



City Council

6:00 p.m., Tuesday, August 24, 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** - All comments will have a time limit of three (3) minutes.
- 3. Consent Agenda**
 - a. Approval of Previous Meetings' Minutes:
 - i. Public Hearing Ordinance 2021.10– 5:45 p.m., July 27, 2021
 - ii. Regular Meeting – 6:00 p.m., July 27, 2021
 - b. Approval of purchase of replacement Engine 1002 in the amount of \$521,848 [Financed with Municipal Lease, FY22 Budget, Fire Department, Capital Projects - \$525,000, pg. 19, ln. 45]
 - c. Approval of purchase of Self-Contained Breathing Apparatus (SCBA) in the amount of \$286,594 and other add-on equipment in the amount of \$67,264 [FY22 Budget, Fire Department, SCBA, \$290,000 funded 1/3 Capital Projects, 1/3 Muni ATAX, 1/3 State ATAX (RFB 2021-06); other add-on equipment \$57,000]
 - d. Approval of municipal lease for financing of the purchase of the replacement Engine 1002 pumper truck, Self-Contained Breathing Apparatus and other add-on equipment in the amount of \$875,706 [RFP 2021-02 Fire Truck Lease, BB&T Proposal – 1.60% interest rate, 9-year term]
 - e. Award of a contract to Davis & Floyd for a comprehensive island wide drainage master plan in the amount of \$248,000 [FY22 Budget, Public Works, Muni ATAX, \$250,000]
 - f. Approval of marina dock insurance through Maritime Program Group for the new docks with an annual premium of \$125,778 and deductible of 5% or a minimum of \$100,000 for claims [FY22 Budget, Marina Enterprise Fund, Marina Operations, Insurance, \$150,000]

- g. Approval of FY21 positive net result distribution: 10% plus \$50,000 for a legislative consultant to stay in the General Fund and the rest to be transferred to the Capital Projects Fund.

4. Reports from Standing Committees

- a. **Ways and Means Committee**
- b. **Public Safety Committee** – No meeting in August
- c. **Public Works Committee**
- d. **Recreation Committee** – No meeting in August
- e. **Personnel Committee**
 - i. Consideration of appointments to the Environmental Advisory Committee
 - ii. Consideration of nominations for the Leola Hanbury Award
- f. **Real Property Committee**

5. Reports from City Officers, Boards and Commissions

- a. **Board of Zoning Appeals** – no meeting in July
- b. **Planning Commission** – meeting on August 23, 2021, no minutes available yet
- 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

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

9. Introduction of New Bills, Resolutions and Proclamations

- a. Ordinance 2021-12 – An ordinance to allow remote special meetings in the event of an emergency
- b. Resolution 2021- 04 – A resolution to encourage the use of face masks in in-door public spaces, retail and food establishments

10. Miscellaneous Business

Next meeting: Regular Meeting: 6:00 p. m., Tuesday, September 28, 2021

11. Executive Session

- a. 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
- b. In accordance with S.C. Code Section 30-4-70 (a) (1) to discuss personnel matters and applications for Environmental Advisory Committee and nominations for the Leola Hanbury Award.
- c. In accordance with S.C. Code Section 30-4-70 (a) (1) to discuss personnel matters related to the Fire Chief hiring process.

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

12. Adjournment



PUBLIC HEARING
5:45pm, Tuesday, July 27, 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, Popson, Streetman, Moye, Pounds, and Mayor Carroll

Absent: Council members Smith and Ward

Staff Present: Administrator Fragoso, various department heads

2. Ordinance 2021-10 – An Ordinance to Authorize the Temporary Use of New or Additional Space for Outdoor Dining Services

Director Kerr explained this ordinance is to extend outdoor dining services through January 31, 2023. The ordinance, mimicking the one passed recently by the City of Charleston, includes requiring the proper licensure, compliance with City noise and litter ordinances, the location permitted for outdoor dining services, and compliance with State and City ordinance with regards to the sale of alcohol.

The Planning Commission reviewed Ordinance 2021-10 at their regular July meeting and recommends its ratification.

3. Adjournment

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

Respectfully submitted,

Nicole DeNeane
City Clerk



CITY COUNCIL MEETING
6:00pm, Tuesday, July 27, 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, City Attorney Halverson, various department heads

2. Citizens' Comments

Mayor Carroll presented the Signal 30 Award to Howard Hogue "Beach Santa" for his tireless efforts in cleaning up the beaches on the Isle of Palms.

Mr. Gary Nestler, 17 22nd Avenue, said that being a public servant "demands a higher level of standards, reasonableness, and an abundance of professional decorum." He said, "My urge is that you get back to business and put your personal agendas aside. Otherwise, people are going to end up dying especially when it comes to public safety and public service. My end statement is I always value public safety. Above all, I would encourage each one of you as I look each one of you in the eye, do not put your personal agendas in front of our citizens because you will lose. The citizens will win."

Mr. Rick Estee of Mt. Pleasant shared the story of his vehicle being booted in the Marina parking lot recently despite the fact he had paid for a full day's parking. In attempting to have the boot removed, Mr. Estee was told by teenage employees that "this happens all the time" and it sounds like a "scam." He asked City Council to look into the matter.

3. Consent Agenda

Mayor Carroll said that Item E on the Consent Agenda regarding the delay of payment of base rent for the Marina restaurant will be discussed under the Ways & Means Committee report.

Council Member Ward asked to have the minutes of June 22, 2021 meeting removed from the Consent Agenda as there was an error.

MOTION: Council Member Streetman made a motion to approve the minutes of the Public Hearings of May 25 and June 22, and Items B, C, and D on the Consent Agenda. Council Member Moye seconded the motion. The motion passed unanimously.

A. Approval of Previous Meetings' Minutes

- i. Public Hearing Ordinance 2021-05 FY 22 Budget – May 25, 2021
- ii. Public Hearing Ordinance 2021-07 Flood Ordinance – June 22, 2021

B. Consideration of recommendation from ATAX Committee of an application aby the Carolina Surf Coast 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, Marina Fund, Contingency Fun \$355,405]

D. 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]

Council Member Ward said the vote regarding Builder's Risk on page 2 of the June 22, 2021 minutes should not have him as voting Aye. He voted Nay on that motion. Council Member Moyer's name should be added to those who voted Aye on that motion.

MOTION: Council Member Ward made a motion to approve the minutes as amended, and Council Member Moyer seconded the motion. The motion passed unanimously.

4. Reports from Standing Committees

A. Ways and Means Committee

Daniel Brock of CARTA spoke highly of the Beach Reach Shuttle program implemented on the Isle of Palms this year. He said there have been 317 riders to date. Upon completion of the program after Labor Day, CARTA will come back to all the partners to evaluate the future of the program. He reported a lot of on-the-ground marketing has been done by the CARTA team to hotels in the area as well as social media marketing. Council Member Smith suggested reaching out to the CVB about promoting the program.

Mayor Carroll asked about the van pool program, and Mr. Brock said that there were no viable candidates for its use when they first researched the project.

Mr. Brock asked the Council for their approval of CARTA's FY22 budget provided in the meeting packet.

MOTION: Council Member Ward made a motion to approve CARTA's FY22 budget. Council Member Pounds seconded the motion. The motion passed unanimously.

Council Member Pounds reviewed some financial highlights through June 30, 2021. Revenues are currently just under \$20M and expenses around \$18.3M. The anticipated \$1.9M surplus is from savings from the Public Safety Building Rehabilitation project and deferred expenses. The

City currently has \$25.6M in cash reserves, which includes \$5.3M in unspent bond proceeds and \$7.3M in restricted funds. He said the City had a “really, really good year.”

Council Member Smith clarified an earlier statement by Mr. Nestler in Citizen’s Comments that the City had \$1.9M in the bank, noting that the \$1.9M referred to the City’s anticipated surplus at the end of FY21.

i. **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]**

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

Council Member Ward expressed concern about allowing a delay in these payments. He would have preferred they begin to make payments as scheduled and then negotiate the terms of the lease. Mayor Carroll noted the extensive renovations that have been made to the restaurant at a much higher cost than originally anticipated. Several Council members noted this motion is to delay the payment not to forgive it.

VOTE: A vote was taken as follows:

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

Nays: Ward, Buckhannon

The motion passed 7-2.

Council Member Pounds reviewed the minutes of the July 20, 2021 meeting.

B. Public Safety Committee

Council Member Bell reviewed the minutes of the July 1, 2021 meeting. Chief Cornett updated Council members on the search for an Animal Control Officer. Numerous applications were received, and four remaining candidates are being interviewed this week.

MOTION: Council Member Bell made a motion to have SCDOT install a stop sign at the intersection of 41st Avenue and Wildwood Road/Forest Trail for a trial period of 90 days. Mayor Carroll seconded the motion.

Council members engaged in a lengthy discussion about the need for and effects of a stop sign in the area. Staff suggests that a stop sign not be put in the area until after the construction work is completed in that area after Labor Day. Council members expressed concern that effective data would not be collected if the 90-day time period is not done within the season.

Chief Cornett said he has spoken to SCDOT about a stop sign in this area. He said their staff expressed concern about having a three-way stop and a four-way stop so close together, stating it could cause other traffic issues.

MOTION: Council Member Ward made a motion to amend the original motion to include a “trial period of up to 90 days.” Council Member Bell seconded the motion.

Council Member Bell said the effort will have been a success if “you reduce the overall percentage of people speeding on that road.” Chief Cornett reported that the new traffic unit has been in the area gathering data to determine the best places to patrol. Council Member Smith suggested waiting to see the effectiveness of the new traffic unit’s work in the area. Council Member Bell said more needs to be done with regards to enforcement to slow people down in a heavy pedestrian area.

Administrator Fragoso noted that a similar request for a stop sign in the area several years ago was denied by SCDOT.

VOTE: A vote was taken on the motion to amend as follows:

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

The motion passed 7-2.

Council Member Bell said he would prefer the stop sign be installed immediately until construction begins in the area. Mayor Carroll believes the summer months would be the best time to gather data. Staff will speak to SCDOT engineers for their advice.

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

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

The motion passed 7-2.

Public Safety will deploy the new traffic unit to study and identify spots across the island needing speed enforcement. Council members briefly discussed the island-wide speed limit and the possibility of lowering it from 30 to 25mph.

Chief Cornett reported that he compiled a list of dog-related ordinances from area municipalities, and he said, “My recommendation would be not to increase the fine. Instead to look at some of our neighboring communities who have specific ordinances that address dangerous or vicious dogs and to mimic an ordinance like that” to “include a state statute or mimic or develop an ordinance that would address the concern that we’re really trying to address which are dogs that are presumed to be dangerous or vicious.” He noted that the Animal Control Officer is not a sworn position and is therefore limited to writing City ordinance tickets.

C. Public Works Committee

While there was no meeting of the Public Works Committee in July, Council Member Ward noted the challenges the Public Works department is having keeping up with debris pickup. Administrator Fragoso said there have been staffing issues lately due to sick leave. The Public Works department has been working Saturdays to keep up and appreciates everyone’s patience.

She added that it would be helpful if residents understood the limits of miscellaneous debris they can place at the curb for pickup.

Council Member Ward said the yard contractor's ordinance will be on a future committee meeting agenda.

D. Recreation Committee

Council Member Smith reviewed the minutes of the July 12, 2021 meeting.

E. Personnel Committee

Council Member Moye reviewed the minutes of the July 16, 2021 meeting. Council Member Smith expressed concern about selecting membership to the Environmental Advisory Committee via lottery. She said it is important to have a balance of knowledge and expertise on that committee.

F. Real Property Committee

Council Member Streetman reviewed the minutes of the July 12, 2021 meeting. Administrator Fragoso said that options for insuring the marina will be discussed at next week's regular Committee meeting. She also clarified that due to the numerous delays faced by the restaurant renovation, the opening will likely be in early 2022.

Council Member Streetman shared that he and Administrator Fragoso have met and will soon meet again with all the marina tenants about ideas on how to effectively use the shared parking.

5. Reports from City Officers, Boards, and Commissions

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

In an effort to quell rumors about short-term rentals, Director Kerr shared the current work of the Planning Commission. He said, "What the Planning Commission has done so far, which is really not anything other than identify the points of data that they would like for the staff to pull together for them. They have had two working sessions, one just today about it, and there is a lot of information out there in terms of data that is available. We have County Assessor's data. We have the City's business license data. We have a lot of historical housing data. We have MLS sales data. So there is a lot of stuff out there, but it is literally different data sets. So we are working on putting that together for them so they can just identify trends. They are very much into looking at not only what has happened historically, but if we can see trends emerging that might indicate there is a change afoot." He said it is too early in the information gathering process for them to have come to any sort of consensus about short-term rentals. After the data is compiled, they will meet with City Council in a joint session to discuss their findings so that Council can "give guidance on if some of those indicators are problematic to you as a Council."

Council Member Bell clarified that City Council will not be rescinding existing short-term rental licenses. A joint meeting between City Council and the Planning Commission could be scheduled for the first week in September.

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**

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

B. **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 Moyer seconded the motion. The motion passed unanimously.

9. **Introduction of New Bills, Resolutions, and Proclamations**

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

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

Ayes: Streetman, Moyer, Buckhannon, Smith, Bell, Pounds, Carroll

Nays: Ward, Popson

The motion passed 7-2.

10. **Miscellaneous Business**

A. **Update on eviction proceedings against holdover tenant, Tidal Wave Watersports**

City Attorney Brent Halverson reported that the July 7 jury trial against Tidal Wave Watersports ended in a mistrial. He said the matter will be rescheduled “unless the court finds that there is a legal issue which would preclude further jury trial and that matter is under advisement with the Magistrate’s Court.”

Council Member Bell: I am going to do the unpopular and comment. I sat through almost 10 hours in the courtroom, and I have asked, I have had numerous people ask me what happened in that courtroom. How do we have a hung jury? And I don’t mean any aspersions on Council Member Ward, but he testified for the defense, and I think the public deserves to know that there were points of testimony that were not accurate, and I think everyone up here –

Mayor Carroll: I really don't think we need to be going into –

Council Member Bell: I am not going to be cut off on this because I sat there through it, and I had been told in that testimony, that the Chair of Real Property did not allow any movement on leases, and none of us in this Council have the authority within a committee to block another committee member from having an agenda, and secondly the other point that was brought up during that, Jimmy, if I may, the other point that was brought up was that this Council voted to have a workshop with Tidal Wave to negotiate a new lease. And I think it is important that the public understand neither of those things happened. Beyond that, I don't have any comment on this, and we are not asking for legal advice, but this is in the spirit of transparency. The public deserves to know what happened.”

B. Discussion regarding engaging a consultant to represent the City in Columbia

Council Member Ward read from a prepared statement arguing the need for the City to have a representative/lobbyist representing their issues in Columbia. He believes too many outside forces and organizations are “influencing lawmakers to institute policies that are not in our best interest.” He added, “I believe we should seek competent professionals to look out for our interests in Columbia which can bring about real benefits and control back to us, the elected representatives of the citizens and property owners of the Isle of Palms.”

C. The next meeting of the City Council will be Tuesday, August 24, 2021 at 6pm.

11. Executive Session

MOTION: Council Member Bell made a motion to move to Executive Session in accordance with §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. Council Member Streetman seconded the motion. The motion passed unanimously.

City Council entered into Executive Session at 8:15pm.

City Council returned from Executive Session at 9:08pm. Mayor Carroll reported that no decisions were made.

12. Adjournment

Council Member Buckhannon made a motion to adjourn, and Council Member Moye seconded the motion. The meeting was adjourned at 9:09pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

Isle of Palms Fire Department Memorandum

To : Administrator Fragoso
From : Chief Graham
Date : 11/6/2020
Re : Replacement of 2003 Engine 1002 vs refurbishing

As you are aware, the FY20 budget includes \$300,000 for the refurbishment of Engine 2 Pumper Truck which was purchased in 2003. The quoted amount used to build the budget has expired and the new quote exceeds the budget by over \$35,000.

While researching options available to the City, I learned of several demo apparatus that will be available in 2021. Demo trucks are generally less expensive than custom build trucks since they are basic trucks that have not been customized for any department. However, if a department selects a demo truck early in the production process, it would have the opportunity to customize some components at a reduced cost. Another benefit to purchasing a demo truck is the reduced timeframe to completing and delivering the truck. The City has had a successful experience purchasing demo trucks in the past.

It is not possible to predict or plan for when demo trucks become available or their cost. However, when they do become available, departments from all over the country seize the opportunity to purchase them due to significant cost savings.

During this process, we also received an updated appraisal value of this truck at \$12,000. Due its condition and low appraised value, I do not recommend that the City invests over \$300,000 refurbishing it and believe the City should seriously consider purchasing a demo unit that fits our needs. A demo truck will come with a full warranty, compared to a refurbished truck that would only have a 1-year warranty.

The 2004 75' Ladder Truck that has been recently replaced, has an appraised value of \$51,000. If the City approves the purchase of a new demo pumper truck instead of refurbishing the existing one, the City could trade in the 2004 75' Ladder Truck as a down payment.

Safe Industries has 6 demo units that are available on a first-come, first-serve basis. Our Fire Department's Apparatus Committee identified a 2021 Typhoon (New) pumper with a low-hosebed as the demo unit that could best meets our needs. It has a 1,500gpm Waterous CSU pump, Cummins L9; 450HP. 1,030 gallon water tank. It has full-height and split-depth compartment on both sides. Beside the tank ladder storage, hard suction storage above the ladders, 4-person seating and back-up camera.

The price for this demo truck \$536,500. This price includes a \$10,000 contingency fund and travel costs for the final inspection. After evaluation, this demo truck would need additional modifications of approximately \$55,000 to meet our needs. The price is expected to increase 6% by the end of the year and an additional 4% by April 2021.

The total cost of the demo truck, including the modifications and the \$51,000 of the trade in, comes to approximately \$525,000.

If the City agreed to purchase this demo truck instead of refurbishing the existing truck by the end of this year, we would have the ability and time to make all modifications, save some money and reduce turnaround time. This particular demo truck is slated for production and the City would need to issue a letter of intent to purchase to hold it.

I recommend that the City purchase the proposed demo truck as it provides the best and longer value to the City of Isle of Palms.

◆ **Motor Vehicle and Specialized Attached Equipment**

Since the sales tax and use tax are “transaction taxes,” each sale must be reviewed to determine the application of the tax and the maximum tax provisions. For example:

One Transaction: If a truck and a garbage compactor are sold in one transaction as a single unit at the time of the sale (i.e., delivery), the tax due is the lesser of 5% of the gross proceeds of sale or \$300.¹² Local sales and use taxes are not applicable to this maximum tax transaction.

Multiple Transactions: If the truck and garbage compactor are sold in two separate transactions (i.e., two separate sales transactions or a sales transaction in which the compactor is not connected to the truck at the time of the delivery), then the tax due on the truck is the lesser of 5% of the gross proceeds of sale or \$300 (local sales and use taxes are not applicable to this maximum tax transaction) and the tax due on the garbage compactor is 6% of the gross proceeds of sale, plus any applicable local sales and use taxes., since the garbage compactor in this transaction is not a part of a motor vehicle.¹³

◆ **Truck and Firefighting Equipment**

Fire trucks are motor vehicles that qualify for the \$300 maximum tax. In addition, a specific provision of the law allows equipment provided, supplied, or installed on a firefighting vehicle to be included with the vehicle for purposes of calculating the maximum tax due.¹⁴ This does not include individual firefighter’s protective clothing.¹⁵

The following outlines the proper sales or use tax to be imposed upon sales of trucks and firefighting equipment:

1. The sale of a fire truck alone is subject to tax in the amount of 5% of the truck’s sales price or \$300, whichever is less.
2. Sales of firefighting equipment such as ladders, hoses, fire extinguishers, oxygen tanks, and axes (except for protective clothing) are part of the sale of the truck (i.e. the same transaction) if the equipment is installed, provided, or supplied with the vehicle and included in the purchase price at the time of the sale of the vehicle.

¹² South Carolina Technical Advice Memorandum #87-13.

¹³ See also *Anonymous Company v. South Carolina Department of Revenue*, 03-ALJ-17-0435-CC (2004).

¹⁴ South Carolina Code Section 12-36-2120(E). See also South Carolina Revenue Ruling #08-10 and the “General Information” section of this chapter for a definition of the term “motor vehicle.”

¹⁵ See South Carolina Revenue Ruling #08-10.

City of Isle of Palms

FY22 Budgeted Purchase of Fire Engine from Safe Industries

	Safe Industries Amount	FY22 Budget Amount	Difference
Fire Engine price	\$ 525,000		
Add 12/3/20 Safe Industries CO#1 for customization	46,809		
Add 7/13/21 Safe Industries CO#2 for steps, exhaust and switch	1,539		
Less trade-in of old 75' Ladder Truck	(51,500)		
Subtotal Truck	521,848	525,000	3,152
 Add 1/12/21 Quote EST851, for 24 MSA SCBA sets & extra cylinders	286,594	290,000	3,406
Add 1/12/21 Quote EST838 for 2 Tempest Blowers (ventilation fans)	9,200	10,500	1,300
Add 1/12/21 Quote EST836 for rescue extrication stabilizing equip	1,400	-	(1,400)
Add 1/21/21 Quote EST1069 for 1 light tower	16,050	16,500	450
Add 7/6/21 Spartan estimate for extrication tool	13,899	15,000	1,101
Add 7/6/21 Quote EST4447 for 1 Elkhart-Vulcan manual handwheel	2,000	-	(2,000)
Add 7/8/21 Quote EST4508 for (67) 50' fire hoses	14,980	15,000	20
Add 7/9/21 Quote EST4509, for mounting brackets and installation	11,763	-	(11,763)
Add 7/15/21 Quote EST4659 for fairing fabrication (protective shield for light tower) & light tower install	4,438	-	(4,438)
Add 7/15/21 Quote EST4659 for Voyager rear camera system and install	2,535		(2,535)
Add 7/15/21 Quote EST4659 for tank level indicators	999	-	(999)
Less Contingency for equipment & changes	(10,000)		10,000
Subtotal Equipment	353,858	347,000	(6,858)
 Grand Total	\$ 875,706	\$ 872,000	\$ (3,706)

City of Isle of Palms, South Carolina
Official Sealed Bid Opening
RFB 2021-06 Self-Contained Breathing Apparatus for Isle of Palms Fire Department
Council Chambers, City Hall
1207 Palm Boulevard, Isle of Palms

Present: Desiree Fragoso, City Administrator

City Administrator announced the sealed bid opening of the Request for Bids 2021-06 Self-Contained Breathing Apparatus for Isle of Palms Fire Department. The RFB was advertised in accordance with the City's Procurement Code.

Bids:

1. Safe Industries - \$312,306.55
2. Newton's Fire & Safety Equipment, Inc. - \$370,114.39

Administrator Fragoso stated that the bids will be evaluated for accuracy and compliance with the specifications defined in the RFB. A recommendation for award will be made to City Council Ways and Means Committee on Tuesday, August 17, 2021.



Safe Industries

Safe Industries
5031 Highway 153
Easley SC 29642
United States
(864) 845-7175

Quote

Date

1/12/2021

Quote #

EST851

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Bill To

Roger Eagle
Isle of Palms FD
40 J C Long Blvd
Isle of Palms SC 29451
United States

Ship To

Roger Eagle
Isle of Palms FD
40 J C Long Blvd
Isle of Palms SC 29451
United States

Expires		Sales Rep		Terms		Shipping Method	
8/31/2021		Andy McCall				Sales Rep Delivery	
Quantity	Units	Item	Description	Comments	Price	Extended	
24		A-G1FS442 MD2C0LAR	MSA - G1 SCBA SYSTEM PRESSURE - 4500 PSIG CYLINDER CONNECTION - CGA Quick Connect Remote Con HARNESS - Standard w/ Chest Strap CRADLE TYPE - Metal Band LUMBAR TYPE - Adj. Swivel Solid Buckle REGULATOR TYPE - Solid Cover Left Shd. REGULATOR HOSE TYPE - Continuous EMERGENCY BREATHING SUPPORT - None SPEAKER MODULE - Left Chest PASS - PASS Right Shoulder BATTERY TYPE - Rechargeable		4,400.00	105,600.00	
24		10205767	MSA - G1 ExtendAire II System Conversion Kit, UEBSS, 2018 ed.		600.00	14,400.00	
24	Ea	10203941	MSA - Lunar retractable tether		70.00	1,680.00	
26	Ea	10214747	MSA - Lunar battery and single point charger		2,200.00	57,200.00	
6	Ea	10214756	MSA - Lunar Battery		175.00	1,050.00	
62		10175708	MSA - G1 SCBA Cylinders for Quick-Connect, 4500 psig, 45-minute LP2		900.00	55,800.00	
1		10161815	MSA - Small G1 Facepiece with 5PT C-HARN, C-NS and Small Nose Cup		270.00	270.00	
62		10161816	MSA - Medium G1 Facepiece with 5PT C-HARN, C-NS and Medium Nose Cup		270.00	16,740.00	
1		10161817	MSA - Large G1 Facepiece with 5PT C-HARN, C-NS and Large Nose Cup		270.00	270.00	
12	Ea	10148741-S P	MSA - G1 Rechargeable Battery (Charger Not Included)		250.00	3,000.00	
2	Ea	10158385	MSA - G1 Smart Charger, 6 Bank Battery Charger		500.00	1,000.00	



Safe Industries

Safe Industries
5031 Highway 153
Easley SC 29642
United States
(864) 845-7175

Quote

Date	Quote #
1/12/2021	EST851

Page 2 of 2

Quantity	Units	Item	Description	Comments	Price	Extended
2	Ea	10148740-S	MSA - G1 Battery Pack, Alkaline		250.00	500.00
		P				
14	Ea	10156467-S	MSA - G1 Quick-Fill Pouch ONLY, Right		280.00	3,920.00
		P				
10	Ea	10156468	MSA - G1 Pouch & 3' Hose Kit		900.00	9,000.00
5	Ea	10162403	MSA - G1 Quick-Connect Fill Station Adapter (1/4 NPT F, 5000 psig)		350.00	1,750.00
1	Ea	10158407	MSA - G1 RFID Reader/Writer Kit		450.00	450.00
40	Ea	10083875	MSA - Accountability ID Tag, M7		35.00	1,400.00
2		10206313	MSA - G1 RIT System, 4500, FCPC, Regulator, 6-Ft Quick-Fill & ExtendAire II Systems (UEBSS, 2018 ed.), remote gauge, URC, Quick-Connect		3,800.00	7,600.00
2		10156426-S	MSA - Cylinder Assy, G1, RC, 4500 psig, 60min.Pkgd		1,200.00	2,400.00
		P				
2		RBL303	True North - L-3 Lite-Speed RIT Bag Red		270.00	540.00
30		LXFB30-FY	LightningX - SCBA Mask Bag w/ Fleece Lining, 3M Silver Scotchlite Reflective Trim w/ Leather Binding, Maltese Cross & Snap Hook - FLUORESCENT YELLOW		17.00	510.00
30		LXFB30-R	LightningX - SCBA Mask Bag w/ Fleece Lining, Triple Trim Reflective w/ Leather Binding, Maltese Cross & Snap Hook - RED		17.00	510.00
12	Ea	10144231-S	MSA - G1 APR Filter Adapter Assembly, Facepiece		0.00	0.00
		P				
10	Ea	815369	MSA - Advantage Low-Profile P100 Filters 2/PKG		10.50	105.00
2		Equipment	MSA CARE Class - G1 SCBA		0.00	0.00
1	Ea	Apparatus	Apple iPad Pro 11" Space Gray 256GB		899.00	899.00
		Sales				
		Equipment				
					Subtotal	286,594.00
					Shipping Cost (Sales Rep Delivery)	0.00
					Tax Total	25,712.55
					Total	\$312,306.55

Please note quoted prices are subject to change after expiration date. Quoted prices expire 30 days from issue date.



City of Isle of Palms, South Carolina
Official Sealed Bid Opening
RFP 2021-02 Municipal Lease for Fire Engine 1002 Pumper Truck
Council Chambers, City Hall
1207 Palm Boulevard, Isle of Palms

Present: Desiree Fragoso, City Administrator

City Administrator announced the sealed bid opening of the Request for Proposals 2021-02 Municipal Lease for Fire Engine 1002 Pumper Truck. The RFP was advertised in accordance with the City's Procurement Code.

Proposals:

Bank	Truck Amount	Interest Rate	Alternate Amount for Add on Equipment	Interest Rate
1. BB&T	\$525,000	1.60%	\$876,000	1.6%
2. Signature Public Funding Corp.	\$525,000	1.645%	\$876,000	1.645%
3. State Bank	\$525,000	2.590%	\$876,000	2.590%
4. Bank Funding LLC	\$525,000	1.67%	\$876,000	1.67%

Administrator Fragoso stated that the proposals will be evaluated for accuracy and compliance with the specifications defined in the RFP. A recommendation for award will made to City Council Ways and Means Committee on Tuesday, August 17, 2021.

**Branch Banking & Trust Company**

Governmental Finance

5130 Parkway Plaza Boulevard
Charlotte, North Carolina 28217
Phone (704) 954-1700
Fax (704) 954-1799

August 11, 2021

Ms. Desiree Fragoso
City of Isle of Palms, SC
PO Drawer 508
Isle of Palms, SC 29451

Dear Ms. Fragoso:

Truist Bank ("Lender") is pleased to offer this proposal for the financing requested by the City of Isle of Palms, SC ("Borrower").

PROJECT:	E-ONE Typhoon Pumper Engine Truck
AMOUNT:	\$876,000.00
TERM:	9 years
INTEREST RATE:	1.60%
TAX STATUS:	Tax Exempt – Bank Qualified
PAYMENTS:	<u>Interest:</u> Annual; in advance <u>Principal:</u> Annual; in advance
INTEREST RATE CALCULATION:	30/360
SECURITY:	Vehicles and Equipment
PREPAYMENT TERMS:	Prepayable in whole at any time without penalty
RATE EXPIRATION:	September 23, 2021
DOCUMENTATION/ LEGAL REVIEW FEE:	N/A
FUNDING:	Proceeds will be deposited into an account held at Lender pending disbursement unless equipment is delivered prior to closing.

DOCUMENTATION: Lender proposes to use its standard form financing contracts and related documents for this installment financing. We shall provide a sample of those documents to you should Lender be the successful proposer.

The financing documents shall include provisions that will outline appropriate changes to be implemented in the event that this transaction is determined to be taxable or non-bank qualified in accordance with the Internal Revenue Service Code. All documentation must be deemed appropriate by Lender before closing.

REPORTING

REQUIREMENTS: Lender will require financial statements to be delivered within 270 days after the conclusion of each fiscal year-end throughout the term of the financing.

Should we become the successful proposer, we have attached the form of a resolution that your governing board can use to award the financing to Lender. If your board adopts this resolution, then Lender shall not require any further board action prior to closing the transaction.

Lender shall have the right to cancel this offer by notifying the Borrower of its election to do so (whether this offer has previously been accepted by the Borrower) if at any time prior to the closing there is a material adverse change in the Borrower's financial condition, if we discover adverse circumstances of which we are currently unaware, if we are unable to agree on acceptable documentation with the Borrower or if there is a change in law (or proposed change in law) that changes the economic effect of this financing to Lender.

