights through May 31, 2021. Revenues are currently just over \$18M with a budget of just over \$18M. The forecast has the City finishing the year at approximately \$21.3M in revenues. This forecast does not include the County ATAX pass through or monies received via the American Rescue Act. Expenditures are currently at \$16.2M and are forecasted to end the year at just under \$20M. There is currently \$25.5M in cash deposits, of which \$6M is bond proceeds and \$8.3M is restricted tourism and beach preservation funds.

i. Consideration of proposals to extend Builder's Rick insurance coverage for dock project in the amount of \$27,602.39

MOTION: Council Member Bell made a motion to approve and Council Member Streetman seconded the motion.

Council Member Pounds said this policy would include coverage for fire, theft, and anything not wind, flood, or named storm-related through December 1, 2021. Administrator Fragoso added the insurance covers the new docks during construction. Committee members generally agreed that while they may personally take the risk for that time period, they would like to protect the City's assets at the Marina.

VOTE: A vote was taken as follows:

Ayes: Streetman, Popson, Ward, Pounds, Smith, Buckhannon, Bell

Nays: Ward, Carroll

The motion passed 7-2.

B. Public Safety Committee

Council Member Bell reviewed the minutes of the June 10, 2021 meeting. Council Member Ward gave an update of ridership numbers on the CARTA Beach Shuttle – 95 riders the first weekend, 29 the second, 17 the third, and 39 riders on the fourth weekend. He noted the weather has not been favorable most summer weekends to date. He reported that he, along with Mayor Carroll and Administrator Fragoso, met with Ron Mitchum of CARTA to discuss options regarding the drop-off location due to the feedback received from residents in the area of 9th Avenue. Another meeting is scheduled for next week with Mr. Mitchum, Administrator Fragoso, and Chief Cornett. Several alternatives were discussed including using 10th Avenue, using the

parking lot entrance to the Seaside Inn, and the County Park parking lot should the County be able to alter their payment procedures. Administrator Fragoso said the City has formally requested that the County Park change its payment procedures such that patrons pay upon exiting the lot instead of entering. Council Member Bell noted there has been no discussion about what the definition of success looks like with regards to this initiative.

Council Member Bell noted that speeding concerns on side streets and in residential neighborhoods will be on the next Public Safety agenda.

C. Public Works Committee

i. Consideration of drainage easement and maintenance agreement with Lowe Wild Dunes regarding the Phase 3 Drainage Outfall Project

Director Kerr said, “This is the easement that crosses the Wild Dunes golf course on the intercoastal waterway side of Waterway Boulevard. There is an existing easement there. There is an existing ditch there, but over the years, the ditch has meandered outside of the easement. So we have been working with Wild Dunes to basically shape those easements as they should be shaped to house the drainage systems that is within those easements. We have worked through all those details with Wild Dunes and come to what we think, there is an existing easement, but there was no easement agreement. So part of this was coming up with an agreement that spells out who will maintain the system. If they break it, they do. If we break it, we do it.”

Administrator Fragoso added that agreement is required by the permitting agencies and will be part of the Critical Area permit application once signed. She thanked Lowe Wild Dunes for being so accommodating throughout this project.

MOTION: Council Member Buckhannon made a motion to approve, and Council Member Pounds seconded the motion. The motion passed unanimously.

Council Member Ward reviewed the minutes of the June 3, 2021 meeting.

D. Recreation Committee

While there was no Recreation Committee meeting in June, Council Member Smith reported that the first Farmer’s Market of the summer was a great success. She invited everyone to attend the next one on Thursday, July 15 from 4-7pm at the Recreation Center.

E. Personnel Committee

Council Member Moye reviewed the minutes of the June 9, 2021 regular meeting and the minutes of the June 21, 2022 Special Meeting.

MOTION: Council Member Moye made a motion to appoint Halverson & Halverson to the position of City Attorney and Haynesworth, Sinkler & Boyd to the position of Assistant City Attorney. Council Member Bell seconded the motion.

Council Member Pounds expressed the need to get back to anyone else who may have applied for either position and notify them of the outcome. Council Member Bell expressed the need for

an attorney like Mr. Halverson who has long-term history with the City, noting that he is currently involved in several active cases with them. Council Member Moye noted the billing packages offered by these firms will be more cost effective than the previous arrangements due to competitive guaranteed rates.

Council Member Ward said he would like to have each appointment voted on separately. Council Member Moye withdrew his original motion and Council Member Bell withdrew his second.

MOTION: Council Member Ward made a motion to appoint Halverson & Halverson to the position of City Attorney. Council Member Moye seconded the motion. A vote was taken as follows:

Ayes: Popson, Streetman, Moye, Buckhannon, Bell, Smith, Ward, Carroll
Nays: Ward.

The motion passed 8-1.

MOTION: Council Member Moye made a motion to appoint Haynesworth, Sinkler, & Boyd to the position of Assistant City Attorney. Council Member Bell seconded the motion. The motion passed unanimously.

Council members spoke highly of Howard Hogue, aka “Beach Santa,” and the work he has done and continues to do with regards to litter on beaches and around the Lowcountry.

MOTION: Council Member Smith nominated Howard Hogue, aka “Beach Santa,” for the Signal 30 Award. Mayor Carroll seconded the motion. The motion passed unanimously.

MOTION: Council Member Moye made a motion to appoint Glenda Nemes to the ATAX Board. Council Member Bell seconded the motion. A vote was taken as follows:

Ayes: Pounds, Smith, Bell, Buckhannon, Ward, Moye, Streetman, Popson
Nays: Carroll

The motion passed 8-1.

F. Real Property Committee

Council Member Streetman reviewed the minutes of the June 7, 2021 meeting. He noted that options for ADA accessibility will be discussed at the next Committee meeting. Director Kerr reported that legislation is going to be presented at the State level suggesting changes to the Beach Management Act that will allow for deeper access onto the beach for handicapped accessibility.

Regarding the pending litigation with the previous Marina tenant, Council Member Streetman reported, “There was a pre-trial conference this morning at Magistrate’s Court and the magistrate denied the defendant’s motion for a continuance, so the trial on the application for eviction will proceed on July 7, 2021. And also Judge Lynn, who is the magistrate, did grant the City’s motion

to dismiss counterclaims, and also he did not allow the defendant to amend, to add any new counterclaims. Therefore, there will be no counterclaims proceeding to trial.”

Council Member Ward expressed concern about the allowance of food trucks at the Marina. Administrator Fragoso said that no formal request has been received from the Marina restaurant asking to have a food truck in the lot during construction. Council Member Buckhannon noted that City-sanctioned events are usually one-time events.

Mayor Carroll would like to consider the City offering wide-wheeled beach wheelchairs. Administrator Fragoso said that the County Park has such chairs available for use. Council Member Streetman said that will also be discussed at the next Committee meeting.

5. Reports from City Officers, Boards, and Commissions

- A. **Accommodations Tax Advisory Committee** – minutes attached
- B. **Board of Zoning Appeals** – minutes attached
- C. **Planning Commission** – minutes attached

6. Reports from Special or Joint Committees – none

7. Petitions Received, Referred or Disposed of – none

8. Bills already in Possession of Council

A. Consideration of Ordinance 2021-07 – An Ordinance Amending Title 5, Planning and Development, Chapter 4, Article 8, Flood Damage Prevention, Sections 5-4-152 through 5-4-171, of the City of Isle of Palms Code of Ordinance, to Chapter 4, Zoning, Article 2, District Regulations

MOTION: Council Member Buckhannon made a motion to approve, and Council Member Moya seconded the motion. The motion passed unanimously.

9. Introduction of New Bills, Resolutions, and Proclamations

A. Ordinance 2021-08 – An Ordinance Amending Title 7, Licensing and Regulation, Chapter 1, Business Licenses, Article A, General Provisions, Section 7-1-3, 7-1-4, and Section 7-22-22, Classification and Rates, SIC 6513; NAICS 53111-Lessors of Residential Housing Units – Less than Ninety (90) Days

Director Kerr said this is a repeat of the bill approved at last month’s meeting due to a clerical error in dates.

MOTION: Council Member Moya made a motion to approve, and Council Member Bell seconded the motion. The motion passed unanimously.

B. Ordinance 2021-09 – An ordinance to present a non-binding referendum question to the citizens of the Isle of Palms concerning the wisdom of reducing the size of City Council

MOTION: Council Member Bell made a motion to approve, and Council Member Pounds seconded the motion. A vote was taken as follows:

Ayes: Streetman, Bell, Moye, Pounds

Nays: Ward, Popson, Buckhannon, Smith, Carroll

The motion failed 4-5.

C. Ordinance 2021-10 – An ordinance to authorize the temporary use of new or additional space for outdoor dining services

MOTION: Council Member Ward made a motion to approve, and Council Member Buckhannon seconded the motion. The motion passed unanimously.

D. Proclamation in Support of National Safe Boating Week

Mayor Carroll read the Proclamation in Support of National Safe Boating Week

MOTION: Council Member Ward made a motion to approve, and Council Member Smith seconded the motion. The motion passed unanimously.

10. Miscellaneous Business

A. Discussion and consideration of evaluating short-term rental regulation and trends

Council Member Pounds suggested this issue be remanded to the Planning Commission for further research and recommendations. Council Member Moyes said the scope of the project should be clearly defined, “Very specifically, the Planning Commission should be looking at livability issues and potentially caps on short-term rentals.” He also suggested putting a moratorium on short-term rentals in place while the Planning Commission completes their research. Administrator Fragoso said that a moratorium would require two readings and must have a specific outline as to why the City Council believes a moratorium is necessary. A concrete end date would also need to be included.

Council members would like to see this issue fast tracked through the Planning Commission.

Mayor Carroll said there is movement in the State House to block State monies from communities that limit short-term rentals. However, that proviso was removed. Council Member Streetman noted that how neighboring beach communities deal with this same issue could directly affect the short-term rental makeup on the Isle of Palms.

MOTION: Council Member Pounds made a motion to remand this issue to the Planning Commission for research and recommendations. The motion passed unanimously.

B. The next meeting of the City Council will be Tuesday, July 27, 2021 at 6pm.

11. Adjournment

Council Member Buckhannon made a motion to adjourn, and Council Member Moye seconded the motion. The meeting was adjourned at 7:52pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



June 16, 2021

Rev. July 21, 2021

Ms. Desiree Fragoso
City Administrator
City of Isle of Palms City Hall
1207 Palm Boulevard
Isle of Palms, South Carolina 29451

Re: City of Isle of Palms Marina

Dear Ms. Fragoso,

Pursuant to our recent discussions and our meeting on Monday with Mr. Jack Harrelson of Salmons Dredging, we understand that the current, projected completion date for the Isle of Palms Marina Rehabilitation Project is now November 19, 2021. The original contracted substantial completion date for construction (as per the contract document with Salmons Dredging) was May 15, 2021. As you may recall, ATM's scope of services for construction administration services was based on a six-month construction schedule (see attached). To date we have performed eight months of construction phase services and have requested only a nominal adjustment to our construction administration scope of services to deal with two items that were out of original scope. With the extension of the construction contract, the need for additional construction administration services on the project is indicated.

In addition to the extended project schedule, ATM has expended significant out-of-scope effort related to the review of the floating dock design submittals provided by Structurmarine (via Salmons). As mentioned to you previously, the contract documents require that the contractor and floating dock supplier provide a single, comprehensive design submittal for the floating docks and pile anchorage for our review. ATM was contracted to provide a single review of this submittal package to ensure proper design and conformance with project design criteria. To date, we have received and reviewed *five* submittal packages from Structurmarine/Salmons related to the floating dock and anchorage system for Dock Areas B and C. The first four of these submittals were incomplete and/or contained incorrect design calculations based on our review. Yesterday we received a separate (sixth) submittal package for Dock Area A (fuel dock) that requires review.

With the above in mind, we request a change order to perform additional construction administration services on behalf of the City to facilitate contract completion. Specifically, ATM proposes to conduct five months of additional construction administration on this project.



Specific tasks shall include:

- Review Dock A floating dock and anchorage calculations and shop drawings. This scope assumes a single review only to ensure consistency with the design intent of the project, performance specifications, identified loading criteria, regulatory permit conditions, utility routing, etc. If our initial review indicates the contents of the submittal are inaccurate or incorrect and in need of revision and re-submittal, we will not undertake any additional reviews without prior discussion with and authorization by the City.
- Review miscellaneous contractor submittals (pile driving logs, change order requests, etc.)
- Review contractor and utilities materials submittals and product certifications
 - Note: While much of this was completed during initial construction phases, we are now receiving substitute product submittals as the global supply chain is impacting the available materials for this project.
- Conduct additional site visits during active construction (weekly during active construction)
 - This includes 10 additional site visits during the construction of:
 - Utilities on Dock Area C
 - Dock and Utilities on Dock Area B
 - Dock, Utilities, and Fuel Hut on Dock Area A (Fuel Dock)
 - Document site observation via written correspondence and digital photography
 - Document project progress and identified project challenges/issues
- Review and certify contractor's applications for payment.
 - This includes 6 applications to coincide with the new completion date of November 19th
- Conduct ongoing, weekly project coordination with City, Contractor, Sub-Contractors, Marina Manager/Tenants, and other project participants
- Facilitate project close out

ATM's proposed fee for this work is \$40,000.

Should the project duration exceed that which is stipulated above (5 months), ATM will be pleased to provide continuing construction administration services on a time and materials basis with a not-to-exceed monthly limit of \$8,000.

In the spirit of financial cooperation on the project, (a topic mentioned by some members of Council previously) we are not requesting compensation associated with the additional, out-of-scope submittal review described above which totals in excess of \$7,500 in professional labor fees. Additionally, we are not seeking compensation for the two months of construction



administration services that have been performed to date and are beyond the scope of our current agreement.

Thank you for your consideration of this request. As discussed on Monday, the current challenges in the construction and development industry are extremely difficult, unprecedented, and are similarly affecting many of our current projects. We appreciate the relationship we have built with the City and are eager to continue our services on this project to see it through to a successful completion. Please call me directly if you have any questions.

Thank you,



Kirby Marshall
Principal

Attachment

Copy: ATM File



APPLIED TECHNOLOGY AND MANAGEMENT, INC.



PROPOSAL FOR CONSULTING SERVICES

ISLE OF PALMS MARINA

- MARINA UTILITY PERMITTING
- CVAP GRANT APPLICATION
- CONSTRUCTION ADMINISTRATION SERVICES

ISLE OF PALMS, SOUTH CAROLINA

PREPARED FOR:



Attn: Ms. Desiree Fragoso

April 15, 2020

INTRODUCTION

Applied Technology & Management, Inc. (ATM) respectfully submits this proposal to Ms. Desiree Fragoso of the City of Isle of Palms to provide assistance with the following tasks related to the rehabilitation of the Isle of Palms Marina.

1. Perform required DHEC permitting for the potable water and wastewater (pumpout) systems proposed as part of the redevelopment of the marina.
2. Development and submittal of a Clean Vessel Act (CVAP) grant application to procure grant funding reimbursement for new pumpout installation
3. Perform Construction Administration services during the marina redevelopment process

TASK 1 – WATER/WASTEWATER PERMITTING

ATM will prepare and submit on the City's behalf a permit application for the water/wastewater systems for the redeveloped portion of the marina along Morgan Creek. These authorizations are required by the South Carolina Department of Health and Environmental Control (SCDHEC) prior to installation of the systems. The permit is also required as part of the application for CVAP funding for the pumpout system (Task 2). This permit application will include the following, at a minimum:

- Transmittal letter
- Location Map
- SCDHEC permit application form
- Signed/sealed design plans and specifications (developed under previous work authorization)
- Design calculations based on applicable regulations
- Letter from the Isle of Palms Water and Sewer Commission stating their willingness and ability to serve the project; *ATM will coordinate with the utility to obtain this letter.*
- A letter from the City agreeing to be responsible for the operations and maintenance of the wastewater system; *This letter will need to be provided by the City on the City's letterhead. ATM will provide appropriate language for the letter to the City.*

After submitting the application package, ATM will coordinate with SCDHEC as required to expedite the review/approvals process. *Coordination limited to 2 hours of ATM professional labor.*

The deliverable for this task will be a completed DHEC permit application with requisite supporting documentation.

TASK 2 – CVAP PUMPOUT GRANT APPLICATION AND COORDINATION

Upon receipt of the SCDHEC's water/wastewater permit (Task 1), ATM will prepare and submit an application for a CVAP grant to the South Carolina Department of Natural Resources (SCDNR) for the marina pumpout system. Under this task, ATM will:

- Review and discuss facilities/services that are or may be included in the grant program with SCDNR.
- Coordinate with SCDNR and the City of Isle of Palms in an effort to maximize the grant funding available. To this effect, ATM will consider the following inasmuch as they are appropriate and acceptable in accordance with the grant program
 - Upland pumping facility and upland piping
 - Operations and Maintenance program funding
 - Permitting and engineering fees
- Coordinate with pumpout vendor(s) and mechanical contractor(s) to develop a detailed cost estimate for the system, including the pumpout unit, plumbing, electrical controls, and installation.
- Gather appropriate application materials and documentation for submission including:
 - Pumpout brand/manufacturer and model
 - Design plans, specifications, and calculations (developed under previous work authorization)
 - Grant application form
- Prepare the Grant Application including all the necessary documentation and design plans required by the application and discussed with SCDNR. Prior to submission, ATM will provide the City of Isle of Palms with a completed copy of the documents to review and for appropriate signatures to complete the package.
- Submit the Grant Application package to SCDNR for their consideration.
- Coordinate with SCDNR as required to expedite the review/approvals process. *Limited to 2 hours of ATM professional labor.*
- Fill out and submit, on the City's behalf, SCDNR's reimbursement request form; *It is assumed that a single reimbursement request will be made for the entire system after procurement and installation.*

Note: It is assumed that the City has, or will acquire, a registered Data Universal Numbering System (DUNS) number and is, or will be, registered in the System for Award Management (SAM). These registrations are required to receive federal funding through the program.

The deliverable for this task will be a completed CVAP application with appropriate, supporting documentation.

TASK 3 – CONSTRUCTION ADMINISTRATION SERVICES

To ensure successful completion of the marina rehabilitation project, ATM will perform the following services during construction:

- Coordinate and participate in an on-site pre-construction meeting with the City, selected contractor, key sub-contractors, suppliers, etc. *It is assumed that this meeting will occur on site and will last two hours.*
- Facilitate regulatory commencement notification.
- Review floating dock, anchorage, gangway, fixed landing pier, and fuel hut calculations and shop drawings as provided by the contractor. It is assumed that the design package for these elements will be provided in a **single, comprehensive package for review**. **This scope includes single review only** to ensure consistency with design intent of the project, performance specifications, identified loading criteria, and regulatory permit conditions.
- Review miscellaneous contractor submittals (schedule, work plan, safety plan, hurricane preparedness plan, etc.).
- Review contractor materials submittals and product certifications.
- Review utilities shop drawings and materials submittals.
- Conduct ongoing observation of the project progress to include weekly site visits during active construction. Assume 10 site visits.
 - Document site observations via written memorandum reports and digital photography.
 - Document project progress and identified project challenges or issues.
- Review and certify contractor's applications for payment. ATM will ensure the applications properly reflect the work completed, properly account for procured/stored materials, and are certified in accordance with the contract requirements.
- Facilitate project close out
 - Conduct punch list inspection of all project components
 - Conduct audit of project documentation and close out of open items
 - Establish and execute Certificate of Substantial Completion and coordinate release of retainage/final payment
 - Facilitate regulatory close out
 - Facilitate completion of as-built, operations and maintenance, and warranty documents for the City/marina operator/project record. It is assumed that the as-built drawings will be produced by the installing contractor.

Deliverables for this task will include: pre-construction meeting agenda and minutes, response to provided submittals, site observation memoranda, certified payment applications, punch list summary memorandum, and project close out documentation.

SUMMARY OF PROFESSIONAL FEES

Task	Scope Element	Professional Fee
1	Water/Wastewater Permitting	\$6,500
2	CVAP Grant Application	\$5,000
3	Construction Administration Services	\$55,000

Notes:

1. The above includes professional labor fees and anticipated expenses, with the exception of permit application fees required by SCDHEC which are assumed to be paid directly by the City.
2. This scope assumes a 6-month project duration for the demolition of existing docks and appurtenances, procurement and installation of new docks and anchor pilings, and installation of associated marina utilities.
3. ATM services may be initiated immediately upon the acceptance of this proposal and execution of a contract amendment.



Charleston Area Regional Transportation Authority

MEMORANDUM

TO: Board of Directors
FROM: Robin W. Mitchum, Deputy Director of Finance and Administration
SUBJECT: FY21/22 Proposed Budget Revision
DATE: June 9, 2021

Please find attached the FY21/22 Proposed FY22 Budget for your consideration.

Revenues

A detailed explanation of line item changes are as follows:

- Fare and contract revenues have been increased based on average and estimated receipts.
- HOP Lot Parking Fees have been reduced. The route has been suspended.
- Armad Hoffer Properties was a contract service for additional HOP route access for their residents. The HOP lot route has been suspended.
- Local contributions is funds received from local organizations for shelter construction. These contributions are recorded as incurred.
- Federal revenue includes estimated 5307 Urban funds, 5310 Enhanced Mobility for Seniors & individuals with disabilities, and 5307 CARES Act funds. CARTA receives funds as a direct recipient from FTA and Pass-Through funds from the BCDCOG. Capital funds are reflected in the capital revenues budget. The increase in Federal funding is a reflection of the timing of expenditures between fiscal years.
- State Mass Transit Funds is operating funds as match to 5307 Urban funds. The decrease between fiscal years is a result of the timing of grant expenditures between fiscal years.
- Sales Tax – Charleston County is the operating funds. The matching requirements for capital are reflected the capital revenues budget line item.
- Advertising revenues have been increased to average and anticipated bus advertising sales.
- Interest is interest received from SC Department of Revenue. CARTA submits for reimbursement of the SC Fuel Excise Tax each month. SCDOR periodically pays interest earned on the funds they have held in the reimbursement process. Interest is recorded as received.
- Insurance proceeds is policy proceeds that are the result of accidents. Insurance is recorded as incurred.
- Sale of Assets is the proceeds from the sale of vehicles. As a result of the purchase of battery electric buses, we anticipate the sale of older rolling stock.

Expenditures

A detailed explanation of line item changes are as follows:

- Staff Salaries & Benefits is the cost of Retiree Insurance. We are estimating a small increase in Employer contribution rates for 2022.
- Supplies includes office and facility maintenance supplies. The increase is for additional PPE supplies and rebranding materials and signage.
- Printing is increased to include rebranding material.
- Marketing is increased for rebranding and marketing services.
- Office Equipment Maintenance includes IT services (managed server services, email hosting, website management, and other general IT services), Camera system maintenance, and AVL software maintenance. The increase is to add the GMV Syncromatics Integrated Technology Solutions software and the Mobile Ticketing app.
- Rent includes the Ashley Phosphate Park & Ride Lot, Dorchester Village Shopping center Park & Ride Lot, Leeds Avenue lot lease from SCE&G, SC Works Trident lease space, and document storage. The increase is the annual lease increase for the Ashley Phosphate Park & Ride lot.
- Communications is increased to include additional internet needs for Mary Street cameras.
- Utilities includes electric and water at the Superstop, Melnick Park and Ride, the Radio Shop at Leeds Avenue, and the charging stations at Leeds Avenue. Utilities is increased for the addition of new charging stations and charging of the electric buses.
- Advertising increased to replace advertising Bus wraps on the new rolling stock fleet as we transition to the new battery electric buses.
- Professional services is increased for bus inspection services and the annual audit. We reduced custodial to remove the extra custodial cleaning services at the super stop.
- Contract Services is increased to include CARES funded demand response emergency and/or Unique trips and bring the contracted Parking Lot expansion, shelter, and Electric Bus Master Plan in line with estimated FY22 expenditures.
- Vehicle maintenance is reduced to average and estimated expenditures.
- Insurance is increased as a result of the addition of new shelters, buses, and charging stations.
- Non Capitalized assets include the purchase of security equipment including cameras, lighting, shelter panels/parts, driver safety barriers, COVID-19 PPE, and radio equipment. The budget line item is increased to purchase an air filtration system to be installed on the rolling stock.

