

**Special City Council – Workshop**  
 5:00 p.m., Monday, February 13, 2023  
 Council Chambers  
 1207 Palm Boulevard, Isle of Palms, SC

**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](mailto: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. **Call to Order** and acknowledgement that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.
2. **Citizens' Comments** – All comments will have a time limit of three (3) minutes.
3. **Special Presentations**
4. **Dashboard of City Operations** [Pg. 3]
5. **Departmental Reports** [Pgs. 4-21]
6. **Strategic Plan Policy Initiatives and Priorities**

*Mission Statement: To be the most sustainable, family-friendly beach community in South Carolina.*

*Vision Statement: To be a welcoming, environmentally conscious and resilient coastal community committed to enhancing the quality of life for those who come here to live, work and play.*

  - a. **Livability**  
 Discussion of changing short-term rental compliance managing software [Pgs. 22-39]
  - b. **Environmental**
  - c. **Public Services**
    - i. Discussion of paramedic program [Pgs. 40-58]
    - ii. Discussion of recommendation from Public Safety Committee to prohibit electric bikes on the beach [Pgs. 59-60]
    - iii. Discussion of proposals from engineering firms to design an emergency beach access path through the Charleston County Park [Pgs. 61-66]

iv. Discussion of proposed temporary parking agreement with Islander 71 for the “shared parking lot” at the IOP Marina [Pgs. 67-68]

d. **Personnel**

- i. Discussion of recommendations from Administration Committee:
  - (1) Increase hourly rate of Beach Services Officers (BSOs) to \$18 [Pg. 69]
  - (2) Change budgeted part time seasonal code enforcement position to a full-time position [Pg. 70]

di. **Other items for discussion**

Update on RFP for design and engineering of elevator in marina restaurant [Pgs. 71-92]

**7. Financial Review**

Financial Statements and Project Worksheets [Pgs. 93-101]

**8. Procurement**

Request for approval of an amount not to exceed \$18,000 for the purchase of AED Defibrillators [FY24 Muni ATAX, Fire Department, Non-Capital Tools & Equipment] [Pg. 102]

**9. Capital Projects Update** [Pgs. 103-110]

- a. Phase 3 Drainage – Outfalls at 30<sup>th</sup>, 36<sup>th</sup> and 41<sup>st</sup> Avenue
- b. Comprehensive Drainage Masterplan
- c. Overhead to Underground Conversion at 21<sup>st</sup> Avenue
- d. Pickle Ball Court Construction and Basketball Courts Rehab
- e. Public Dock Rehabilitation and “T” dock improvements
- f. Marina Bulkhead and Boardwalk
- g. 34A Beach Access ADA-Compliant Boardwalk
- h. New Garbage Compactor in the small Municipal Parking Lot

**10. Legislative Report**

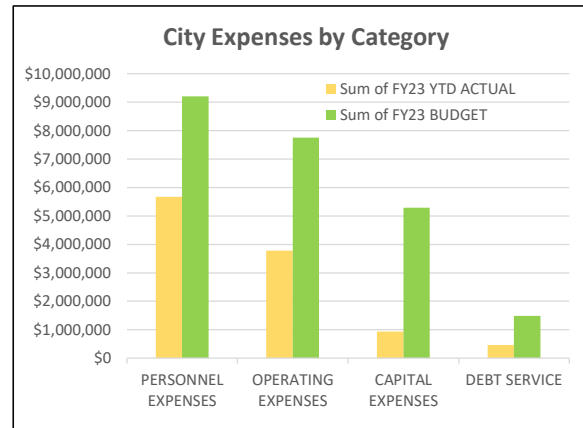
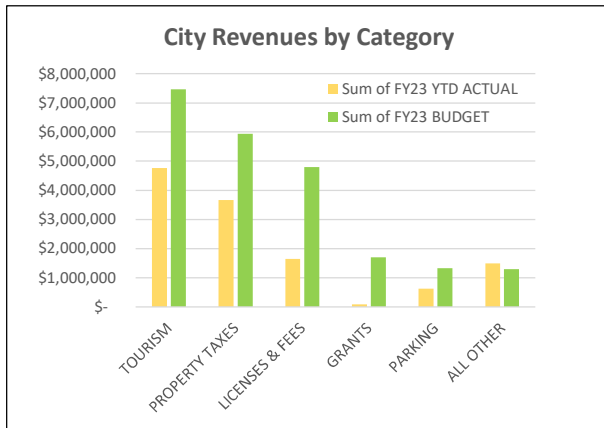
- a. Report of funding requests
- b. Discussion on legislation to be introduced for the use of the 30% state accommodations