Costs of counsel for the Borrower and any other costs will be the responsibility of the Borrower.

The stated interest rate assumes that the Borrower expects to borrow no more than \$10,000,000 in the current calendar year and that the financing will qualify as qualified tax-exempt financing under the Internal Revenue Code. Lender reserves the right to terminate this bid or to negotiate a mutually acceptable interest rate if the financing is not qualified tax-exempt financing.

We appreciate the opportunity to offer this financing proposal. Please call me at (803) 413-4991 with your questions and comments. We look forward to hearing from you.

Sincerely,

Truist Bank



Andrew G. Smith
Senior Vice President

Resolution Approving Financing Terms

WHEREAS: The City of Isle of Palms, SC ("Borrower") has previously determined to undertake a project for the financing of an E-ONE Typhoon Pumper Engine Truck (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Borrower hereby determines to finance the Project through Truist Bank ("Lender") in accordance with the proposal dated August 11, 2021. The amount financed shall not exceed \$876,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.60%, and the financing term shall not exceed nine (9) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Borrower are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Borrower officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Borrower shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Borrower hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Borrower intends that the adoption of this resolution will be a declaration of the Borrower's official intent to reimburse expenditures for the Project that are to be financed from the proceeds of the Lender financing described above. The Borrower intends that funds that have been advanced, or that may be advanced, from the Borrower's general fund or any other Borrower fund related to the Project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Borrower officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this _____ day of _____, 2021

By: _____

By: _____

Title: _____

Title: _____

SEAL

Isle of Palms , SC - E ONE Typhoon Pumper Engine Truck

Compounding Period: Annual

Nominal Annual Rate: 1.600%

Cash Flow Data - Loans and Payments

	Event	Date	Amount	Number	Period	End Date
1	Loan	08/11/2021	522,000.00	1		
2	Payment	08/11/2021	56,006.82	10	Annual	08/11/2030

TValue Amortization Schedule - Normal, 360 Day Year

	Date	Payment	Interest	Principal	Balance
Loan	08/11/2021				522,000.00
1	08/11/2021	56,006.82	0.00	56,006.82	465,993.18
2022 Totals		56,006.82	0.00	56,006.82	
2	08/11/2022	56,006.82	7,455.89	48,550.93	417,442.25
2023 Totals		56,006.82	7,455.89	48,550.93	
3	08/11/2023	56,006.82	6,679.08	49,327.74	368,114.51
2024 Totals		56,006.82	6,679.08	49,327.74	
4	08/11/2024	56,006.82	5,889.83	50,116.99	317,997.52
2025 Totals		56,006.82	5,889.83	50,116.99	
5	08/11/2025	56,006.82	5,087.96	50,918.86	267,078.66
2026 Totals		56,006.82	5,087.96	50,918.86	
6	08/11/2026	56,006.82	4,273.26	51,733.56	215,345.10
2027 Totals		56,006.82	4,273.26	51,733.56	
7	08/11/2027	56,006.82	3,445.52	52,561.30	162,783.80
2028 Totals		56,006.82	3,445.52	52,561.30	
8	08/11/2028	56,006.82	2,604.54	53,402.28	109,381.52
2029 Totals		56,006.82	2,604.54	53,402.28	
9	08/11/2029	56,006.82	1,750.10	54,256.72	55,124.80
2030 Totals		56,006.82	1,750.10	54,256.72	
10	08/11/2030	56,006.82	882.02	55,124.80	0.00
2031 Totals		56,006.82	882.02	55,124.80	
Grand Totals		560,068.20	38,068.20	522,000.00	

Isle of Palms , SC - E ONE Typhoon Pumper Engine Truck

Compounding Period: Annual

Nominal Annual Rate: 1.600%

Cash Flow Data - Loans and Payments

	Event	Date	Amount	Number	Period	End Date
1	Loan	08/11/2021	876,000.00	1		
2	Payment	08/11/2021	93,988.45	10	Annual	08/11/2030

TValue Amortization Schedule - Normal, 360 Day Year

	Date	Payment	Interest	Principal	Balance
Loan	08/11/2021				876,000.00
1	08/11/2021	93,988.45	0.00	93,988.45	782,011.55
2022 Totals		93,988.45	0.00	93,988.45	
2	08/11/2022	93,988.45	12,512.18	81,476.27	700,535.28
2023 Totals		93,988.45	12,512.18	81,476.27	
3	08/11/2023	93,988.45	11,208.56	82,779.89	617,755.39
2024 Totals		93,988.45	11,208.56	82,779.89	
4	08/11/2024	93,988.45	9,884.09	84,104.36	533,651.03
2025 Totals		93,988.45	9,884.09	84,104.36	
5	08/11/2025	93,988.45	8,538.42	85,450.03	448,201.00
2026 Totals		93,988.45	8,538.42	85,450.03	
6	08/11/2026	93,988.45	7,171.22	86,817.23	361,383.77
2027 Totals		93,988.45	7,171.22	86,817.23	
7	08/11/2027	93,988.45	5,782.14	88,206.31	273,177.46
2028 Totals		93,988.45	5,782.14	88,206.31	
8	08/11/2028	93,988.45	4,370.84	89,617.61	183,559.85
2029 Totals		93,988.45	4,370.84	89,617.61	
9	08/11/2029	93,988.45	2,936.96	91,051.49	92,508.36
2030 Totals		93,988.45	2,936.96	91,051.49	
10	08/11/2030	93,988.45	1,480.09	92,508.36	0.00
2031 Totals		93,988.45	1,480.09	92,508.36	
Grand Totals		939,884.50	63,884.50	876,000.00	

City of Isle of Palms, South Carolina
Request for Proposals 2021-05
Phase 4 Drainage- Island-Wide Drainage Master Plan

In compliance with the City's Procurement Ordinance, the City of Isle of Palms, South Carolina is seeking proposals and probable costs for a comprehensive drainage master plan to steer policy and funding decisions for the foreseeable future. The plan will include developing: a series of conceptual designs to serve the last 600 acres that have not been recently studied, a schedule and budget to complete construction for these last 600 acres; a schedule, budget and process for maintaining the existing and proposed drainage infrastructure (1200 acres); a review of existing development standards and recommendations to ensure future development does not overwhelm the drainage system. The request will be bid and awarded pursuant to the City's procurement ordinance. The City reserves the right to reject all proposals and to waive irregularities.

Proposals should be submitted to the following:

Douglas Kerr, Director of Building and Planning City of Isle of Palms
1207 Palm Boulevard, Post Office Box 508
Isle of Palms, South Carolina 29451

Mandatory Meeting for Proposers: The City will hold a mandatory meeting for all firms submitting proposals at **2:00 p.m. Eastern Time, on Wednesday, April 28th, 2021 in City Hall Conference Chambers, 1207 Palm Boulevard, Isle of Palms, SC 29451.**

Deadline for Questions: The deadline for questions is **5:00 p.m. Eastern Time, April 30th, 2021**. Proposers should send questions regarding this Request for Proposals to Douglas Kerr, Director of Building and Planning, in writing or email to dkerr@iop.net. Questions received before this deadline will be answered via addendum posted on the City's website at <http://www.iop.net/requests-for-bids-proposals>. Questions received after this deadline will not be answered. If an addendum is issued, Proposers must acknowledge receipt of the addendum with their proposal.

Deadline for Submissions: The deadline for submission is **2:00 p.m. Eastern Time, May 15th, 2021**. Submissions must be received at 1207 Palm Boulevard, Isle of Palms, South Carolina 29451 in a sealed envelope, where they will be opened and acknowledged. Sealed envelopes must be clearly marked "**Phase 4 Drainage- Island-Wide Drainage Master Plan**" and include one (1) hard copy and one (1) electronic copy saved to a USB flash drive. The City accepts no responsibility for electronic submissions, and it will be the responsibility of the Proposers to verify receipt by the City.

Proposals may be delivered by hand or by mail, but no proposal shall be considered which is not actually received by the City at the place, date and time appointed by the City and the City shall not be responsible for any failure, misdirection, delay or error resulting from the selection by any Proposer of any means of delivery of bids.

All proposals submitted shall include a current e-mail address. Once selection is complete, Notice of Award shall be posted on the City's website. Notice of Award and notices of non-award, shall be sent to all Proposers via e-mail.

Proprietary and/or Confidential Information: Your proposal is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your proposal. All information that is to be treated as confidential and/or proprietary must be CLEARLY identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as CONFIDENTIAL, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. All information not so denoted and identified will be subject to disclosure by the City.

Proposers acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the Proposer or any member of the Proposer's organization as a result of, or arising out of, submitting a proposal, negotiating changes to such proposal, or due to the City's acceptance or non-acceptance of the proposal or the rejection of any and all proposals. Proposers are responsible for submission of accurate, adequate and clear descriptions of the information requested. Neither issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of Isle of Palms will commit the City to award a contract to any Proposer even if all the requirements in the RFP have been met.

Proposers must have or be able to procure an Isle of Palms Business License.

Background

The drainage system within the City of Isle of Palms (City) evolved over time and was primarily installed in the 1960's by the Beach Company or the South Carolina Department of Transportation (SCDOT) as roads and neighborhoods were developed on the island. The system is compromised by a mix of open ditches and closed pipe systems and the system is owned and maintained by a mix of the City, Charleston County (County), and the SCDOT. Each entity has their own protocol for maintenance and the maintenance efforts are not always coordinated. Some portions of the island still have no drainage infrastructure.

Additionally, the most problematic portions of the island's drainage system have been upgraded in the past ten years, but a large section of about 600 acres of the island between 30th Avenue and Breach Inlet has not been upgraded and is underperforming. During heavy rain events and extreme high tides, certain roads on the island are impassable, non-elevated houses are inundated, septic systems are compromised, and standing water is left in an unsanitary condition. Almost all the island's drainage systems are tidally influenced and during high tides, much of the drainage system is full and has little to no capacity to handle any rainwater.

The City currently has an annual maintenance agreement with a contractor to cut vegetation twice annually on all City ditches and remove silt by jetting all City maintained ditches every three years. This practice includes some, but not all, of the SCDOT systems. This schedule is attached as an exhibit to this request.

Charleston County handles all aspects of the NPDES program for the City and has provided the City with an inventory of the existing stormwater infrastructure, which is attached as an exhibit to this request.

Objectives

There are two primary objectives of this master plan. The first is to provide conceptual construction plans for the remaining 600 acres that have not been address by recent projects. This plan is not intended to provide construction level documentation, but rather a concept, opinion of cost and strategy to complete the work. The second objective is to provide a maintenance plan for the entire system the City controls, which is about 1200 acres. This plan will be used by the City to plan the funding and sequencing of projects that will ultimately lead to all parts of the City having adequate drainage infrastructure and the system being adequately maintained.

The chosen firm will be expected to identify problematic areas through any necessary measures, including but not limited to meeting with staff, analyzing existing conditions, modeling and any other method deemed useful.

The chosen firm will be expected to analyze the current development standards and determine if the current standards are potentially contributing to stormwater problems and make recommendations of new standards, if warranted.

The work included in the master plan should be conceived to achieve the following goals:

- Be designed to ensure that any stormwater that sheds from a developable property onto public property on the island is managed either by leading the water into a collection or conveyance system as to not be a nuisance.
- Be designed to anticipate a reasonable expectation of sea level rise.
- Be designed to anticipate a reasonable expectation of increase in impervious surfacing on the island.
- Be designed to anticipate a high level of soil saturation before storms.
- The design should be to a level that would have kept flood waters associated with Hurricane Joaquin from damaging houses.

Scope of Work

1. For the 600 acres of new work, the chosen firm will be expected to collect data and field information (including limited survey data) on the existing system. The City has a stormwater inventory that was created by Charleston County that is attached to this RFP as an exhibit.
2. For the 600 acres of new work, the chosen firm will be expected to identify the areas where no infrastructure or minimal infrastructure is causing standing water or other drainage problems on a regular basis.
3. For the 600 acres of new work, the chosen firm will be expected to collect and analyze whatever information or data is necessary to fully understand the quantity of stormwater each basin will handle. This will include collection and analyzing topographical data (including some limited surveying), prior construction work, prior maintenance work, anticipating future infrastructure improvements or any other information necessary to identify problem areas and the necessary improvements within these drainage basins.

4. For the 600 acres of new work, the chosen firm will need to produce limited survey data on the depths, size and location of all ditches, underground infrastructure and drainage structures within the drainage basins.
5. Once the background data has been gathered and analyzed for the 600 acres of new work, the chosen firm will be expected to provide the City with several conceptual project alternatives, including cost, of different flood recurrence intervals including 10-year, 100-year storm and 500-year storm and different levels of stormwater velocity within the system. The expectation is that the chosen design would be to a level that would have kept flood waters associated with Hurricane Joaquin from damaging houses within the associated drainage basins.
6. For the 600 acres of new work, the chosen firm must provide a list of key performance indicators and the expected performance of the chosen design. The firm must provide two examples of performance and an estimate of associated cost with each level to help the City choose the right level of performance to fund.
7. For the 600 acres of new work, the chosen firm will be expected to identify all of the necessary permits through all applicable agencies including OCRM, US Army Corps of Engineers, Charleston County, SCDOT, and the City.
8. For the 600 acres of new work, the chosen firm will be expected to provide budget estimates of the chosen design to assist the City in assembling adequate funding to complete the improvement.
9. For the 600 acres of new work, the chosen firm will be expected to advise the City on whether the work could be prioritized to identify immediate smaller projects that could provide stormwater relief in the near term, while the City works to assemble the funding for costlier long-term improvements.
10. For the entire 1200 acres the City manages, the chosen firm will be expected to review all recent projects including Phase I, which was a new system in the neighbors bound by 57th and 53rd Avenues; Phase II, which was a new system in the neighborhood bound by 52nd and 44th Avenues; Forest Trail drainage basin capacity study and internal projects which are currently under construction, Phase III, which is being designed now and anticipated to begin construction in the fall of 2021 and will improve the outfalls at 30th Avenue, Forest Trails and 41st Avenue; and the concept of elevating the Waterway Boulevard multiuse path.
11. For the entire 1200 acres the City manages, the chosen firm will be expected to review the isolated areas that continue to have flooding problems and develop a priority list of projects to be undertaken in the future.
12. For the entire 1200 acres the City manages, the chosen firm will be expected to review the City's current maintenance practices and schedules and present alternate methods that could provide improvements to the drainage system function, the efficiency of maintenance and expenses.
13. For the entire 1200 acres the City manages, the chosen firm will be expected to identify an optimum maintenance schedule that the City can reasonably afford and will keep the system functioning at an acceptable level.

14. For the entire 1200 acres the City manages, the chosen firm will be expected to analyze the development regulations to determine whether the future development should be modified to not strain the stormwater system.

Qualifications

The firm and their team will demonstrate a minimum of five years of experience in the following disciplines:

- Land surveying
- Regulatory Permitting
- Civil engineering and designing
- Construction cost estimating
- Hydrology

The firms must provide at least three examples of projects of similar scale and complexity along with contact information associated with each project.

Depending on the performance of the chosen firm on this project, the City may elect to extend the contract to include future tasks associated with the associated drainage systems.

Proposal Format:

The proposal format requirements were developed to aid Proposers in their proposal development. These directions apply to all proposals submitted. The purpose of the proposal is to demonstrate the technical capabilities, professional proposals, past project experiences, and knowledge within this industry. Proposer's proposal must address all the points outlined herein as required, in the following order:

A. Transmittal Letter: A transmittal letter must be submitted with a Proposer's proposal which shall include:

1. The RFP subject, RFP number, and Scope(s) of Work in which Proposer is submitting.
2. Name of the firm responding, including mailing address, e-mail address, telephone number, and name of contact person.
3. The name of the person or persons authorized to make representations on behalf of the Proposer, binding the firm to a contract.
4. Prepare an executive summary stating the Proposer's understanding of the project, familiarity of the outfall sites, design approach and opinion why the Proposer's firm should be chosen. Include any general information the Proposer wishes the City to consider about the proposal.

B. Firm's Work History and References:

Provide a brief description of any relevant large-scale drainage system redesign projects, or similar drainage projects of comparable size and complexity for which the Proposer provided services within the past five (5) years. Limit information to no more than five (5) projects. All such descriptions should include:

1. Project location
2. Redesign of existing system and/or design of new system
3. Description of original project budget versus actual cost.
4. Name and contact information for a reference with knowledge of the Proposer's work on the specified project.

C. Project Team:

1. The proposal should clearly outline the background and experience of the Project Team. The Project Team will include any of the Proposer's staff who will be assigned to the project. If possible, include a one-page summary CV of each member. Understand that once the City issues a contract, no change in personnel assigned to the project will be permitted without prior written approval from the designated City representative.
2. Provide the following information for each proposed team member where applicable:
 - i. Name
 - ii. Job title for this project
 - iii. Professional Discipline
 - iv. South Carolina license number
 - v. Specific duties assigned on this project
 - vi. Recent experience with related drainage projects

D. Sub-Consultants/Contractors:

Provide the Firm(s) and if possible, the names and proposals of all subconsultants that will be part of the Proposer's Team and identify the specific work the sub-consultant will perform. Once the City issues a contract, no change in sub-consultants assigned to the project will be permitted without prior written approval from the City.

E. Price Quote for Each Scope of Work:

Prior to entering into an agreement, but after the proposals are evaluated, the chosen firm will be requested to provide a price for each itemized project in the Scope of Work section of this request.

Proposal Evaluation Criteria:

The City will evaluate proposals based on the factors outlined within this RFP and the City's procurement ordinance, which shall be applied to all eligible, responsive proposals in selecting the successful firm. The City reserves the right to disqualify any proposal from a Proposer it deems as non-responsive and/or non-responsible. The City reserves the right to make such investigations of the proposals of the Proposer as it deems appropriate.

Award of any contract may be made without discussion with Proposers after proposals are received. The City reserves the right to cease contract negotiations if it is determined that the Proposer cannot perform the services specified in their response.

Recommendation of award for contract will be made based not only on price, which is an important factor, but also on quality of proposal, qualifications, experience, technical expertise, references and ability to execute the work. After careful evaluation, and a series of interviews, the Planning Commission will make a recommendation to City Council for award of a contract.

SHEET INDEX

SHEET NO.	DESCRIPTION	SHEET TOTALS
1	TITLE SHEET	1
2	MAP INDEX SHEET	1
3 - 16	PLAN SHEETS	14
TOTAL 16		

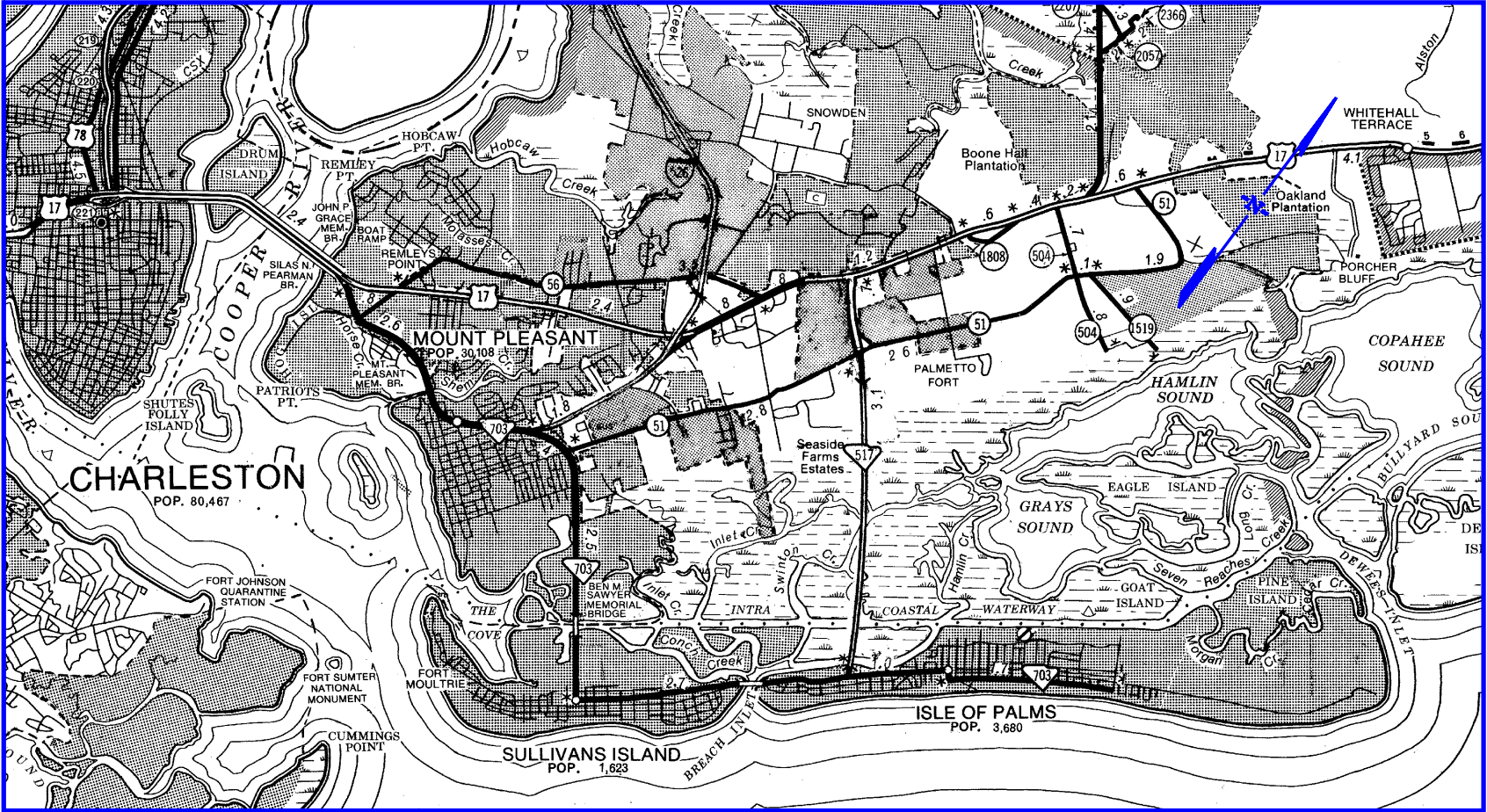
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3	SC	CHARLESTON				1

CHARLESTON COUNTY DEPARTMENT OF PUBLIC WORKS



CHARLESTON
COUNTY
SOUTH CAROLINA

DRAINAGE INVENTORY PLAN
CITY OF ISLE OF PALMS
CHARLESTON COUNTY

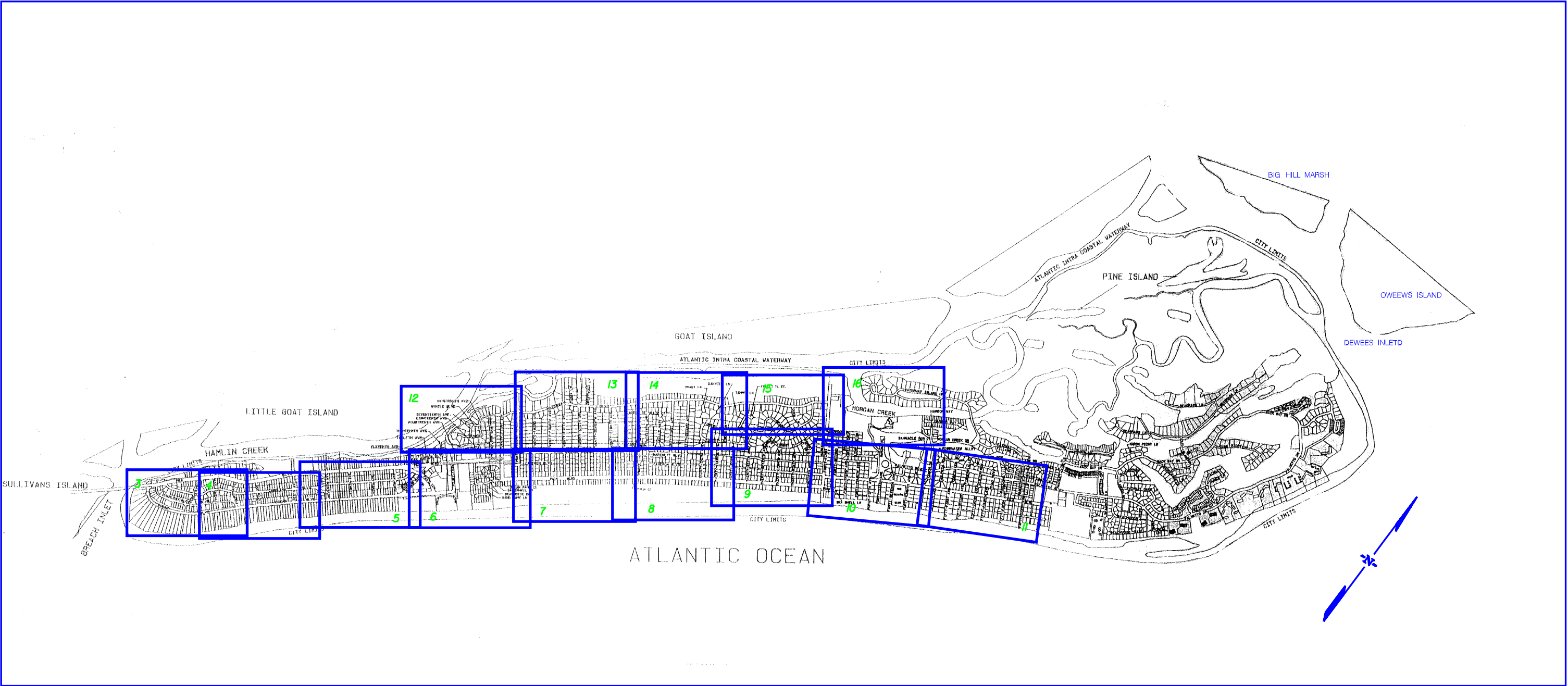


LAYOUT
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REV. NO.	BY	DATE	DESCRIPTION OF REVISION	

MAP INDEX



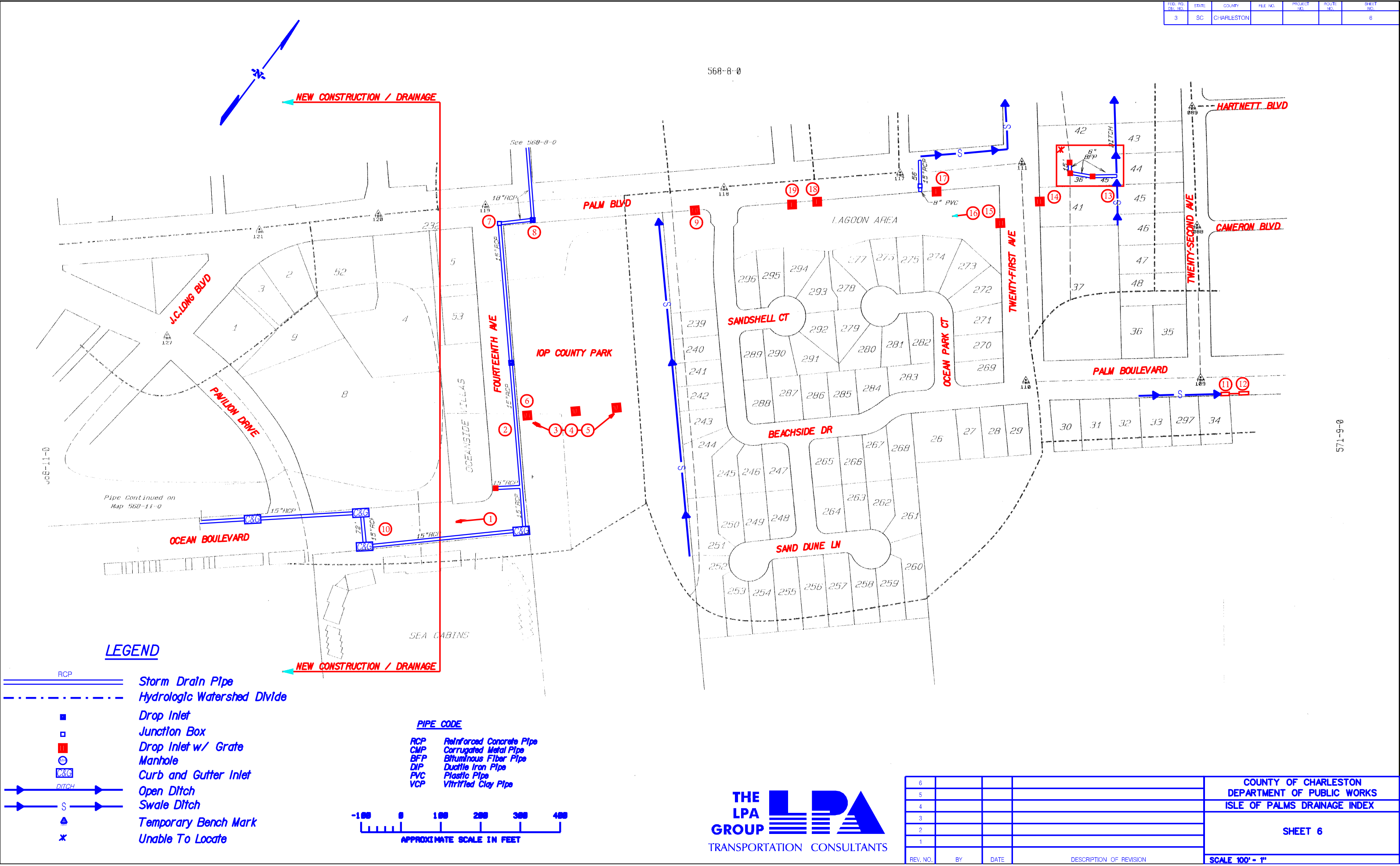
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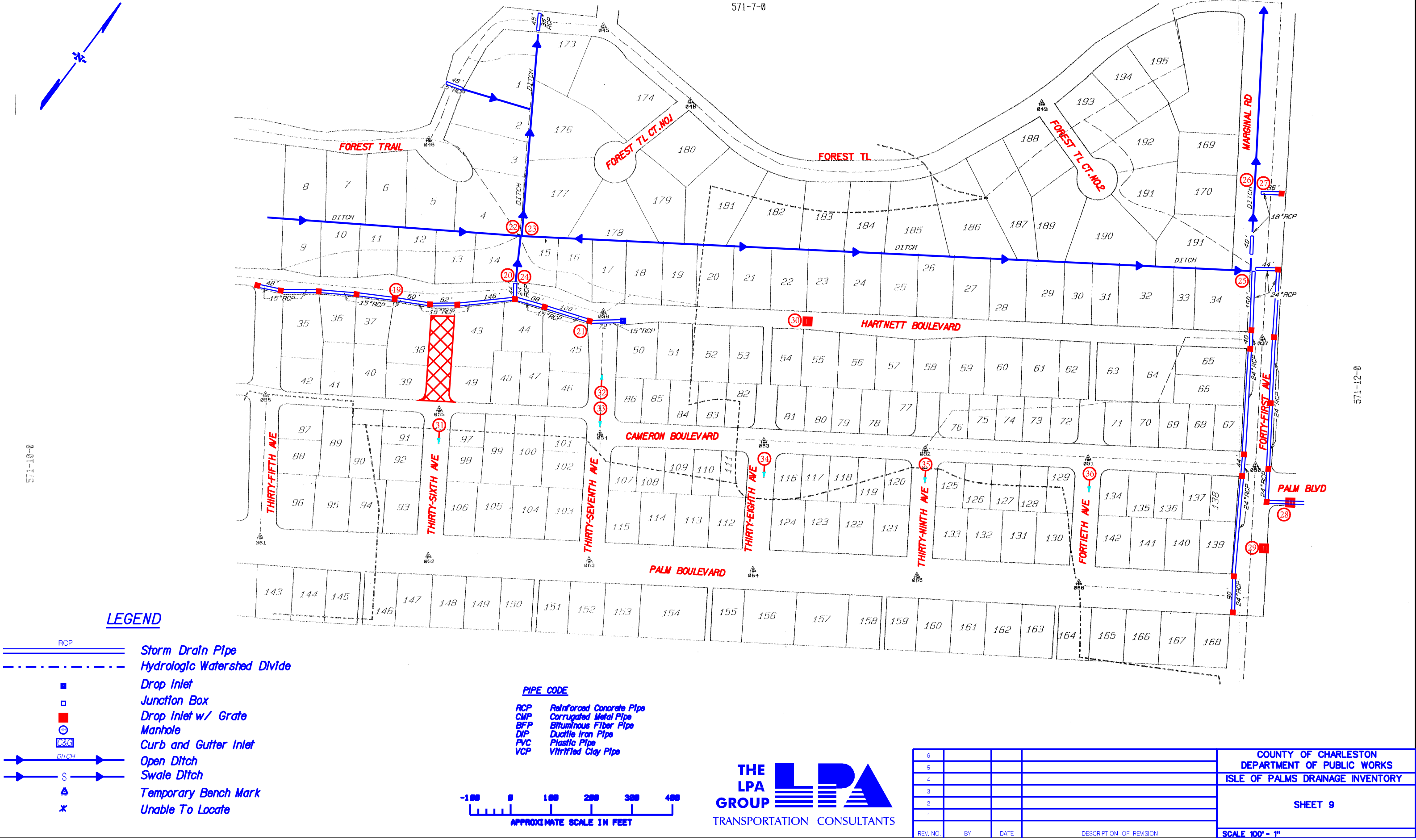
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NEED PIPE SIZE,LENGTH OF PIPES,AND DIRECTION OF FLOW.