Capital Expenditures (Balance Sheet)

- Rolling Stock is increase to the amount of rolling stock that we anticipate receiving.
- Bus Facilities/Charging stations is increased for the purchase and installation of charging stations to power the battery electric buses.
- Bus Shelter Construction/Bench Install is decreased for the estimated installation of new bus shelters.

- Land is for the purchase of property for additional parking or service route needs.
- HOP Lot Construction/Leeds Avenue is for the construction of the HOP Lot and upgrades at Leeds Avenue.
- Security Cameras and Equipment is funds available to purchase security equipment at our facilities and on rolling stock.
- Capital (IT, Facility Repairs/Maint) is for the facility upgrades or repairs. It includes the purchase of a replacement Fuel Pump.
- ITS System was for the FY21 purchase of the integrated technology solution system that will provide computer-aided dispatching and an automatic vehicle tracking system.

We will continue to monitor the budget to ensure revenues and expenditure remain aligned and we will make recommended revisions as necessary.

If you have any questions, please contact me at 843-529-2126 or robinm@bcdco.com.

CARTA
Proposed FY2022 Budget Revision

	Approved Budget <u>FY 2021</u>	Proposed Budget <u>FY 2022</u>	<u>Variance</u>
<u>Revenues</u>			
Farebox	1,358,019	1,840,925	482,906
Passes	373,913	473,478	99,565
HOP Lot Parking Fees	1,108	-	(1,108)
COC Shuttle	392,022	417,104	25,082
MUSC	704,942	951,364	246,422
City of Charleston - DASH	640,492	640,492	-
Armad Hoffler Properties	45,417	-	(45,417)
Local Contributions	27,971	-	(27,971)
Federal	10,390,305	11,601,438	1,211,133
State Mass Transit Funds	951,588	475,794	(475,794)
Sales Tax - Charleston County	6,790,679	6,658,003	(132,676)
Advertising	622,230	700,000	77,770
Interest	100	-	(100)
Insurance Proceeds	29,804	-	(29,804)
Sale of Asset	10,060	10,000	(60)
Miscellaneous	2,962	-	(2,962)
TOTAL REVENUES	<u>22,341,612</u>	<u>23,768,598</u>	<u>1,426,986</u>
<u>Expenditures</u>			
Staff Salaries & Benefits	8,033	8,334	301
Supplies	86,670	151,670	65,000
Printing	32,500	37,500	5,000
Marketing	5,000	10,000	5,000
Automotive	1,000	1,000	-
Postage	2,900	2,900	-
Dues/Memberships	1,513	1,513	-
Office Equipment Rental	107,877	107,877	-
Office Equipment Maintenance	222,717	1,101,938	879,221
Rent	33,200	33,800	600
Communications	162,353	170,561	8,208
Utilities	56,283	205,674	149,391
Advertising	5,000	58,500	53,500
Professional Services			
Auditing	22,000	24,300	2,300
Legal	7,500	7,500	-
Custodial	70,984	23,220	(47,764)
Pilot Ride Program	40,000	40,000	-
Other	51,120	110,000	58,880
Contract Services			
Shared Services - IGA	2,674,780	2,588,887	(85,893)

CARTA
Proposed FY2022 Budget Revision

	Approved Budget FY 2021	Proposed Budget FY 2022	Variance
Fixed Route	13,490,074	13,690,074	200,000
Money Transport	7,500	7,500	-
Security Services	96,191	96,191	-
Electric Bus Master Plan	200,000	87,595	(112,405)
Vehicle Maintenance	200,000	150,000	(50,000)
Facility Repair & Maintenance	14,950	14,950	-
Operating Fees & Licenses	25,000	25,000	-
Insurance	816,078	832,399	16,321
Fuel	1,065,531	1,065,531	-
Paratransit	2,587,469	2,587,469	-
Miscellaneous	7,741	5,500	(2,241)
Interest	60,116	56,210	(3,906)
Non-Capitalized Assets	179,532	465,005	285,473
TOTAL EXPENDITURES	22,341,612	23,768,598	1,426,986
Excess (Deficit) of Revenues Over (Under) Expenditures	-	-	-

Capital Revenues

Rolling Stock	5,319,710	13,270,970	7,951,260
Bus Facilities/Charging Stations	-	6,553,574	6,553,574
Bus Shelter Construction/Bench Install	159,622	-	(159,622)
Security Cameras/Equipment	147,411	80,097	(67,314)
Capital (IT, Facility Repairs/Maint)	145,796	-	(145,796)
ITS System	-	-	-
Park & Ride Construction/Leeds Ave.	2,200,000	2,800,000	600,000
Sales Tax - Charleston County	4,057,071	6,222,247	2,165,176
TOTAL CAPITAL EXPENDITURES	12,029,610	28,926,888	16,897,278

Capital Expenditures

Rolling Stock	8,175,334	17,747,668	9,572,334
Bus Facilities/Charging Stations	180,000	8,164,494	7,984,494
Bus Shelter Construction/Bench Install	200,000	100,000	(100,000)
Land	600,000	600,000	-
Park & Ride Construction/Leeds Ave.	2,200,000	2,200,000	-
Security Cameras/Equipment	173,541	97,440	(76,101)
Capital (IT, Facility Repairs/Maint)	175,735	17,286	(158,449)
ITS System	325,000	-	(325,000)
TOTAL CAPITAL EXPENDITURES	12,029,610	28,926,888	16,897,278

CARTA
Proposed Detailed Budgeted Expenditures
FY 2021/2022

		Approved Budget FY 2021	<i>Proposed</i> Budget FY 2022	Increase (Decrease)
SALARIES & BENEFITS	Retiree Insurance	8,033	8,334	301
		<u>8,033</u>	<u>8,334</u>	<u>301</u>
SUPPLIES	Admin/Operations	86,470	151,470	65,000
	Supplies - HOP LOT	200	200	-
	Total	<u>86,670</u>	<u>151,670</u>	<u>65,000</u>
PRINTING	Printing	30,000	35,000	5,000
	Printing - HOP LOT	2,500	2,500	-
		<u>32,500</u>	<u>37,500</u>	<u>5,000</u>
MARKETING	Promotional	5,000	10,000	5,000
	Total	<u>5,000</u>	<u>10,000</u>	<u>5,000</u>
AUTOMOTIVE	Parking/Mileage/Service	1,000	1,000	-
	Total	<u>1,000</u>	<u>1,000</u>	<u>-</u>
POSTAGE		2,900	2,900	-
		<u>2,900</u>	<u>2,900</u>	<u>-</u>
DUES & MEMBERSHIPS	Metro Chamber	513	513	-
	TASC (SCAMI)	1,000	1,000	-
	Total	<u>1,513</u>	<u>1,513</u>	<u>-</u>
EQUIPMENT RENTAL	Portable Toilet Rental - HOP LOT	1,320	1,320	-
	Electric Bus Battery Lease	105,012	105,012	-
	Miscellaneous Equipment	1,545	1,545	-
	Total	<u>107,877</u>	<u>107,877</u>	<u>-</u>
OFFICE EQUIPMENT MAINTENANCE	IT	50,000	50,000	-
	Money Counting Equipment	2,000	2,000	-
	Super Stop Cameras	2,577	2,628	51
	AVL Cloud Manager	27,135	27,135	-
	CAD/ITS/AVL	141,005	527,425	386,420
	Mobile Ticketing Application	-	492,750	492,750
		<u>222,717</u>	<u>1,101,938</u>	<u>879,221</u>
RENT	Land	6,000	6,000	-
	Park & Ride	18,700	19,300	600
	Document Storage	2,500	2,500	-
	SC Works Charleston Center	6,000	6,000	-
		<u>33,200</u>	<u>33,800</u>	<u>600</u>

CARTA
Proposed Detailed Budgeted Expenditures
FY 2021/2022

		Approved Budget <u>FY 2021</u>	<i>Proposed</i> Budget <u>FY 2022</u>	Increase (Decrease)
COMMUNICATIONS	Telephone/Internet	29,890	38,098	8,208
	Tablets - Buses	47,463	47,463	-
	Radios	85,000	85,000	-
	Total	<u>162,353</u>	<u>170,561</u>	<u>8,208</u>
UTILITIES	Electricity	15,667	12,849	(2,818)
	Electricity -Charging Stations	36,791	189,000	152,209
	Water	3,825	3,825	-
		<u>56,283</u>	<u>205,674</u>	<u>149,391</u>
ADVERTISING	ALL	5,000	5,000	-
	BUS WRAPS	-	53,500	53,500
		<u>5,000</u>	<u>58,500</u>	<u>53,500</u>
PROFESSIONAL SERVICES	Audit	22,000	24,300	2,300
	Legal	7,500	7,500	-
	Custodial	70,984	23,220	(47,764)
	Pilot Ride Program	40,000	40,000	-
	Other	51,120	110,000	58,880
		<u>191,604</u>	<u>205,020</u>	<u>13,416</u>
CONTRACT SERVICES	Management Services	75,000	75,000	-
	Shared Services (IGA)	2,413,887	2,413,887	-
	Parking Lot Expansion (IGA)	35,893	-	(35,893)
	Shelter/Bench Engineering (IGA)	150,000	100,000	(50,000)
	Fixed Route - Transdev	13,029,120	13,029,120	-
	Hop Lot - Transdev	460,954	460,954	-
	Demand Response Unique Trips	-	200,000	200,000
	Money Transport	7,500	7,500	-
	Super Stop Security Services	96,191	96,191	-
	Electric Bus Master Plan	200,000	87,595	(112,405)
		<u>16,468,545</u>	<u>16,470,247</u>	<u>1,702</u>
VEHICLE MAINTENANCE		<u>200,000</u>	<u>150,000</u>	<u>(50,000)</u>
		<u>200,000</u>	<u>150,000</u>	<u>(50,000)</u>
FACILITY REPAIR & MAINTENANCE	Facility Repair Misc	10,000	10,000	-
	Bus Wash Inspection	4,950	4,950	-
		<u>14,950</u>	<u>14,950</u>	<u>-</u>

CARTA
Proposed Detailed Budgeted Expenditures
FY 2021/2022

		Approved Budget FY 2021	<i>Proposed</i> Budget FY 2022	Increase (Decrease)
OPERATING FEES & LICENSES		25,000 <u>25,000</u>	25,000 <u>25,000</u>	- <u>-</u>
INSURANCE	Administration	15,500	15,810	310
	Operating	800,578 <u>816,078</u>	816,589 <u>832,399</u>	16,011 <u>16,321</u>
FUEL	Fuel	1,044,765	1,042,048	(2,717)
	Fuel - HOP LOT	20,766 <u>1,065,531</u>	23,483 <u>1,065,531</u>	2,717 <u>-</u>
PARATRANSIT	TRANSDEV	2,587,469 <u>2,587,469</u>	2,587,469 <u>2,587,469</u>	- <u>-</u>
MISCELLANEOUS	MISC	7,500	5,000	(2,500)
	MISC - HOP LOT	241 <u>7,741</u>	500 <u>5,500</u>	259 <u>(2,241)</u>
INTEREST	BB&T - Melnick Property	60,116 <u>60,116</u>	56,210 <u>56,210</u>	(3,906) <u>(3,906)</u>
NON-CAPITALIZED ASSETS	Non-Capitalized Assets	179,532 <u>179,532</u>	465,005 <u>465,005</u>	285,473 <u>285,473</u>
TOTAL OPERATING		<u>22,341,612</u>	<u>23,768,598</u>	<u>1,426,986</u>
CAPITAL				
	Rolling Stock/Fleet Repair	8,175,334	17,747,668	9,572,334
	Bus Facilities/Charging Stations	180,000	8,164,494	7,984,494
	Bus Shelter Construction/Bench	200,000	100,000	(100,000)
	Land	600,000	600,000	-
	HOP Lot Constuction/Leeds Ave.	2,200,000	2,200,000	-
	Security/Cameras	173,541	97,440	(76,101)
	Capital (IT, Facility Repairs/Maint)	175,735	17,286	(158,449)
	ITS System	325,000 <u>12,029,610</u>	- <u>28,926,888</u>	(325,000) <u>16,897,278</u>
TOTAL CAPITAL		<u>12,029,610</u>	<u>28,926,888</u>	<u>16,897,278</u>



**Ways & Means Committee Meeting
6:00pm, Tuesday, July 20, 2021
1207 Palm Boulevard, Isle of Palms, SC 29451
and broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to Order

Present: Council members Pounds, Streetman, Popson, Bell, Smith, Ward, Moye, and Mayor Carroll

Absent: Council Member Buckhannon

Staff Present: Administrator Fragoso, Treasurer Suggs, various City Department heads

2. Approval of previous meeting's minutes

Council Member Moye made a motion to approve the minutes of the June 15, 2021 meeting, and Council Member Bell seconded the motion. The motion passed unanimously.

3. Citizen's Comments --none

4. Financial Statements – Treasurer Suggs

Treasurer Suggs reviewed the preliminary and unaudited statements as of June 30, 2021. She noted the auditors would arrive on August 9. She said that the City had a very good year financially. The FY21 budget was very conservative. She noted the strong ATAX activity as well as healthy building permit activity is likely not sustainable. She reminded the Committee of several deferred expenses including the new fire truck and Phase III Drainage. Property taxes have come in slightly above budget at \$4.78M. She anticipates the City will realize approximately \$1.9M in budget overage for FY21. City Council will determine where that overage is placed when the amount is confirmed.

Review of the incoming accommodations, hospitality, and local option sales taxes indicates healthy financial activity on the Isle of Palms. There is still no word from Charleston County as to when the FY21 pass through will be received, but the matter is on the July 27, 2021 County Council Agenda. The County budget does reinstate the FY22 pass through.

Legal expenses are at \$281,000 for FY21, which is much higher than the normal \$90-\$100,000 in legal expenses in a fiscal year.

Treasurer Suggs reviewed the expenses paid out for the Marina Rehabilitation and Phase III Drainage projects.

Mayor Carroll thanked staff for their hard work and continued conservative financial efforts on behalf of the citizens. He encouraged them to remain acting conservatively.

5. Capital Projects Report

A. Marina Restaurant Renovation

Administrator Fragoso gave an overview of the work that has been completed at the Marina restaurant. A slide detailing all of the work done there can be seen in the YouTube recording of this meeting linked on the City's website. Some of the renovation activities mentioned include the completion of demolition, the start of mechanical, electrical, and plumbing work, and construction of the front gazebo, bar, and outdoor deck area. Materials availability continues to be an issue with the project. However, the steel beams arrived over the weekend. Construction is estimated to be completed in early 2022.

B. Marina Docks Rehabilitation

Administrator Fragoso gave an overview of the work being done on the Marina Docks Rehabilitation Project. A slide detailing all of the work done there can be seen in the YouTube recording of this meeting linked on the City's website. Salmon's has remobilized and the installation of the gangways has begun. Electrical components are proceeding according to plan. Materials availability has put the water connections on hold. Salmons and ATM are collaborating on possible alternative materials.

Salmon's will demolish the Charter docks, install the replacement for that dock, and install a temporary gangway until the restaurant and face docks are fully functional. The fuel hut design has been completed and a permit issued by the Building Department.

Administrator Fragoso shared the high costs of insurance the completed dock with the Committee. Annual premiums could be close to \$500,000. She and Treasurer Suggs are looking into the costs of securing insurance for all other perils and then self-insuring for wind, named storms, and flood damage. Council Member Bell noted that the possible annual premiums far exceed the revenues the City receives from the Marina.

C. Phase III Drainage

Administrator Fragoso gave an overview of the work being done on the Phase III Drainage Project. A slide detailing all of the work done on this project can be seen in the YouTube recording of this meeting linked on the City's website. The easement agreement with Wild Dunes has been executed. 14 permits have been submitted for this project: two have been fully approved, 4 conditionally approved, and 8 are still being processed. Thomas & Hutton continue to express optimism and expect to receive the necessary permits for 30th and 36th avenues next month. The goal is to begin work on the 30th and 36th avenues outfalls in the fall/winter of 2021 and 41st Avenue outfall in fall 2022.

D. Phase III Drainage Small Internal Projects

Administrator Fragoso gave an overview of the work being done on the Phase III Drainage Small Internal Projects. A slide detailing all of the work done on this project can be seen in the YouTube recording of this meeting linked on the City's website. All work on the smaller internal projects was completed on July 15 except for the work at 41st Avenue and Forest Trail which will be completed after Labor Day.

E. Overhead to Underground Conversion

Administrator Fragoso said she has asked Dominion Energy to expand the scope of work for the project at 41st and Waterway Boulevard the relocation of the transformer by the boat ramp and a layout for new lighting at the site. The estimated cost of the project without the expanded scope of work is \$250,000. The cost to engineer the projects will be approximately \$25,000, which the City will need to pay if it decides to not move forward with either project. If the City does move forward with the projects, the engineering costs will be added to the total project construction costs and split with Dominion Energy.

Council Member Smith spoke in support of Council Member Buckhannon's previous idea to set aside more of the user fees for these types of projects.

6. Old Business

Update on the American Rescue Plan and the City's funding allocation

Council Member Pounds reported that the State has not yet released the monies due to the City from the American Rescue Plan. He believed no further activity would take place on this effort until the fall legislative session.

7. New Business

A. Consideration of recommendation from the ATAX Committee of an application by the Carolina Coast Surf Club, Inc. for funding in the amount of \$1,000 to sponsor real-time camera image of IOP beach and surf conditions [FY22 Budget, State ATAX, General Government, Programs & Sponsorships - \$85,000, pg. 31, ln. 20]

MOTION: Council Member Streetman made a motion to approve, and Council Member Moye seconded the motion. The motion passed unanimously.

Council Member Moye said that any link from the City's logo should direct visitors to the island's accommodations.

B. Consideration of recommendation from the Real Property Committee to approve change order to ATM contract for additional construction administration services for the marina dock rehabilitation project in the amount of \$40,000 [FY22, Marina Fund, Contingency Fund \$355,405]

MOTION: Mayor Carroll made a motion to approve, and Council Member Streetman seconded the motion.

Administrator Fragoso explained that this contract is for additional administrative services and oversight through the end of the Marina Dock Rehabilitation project, whose completion date has been extended due to a number of reasons including materials shortages and delays as well as the complexity of the project. She noted that ATM has worked without a contract for a couple of months and also worked outside the scope of their original contract to keep the project moving forward.

Kirby Marshall from ATM explained at length the structure of the new contract based on anticipated manhours, but also the work they have completed on the City's behalf since the previous contract expired. They have reviewed 6 bid submittals, many of which were subpar and not meeting the standards of the project's proposed construction. Administrator Fragoso said she is looking into recovering possibly \$7-\$8,000 from the contractor for time spent reviewing these deficient submittals.

Committee members agreed the services of ATM were valuable and necessary. However, they would like to see language included in the contract that addresses costs involved should the project not be completed by mid-November. Administrator Fragoso said that newly updated language reflecting those costs will be available prior to next week's City Council meeting.

VOTE: The motion passed unanimously.

C. Consideration of proposal from Thomas & Hutton in the amount of \$102,200 for bidding and construction oversight of the Phase III Drainage Outfall Project (30th & 36th avenues) [FY22 Budget, Public Works Department, Capital Projects, Phase III Drainage - \$2,462,000, pg. 21, ln 54]

MOTION: Council Member Moye made a motion to approve, and Council Member Streetman seconded the motion.

Administrator Fragoso said this contract is for the bidding and oversight needed for the next phase of the drainage project for which the City should receive approval for next month, anticipating construction to start in the fall. She reported that staff has asked Thomas & Hutton for "more clarity" in the proposal "to fully understand what happens if this project is more than six months." Billing for construction administration services would not begin until the start of construction. Mayor Carroll asked that materials costs be considered in the contract as well.

VOTE: The motion passed unanimously.

D. Discussion and consideration of request from Marker 116 to delay payment of base rent for 2021 (\$40,000) due to delays in construction and opening schedule [FY22 Budget, Marina Fund, Marina Restaurant Lease Income - \$91,667]

MOTION: Council Member Bell made a motion to approve, and Council Member Moye seconded the motion.

Committee members discussed the ways in which such a request could be accommodated. Administrator Fragoso noted that any delay in payment will affect the budget and not meeting

the budget should be a consideration. Council Member Ward spoke with concern about the average citizen not receiving delays in their payments.

MOTION: Mayor Carroll made a motion amend to allow for the payment of the \$40,000 to be paid out over 12 months from the time of the restaurant opening. Council Member Bell seconded the motion. A vote was taken as follows:

Ayes: Popson, Streetman, Moye, Bell, Smith, Carroll, Pounds
Nays: Ward

The motion passed 7-1.

VOTE: A vote on the amended motion was taken as follows:

Ayes: Popson, Streetman, Moye, Bell, Smith, Carroll, Pounds
Nays: Ward

The motion passed 7-1.

8. Miscellaneous Business

The next meeting of the Ways & Means Committee will be Tuesday, August 17, 2021 at 6pm.

9. Adjournment

Council Member Bell made a motion to adjourn and Council Member Moye seconded the motion. The meeting was adjourned at 7:25pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



**Public Safety Committee
3:00pm, Thursday, July 1, 2021
1207 Palm Boulevard, Isle of Palms, SC
and broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to order

Present: Council members Bell, Pounds, and Ward

Staff Present: Administrator Fragoso, Chief Cornett, Deputy Chief Hathaway, Lieutenant Forsythe, Fire Marshall Stafford

2. Approval of previous meeting's minutes

MOTION: Council Member Ward made a motion to approve the minutes of the June 10, 2021 meeting, and Council Member Pounds seconded the motion. The minutes passed unanimously.

3. Citizens' Comments

4. Highlights of Departmental Reports

A. Fire Department – Deputy Chief Hathaway

Deputy Chief Hathaway reported there were 112 calls for service in June, which is down 6% from June 2020. He reviewed the incidents from June, noting the Fire Department did have trouble accessing one accident on the Connector due to stopped traffic.

Fire Marshall Travis Stafford shared details of the Fire Safe South Carolina Community Award given to the IOP Fire Department for 2020, one of only 80 departments in the state to receive it. Departments must achieve 14 goals throughout the year to be eligible for the annual award.

B. Police Department – Chief Cornett

Chief Cornett reviewed the stats for incidents in June, noting they may change slightly after he has had the chance to review them more closely. There were 1,100 calls for service, 10 DUI arrests, 1,057 parking tickets issued.

Four officers were recognized last month with the Bronze DUI Hero Award for their work in enforcing DUI laws and Officer Tuminelli was recognized as Employee of the Quarter.

Chief Cornett shared a new graph detailing staffing vacancies, noting the department is down 4 people, which is an 18% vacancy rate. He said staffing vacancies in police departments are a nationwide issue.

