

Administration Committee

8:30 a.m., Thursday, February 9, 2023 1207 Palm Boulevard City Hall Council Chambers

Public Comment:

All citizens who wish to speak during the meeting must email their first and last name, address and topic to Nicole DeNeane, City Clerk, at nicoled@iop.net no later than 3:00 p.m. the day before the meeting. Citizens may also provide written public comment here:

https://www.iop.net/public-comment-form

Agenda

- **1. Call to order** and acknowledgment that the press and the public have been duly notified of the meeting in accordance with the Freedom of Information Act.
- 2. Citizens' Comments All comments have a time limit of three (3) minutes.
- 3. Approval of previous meeting's minutes January 26, 2023.
- 4.Old Business

Review of job description for Short Term Rental Coordinator position

5.New Business

- a. Discussion of draft FY24 10-yr capital plan for General Government
- b. Discussion of legislation introduced in current legislative session of the General Assembly regarding use of accommodations tax revenue
- 6. Miscellaneous Business

Next meeting date: 8:30 a.m., Tuesday, March 7, 2023

- 7. Executive Session If needed
- 8. Adjournment



Administration Committee Meeting 3:30pm, Thursday, January 26, 2023 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 Bogosian, Pierce, and Streetman

Staff Present: Administrator Fragoso, Director Kerr, HR Officer Ladd

2. Election of Chair and Vice Chair

Council Member Pierce nominated Council Member Bogosian as Chair of the Administration Committee. Council Member Streetman seconded the motion. The motion passed unanimously. Council Member Bogosian was elected Chair of the Administration Committee.

Council Member Streetman nominated Council Member Pierce as the Vice Chair of the Administration Committee. Council Member Bogosian seconded the motion. The motion passed unanimously. Council Member Pierce was elected Vice Chair of the Administration Committee.

- 3. **Old Business** none
- 4. **New Business**

A. Consideration of increasing hourly rate for Beach Services Officers to \$18/hour

Administrator Fragoso explained they are struggling to fill all the BSO positions and would like to increase the hourly rate to \$18/hour from \$15/hour as well as offer an incentive (\$1-\$1.50/hour) to returning BSOs. She added that Sullivan's Island increased their pay rate to \$18/hour and Kiawah raised theirs to \$16.50/hour. She pointed out that all positions being filled at this higher rate would result in a \$60,000 budget overage. These positions are open from March to Labor Day, but many positions are not filled until after colleges recess for the summer.

Council Member Streetman said the positions pay for themselves. He suggested working with schools to create an internship-type program that could earn BSOs school credit.

MOTION: Council Member Bogosian made a motion to recommend to City Council paying a rate of \$18/hour to new BSOs and \$18.50/hour to returning BSOs for the coming season. Council Member Streetman seconded the motion. The motion passed unanimously.

B. Consideration of changing budgeted part-time seasonal code enforcement position to a full-time position

Administrator Fragoso reported that they have two people interested in this position if it becomes full-time. City Council's approval is needed if it is to become a full-time position. She added, "The budget that we have would support hiring somebody around the minimum range that you see for that position. We would be over budget by about \$5-\$10,000 approximately" depending on how much experience the person has. Additional monies need to be added for benefits.

Committee agreed this is a position that needs to be filled as a full-time position.

MOTION: Council Member Pierce made a motion to recommend to City Council that the part-time seasonal code enforcement position be changed to a full-time position. Council Member Streetman seconded the motion. The motion passed unanimously.

C. Discussion of adding a Short-Term Rental Compliance Officer position

Administrator Fragoso said this position was brought up in the short-term rental listening sessions. This would be an addition to the Building Department which has had the same number of employees for many years. Time is needed to develop the position but having this position filled would send a message as to the importance of the short-term rental issue.

Committee members agreed it is important to fill this position since short-term rentals make up 50% of all business licenses.

Administrator Fragoso will bring job descriptions from other communities to discuss at the next committee meeting.

D. Update on the hiring of Finance Director and Public Relations & Tourism Coordinator Position

Administrator Fragoso said that after interviews, they narrowed down the candidates for the Public Relations position to 3 people. They were given an exercise to complete, and from that two candidates will come to meet City and CVB staff in the next couple of weeks.

Administrator Fragoso has met with the recruiter for the Finance Director position and directed resumes they have already received to them for their review. The goal is to have someone in place in April so they have a few months to work with Treasurer Suggs. While Administrator Fragoso is the person who will do the hiring, she will bring the final two candidates before City Council.

She noted that City Hall is running out of space for the additional staff. The expansion of City Hall needs to be considered, and she is looking at options and costs for such a project.

5. Miscellaneous Business

The Committee will meet on the first Tuesday of each month at 8:30am. However, due to Legislative Day, the next meeting of the Administration Committee will be Thursday, February 9 at 8:30am.