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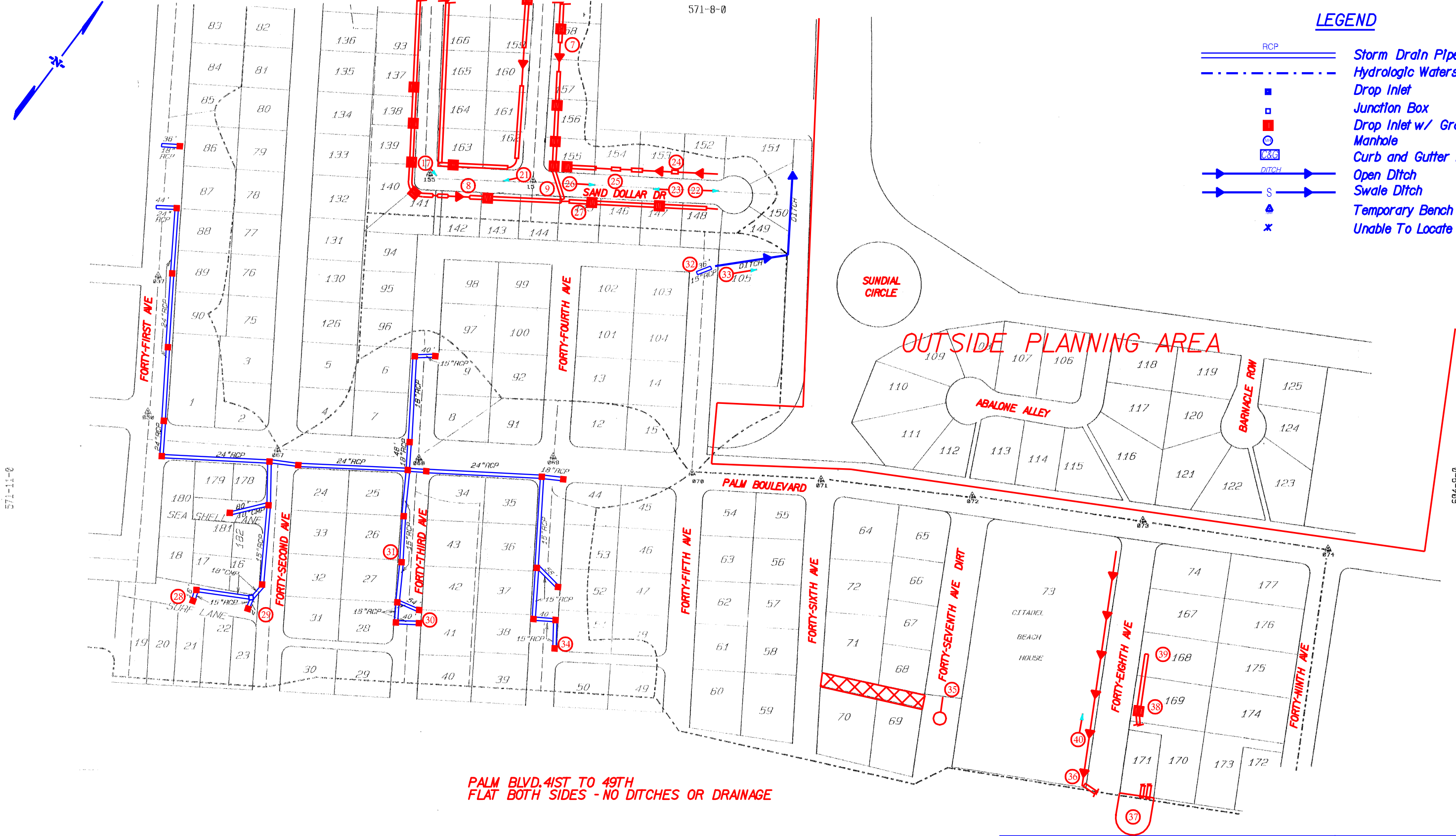
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FED. RD. DIST. NO.	STATE	COUNTY	FILE NO.	PROJECT NO.	ROUTE NO.	SHEET NO.
3	SC	CHARLESTON				10

LEGEND

- RCP Storm Drain Pipe
- Hydrologic Watershed Divide
- Drop Inlet
- Junction Box
- Drop Inlet w/ Grate
- Manhole
- Curb and Gutter Inlet
- Open Ditch
- Swale Ditch
- Temporary Bench Mark
- Unable To Locate



PIPE CODE

- RCP Reinforced Concrete Pipe
- CMP Corrugated Metal Pipe
- BFP Bituminous Fiber Pipe
- DIP Ductile Iron Pipe
- PVC Plastic Pipe
- VCP Vitrified Clay Pipe



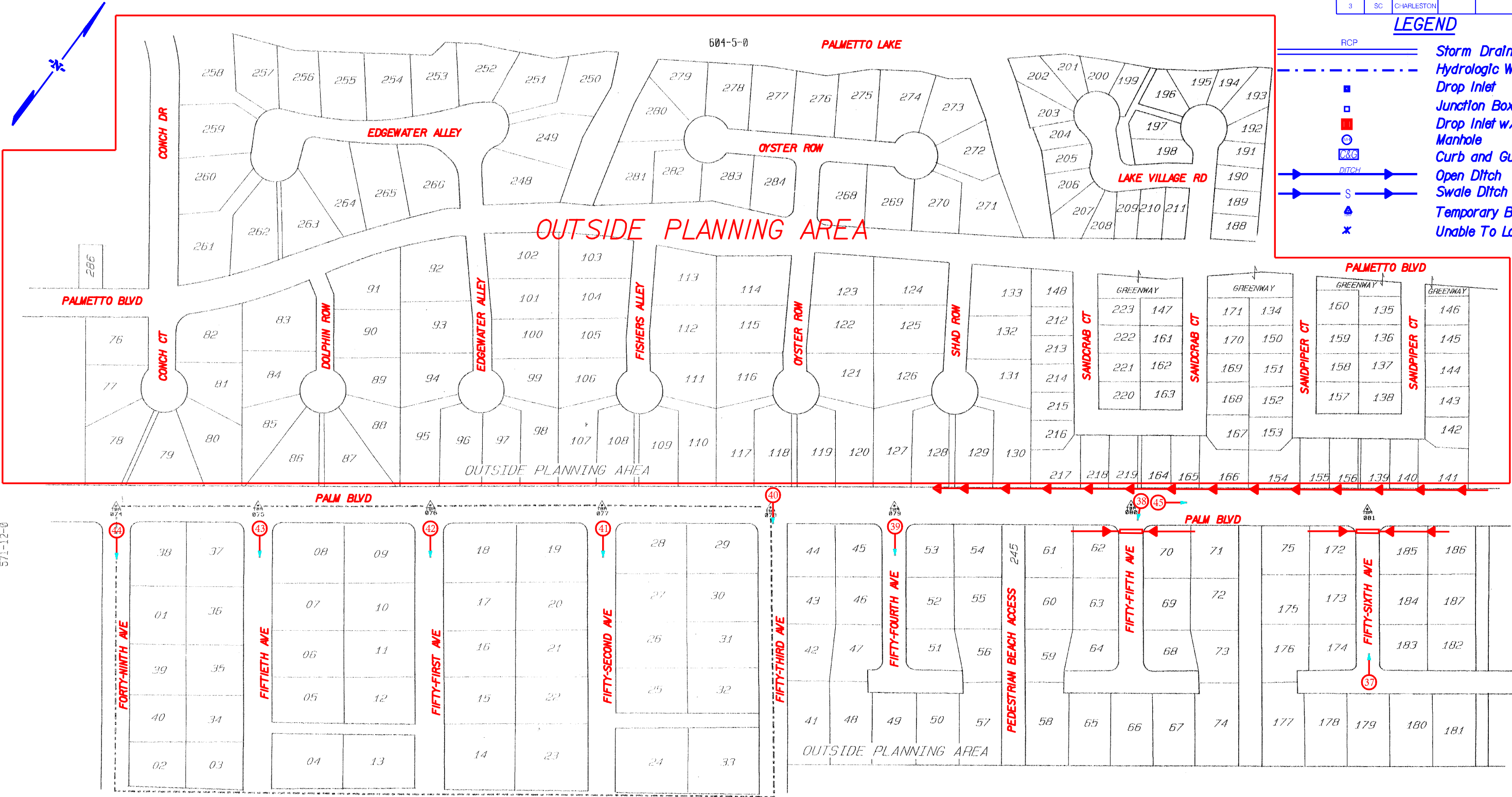
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DEPARTMENT OF PUBLIC WORKS
ISLE OF PALMS DRAINAGE INVENTORY
SHEET 10
SCALE 100' = 1"

FED. RD. DIST. NO.	STATE	COUNTY	FILE NO.	PROJECT NO.	ROUTE NO.	SHEET NO.
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LEGEND

	RCP	Storm Drain Pipe
		Hydrologic Watershed Divide
		Drop Inlet
		Junction Box
		Drop Inlet w/ Grate
		Manhole
		Curb and Gutter Inlet
		Open Ditch
		Swale Ditch
		Temporary Bench Mark
		Unable To Locate



PIPE CODE

RCP	Reinforced Concrete Pipe
CMP	Corrugated Metal Pipe
BFP	Bituminous Fiber Pipe
DIP	Ductile Iron Pipe
PVC	Plastic Pipe
VCP	Vitrified Clay Pipe

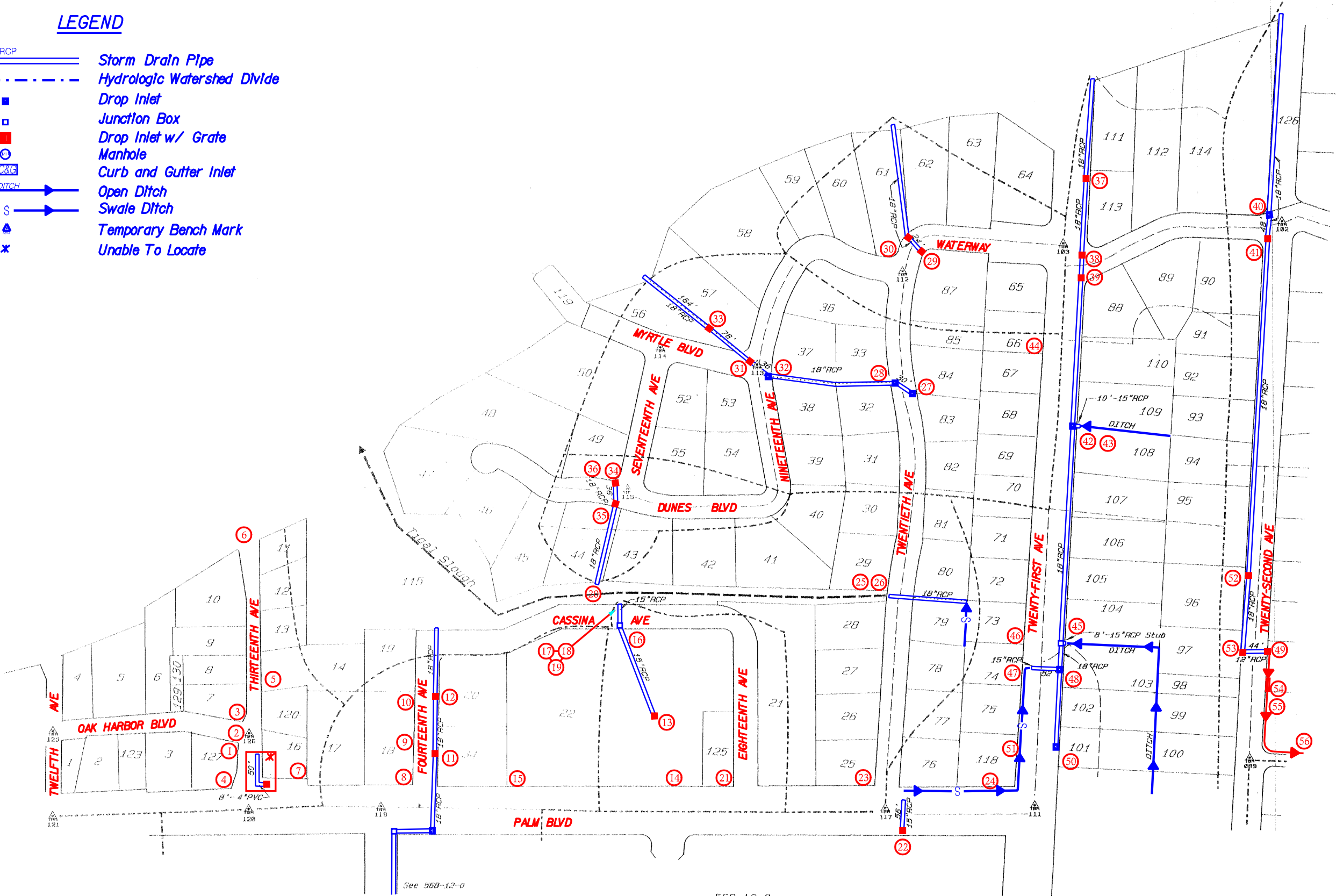


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REV. NO.	BY	DATE	DESCRIPTION OF REVISION

COUNTY OF CHARLESTON DEPARTMENT OF PUBLIC WORKS ISLE OF PALMS DRAINAGE INVENTORY
SHEET 11
SCALE 100' = 1"

LEGEND

	Storm Drain Pipe
	Hydrologic Watershed Divide
	Drop Inlet
	Junction Box
	Drop Inlet w/ Grate
	Manhole
	Curb and Gutter Inlet
	Open Ditch
	Swale Ditch
	Temporary Bench Mark
	Unable To Locate



PIPE CODE

RCP	Reinforced Concrete Pipe
CMP	Corrugated Metal Pipe
BFP	Bituminous Fiber Pipe
DIP	Ductile Iron Pipe
PVC	Plastic Pipe
VCP	Vitrified Clay Pipe



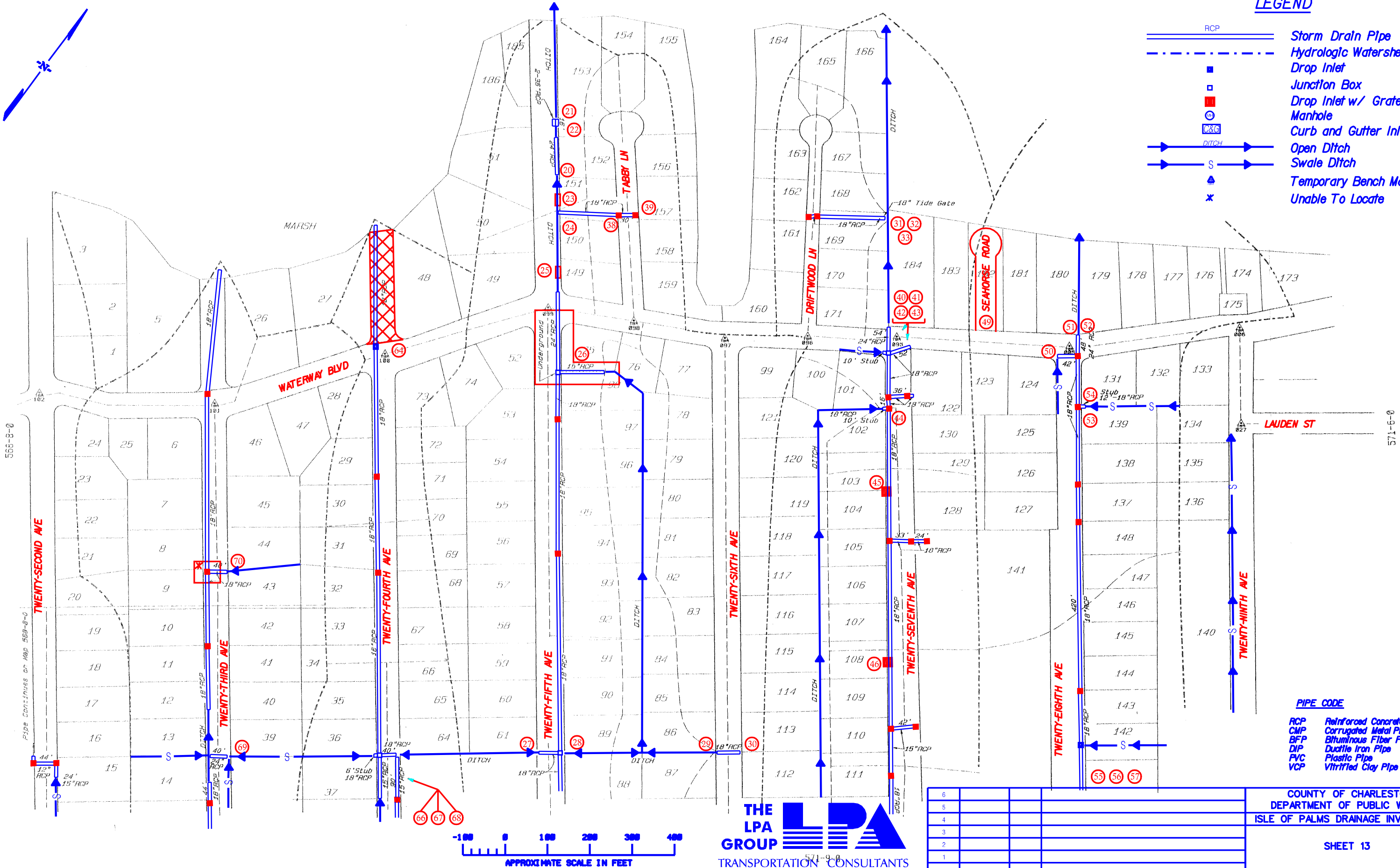
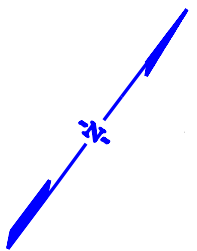
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COUNTY OF CHARLESTON DEPARTMENT OF PUBLIC WORKS ISLE OF PALMS DRAINAGE INVENTORY
SHEET 12
SCALE 100' = 1"

FED. RD. DIST. NO.	STATE	COUNTY	FILE NO.	PROJECT NO.	ROUTE NO.	SHEET NO.
3	SC	CHARLESTON				13

LEGEND

- RCP Storm Drain Pipe
- Hydrologic Watershed Divide
- Drop Inlet
- Junction Box
- Drop Inlet w/ Grate
- Manhole
- Curb and Gutter Inlet
- Open Ditch
- Swale Ditch
- Temporary Bench Mark
- Unable To Locate



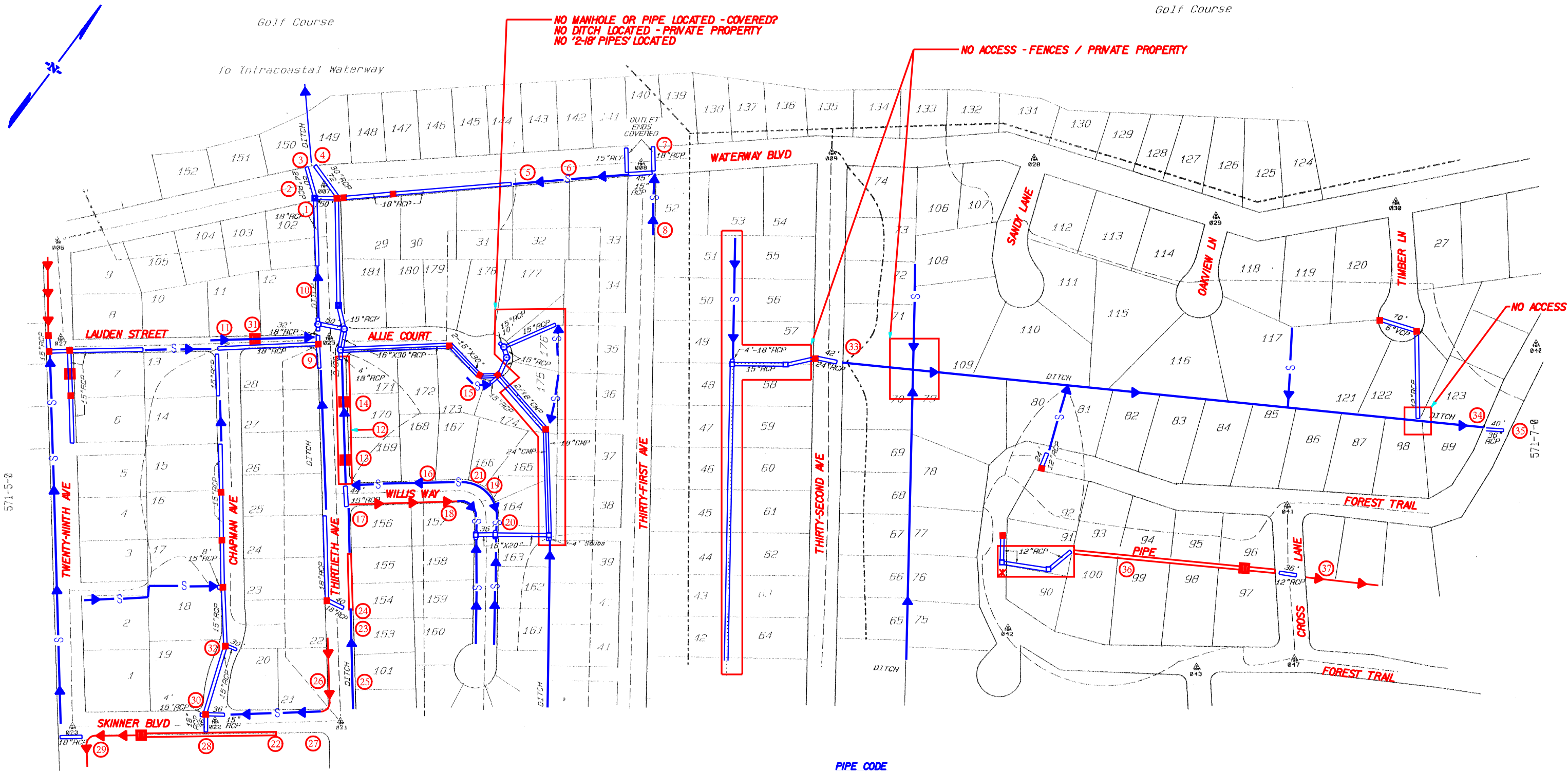
PIPE CODE

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- CMP Corrugated Metal Pipe
- BFP Bituminous Fiber Pipe
- DIP Ductile Iron Pipe
- PVC Plastic Pipe
- VCP Vitrified Clay Pipe



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REV. NO.	BY	DATE	DESCRIPTION OF REVISION

COUNTY OF CHARLESTON
DEPARTMENT OF PUBLIC WORKS
ISLE OF PALMS DRAINAGE INVENTORY
SHEET 13
SCALE 100' = 1"



LEGEND

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|--|-------|-----------------------------|
| | RCP | Storm Drain Pipe |
| | | Hydrologic Watershed Divide |
| | | Drop Inlet |
| | | Junction Box |
| | | Drop Inlet w/ Grate |
| | | Manhole |
| | | Curb and Gutter Inlet |
| | DITCH | Open Ditch |
| | S | Swale Ditch |
| | | Temporary Bench Mark |
| | | Unable To Locate |

PIPE CODE

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|-----|--------------------------|
| RCP | Reinforced Concrete Pipe |
| CMP | Corrugated Metal Pipe |
| BFP | Bituminous Fiber Pipe |
| DIP | Ductile Iron Pipe |
| PVC | Plastic Pipe |
| VCP | Vitrified Clay Pipe |



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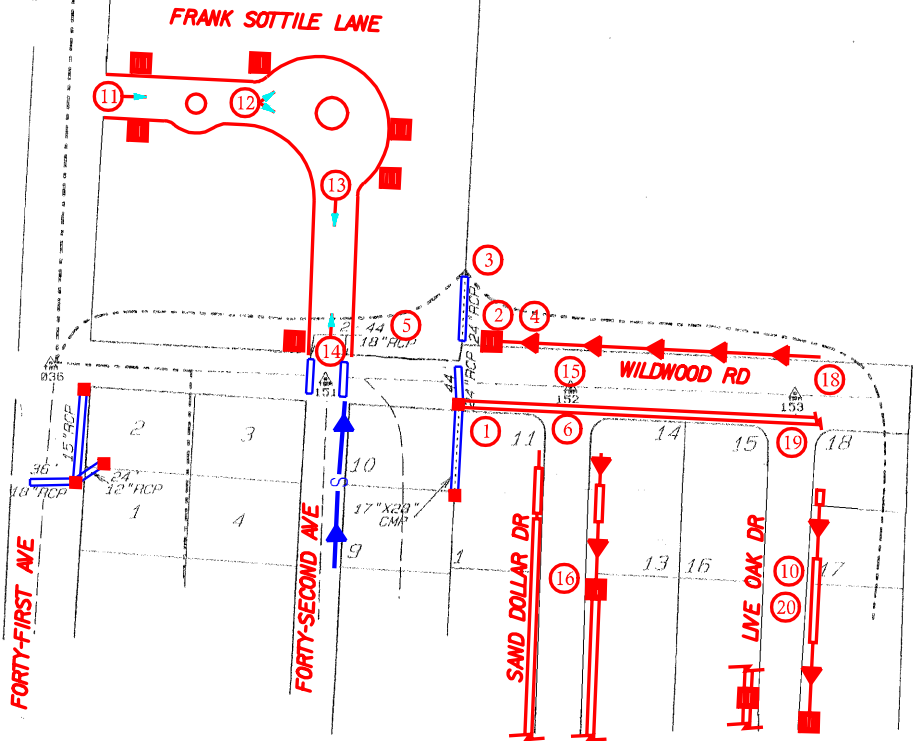
COUNTY OF CHARLESTON DEPARTMENT OF PUBLIC WORKS ISLE OF PALMS DRAINAGE INVENTORY
SHEET 14
SCALE 100' = 1"

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3	SC	CHARLESTON				16

LEGEND

- RCP Storm Drain Pipe
- Hydrologic Watershed Divide
- Drop Inlet
- Junction Box
- Drop Inlet w/ Grate
- Manhole
- Curb and Gutter Inlet
- Open Ditch
- Swale Ditch
- Temporary Bench Mark
- Unable To Locate

AREA NOT COVERED BY SURVEY



PIPE CODE

- RCP Reinforced Concrete Pipe
- CMP Corrugated Metal Pipe
- BFP Bituminous Fiber Pipe
- DIP Ductile Iron Pipe
- PVC Plastic Pipe
- VCP Vitrified Clay Pipe



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STATE OF SOUTH CAROLINA)
)
COUNTY OF CHARLESTON)

AGREEMENT FOR PHASE 4 DRAINAGE
ISLAND-WIDE DRAINAGE MASTER PLAN

THIS AGREEMENT is made and entered into this ____ day of _____, ____, by and between the City of Isle of Palms, S.C. (“City”) and _____. (“Engineer”). WHEREAS, City desires to engage the services of Engineer to provide certain professional surveying, engineering and design services for the Island-Wide Drainage Master Plan (the “Project”); and

WHEREAS, Engineer agrees to perform the services pursuant to the terms and conditions hereinafter set forth.

THEREFORE, in consideration of the mutual covenants and promises set forth herein, City and Engineer agree as follows:

1. Scope of Services.

A. Engineer agrees to provide all labor, equipment, tools, materials, supplies, and incidentals which are required to perform all services for the Project, [including _____], pursuant to the proposal submitted by Engineer to City dated _____ (the "Proposal"), copies of which are attached hereto as "Exhibit I" and made a part of this Agreement by reference thereto. In the event of a conflict between any provision contained in the Proposal and any provision contained in this Agreement, the terms of this Agreement shall control.

B. In providing services under this Agreement, the Consultant shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. Upon notice to the Consultant and by mutual agreement between the parties, the Consultant will, without additional compensation, correct those services not meeting such a standard. Engineer agrees to comply with all applicable federal, state and local laws, rules and regulations regarding all services performed by Engineer pursuant to this Agreement.

2. Contract Price. For all services to be performed by Engineer on the Project, City agrees to pay to Engineer the sum of _____Dollars, payable as set forth in Exhibit I.

2(a). Retainer. Consultant will be paid the final six (6%) percent of the contracted amount listed in section 2 upon the presentation and acceptance of recommendations to City Council.

3. Time of Performance. Engineer understands the time sensitivity of the Project and agrees to complete the services on the Project in a timely manner in accordance with the Project schedule set forth in Exhibit I. Provided, however, that if performance by the Engineer is delayed for reasons or causes beyond the control of Engineer (including but not limited to, acts of God, weather conditions, site conditions, labor or material shortages, delays caused by City, and casualty losses) the Project completion date shall be extended accordingly. However, Engineer agrees that the work shall be satisfactorily completed no later than five (5) months from the commencement of the work.