5. Old Business

A. Update on CARTA's Beach Shuttle between Isle of Palms and Mt. Pleasant

Administrator Fragoso reported on a recent meeting with CARTA staff to discuss alternative routes and drop offs for the Beach Shuttle. She said they found one viable alternative “that would require a change in the police department traffic operations on Front Beach during the weekends where they block some of the access to ensure that people are turning right rather than turning left onto Ocean Boulevard.” She added, “If the goal is to relocate the route to the Front Beach some of the concerns that have been expressed by Fire and Police is just heightening and increasing traffic in that area. That is something we are going to have to monitor.”

The alternative route “would have the bus turning right at the end of the Connector, then left onto JC Long, then Pavilion and then onto Ocean Boulevard and creating that loop, exiting through 14th Avenue. That final section of Ocean Boulevard is where the only dedicated fire lane is located so there is a potential concern about traffic and the need for emergency personnel, emergency equipment to make their way to Ocean Boulevard in the event of an emergency.”

Chief Cornett stated, “I’m just going to be on record stating that I do believe this is going to increase traffic congestion in that area, and it could potentially do it more significant than we are thinking. It is not just the bus. We cone that off every weekend to keep traffic flowing. Otherwise, people try to turn around all those islands. So we’re going to open that and that will increase all that traffic. It will increase congestion in that area, which will impact potential emergency response in those areas.”

Council Member Ward suggested that Council look at reconfiguring that area for better traffic flow. He also said that CARTA could install covered bus stops if the beach shuttle proves successful.

Administrator Fragoso pointed out that drivers on Ocean Boulevard should expect 3-5 minute stops for the bus depending on how many people use the shuttle. She said, “We just want to be on record stating that we will try this alternative location. The CARTA folks indicated they would need several weeks to update all of the materials and train personnel, the drivers to make this new route.”

She added that an email from the Executive Director of CCPRC indicates that they will not be altering how they receive payment at the County Park as it does not benefit them to do so. CCPRC indicated that long-term they are looking at a software option allowing people to pay via kiosk inside the lot. Council Member Bell said he would like for the City Council to discuss this issue further to find a solution that works for both the City and County.

B. Discussion of dog leash rules and enforcement

Committee members discussed how to strength animal control ordinances without enacting a stricter leash law. Council Member Ward suggested staff draft language for the Committee to review next month. Chief Cornett would like to hire the new Animal Control Officer and seek recommendations from that person as to how best handle dog incidents on the island.

MOTION: Council Member Ward made a motion to set the minimum fine for animal control offenses at \$500 at the discretion of the officer as defined by State statute. Council Member Pounds seconded the motion. The motion passed unanimously.

6. New Business

A. Discussion of unregulated and unsigned right of way parking

Committee members discussed with Administrator Fragoso and Chief Cornett the confusion around the unsigned and unregulated parking area near the Post Office. Administrator Fragoso and Chief Cornett suggested better signage in the area to be clear as to what spots belong to the City and which belong to the Post Office. Administrator Fragoso expressed concern about marking an area that would encourage people to park in such a small space. Staff will communicate with the towing company which spaces belong to the City so that cars are not towed from those spaces.

B. Discussion of Beach Service Officers' (BSOs) roles, responsibilities, and community expectations

Chief Cornett said recent concerns about BSOs have been addressed. He reviewed the responsibilities of BSOs, which includes writing parking tickets and violations for beach-related offenses. Council Member Bell suggested that the Marina needs additional BSO presence.

C. Discussion and consideration of installing a stop sign at the intersection of 41st Avenue and Wildwood Road/Forest Trail

Council Member Bell expressed concern about the traffic speeds at this intersection and wondered if a stop sign will help when the Marina restaurant is opened. Council Member Pounds noted that speeding is an islandwide issue that needs more discussion.

MOTION: Council Member Bell made a motion to approve the request to install a stop sign at 41st Avenue for a trial period of 90 days. Council Member Ward seconded the motion.

Administrator Fragoso stated that earlier requests for such a stop sign have been denied. Chief Cornett said he had a conversation with a SCDOT representative who expressed concern about having two stop signs so close to each other in that area.

VOTE: The motion passed unanimously.

D. Discussion of speeding issues on the avenues and consideration of reducing the speed limit on the interior streets

In response to resident complaints about speeding on side streets, Administrator Fragoso asked if City Council should consider lowering the speed limit. She said it is 30mph on the residential streets but is not posted. Any changes to signs or the addition of signs must be approved by SCDOT. Committee members suggested a few signs indicating an islandwide speed unless otherwise posted.

Chief Cornett said he has been communicating the department's efforts and intention of stronger traffic enforcement on the side streets in recent interviews.

E. Update and discussion of study of the modifications to the IOP Connector

Administrator Fragoso clarified that City Council voted to engage a traffic engineer to review the recent modifications to the IOP Connector and represent the City in discussions with SCDOT and other stakeholders regarding potential solutions to address traffic congestion. There was no discussion about a traffic study. She pointed out that finding a neutral third party to participate in such an effort has proven very difficult.

F. Discussion and presentation of Tru-Grid material for right-of-way parking areas

Administrator Fragoso said that while Tru-Grid is offering to provide free installation of four parking spaces' worth of material as a test run, the actual cost to put this on all of Palm Boulevard is \$8-\$11/square foot. Staff will continue to look at other options to make this area more aesthetically pleasing. Council Member Bell said a broader and more cooperative plan with SCDOT to beautify the area is said needed.

G. Discussion about law enforcement assistance from Charleston County Sheriff's Office and State Highway Patrol

Chief Cornett stated the IOP Police Department has strong relationships with all outside agencies and receives assistance as needed and when requested from the State Highway Patrol, the Charleston County Sheriff's Office, and the Mt. Pleasant Police Department.

H. Discussion of challenges with the pedestrian median on Front Beach, Ocean Boulevard between 10th and 14th avenues

Noting the issues mentioned earlier in the meeting, Committee members directed staff to study possible changes to the area and bring back options and costs for adjusting the pedestrian median at the Front Beach.

7. Miscellaneous Business

The next meeting of the Public Safety Committee will be on Thursday, August 5, 2021 at 3:00pm.

8. Adjournment

Council Member Ward made a motion to adjourn, and Council Member Pounds seconded the motion. The motion passed unanimously. The meeting was adjourned at 5:10pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

Speed Data for 41st Avenue, Isle of Palms, South Carolina

ÉlanCité

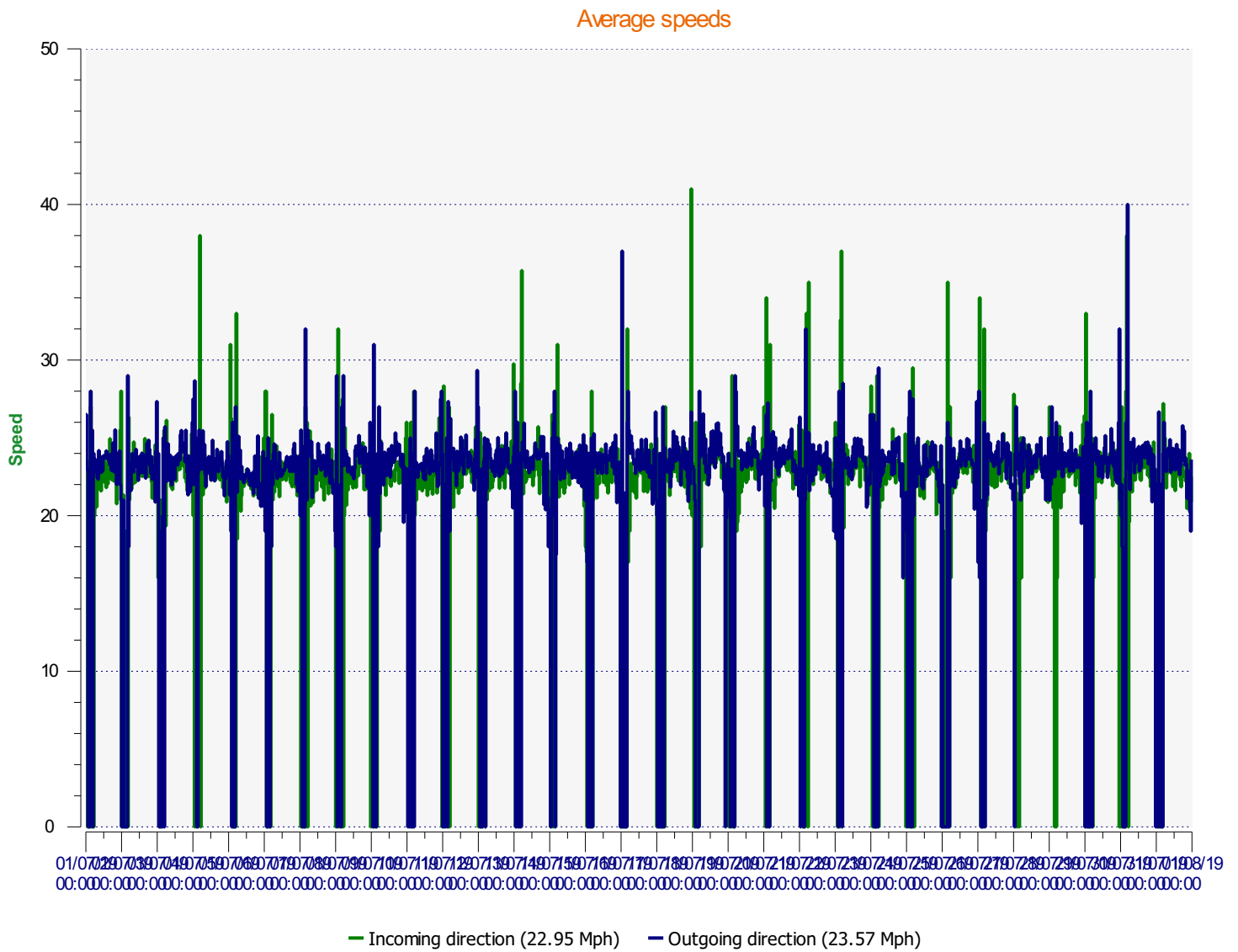
DÉTECTER • INFORMER • SÉCURISER



Start date: Monday, July 1, 2019 12:00 AM
End date: Wednesday, July 31, 2019 11:30 PM

Location: 41st Ave Marginal Side

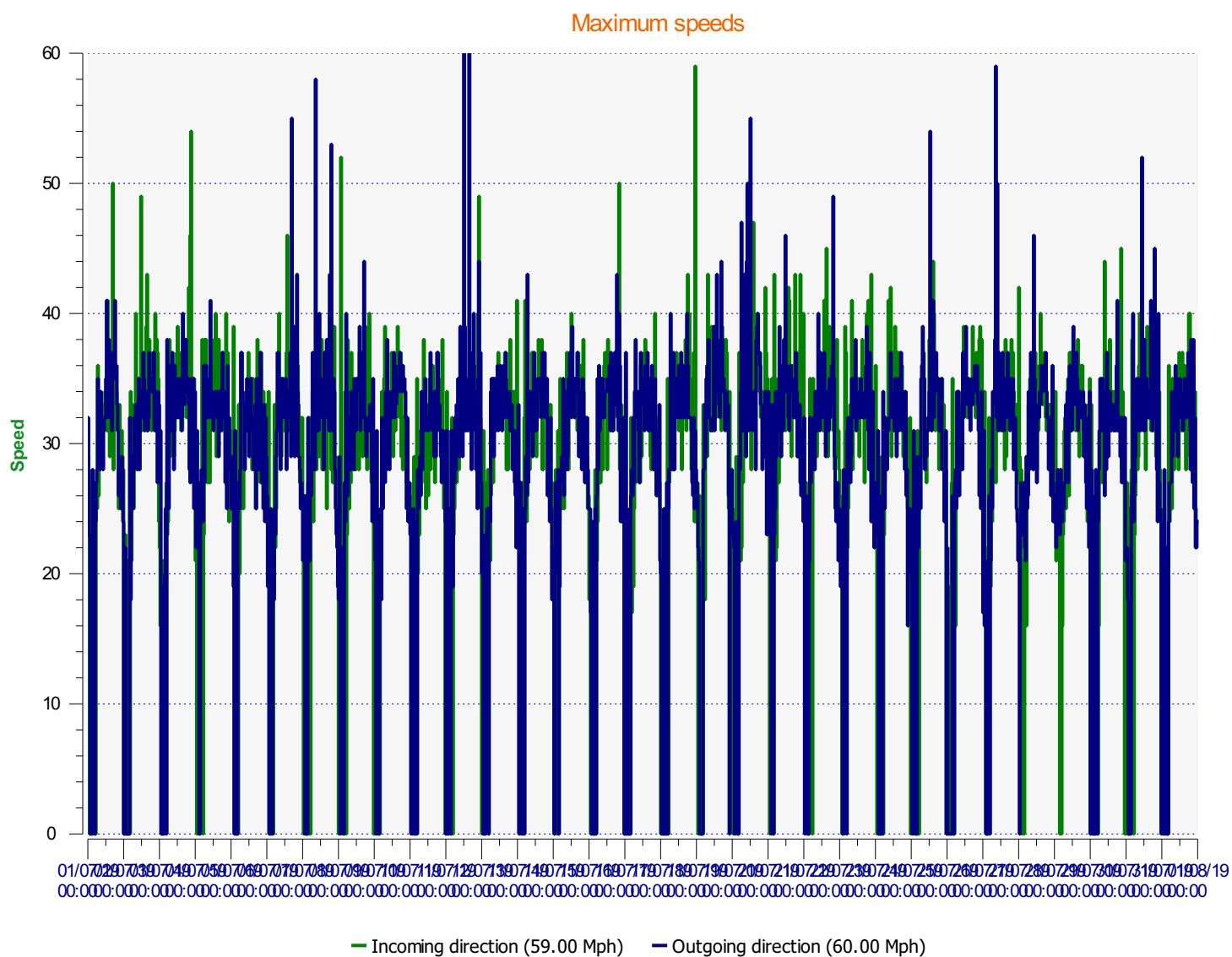
Comments:



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Location: 41st Ave Marginal Side

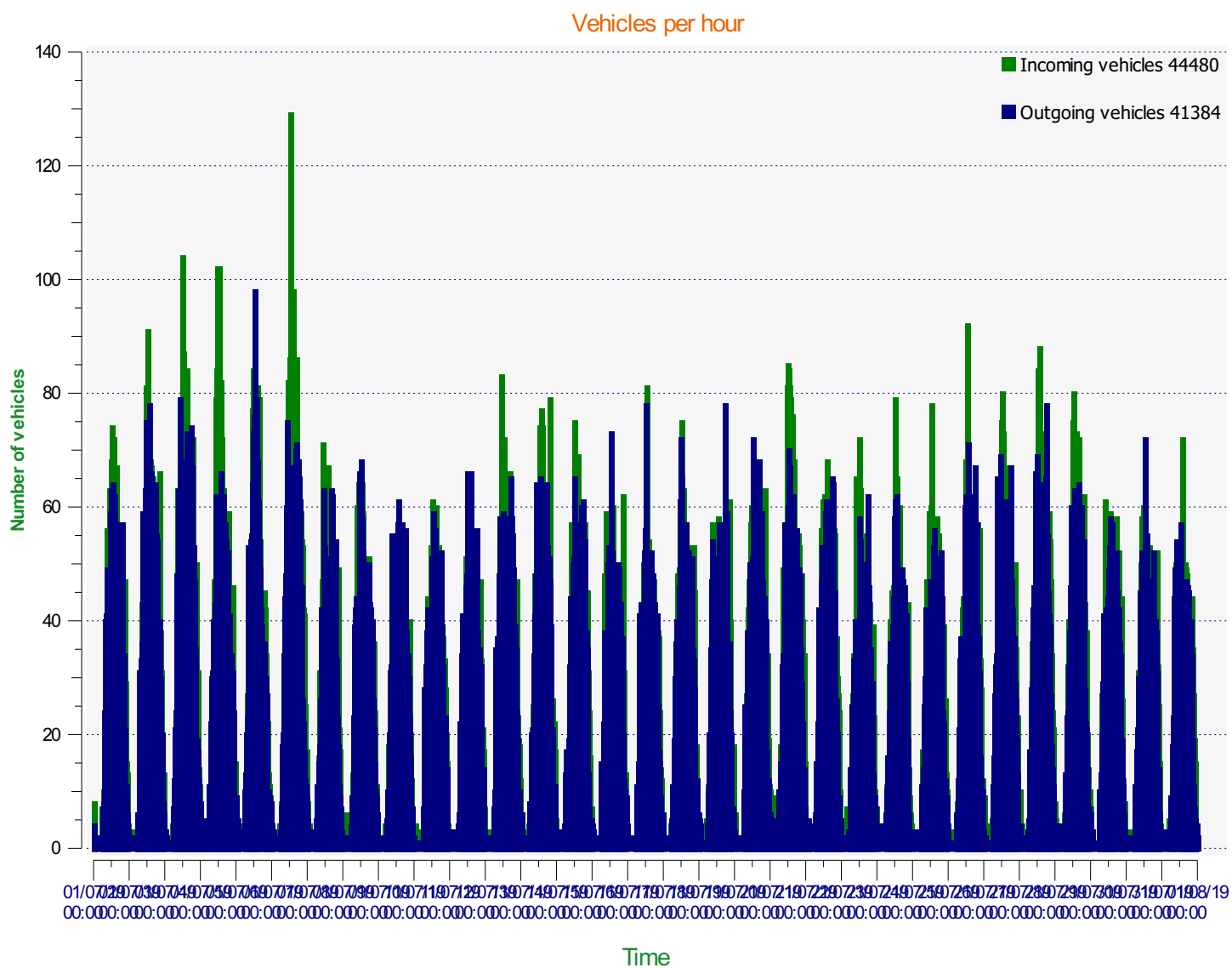
Comments:



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Comments:

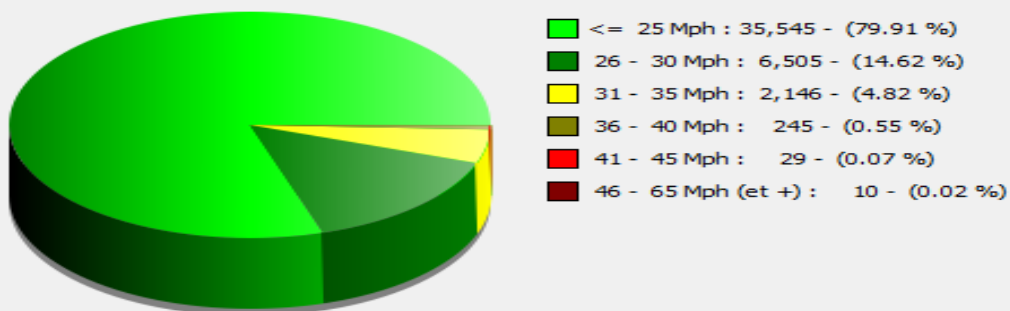


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End date: Wednesday, July 31, 2019 11:30 PM

Location: 41st Ave Marginal Side

Comments:

Incoming vehicles

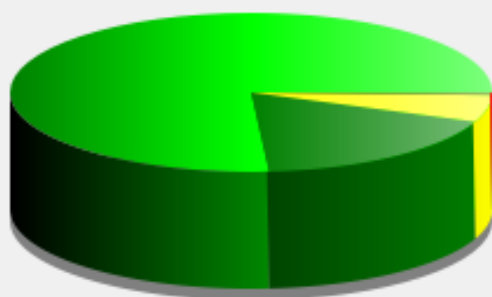








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End date: Wednesday, July 31, 2019 11:30 PM

Location: 41st Ave Marginal Side

Comments:

Outgoing vehicles

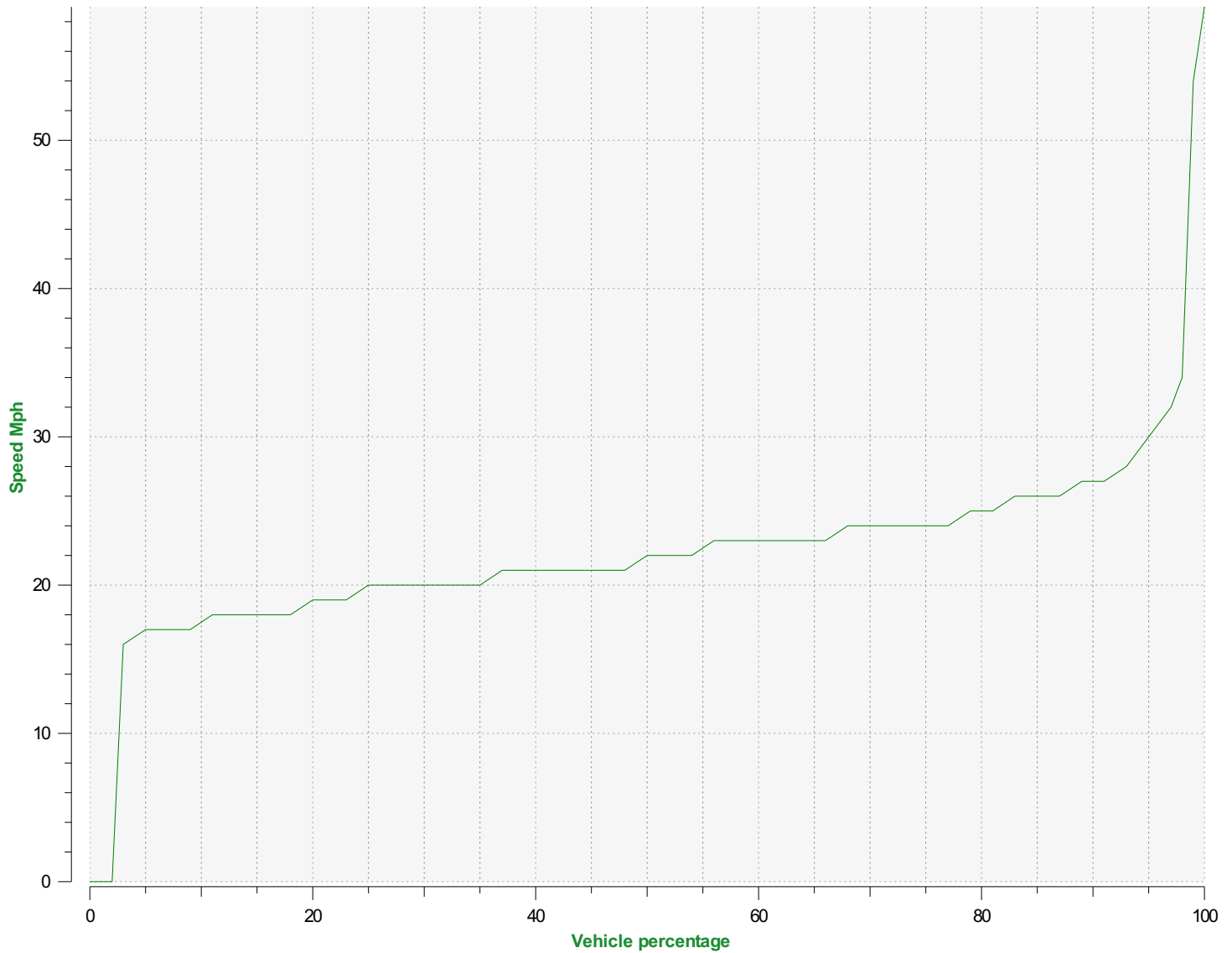


	<= 25 Mph : 31,531 - (76.19 %)
	26 - 30 Mph : 7,366 - (17.80 %)
	31 - 35 Mph : 2,269 - (5.48 %)
	36 - 40 Mph : 183 - (0.44 %)
	41 - 45 Mph : 20 - (0.05 %)
	46 - 65 Mph (et +) : 15 - (0.04 %)