**11. Miscellaneous**

**12. Adjournment**

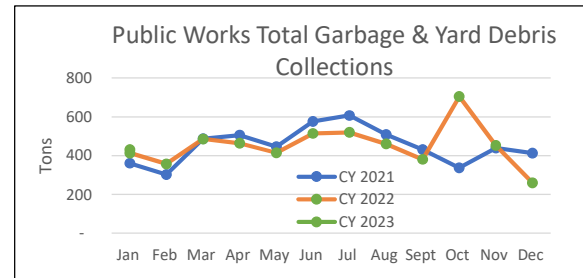
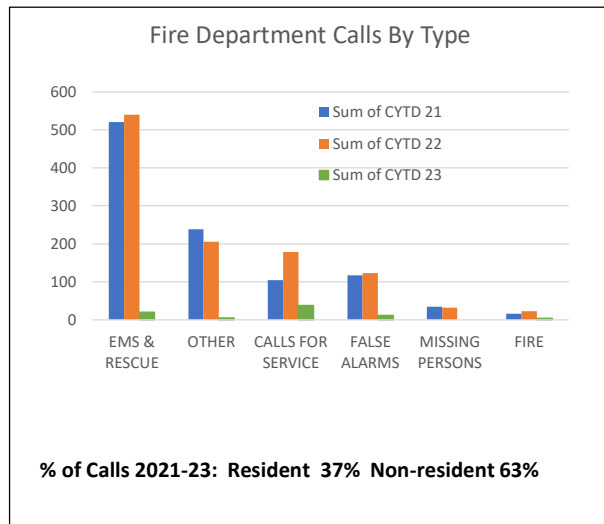
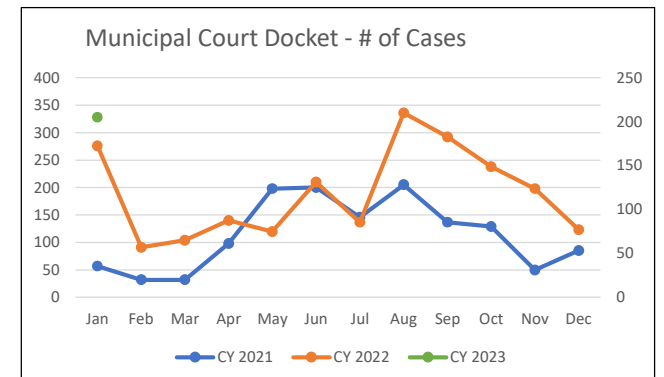
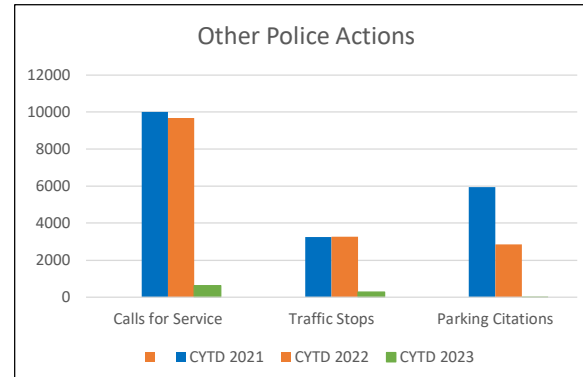
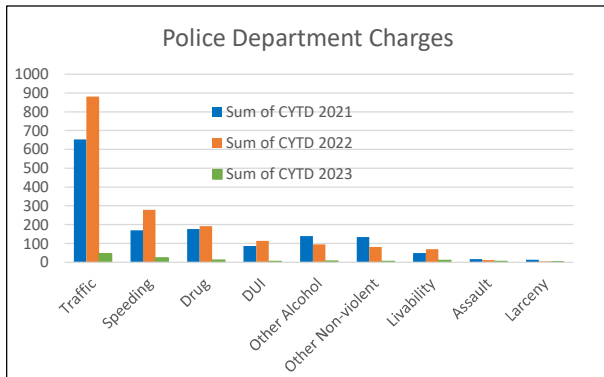
# City of Isle of Palms Operations Dashboard

January 2023<sup>3</sup>

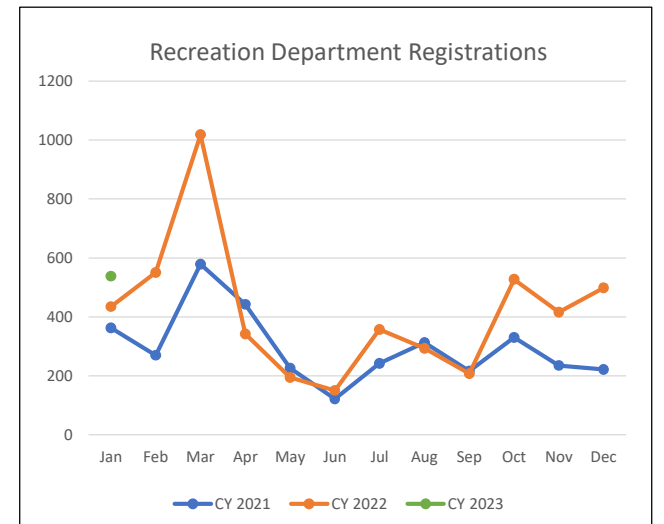


Personnel Vacancies					
Type	City Hall	Police	Fire	Pub Wks	Rec
Full-time	1 Pub Relations Coord		1 FF	1 CDL	1 Asst Dir 1 Specialist
Part-time		1 Code Enfor			

Upcoming Community Events	
Coffee with the Mayor Friday, February 24, 9am at The Refuge	
Front Beach Fest Saturday, March 4, 12-4pm on Front Beach	
Community Yard Sale Saturday, March 25, 8-noon at the Rec Center	



Building Department			
	CY21 (12 mos)	CY22 (12 mos)	CYTD23 (STRS thru 2.10.23) 2/10/23
Construction Value Permitted	\$108 M	\$144 M	\$9 M
New Homes Permitted	49	46	1
Short Term Rental Lics Issued	1,403	1,700	68





# ISLE OF PALMS POLICE DEPARTMENT

## MONTHLY REPORT

### JANUARY 2023



### SIGNIFICANT DEPARTMENTAL ACTIONS

Incidents of interest in January include 34 arrests, 279 traffic stops, 11 drug related charges, 1 weapon charge, 69 traffic citations, and 5 arrests for driving under the influence.

ACTIVITY SUMMARY	JAN	YTD	JAN	YTD
	2023	2023	2022	2022
Calls for Service	618	618	547	547
Incident Reports	62	62	39	39
Traffic Collisions	2	2	3	3
Traffic Stops	279	279	189	189
Bicycle Stops	0	0	1	1
Golf Cart Stops	1	1	0	0
Marine Calls for Service	0	0	1	1
Arrests	34	34	17	17
State Law Violations	95	95	54	54
City Ordinance Violations	10	10	3	3
Warning Citations	218	218	165	165
Parking Citations	12	12	13	13
Isle of Palms Warrants Served	6	6	0	0
Criminal Investigations-Cases Opened	12	12	5	5
Criminal Investigations-Cases Closed	2	2	0	0
Training Hours	132	132	5	5
Livability Cases	0	0	3	3
Coyote Sightings	11	11	1	1
Beach Wheel Chairs Issued	2	2	N/A	N/A
REPORTS BY OFFENSE TYPES	JANUARY		YTD	
	2023		2023	
DUI	5		4	
Other Alcohol Offense	5		4	
Arson/Suspicious Fire	0		0	
Rape/Sexual Assault	1		0	
Assault	4		0	
Indecent Exposure	0		0	
Harassment	0		0	
Drug Incident	15		8	
Homicide/Manslaughter	0		0	
Traffic	14		8	
DUS	8		2	
Robbery	0		0	
Burglary	0		0	
Theft from Motor Vehicle	0		0	
Motor Vehicle Theft	0		0	
Larceny	3		0	
Fraud	1		1	
Suicide (Actual or Attempted)	0		0	
Vandalism	1		0	
Weapon Law Violations	1		0	
All Other Offenses	9		18	
<b>TOTAL</b>	<b>67</b>		<b>45</b>	