4. Change Orders. The City has the right to require alterations or changes

(“Change Orders”) to the Project and in such case Engineer agrees to make such alterations or changes; provided, however, that the details and additional cost or credit of such Change Order must be agreed to by the City and Engineer in writing prior to the commencement of the Change Order.

5. Permits, Fees and Licenses. Engineer agrees to apply for, obtain and pay for all governmental permits, fees and licenses necessary for the Engineer’s performance and completion of the services under the Project (including, but not limited to, a City business license). This does not include Permit fees required for permitting.

6. Indemnification and Insurance.

A. Engineer agrees to hold harmless and indemnify City and its officers, agents and employees from and against any loss or damage, including all reasonable attorney’s fees and expenses, incurred as a result of any and all claims, demands, causes of action, suits, judgments, fines or penalties (including but not limited to all fees and expenses incurred as a result of death or injury to persons or for loss of or damage to property) caused by Engineer’s performance of the services under this Agreement. In the event of any such claims made or suits filed, City agrees to give Engineer written notice thereof, and Engineer shall have the right to defend or settle the same to the extent of its interests hereunder.

B. Engineer shall procure, and maintain in effect during the term of this Agreement, insurance coverage in amounts and on terms not less than set forth below:

1) General Liability: Comprehensive general liability insurance Coverage on the services under the Project in an amount not less than \$1,000,000.00 per person, \$2,000,000.00 per claim, and \$250,000.00 per claim for property damage;

2) Automobile Liability: Automobile liability insurance for bodily

injury, including death, and property damage in the amount of \$1,000,000.00 each occurrence;

3) Professional Liability: Professional liability insurance for damages incurred by reason of any negligent act, error or omission committed or alleged to have been committed by Engineer in the amount of \$1,000,000.00 per claim and in the aggregate; and

4) Workers' Compensation: Engineer agrees to maintain workers' compensation coverage on its employees as required by the State of South Carolina workers' compensation laws.

All insurance coverage required hereunder shall be with companies approved in advance by City, who shall be named as an additional insured on all such policies. Proof of such insurance shall be provided to City prior to commencement of any work by Engineer. Each policy shall contain a requirement that, in the event of change or cancellation, 30 days' prior written notice must be given to City.

C. Engineer agrees that any subcontracts for this Project shall be approved in advance in writing by City; shall provide that City is an intended third-party beneficiary of the subcontract; shall require that all subcontractor work be performed in accordance with the requirements of this Agreement, including all indemnification and insurance requirements set forth in this Section 6; and shall provide that City is named as an additional insured on all such insurance policies. Proof of subcontractor's insurance shall be provided to City prior to commencement of any work by subcontractor.

7. Breach. In the event that either party breaches any provision of this Agreement, and the same continues for a period of seven (7) days after receipt of written notice thereof, then the non-breaching party may exercise any and all remedies at law or in equity regarding the

breach of this Agreement. Without prejudice to any other rights or remedies available for the said breach, the non-breaching party may terminate this Agreement and cease further performance under this Agreement.

8. Site Investigation. Engineer acknowledges that Engineer has inspected the service areas and has determined the nature of the work and the difficulties and facilities attending performance of the work, and all other matters which Engineer contemplates may in any way affect the work under this Agreement.

9. Notices. All notices, consents, and approvals required by any provision of this Agreement shall be in writing and shall be deemed to be properly given and received when personally delivered to the representatives of each party or when deposited in the United States mail, registered or certified, with return receipt requested, postage prepaid, and addressed to:

City of Isle of Palms:

Representative: Desirée Fragoso, City Administrator Address:

PO Box 508, Isle of Palms, SC 29451

(Engineer):

Representative:

Address:

Mediation. Any claim, dispute, or controversy arising under or in connection with this Agreement shall be subject to mediation as a condition precedent to litigation. A request for mediation shall be made in writing, delivered to the other party to the Agreement, and filed with the proposed mediator. Mediation shall be conducted in Charleston County,

South Carolina. The mediator shall be a member of the South Carolina Bar and shall be selected by mutual consent and agreement of the parties. If a party fails to object to the mediator proposed by the party requesting mediation within 30 days of the initial request for mediation, the mediator shall be deemed selected as proposed. If the parties fail to agree upon a mutually acceptable mediator within 60 days of the initial request for mediation, the mediator shall be selected from the official roster of active certified mediators in Charleston County, as provided by the South Carolina Supreme Court's Commission on Alternative Dispute Resolution and Board of Arbitrator and Mediator Certification, by choosing in alphabetical order the first available circuit court mediator from the roster. The parties shall equally divide the mediator's fee and any filing fees. Agreements reached in mediation shall be enforceable as settlement agreements in any court of competent jurisdiction. Nothing contained herein shall preclude either party from seeking enforcement of the terms of mediation pursuant to this Paragraph through a court of competent jurisdiction, and the prevailing party shall also be entitled to reimbursement by the losing party for all reasonable fees and costs, including attorney's fees, incurred in the proceedings seeking enforcement.

10. Entire Agreement; Amendments. This Agreement constitutes the entire agreement between the parties and supersedes and nullifies all prior or contemporaneous agreements or representations by either party which are not expressly stated in this agreement. Neither party is relying upon any representation not expressly contained herein. This Agreement may be amended only by a written agreement signed by each party.

11. Effect of Waiver or Consent. A waiver or consent, express or implied, to or of any breach or default by a party in the performance of its obligations under this Agreement is not a consent or waiver to or of any other breach or default in the performance by that party of

the same or any other obligations of that party with respect to this Agreement. Failure on the part of a party to complain of any act of the other party or to declare a party in default with respect to this Agreement, irrespective of how long that failure continues, does not constitute a waiver by that party of its rights with respect to that default until the applicable statute-of-limitation period has run.

12. Governing Law; Severability. This Agreement is governed by and shall be construed and interpreted in accordance with the laws of the State of South Carolina, excluding any conflict-of-laws rule or principle that might refer the governance or the construction of this Agreement to the law of another jurisdiction. If any provision of this Agreement is held invalid or unenforceable to any extent by a court of competent jurisdiction, the remainder of this Agreement is not affected thereby and that provision shall be enforced to the greatest extent permitted by law.

13. Binding Agreement. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

14. Subcontracting and Assignment. Engineer agrees not to enter into any subcontracts, leases, agreements, or assignments pertaining to this Agreement or any interest or right herein, either voluntarily or by operation of law, without prior written approval of City.

15. Section Headings. The headings of Sections or paragraphs used in this Agreement have been inserted for convenience only and are not to be used in determining the contents contained herein.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals, by and through the undersigned officers, as of the date stated above.

WITNESS:

The City of Isle of Palms, S.C.

By: _____

Title: _____

(as to City)

_____(Engineer)

By: _____

Title: _____

(as to Engineer)

EXHIBIT I

(Attach Engineer's Proposal, dated_____)



STATEMENT OF QUALIFICATIONS

City of Isle of Palms, South Carolina
Request for Proposals 2021-05

Phase 4 Drainage- Island-Wide Drainage Master Plan

May 17, 2021

DAVIS & FLOYD

SINCE 1954



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PREFACE

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Isle of Palm's phased stormwater improvement areas

Section One

Transmittal Letter





TRANSMITTAL LETTER

RE: City of Isle of Palms, South Carolina - Request for Proposals 2021-05 Phase 4 Drainage- Island-Wide Drainage Master Plan

Scope of Work: D|F is responding to all of the scope of work items detailed in the RFP.

Firm Responding: Davis & Floyd, Inc.

Mailing Address: 3229 W. Montague Avenue, North Charleston, SC 29418

Email: mhorton@davisfloyd.com

Phone Number: (843) 554-8602

Name of Contact Person: Michael Horton, PE, CFM, LEED AP - Chief Engineering Officer

Person Authorized to Make Representation on Behalf of the Proposer: Michael Horton, PE, CFM, LEED AP

D|F acknowledges the receipt of 'Request for Proposals 2021-05 RESPONSES.'



Click here or scan this QR code to see the work we have already done for this project.

Dear Mr. Kerr and Selection Committee:

Isle of Palms is truly a unique place and provides thousands of residents and visitors a place to enjoy and relax. We understand that recent storm events and flood conditions have disrupted the peaceful setting. We offer our engineering services and community mindset to help put drainage concerns to rest.

D|F has assembled a fully integrated team located in the Lowcountry to help identify and recommend drainage improvement projects to serve the drainage needs of Isle of Palms.

Project Understanding, Familiarity, & Design Approach

Coastal flooding from both rainfall and sea-level rise are a continual nuisance to Isle of Palms' residents and visitors. The proposed phase 4 project will be the final phase and ultimate roadmap for addressing these issues, in addition to several phases that have been completed and/or are currently underway. Through the proposed project, Isle of Palms would like to study 29th Avenue to Breach inlet (~ 600 acres) to develop a comprehensive drainage master plan, as well as review and make drainage improvement recommendations for the entire island (~1200 acres). Although many watersheds within the project footprint have inadequate or limited drainage infrastructure, the goal of recommendations would be to prevent structure flooding for an event like Hurricane Joaquin (2015). Based on the objectives of the proposed project, our team has outlined our approach in the following major tasks and sub tasks.

Task 1 – Phase 4 Master Plan

The first major task will be to develop a comprehensive master plan and road map for drainage improvements between 29th Avenue and Breach Inlet. Major sub tasks include data gathering, field inventory, and survey; a full watershed assessment and evaluation of existing system performance; and project alternatives and conceptual design to alleviate any structure flooding which would have occurred during Hurricane Joaquin (2015).

Data Gathering, Field Inventory, and Survey

The data gathering phase will initiate the project and will include collection of all data required to provide Isle of Palms with a comprehensive and holistic view of existing flood conditions. Our team will use GIS-based collection methods, both in the office and field, to collect data in an efficient and organized manner. Major data sets to be collected and considered throughout the project include but may not be limited to:

D | F

- Drainage inventory and visual assessment of existing drainage system
- Compilation of prior construction and maintenance work orders
- Future development projects
- Utility infrastructure
- Hydrologic and topographic data

Watershed Assessment and Evaluation of System Performance

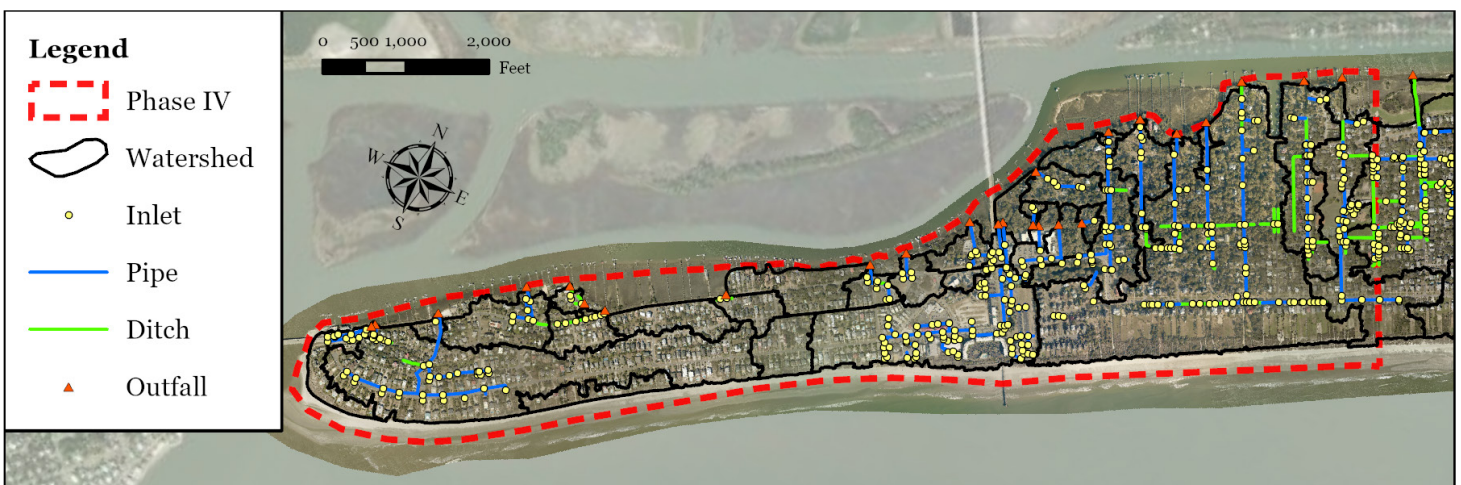
A comprehensive watershed and drainage system assessment will be completed to quantify existing flood conditions from both rainfall and king tide events. Our team plans to use combined 1D/2D hydrologic and hydraulic models to more accurately quantify extents of flooding including both depth and duration of flooding, as well as system capacity. Overall, the assessment will include the following major steps:

- Develop drainage basins and appropriate hydrologic parameters (e.g., runoff volume).
- Identify drainage basins with no defined infrastructure or drainage outlet.
- Quantify existing flood conditions and drainage system performance. Based on our experience, we have found success in using three great indicators of drainage system performance: capacity of the existing drainage system; duration of flooding; and depth of flooding.

Project Alternatives and Conceptual Design

Conceptual projects to mitigate existing flood conditions will be developed and evaluated with input from Isle of Palms. Our team will work with Isle of Palms to identify and select appropriate success criteria for which alternatives will be developed. Dual-purpose projects that incorporate community benefits (e.g., pedestrian improvements and pocket parks) will be considered as well as construction cost and long-term maintenance when identifying alternatives. During the project alternative and conceptual design process our team will:

- Develop key performance criteria/metrics for success.
- Identify short-term solutions that could be implemented immediately to alleviate existing flood conditions (e.g., increased ditch maintenance or outfall flap gates).
- Provide long-term conceptual design alternatives to address flooding from the 10-year, 100-year, and 500-year design storm events. Moreover, show that such alternatives could prevent flooding of homes for an event like Hurricane Joaquin.
- Provide recommendations on priority of selected alternatives.
- Develop budgetary cost estimates for each selected alternative.
- Review regulatory permitting requirements and challenges applicable to each selected alternative.
- Explore, evaluate, and recommend funding strategies (e.g., FEMA grants, CARES Act, EPA 319 grants) to meet the year 2031 deadline for drainage improvements.



Watershed assessment of Isle of Palms



Extents of estimated flooding for Hurricane Joaquin on Isle of Palms (simulated from 2D rain-on-grid model).

Task 2 – Island-Wide Stormwater Management Review

The next major task after completion of the phase 4 drainage master plan will be to aid Isle of Palms in a holistic review of previously recommended drainage improvement projects, maintenance plan, and development regulations.

Capital Improvement Projects

Our team will provide reviews and recommendations on previously identified drainage improvement projects. Value engineering of such projects will be completed to identify potential shortcomings and cost savings (if any). Reviews may include but will not be limited to the following components:

- Environmental and regulatory permitting considerations
- Initial construction cost and long-term maintenance/operating cost
- Overall flood reduction with respect to capital investment
- Sequencing of identified/selected construction projects
- Community impacts and enhancement opportunities

Maintenance

Isle of Palms has made strides in proactive drainage system maintenance and has been working with Eadie's Construction to complete maintenance services. Our proposed maintenance services may include but will not be limited to:

- Review maintenance procedures and scheduling
- Enhance, if necessary, maintenance procedures and scheduling
- Evaluate maintenance work order request methods

Development Regulations

Increasing development pressure on Isle of Palms may affect performance of existing drainage systems. Our team will review existing development regulations with regards to drainage and identify any needed changes to protect residents and visitors from potential increased flood conditions due to development. Our planning and engineering team lives and works in the region and understands the delicate balance between growth and preservation to provide a great quality of life.

Challenges

Isle of Palms is a barrier island home to approximately 4,000 residents and serves as a heavily visited travel and tourism destination. With limited routes to the island and tourism as a key driver of economic success, flooding is bad for business. As a result, we have identified major challenges to addressing drainage improvements and enhancing long-term resiliency for island residents and visitors:



- Drainage outfalls within tidal waterways/salt marsh create environmental and regulatory permitting challenges.
- Dense buildings/homes and constrained open/green space may limit where improvements can be installed to SCDOT rights-of-way.
- Sea-level rise and king tides will limit future outfall capacities.
- Underground utilities can increase capital costs of drainage infrastructure projects.
- Limited transportation routes and heavy beach traffic
- Drainage easement acquisition

Why Davis & Floyd?

Any engineering team can offer out of the box drainage solutions, but our team prides itself on innovation and most importantly community. We strive to make a difference where we work and live and we understand the unique challenges a barrier island like Isle of Palms faces every storm event. Rather than letting computer models and equations steer the solution, we offer practical thinking complemented by the needs and direction of Isle of Palms. Our team does not have a history of engineering work on Isle of Palms; however, our limited experience on the island gives our team a truly independent perspective to offer a comprehensive drainage improvement roadmap for years to come.

As you will see in this proposal, our team understands the need for prioritizing your infrastructure and delivering solutions that provide levels of service that your citizens and patrons both expect and deserve. We look forward to helping you in achieving this goal.

Sincerely,

Davis & Floyd, Inc.

Michael Horton, PE, CFM, LEED AP
Chief Engineering Officer

Section Two

Firm Work History & References



FUNDING EXPERTISE

We will partner with you to develop strategies and grant applications to help fund your improvements. We commonly work with projects funded from a wide range of agencies and methods, often multiple sources managed sequentially or concurrently across more than one project phase, each having its own terms, conditions, and restrictions. Whether local, state, or federal in origin, we work with clients to see that every available dollar is applied. The table below highlights some of D|F's experience with funding sources. The marked items denote the what funding sources we secured for each project listed.

PROJECT	FUNDING AGENCY / METHOD											
	CDBG	EDA	EPA	FEMA	RIA	SCDOT	SCTIB	SRF	Stormwater Utility	TIF	USDA Rural Development	USDOT/FHWA
Charleston County 9th Street Extension Drainage Study									•			
City of Charleston Market Street Drainage Improvements									•	•		
City of Charleston US 17 Spring/Fishburne Drainage Improvements			•			•	•		•			•
City of Georgetown City Hall Drainage	•			•		•			•			•
City of North Charleston Filbin Creek Wetland Restoration			•						•			
City of North Charleston Northwoods Pointe Drainage Improvements				•					•			
City of North Charleston Riverfront Park Storm Damage				•					•			
Town of Cheraw Regional Stormwater Improvements	•			•								
Town of Cheraw Wilson Branch Neighborhood Drainage Improvements	•											

FIRM QUALIFICATIONS

Davis & Floyd (D|F) provides professional engineering and design services in transportation, infrastructure, water resources, industrial, land planning, landscape architecture, structural, and construction administration and inspection across the Southeast. Having provided engineering and planning solutions for 67 years, our leaders approach each project with the understanding that a lasting connection is the goal. Our mission is to challenge our team to deliver sustainable solutions for our clients and community.

Stormwater Engineering

D|F's water resources expertise and services include 1D/2D modeling, asset management, bridge and roadway hydraulics, GIS, grant application and assistance, resiliency planning, site planning, stormwater capital improvements and master planning, FEMA floodplain studies, flood control and flood risk assessment, green infrastructure and low-impact development, program management, drainage design, and permitting. We have been providing water resource services to cities, counties, and state agencies throughout South Carolina for decades.

We will approach each project for the City of Isle of Palms with the goal of delivering comprehensive, sustainable, and cost-

effective solutions. We have the tools and expertise to help you address your city's water resources management and drainage needs throughout the duration of this contract.

Site/Civil Engineering

D|F's site civil engineering department has a documented history of providing on-call engineering services for federal, state, and local government agencies like yours. This experience has allowed us to become familiar with the needs and challenges of local municipalities as they struggle with aging infrastructure and limited funding. Our strategy is to effectively manage, communicate, and implement the requirements of the project plan as well as support you in accomplishing your project objectives.

Experience with Government Agencies

One factor we have deemed critical to the success of any contract is a strong professional relationship with federal, local, and state government. D|F has developed sound and long-lasting working relationships with the state agencies that oversee construction of state projects such as the Office of the State Engineer, SCDOT, and SCDHEC. We have also established a good reputation with local agencies across the state, earning a level of trust, which helps expedite the local approval process.

Permitting Experience

Our established relationships with both local and state agencies are unmatched and will serve the City of Isle of Palms well as projects are being reviewed and permitted by these agencies. D|F is well versed in the rules and regulations required for both encroachment permits and land disturbance permits. Our knowledge of the regulations helps expedite the review process. Our permitting experience includes interaction with the following agencies:

- Charleston County
- FEMA
- SC Department of Commerce
- SCDHEC
- SCDNR
- SCDOT
- SC Office of State Engineer
- SC Office of State Fire Marshal
- State Historic Preservation Office
- USACE
- US EPA
- US Fish & Wildlife Service

Weapons Station Drainage Study & Master Plan

Charleston, South Carolina

Project Overview

D|F was hired to assess the existing stormwater infrastructure, develop a stormwater master plan for the 17,000-acre weapons station portion of Joint Base Charleston, and make recommendations for stormwater infrastructure improvements. These recommendations are currently being used by the public services department to form the basis of a stormwater capital improvement program. Challenges on the site included a large project footprint (17,000 acres); mix of urban and rural areas, including wetlands/environmentally sensitive areas; drainage system inventory "gaps" requiring supplemental data collection for modeling purposes; demanding project timeline; and restricted access to areas on the base.

Solutions

- Developed and implemented a concurrent data collection and modeling/analysis project schedule across seven sub-analysis areas
- Utilized a GIS web-based data collection application to facilitate efficient inventory data collection, inventory database management, and post-processing activities
- Developed an automated GIS-based tool to extract open channel cross-section parameters based on LiDAR elevation data improvements
- Utilized GIS integrated stormwater analysis software to leverage GIS resources across platforms
- Coordinated effective communication with client to secure access for project personnel and ensure field data collection activities were on schedule
- Modeled and analyzed approximately 44 miles of drainage piping and 82 miles of open channel
- Recommended and prioritized 325 individual projects for drainage system improvement

RELEVANT SERVICES

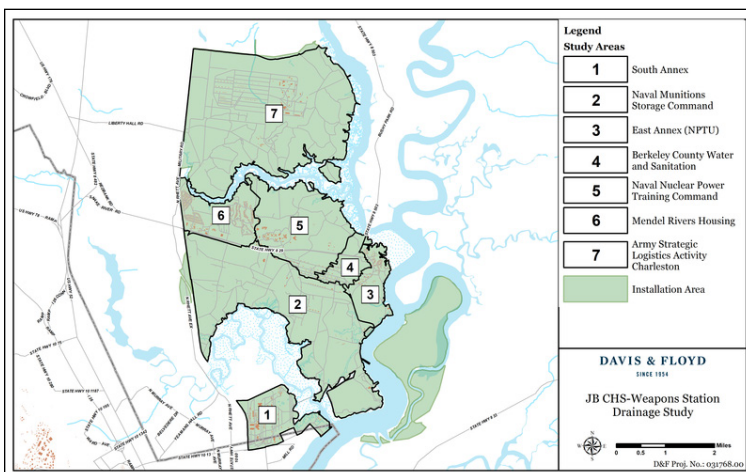
Field Inventory, Inspection, and GIS Mapping
Hydrologic/Hydraulic Modeling
Capital Improvement Planning
Maintenance Assessments
Civil/Stormwater Design
Cost Estimating

REFERENCE

Joint Base Charleston - Weapons Station
Lanette Cook, PE | Project Manager
(843) 794-7379
amada.cook.2@us.af.mil

PROJECT BUDGET

Original Project Budget: \$562,552
Actual Project Cost: \$562,552



Cheraw Stormwater Master Plan

Cheraw, South Carolina

Project Overview

Recent hurricane events and aging infrastructure have caused historic flooding throughout the Town of Cheraw. Using FEMA funding administered through the South Carolina Emergency Management Division (SCEMD), the town will be developing a comprehensive stormwater master plan. Master planning will be aimed at improving long-term community resiliency against future flood hazards while also providing a comprehensive road map for management of stormwater utilities and implementation of construction improvement projects.

Solutions

Data Gathering/Field Investigations:

- Developed and implementing innovative cloud-based geospatial survey/inventory programs to enhance survey efficiency and productivity
- Created and maintaining innovative cloud-based geospatial flood reporting application for receiving and cataloging public input
- Designed and maintaining dynamic web mapping applications to promote client/public engagement and provide real-time project updates

Flood Hazard Assessments:

- Completed watershed assessments to generate watershed boundaries, flow paths, and hydrologic parameters for stormwater modeling
- Developed combined 1D/2D stormwater models of all facilities including pipe and channel networks
- Quantified potential flood impacts using both depth and duration results from hydraulic modeling

Recommendations for Improvements:

- Developing "shopping list" of projects to be implemented based on order of construction and priority level
- Cost estimating for improvement projects including engineering, permitting, and construction cost
- Prioritizing projects based on historical storm simulations, flood vulnerabilities to roads/structures, and both short-term/long-term

RELEVANT SERVICES

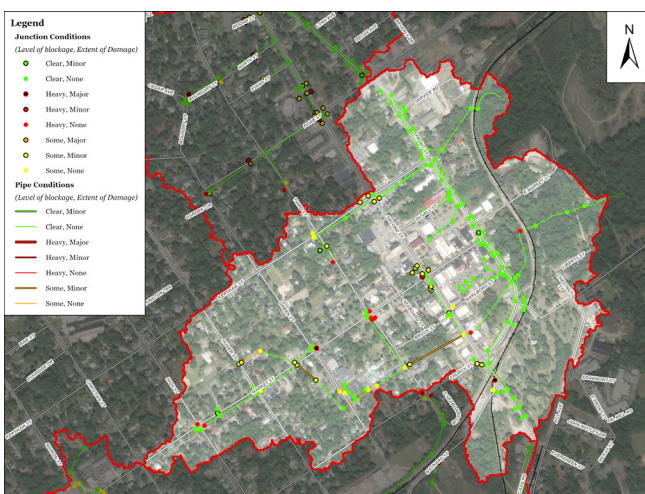
Survey, Field Inventory, Inspection, and GIS Mapping
Maintenance Assessments
1D/2D Hydrologic/Hydraulic Modeling
Cost Benefit Analysis
Capital Improvement Planning
Civil/Stormwater Design
Cost Estimating
Grant Applications and Funding

REFERENCE

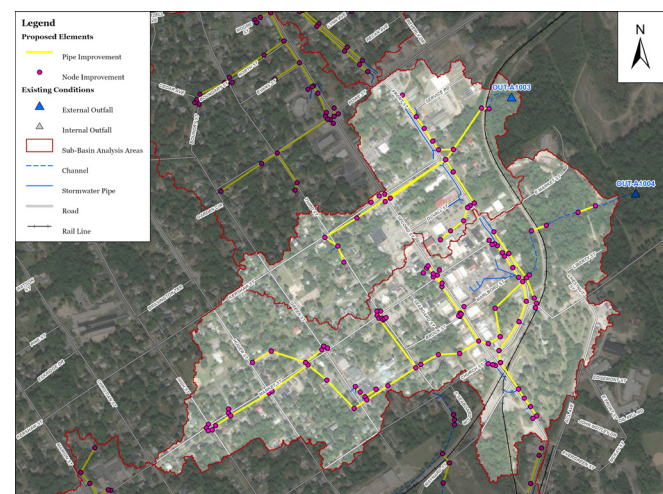
Town of Cheraw
Michael D. Smith | Town Administrator
(843) 537-8400
msmith@cheraw.com

PROJECT BUDGET

Original Project Budget: \$263,450
Actual Project Cost: \$263,450



Stormwater Inventory



Proposed Improvements

Arc/Billow Street Drainage Improvements

Edisto Beach, South Carolina

Project Overview

As part of an on-call engineering contract, Edisto Beach contracted with D|F to address site specific drainage and flooding problems along Arc and Billow Streets. Limited drainage infrastructure, flat topography, and rising sea levels are all contributors to intense flooding within the project footprint. Existing conditions analyses and watershed sensor deployments have been completed and drainage improvement design and evaluations are currently underway.

Solutions

- Installed and maintaining flood stage and rain monitoring equipment to validate hydraulic and hydrologic model results
- Completed field survey and stormwater inventory assessments using cloud-based geospatial platforms
- Developed combined 1D/2D hydraulic model to more accurately predict water surface elevations and spatial extents of flooding
- Developed flood geospatial mapping tools to communicate modeling results with town staff
- Developed cloud-based mapping applications to allow town staff with the ability to interactively view project progress
- Developed flood reduction metrics to serve as success criteria for selected drainage improvements.
- Developed construction documents to include plan sheets, specifications, and cost estimates

RELEVANT SERVICES

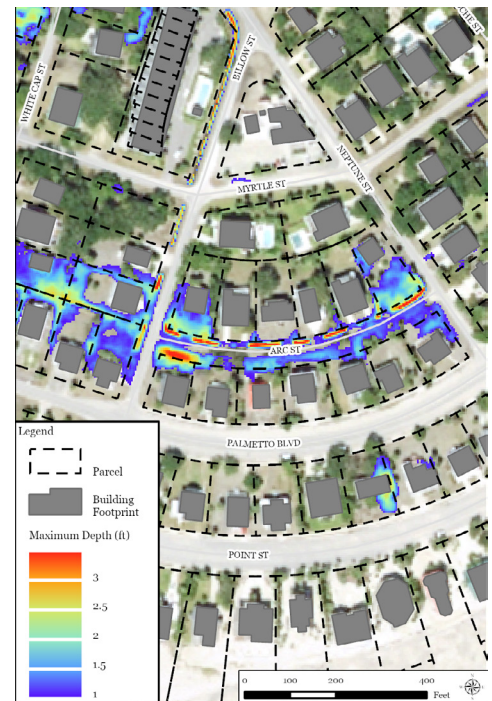
Survey, Field Inventory, Inspection, and GIS Mapping
Maintenance Assessments
1D/2D Hydrologic/Hydraulic Modeling
Cost Benefit Analysis
Capital Improvement Planning
Civil/Stormwater Design
Cost Estimating
Funding Exploration
Regulatory Permitting

REFERENCE

Town of Edisto Beach
Iris Hill | Town Administrator
(843) 869-2505
ihil@townofedistobeach.com

PROJECT BUDGET

Original Project Budget: \$35,000
Actual Project Cost: \$35,000



9th Street Extension Tidal Inundation Analysis

Folly Beach, South Carolina

Project Overview

The 9th Street Extension experienced frequent inundation during periods of high tide. This impacted the overall state of repair and cut off ingress and egress for several properties during higher tides influenced by lunar cycles such as spring tides and storm conditions. Charleston CTC selected DJF to determine the minimum roadway elevation needed to significantly reduce the frequency of inundation.