Start date: Monday, July 1, 2019 12:00 AM
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Comments:



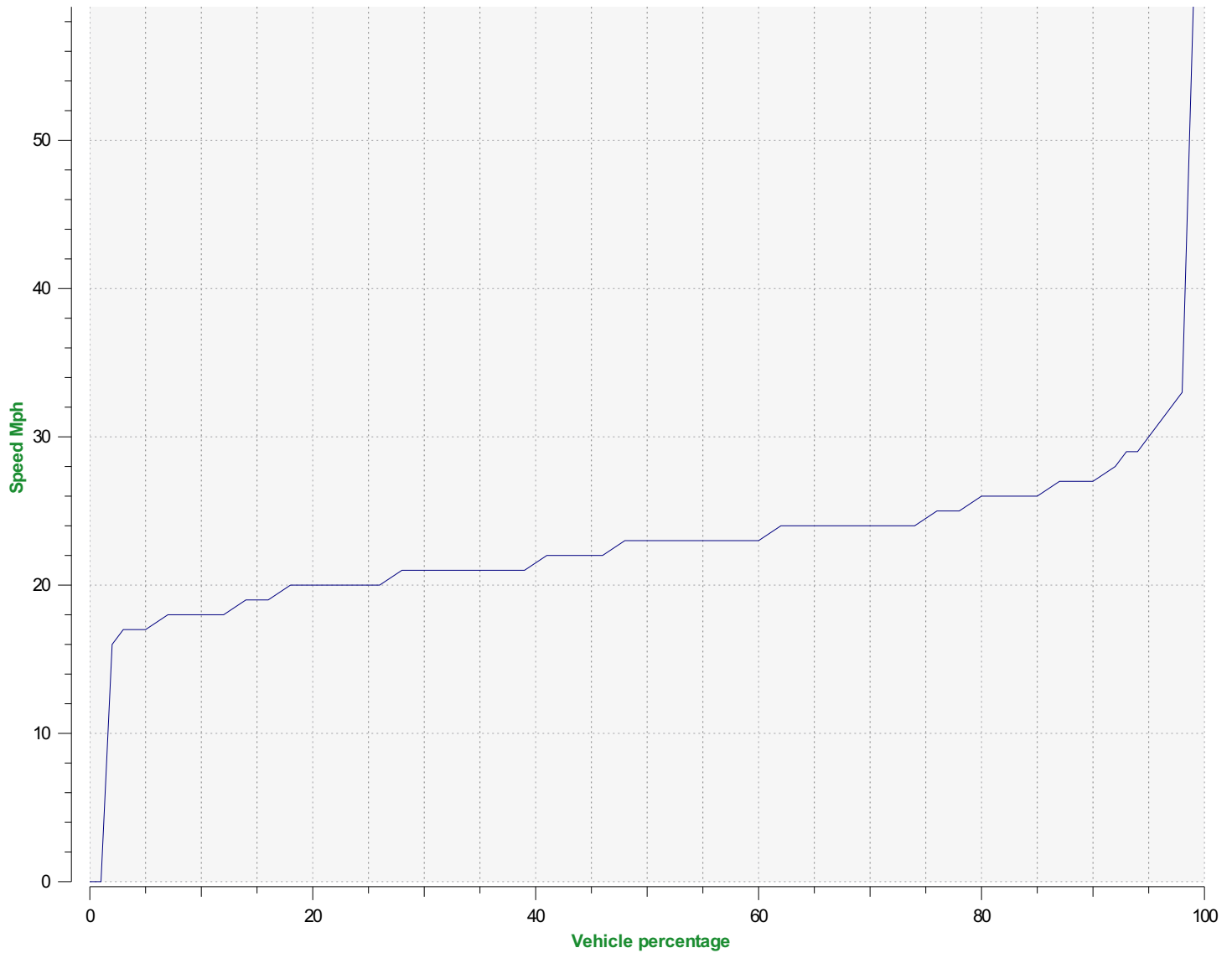
Speed percentiles (incoming)

V30: 20.00Mph **V50:** 22.00Mph **V85:** 26.00Mph

Start date: Monday, July 1, 2019 12:00 AM
End date: Wednesday, July 31, 2019 11:30 PM

Location: 41st Ave Marginal Side

Comments:



Speed percentile(outgoing)

V30: 21.00Mph **V50:** 23.00Mph **V85:** 26.00Mph

Start date: Monday, July 1, 2019 12:00 AM
End date: Wednesday, July 31, 2019 11:30 PM

Location: 41st Ave Marginal Side

Comments:

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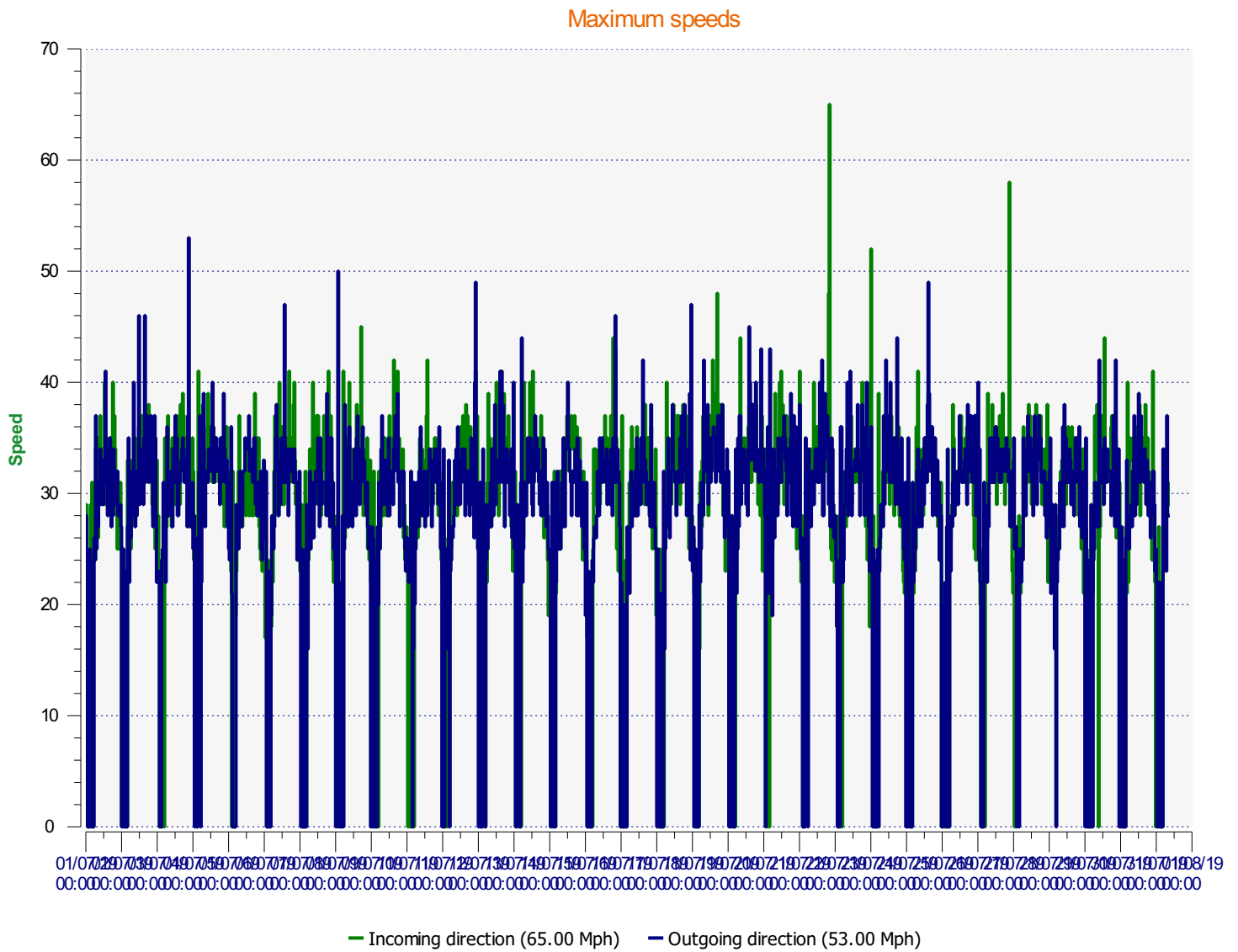
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Start date: Monday, July 1, 2019 12:00 AM
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Location: 41st Ave Wildwood Side

Comments:

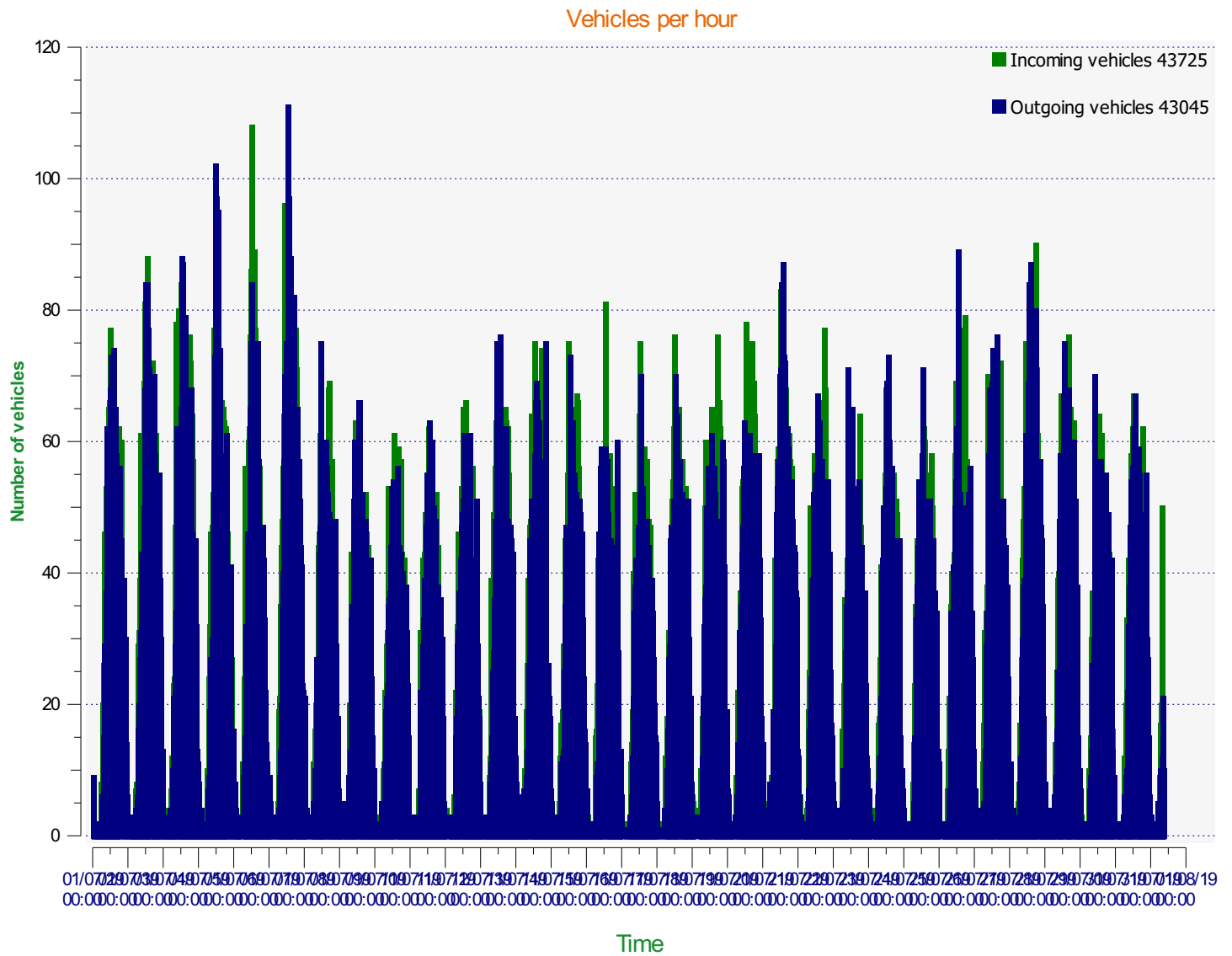




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End date: Wednesday, July 31, 2019 8:00 AM

Location: 41st Ave Wildwood Side

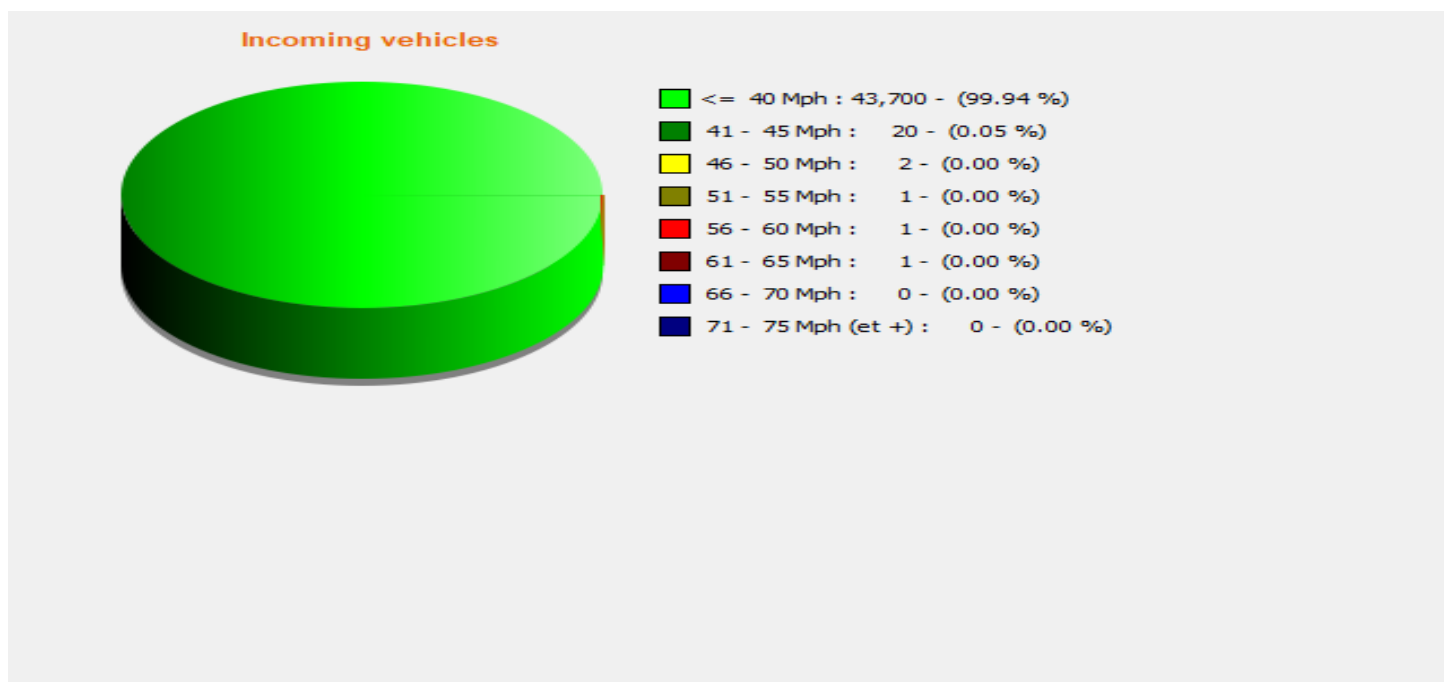
Comments:



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Comments:

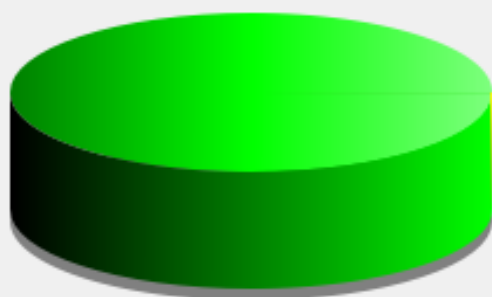









Start date: Monday, July 1, 2019 12:00 AM
End date: Wednesday, July 31, 2019 8:00 AM

Location: 41st Ave Wildwood Side

Comments:

Outgoing vehicles

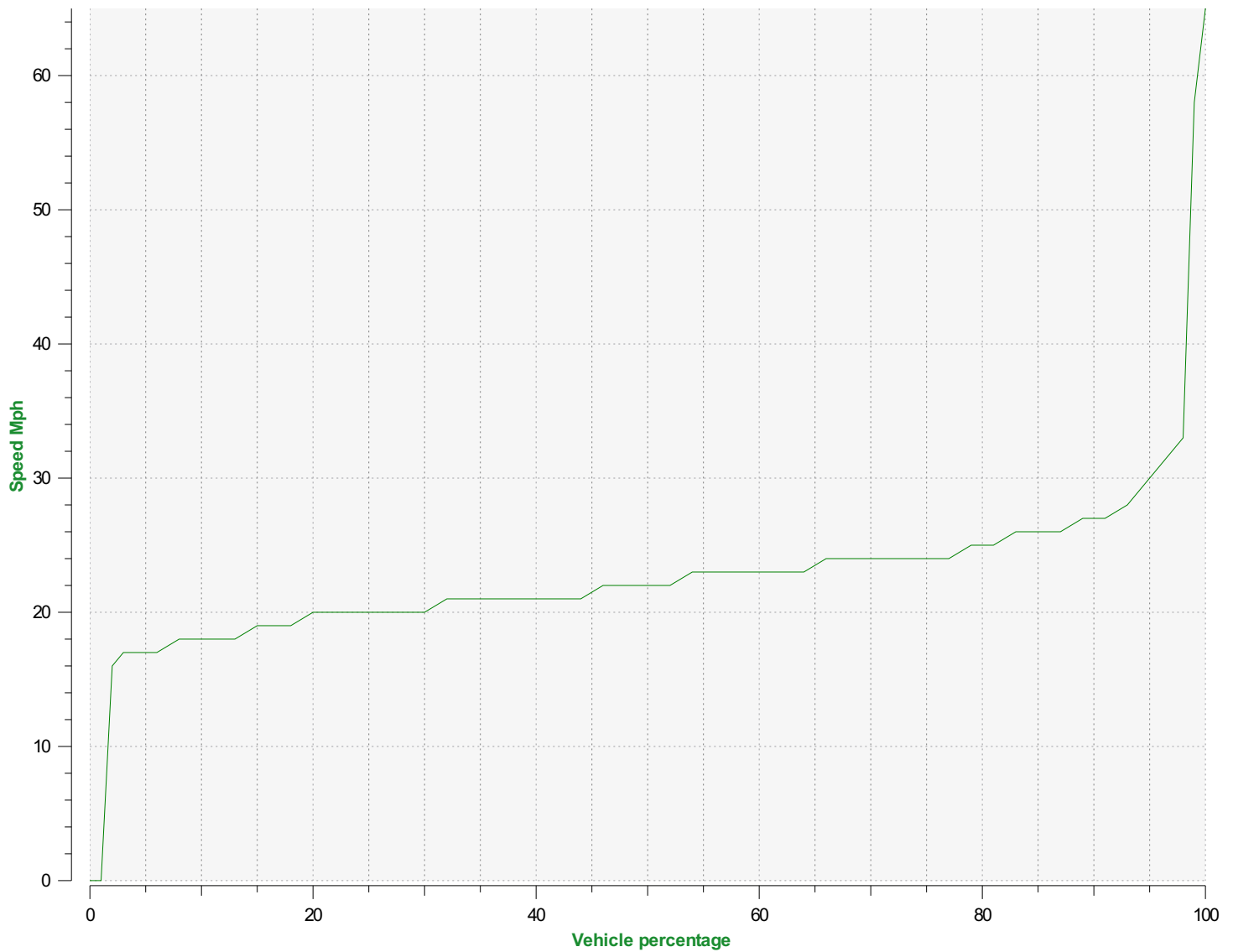


	<= 40 Mph : 43,014 - (99.93 %)
	41 - 45 Mph : 21 - (0.05 %)
	46 - 50 Mph : 8 - (0.02 %)
	51 - 55 Mph : 2 - (0.00 %)
	56 - 60 Mph : 0 - (0.00 %)
	61 - 65 Mph : 0 - (0.00 %)
	66 - 70 Mph : 0 - (0.00 %)

Start date: Monday, July 1, 2019 12:00 AM
End date: Wednesday, July 31, 2019 8:00 AM

Location: 41st Ave Wildwood Side

Comments:



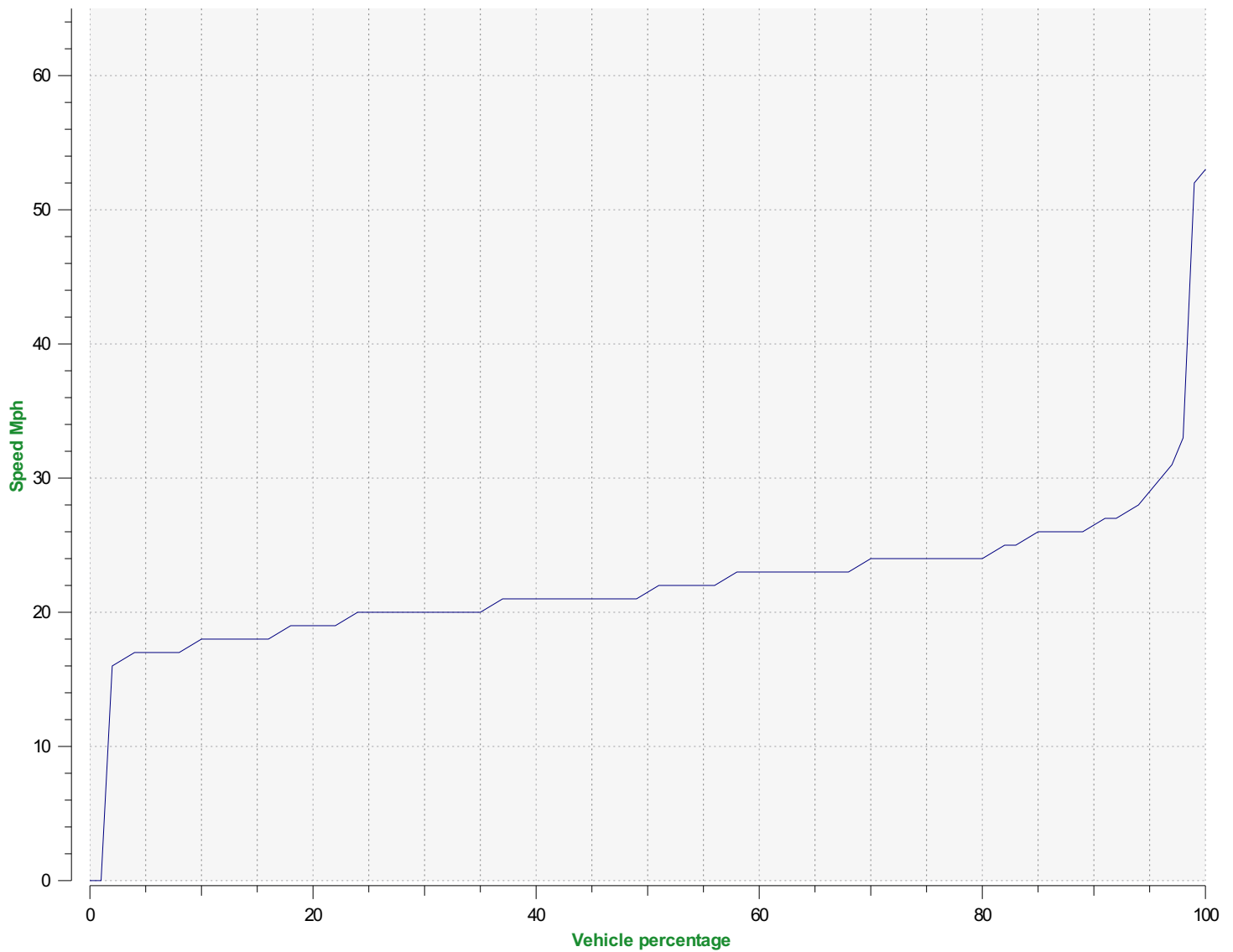
Speed percentiles (incoming)