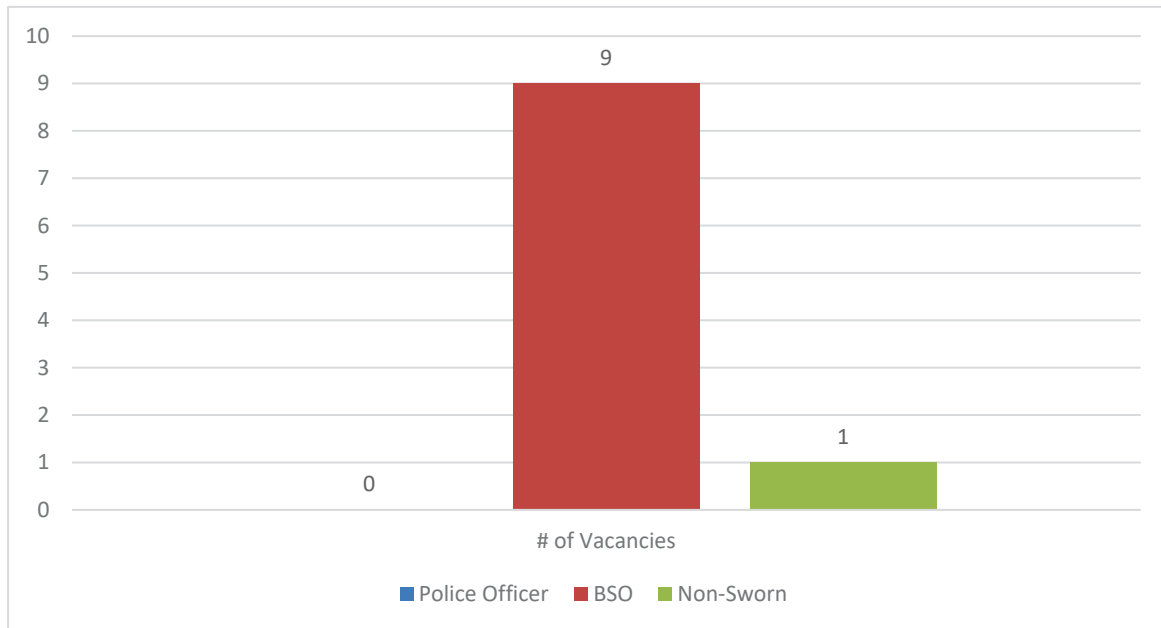
CHARGES	JAN	YTD	JAN	YTD
	2023	2023	2022	2022
Assault	3	3	0	0
Domestic Violence	1	1	0	0
Public Disorderly	2	2	0	0
Burglary	0	0	0	0
Possession of Stolen Vehicle	0	0	0	0
Grand Larceny	0	0	0	0
All Other Larceny	1	1	0	0
Fraud	0	0	0	0
Gun Violation	1	1	0	0
Drug Violations/Sale/Manufacture/ Distribution/Etc.	1	1	0	0
Possession of Controlled Substance	0	0	0	0
Other Drug Possession Methamphetamine/ Cocaine/Cocaine Base/Ecstasy/MDMA/Etc.	2	2	0	0
Simple Possession of Marijuana/Possession 1 oz. or less	7	7	3	3
Drug Equipment Violation	1	1	1	1
Vandalism/Damage to Property	1	1	0	0
Driving Under Suspension	8	8	2	2
Driving Under Influence	5	5	4	4
Other Alcohol Violation	7	7	3	3
Speeding	24	24	15	15
Other Traffic Related	37	37	24	24
Golf Cart Violation	0	0	0	0
Moped Violation	0	0	0	0
Marine Violation	0	0	0	0
Resisting/Hindering/Assaulting Public Official or Police Officer	0	0	0	0
False Information to Police	0	0	0	0
Failure to Stop for Police/Evade/Elude	0	0	0	0
Animal Violation	0	0	1	1
Noise Violation	0	0	0	0
Littering	0	0	0	0
Indecent Exposure	0	0	0	0
Business License	10	10	1	1
All Other Charges	0	0	3	3
<b>TOTAL</b>	<b>111</b>	<b>111</b>	<b>57</b>	<b>57</b>