6. **Adjournment**

Council Member Streetman made a motion to adjourn, and Council Member Pierce seconded the motion. The meeting was adjourned at 3:58pm.

Respectfully submitted,

Nicole DeNeane City Clerk

DRAFT Short Term Rental Coordinator Job Description

SUMMARY

Short-term Rental Coordinator is responsible for communicating, problem solving, and coordinating activities related to short-term rental approval, compliance and enforcement. The position interfaces with the public, livability and code enforcement officers, general government and third-party short-term rental administrators, as well as various departments that are involved in these processes.

ESSENTIAL JOB FUNCTIONS:

- Maintain current working knowledge of state and local laws related to land use, licensing and short-term rentals;
- Identify, accept, verify compliant addressing, and maintain a list of local residences that are approved and licensed short-term rental residences;
- Maintain records of short-term rental license issued and ongoing status, keep management fully apprised of status;
- Coordinate receipt of short-term rental applications, review, approval, and compliance; Coordinate enforcement efforts of non-compliant properties;
- Review and verify reported local and state accommodations tax payments;
- Monitor short-term rental advertising for compliance with approved occupancy;
- Participate in and support other departmental efforts;
- Attend public meetings, assist other planning staff as appropriate; and
- Perform any other related duties as required or assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's degree in planning, urban studies, architecture, public administration or related field and 1 year of experience;
- Or equivalent combination of education and experience; and
- Valid SC Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of government office practices and services and general knowledge of the short-term rental program, planning and zoning;
- Skill in the use of oral and written communication;
- Skill in data processing;
- Skill in being well organized;
- Skills in using monitoring software;
- Ability to operate a motor vehicle;
- Ability to manage multiple tasks in a detailed and effective manner; and
- Ability to represent the Town in a professional and tactful manner when meeting and working with Town employees, officials, and the public.

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1			Isle of Palm		-							
2		Expenditures for assets or projects > \$500	0 **Expendit	tures less t	than \$5,00	0 are inclι	ıded in op	erating bu	udgets**			
3												
4												
5	Fleet Model Last 4		FY24 DEPT	I	_,,,,							
6	Count Year of VIN		REQUESTS	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
7												!
8												
9		General Government										
10												
11		Audio Visual (AV) improvements for Council Chamber						50,000				
12 13 14		City Hall parking lot fence replacement	18,000									
13		Replace framing and metal doors at City Hall	30,000									
14		New telephone system		30,000								
15 16 17		Replace City Hall generator							75,000			
16		Court software replacement				30,000						40,000
17		Replace HVAC units	15,000				15,000			20,000		
18		Replace message boards at Connector and Breach Inlet		25,000								
19		Repl Admin & Mayor's radios					20,000					
20 21 22		FEMA Flood Mitigation project on Forest Trail, fully offset by grant funds	625,000									
21		Resurface City Hall parking lot		15,000								
22		Transition all City computers to Office 365 (capital only, add'l \$30k in oper	32,000									
23	OPT 1	City Hall repairs (roof, gen switch, handrails, steps, flooring, elevator, fire alarm system)	350,000									
24	OPT 2	City Hall repairs & reconfiguration	1,000,000									
25	OPT 3	City Hall renovation & expansion	2,000,000									
26												
27	OPT 3	Subtotal Capital	4,070,000	70,000	-	30,000	35,000	50,000	75,000	20,000	-	40,000
28												
29		Facilities Maintenance										
		Building maintenance contingency to proactively address issues as needed -					_					
		calculated as 1% of City Hall building insured value. Split 50/50 Gen	12,163	12,163	12,163	24,326	24,326	24,326	24,326	24,326	24,326	24,326
30		Govt/Building. Increase to 2% starting in FY27										
31		Ouhtatal Facilities Meleteres	10.460	40.460	10.460	04.000	04.006	24.200	04.000	24.220	04.006	24 222
30 31 32 33 34		Subtotal Facilities Maintenance	12,163	12,163	12,163	24,326	24,326	24,326	24,326	24,326	24,326	24,326
24												
35	_	Grand Total General Government	4,082,163	82,163	12,163	54,326	59,326	74,326	99,326	44,326	24,326	64,326
36		Granu Total General Government	4,002,103	02,163	12,103	54,326	59,326	14,326	99,326	44,326	24,326	04,326
30												