Solutions

- Performed a statistical analysis of area tides in order to determine the impacts on inundation from increasing the road elevation
- Addressed concerns about what changes might occur to both wet and dry weather tidal conditions in properties upstream of cross culverts under 9th Street Extension
- Built a detailed hydrodynamic model to analyze pre- and post-project conditions
- Concluded that a 1' increase in road profile elevation would reduce instances of tidal inundation by over 90%
- Determined that existing cross culverts could be retained without rendering adverse impacts to dry and wet weather conditions upstream or downstream of the project

RELEVANT SERVICES

Survey
Hydrologic/Hydraulic Modeling
Civil/Stormwater Engineering
Cost Estimating
Regulatory Permitting

REFERENCE

Charleston County Transportation Committee (CTC)
Eric Adams, PE | Program Manager
(843) 202-6140
ejadams@charlestoncounty.org

PROJECT BUDGET

Original Project Budget: \$205, 000
Actual Project Cost: \$205, 000



Accabee Drainage Improvements Phases 1 & 2

North Charleston, South Carolina

Project Overview

The Accabee Community experienced poor drainage conditions, causing several streets and properties to flood during moderate storm events. We provided drainage improvements to the community in two phases.

Phase 1

Phase 1 involved designing a new drainage system that would handle flows from the entire upstream basin, reduce nuisance flooding in the nearby adjacent areas, and fit within a limited area acquired for drainage easements. Challenges included closing traffic along Garfield and Fillmore Streets for culvert placement, designing the system to work with the existing gravity sanitary sewer system, obtaining the USACE Nationwide permit for work within freshwater wetlands, and acquiring properties due to the lack of existing drainage easements.

Phase 2

Phase 2 included improving the existing undersized drainage channel and culverts where Phase 1 ended near Fillmore Street, continuing up Easton Street with new stormwater piping, and stopping at the beginning of Baker Avenue. All existing utilities in conflict with the new storm drainage were relocated.

Solutions

Phase 1

We conducted a drainage study and made recommendations to improve the existing system throughout the community by increasing undersized culverts and drainage channels as funds became available. The first phase of improvements included installing a 4'x6' box culvert under Garfield and Fillmore Streets. We improved the existing channel between these two streets to adequately handle the flows. The existing downstream outfall channel was cleaned and improved to allow positive drainage.

We designed a system with box culverts that would allow utility conflict crossings, provide minimum cover to match the existing road elevations, fit within newly acquired property, and improve surface collection from adjacent properties.

We prepared and obtained the North Charleston Public Works MS4 stormwater approval, North Charleston Sewer District encroachment permits, and SCDOT encroachment permit. We coordinated relocation of existing power poles with SCE&G and water services with Charleston Water System.

Phase 2

Work involved installation of 118 LF of 54" reinforced concrete pipe, 264 LF of 48" reinforced concrete pipe, and 28 LF of 36" reinforced concrete pipe; excavation of an existing drainage channel; water main relocations; installation of sanitary sewer conflict boxes; utility coordination; and pavement overlays.

RELEVANT SERVICES

Survey, Field Inventory, Inspection, and GIS Mapping
Maintenance Assessments
Hydrologic/Hydraulic Modeling
Capital Improvement Planning
Civil/Stormwater Design
Cost Estimating
Regulatory Permitting

REFERENCE

City of North Charleston
Michael Dalrymple, PE | Assistant Director of Public Works
(843) 460-1544
mdalrymple@northcharleston.org

PROJECT BUDGET

Original Project Budget: \$622,420
Actual Project Cost: \$622,420



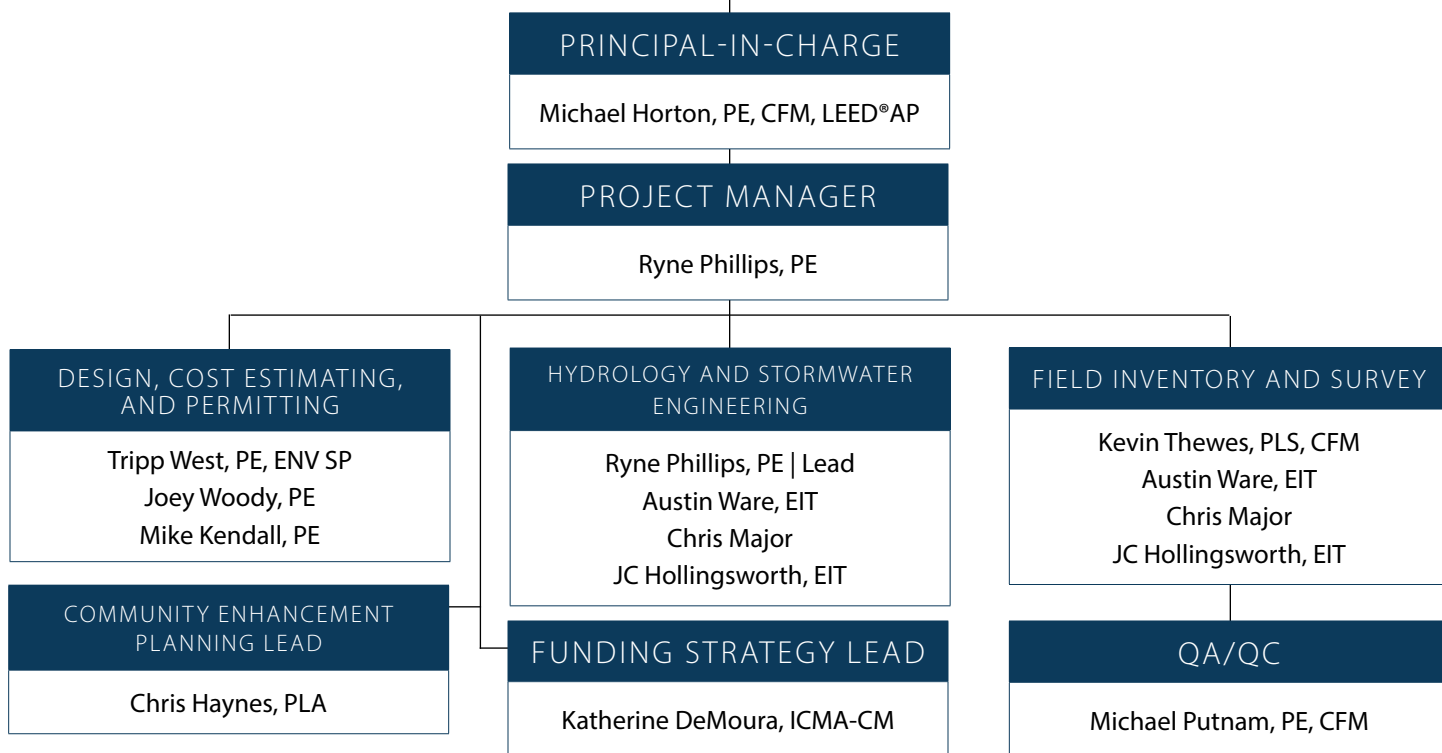
Section Three

Project Team





TEAM ROLES & ASSIGNMENTS



Qualifications & Years of Experience

TEAM MEMBER	YEARS OF EXPERIENCE	DISCIPLINES				
		LAND SURVEY	PERMITTING	CIVIL ENGINEERING / DESIGN	COST ESTIMATING	HYDROLOGY
Michael Horton, PE, CFM, LEED®AP	27		✓	✓	✓	✓
Ryne Phillips, PE	8		✓	✓	✓	✓
Tripp West, PE, ENV SP	8		✓	✓	✓	
Austin Ware, EIT	2			✓		✓
Chris Major	2			✓		✓
Joey Woody, PE	23		✓	✓		✓
Mike Kendall, PE	14		✓	✓		✓
Chris Haynes, PLA	16	✓	✓		✓	
Kevin Thewes, PLS, CFM	25	✓				
Michael Putnam, PE, CFM	15			✓		✓



INDUSTRY EXPERIENCE:

27 years

DAVIS & FLOYD:

1994 - Present

EDUCATION:

MEng, Hydraulics and Hydrology,
Clemson University, 1994

BS, Civil Engineering, Clemson
University, 1993

REGISTRATIONS:

Registered Professional Engineer
SC 19075

CERTIFICATIONS:

Certified Floodplain Manager

LEED® Accredited Professional

MEMBERSHIPS:

- American Council of Engineering Companies of South Carolina
- American Society of Civil Engineers South Carolina Section
- SC Assc. of Stormwater Managers
- South Carolina Association of Hazard Mitigation
- Association of State Floodplain Managers
- Southeast Stormwater Association
- Clemson University Glenn Department of Civil Engineering Advisory Board
- Charleston Regional Development Alliance

Michael Horton, PE, CFM, LEED® AP

Job Title Project: Principal-in-Charge and Technical Advisor

Professional Discipline: Hydrology and Civil/Stormwater Engineering

Michael will serve as the principal-in-charge for the phase 4 master planning efforts. Through this role, Michael will support Isle of Palms and our team through contracting and budgeting, as well as providing technical oversight on delivery of work. Michael brings almost three decades of capital improvement planning and implementation in the Lowcountry and will be instrumental in providing programmatic recommendations to alleviate flooding for Isle of Palms and its residents.

Relevant Experience

US 17 Spring/Fishburne Drainage Improvements – Charleston, SC

Principal-in-charge for design and permitting services on this over \$150M project to alleviate frequent and damaging flooding conditions along Septima Clark Parkway and neighboring city streets within a 500-acre drainage basin located in the historic Charleston peninsula. Responsibilities included leading the study, design, and phasing and sequencing of surface collection systems, vertical drop shafts, vortex structures, and large stormwater pump station. Facilitated the city's effort to obtain project funding from various federal, state, and local programs.

Calhoun West Drainage Improvements & Sea Level Rise Mitigation – Charleston, SC

Principal-in-charge for hydrological and hydraulic assessment of the over 810-acre Calhoun West study area on the Charleston Peninsula. Provided quality management reviews and technical oversight throughout the duration of the project. Additional responsibilities included contract management with numerous specialty subconsultants.

City of Cheraw Stormwater Master Plan - Cheraw, SC

Principal-in-charge for field data collection, existing conditions hydrologic/hydraulic assessment, and recommendation for improvements for the Town of Cheraw's first-ever stormwater master plan. Provided quality management reviews and technical oversight throughout duration of the project.

Joint Base Charleston Weapons Station Drainage Study & Master Plan – Goose Creek, SC

Principal-in-charge for drainage study that provided drainage analysis and recommended improvements for the Weapons Station portion of Joint Base Charleston. Scoped and contracted the project under stringent schedule and budget constraints. Provided quality management reviews and technical oversight throughout the project.



INDUSTRY EXPERIENCE:
8 years

DAVIS & FLOYD:
2016 - Present

EDUCATION:
PhD Candidate, Civil &
Environmental Engineering
(Stochastic Hydrology), University of
South Carolina

MS, Civil Engineering (Water
Resources Concentration), Clemson
University, 2013

BS, Agricultural Mechanization &
Business, Clemson University, 2012

REGISTRATIONS:
Professional Engineer
SC 35434

MEMBERSHIPS:

- Southeast Stormwater Association (SESWA), Member
- American Geophysical Union, Member
- Institute of Mathematical Statistics, Member
- International Association of Hydrological Sciences, Member

Ryne Phillips, PE

Job Title Project: Project Manager and Senior Engineer - Hydrology/
Stormwater Engineering Lead

Professional Discipline: Hydrology and Civil/Stormwater Engineering

Ryne will serve as the project manager and point of contact for Isle of Palms. Ryne will oversee project budgets, schedules, and all tasks associated with the project. In addition to project management, Ryne will serve as the lead engineer for hydrology and stormwater engineering assessments. Ryne's industry and academic experience with hydrology/hydraulics and GIS will enable our team to develop cost-effective assessment and inventory solutions which allow the team to spend less time on finding and understanding the problem and more time developing solutions.

Relevant Experience

City of Cheraw Stormwater Master Plan - Cheraw, SC

Project manager/engineer responsible for development of citywide stormwater master plan for the Town of Cheraw. Existing flood studies and infrastructure data were cataloged to develop asset inventory databases and then used as a starting point for field data collection. Field data collection efforts utilized ESRI ArcCollector to complete conditions assessments and collect relevant geometric/hydraulic data. Combined 1D/2D stormwater modeling was completed to evaluate potential flood risk and recommend improvements. The final product of this effort will be a prioritized list of improvement projects with associated costs to aid town staff in pursuing future funding sources.

Johns Island Flood Risk Assessment - Charleston, SC

Project manager/engineer leading the development of islandwide (~87-square miles) flood planning for City of Charleston to quantify and characterize watershed-level flood risk. Developed hydrologic watersheds and a 2D hydraulic surface model to determine flood risk based on inundation limits for common design storms. Advanced GIS programming was implemented to develop automated flood risk mapping tools to efficiently and effectively post-process hydraulic modeling results. Watershed characterization and flood risk levels were coupled with ArcGIS Online (AGOL) to provide the city with a dynamic planning-level tool to evaluate proposed developments and future capital improvement projects.

Joint Base Charleston Weapons Station Drainage Study & Master Plan - Goose Creek, SC

Project engineer responsible for analyzing and evaluating existing stormwater infrastructure for the 17,000-acre Weapons Station, while also proposing site and regional scale drainage improvements. Size, strict project schedule, and budget constraints warranted advanced use of GIS and hydraulic/hydrologic analyses. Developed and implemented innovative mobile data collection methods and advanced geospatial hydraulic/hydrologic tools, which aided in the successful integration of newly collected data sets with prior stormwater infrastructure inventories.



INDUSTRY EXPERIENCE:
8 years

DAVIS & FLOYD:
2014 - Present

EDUCATION:
MS, Civil Engineering, Sustainable
and Resilient Infrastructure,
Clemson University, 2013
BS, Civil Engineering,
Clemson University, 2010
BS, Applied Physics,
Coastal Carolina University, 2010

REGISTRATIONS:
Professional Engineer
SC 33143

CERTIFICATION(S)/

MEMBERSHIP(S):
Environmental Sustainability
Professional 2016/ENV SP/16045
American Society of Civil Engineers
American Public Works Association

Tripp West, PE, ENV SP

Job Title Project: Senior Engineer - Design, Cost Estimating, and Permitting Lead

Professional Discipline: Civil Engineering

Tripp will serve as the lead for civil engineering, cost estimating, and permitting tasks associated with the project. Tripp has extensive design and permitting experience throughout the Lowcountry which helps bridge the gap between planning and design/implementation.

Relevant Experience

Pepper Hall - Beaufort County, SC

Project manager and engineer of record responsible for master planning, design, permitting, hydrologic and hydraulic modeling, and preparation of construction drawings for a 100-acre master planned community within the BJWSA service area.

Cherokee Farms, Phase II - Beaufort County, SC

Civil engineer responsible for due diligence, coordination with BJWSA, and estimation of probable construction cost for streets, drainage, and utility infrastructure required for future development of Cherokee Farms, a 100-acre master planned, mixed-use community.

Magnolia PUD, Phase II - Charleston, SC

Project manager and engineer of record responsible for design, preparation of construction drawings, permitting, and hydrologic and hydraulic modeling for Phase 2 of the Magnolia PUD. Major contributions include preparation of the Stormwater Pollution Prevention Plans, design of intersection improvements along King Street Extension (US 78), and design of a 1 MGD sanitary sewer pump station.

HWTSP Spray Field Drainage Improvements - Hanahan, SC

Civil engineer responsible for design, permitting, and preparation of bid documents for a maintenance project at the Charleston Water System's Hanahan Water Treatment Plant to stabilize a 36" water main located within an access road dike exposed during a significant rainstorm event in October 2015.



INDUSTRY EXPERIENCE:
15 years

DAVIS & FLOYD:
2006 - Present

EDUCATION:
MS, Civil Engineering, Applied Fluid Mechanics, Clemson University, 2006
BS, Civil Engineering, Clemson University, 2004

REGISTRATIONS:
Professional Engineer
SC 27809

CERTIFICATIONS:
Certified Floodplain Manager (CFM)/
US-11-05739

MEMBERSHIPS:

- American Society of Civil Engineers, SC Section
- Association of State Floodplain Managers
- Southeast Stormwater Association (SESWA) Member

Michael Putnam, PE, CFM

Job Title Project: Technical Adviser and Senior Engineer - Quality Assurance/Quality Control
Professional Discipline: Hydrology and Civil/Stormwater Engineering

Mike will serve as a technical adviser and the lead for quality assurance/quality control for the project. Although Mike has recently relocated to our Greenwood office, he spent 14 years of his career in Charleston practicing stormwater engineering and floodplain management. His extensive stormwater engineering experience in the Charleston region will provide our team with an invaluable resource when it comes to drainage assessments and cost-effective, constructible, solutions.

Relevant Experience

Joint Base Charleston Weapons Station Drainage Study & Master Plan – Goose Creek, SC

Project manager and senior engineer for drainage study providing analysis of existing drainage features and recommended improvements for the Weapons Station portion of Joint Base Charleston. Led a team that analyzed, inventoried, and assessed the existing drainage system; developed conceptual improvements; estimated improvement costs; and delivered a master plan for the 17,000-acre Weapons Station. Led coordination efforts to provide access for field crews to secured areas on installation property. Coordinated client interactions and frequent progress updates in order to maintain communication and understand client requirements, identify mission-critical facilities, and prioritize improvements.

Filbin Creek Drainage – North Charleston, SC

Project manager and senior engineer for drainage study to assess and analyze drainage performance within the 4,600-acre Filbin Creek watershed. Study goals included

identification of the primary factors causing flooding and conceptual improvements that could be implemented to increase drainage performance and reduce flooding experienced along the project reach. Project-related tasks include field and desktop data collection, hydrologic and hydraulic modeling, development and testing of conceptual alternatives, reporting, and public outreach.

City of Anderson Stormwater Management – Anderson, SC

Project manager and senior engineer for both the study and design of drainage improvements for the City of Anderson. Studies include development of alternatives for channel stabilization and development of conceptual improvements to deliver improved drainage performance along flood prone watercourses. Design tasks include the realignment and abandonment of an 30'-deep existing drainage arch with the use of lightweight concrete.

US 17 Spring/Fishburne Drainage Improvements – Charleston, SC

Civil engineer for improvements that will drain approximately 20% of peninsular Charleston. Responsibilities include design and layout of surface collection systems, vertical drop shafts, vortex structures, and large stormwater pump station between the Ashley River bridges. Used GIS-based stormwater modeling software to analyze the deep tunnel conveyance and large stormwater pump station for varying storm events and hydraulic conditions. Responsible for hydraulic design of multiple pumping systems including three, 120,000 gpm axial flow stormwater pumps and supporting equipment. Engaged in construction engineering support during project construction phases.



INDUSTRY EXPERIENCE:
25 years

DAVIS & FLOYD:
1999 - Present

EDUCATION:
BS, Cartography,
University of Akron, 1996

REGISTRATIONS:
Professional Land Surveyor
Tier A SC 21627

CERTIFICATION(S)/

MEMBERSHIP(S):
Certified Flood Plain Manager 26255
SC Society of Professional
Land Surveyors
Association of State
Floodplain Managers

Kevin Thewes, PLS, CFM

Job Title Project: Professional Land Surveyor - Survey Lead

Professional Discipline: Surveying

Kevin will serve as the survey and field inventory collection lead on this project.

Relevant Experience

Charleston County Transportation Committee (CTC) Road-Related Projects - Charleston County, SC

Professional land surveyor for road-related projects. The program includes I-526/ International Boulevard Intersection Improvements; US 17/SC 174 Right Turn Lane; South Rhett Avenue Extension; South Rhett Avenue/Helm Avenue Intersection Traffic Study; Wingo Way Drainage Improvements; Grimball Road Sidewalk Phase II; and Seawater Drive Roadway and Drainage Improvements.

Charleston County Airport Area Infrastructure Improvements - North Charleston, SC

Professional land surveyor for infrastructure improvements to alleviate congestion around Charleston International Airport and Boeing.

Boeing South Carolina Land Development - North Charleston, SC

Professional land surveyor for project that involved surveying, master planning, building demolition, utility design for the new facility, stormwater design, off-site utility relocation and coordination, parking lot design, rezoning, and traffic/site logistics planning. Site included 468 acres adjacent to I-526 on both sides of International Boulevard.

US 17 Spring/Fishburne Drainage Improvements - Charleston, SC

Professional land surveyor for improvements that will drain approximately 30% of Peninsular Charleston. Includes series of shafts, tunnels, and large stormwater pump station between the Ashley River bridges.

SC 642 (Dorchester Road) Improvements - Summerville, SC

Professional land surveyor for widening two lanes to five lanes for 5.2 miles of urban and rural sections.

SC 165 (Bacons Bridge Road) Improvements - Summerville, SC

Professional land surveyor for project that involved widening two lanes to five lanes for 5 miles of urban and rural sections. The project contained three bridge replacements.



INDUSTRY EXPERIENCE:
23 years

DAVIS & FLOYD:
2014 - Present

EDUCATION:
MS, Engineering Management,
University of North Carolina at
Charlotte, 2002

BS, Civil Engineering, University of
North Carolina at Charlotte, 1999

REGISTRATIONS:
Professional Engineer:
SC 23689

Joey Woody, PE

Job Title Project: Senior Engineer - Design, Cost Estimating, and Permitting

Professional Discipline: Hydrology and Civil/Stormwater Engineering

Joey will serve as a senior engineer focusing on development of drainage solutions, cost estimates, and review of permitting challenges. Joey's extensive design and permitting experience in the Lowcountry, especially within the SCDOT rights-of-way, will enable our team to develop conceptual alternatives that meet both the goals of Isle of Palms but also regulatory requirements.

Relevant Experience

Port Access Road Drainage – North Charleston, SC

Woodland Shores Sidewalk and Drainage Improvements – Charleston County, SC

I-526 Lowcountry Corridor West Drainage Improvements – North Charleston, SC

Canal Bank Erosion Control – Beaufort, SC



INDUSTRY EXPERIENCE:
14 years

DAVIS & FLOYD:
2018 - Present ; 2008 - 2016

EDUCATION:
BS, Civil Engineering, High Honors,
Georgia Institute of Technology,
2007

REGISTRATIONS:
Professional Engineer:
SC 30349

Michael Kendell, PE

Job Title Project: Engineer - Design, Cost Estimating, and Permitting
Professional Discipline: Hydrology and Civil/Stormwater Engineering

Mike will be supporting the phase 4 project for Isle of Palms by developing alternative stormwater solutions, cost estimates, and review of permitting challenges associated with the selected drainage solutions. Mike has completed civil/stormwater engineering design and permitting projects in the Lowcountry for both public and private clients and brings a practical viewpoint in terms of long-term maintenance and initial capital costs.

Relevant Experience

Charleston County Transportation Committee (CTC)-Related Projects
– Charleston County, SC

Glenn McConnell Parkway – West Ashley, SC

Palmetto Commerce Interchange – North Charleston, SC

Future/Northside Drive – North Charleston, SC



INDUSTRY EXPERIENCE:
16 years

DAVIS & FLOYD:
2016 - Present

EDUCATION:
MLA, Clemson University, 2009
BS, Plant Sciences & Landscape
Systems, University of Tennessee,
2005

REGISTRATIONS:
Professional Landscape Architect
SC 1274

CERTIFICATIONS:
CLARB Certified Landscape Architect
ISA Certified Arborist
LEED Green Associate

Chris Haynes, PLA

Job Title Project: Senior Landscape Architect - Planning Lead

Professional Discipline: Landscape Architecture and Land Planning

Chris will be leading our team in identifying community enhancement project opportunities to include in proposed drainage alternatives. These add-on opportunities are critical in newly released grant funding selection criteria and can offer a competitive advantage.

Relevant Experience

Folly Beach Pedestrian Paths - Folly Beach, SC

Market Street Streetscape - Charleston, SC

Brantley Park - James Island, SC

Battleground Trust Park Design and Planning - Various Sites, SC



INDUSTRY EXPERIENCE:
14 years

DAVIS & FLOYD:
2017 - Present

EDUCATION:
MPA, Public Administration, Clemson
University, 2009
BA, Political Science, Clemson
University, 2007

LICENSES:
International City County Managers
Association, Credentialed Manager

Katherine Hendricks, ICMA-CM

Job Title Project: Funding Strategy Lead

Professional Discipline: Director of Business Development

Katherine has over 14 years of experience in city management in South Carolina serving in both large and small communities. Prior to joining D|F, her responsibilities in government included oversight of internal and external communications, capital project management, brand management, and public engagement.

Relevant Experience

Director of Business Development & Government Market Sector
Leader

Katherine began her career in city management and learned first hand the value of external funding to get projects completed. Katherine will lead our team in identifying, evaluating, and recommending both internal/external funding strategies to complete proposed drainage projects.

Town of Mount Pleasant Assistant Town Administrator

August 2014 - August 2017

City of Pickens - Pickens, SC City Administrator

March 2009 - July 2014



INDUSTRY EXPERIENCE:
2 years

DAVIS & FLOYD:
2019 - Present

EDUCATION:
BS, Civil Engineering, Clemson
University, 2019

REGISTRATIONS:
Engineer in Training

CERTIFICATIONS:
CADD Certification

Chris Major, EIT

Job Title Project: Staff Engineer/Analyst - Hydrology, Stormwater Engineering, and GIS

Professional Discipline: Hydrology and Civil/Stormwater Engineering

Chris will be serving as a staff engineer and GIS analyst. Specifically, Chris will be supporting field inventory/assessments, GIS mapping, and hydrologic/hydraulic modeling.

Relevant Experience

Town of Cheraw Stormwater Master Plan – [Cheraw, SC](#)

Joint Base Charleston Weapons Station Drainage Study & Master Plan
– [Charleston, SC](#)

City of Anderson Stormwater Management – [Anderson, SC](#)



INDUSTRY EXPERIENCE:
2 years

DAVIS & FLOYD:
2020 - Present

EDUCATION:
BS, Civil Engineering, Clemson
University, 2020

REGISTRATIONS:
Engineer in Training

Austin Ware, EIT

Job Title Project: Staff Engineer/Analyst - Hydrology, Stormwater Engineering, and GIS

Professional Discipline: Hydrology and Civil/Stormwater Engineering

Austin will support the team through a staff engineering and GIS analyst role. Austin will be responsible for geospatial data solutions and hydrologic/hydraulic modeling.

Relevant Experience

Town of Cheraw Stormwater Master Plan – [Cheraw, SC](#)

Lighthouse Pointe Drainage Study - [James Island, SC](#)



INDUSTRY EXPERIENCE:
2 years

DAVIS & FLOYD:
2020 - Present

EDUCATION:
MS, Civil Engineering, 2021
BS, Physics, Furman University, 2018
BS, Civil Engineering, Clemson
University, 2019

REGISTRATIONS:
Engineer in Training

JC Hollingsworth, EIT

Job Title Project: Staff Engineer/Analyst - Hydrology, Stormwater Engineering, and GIS

Professional Discipline: Hydrology and Civil/Stormwater Engineering

JC will support the team through a staff engineering and GIS analyst role. He will be responsible for geospatial data solutions and hydrologic/hydraulic modeling.

Relevant Experience

Stratton Drive Drainage Study - [Florence County, SC](#)

Port Access Road Drainage - [North Charleston, SC](#)

US 17 Spring/Fishburne Drainage Improvements - [Charleston, SC](#)

Section Four

Sub-consultants/Contractors





SUBCONSULTANTS/CONTRACTORS

D|F will perform all work in house for this project.