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Comments:



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Comments:

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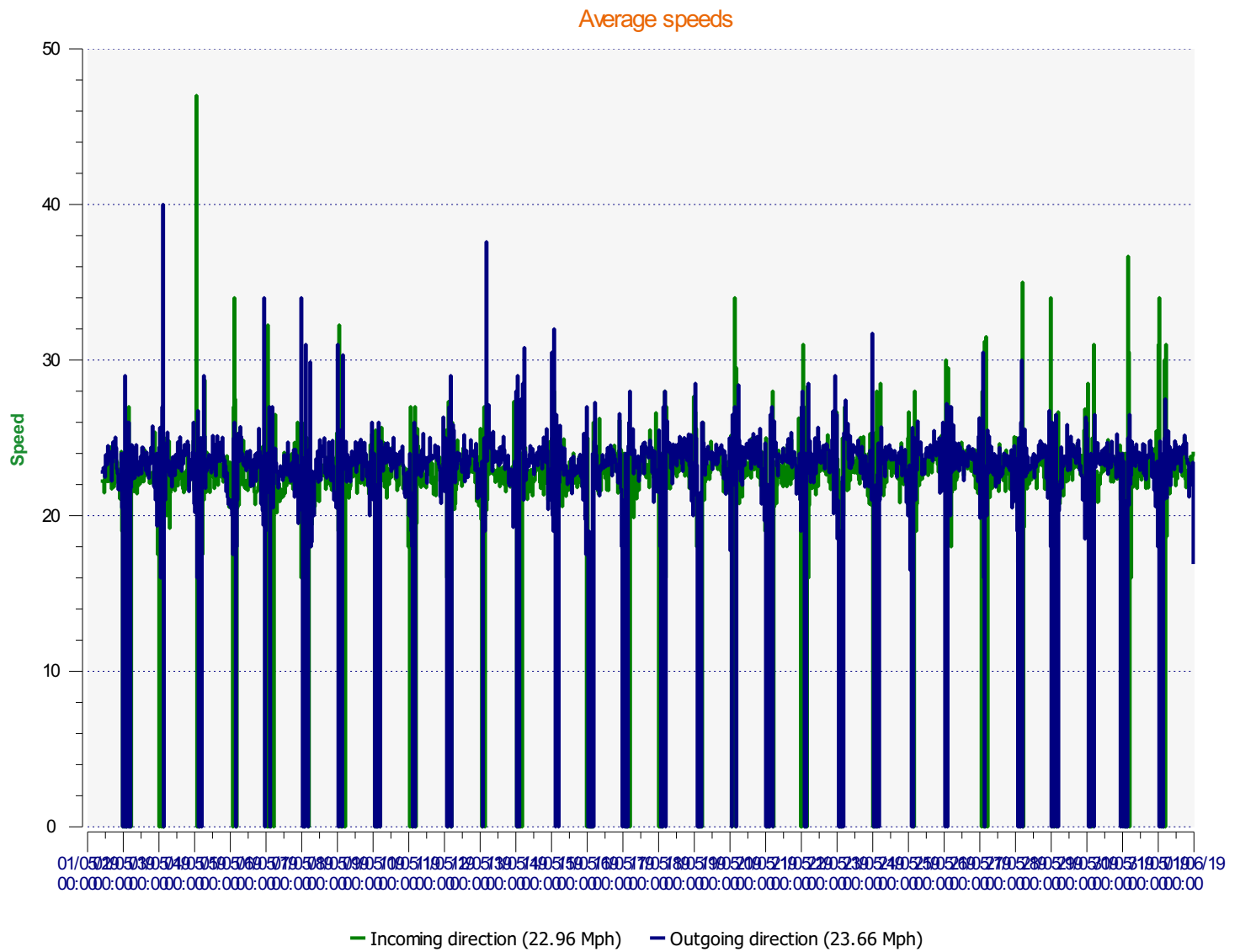


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Start date: Wednesday, May 1, 2019 10:00 AM
End date: Friday, May 31, 2019 11:30 PM

Location: 41st Ave Marginal Side

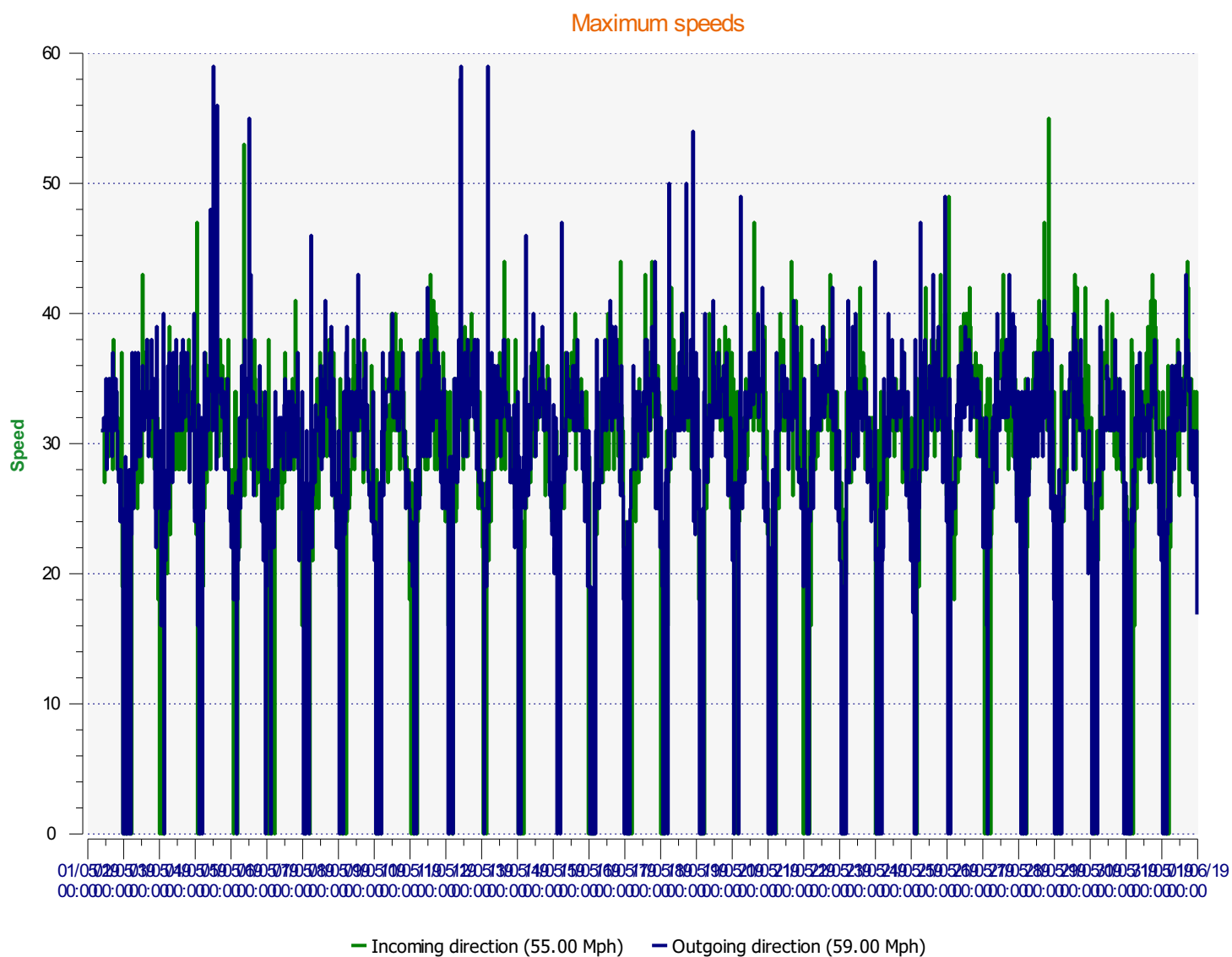
Comments:



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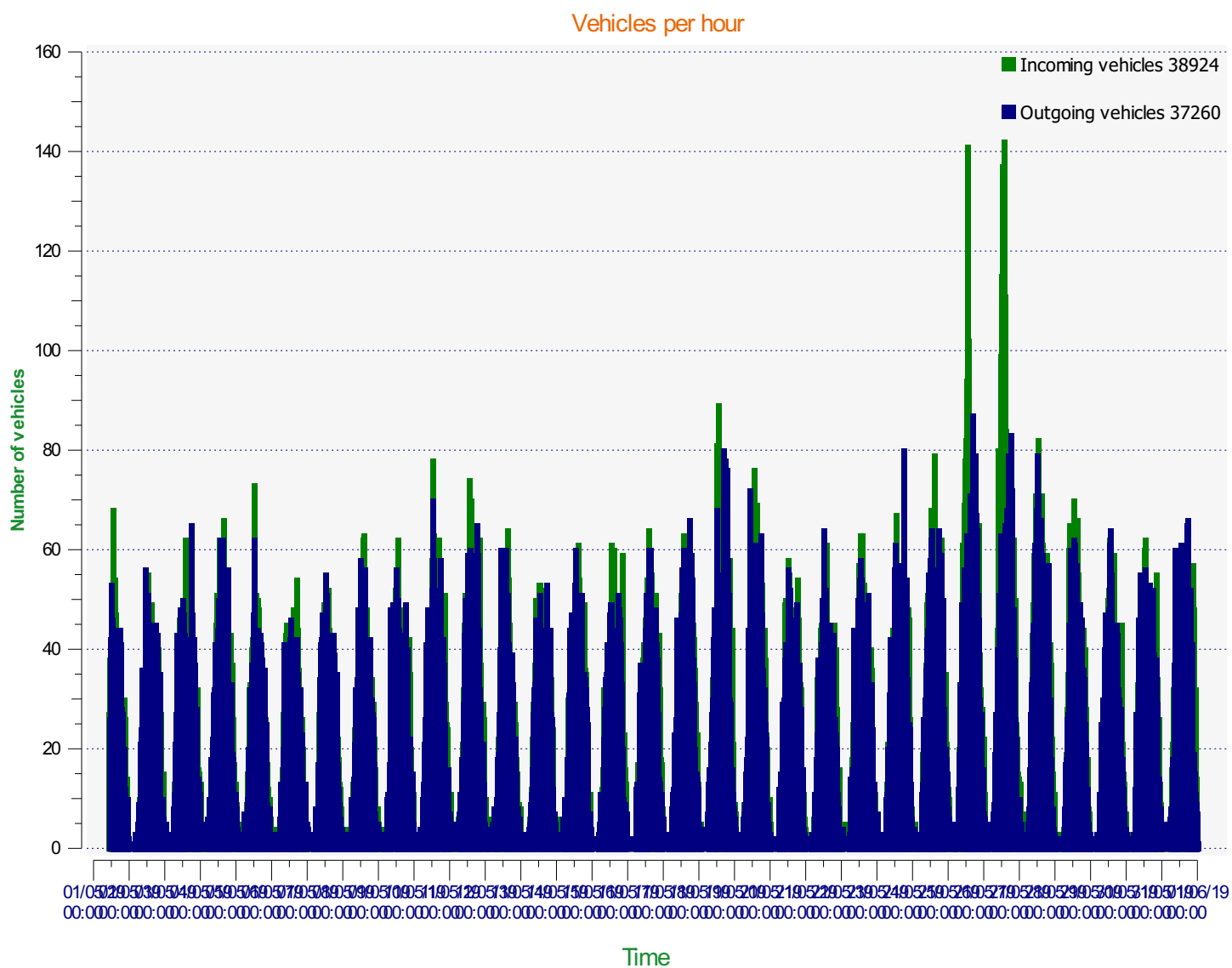
Comments:



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Comments:

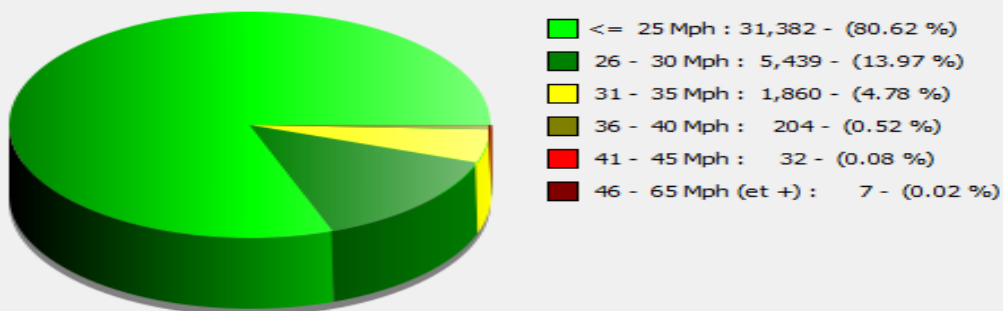


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Comments:

Incoming vehicles

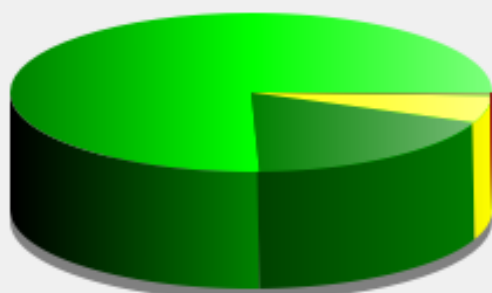








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Comments:

Outgoing vehicles

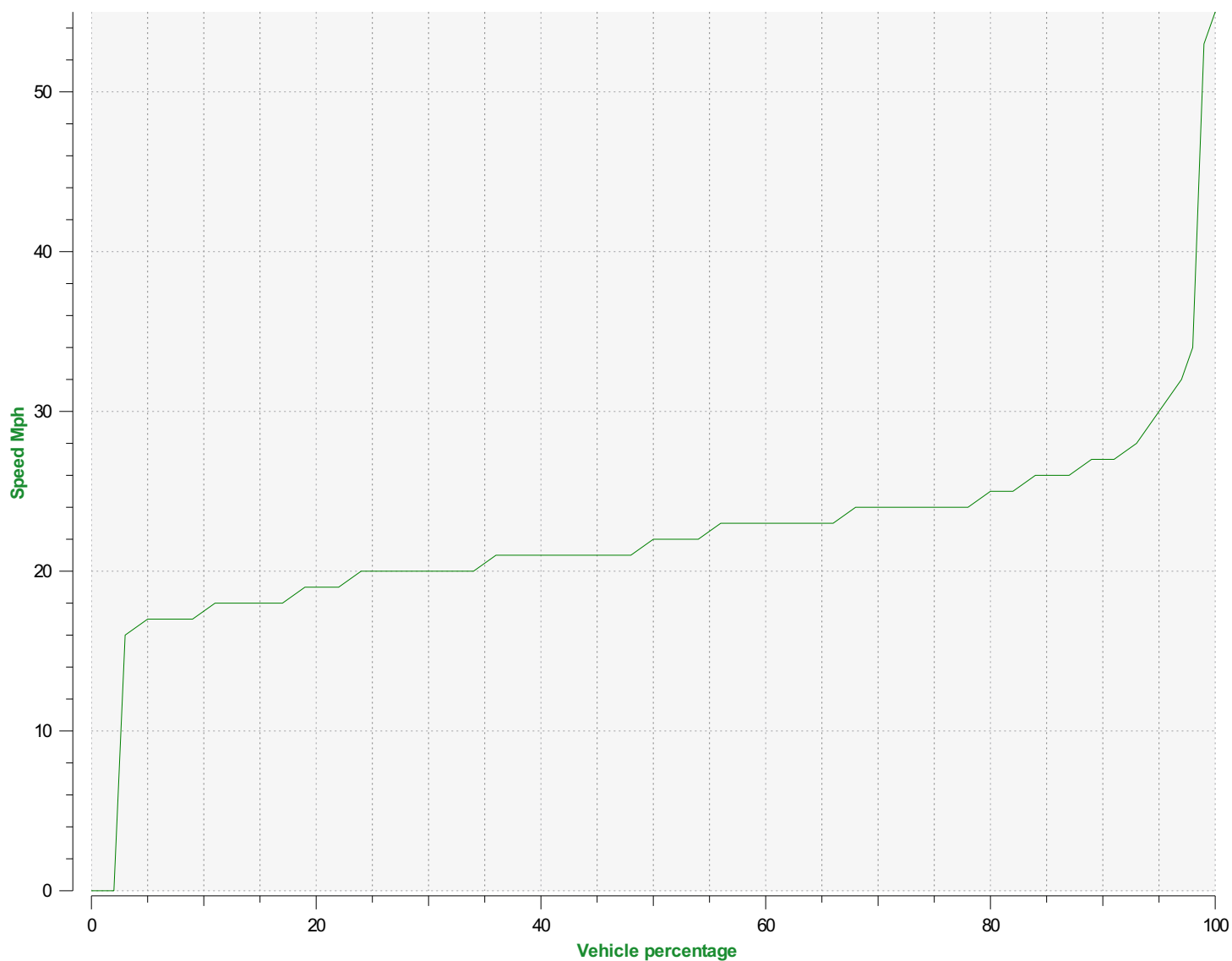


	<= 25 Mph : 28,149 - (75.55 %)
	26 - 30 Mph : 6,820 - (18.30 %)
	31 - 35 Mph : 2,062 - (5.53 %)
	36 - 40 Mph : 190 - (0.51 %)
	41 - 45 Mph : 19 - (0.05 %)
	46 - 65 Mph (et +) : 20 - (0.05 %)

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Comments:



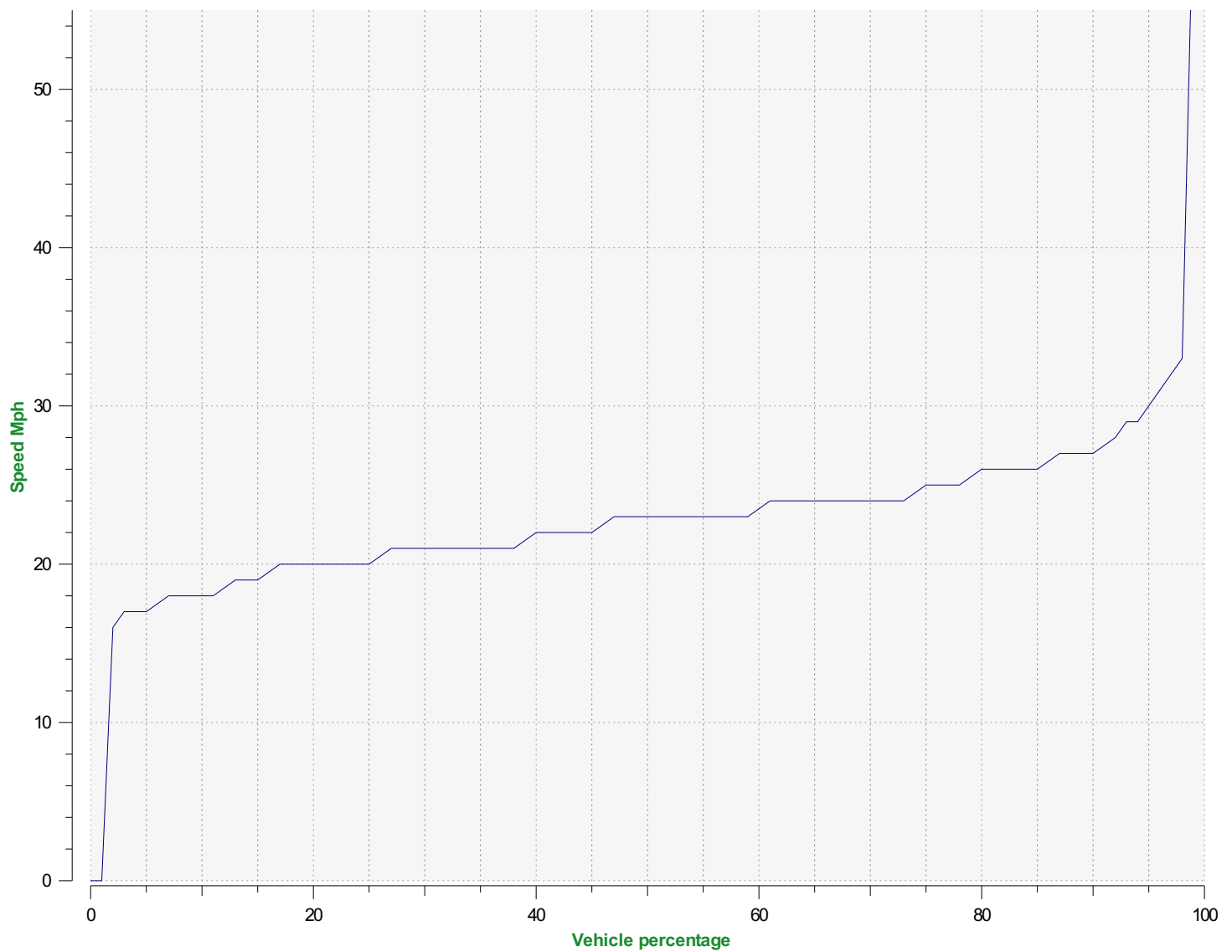
Speed percentiles (incoming)

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Comments:

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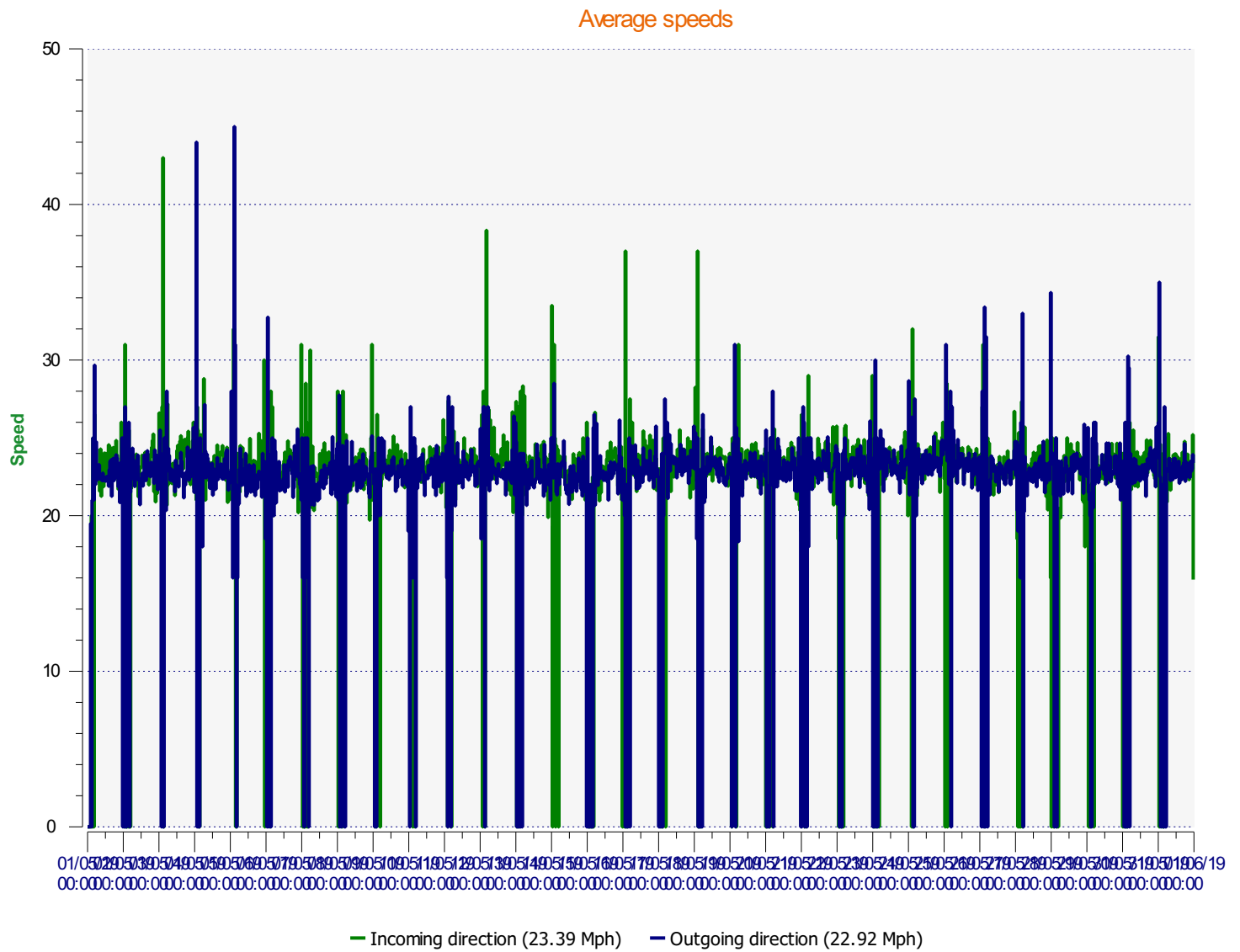


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End date: Friday, May 31, 2019 11:30 PM

Location: 41st Ave Wildwood Side

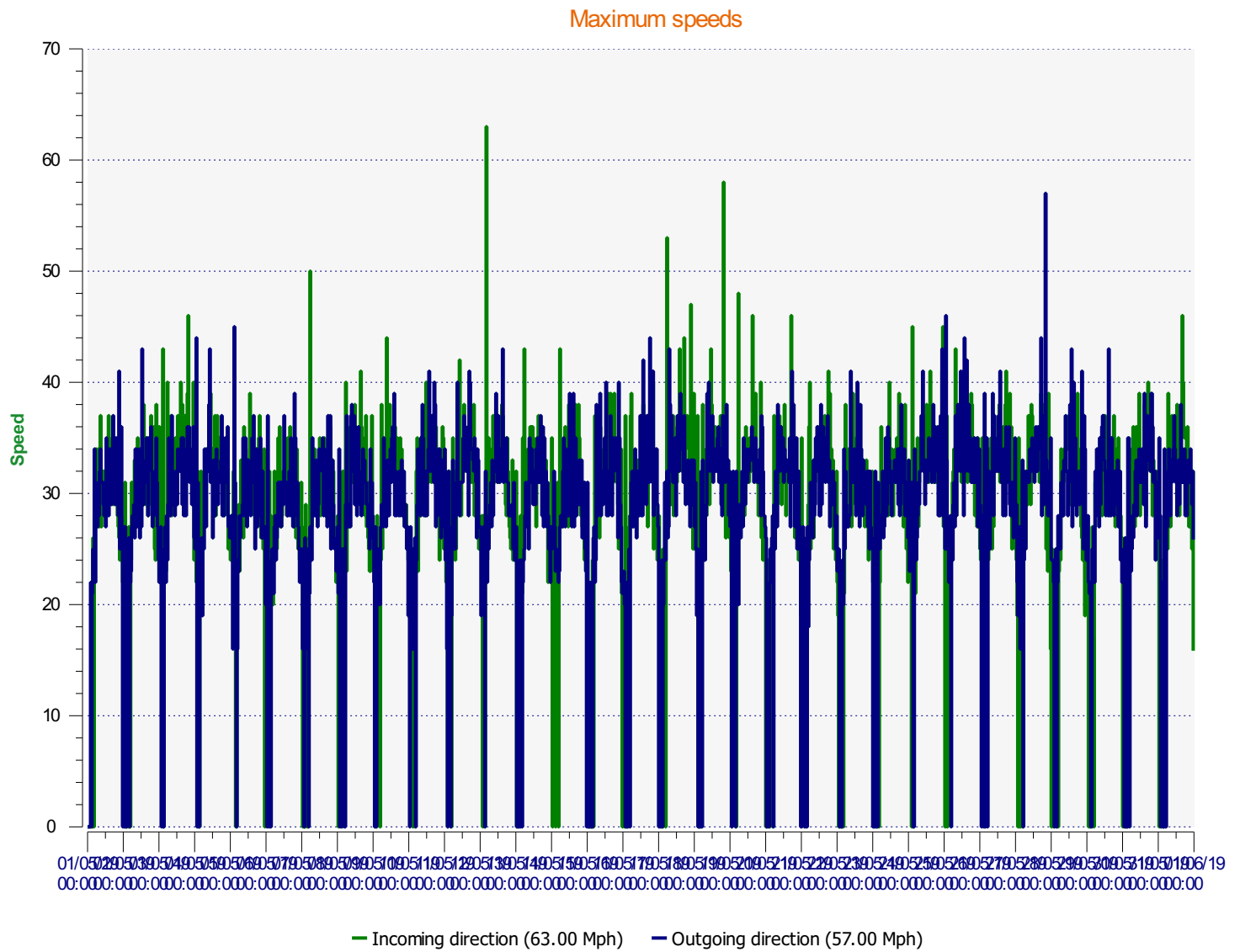
Comments:



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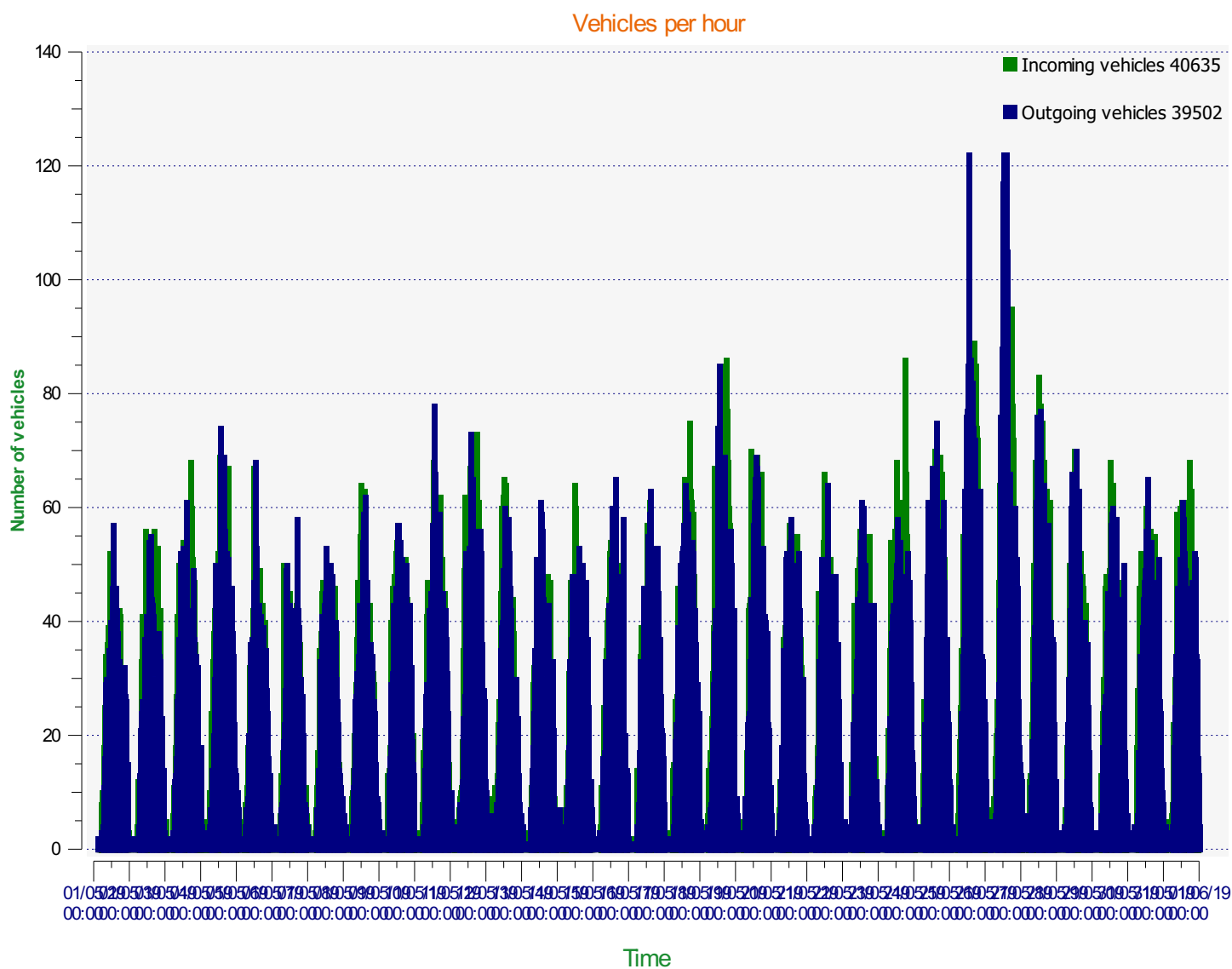
Comments:



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Comments:

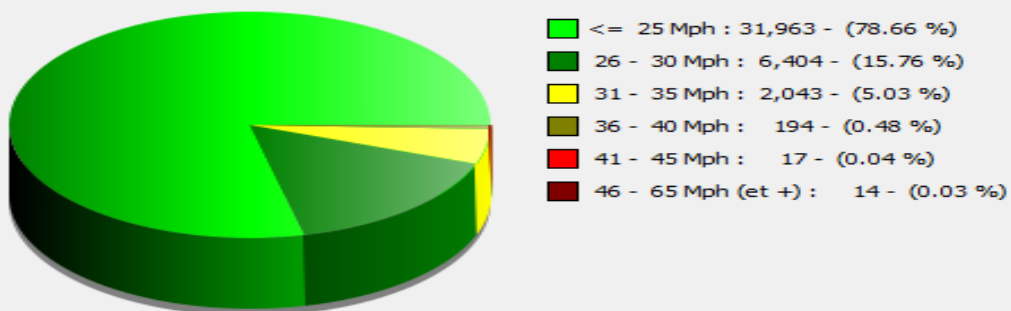


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Location: 41st Ave Wildwood Side

Comments:

Incoming vehicles

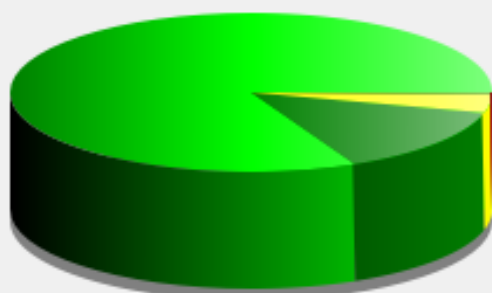


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Comments:

Outgoing vehicles

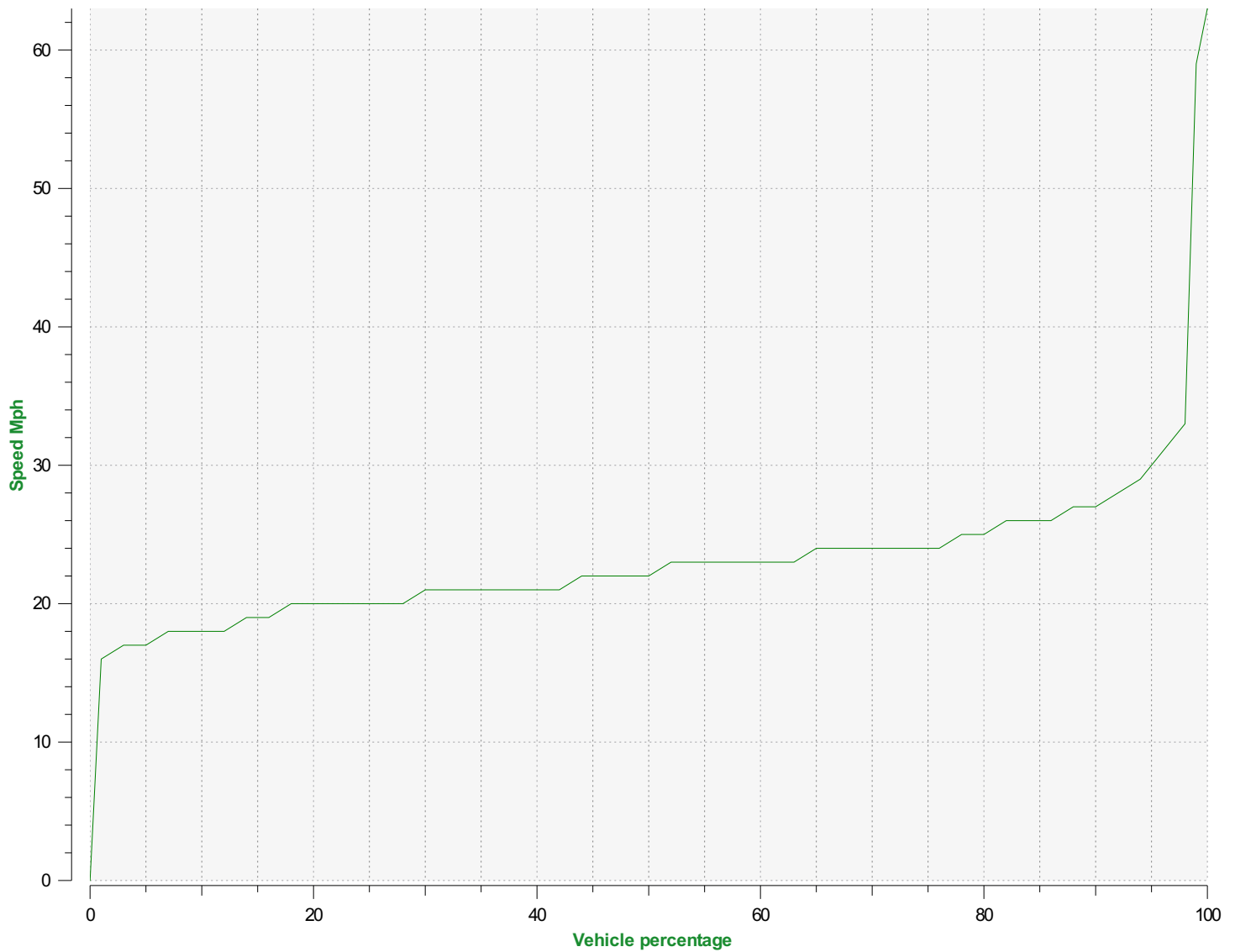


<div></div>	<= 25 Mph : 32,424 - (82.08 %)
<div></div>	26 - 30 Mph : 5,459 - (13.82 %)
<div></div>	31 - 35 Mph : 1,455 - (3.68 %)
<div></div>	36 - 40 Mph : 136 - (0.34 %)
<div></div>	41 - 45 Mph : 26 - (0.07 %)
<div></div>	46 - 65 Mph (et +) : 2 - (0.01 %)

Start date: Wednesday, May 1, 2019 1:00 AM
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Comments:



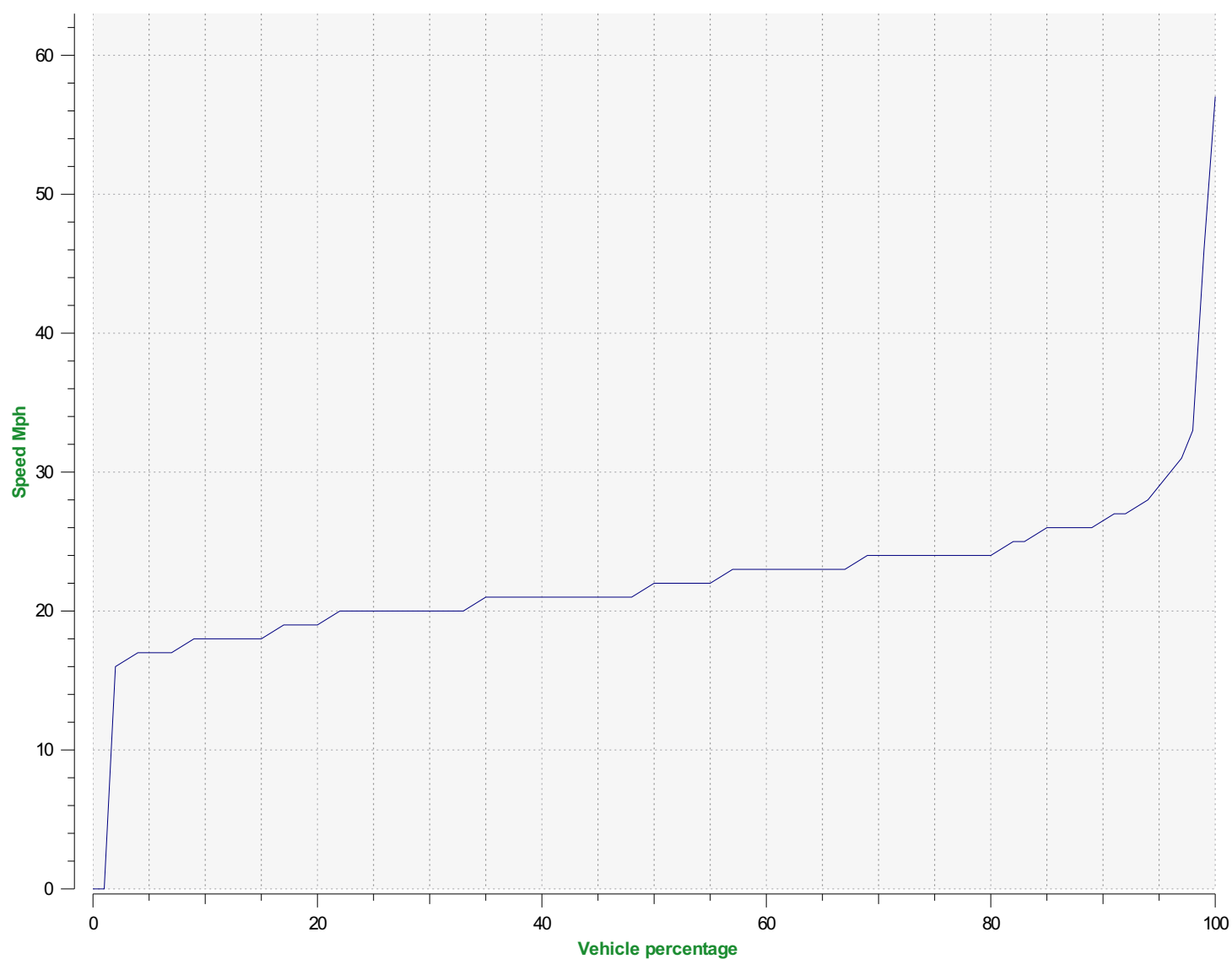
Speed percentiles (incoming)

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Comments:

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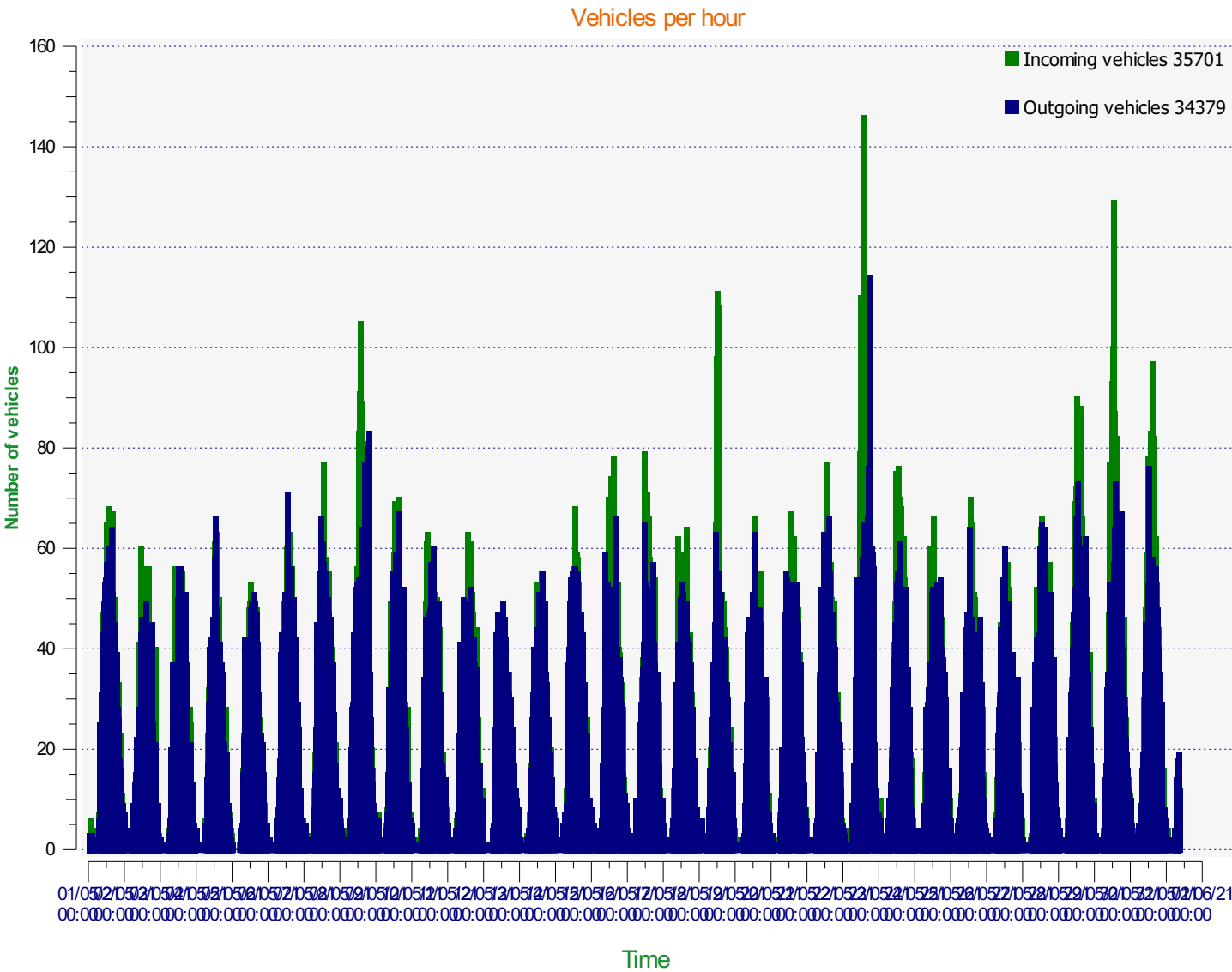


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Start date: Saturday, May 1, 2021 12:00 AM
End date: Monday, May 31, 2021 8:00 AM

Location: 41st Ave Marginal Side

Comments:

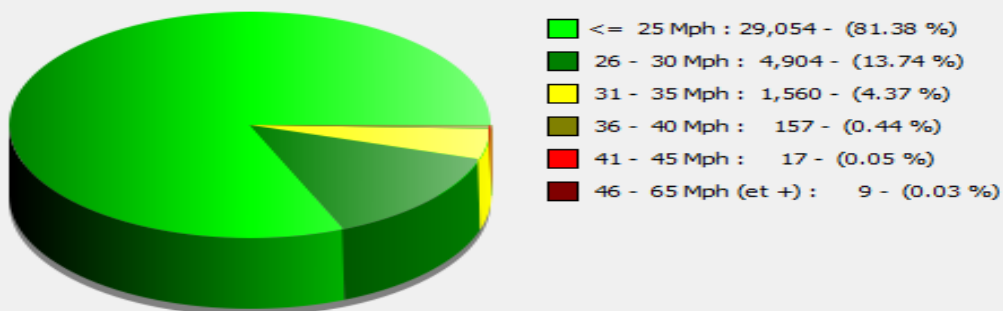


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Location: 41st Ave Marginal Side

Comments:

Incoming vehicles

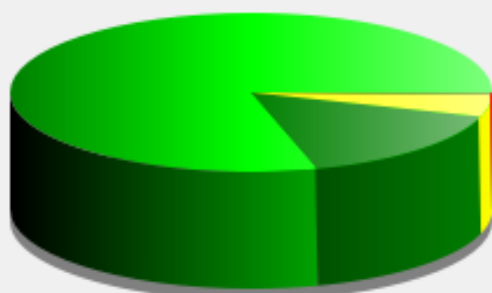


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Comments:

Outgoing vehicles

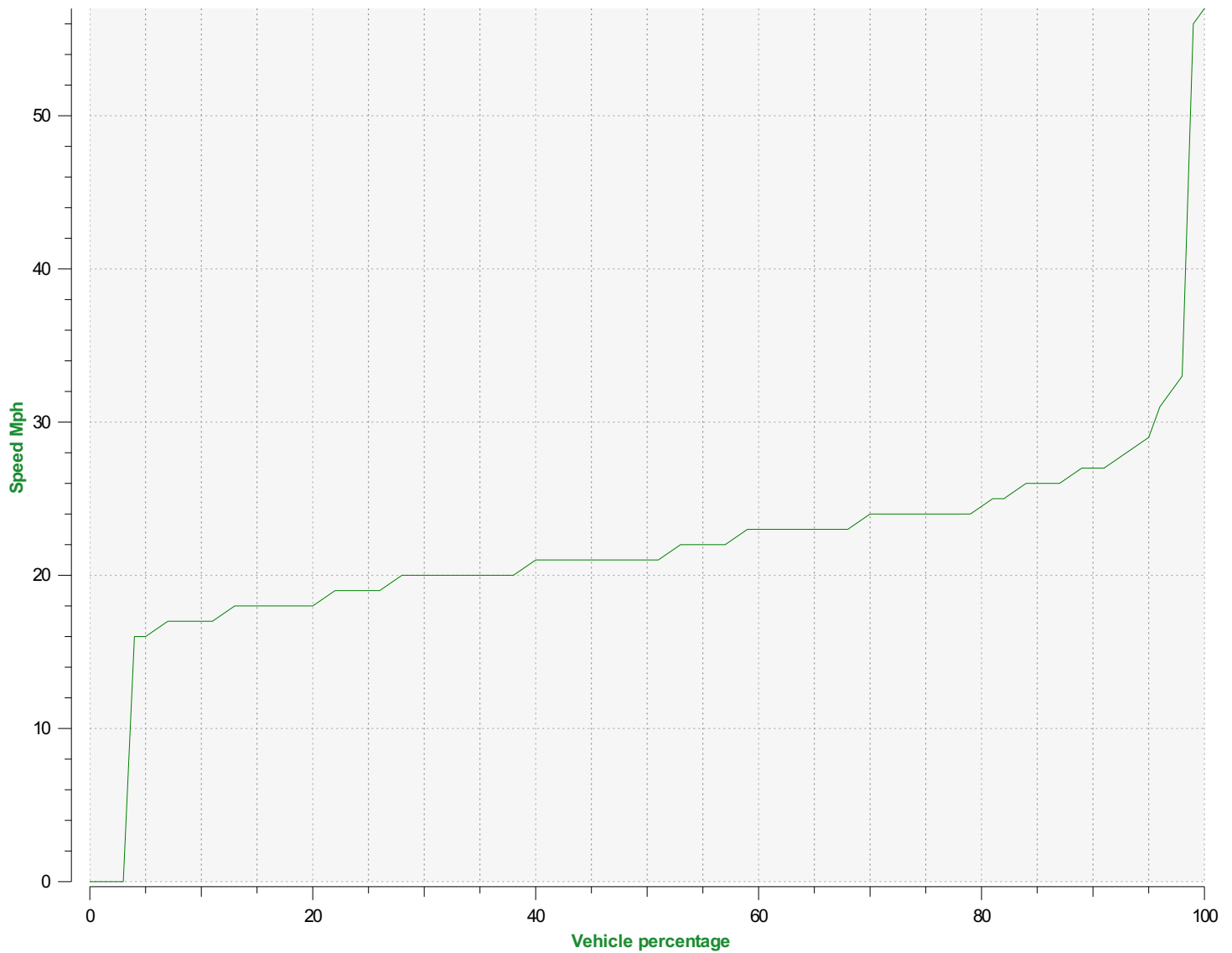


<= 25 Mph	: 27,311 - (79.44 %)
26 - 30 Mph	: 5,373 - (15.63 %)
31 - 35 Mph	: 1,528 - (4.44 %)
36 - 40 Mph	: 136 - (0.40 %)
41 - 45 Mph	: 17 - (0.05 %)
46 - 65 Mph (et +)	: 14 - (0.04 %)

Start date: Saturday, May 1, 2021 12:00 AM
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Location: 41st Ave Marginal Side

Comments:



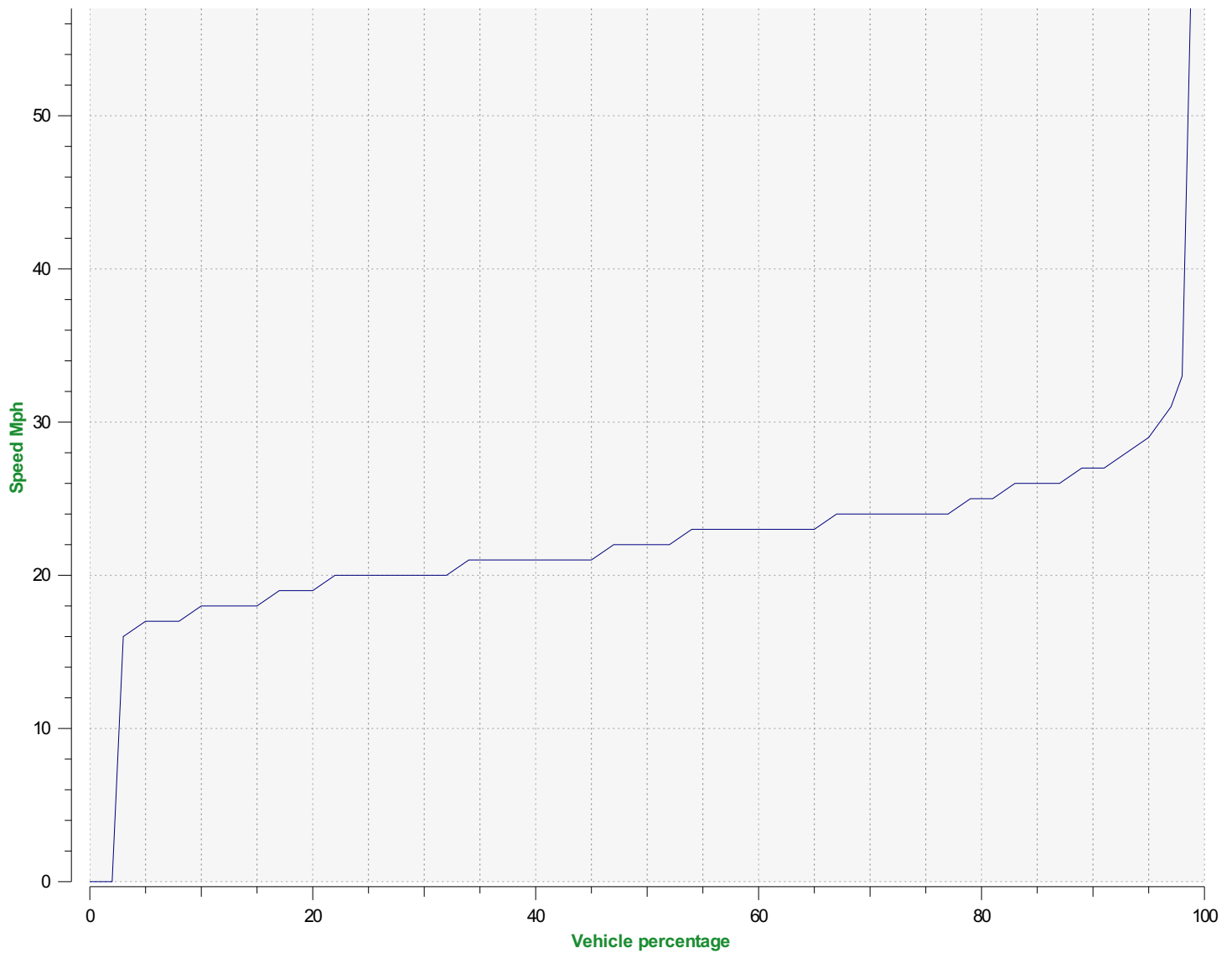
Speed percentiles (incoming)

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Comments:



Speed percentile(outgoing)

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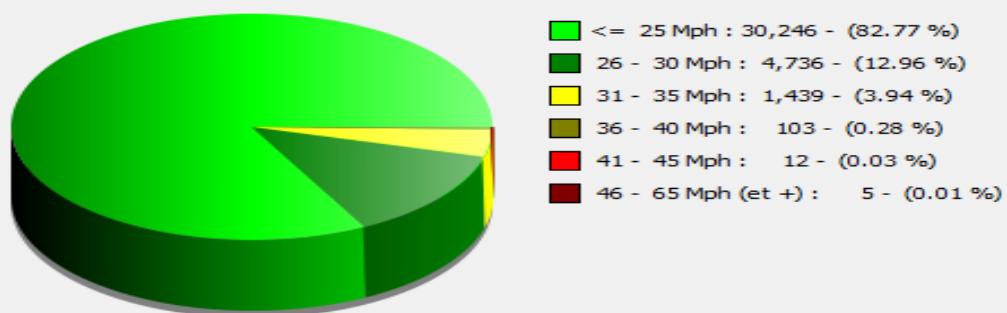
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Comments:

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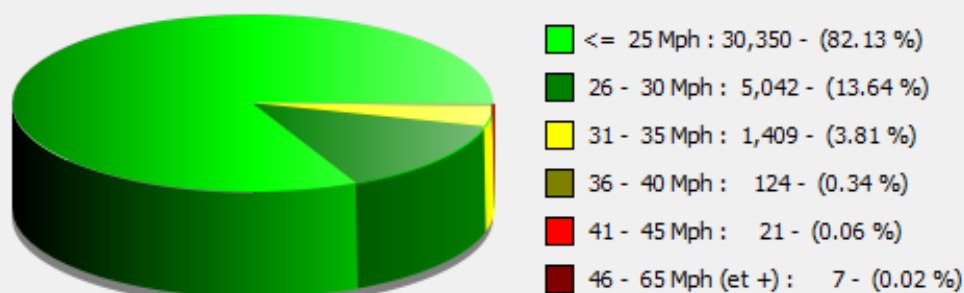


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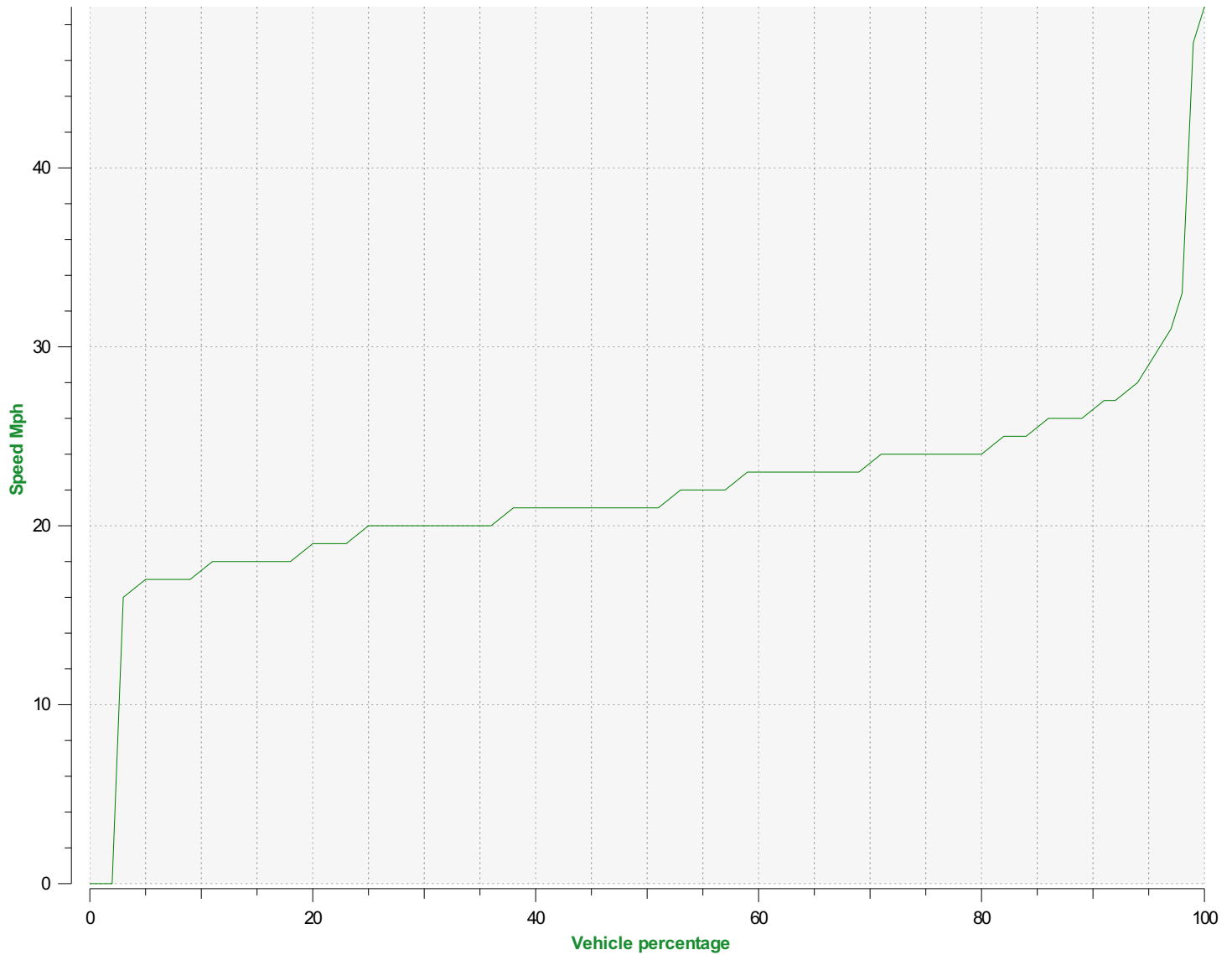
Outgoing vehicles



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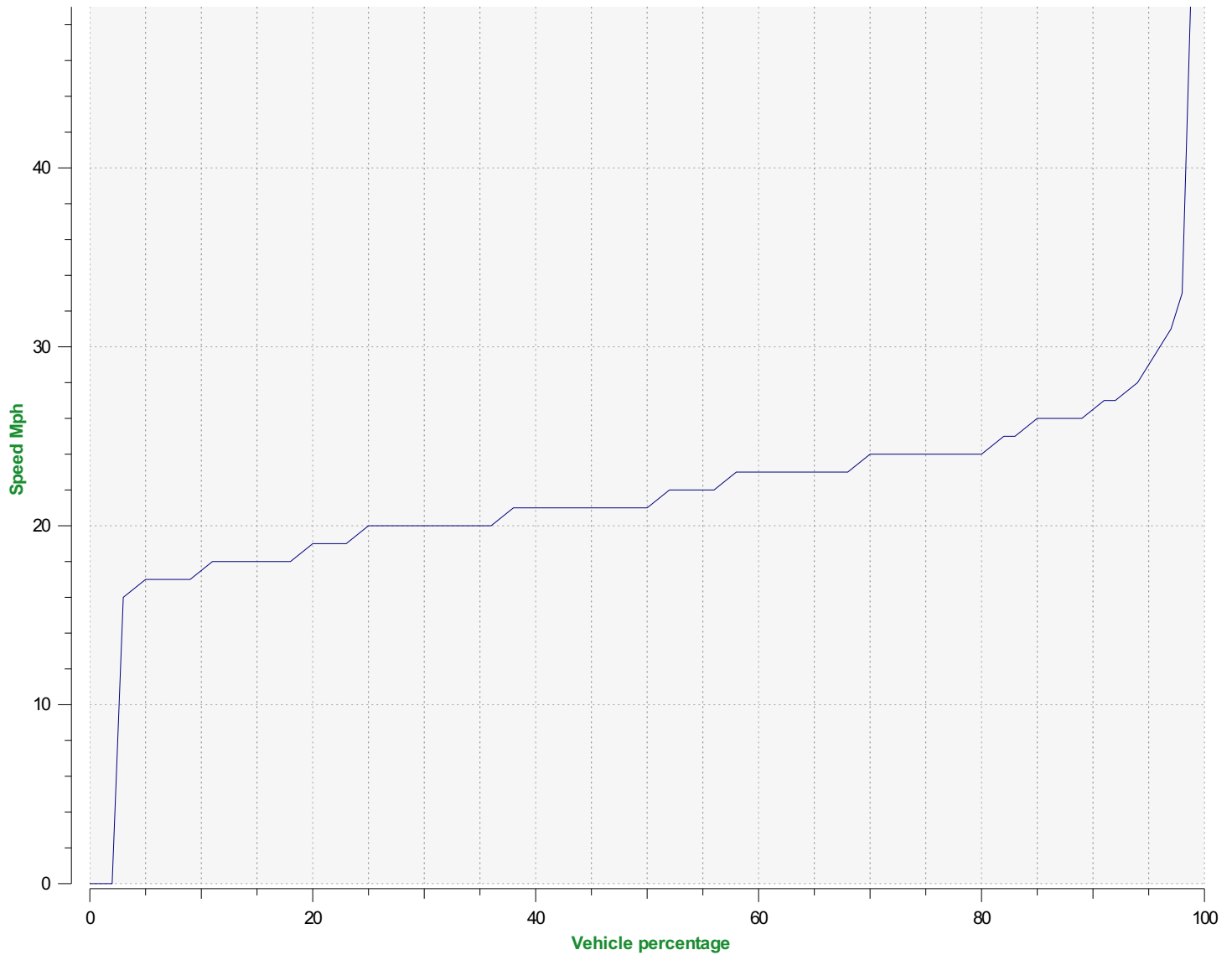
Speed percentiles (incoming)

V30: 20.00Mph V50: 21.00Mph V85: 25.00Mph

Start date: Saturday, May 1, 2021 12:00 AM
End date: Monday, May 31, 2021 8:00 AM

Location: 41st Ave Wildwood Side

Comments:



Speed percentile(outgoing)

V30: 20.00Mph **V50:** 21.00Mph **V85:** 26.00Mph

Start date: Saturday, May 1, 2021 12:00 AM
End date: Monday, May 31, 2021 8:00 AM

Location: 41st Ave Wildwood Side

Comments:



**Recreation Committee Meeting
8:00am, Monday, July 12, 2021
1207 Palm Boulevard, Isle of Palms, SC
and broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to order

Present: Council members Pounds and Smith

Absent: Council Member Buckhannon

Staff Present: Director Page

2. Approval of the previous meeting's minutes – May 3, 2021

MOTION: Council Member Pounds made a motion to approve, and Council Member Smith seconded the motion. The motion passed unanimously.

3. Citizens' Comments -- none

4. Departmental Reports – Director Page

Director Page reported that all summer camps are going well but with lower attendance due to staffing levels. Registration for fall youth and adult athletics begins this week. She shared that she has been working with the Exchange Club and the Police Department on a new course for the IOP Connector Run.

Other upcoming events include the Half Rubber Tournament on August 21 and the next Farmer's Market on July 15. Staff is also working on the Wellness Fair and numerous fall events.

The environmental series went well and will start back up in the fall along with other programs and classes. The Sand Sculpting Contest went well but did not have as many participants this year.

Director Page reported that maintenance employee Chris Bako has left the employ of the City, and until his replacement is hired, Public Works will help with maintenance work at the Recreation Center. Council Member Pounds suggested asking if the landscape contractor could help in any way. A former PT City employee is also helping out in the interim.

5. Old Business

A. Update on Farmers' Market – covered in the departmental report

Council Member Smith asked that all vendors be reminded of the City's ordinances regarding packaging and Styrofoam. Director Page reported that such an email has already been sent out.

B. Report of 2021 Summer Camp – covered in the departmental report

C. Update on efforts to offer yoga classes on the beach

Director Page said work on this initiative continues. She is still looking for a willing instructor.

D. Discussion of weekend basketball hours

Director Page said she spoke recently with Dr. Emmel, the longtime Tae Kwon Do instructor, about relocating where his students warmup and stretch prior to their Saturday morning classes in an effort to accommodate Open Gym for basketball. It may be possible for Open Gym to be from 7:45-9:30am. Director Page said that Sunday hours for Open Gym are not possible at the moment due to lack of staff. She has asked HR Director Ladd to post a job opening for a PT position on the Recreation Center staff.

6. New Business

A. Discussion of online registration for Rec programs

Director Page said she is working to confirm the purchase cost of this software as the same as what was budgeted. She will reach out to the vendor once the purchase order has been signed and hopes the installation will be complete by the end of the year.

7. Miscellaneous Business

The next meeting of the Recreation Committee will be on Monday, August 2, 2021 at 8am.

8. Adjournment

Council Member Pounds made a motion to adjourn, and Council Member Smith seconded the motion. The meeting was adjourned at 8:34am.

Respectfully submitted,

Nicole DeNeane
City Clerk



**Personnel Committee
3:00pm, Friday, July 16, 2021
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to Order

Present: Council Members Bell and Moye

Absent: Council Member Buckhannon

Staff Present: Administrator Fragoso, HR Officer Ladd

2. Approval of previous meeting's minutes

MOTION: Council Member Bell made a motion to approve the minutes of the June 9, 2021 meeting. Council Member Buckhannon seconded the motion. The motion passed unanimously.

3. Citizens' Comments – none

4. Old Business

A. Update on Wage and Compensation Analysis project

HR Officer Ladd reported that she met with Administrator Fragoso and Chief Cornett to develop a step increase plan based on time and performance for the Public Safety Department. That information was provided to Evergreen who has further massaged the plan with additional data from the City. The updated plan has been returned from Evergreen and will be reviewed by Administrator Fragoso, Treasurer Suggs, and HR Officer Ladd next week. Also to be reviewed is the general merit increase plan suggested for other departments.

Following a review of the data and validation of Evergreen's assumptions, staff will evaluate the implementation plans offered by Evergreen. An implementation timeline will be developed by staff and shared with the Personnel Committee by the next meeting. Administrator Fragoso remarked that she is impressed with the work they have received from Evergreen.