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2				Expenditures for assets or projects > \$500						uded in or	perating b	udaets**			
_				Experience for decests of projector years			00 1000 0	παπ ψο,σο		adda iii op	oraanig is				
3 4														•	
5	Fleet	Model	Last 4		FY24 DEPT										
6	Count		of VIN		REQUESTS		FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
7															
8 179															
				Building Department											
180 182				Building Department											
182	1			Replace pickup truck purchased in FY18			38,000								
183				Replace HVAC units (only with failure)	10,000					15,000					
184	1			Cultivated Comital	10,000		38,000			15,000					
185	ı ı			Subtotal Capital	10,000		36,000	-	-	15,000	<u>-</u>	-	-	-	-
187				Facilities Maintenance											
				Building maintenance contingency to proactively address issues as needed -	10 162		12 162	10 162	24 226	24 226	24 226	24,326	24,326	24 226	24,326
188				calculated as 1% of City Hall building insured value. Split 50/50 Gen Govt/Building. Incr to 2% in FY27	12,163		12,163	12,163	24,326	24,326	24,326	24,320	24,320	24,326	24,320
188 189 190 191				Subtotal Facilities Maintenance	12,163		12,163	12,163	24,326	24,326	24,326	24,326	24,326	24,326	24,326
190															
191				Grand Total Building Department	22,163		50,163	12,163	24,326	39,326	24,326	24,326	24,326	24,326	24,326
192															

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1	City of Isle of Palms 10-Year Capital Plan											
2	Expenditures for assets or projects > \$5000 **Expenditures less than \$5,000 are included in operating budgets**											
		1 7			. ,		-					
3												
5			FY24 DEPT									
6	Fleet		REQUESTS	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32	FY33
7	Count	t Year of VIN	REQUESTS									
8												
		Bonded Debt Service- Principal & Interest										
318		Bolided Debt Service- Principal & Interest										
319 320		2003 Rec Expansion GO Bond - principal (20 Yrs, refi 1.68%)										
321		2003 Rec Expansion GO Bond - interest (20 Yrs, refi 1.68%)										
322		2006 Fire Station #2 GO Bond - principal (20 Yrs, refi 1.88%)	250,000	265,000	275,000							
323		2006 Fire Station #2 GO Bond - interest (20 Yrs, refi 1.88%)	14,852	10,152	5,170							
324		2008 Public Safety Building GO Bond - principal (20 Yrs, 4.14%)	375,000	375,000	425,000	450,000	450,000					
324 325		2008 Public Safety Building GO Bond - interest (20 Yrs 4.14%)	85,905	70,380	54,855	37,260	18,630					
326		2020 75' Ladder Truck Muni Lease - principal (10Yrs @ 1.83%)	82,439	83,947	85,483	87,048	88,641	90,263				
327		2020 75' Ladder Truck Muni Lease - interest (10Yrs @ 1.83%)	9,476	7,967	6,431	4,867	3,274	1,652				
328		2021 Drainage Ph 3 w/ Waterway Blvd path principal (15 Yrs @ 1.71%)	215,000	218,000	222,000	226,000	230,000	234,000	238,000	242,000	246,000	250,000
329		2021 Drainage Ph 3 w/ Waterway Blvd path interest (15 Yrs @ 1.71%)	48,461	44,785	41,057	37,261	33,396	29,463	25,462	21,392	17,254	13,047
330		2020 Marina Dock Replacement Bond - principal (15 Yrs @ 2.16%)	258,000	264,000	269,000	275,000	281,000	287,000	293,000	300,000	306,000	313,000
331		2020 Marina Dock Replacement Bond - interest (15 Yrs @ 2.16%)	75,427	69,854	64,152	58,342	52,402	46,332	40,133	33,804	27,324	20,714
332		2021 Fire Engine & SCBA Muni Lease - principal (10Yrs @ 1.6%)	82,752	84,076	85,421	86,788	88,177	89,588	91,021	92,477		
333		2021 Fire Engine & SCBA Muni Lease - interest (10Yrs @ 1.6%)	11,205	9,881	8,536	7,169	5,780	4,369	2,936	1,480		
335		Debt Totals by Year	1,508,517	1,503,043	1,542,106	1,269,734	1,251,299	782,667	690,552	691,153	596,578	596,762
334 335 336		Dept 10tals by 1eal	1,500,517	1,505,045	1,042,100	1,209,134	1,231,299	102,001	090,552	081,100	390,376	390,702
337												
338		SUMMARY BY CATEGORY										
338 339												
340		Total Capital Items	6,071,301	2,469,000	2,479,000	2,198,000	1,849,000	4,571,000	1,251,000	1,483,000	1,080,000	2,248,001
341		Total Facility Maintenance	350,925	1,850,925	350,925	1,195,897	745,897	745,897	745,897	745,897	745,897	745,897
342		Total Drainage	826,804	795,804	798,668	797,804	795,804	798,668	797,804	795,804	795,804	795,804
343		Total Beach Maintenance	70,000	60,000	60,000	80,000	2,660,000	60,000	60,000	60,000	60,000	60,000
344		Total Assignments of Fund Balance for Future Projects	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
345		Total Bond and Loan Payments	1,508,517	1,503,043	1,542,106	1,269,734	1,251,299	782,667	690,552	691,153	596,578	596,762
346		Total all expenditures on this schedule	8,902,547	6,753,771	5,305,698	5,616,435	7,377,001	7,033,232	3,620,253	3,850,854	3,353,279	4,521,464