D|F



Exhibit - Estimated Cost Summary Report

Project Name: Phase 4 Drainage - Island-Wide Drainage Master Plan

D&F Project #: 000110.00/0007

Date: 7/27/2021

Task	Description	Cost
1.1 - A	Data Gathering, Field Inventory, and Survey	\$ 20,300.00
1.2 - B	Watershed Assessment and Evaluation of System Performance	\$ 44,200.00
1.3 - C	Project Alternatives and Conceptual Design	\$ 82,000.00
2.1 - D	Capital Improvement Projects	\$ 57,000.00
2.2 - E	Maintenance	\$ 21,600.00
2.3 - F	Development Regulations	\$ 14,200.00
O.1 - G	Rainfall and Water Level Monitoring	\$ 8,700.00
Estimated Cost		\$ 248,000.00

Task A		Task Description	Principal	Project Manager	Licensed Surveyor	Staff Engineer	Survey Field Technician	Intern Technician					
A.	Data Gathering, Field Inventory, and Survey												
	A.1	Kick-Off Meeting and Project Setup	1	4									
	A.2	GIS Data (e.g., soils, land use, zoning, dem, etc.)		1		4							
	A.3	Field Inventory/Survey Preparation		1	1	4							
	A.4	Field Inventory/Survey		4	12	8	130						
	A.5	Field Inventory/Survey Review and Post-Processing		2	12	4	12						
	A.6	Review Meeting		2		2							
	A.7	Reporting	1	2		9							
	A.8												
	A.9												
	A.10												
	A.11												
	A.12												
	A.13												
		Labor Hours by Personnel:	2 hrs	16 hrs	25 hrs	31 hrs	142 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs
		Estimated Labor Hours:	216 hrs	Note: Total Labor Hours is for information only and is not used to calculate fees.									
		Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 126.00	\$ 105.00	\$ 63.00	\$ 63.00	\$ -	\$ -	\$ -	\$ -	\$ -
		Task A Extended Cost by Personnel Category:	\$ 462.00	\$ 2,688.00	\$ 3,150.00	\$ 3,255.00	\$ 8,946.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Task A Estimated Labor Cost:	\$ 18,501.00										
		Task A Estimated Expenses Cost:	\$ 1,800										
		Estimated Cost Task A =	\$ 20,301.00										

Task B	Task Description	Principal	Project Manager	Senior Engineer	Engineer	Staff Engineer						
B.	Watershed Assessment and Evaluation of System Performance											
B.1	Kick-Off Meeting and Project Setup	1	4			1						
B.2	Watershed Hydrology		2			28						
B.3	Model Setup and Boundary Conditions		2	10		60						
B.4	Model Troubleshooting		2	4		20						
B.5	Model QA/QC and Revisions		1	10		20						
B.6	Model Results Post-Processing		4			40						
B.7	Reporting	2	8	12		80						
B.8	Field Review		6			6						
B.9	Review Meeting	2	4			4						
B.10	Revisions Based on Review Meeting and Field Review		1	2		24						
B.11												
B.12												
	Labor Hours by Personnel:	5 hrs	34 hrs	38 hrs	0 hrs	283 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs
	Estimated Labor Hours:	360 hrs	Note: Total Labor Hours is for information only and is not used to calculate fees.									
	Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 168.00	\$ 137.00	\$ 105.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task B Extended Cost by Personnel Category:	\$ 1,155.00	\$ 5,712.00	\$ 6,384.00	\$ -	\$ 29,715.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task B Estimated Labor Cost:	\$ 42,966.00										
	Task B Estimated Expenses Cost:	\$ 1,250										
	Estimated Cost Task B =	\$ 44,216.00										

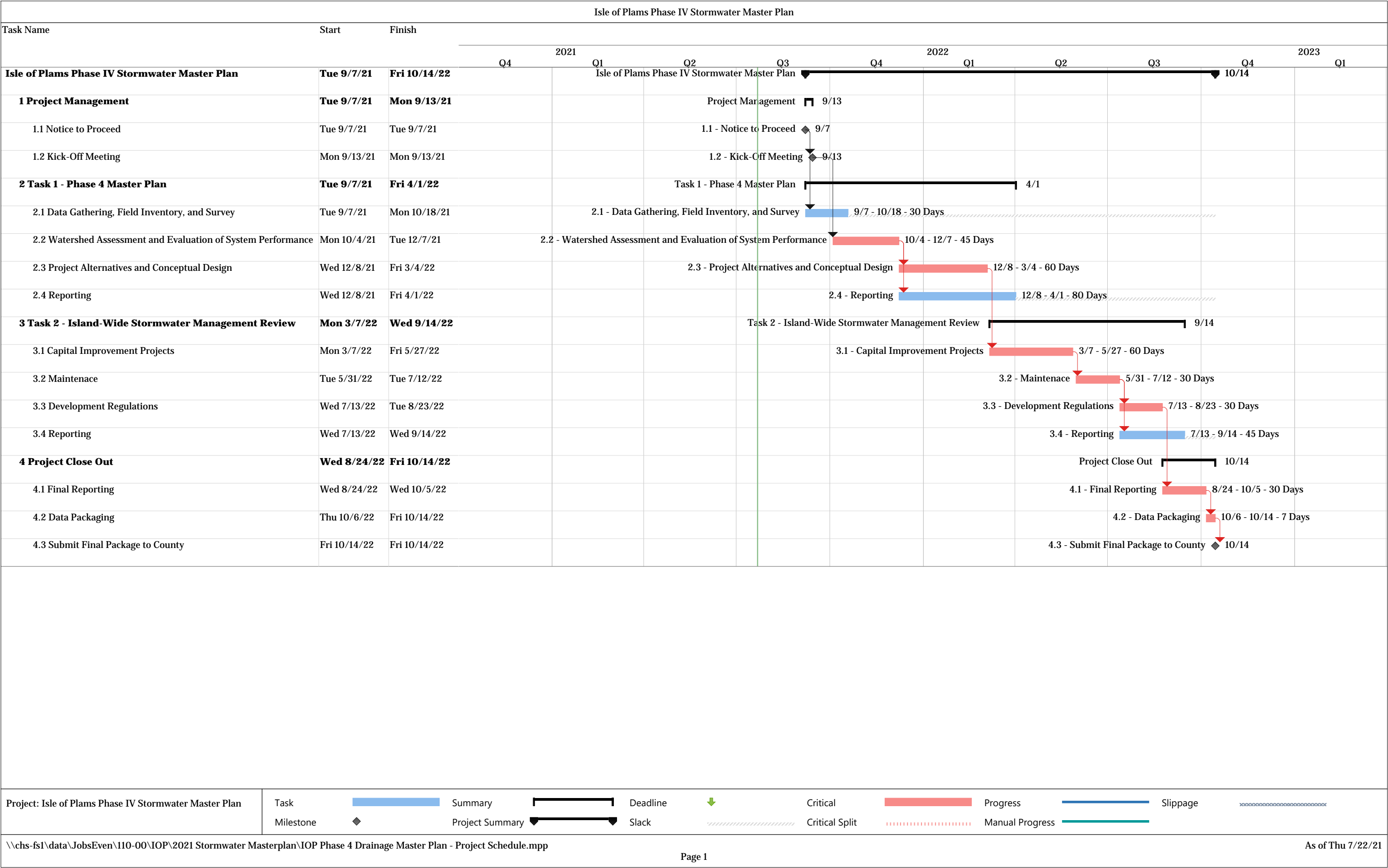
Task C	Description	Principal	Project Manager	Senior Engineer	Engineer	Staff Engineer	Senior Architect	Architect				
C.	Project Alternatives and Conceptual Design											
C.1	Kick-Off Meeting and Project Setup	1	4			1						
C.2	Existing Conditions Review		2	2	2	2						
C.3	Alternative Investigation/Modeling		4	6	12	108						
C.4	Review Meetings		14			5	14	4				
C.5	Alternative Investigation/Modeling Revisions		2	4	4	36						
C.6	Conceptual Design of Alternatives and Planning	1		10	20	60	20	50				
C.7	Cost Estimating		1	10		20		30				
C.8	Reporting		9	10	10	36	10	40				
C.9	QA/QC	4	9	18			18					
C.10												
C.11												
C.12												
	Labor Hours by Personnel:	6 hrs	45 hrs	60 hrs	48 hrs	268 hrs	62 hrs	124 hrs	0 hrs	0 hrs	0 hrs	0 hrs
	Estimated Labor Hours:	613 hrs	Note: Total Labor Hours is for information only and is not used to calculate fees.									
	Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 168.00	\$ 137.00	\$ 105.00	\$ 158.00	\$ 137.00	\$ -	\$ -	\$ -	\$ -
	Task C Extended Cost by Personnel Category:	\$ 1,386.00	\$ 7,560.00	\$ 10,080.00	\$ 6,576.00	\$ 28,140.00	\$ 9,796.00	\$ 16,988.00	\$ -	\$ -	\$ -	\$ -
	Task C Estimated Labor Cost:	\$ 80,526.00										
	Task C Total Expenses Cost:	\$ 1,483										
	Estimated Cost Task C =	\$ 82,008.50										

Task D	Description	Principal	Project Manager	Senior Engineer	Engineer	Staff Engineer	Senior Architect	Landscape Architect	Program Director			
D.	Capital Improvement Projects											
D.1	Kick-Off Meeting and Project Setup	1	4				1					
D.2	Phase I Project Reviews		2	24	8							
D.3	Phase II Project Reviews		2	24	8							
D.4	Phase III Project Reviews		2	24	8							
D.5	Waterway Blvd Project Review		2				6	24				
D.6	Phase IV Project Reviews		2	20	8							
D.7	Funding Evaluation	1	2			30			40			
D.8	Island-Wide Capital Plan/Reporting/Recommendations		2	40		40			20			
D.9	QA/QC	4	2	10								
D.10	Review Meetings	2	6				4		4			
D.11												
D.12												
	Labor Hours by Personnel:	8 hrs	26 hrs	142 hrs	32 hrs	70 hrs	11 hrs	24 hrs	64 hrs	0 hrs	0 hrs	0 hrs
	Estimated Labor Hours:	377 hrs	Note: Total Labor Hours is for information only and is not used to calculate fees.									
	Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 168.00	\$ 137.00	\$ 105.00	\$ 158.00	\$ 137.00	\$ 147.00	\$ -	\$ -	\$ -
	Task D Extended Cost by Personnel Category:	\$ 1,848.00	\$ 4,368.00	\$ 23,856.00	\$ 4,384.00	\$ 7,350.00	\$ 1,738.00	\$ 3,288.00	\$ 9,408.00	\$ -	\$ -	\$ -
	Task D Estimated Labor Cost:	\$ 56,240.00										
	Task D Estimated Expenses Cost:	\$ 754										
	Estimated Cost Task D =	\$ 56,994.00										

Task E	Description	Principal	Project Manager	Senior Engineer	Staff Engineer	Program Director						
E.	Maintenance											
E.1	Kick-Off Meeting and Project Setup	1	2		1							
E.2	Review Maintenance Procedures and Scheduling		1	20	6							
E.3	Review Maintenance Work-Order Request Methods		1	20		2						
E.4	Recommendations/Reporting	2	4	40	8	4						
E.5	QA/QC	2	2	8								
E.6	Review Meetings		4			2						
E.7												
E.8												
E.9												
E.10												
E.11												
E.12												
	Labor Hours by Personnel:	5 hrs	14 hrs	88 hrs	15 hrs	8 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs
	Estimated Labor Hours:	130 hrs	Note: Total Labor Hours is for information only and is not used to calculate fees.									
	Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 168.00	\$ 105.00	\$ 147.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task E Extended Cost by Personnel Category:	\$ 1,155.00	\$ 2,352.00	\$ 14,784.00	\$ 1,575.00	\$ 1,176.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task E Estimated Labor Cost:	\$ 21,042.00										
	Task E Estimated Expenses Cost:	\$ 550										
	Estimated Cost Task E =	\$ 21,592.00										

Task F	Description	Principal	Project Manager	Senior Engineer	Senior Architect							
F.	Development Regulations											
F.1	Kick-Off Meeting and Project Setup		2									
F.2	Review Regulations		1	8	20							
F.3	Recommendations/Reporting	1	2	22								
F.4	Review Meeting		4		4							
F.5												
F.6												
F.7												
F.8												
F.9												
F.10												
F.11												
F.12												
	Labor Hours by Personnel:	1 hrs	9 hrs	30 hrs	46 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs
	Estimated Labor Hours:	86 hrs	Note: Total Labor Hours is for information only and is not used to calculate fees.									
	Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 168.00	\$ 158.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task F Extended Cost by Personnel Category:	\$ 231.00	\$ 1,512.00	\$ 5,040.00	\$ 7,268.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task F Estimated Labor Cost:	\$ 14,051.00										
	Task F Estimated Expenses Cost:	\$ 150										
	Estimated Cost Task F =	\$ 14,201.00										

Task G	Description	Principal	Project Manager	Staff Engineer								
G.	Rainfall and Water Level Monitoring											
G.1	Kick-Off Meeting and Project Setup	1	1									
G.2	Deployment/Pickup		1	18								
G.3	Monitoring		2	32								
G.4	Reporting	1	2	8								
G.5												
G.6												
G.7												
G.8												
G.9												
G.10												
G.11												
G.12												
	Labor Hours by Personnel:	2 hrs	6 hrs	58 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs	0 hrs
	Estimated Labor Hours:	66 hrs	Note: Total Labor Hours is for information only and is not used to calculate fees.									
	Labor Rate per Hour by Personnel Category:	\$ 231.00	\$ 168.00	\$ 105.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task G Extended Cost by Personnel Category:	\$ 462.00	\$ 1,008.00	\$ 6,090.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Task G Estimated Labor Cost:	\$ 7,560.00										
	Task G Estimated Expenses Cost:	\$ 1,140										
	Estimated Cost Task G =	\$ 8,700.00										



City of Isle of Palms Marina
Comparison of Quotes for Marina Dock Insurance

						Deductibles								
Insurance Company	Agent	Carrier	Term	What is Insured	Insured Value	All Other Perils	Flood, EQ & Named Windstorm	Main Exclusions	Rate	Annual Premium	6% Tax	Total Annual Cost	Notes	
CURRENT COVERAGE: Hull and Company	CT Lowndes	Lloyds of London	1 year	Docks and Piers	364,679	5,000	54,600	Terrorism, cyber, damage from construction	9%	33,071	1,984	35,055		
SCMIRF - <i>All Other Perils coverage ONLY</i>			1 year	Docks and Piers	4,800,000	5,000	N/A	EXCLUDES Wind, Hail, Earthquake & Flood	0.5%	23,000	incl	23,000	<i>Only covers damage from theft, fire, collision, etc. No wind, hail, flood or earthquake</i>	
Hull and Company	CT Lowndes	Lloyds of London	1 year	Docks and Piers (Phase 1 only)	2,160,000	20,000 500,000 1,000,000	200,000 500,000 1,000,000	Terrorism, cyber, damage from construction	6.75%	146,050 106,265 79,765	8,763 6,376 4,788	154,813 112,641 84,553	<i>CT Lowndes has been unable to get quotes from Lloyds for the full \$4M dock replacement value.</i>	
AmWINS	MASC/Willis		1 year	Docks and Piers	2,500,000	100,000	250,000		6.00%	150,000	9,000	159,000	<i>MASC assisted with getting these quotes for comparative purposes, but since the underlying insurer (AmWINS) had already given a quote to CT Lowndes, MASC advised the City to work with the local agent.</i>	
AmWINS	MASC/Willis		1 year	Docks and Piers	2,400,000	100,000	250,000		8.75%	210,000	12,600	222,600		
Maritime Program Group	Maritime Program Group	Westport Insurance (Layer 1)	1 year	Docks and Piers	2,500,000	10,000	5% or minimum of \$100,000	Terrorism	3.28%	81,996	incl	81,996	<i>Agent advises that Westport will only offer property coverage if the liability coverages shown are included. The additions for liability have a minimal cost and serve as extra protection for the City.</i>	
			1 year	Marine General Liability	2,000,000 aggregate, 1,000,000 each occ				0.06%	1,154	incl	1,154		
			1 year	Marine Operators Legal Liability, Boat Storage & Moorage	1,000,000, exposure= \$180,776	1,000			0.10%	1,000	incl	1,000		
			1 year	Protection and Indemnity	1,000,000				0.05%	500	incl	500		
			1 year	Medical Payments	limit = 5,000						included		<i>Agent advises that increasing the windstorm deductible to \$500,000 would save \$20,500 per year yielding an annual premium of \$105,278.</i>	
		Evanston Insurance (Layer 2)		Docks and Piers	1,500,000			Terrorism				41,128		
Subtotal Maritime					4,000,000							125,778		
SOMPO/Endurance/ AmWINS 1st Layer	CT Lowndes		1 year	Physical Loss or Damage caused by Earthquake, Flood, Windstorm & Hail ASSUMES AOP coverage through SMIRF at at cost of approx \$23,000	1,000,000	NOT INCLUDED	5% or \$100,000 minimum for Flood & Wind, \$25,000 minimum for EQ	TRIA	11%	107,590		107,590	<i>This is a layered approach for Phase 1 only, but both carriers agreed to add Phases 2&3 when completed. For \$4,000,000 in value, total premium would be \$260,357. Increasing the deductible to \$400,000 would decrease annual premium to \$238,940, but All Other Perils coverage would still be needed. Estimated total cost with a \$400,000 deductible is \$261,940</i>	
Markel/Endurance/ AmWINS 2nd Layer					1,160,000		\$400,000 deductible for all claims saves \$21,417	TRIA	4%	43,566		43,566		
Total					2,160,000					151,156		151,156		



**Ways & Means Committee Meeting
6:00pm, Tuesday, August 17, 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, Buckhannon, and Mayor Carroll

Absent: Council Member Moye

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

2. Approval of previous meeting's minutes

Council Member Streetman made a motion to approve the minutes of the July 20, 2021 meeting, and Mayor Carroll seconded the motion. The motion passed unanimously.

3. Citizen's Comments

MOTION: Council Member Ward made a motion to allow for a presentation from Ryne Phillips of Davis & Floyd regarding the Drainage Master Plan. Mayor Carroll seconded the motion. The motion passed unanimously.

Ryne Phillips, a senior engineer from Davis & Floyd, gave an abbreviated presentation to the Ways & Means Committee that outlines their workplan to complete a Drainage Master Plan for the City. Mr. Phillips anticipates the project taking approximately 1 year to complete and the proposed price of \$248,000 is "firm."

Director Kerr added that Davis & Floyd will include the impact of the recently completed small internal drainage projects as part of their plan.

Administrator Fragoso said the City's plan is to continue to pursue small, high-impact drainage projects from the list of projects cultivated by Thomas & Hutton.

4. Financial Statements – Treasurer Suggs

Treasurer Suggs reported that the auditors were onsite last week. The goal is to present the final audited statements for FY21 at the October meeting. No further expenses are expected, but she is currently waiting for three payments to post in FY21. She noted that the bulkhead recoating was reclassified out of expenses and into assets and will be depreciated over time.

There was not much activity for July 2021 other than rental license renewals, parking, and normal expenditures. There is \$25.7M in cash, \$8M of which is restricted.

A review of hospitality taxes continues to show strong economic activity, with most posting higher than pre-COVID receipts.

The Phase III Drainage Project worksheet indicates no new spending on the small projects. It does show the change order for administrative services for Thomas & Hutton approved last month. The Marina Dock Rehabilitation Project worksheet indicates the project is on target for where it is. Legal expenses for FY21 were just under \$281,000 and nearly \$15,000 so far in FY22.

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. Recent work on the building includes joist repair on the first floor and under the building, strapping the 2-story deck, new bar, and new cable rail system; plumbing rough-in throughout the building and electrical rough-in on the first floor. Plans for the new fire sprinkler system are due this week. The HVAC units have been ordered and ductwork installation is anticipated at the end of August. The new metal roofing of the dining area is complete. Anticipated construction completion is end of the year with opening likely in early 2022.

She reported that the City anticipates a bid from Blue Tide, the company performing the parking lot improvements, for the replacement of the damaged and missing dock bumpers and boat fenders on the restaurant portion of the T-dock. The work on the parking lot is expected between August 20 and September 20.

Administrator Fragoso said she recently met with the owner's representative who conducts weekly inspections of the restaurant.

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. A punch list inspection of Dock Area C is scheduled for this week prior to turnover to the Marina Manager. The fire suppression system is nearly complete.

Salmon's will demolish the existing "Charter" dock when the restaurant and face docks are functional and turned over to the Marina Manager. All of the materials to construct these docks (minus the gangways) are at the Salmon's shipyard.

Administrator Fragoso reported that ATM is reviewing the revised submittal of the fuel dock from Structure Marine. A meeting is scheduled for this week to review updated pricing and

identify any issues that may need adjustment. She said, “I have informed the contractor and ATM that the City will not consider any change orders or any additional amounts for the fuel hut.”

Council Member Smith asked about the pump-out system, and Administrator Fragoso said that the Marina Manager has been working on a “hodgepodge” system for some time. The replacement system has been purchased with monies via the Clean Vessel Act, but its installation has been delayed due to project delays.

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. She reported that permits for the Forest Trail and 30th Avenue projects have been fully approved. She also shared that OCRM will likely ask the City to mitigate the 30th Avenue outfall project. Mitigation is estimated to cost \$20-25,000. She said, “The plan is to include it in the bid documents with the 36th Avenue-Forest Trail as an alternate pending permits.”

She reviewed updated project cost estimates with the Committee. Thomas & Hutton are predicting a 100% increase in project costs for 30th and 36th avenues outfalls. Extrapolating those estimates across the entire project assumes the City will need to find funding of over \$4M in excess of the \$3.5M already borrowed. Potential funding sources include 90% of the FY21 General Fund surplus, expected funds from the American Rescue Plan, and the anticipated FY21 County ATAX pass-through. Actual bids for these projects are anticipated this fall. She then reviewed a timeline for the bidding and construction of the 30th and 36th avenues outfalls.

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 portions of these projects are done excepting the work at 41st Avenue and Forest Trail which will be completed after Labor Day. Additional drainage work recently completed at 34th Avenue and Harnett Boulevard has proven to be very successful.

E. Overhead to Underground Conversion

Administrator Fragoso said there are no updates on this project as they are still working through the engineering agreement.

6. Old Business

Discussion of options for allocation of FY21 positive net result and American Rescue Plan 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 reviewed options for the use of the FY21 surplus. He said

some sort of decision is needed tonight to present to City Council next week so the audit can be completed. Committee members agreed that dealing with drainage concerns and the results of the wage and compensation study were key considerations.

MOTION: Council Member Pounds made a motion to put 10% of the surplus in the General Fund and 90% in Capital Projects, with appropriate disbursement to be determined at a later date. Council Member Bell seconded the motion.

MOTION: Council Member Ward made a motion to amend to allow for \$50,000 to be put in reserve for the hiring of a consultant to represent the City in Columbia. Council Member Buckhannon seconded the motion.

After further discussion, Council Member Ward withdrew his motion and Council Member Buckhannon seconded the motion.

MOTION: Council Member Pounds made a motion to amend to put 10% plus \$50,000 of the surplus in the General Fund and the remainder in Capital Projects. Council Member Buckhannon seconded the motion. The motion passed unanimously.

VOTE: The vote on the amended motion passed unanimously.

Council Member Pounds then reviewed some spending options for the monies from the American Rescue Plan. Council Member Bell noted that other municipalities around the state were sending resolutions to Columbia noting their displeasure in the State holding up the disbursement of the monies from the American Rescue Plan. Mayor Carroll said he would discuss the issue further with Mayors Goodwin and O'Neill later this week.

7. New Business

A. Consideration of approval of purchase of replacement Engine 1002 in the amount of \$521,848 [Financed with Municipal Lease, FY22 Budget, Fire Department, Capital Projects - \$525,000, pg. 19, ln. 45]

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

Battalion Chief Eagle explained that this new truck has been modified to their department's specifications and is ready to be brought to the Isle of Palms for service. The purchase of this truck is a budgeted item.

VOTE: The motion passed unanimously.

B. Consideration of approval of purchase of Self-Contained Breathing Apparatus (SCBA) in the amount of \$286,594 and other add-on equipment for pumper truck in the amount of \$57,000 [FY22 Budget, Fire Department, SCBA, \$290,000 funded 1/3 Capital Projects, 1/3 Muni ATAX, 1/3 State ATAX (RFB 2021-06); other add-on equipment, \$57,000]

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

Administrator Fragoso reminded the Committee that the City has been putting money aside for this purchase for several years. She said two bids were received for the purchase and staff is recommending the lowest bid. She added, “The reason why we would like to purchase the Self-Contained Breathing Apparatus and the other equipment is...because we have the ability to take advantage of a provision in the law where firetrucks are exempt from sales tax...and there is a provision there for other equipment that is purchased with the truck to be eligible for that benefit.” She said it will save the City approximately \$60,000.

VOTE: The motion passed unanimously.

C. Consideration of municipal lease for financing of the purchase of the replacement Engine 1002 pumper truck [RPF 2102-02 Fire Truck Lease, BB&T Proposal – 1.60% interest rate, 9-year term]

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

MOTION: Council Member Bell made a motion to amend the lease to include the purchase of the SCBA and other add-on equipment for the fire truck. Council Member Buckhannon seconded the motion. The motion passed unanimously.

VOTE: The vote on the amended motion passed unanimously.

D. Consideration of award of a contract to Davis & Floyd for a comprehensive island-wide drainage master plan in the amount of \$248,000 [FY22 Budget, Public Works, Muni ATAX, \$250,000]

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

E. Discussion and consideration of property insurance options for the new marina docks [FY22 Budget, Marina Enterprise Fund, Marina Operations, Insurance, \$150,000]

Administrator Fragoso reviewed a spreadsheet detailing research done on property insurance options for the new marina docks. Staff recommends moving forward with purchasing insurance from Maritime Program Group in the amount of \$125,778 with a deductible of 5% or a minimum of \$100,000. The policy was reviewed by SCMIRF who provided the City with some clarifying questions to the agent. Maritime Program Group provides insurance for the City Marina.

Administrator Fragoso added that the Real Property Committee discussed the need for a plan to set money aside annually that would allow the City to self-insure the docks in the future.

MOTION: Council Member Ward made a motion to purchase insurance from the Maritime Program Group for the new marina docks in the amount of \$125,778 with a 5% or \$100,000 minimum deductible. Council Member Bell seconded the motion. The motion passed unanimously.

The Committee agreed that the Staff should work on a phased implementation plan leading to the City self-insuring the Marina docks.

8. Miscellaneous Business

The next meeting of the Ways & Means Committee will be Tuesday, September 21, 2021 at 6pm.

9. Adjournment

Council Member Buckhannon made a motion to adjourn and Council Member Streetman seconded the motion. The meeting was adjourned at 8:03pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

City of Isle of Palms
Financial Summary as of June 30, 2021 *PRELIMINARY & UNAUDITED*
(Dollars in Thousands)

	REVENUES			
	YTD Actual	Annual Budget	Remaining to Collect	YTD Actual as a % of Budget
General	\$ 12,424	\$ 10,663	\$ (1,761)	117%
Capital Projects	3,575	3,280	(295)	109%
Muni Accom Tax	1,320	829	(491)	159%
Hospitality Tax	732	640	(92)	114%
State Accom Tax	2,326	1,460	(866)	159%
Beach Prserv Fee	1,325	832	(493)	159%
Marina	337	297	(40)	113%
Disaster Recovery	17	52	35	33%
All Other	175	165	(10)	106%
Total All Funds	\$ 22,231	\$ 18,218	\$ (4,013)	122%

	EXPENDITURES			
	YTD Actual	Annual Budget	Remaining to Spend	YTD Actual as a % of Budget
	\$ 11,126	\$ 11,356	\$ 230	98%
	3,216	7,535	4,319	43%
	1,235	1,384	149	89%
	752	1,058	306	71%
	1,583	1,655	72	96%
	23	294	271	8%
	1,287	1,105	(182)	116%
	-	10	10	0%
	161	162	1	100%
	\$ 19,383	\$ 24,559	\$ 5,176	79%

General Fund Revenues					
	FY21 YTD Actual	FY21 Budget	% of FY21 Budget	FY20 YTD Actual	% of Prior YTD
Prop Tax	\$ 4,789	\$ 4,757	101%	\$ 4,518	106%
LO Sales Tax	853	641	133%	800	107%
Business Lic	1,554	1,012	154%	1,365	114%
Rental Lic	928	750	124%	1,009	92%
Other Lic	1,282	1,281	100%	1,522	84%
Build Pmts	721	338	213%	423	170%
From State	275	215	128%	258	107%
Parking	1,271	1,211	105%	972	131%
All Other	751	458	164%	667	113%
Total	\$ 12,424	\$ 10,663	117%	\$ 11,534	108%

General Fund Expenditures (YTD target = 100%)					
	FY21 YTD Actual	FY21 Budget	% of FY21 Budget	FY20 YTD Actual	% of Prior YTD
Mayor/Council	\$ 127	\$ 145	88%	\$ 132	96%
General Govt	1,863	2,041	91%	1,502	124%
Police	2,625	2,707	97%	2,355	111%
Fire	3,368	3,286	102%	3,413	99%
Public Works	1,442	1,391	104%	1,302	111%
Build & Lic	413	422	98%	411	100%
Recreation	950	1,038	92%	914	104%
Judicial	250	224	112%	204	123%
BSOs	88	102	86%	81	109%
Total	\$ 11,126	\$ 11,356	98%	\$ 10,314	108%

June Notes:

- Total City YTD revenues are \$22,231,000. FY21 revenues still to come include local option sales taxes, insurance license fees, and the County accommodations tax pass-through which was approved by County Council in July. The current forecast estimates that the City will end the year with total revenues of \$23,023,000, which is \$4,805,000 or 26% ahead of a budget that was intentionally very conservative due to Covid concerns.
- Total City YTD expenditures are \$19,383,000 which is 79% of the FY21 budget of \$24,559,000. The majority of the \$5,200,000 under budget condition relates to budget savings on the completed Public Safety Building repair (\$950,000) and delays in the budgeted spending for the fire engine (\$600,000) and Drainage Phase 3 (\$3,000,000).
- The current forecast predicts General Fund revenues and transfers will exceed General Fund expenditures by approximately \$2,271,000 for the fiscal year ending 6/30/21. The forecast assumes \$2,000,000 of this amount will be transferred to the Capital Projects Fund. The audit is currently in process and discussion of the 6/30/21 disposition of General Fund surplus is on August agendas for the Ways & Means Committee and City Council.
- General Fund expenditures are forecast to end the year approximately \$230,000 lower than the budget. Increased payroll costs are being offset by savings in other expenses.
- The City has \$25.6 million in cash deposits. Approximately \$5.3 million of this total represents unspent bond proceeds and \$7.3 million is restricted for tourism related expenditures or beach preservation.

City of Isle of Palms
Financial Summary as of July 31, 2021
(Dollars in Thousands)

	REVENUES			
	YTD Actual	Annual Budget	Remaining to Collect	YTD Actual as a % of Budget
General	\$ 590	\$ 11,799	\$ 11,209	5%
Capital Projects	1	1,291	1,290	0%
Muni Accom Tax	-	1,526	1,526	0%
Hospitality Tax	-	836	836	0%
State Accom Tax	-	2,146	2,146	0%
Beach Prserv Fee	-	1,275	1,275	0%
Marina	62	360	298	17%
Disaster Recovery	-	10	10	0%
All Other	1	171	169	1%
Total All Funds	\$ 654	\$ 19,414	\$ 18,759	3%

	EXPENDITURES			
	YTD Actual	Annual Budget	Remaining to Spend	YTD Actual as a % of Budget
	\$ 726	\$ 12,466	\$ 11,740	6%
	1	4,456	4,455	0%
	22	1,265	1,243	2%
	53	562	509	9%
	20	1,506	1,486	1%
	-	385	385	0%
	14	689	675	2%
	-	10	10	0%
	8	167	159	5%
	\$ 844	\$ 21,506	\$ 20,662	4%

General Fund Revenues					
	FY22 YTD Actual	FY22 Budget	% of FY22 Budget	FY21 YTD Actual	% of Prior YTD
Prop Tax	\$ -	\$ 4,806	0%	\$ -	
LO Sales Tax	-	895	0%	-	
Business Lic	70	1,421	5%	54	130%
Rental Lic	158	940	17%	234	68%
Other Lic	-	1,496	0%	-	
Build Pmts	43	450	10%	22	195%
From State	-	253	0%	-	
Parking	228	1,019	22%	206	111%
All Other	91	519	18%	88	103%
Total	\$ 590	\$ 11,799	5%	\$ 604	98%

General Fund Expenditures (YTD target = 8%)					
	FY22 YTD Actual	FY22 Budget	% of FY22 Budget	FY21 YTD Actual	% of Prior YTD
Mayor/Council	\$ 8	\$ 134	6%	\$ 8	100%
General Govt	64	2,145	3%	73	88%
Police	186	3,022	6%	237	78%
Fire	238	3,745	6%	334	71%
Public Works	101	1,502	7%	124	81%
Build & Lic	28	456	6%	33	85%
Recreation	71	1,090	7%	93	76%
Judicial	20	270	7%	19	105%
BSOs	10	102	10%	15	67%
Total	\$ 726	\$ 12,466	6%	\$ 936	78%

July Notes:

- Most of the funds collected in July relate to FY21 and were accrued in June. July FY22 revenues primarily consist of business/rental license revenue and parking fees.
- The City has \$25.7 million in cash deposits. Approximately \$5.3 million of this total represents unspent bond proceeds and \$8.1 million is restricted for tourism related expenditures or beach preservation.