## ISLE OF PALMS POLICE DEPARTMENT MONTHLY REPORT JANUARY 2023

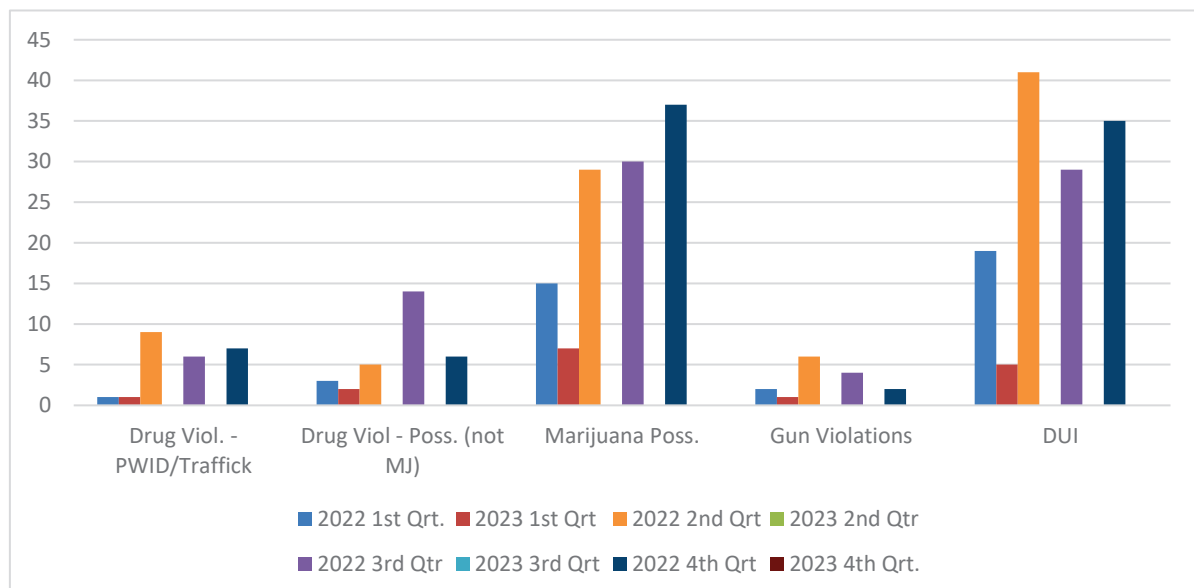


### Police Department Vacancies

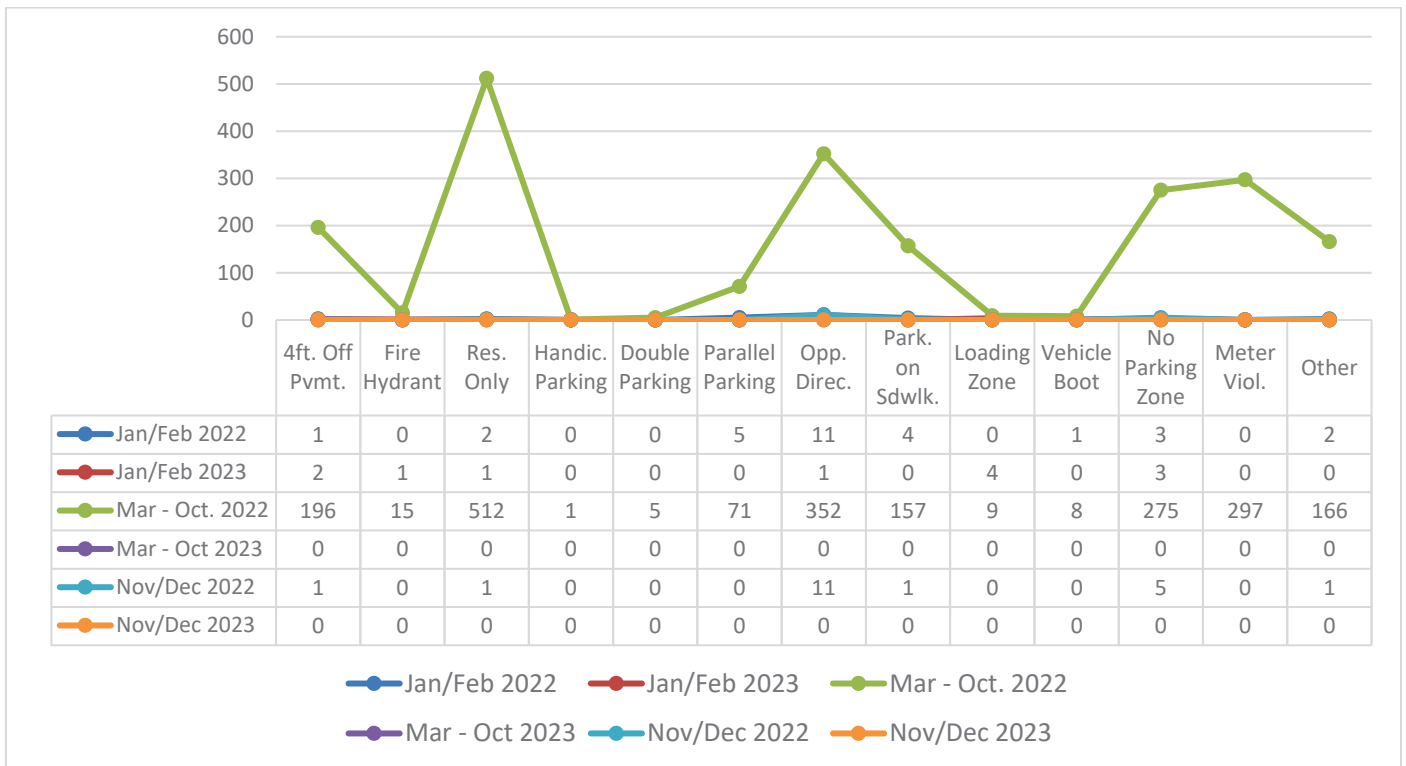


**Sworn Vacancies – 0 (1 in Academy, 2 in Pre-Academy)**  
**Beach Service Officer Vacancies – 100% (9 Beach Services)**  
**Non-Sworn Vacancies – 12.5% (1 Part Time Code Enforcement)**