B. Discussion of altering the hiring process to fill department head vacancies

Committee members reviewed the proposed changes Sections 1-3-31 and 1-4-11 regarding the City Administrator's duties in the hiring process for department heads. Council Member Moye suggested that language in Section 1-3-31 should reflect that the Personnel Committee is still part of the hiring process for the City Administrator.

MOTION: Council Member Bell made a motion to recommend to City Council the proposed changes to Sections 1-4-11 and 1-3-31 with the intent that the Personnel Committee serve as the hiring committee for the City Administrator. Council Member Moye seconded the motion. The motion passed unanimously.

5. New Business

A. Discussion and consideration of applications for the Environmental Advisory Committee

Twenty-seven applications were received for membership on this 9-person committee. After some discussion as to how to narrow the field of applicants, it was decided that Administrator Fragoso and HR Officer Ladd will review the goals of the Environmental Advisory Committee to determine if there might be a means by which to segment the applicants. If no clear segmentation can be seen, then selection for this committee will be done via a lottery.

6. Miscellaneous Business

The next regular meeting of the Personnel Committee will be Tuesday, August 10, 2021 at 9am.

7. Adjournment

Council Member Bell made a motion to adjourn, and Council Member Moye seconded the motion. The motion passed unanimously. The meeting was adjourned at 3:38pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



REAL PROPERTY COMMITTEE

1:30pm, Monday, July 12, 2021

1207 Palm Boulevard, Isle of Palms, SC 29451

and broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to order

Present: Council members Moye, Popson, and Streetman

Staff Present: Administrator Fragoso, Director Kerr

2. Approval of previous meeting's minutes – June 7, 2021

MOTION: Council Member Moye made a motion to approve the minutes of the June 7, 2021 meeting and Council Member Popson seconded the motion. The motion passed unanimously.

3. Citizens' Comments -- none

4. Marina Tenant Comments -- none

5. Old business

A. Update on marina dock rehabilitation project

Administrator Fragoso reported that Salmon's Dredging has begun to remobilize this week to install the gangways, which they anticipate will take a week. The electrical installation of the restaurant and face docks is proceeding according to plan. They will be secured to the support trays that are attached to the underside of the permanent gangways once they are in place.

Connections for fire and water are at a standstill as materials are delayed. Salmon's will install a temporary boat dock as they demolish Dock Area B.

She also reported that the recent change orders approved by City Council are being executed today. The expected completion date is now November 19, 2021.

Administrator Fragoso shared with Committee members the potential costs of insuring the new docks upon completion. Premiums are approximately 9-10% of the dock's replacement cost. City Council will need to discuss whether to pay the nearly \$500,000 annual premium or self-insure. It was noted that the claims paid out on the docks over the previous 20 years have been less than \$500,000.

B. Update on marina restaurant renovation by Marker 116, LLC

Mr. Dave Lorenz of Marker 116, LLC gave an update on the renovations at the marina restaurant. He reported that all demolition work has been completed and they are in the process of replacing all ductwork and have begun the installation of new electrical and plumbing infrastructure. He said materials delays have been a constant problem. After meeting with the contractor last weekend, they are projecting a late fall opening for the entire restaurant.

C. Update on proposed ADA-compliant dual-purpose beach boardwalk at 42nd Avenue

Administrator Fragoso and Director Kerr asked for clarification from the Committee as to where to focus their efforts on enhancing ADA access to the beach. Director Kerr noted that Beach Access 34A is a site to consider for an ADA-compliant walkover, but it will not allow for vehicular access to the beach. He also stated that it will take 5-6 weeks before a surveyor is available to come review the site. Additionally, a plan to deal with the standing water in that area will need to be considered. While ADA-access at 34A is possible, the turnaround time could be a few years while the plan for 42nd Avenue is ready to proceed.

Council Member Moye asked why other beaches in the state have deeper access to the beach than IOP has been permitted to have. Director Kerr said the City has been denied access beyond the soft sand by OCRM for years and cannot speak to why other cities have beach pathways that extend that far into the sand. In response to the City's request to move further into the sand, he reported that OCRM said, "Not only is the answer still no, but we have actually clarified in our permit request application that we will not be permitting that activity and it has to stop as soon as you get over the dune."

Director Kerr reminded Committee members of the efforts of one resident who has partnered with a State legislator to introduce legislation that will change the restrictions of OCRM.

Director Kerr and Administrator Fragoso detailed the ADA-accessible areas along the Front Beach areas.

Further discussion concluded that the City should work to better maintain the MobiMat at 42nd Avenue while pursuing ADA-compliant beach access at 34A. In addition, the City should assist in pressuring the State to pass legislation amending the Beachfront Management Act to allow for the extension of the MobiMats to hard sand.

D. Update the proposed public dock and greenspace at the IOP Marina

Administrator Fragoso said there are no updates to this project as last week's jury trial with the former Marina tenant ended in a mistrial and will have to be tried again. She reported that they have received three proposals from design firms who could formalize plans designed by Kelly Messier. While no money has been spent yet and won't be until the case is adjudicated, she anticipates the cost of designs to be about \$15,000.

E. Discussion and consideration of noise agreement with Marker116, LLC

Administrator Fragoso said she would like to delay discussion on this agreement for another month to allow Marker 116, LLC time to review proposed changes with their attorney.

6. New Business

A. Discussion and consideration of Ordinance 2021-10 – an ordinance to authorize the temporary use of new or additional space for outdoor dining services

Administrator Fragoso reminded Committee members that Ordinance 2021-10 passed First Reading last month. The ordinance will go to the Planning Commission this week for their input, but the Committee needs to recommend an expiration date for the ordinance.

MOTION: Council Member Moye made a motion to add January 31, 2023 as the expiration date of the temporary suspension of regulations governing outdoor dining areas. Council Member Streetman seconded the motion. The motion passed unanimously.

B. Discussion of installing electrical car charging stations at the Municipal Parking Lots

Administrator Fragoso reported on a pilot program being offered by Dominion Energy who will install electric car charging stations. Dominion Energy would cover the installation, replacement, and maintenance costs of the charging stations. The City would set up a user fee with the intent of covering the cost of the energy consumed and the monthly facility fees, which are \$200-\$250 per month.

Committee members expressed concern about signing a 10-year agreement on an initiative that lacks widespread interest at the moment. Council Member Moye said that while it could be a win-win proposition, he would like to see where it fits in the Strategic Plan. He would also like to see usage data on these stations from Dominion Energy.

C. Consideration of change order to ATM contract for additional construction administration services for the marina dock rehabilitation project in the amount of \$40,000

Administrator Fragoso said the new proposal from ATM is for services expected over the next six months since completion of the marina dock rehabilitation project has been extended. She noted that ATM has extended a fair amount of work on the City's behalf that has been outside of the scope of their work including the transformer relocation, the issues with the floating dock, and the review of 7 proposals. She expressed her belief in the necessity of having ATM's continued oversight on the project.

Committee members agreed that their continued oversight is needed for the project. However, they would like to see more clarification regarding "the services that were covered on the previous agreement that are being recovered again now in this new one and how we are going to button up and make sure that we are covered in all circumstances."

MOTION: Council Member Moyer made a motion to approve the change order in the amount of \$40,000 with the additional clarification as noted. Council Member Streetman seconded the motion. The motion passed unanimously.

Council Member Moyer said, "I acknowledge they've [ATM] done a lot of out-of-scope work, so there is a spirit of cooperation, and I appreciate that and understand that. Looking for more clarity moving forward."

D. Discussion and consideration of amendments to Marker 116 lease to allow for overnight docking in unforeseen circumstances to protect the health and welfare of patrons and to delay payment of base rent for 2021 due to delays in construction and extended completion schedule

Administrator Fragoso said the current lease agreement does not allow for the overnight parking of a boat other than the one intended for shuttling customers. Restaurant owners expressed concern about the potential for a customer who has arrived by boat being unable to drive their boat after consuming too much alcohol. Mr. Lorenz said a log of owner information would be kept should the need arise.

MOTION: Council Member Poposon made a motion to approve the amendment provided by Marker 116, LLC's attorney pursuant to approval of the City's attorney. Council Member Moyer seconded the motion. The motion passed unanimously.

Administrator Fragoso said Marker 116, LLC is also requesting a delay in the base rent due for 2021 due to construction delays. Alternative payment options will be brought before the full City Council at the end of the month. Committee members expressed support for the idea as they want the restaurant to be a success. Administrator Fragoso said the delay will affect the budget.

MOTION: Council Member Streetman made a motion to delay payment of the base rent for 2021 and to further discuss the matter with City Council. Council Member Moyer seconded the motion. The motion passed unanimously.

E. Discussion of shared parking in marina site

After a brief discussion about the ambiguity of the language regarding the shared parking area at the Marina, it was determined that Administrator Fragoso will set up a meeting with all stakeholders to gain some alignment on the issue before asking attorneys to draft the necessary documentation.

7. Miscellaneous Business

The next meeting of the Real Property Committee will be held on Monday, August 2, 2021 at 1:30pm.

8. Adjournment

Council Member Popson made a motion to adjourn and Council Member Moye seconded the motion. The meeting was adjourned at 3:03pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



**Planning Commission Meeting
4:30pm, Wednesday, July 14, 2021
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to Order

Present: Scott Pierce, Steven Corney, Sandy Stone, Marty Brown, Ron Denton, David Cohen, and Douglas Kerr, Director of Planning

Absent: Lisa Safford

2. Approval of minutes

Mr. Stone made a motion to approve the minutes of the May 27, 2021 special meeting, the June 8, 2021 special meeting, and the June 15, 2021 regular meeting. Mr. Pierce seconded the motion. The motion passed unanimously.

3. New Business

Discuss new assignment from City Council to review short-term rental policies

Director Kerr stated that City Council would like for the Planning Commission to look into “issues stemming from short-term rentals” and to consider whether or not a cap on those rentals would be in order. He briefly reviewed the work on short-term rentals completed by the Planning Commission in 2019, resulting in a series of recommendations and enforcement tools to the City Council.

Commissioners engaged in a lengthy discussion of the data and metrics they would need to conduct such a review. Such data might include the number of noise complaints from short-term rental units, tonnage of debris, traffic counts, number of bedrooms and maximum occupancy in short-term rentals, the number and makeup of the building permits being applied for, and the number short-term license renewals and the number of short-term rentals that did not renew from the previous year.

An initial review of this data will be discussed at a Special Meeting of the Planning Commission on Tuesday, July 27, 2021 at 4:15pm.

B. Discuss housing data from Assessor

Director Kerr reported that the newly requested data from the Assessor’s office has just arrived. Mr. Pierce, Mr. Cohen, and Mr. Corney will be working on analyzing that data.

C. Consider making recommendation on drainage master plan RFP

Commissioners discussed the \$248,000 bid from Davis & Floyd. They agreed they would like to see more of a cost breakdown as well as time and labor breakdowns for each task.

D. Consider making recommendation on extending outdoor sales exemption

Director Kerr said that this proposed ordinance will circumvent the BOZA approval process for restaurants requesting outdoor dining. The Real Property Committee has recommended January 31, 2023 as the end date for this allowance.

MOTION: Mr. Stone made a motion to accept the recommendation from the Real Property Committee of an expiration date of January 31, 2023 in Ordinance 2021-10.

4. Old Business

A. Review of the Priority Investment Element of the Comprehensive Plan

Commissioners agreed they like the direction of the proposed draft of the Priority Investment Element. They would like to have traffic mitigation added to the list of projects discussed in this section.

5. Miscellaneous Business

There will be a Special Meeting of the Planning Commission on Tuesday, July 27, 2021 at 4:15pm.

The next regular meeting of the Planning Commission will be Wednesday, August 18, 2021 at 4:30pm.

6. Adjournment

Mr. Stone made a motion to adjourn, and Cohen seconded the motion. The meeting was adjourned at approximately 6:31pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



ACCOMMODATIONS TAX ADVISORY COMMITTEE
11:00am, Wednesday, July 14, 2021
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to order

Present: Rusty Williamson, David Nelson, Sally Muhlig, Doug Truslow, Ray Burns, Glenda Nemes

Absent: Malcolm Burgiss

Staff Present: Administrator Fragoso, Treasurer Suggs

2. Approval of the previous meetings' minutes – May 28, 2021

MOTION: Mr. Williamson made a motion to approve the minutes of the May 28, 2021 meeting. Ms. Muhlig seconded the motion. The minutes passed unanimously.

3. Financial Statements – Treasurer Suggs

Treasurer Suggs reviewed a preliminary statement dated 6/30/2021, noting that additional payments and revenues will be accrued later. The 4th quarter payment of \$7-800,000 is still anticipated. The cash balance of ATAX funds is currently \$1.2M.

Revenues for FY21 are running significantly above budget and above 2019. She also anticipates receiving the County ATAX pass through at some point. She reviewed the expenditures to date, noting the 4th quarter payment due to the CVB will likely \$2-300,000.

She indicated the overage for the payment due to the Marina Bond Debt Service will need to be approved by the committee. That item will be on the August meeting agenda.

4. Old Business

Approval of FY22 Budget

MOTION: Mr. Nelson made a motion to approve, and Ms. Muhlig seconded the motion.

Mr. Truslow and Ms. Nemes indicated their discomfort in voting on something the Committee had no part in preparing and has already been approved by City Council.

Treasurer Suggs reviewed the FY22 budget with Committee members.

Mr. Truslow would like clarification on how the City selected the CVB as its designated DMO. Administrator Fragoso said she would need to review minutes to provide that answer. Mr. Truslow also said he would like to know if the City followed the proper procurement procedure in that selection process. Mr. Burns noted that the line item for the payments to the CVB is a placeholder and City Council could determine that money should be paid elsewhere. He said there is no other option at this time for DMO until or if City Council makes a change.

VOTE: The vote on the FY22 budget was as follows:

Ayes:	Nelson, Williamson, Mulig, Burns
Nays:	Truslow
Abstain:	Nemes

The motion passed.

5. New Business

A. Consideration of an application from Carolina Coast Surf Club, Inc. for funding in the amount of \$1,000 to sponsor real-time camera image of IOP beach and surf conditions

Mr. Jim Radley of the Carolina Coast Surf Club, Inc. came before the Committee requesting \$1000 to sponsor the real-time camera for IOP beach and surf conditions. He gave a lengthy explanation as to the services provided to the community by the Carolina Coast Surf Club and how this money will be used to support the webcam and website maintenance expenses.

MOTION: Ms. Muhlig made a motion to approve, and Mr. Truslow seconded the motion. The motion passed unanimously.

B. Discussion of administrative alternatives for the allocation of the 30% of the ATAX funds collected that must be used for advertisement and promotion of tourism currently managed by the Charleston Visitors Bureau

Mr. Burns shared details of the history, makeup, and functions of the Tourism Visitor & Promotions Committee which acts as Folly Beach's DMO. He will be meeting with the City Administrator and CFO of Folly Beach later this week to gain more information about how the TVPC performs its state-mandated duties as the City's DMO. He will also be meeting with a representative from TERK to discuss the process of forming such a committee on the Isle of Palms should City Council deem that a necessity. Mr. Nelson and Ms. Nemes volunteered their time to help with this research.

Administrator Fragoso noted the goal of this research is to potentially make a recommendation to City Council about alternatives for a DMO and "to understand what alternatives there are, how that would work, and whether or not it would be beneficial for the City to change course."

6. Miscellaneous Business

The next meeting of the ATAX Committee will be Wednesday, August 11, 2021 at 11am.

7. Adjournment

Mr. Truslow made a motion to adjourn, and Mr. Nelson seconded the motion. The meeting was adjourned at 12:38pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

ORDINANCE 2021-08

AN ORDINANCE AMENDING TITLE 7, LICENSING AND REGULATION, CHAPTER 1, BUSINESS LICENSES, ARTICLE A, GENERAL PROVISIONS, SECTION 7-1-3, 7-1-4, AND SECTION 7-22-22, CLASSIFICATION AND RATES, SIC 6513; NAICS 53111- LESSORS OF RESIDENTIAL HOUSING UNITS- LESS THAN NINETY (90) DAYS, OF THE CITY OF ISLE OF PALMS CODE OF ORDINANCES.

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 Section 7-1-15 is hereby amended in its entirety as follows:

“ Sec. 7-1-3. Purpose and duration.

The business license levied by this chapter is for the purpose of providing such regulation as may be required by the businesses subject thereto and for the purpose of raising revenue for the general fund through a privilege tax. Each license shall be issued for one (1) year and shall expire on December 31, except for lessors of residential housing units which shall expire on April 30. The provisions of this chapter and the rates herein shall remain in effect from year to year as amended by the City Council.

Sec. 7-1-4. License fee.

- (a) The required license fee shall be paid for each business subject hereto according to the applicable rate classification on or before April 1 of each year, except for those businesses in Rate Class 8 for which a different due date is specified.
- (b) A separate license shall be required for each place of business and for each classification or business conducted at one place. Each housing unit shall be deemed to be a separate place of business for purposes of determining the number of different licenses required by lessors of residential housing units. If gross income cannot be separated for classifications at one location, the license fee shall be computed on the combined gross income for the classification requiring the highest rate. A license fee based on gross income shall be computed on the gross income for the preceding calendar or fiscal year, and on a twelve (12) month projected income based on the monthly average for a business in operation for less than one (1) year; except for lessors of residential housing units which shall have a license fee based on gross income for the period of July 1, 2020 to December 31, 2020. The fee for a new business shall be computed on the estimated probable gross income stated in the license application for the balance of the license year. The initial fee for an annexed business shall be prorated for the number of months remaining in the license year. No refund shall be made for

a business which is discontinued.”

SECTION 2. That Section 7-1-22 is hereby amended to change the rate of SIC 6513; NAICS 53111—Lessors of Residential Housing Units—Less than Ninety (90) Days as follows:

Sec. 7-1-22. Classification and rates.

SIC 6513; NAICS 53111—Lessors of Residential Housing Units—Less than Ninety (90) Days (Non-resident rates do not apply):

Minimum on first \$2,000: \$175.00 PLUS
Per \$1,000, or fraction, over \$2,000: \$4.60

The application shall require a written acknowledgment by the licensee that a violation of this Code, either by the licensee, the licensee's property manager, or the licensee's rental guests, may result in the suspension or revocation of the license.

The licensee shall maintain on file with the City Business License Office the current telephone number, if any, of the residence and current twenty-four (24) hour per day telephone numbers at which the City may contact the licensee and, if applicable, the licensee's property manager.

Notwithstanding any other provision of this chapter, license taxes for lessors of residential housing units-less than ninety (90) days shall be payable on or before September 1 in each year without penalty.

SECTION 3. 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 4. 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 5. 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 _____, 2021.

Jimmy Carroll, Mayor

(Seal)

Attest:

City Clerk

First Reading: _____

Public Hearing: _____

Second Reading: _____

Ratification: _____

ORDINANCE 2021-10

AN ORDINANCE AMENDING TITLE 5, PLANNING AND DEVELOPMENT, CHAPTER 4. ZONING, ARTICLE 2. DISTRICT REGULATIONS, SECTION 5-4-38. TABLE OF PERMITTED USES IN COMMERCIAL DISTRICTS, SUBSECTION 5. OUTDOOR SALE OR RENTAL OF PERSONAL PROPERTY, INCLUDING FOOD AND BEVERAGE; PUBLIC EVENTS TO AUTHORIZE THE TEMPORARY USE OF NEW OR ADDITIONAL SPACE FOR OUTDOOR DINING SERVICES.

WHEREAS, a full recovery of the City's food and beverage industry after the demise of the current pandemic is critical to the full recovery of the health, welfare, culture and economy of the City and its residents;

WHEREAS, the City should maximize outdoor dining opportunities by food and beverage establishments, while minimizing adverse impacts from, among other things, overcrowding, noise and traffic.

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 5, Planning and Development, Chapter 4 Zoning, Article 2 District Regulations, Section 5-4-38 (5) be amended by adding subsection (e) to read as follows:

(e) Temporary Suspension of Regulations Governing Outdoor Dining Areas: Restaurants are authorized to offer outdoor dining services dining on site. The temporary suspension shall expire on January 31, 2023.

- i. The restaurant shall be properly licensed by appropriate state and local agencies to perform any activities, sales, and services.
- ii. The restaurant shall comply with all applicable laws relating to litter, noise, and other livability matters.
- iii. Outdoor dining areas shall not be located more than two hundred feet (200') seaward of the right-of-way of Ocean Boulevard or within one hundred sixty feet of the OCRM baseline established along the beach of the Atlantic Ocean.
- iv. Outdoor dining areas shall not encroach within any public rights-of-way.
- v. Outdoor dining areas shall not encroach into or interfere with required handicapped parking spaces.
- vi. Outdoor dining areas shall not interfere with safe pedestrian and vehicular access or access required to be maintained under the Americans with Disabilities Act.
- vii. Outdoor dining areas shall not encroach within or interfere with fire and other emergency access.
- viii. Any sales and/or consumption of food and/or alcoholic beverages shall be in compliance with the provisions of any federal, state, and/or local laws and regulations governing same.

- ix. Outdoor dining areas shall comply with all applicable occupancy requirements and other provisions of the fire code.

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

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

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

PASSED AND APPROVED BY THE CITY COUNCIL FOR THE CITY OF ISLE OF PALMS, ON THE ____ DAY OF _____, 2021.

Jimmy Carroll, Mayor

(Seal)

Attest:

Nicole DeNeane, City Clerk

First Reading: _____

Public Hearing: _____

Second Reading: _____

Ratification: _____

ORDINANCE 2021-11

AN ORDINANCE AMENDING TITLE 1, GOVERNMENT AND ADMINISTRATION, CHAPTER 3, PROCEDURES, COMMITTEES, ORDINANCES AND USE OF CODE, AND CHAPTER 4, OFFICERS AND DEPARTMENTS, OF THE CITY OF ISLE OF PALMS CODE OF ORDINANCES, TO PROVIDE NEW HIRING PROCEDURES SO THAT THE PERSONNEL COMMITTEE WILL SERVE AS THE HIRING COMMITTEE TO FILL A VACANCY IN THE CITY ADMINISTRATOR POSITION AND ALL OTHER DEPARTMENT HEADS WILL BE APPOINTED BY CITY COUNCIL UPON THE RECOMMENDATION OF THE CITY ADMINISTRATOR.

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 Chapter 3, Article B, "Standing Committees," Section 1-3-31, "Membership; appointment; responsibilities," Paragraph (C)(5), "Personnel Committee," is hereby amended by deleting subparagraph (d) in its entirety and replacing it with the following subparagraph (d) to state as follows:

"(d) Serve as the hiring committee to fill a vacancy in the City Administrator position. The chairman of the Personnel Committee shall serve as chairman of the Hiring Committee;"

SECTION 2. That Chapter 4, Article B, "City Administrator," Section 1-4-11, "Office established; duties," is hereby amended by adding a new Paragraph (f) and by renumbering existing Paragraph (f) and all subsequent paragraphs to state as follows:

"(f) The Administrator will review and recommend intended appointments of new City department heads with the Mayor and Council prior to their appointment by Council.

(g) 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.

(h) The Administrator shall serve as the Purchasing Agent for the City.

(i) 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.

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

SECTION 3. 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 4. 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 5. 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 _____, 2021.

Jimmy Carroll, Mayor

(Seal)

Attest:

Nicole DeNeane, City Clerk

First Reading:_____

Public Hearing:_____

Second Reading:_____

Ratification:_____