FY22 CAPITAL PROJECTS REPORT

AUGUST 2021



IOP MARINA RESTAURANT RENOVATION

- **Building Update**

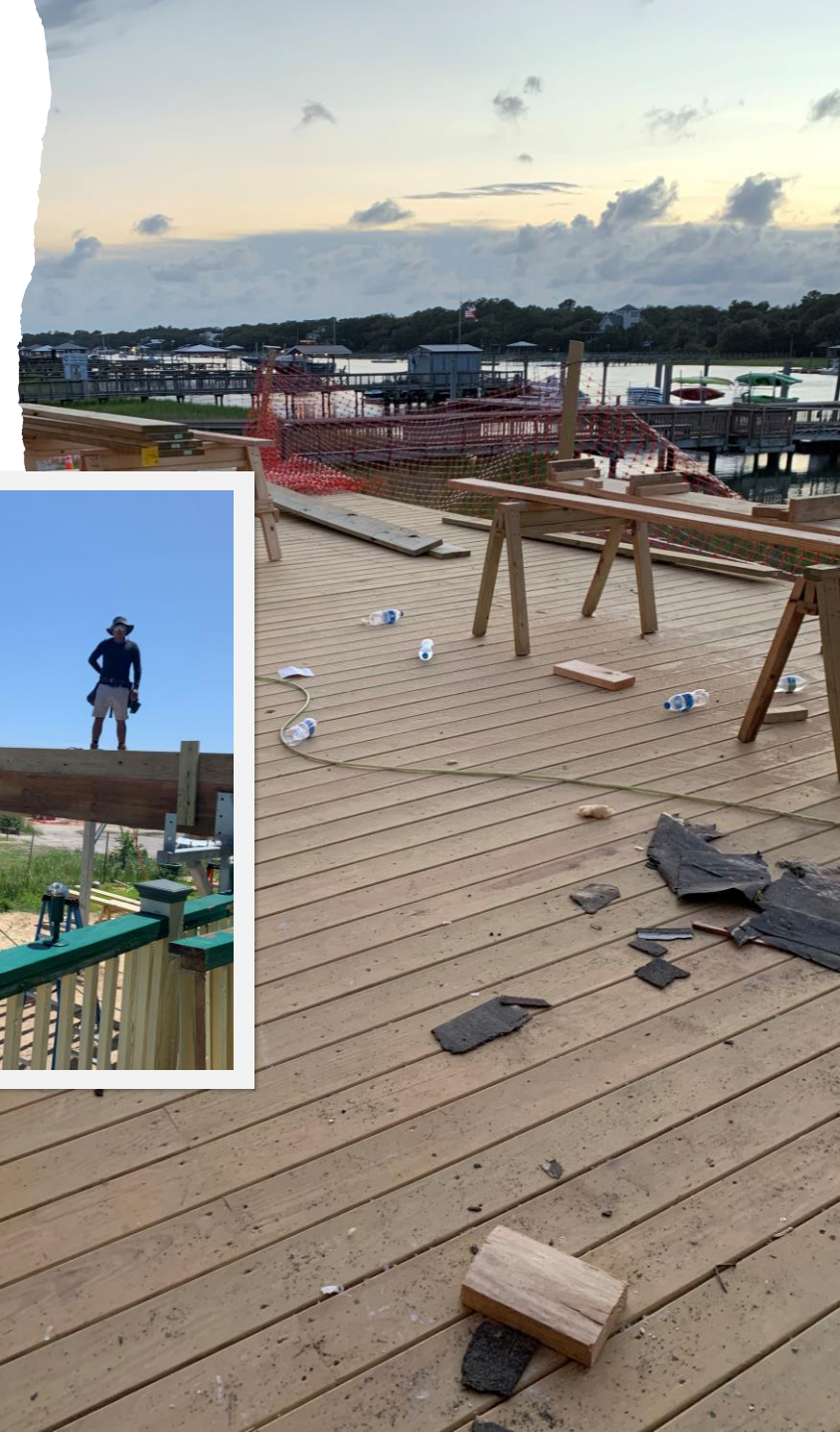
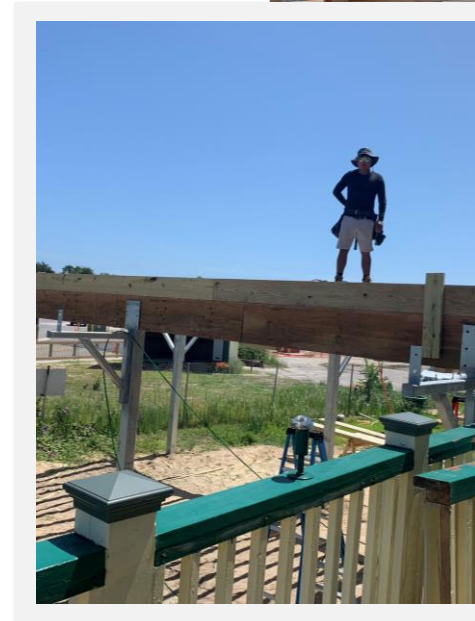
- Wrapping up interior wall and floor framing
- All structurally unsound joists on the first floor and under the building repaired
- Working on strapping the 2-story deck and new bar and new cable rail system
- Plumbing rough-in nearly complete throughout the building and electrical rough-in complete on the 1st floor
- New fire sprinkler plans due week of 8/13
- HVAC units ordered and ductwork installation scheduled for end of August
- New metal roofing at the dining room area complete. Membrane roof at the lower mechanical area scheduled for replacement end of August.
- Construction completion date estimated early 2022.

- **Restaurant Dock Improvements**

- City is in process of securing an additional proposal for the replacement of damaged/missing dock bumpers and boat fenders to the restaurant portion of the “T” dock. On-site meeting with contractor conducted.

- **Parking Lot Improvements**

- Staff is working with the contractor to finalize schedule (Target window August 20th – September 20th)



IOP MARINA DOCK REHABILITATION

Dock Area C – (Restaurant and Face Docks)

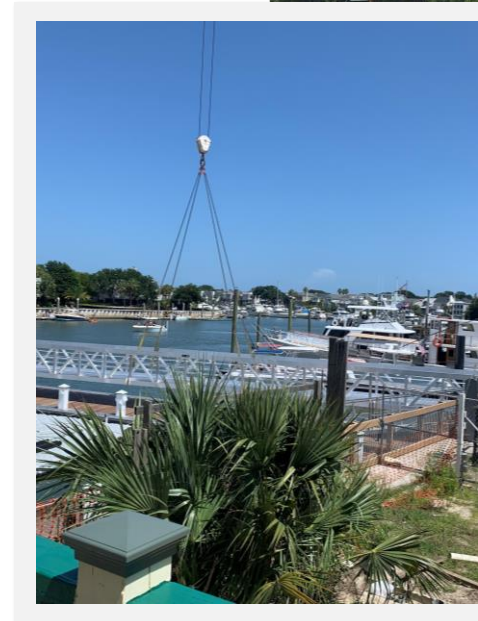
- Punch list inspection scheduled for week of 8/16 prior to turnover
- Portable water system not yet fully connected or tested (subcontractor man-power issues)
- Fire suppression almost complete. Final bracing of standpipes and pressure testing pending.
- On-site meeting with Fire Department pending prior to turnover

Dock Area B – (Charter Docks)

- Salmons will demo the existing “Charter” dock when both Restaurant and Face docks are fully functional for use and turned over to MJV
- All major materials necessary to construct the docks are on site at shipyard, except gangways

Dock Area A – (Fuel Dock)

- ATM received revised submittal of fuel dock from Structurmarine
- Fuel hut construction contractor reviewed final design plans for the fuel hut and provided updated price above the approved amount. Meeting is being scheduled for week of 8/16 to discuss updated pricing and identify items to modify



PHASE 3 DRAINAGE 30TH, 36TH & 41ST AVENUE OUTFALLS

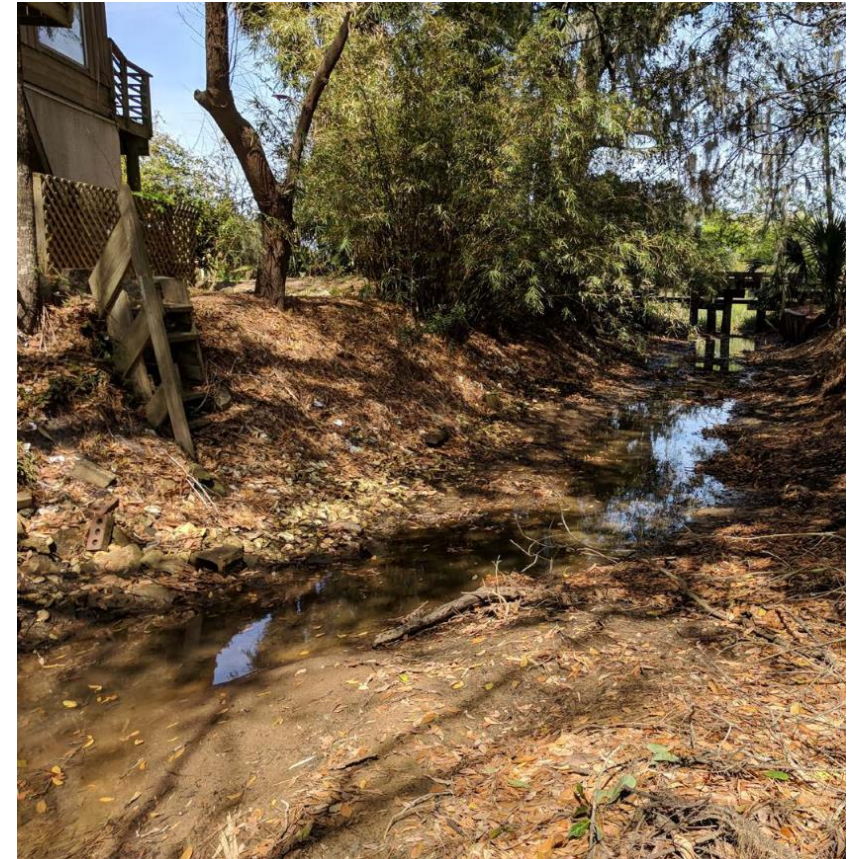
Permitting

Easement agreement with Wild Dunes executed, getting recorded.

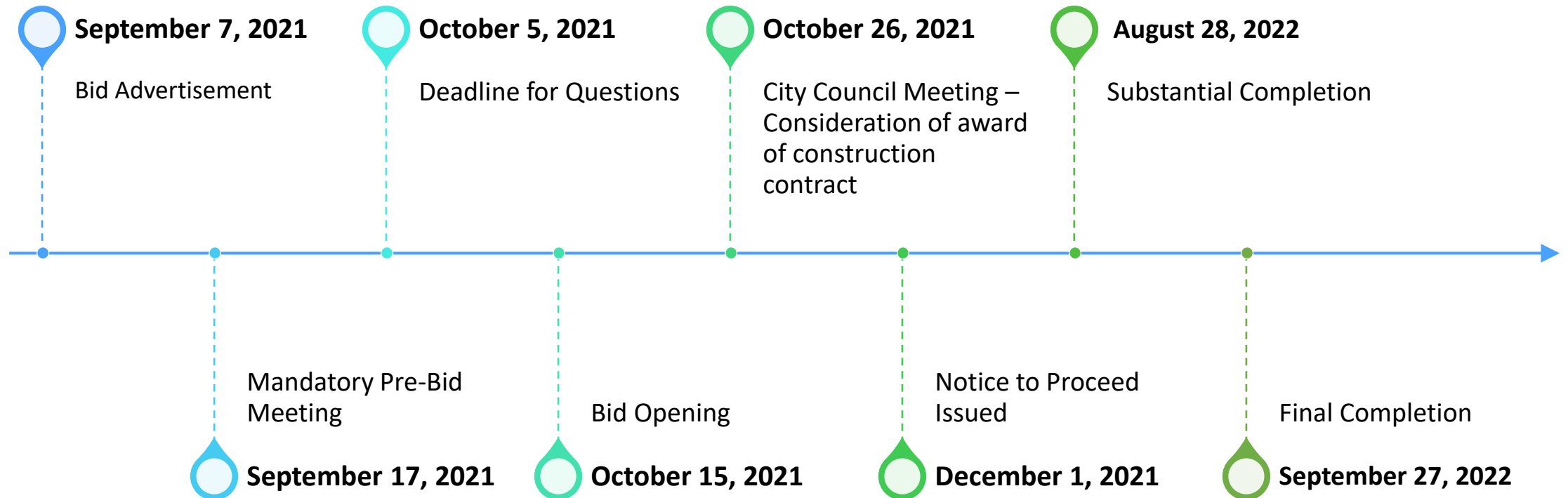
14 permits submitted - 2 permits fully approved (Forest Trail and 30th Ave Infrastructure Critical Area Permits), 4 permits conditionally approved, and 8 are being processed.

Mitigation

- Mitigation (in the form of oyster reefs) was proposed as part of the City's Critical Area permit application package for 41st Avenue, however, the total amount of mitigation required is still undetermined. The amount to be mitigated for will be finalized once the Army Corp/SCHDEC agree on the amount of "vegetated impacts". City will only have to mitigate for the vegetated portions of the impacted channel, not the entire 41st Avenue channel. The purchase of credits from a mitigation bank is another option, if the cost of mitigation project exceeds the credits.
- **OCRM indicated that, if approved, the City will need to mitigate the 30th Avenue outfall project, due to the proposed piping of the channel. Estimated at ~\$25K**



Phase 3 Drainage Outfall (Forest Trail & 30th Avenue) Bidding & Construction Timeline



PHASE 3 DRAINAGE INTERNAL PROJECTS

All portions of these projects are completed. Milling and paving in progress. Final inspection and walkthrough scheduled when paving is complete.

- Sparrow Drive
- Forest Trail
- Cross Lane
- 32nd Avenue
- 41st Avenue
- 2 out of 3 projects – Complete
- 41st Avenue & Forest Trail - Work delayed until after Labor Day due to road closure

34th Avenue & Hartnett Boulevard Project

- Drain lines in place, milling completed, paving in progress.



OVERHEAD TO UNDERGROUND ELECTRIC CONVERSION

City has received the Dominion Energy agreement and design/engineering estimates for the proposed projects:

- 21st Avenue at the intersection with Palm Boulevard (\$10,000)
- End of 41st Avenue from Waterway Boulevard to the IOP Marina (\$15,000)
 - Engineering scope includes assessment of relocation of transformer by the boat ramp and new lighting layout for the site

Design & engineering completion estimated 3-4 months from agreement execution.

The total cost of the projects and construction timelines will be determined when the design & engineering work is complete.





PUBLIC WORKS COMMITTEE
4:30pm, Wednesday, August 4, 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 Streetman, Smith, and Ward

Staff Present: Administrator Fragoso, Director Pitts, Director Kerr, Asst. Director Asero

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

Council Member Streetman made a motion to approve the minutes of the June 3, 2021 meeting, and Council Member Smith seconded the motion. The motion passed unanimously.

3. Citizens' Comments -- none

4. Department Reports – Director Pitts and Assistant Director Asero

Director Pitts reported that garbage collection totals were lower than anticipated for June and July but the totals were in line with 2019 collection numbers. Yard debris collection continues to be high, which Director Pitts attributes to the absence of a storm clearing the debris.

He reported that vehicle maintenance was over budget by \$30,000 in FY21 due to two major issues. \$5,500 was spent on vehicle maintenance in July.

Asst. Director Asero reported that Eadie's has been doing extensive cleaning of the Forest Trail basin starting at the outfall on Waterway Boulevard and working back to 32nd Avenue. He said the water is flowing better there now. The cleaning effort should be completed next week.

There has also been some vegetation clearing and ditch restructuring on 25th Avenue, Duck & Sparrow, and 4th Avenue & Palm Boulevard.

Asst. Director Asero said he has been working on a drainage maintenance inventory for the City and for FEMA.

SCDOT will return next week to repair for a second time a sinkhole that keeps developing on 41st Avenue. Council Member Smith asked about pictures from 41st Avenue that have recently surfaced on social media. Asst. Director Asero said that the work at 41st Avenue is not yet complete and won't be until after Labor Day. Administrator Fragoso said those pictures have been shared with Thomas & Hutton who have shared them with Gulfstream so the issue could be addressed.

Asst. Director Asero reported he has been working on a cleaning RFP for City Hall, Public Safety, Public Works, and the public restrooms. Facilities maintenance work included HVAC repairs at Public Safety and Fire Station 2 and hooking up the generator at the Recreation Center.

Landscape lighting was repaired at the 14th Avenue center island and 14th Avenue beach access. The MobiMat at 9th Avenue has been removed, the sand leveled, and the mat replaced. Full maintenance of Palm Boulevard will continue through the end of the month. Right-of-way cleanup has been done on the landside of Palm Boulevard between 45th and 41st avenues and from 4th Avenue to Beach Inlet Creekside. Heavy vegetation at 46th Avenue beach access has been cleaned. 62 flags were installed for the 4th of July.

Director Pitts spoke about an ongoing and growing problem of improper trash disposal at the compactor on the Front Beach. He reported they have had to increase dumpster collection to twice a week for the summer. He also said that five times this year they have found the trash to be overflowing on Monday mornings with three of those incidents occurring after concerts at the Windjammer. He said that last week trash was overflowing but the compactor was not full, which indicates that restaurant staff is not disposing of the trash properly. He noted the additional dumpster collection needed is more of a cost to the restaurants than it is to the City. Council Member Ward said that constant education of the restaurant managers is in order.

Council Member Smith noted the greenspace around the restrooms looks very nice. Asst. Director Asero said that staff has been able to work on that area on Wednesdays after the trucks leave for Bees Ferry. Administrator Fragoso thanked staff for their hard work in putting out the flags for July 4th and the Exchange Club for their volunteer efforts in hanging the bunting in the municipal parking lots for the holiday.

5. Old Business

A. Update on Phase III Drainage Project, small internal projects, and Waterway Boulevard path elevation

Administrator Fragoso reported that two critical area permits for the Forest Trail outfall have been received. She anticipates the first two outfall projects will be ready to go out to bid in the next month or two.

There is little to update on the small internal projects as the last piece at 41st Avenue will not be completed until after Labor Day.

Included in the meeting packet are updated cost estimates for the first two outfalls and Waterway Boulevard Elevation project. Administrator Fragoso said she is seeing a 30-45% increase in materials costs for these projects. Staff has submitted a CTC grant application for this project, but the results of that request will not be known until later in the year. An application submitted to the Rural Infrastructure Authority was declined. Staff has been discussing additional grant opportunities from other Federal agencies. She said that she, Treasurer Suggs, and Council Member Pounds have been discussing the partial use of the City's FY21 surplus and Federal monies from the American Rescue Plan in regards to the Phase III Drainage Project. Those ideas will be discussed further at this month's Ways & Means Committee meeting.

B. Update on island-wide Drainage Master Plan RFP

Administrator Fragoso reported that the Planning Commission narrowed down the five submissions for the Drainage Master Plan and interviewed three companies. They asked for pricing from Davis & Floyd and are awaiting more details from them before moving forward with a recommendation.

C. Discussion of potential solutions to drainage ditch erosion issues

Director Kerr said that staff has been working on guidelines for those homeowners who wish to make improvements to drainage ditches on their property. He said, "We have created an advisory cover sheet that explains the process to anybody wanting to do it. We have a sketch of how to do it that Thomas & Hutton helped us create, and then we have a draft easement agreement that we would expect somebody wanting to do this enter into an agreement with the City that basically says that if the City, we're going to allow you to do it, but if we need to change it to help the flow of water, we may do that, and if it does not work for whatever reason, we're going to have a process spelled out for having you correct it, and then ultimately it could result in the City, if someone were to put it in there wrong, not correct, it kind of messes up the system, and we cannot get it resolved, there would be a process by which we could get it removed and restored." That easement language is with the City Attorney now.

D. Update on the Environmental Advisory Committee

Administrator Fragoso reported the Personnel Committee will discuss further the 27 applications received for the Environmental Advisory Committee at their August 17 meeting. She noted the width and depth of environmental knowledge and experience found among the applicants. Staff is working through the selection process to help the Personnel Committee make its recommendations to City Council, which it hopes to do at the August meeting. Council Member Smith said the selection process should be intentional and not done by lottery. Administrator Fragoso said that if City Council makes the appointments in August, the newly formed Environmental Advisory Committee could possibly meet in September or October.

6. New Business

A. Discussion of yard debris collection operation and challenges with the change in route to Bees Ferry

Director Pitts reviewed the change in transfer stations from the Carolina Waste station to the Bees Ferry station that was forced upon the City last year. He had anticipated issues from that change would be seen most dramatically in the summer. He said the change has created a huge inefficiency in their work schedule for the 13 weeks of the summer season. He does not have the apparatus or personnel to handle the change.

Administrator Fragoso said that she continues to speak with her counterparts in the County government about the issue. She said she sees no willingness to make any accommodations for the Isle of Palms, adding that the Isle of Palms has been the only municipality affected. She requested support from City Council members, asking them to reach out to members of the

County Council regarding this issue. Council Member Smith asked if the County might consider allowing Public Works to use the Carolina transfer station during the summer months only.

Council Member Ward said he would like to discuss the yard debris ordinance at the September meeting.

B. Discussion of existing temp agency outsourcing agreement for haulers

Director Pitts said that Staff Zone, the temp agency the City uses to hire “slingers” each week has a cost share options for its workers allowing them to purchase health insurance.

C. Discussion of golf cart path along Ocean Park Plaza

Committee members expressed concerns about the safety of people using the golf cart path along Ocean Park Plaza and asked what could be done to make it a safer. Administrator Fragoso said, “The challenge is that that path, that we call a golf cart path is not technically a golf cart path. It has not been designed or permitted for golf carts, and in order to do so, DOT is going to require, we would need to submit an encroachment permit. And for the City to submit an encroachment permit, we would have to fully design the path, not only in that section but all the way where we know it is being used. And that requires some engineering and design and also easement acquisition.” She said it could be pursued but would take some time.

She said another option would be for the SCDOT to issue a quick claim deed to the City for that section of right of way. She added that a further complication to consider is that people use the crosswalk at 21st Avenue to get onto the golf cart path, and that crosswalk has not been authorized for golf cart use.

Council Member Ward would like to see this issue on next month’s meeting agenda.

7. Miscellaneous Business

The next meeting of the Public Works Committee will be Wednesday, September 8, 2021 at 4:30pm.

8. Adjournment

Council Member Streetman made a motion to adjourn, and Council Member Ward seconded the motion. The meeting was adjourned at 5:40pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



Personnel Committee
9:00am, Tuesday, August 17, 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, Buckhannon, and Moye

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 July 16, 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 report

Administrator Fragoso and HR Officer Ladd reviewed the rollout options for implementing the payroll adjustments suggested by the Wage & Compensation study. They are still meeting with department heads getting their feedback on the options. The amount of pay adjustment will be determined by the rollout option selected. The three options offered range in costs from \$70,000 to \$500,000 depending on how aggressively they are implemented.

Committee members agreed that Evergreen's suggestion of providing cost-of-living adjustments every 3-4 years is a more sustainable option.

The adjustment and pay increase options for the Police and Fire Departments will be a step plan of annual increases based on years of service with the potential for further increase based on performance. Staff is still discussing pay adjustment options for employees who have worked for the City longer than 25 years.

Administrator Fragoso said that they are working on a sustainable evaluation tool with Evergreen.

Committee members liked the idea of employees knowing what their pay will be at the start of a new fiscal year. They would also like salaries to be competitive so as to keep turnover and vacancy rates as low as possible.

This item will appear on the September Ways & Means Committee agenda with a hopeful goal of implementation in October.

B. Consideration of applications for the Environmental Advisory Committee

This item was discussed in Executive Session.

5. New Business

A. Discussion and considerations of nominations for the Leola Hanbury Award

This item was discussed in Executive Session.

B. Discussion of upcoming vacancies in Boards and Commissions

Administrator Fragoso reported that there will be 4 openings on the Planning Commission, 2 on the Board of Zoning Appeals, and 2 on the Code Board of Appeals. The deadline for applications is August 31, 2021. Two members of the Planning Commission are currently serving portions of terms left by previous members and so have not yet completed a full term. Council Member Moyer said those two members do not need to reapply, but the other two members do if they wish to continue to serve on the Planning Commission. Administrator Fragoso will communicate to all whose terms expire at the end of the year what their options are with regards to continued service.

C. Discussion of RFP for Municipal Judge, City Prosecutor, and Public Defender

Administrator Fragoso said an RFP for the positions of Municipal Judge, City Prosecutor, and Public Defender will be posted. She said that the judge's position is appointed by City Council every two years and that should be done this year. She emphasized this RFP is not a reflection on any work performance, just best practices.

As the current Personnel Committee will dissolve at the end of the year and a new City Council will be making any new appointments, it was determined that the City Administrator will make a recommendation to City Council following an objective review of the applications received.

6. Miscellaneous Business

The next regular meeting of the Personnel Committee will be Tuesday, September 14, 2021 at 9am.

Council Member Moyer said that succession planning will be on the September agenda.

7. Executive Session

MOTION: Council Member Bell made a motion to move into Executive Session in accordance with South Carolina Code §30-4-70(a)(1) to discuss personnel matters and applications for the Environmental Advisory Committee and nominations for the Leola Hanbury Award. Council Member Buckhannon seconded the motion. The motion passed unanimously.

The Personnel Committee moved into Executive Session at 9:52am.

The Personnel Committee returned from Executive Session at 10:29am.

MOTION: Council Member Moye made a motion to proceed with the recommendations presented by staff for Environmental Advisory Committee membership and to move those recommendations to the full City Council for approval. Council Member Bell seconded the motion. The motion passed unanimously.

MOTION: Council Member Moye made a motion for staff to move forward with “the persons described” for the 2020 and 2021 Leola Hanbury Award. The outcome will be kept a surprise until the Employee Appreciation Event in the fall. Council Member Bell seconded the motion. The motion passed unanimously.

8. Adjournment

Council Member Buckhannon made a motion to adjourn, and Council Member Bell seconded the motion. The motion passed unanimously. The meeting was adjourned at 10:31am.

Respectfully submitted,

Nicole DeNeane
City Clerk

City of Isle of Palms, South Carolina

Environmental Advisory Committee

Residents of the Isle of Palms are invited to apply to be a member of the Environmental Advisory Committee. The online application is available below. The deadline to submit an application is 5:00 p.m., Wednesday, June 30, 2021.

Purpose of the Environmental Advisory Committee:

City Council formed the Environmental Advisory Committee to advise City Council on matters of environmental impact, protections, conservation, and sustainability by exploring innovations, best practices & data around changes.

The Environmental Advisory Committee may address matters as requested by City Council and its committees, and on its own accord take up issues and initiatives that fit within its mission, with regular reporting to the council.

Goals of the Environmental Advisory Committee:

- Protect the environment, endangered species and natural resources.
- Reduce litter and pollution.
- Pursue energy conservation.
- Develop environmental messaging and branding to promote best practices.
- Support Isle of Palms as a strong environmental leader in South Carolina and model for other coastal communities.
- Develop and support partnerships with related community groups and stakeholders.

Qualifications:

- Membership is open without regard to race, color, religion, sex, age, national origin, physical or mental disability, marital status, family status, veteran status, or membership in any other group protected by law in accordance with applicable federal, state, and local laws.
- Applicants shall demonstrate an ability to understand complex issues and respect the diversity of interests of community members.
- Applicants shall demonstrate and encourage flexibility when considering perspectives of non-participating citizens and interest groups.
- Candidates will be selected by the Personnel Committee based on ensuring that it is representative of a diversity of community members.
- Applicants must be available to meet every other month or as needed. Meetings may generally last one hour.

General Conditions:

- The board will consist of nine (9) adult citizens, one of which would be a City Council liaison, one (1) college student, and one (1) high school student.
- Members shall serve 3-year terms. Students will serve a one (1) year term.
- Members shall be chosen by the Personnel Committee at a public meeting.
- All members shall serve without compensation.
- Failure of any member to attend three consecutive meetings; misconduct; or nonperformance of duty, may be cause for removal from the advisory board by the Council.
- The advisory board shall have no authority to make any expenditures on behalf of the City or to obligate the City for payments of sums of money, without prior Council approval.
- All meetings will conform to legal requirements for public meetings, including public notice and record-keeping.

City of Isle of Palms

Environmental Advisory Committee - Appointment Recommendations

First Name	Last Name	Term	Expires
Sandra	Brotherton	3 years	12/31/2024
Deb	Faires	2 years	12/31/2023
Doug	Hatler	3 years	12/31/2024
Grace	Jurgela	1 year	12/31/2022
Jonathan	Knoche	2 years	12/31/2023
Molly	Marino	1 year	12/31/2022
Belvin	Olasov	3 years	12/31/2024
Linda	Plunkett	2 years	12/31/2023
Mary	Pringle	3 years	12/31/2024

City of Isle of Palms, SC

Leola Hanbury Award 2020 & 2021

Recognizing past Council member Leola Hanbury's wishes, the City of Isle of Palms has established the criteria for the "Leola Hanbury Employee of the Year Recognition Award." Ms. Hanbury gifted over \$25,000 dollars to the City she loved so dearly in order create the "Employee of the Year Award."

Award:

The \$500 award may be given annually to one employee displaying exemplary service, going above and beyond normal job requirements and expectations, demonstrated integrity and a strong commitment to the City of Isle of Palms.

Nomination Process:

Individuals may be nominated by their supervisors, peers and citizens of the City of Isle of Palms. Nominations must include a narrative letter of support that addresses one or more of the criteria listed and provide evidence of the nominee's excellence performance by the employee. All nominations will be confidential and should be submitted to the Human Resources Officer in City Hall at 1207 Palm Boulevard via U.S Postal Service, personally delivered or emailed to Janice Ladd at jladd@iop.net

Award Review Committee:

The Personnel Committee, Mayor, City Administrator and the Human Resource Officer will evaluate all nominations and select the recipient of the award. The award may be announced at the annual Employee Recognition event.

Eligibility:

The award is limited to employees in good standing with the City and have been employed for a minimum of two (2) years.

Award Selection Criteria:

Exemplary achievement and performance - Consistently and substantially exceeds the expectations of the position, performing at a level above and beyond normal job requirements and expectations; has made important and significant contributions in their area; contributes and demonstrates commitment to the City of Isle of Palms.

Excellence in customer service and personal interaction - Consistently and substantially demonstrates an ability and willingness to work positively, respectfully, and effectively with others; has significantly improved customer service or has increased citizen satisfaction in their area; demonstrates ability and willingness to manage changes in work priorities, procedures, and organization; demonstrates exceptional ability to foster collaboration, communication, and cooperation among colleagues and members of the Isle of Palms community.

Development of an innovative and creative idea that improves quality of service and reduces cost – Developed or significantly improved a work process or system that has significantly increased the efficiency of an operation of a program/department; consistently seeks to improve the quality of work assigned; demonstrates efforts to expand work responsibilities; significant improvements in citizen services or enhanced citizen satisfaction.

Application deadline:

Nominations will be accepted until Tuesday, August 10, 2021.



REAL PROPERTY COMMITTEE

1:30pm, Monday, August 2, 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

2. Approval of previous meeting's minutes – July 12, 2021

MOTION: Council Member Moye made a motion to approve the minutes of the July 12, 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 electrical work on the face and restaurant docks is 98% complete. Cable for the charter dock will be pulled this week. She said, "Dominion Energy needs to come back and put plugs on secondary transformers so that the new transformer that was replaced can go live sometime this week." Water has been connected to two of the pedestals.

Additionally, she said, "They are still waiting on some hose to connect the fire lines as well as some of the standpipe risers that are installed in the docks. Salmon's is still waiting on some parts from Structure Marine, particularly the cover plates for some of the utility tray." She is awaiting feedback from a meeting held earlier today on estimated time of arrival of those materials.

A turnover to the Marina Manager of the first two docks is still planned for mid-August. There will be a walk-through and sign off as each phase is completed.

She is waiting on the confirmation of the design of the fuel hut. The final as-builts have been received from Structure Marine but are still being reviewed. She anticipates knowing more about this by the August Ways & Means Committee meeting. She will confirm that the City will receive as-builts for all portions of the project.

Council Member Moye asked about a maintenance schedule for the new docks. Administrator Fragoso said that is not included in the contract as it was for the Public Safety Building, but she will ask the Marina Manager to put together a schedule and add it to next month's meeting agenda.

Council Member Streetman asked about maintenance and ADA compliance of the remaining docks. Administrator Fragoso said there is a placeholder in the budget to work on those docks in 2024. The permits for that work are already in place. The work for that area can be moved to an earlier year at City Council's direction.