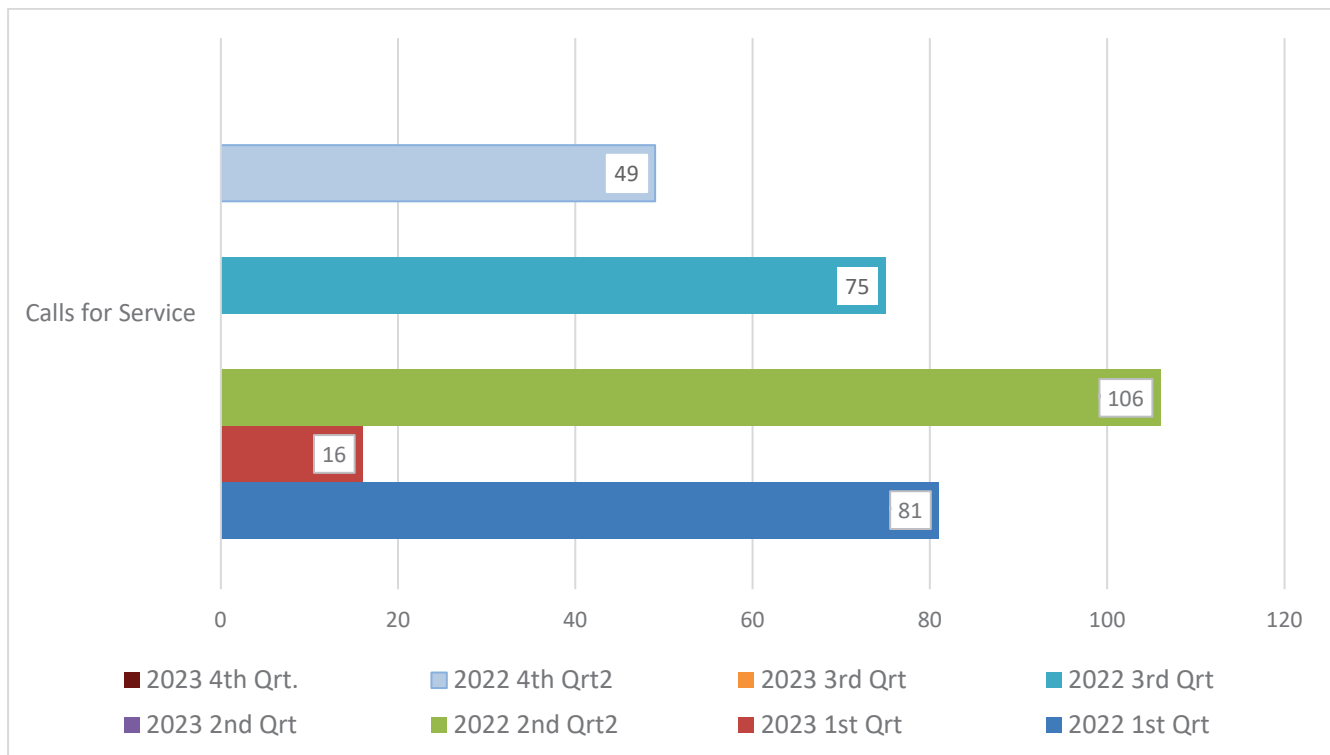
### Drug, Gun, and DUI Charge Trend



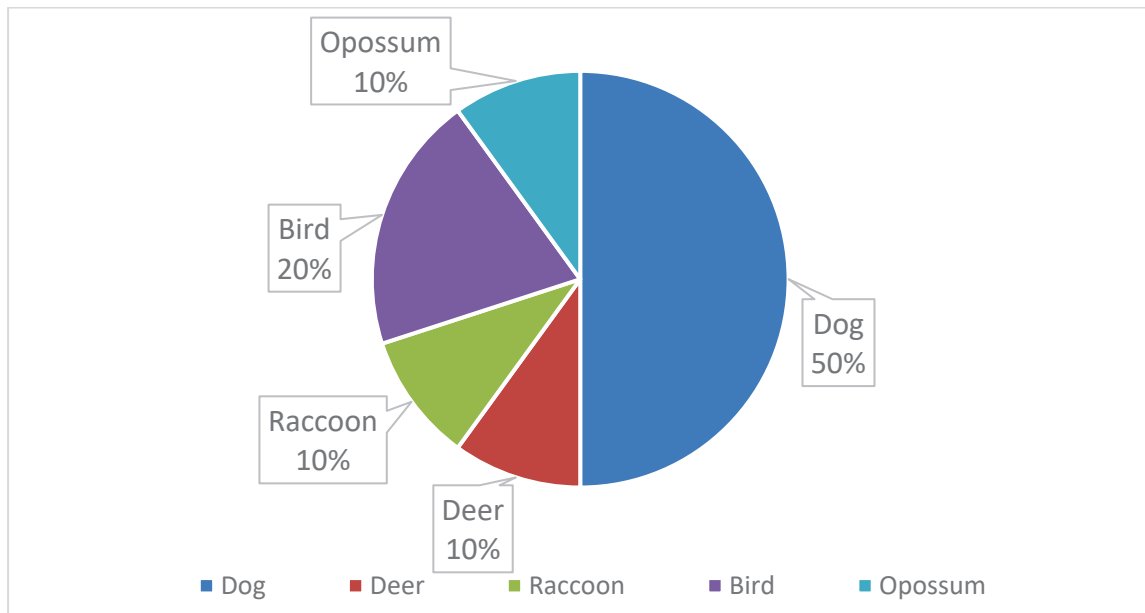
## Parking Citations by Violation



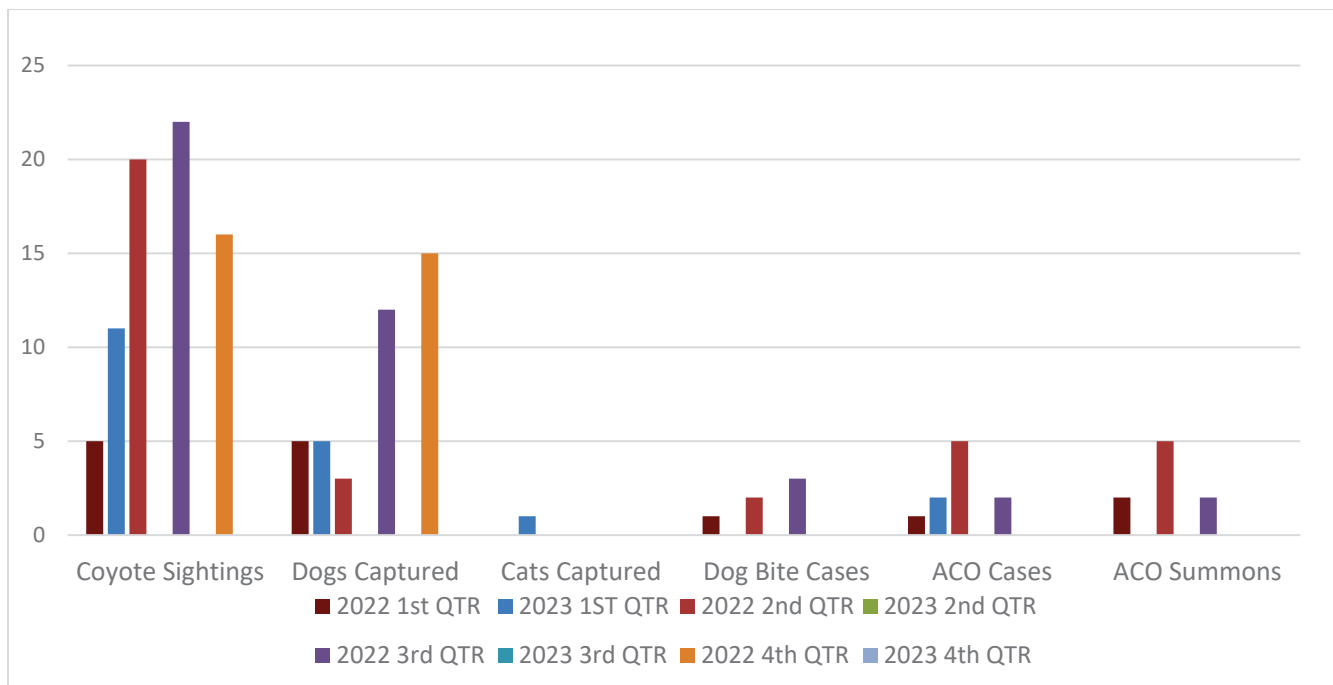
## Animal Control Calls for Service



## Animal Control Calls by Animal Type



## Animal Control Stats

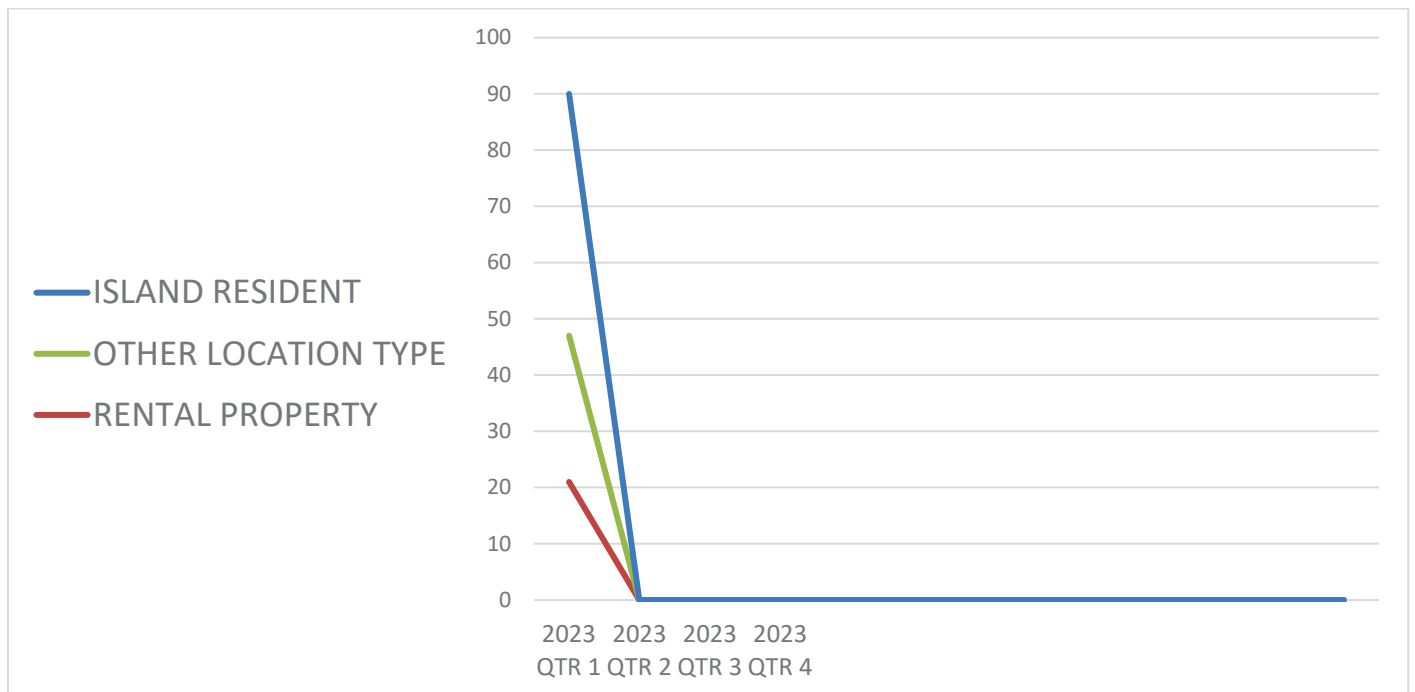


## Livability Statistics

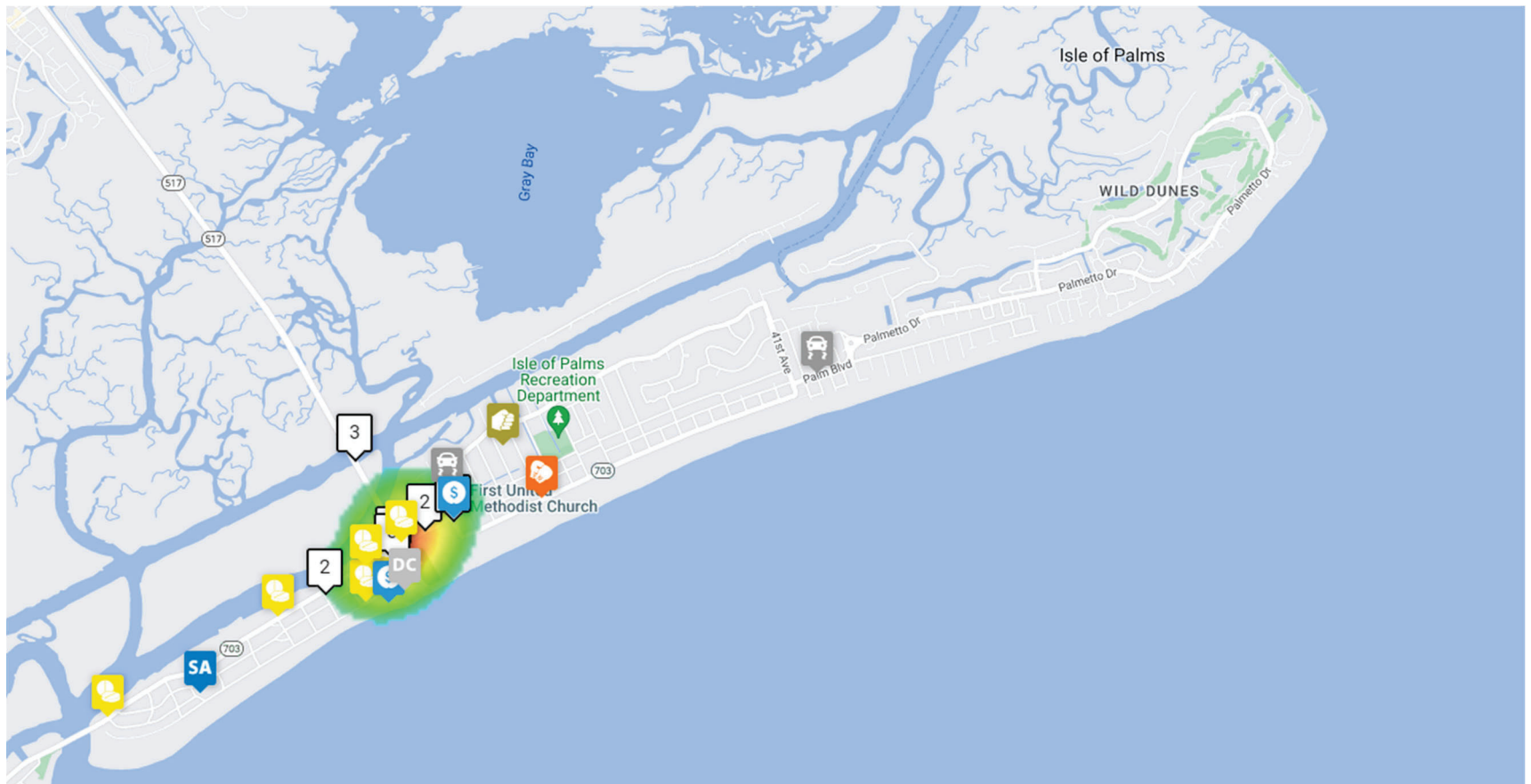
LIVABILITY COMPLAINTS	ISLAND RESIDENT	RENTAL PROPERTY	OTHER LOCATIONS	TOTAL COMPLAINTS
NOISE	3	2	0	5
NOISE/LOUD PARTY	0	0	0	0
NOISE/CONSTRUCTION VIOLATIONS	2	0	0	2
BARKING DOG	2	0	0	2
DOG AT LARGE	3	0	0	3
FIREWORKS	0	0	0	0
UNKEMPT LOTS	0	3	0	3
RIGHT-OF-WAY OBSTRUCTION	0	0	17	17
BUSINESS LICENSE VIOLATIONS	21	1	9	31
SHORT TERM RENTAL OCCUPANCY VIOLATIONS	0	0	0	0
SHORT TERM RENTAL VEHICLE LIMIT VIOLATIONS	0	0	0	0
ROLL CART VIOLATIONS	12	15	0	27
<b>TOTAL</b>	<b>43</b>	<b>21</b>	<b>26</b>	<b>90</b>
<b>% BY CATEGORY</b>	<b>48%</b>	<b>23%</b>	<b>29%</b>	