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

Administrator Fragoso read from a report provided by Chrissy Lorenz regarding the work being done at the restaurant. The 16' columns have been installed. The second floor porch framing and the exterior dining room wall connecting to the second floor porch have been completed. The replacement of the metal roof over the dining room has begun. Replacement of the HVAC units and the roof holding those units is anticipated to be soon.

There will be a meeting with Insight Group this week. They have already submitted a report that has been shared with the restaurant contractor. Insight Group expects to receive the final drawings of mechanical, electrical, and plumbing in the restaurant soon so they can be closely reviewed.

C. Update on the proposed public dock and greenspace at the IOP Marina

Administrator Fragoso said this project remains on hold until the case with the holdover tenant is adjudicated. They hope to hear from the judge regarding the Motion for Summary Judgement soon.

D. Update on ADA beach access improvements

Administrator Fragoso said it will be another 3-4 weeks before the 34A beach access can be properly surveyed. She has been working with the Public Works department on a more consistent and deliberate maintenance schedule for those beach access paths that include a MobiMat.

Council Member Streetman stated that he has met with Representative Bustos about draft language for legislation allowing OCRM to extend MobiMat placement. Council Member Moye suggested that City Council pass a resolution supporting these changes in the legislation which could in turn generate some publicity and grassroots support for the effort. Council Member Streetman would like for the City to look into the acquisition of big-wheeled beach wheelchairs for public use. Administrator Fragoso said that staff had looked into the chairs a few years ago. While the cost is not a concern, the storage of the chairs is. There had been some discussion about partnering with a local vendor to provide these chairs. Committee members would like to "exhaust every avenue" to make the beach more ADA accessible and accommodating.

6. New Business

A. Discussion and consideration of property insurance options for the new marina docks

Administrator Fragoso provided Committee members with a spreadsheet of coverages and costs of insuring the new docks. The City already spends \$35,000 annually to insure the two docks that are not part of the current rehabilitation project.

Costs of insuring the new docks are approximately 4-6% of the replacement value, which would be approximately \$225-\$260,000 per year. Administrator Fragoso said it would be prudent for City Council to put money aside each year to create a fund that would allow the City to self-insure the docks at some point in the future. She does not think that is an option at this time. The placeholder for dock insurance in the FY22 budget is \$150,000.

One option would be for the City to have insurance for all other perils outside of named storms, hail, earthquake, and flood. A possible premium for such insurance through MASC could cost approximately \$23,000. Another option being researched is the costs of premiums if the deductibles are raised to \$500,000 or \$1M.

Council Member Moye said that whatever the Committee recommends to Ways & Means should include long and short-term plans for insurance coverage.

Administrator Fragoso said that a decision on some level of insurance needs to happen in short order as the first portion of the dock project will be complete by mid-August and will no longer be covered under the Builder's Risk policy once turned over to the Marina Manager. She clarified that the City and the Marina Manager both carry general liability insurance for the docks, but this discussion focuses on property insurance.

7. Miscellaneous Business

The next meeting of the Real Property Committee will be held on Monday, September 13, 2021 at 1:30pm.

8. Adjournment

Council Member Moye made a motion to adjourn and Council Member Popson seconded the motion. The meeting was adjourned at 2:14pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



ACCOMMODATIONS TAX ADVISORY COMMITTEE

11:00am, Wednesday, August 11, 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, Doug Truslow, Ray Burns, Glenda Nemes

Absent: Malcolm Burgiss, Sally Muhlig

Staff Present: Administrator Fragoso, Treasurer Suggs

2. Approval of the previous meetings' minutes – July 14, 2021

MOTION: Mr. Truslow made a motion to approve the minutes of the July 14, 2021 meeting. Mr. Nelson seconded the motion. The minutes passed unanimously.

Ms. Nemes corrected the spelling of TERC.

3. Financial Statements – Treasurer Suggs

Treasurer Suggs said the fourth quarter payment from the State was received in amount of \$951,266. She reviewed the preliminary and unaudited balance sheet as of June 30, 2021 and a balance sheet as of July 31, 2021. She noted that the large fourth quarter payment is likely due to pent up vacation demand and is not a sustainable amount to be received in the future.

She reviewed the FY21 budget overages and the reasons for each. The overage for the fourth quarter CVB payment is because the budget reflected conservative estimates for these payments in light of COVID. The overage for the Marina bond debt service was also a budget estimate based on borrowing a certain amount at a higher interest rate. The City ultimately borrowed more money than anticipated but at a lower interest rate. Future payments to this debt service will be based on the amortization schedule.

MOTION: Mr. Nelson made a motion to approve the budget overages as presented. Mr. Williamson seconded the motion. The motion passed unanimously.

Mr. Burns asked about the monies set aside for maintenance at the Marina. Administrator Fragoso said this is a placeholder for unspecified but anticipated maintenance needs, such as in common areas, as required by the lease.

4. **Old Business**

A. **Presentation from Helen Hill, Charleston Visitors Bureau and Dave Battista, Lowe's Wild Dunes**

Prior to the presentation, Ms. Nemes expressed concern that she and other short-term rental owners lacked representation in this presentation. Mr. Battista said he sees all short-term rental owners, big and small, as one group with the common goal of making the Isle of Palms a great place for people to visit.

Mr. Battista and Ms. Hill spoke about how the CVB and the ExploreCharleston.com website benefit the Isle of Palms, their media relations success over the years, and their commitment to the Isle of Palms moving forward. Ms. Hill shared the FY22 advertising schedule. Mr. Battista spoke about the importance of group sales for the Isle of Palms. Ms. Hill said there is a specific group of CVB employees dedicated to group sales. Mr. Battista said that overall promotion of the Charleston region has been profitable for the Isle of Palms.

Mr. Burns spoke at length about the formation of the City's own DMO. He reviewed how the City Council would go about setting up such an organization and its membership makeup. He shared research and information he has collected from outside sources including the City of Folly Beach who formed their own DMO over a decade ago.

He suggested that the City consider splitting the 30% funds between the CVB and its own DMO. He feels an IOP-targeted website will benefit all island businesses, big and small.

Mr. Burns encouraged Committee members to do their own research and be prepared to vote on the issue at the September meeting. Mr. Truslow and Ms. Nemes requested further data to help inform their decisions. Mr. Truslow said it would also be important to know any downsides to changing DMOs and how the residents feel about the services provided by the CVB.

5. **New Business**

A. **Consideration of approval of overages for FY21 – beach trash pickup in the amount of \$5,326; marina dock bond debt service in the amount of \$33,000; the Music in the Park event in the amount of \$1,300; and debt service on the 75' ladder truck for the Fire Department in the amount of \$1**

This issue was discussed and passed during the Financial Statements presentation.

6. **Miscellaneous Business**

The next meeting of the ATAX Committee will be Wednesday, September 8, 2021 at 11am.

7. **Adjournment**

Mr. Truslow made a motion to adjourn, and Mr. Nelson seconded the motion. The meeting was adjourned at 12:21pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

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: _____

ORDINANCE 2021-___

AN ORDINANCE AMENDING TITLE 1, GOVERNMENT AND ADMINISTRATION, CHAPTER 3, PROCEDURES, COMMITTEES, ORDINANCES AND USE OF CODE, ARTICLE A, RULES OF ORDER AND PROCEDURE, OF THE CITY OF ISLE OF PALMS CODE OF ORDINANCES, TO ALLOW CITY COUNCIL TO CONDUCT SPECIAL MEETINGS BY USE OF REMOTE COMMUNICATION TECHNOLOGY DURING STATES OF EMERGENCY OR IN OTHER EXIGENT CIRCUMSTANCES, AND TO ALLOW FOR CITY COUNCILMEMBERS TO ATTEND MEETINGS BY USE OF REMOTE COMMUNICATION TECHNOLOGY IN CERTAIN SITUATIONS THAT PREVENT THEIR PHYSICAL ATTENDANCE SUCH AS PERSONAL EMERGENCIES, ILLNESS, OR OTHER EXIGENT CIRCUMSTANCES.

WHEREAS, City Council has discussed the use of remote communication technology such as computer virtual meetings and telephonic meetings and City Council would like to be able to use this remote communication technology as needed to conduct public City Council meetings and/or to allow council members to participate in in-person council meetings by using remote communication technology; and

WHEREAS, City Council concluded that the adoption of the amendments to the City of Isle of Palms Code of Ordinances is essential to the general health, safety, welfare and economic stability of the City and in the best interest of its citizens.

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 Chapter 3, Article A, “Rules of Order and Procedure,” Section 1-3-1, “Regular Meetings” is hereby deleted in its entirety and replaced it with the following paragraphs to state as follows:

“(a) The regular meeting of City Council shall be held the fourth Tuesday of each month, except when such Tuesday shall fall on a legal holiday, in which event the meeting for such months shall be held the following Tuesday. Each regular meeting shall be called to order at 6:00 p.m.

(b) Regular meetings of City Council shall be open to the public and shall be held in the council chambers located at City Hall.”

SECTION 2. That Chapter 3, Article A, “Rules of Order and Procedure,” Section 1-3-2, “Special Meetings,” is hereby amended by adding new paragraphs (c) and (d) to state as follows:

“(c) Special meetings of City Council shall be open to the public and shall be held in the council chambers located at City Hall, unless the Mayor orders that a special meeting be held using remote communication technology pursuant to paragraph (d) of this section.

(d) During a state of emergency or due to other exigent circumstances when the Mayor deems necessary, the Mayor may order that a special meeting be held using remote communication technology, including virtual meetings utilizing computer programs and telephonic technology, provided the order is issued at least twenty-four hours in advance of the meeting and is properly noticed to the public and the media pursuant to the South Carolina Freedom of Information Act. When a special meeting is held in accordance with this Paragraph (d), the following rules and procedures shall apply:

- 1) Councilmembers and all persons attending by electronic or telephonic means can hear all discussion and participate in the meeting as appropriate.
- 2) Other than establishing electronic or telephonic connections necessary for remote attendance, there shall be no communications between the Councilmembers attending remotely, unless such communication is part of the meeting, and can be heard by the members of the public in attendance.
- 3) All of the comments, motions, and votes of the Councilmembers attending remotely must be capable of being recorded in the minutes of the meeting.
- 4) The meeting shall be conducted in accordance with the requirements of the South Carolina Freedom of Information Act.
- 5) A Councilmember attending a special meeting held using remote communication technology, whether physically present or not, shall be counted as present in determining the quorum for such meeting.
- 6) Councilmembers shall strictly comply with the ordinary procedural rules, standards of decorum, and good practices applicable to physical meetings of City Council, particularly as such rules and standards apply to being recognized by the presiding officer, in order to preserve order and allow for the effectiveness of meetings using remote communication technology.”

SECTION 3. That Chapter 3, Article A, “Rules of Order and Procedure,” shall be amended to add a new Section 1-3-20, to be titled “Remote attendance at meetings,” to state as follows:

“Sec. 1-3-20. Remote attendance at meetings.

Councilmembers may attend Council or committee meetings by using remote communication technology, including virtual meetings utilizing computer programs and telephonic technology, only in cases of personal emergencies, illness, or due to other exigent circumstances, and when the remote attendance is approved by the Mayor or the committee chair. Remote attendance shall be limited to situations that prevent physical attendance at meetings and not used as the primary method of meeting attendance. When remote attendance is permitted in accordance with this section, the following rules and procedures shall apply:

- a) Notice of remote attendance shall be provided to the City Clerk’s office and when possible, not less than twenty-four (24) hours before the scheduled start time for

the meeting. The City Clerk shall advise the Mayor and committee chair of the request. The reason for attending the meeting remotely shall be recorded in the minutes of the meeting.

- b) A quorum of the Councilmembers is physically present at the meeting place, and remain physically present throughout the meeting.
- c) The individual presiding over the meeting is physically present during the meeting.
- d) Councilmembers attending both in person and remotely, and persons in attendance at the meeting can hear all discussion and participate in the meeting as appropriate.
- e) A Councilmember attending remotely shall be considered present at the meeting, shall possess the same authority as Councilmembers who are physically present at the meeting, and their votes shall be considered valid.
- f) Other than establishing electronic or telephonic connections necessary for remote attendance, there shall be no communications between the Councilmember(s) attending remotely and other members of Council, unless such communication is part of the meeting, and can be heard by the members of the public in attendance.
- g) All of the comments, motions, and votes of the Councilmember(s) attending remotely must be capable of being recorded in the minutes of the meeting.
- h) Any meeting where a Councilmember is attending remotely shall be conducted in accordance with the requirements of the S.C. Freedom of Information Act.
- i) Any Councilmember attending a meeting remotely where an executive session is held shall, after the vote to go into executive session is approved, but prior to the convening of the executive session, declare that no other person is on the phone or is within a range that would allow matters to be discussed or considered to be heard. The City Clerk shall enter such declaration into the minutes of the meeting.”

SECTION 4. 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 5. 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 6. 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: _____

Exhibit A

CHAPTER 3. PROCEDURES, COMMITTEES, ORDINANCES AND USE OF CODE

ARTICLE A. RULES OF ORDER AND PROCEDURE

Sec. 1-3-1. Regular meetings.

(a) The regular meeting of City Council shall be held the fourth Tuesday of each month, except when such Tuesday shall fall on a legal holiday, in which event the meeting for such months shall be held the following Tuesday. Each regular meeting shall be called to order at 6:00 p.m.

(b) Regular meetings of City Council shall be open to the public and shall be held in the council chambers located at City Hall.

Sec. 1-3-2. Special meetings.

- (a) Special meetings shall be held at any time on the call of the Mayor or a majority of Councilmembers.
- (b) On the first Tuesday in January, the City Council will hold a special meeting which will be in addition to the regular meeting of Council held on the fourth Tuesday; except that when the first Tuesday falls on a legal holiday, the special meeting shall be held on the following Thursday. The special meeting will be for the purpose of making nominations, and making and announcing appointments of City officers, committees, boards and commissions.

(c) Special meetings of City Council shall be open to the public and shall be held in the council chambers located at City Hall, unless the Mayor orders that a special meeting be held using remote communication technology pursuant to paragraph (d) of this section.

(d) During a state of emergency or due to other exigent circumstances when the Mayor deems necessary, the Mayor may order that a special meeting be held using remote communication technology, including virtual meetings utilizing computer programs and telephonic technology, provided the order is issued at least twenty-four hours in advance of the meeting and is properly noticed to the public and the media pursuant to the South Carolina Freedom of Information Act. When a special meeting is held in accordance with this Paragraph (d), the following rules and procedures shall apply:

1) Councilmembers and all persons attending by electronic or telephonic means can hear all discussion and participate in the meeting as appropriate.

2) Other than establishing electronic or telephonic connections necessary for remote attendance, there shall be no communications between the Councilmembers attending remotely, unless such communication is part of the meeting, and can be heard by the members of the public in attendance.

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(c) All regular and special meetings of Council, whether in person or using remote communication technology, shall be open to the public.

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3) All of the comments, motions, and votes of the Councilmembers attending remotely must be capable of being recorded in the minutes of the meeting.

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4) The meeting shall be conducted in accordance with the requirements of the South Carolina Freedom of Information Act.

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5) A Councilmember attending a special meeting held using remote communication technology, whether physically present or not, shall be counted as present in determining the quorum for such meeting.

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6) Councilmembers shall strictly comply with the ordinary procedural rules, standards of decorum, and good practices applicable to physical meetings of City Council, particularly as such rules and standards apply to being recognized by the presiding officer, in order to preserve order and allow for the effectiveness of meetings using remote communication technology.

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Sec. 1-3-3. Mayor pro tempore.

- (a) No member of Council may serve as Mayor pro tempore more than two (2) one-year terms during a single four (4) year term of the Mayor.
- (b) In the event of the sickness or temporary absence of the Mayor pro tempore, while acting as Mayor, the chairman of the first standing committee in the order listed in article B of this chapter shall act as Mayor.

Sec. 1-3-4. Presiding officer; clerk of council; parliamentarian.

- (a) It shall be the duty of the Mayor to take the chair as presiding officer of all meetings of City Council. In the absence of the Mayor, the Mayor pro tempore shall preside. In the absence of the Mayor and Mayor pro tempore, the chairman of the first standing committee on the order listed in article B of this chapter shall preside.
- (b) The City Clerk shall serve as Clerk of Council.
- (c) The City Attorney shall act as parliamentarian.

Sec. 1-3-5. Annual meeting; appointment of City officers, boards and commissions.

- (a) In a non-election year, nominations for appointed City officers who are not City employees and for members of City boards and commissions will be made by Council and appointments approved by a majority vote of Council at a special meeting held no later than December 15. Appointments will be announced by the Mayor at a special meeting held on the first Tuesday in January.
- (b) In an election year, nominations for appointed City officers who are not City employees and for members of City boards and commissions will be made by seated Councilmembers who carry over and Councilmembers-elect at a special meeting held no later than December 15. Following the swearing-in of Councilmembers-elect, such nominations will be approved by a majority vote of Council at a special Council meeting held the first Tuesday in January. Appointments will be announced by the Mayor at this special meeting.

Sec. 1-3-6. Notice of meetings.

The City Clerk shall give notice to the public of all regular and special meetings of the City Council. Such notice shall meet the requirements of the Freedom of Information Act.

Sec. 1-3-7. Council agenda.

- (a) *Regular meetings.* The Council agenda shall list all the items to be considered according to the order of business in section 1-3-10. Any item not listed on the published agenda shall require the consent of a majority of Councilmembers present prior to consideration. The order of business as prescribed on the agenda may be changed upon consent of a majority of Councilmembers present. The Council agenda shall be published and made available to Councilmembers and the public no later than the Friday preceding the scheduled meeting.
- (b) *Special meetings.* The Council agenda for special meetings shall list only those items which were included in the original call for the meeting. No items may be added.

Sec. 1-3-8. Council minutes.

- (a) The City Clerk shall attend all meetings of the City Council and keep minutes of the proceedings of Council.
- (b) The minutes of Council shall be made available to Councilmembers for review within ten (10) working days after the respective meeting. The minutes shall be approved at the next regular meeting of the City Council.

Sec. 1-3-9. Pledge of Allegiance; quorum.

- (a) Immediately at the hour appointed for the meeting of City Council, the presiding officer shall take the chair and call the meeting to order. The officer shall proceed by first leading all Councilmembers and guests in the Pledge of Allegiance. The officer shall then direct the Clerk to call the roll and, if a quorum is present, proceed with the business of Council as prescribed by the agenda. If a quorum of City Council fails to appear within fifteen (15) minutes after the hour appointed, no member shall be required to attend longer.
- (b) A quorum shall consist of a majority of the members of Council.

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

- (A) *Regular meetings.*
 - (1) The order of proceedings of the City Council shall be as follows:
 - (a) The minutes of the previous Council meeting shall be presented by the City Clerk.
 - (b) Citizen comments.
 - (c) Reports from standing committees.
 - (d) Reports from City officers, boards and commissions.
 - (e) Reports from special or joint committees.
 - (f) Petitions received, referred or disposed of.
 - (g) Introduction of new bills or resolutions.
 - (h) Miscellaneous business.
 - (2) The order of proceeding in subsection (A)(1) of this section shall be governed as follows:

Deleted: (c) Individual council members shall be allowed to participate in in-person meetings in person and by remote communication technology and that council member's presence shall apply to the quorum whether they participate in-person or remotely. ¶

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- (a) *Reading of the minutes of the past council meeting by the City Clerk.* Unless a motion to approve the minutes as published is passed by a majority of those members present, the minutes of all meetings which have not been approved shall be read in their entirety, excluding appendices, corrected, if necessary, and approved by a majority vote.
 - (b) *Citizen comments.* Members of the public who want to address the City Council at a City Council meeting shall sign up before the start of the meeting identifying themselves by providing name and address and shall be allowed the floor in the order of requests received. The individual requesting to speak should furnish the City Clerk with a written copy of the comments to be made to Council. Speakers shall limit their remarks to no more than three (3) minutes. Public participation during Citizen Comments shall be limited to no more than thirty (30) minutes in total unless extended for a time certain by the Mayor or by a majority vote of the City Council. If there are more speakers signed up to address the City Council than time will allow, citizens may provide a written copy of the comments to be included in the public record. Public participation during Citizen Comments shall be conducted in accordance with section 1-3-13.
 - (c) *Consent agenda.* Routine or noncontroversial matters will be treated as one (1) agenda item. All items on the consent agenda may be collectively approved by one (1) vote without debate. Before the consent agenda is voted upon, any item included can be removed upon the request of any Councilmember. Any item removed from the consent agenda upon request will be handled separately in the same manner as an agenda item. Council will vote on the consent agenda as one (1) item; passage of the consent agenda will be passage of each item included therein. Failure to pass the consent agenda will not defeat each item included therein, in such event, each item will be considered individually.
 - (d) *Reports from standing committees.* This should include only the standing committees of Council in the order listed in section 1-3-31. All reports from standing committees shall be submitted, in writing, to the City Clerk prior to the start of the meeting.
 - (e) *Reports from City officers, boards and commissions.* All reports should be submitted, in writing, to the City Clerk prior to the start of the meeting.
 - (f) *Reports from special or joint committees.* This shall include only those special or joint committees appointed by the Mayor and Council. All reports should be submitted in writing prior to the start of the meeting.
 - (g) *Petitions received, etc.* Petitions received, referred, or disposed of, this is to include all petitions, letters of request, etc., which have been proposed to Council. If a petition previously received by Council has been referred, the report on that petition shall be made here. When action has been taken on a petition, the disposition shall be reported here. All petitions and requests shall be submitted, in writing, one (1) week prior to the date of the Council meeting at which time the proposed action is requested. All reports on petitions and requests shall be submitted, in writing, prior to the start of the meeting.
 - (h) *Introduction of new bills or resolutions.* All new bills and resolutions shall be in a form approved by the Council and read.
 - (i) *Miscellaneous business.* Miscellaneous business shall include any matter that is not included in any of the other orders. All subjects/matters to be included here must be submitted to the City Clerk for inclusion on the agenda.
- (B) *Special meetings.* The order of proceeding for a special meeting shall be that order as published on the agenda for that special meeting. No items may be added.

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

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

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

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

Sec. 1-3-13. Public participation.

- (a) Speakers shall limit their remarks to no more than three (3) minutes unless additional time is granted by the Mayor or by a majority vote of the City Council.
- (b) A timer shall be used to notify speakers when the allotted time has expired. Speakers will be informed when their allotted time has expired. Upon the expiration of the allotted time, speakers shall stop speaking and leave the podium unless additional time is granted.
- (c) Public participation during public comments shall be limited to no more than thirty (30) minutes in total unless extended for a time certain by the Mayor or by a majority vote of the City Council. If there are more speakers signed up to address the City Council than time will allow, citizens may provide a written copy of the comments to be included in the public record.
- (d) Groups of speakers should, whenever possible, consolidate their comments and avoid repetition through the use of representative speakers.
- (e) Speakers shall focus and limit their remarks directly to the matter then under discussion.
- (f) Speakers shall address their remarks to the City Council as a whole and not to any individual Council members.
- (g) Speakers shall not ask questions of individual Council members or a member of the City staff without first obtaining permission from the Mayor.
- (h) Speakers shall refrain from harassing or directing threats or personal attacks at Council members, staff, other speakers or members of the audience.
- (i) Council members may, but need not, ask questions of speakers at the conclusion of their comments.
- (j) Members of the audience shall maintain decorum and refrain from noisy outbursts or other distracting actions such as applauding, cheering, or booing during or at the conclusion of any remarks made by any speaker, staff member or Council members.

Sec. 1-3-14. How often members may speak.

No member shall speak a second time on the same question until every member desirous of speaking shall have spoken; and no member shall speak more than twice on the same question without leave of Council, except to submit an explanation. Nor shall any member speak at any time longer than ten (10) minutes.

Sec. 1-3-15. Motions and resolutions generally.

Every motion or resolution, when offered and seconded, shall be subjected to the decision of the presiding officer, and but one at a time shall be offered for the consideration of the City Council, and shall be decided unless withdrawn by the mover.

Sec. 1-3-16. Manner of voting and recording of votes.

- (a) Upon the call for the question, the City Clerk shall, upon request, repeat, word by word, the question before the Council.
- (b) The ayes and nays on any question shall be ordered when requested by any member. The City Clerk shall call the roll of the Mayor and Council in alphabetical order, with the Mayor voting last, and record the votes in the minutes.
- (c) No member shall abstain or leave the Council chamber during a vote. The Mayor and each member present shall vote on every question unless disqualified by conflict of interest under state law. The reason for a disqualification shall be stated in writing and recorded in the minutes.

Sec. 1-3-17. Explanation of vote.

A member may be permitted to explain the member's vote only by leave of a majority of Council, and for such explanation may be allowed not more than five (5) minutes, and he may, if desired, have his reasons for voting for or against any measure recorded in the minutes.

Sec. 1-3-18. Members having personal or pecuniary interest not to vote.

Members of Council shall refrain from voting in matters of personal interest as provided by state law.

Sec. 1-3-19. Roll call votes; tie votes.

If, after the Mayor and all members have voted, the vote is equally divided, the question shall be decided in the negative.

Sec. 1-3-20. Remote attendance at meetings.

Councilmembers may attend Council or committee meetings by using remote communication technology, including virtual meetings utilizing computer programs and telephonic technology, only in cases of personal emergencies, illness, or due to other exigent circumstances, and when the remote attendance is approved by the Mayor or the committee chair. Remote attendance shall be limited to situations that prevent physical attendance at meetings and not used as the primary method of meeting attendance. When remote attendance is permitted in accordance with this section, the following rules and procedures shall apply:

a) Notice of remote attendance shall be provided to the City Clerk's office and when possible, not less than twenty-four (24) hours before the scheduled start time for the meeting. The City Clerk shall advise the Mayor and committee chair of the request. The reason for attending the meeting remotely shall be recorded in the minutes of the meeting.

b) A quorum of the Councilmembers are physically present at the meeting place, and remain physically present throughout the meeting.

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c) The individual presiding over the meeting is physically present during the meeting.

d) Councilmembers attending both in person and remotely, and persons in attendance at the meeting can hear all discussion and participate in the meeting as appropriate.

e) A Councilmember attending remotely shall be considered present at the meeting, shall possess the same authority as Councilmembers who are physically present at the meeting, and their votes shall be considered valid.

f) Other than establishing electronic or telephonic connections necessary for remote attendance, there shall be no communications between the Councilmember(s) attending remotely and other members of Council, unless such communication is part of the meeting, and can be heard by the members of the public in attendance.

g) All of the comments, motions, and votes of the Councilmember(s) attending remotely must be capable of being recorded in the minutes of the meeting.

h) Any meeting where a Councilmember is attending remotely shall be conducted in accordance with the requirements of the S.C. Freedom of Information Act.

i) Any Councilmember attending a meeting remotely where an executive session is held shall, after the vote to go into executive session is approved, but prior to the convening of the executive session, declare that no other person is on the phone or is within a range that would allow matters to be discussed or considered to be heard. The City Clerk shall enter such declaration into the minutes of the meeting.

Sec. 1-3-21. Decision of chair; appeals.

All questions of order shall be decided by the presiding officer without debate, subject to any appeal to Council. In all cases where an appeal is made from the decision of the chair, the presiding officer shall refer the question to Council, and the final decision shall be determined by majority vote.

Sec. 1-3-22. Majority vote required; exception.

All bills, resolutions, or any other and all matters upon which a vote of Council is asked or required shall be determined by a majority of votes actually given; excepting as herein otherwise specifically provided.

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Sec. 1-3-23. Rules; rescinded, suspended or altered.

Any of the foregoing rules, except those requiring unanimous consent, can be rescinded, suspended or altered by an affirmative vote of three-fourths (¾) of the members present.

Sec. 1-3-24. Executive session.

Council may go into executive session for any purpose permitted by the Freedom of Information Act by majority vote at any public meeting. No vote may be taken on any matter in executive session. Minutes of executive sessions, if any are taken, shall not be public records.

Sec. 1-3-25. Additional rules.

- (a) The City Council may from time to time, by resolution, adopt such additional rules, not inconsistent with this chapter, as may be expedient for the transaction of its business.
- (b) The rules of parliamentary procedure as comprised in Robert's Rules of Order Newly Revised (10th edition) shall govern the rules of procedure of Council in all cases in which they are not inconsistent with the foregoing rules.

RESOLUTION NO. R-2021-12

A RESOLUTION TO ENCOURAGE THE USE OF FACE COVERINGS BY UNVACCINATED PERSONS IN PUBLIC INDOOR AREAS WITHIN THE CITY LIMITS OF THE CITY OF ISLE OF PALMS, SOUTH CAROLINA

WHEREAS, SARS-CoV-2 (Coronavirus), the virus that causes the disease COVID-19 and the surge of the DELTA variant in our community and across the country, is a serious health concern especially for those who are unvaccinated; and

WHEREAS, the City of Isle of Palms Council adopted Emergency Ordinance 2020-10 on June 26, 2020 requiring the use of face coverings in certain circumstances on the Island effective July 1, 2020 and was subsequently extended by Emergency Ordinance 2020-13, by Emergency Ordinance 2020-14, by Emergency Ordinance 2021-01, by Emergency Ordinance 2021-02, by Emergency Ordinance 2021-03, and by Emergency Ordinance 2021-04; and

WHEREAS, Emergency Ordinance 2021-04 subsequently expired in July 2021; and

WHEREAS, the State is still experiencing a significant number of identified new COVID-19 cases, and as of Tuesday, August 17, 2021, the South Carolina Department of Health and Environmental Control (“DHEC”) is reporting that there have been 550,365 confirmed COVID-19 cases and 8,964 confirmed COVID-19 deaths in the State; and

WHEREAS, if COVID-19 cases materially increase in the State and in the City of Isle of Palms, the demand for medical, pharmaceutical, personal, and general cleaning supplies may overwhelm sources of supply; the private and public sector work force may be negatively impacted by absenteeism; and the demand for medical facilities may exceed locally available resources; and

WHEREAS, health authorities, including the CDC, the Surgeon General of the United States, and DHEC have recommended the use of face coverings in certain circumstances as a means of preventing the spread of COVID-19; and

WHEREAS, COVID-19 vaccines are effective at protecting people from getting the coronavirus; and

WHEREAS, in accordance with the CDC guidelines, fully vaccinated people can resume activities without wearing a mask or physically distancing, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance;

WHEREAS, the State of South Carolina has made vaccines available for people 12 years and older; and

WHEREAS, reported vaccination rates remain among the lowest in the country, with less than 45 percent of eligible South Carolinians fully vaccinated by the end of July, according to the Department of Health and Environmental Control (DHEC); and

WHEREAS, among the 14,262 reported cases reported from July 1-31, 2021, DHEC found that 88% of cases were considered not fully vaccinated; and among the 550 reported cases of hospitalized patients, 77% were considered not fully vaccinated; and among the 110 reported deaths, 79% were considered not fully vaccinated; and

WHEREAS, Charleston County has a “high” level of coronavirus transmission as of August, 2021, according to the CDC.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City of Isle of Palms, South Carolina, that it is strongly encouraged and recommended that all unvaccinated persons wear face coverings when indoors in public spaces, including, but not limited to, retail establishments, food service establishments, and government buildings located within the corporate limits of the City of Isle of Palms.

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

Jimmy Carroll, Mayor

Attest:

City Clerk