CITATIONS	WARNINGS	UNFOUNDED	COMPLAINT DISPOSITION
0	5	0	5
0	0	0	0
0	2	0	2
0	0	0	0
0	0	0	0
0	0	0	0
0	3	0	3
0	17	0	17
10	21	5	36
0	0	0	0
0	0	0	0
0	0	0	0
0	32	0	32
<b>10</b>	<b>80</b>	<b>5</b>	<b>95</b>
<b>11%</b>	<b>84%</b>	<b>5%</b>	

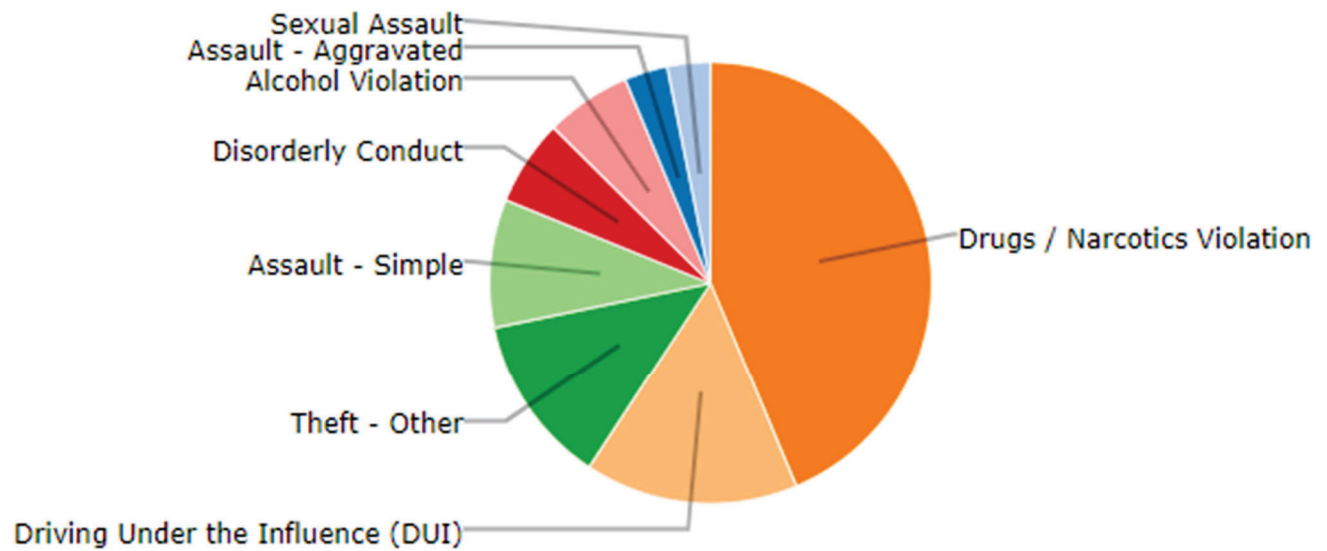
## Livability Complaint by Property Type



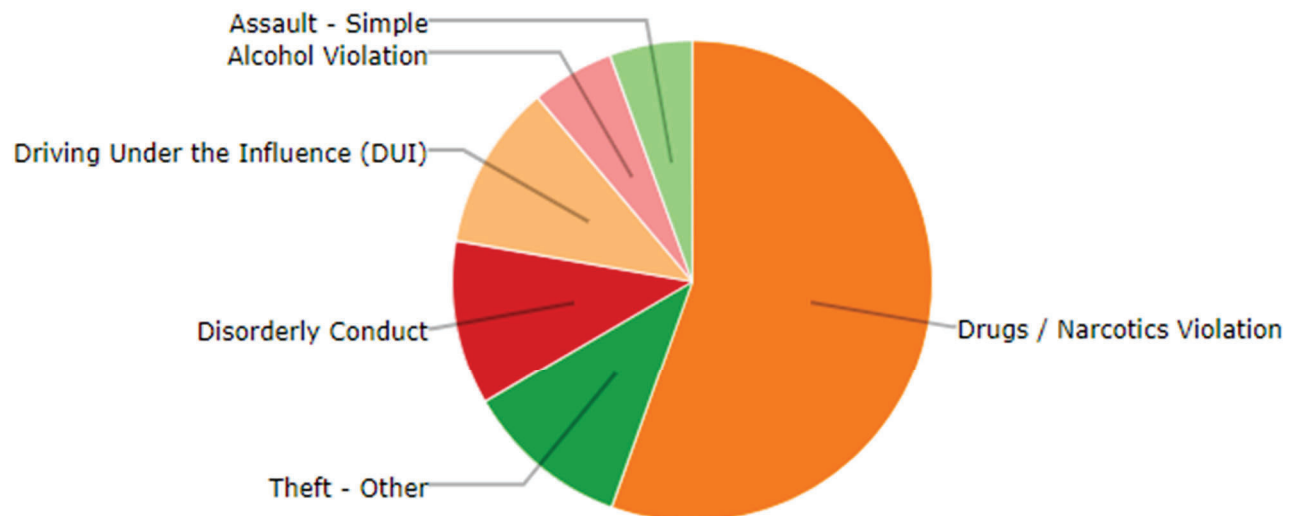
## INCIDENT REPORT DENSITY/HEAT MAP



## Reported Incident Crime Class Types



## Reported Incident Crime Class Types (Red Area)





# **RECREATION DEPARTMENT MONTHLY REPORT January 2023**

STAFF: Karrie Ferrell, Recreation Director  
*vacant*, Assistant Director (programs)  
Aaron Sweet, Recreation Supervisor (athletics)  
Mike Lund, Parks & Grounds Supervisor  
*Vacant, Recreation Supervisor (special events)*  
Kelsey Marsh, Recreation Specialist  
Joshua Key, Parks & Facilities Specialist

## ATHLETICS

**Aaron Sweet**

### **Adult Spring 3 on 3 Basketball**

Team registration started January 10<sup>th</sup> and will end on February 17<sup>th</sup>. Team fees are \$60 per team. Currently a total of (3) teams have registered. The league will begin in March 2023. A captain's meeting will be held on Monday, February 27<sup>th</sup> at 5:30pm.

### **Adult Spring 6 vs. 6 Soccer**

Team registration started January 10<sup>th</sup> and will end on February 17<sup>th</sup>. The team fees are \$250 per team. Currently a total of (2) teams have registered. The league will begin in March 2023. A captain's meeting will be held on Monday, February 27<sup>th</sup> at 6:00pm.

### **Adult Spring Table Tennis Singles League**

The league registration started January 10<sup>th</sup> and will end on February 17<sup>th</sup>. The fees per player are \$10 each. Currently a total of (9) players have registered. The league will begin in March 2023.

### **Adult Pickleball Social League**

The league registration started January 10<sup>th</sup> and will end on February 17<sup>th</sup>, 2023. The first week of registration were for IOP residents only, registration fees are \$10 per person. Non-residents started to register on January 17<sup>th</sup>. Currently a total of (20) players have registered. The league will begin March 3<sup>rd</sup>.

## Youth Athletics

### **Winter 2022-2023 Youth Basketball**

A total of 143 children registered for the youth basketball program. Games started January 4<sup>th</sup> and team jerseys were provided to all players. Youth basketball Picture Day was held on January 24<sup>th</sup>. At the conclusion of each league all youth participants will receive a player participation medal.

### **Youth Baseball**

Registration started on January 10<sup>th</sup> for residents only of Isle of Palms and Sullivan's Island. January 17<sup>th</sup> Non-Residents were able to begin to register. Fees are \$20/\$30 for residents or \$45/\$55 for non-residents. Coaches meetings will be held on Tuesday, February 28<sup>th</sup> for all age groups with a skill evaluation to assess the 9-12yr participants in order to create teams as evenly as possible.

### **Youth Baseball Registration: (as of 1/30/23)**

3/4yr	Total: 24	Residents: 11	Non-Residents: 13
5/6yr	Total: 33	Residents: 18	Non-Residents: 15
7/8yr	Total: 33	Residents: 21	Non-Residents: 12
9-12yr	Total: 22	Residents: 20	Non-Residents: 2

### **Miscellaneous**

Assisted in taking down the Christmas tree on 1/23/23 on front beach.

## **PROGRAMS AND CLASSES**

Karrie Ferrell

**Suspension Training:** Class is held on Mondays, Wednesdays & Fridays at 8:00 a.m. Participants are required to make reservations before attending classes. Class is held under the picnic shelter but has utilized the gymnasium on rainy and cold days. Class is full with fourteen (14) participants. Instructor, Pat Boyd

**Core Strength:** Classes are held Mondays, Tuesdays & Thursdays at 8:30 a.m. in the High Tide/Low Tide room. Monday's class is an intermediate style class limited to twelve (12) people. The Tuesday/Thursday class is open to all level fitness participants and limited to sixteen (16) people. Angela Reinhardt, Instructor.

**Barre:** Class is held on Fridays at 8:30 a.m. Barre is \$10 per class, \$32 for the month. Class is full with nine (9) participants. Instructor, Angela Reinhardt

### **Blooming Artist**

Big Art is a new program for young artist. Class is offered for ages 3-5 years on Thursdays at noon and ages 6-12 on Thursdays at 3:30 p.m. There are five (5) preschool artist participating in class and twelve (12) youth participants. Their artwork is out for display in the hallway at the Recreation Center. Instructor, Marie Johnson.

### **Dog Obedience**

Dog obedience classes started Monday, January 2<sup>nd</sup>, training sessions are six weeks.

Kinderpuppy 6:30 p.m. – four (4) participants

Kinderpuppy 7:30 p.m. – four (4) participants.

The next session of dog obedience is scheduled for February 27<sup>th</sup>, classes include Kinderpuppy and Puppy Junior High, both are basic training style classes. Instructors, Susan Marett and Jennifer Parks

### **Gymnastics**

Session: January 10 – February 14

3:30 p.m. ages 3-5 years, full with twelve (12) students.

4:15 p.m. ages 5 & up, full with twelve (12) students.

5:00 p.m. Cheernastics, ages 4 & up, combo tumbling and cheer class, full with twelve (12) students.

The next session of Gymnastics and Cheernastics are scheduled for February 21<sup>st</sup>.

Instructor, Kaylie Penninger-Jordan

### **IOP Kids**

Eight (8) students are enrolled in the class Monday – Friday. IOP Kids follows the Charleston County School Calendar. Instructor, Cathy Adams

### **Line Dancing**

Class is held on Thursday at 9:30 a.m. for intermediate dances and 10:30 a.m. for beginners. Class is held in the Magnolia/Palmetto Room.

Instructor, Patricia Leonard.

**Little Lotus Yoga**

Little Lotus Yoga is held on Tuesdays during the school year at 12:00 p.m. – 12:45 p.m. The class has five (5) students enrolled. Instructor, Jennifer Rogers.

**Mahjongg**

A group of ladies meet in the lobby to play mahjongg. The social group gathers on Mondays from 12:00 p.m. – 3:00 p.m.

**Meditation Group** Meditation at the dock has been put on hold until spring. Meditation at the Rec is held at 9:00 a.m. Community class led by Susan Boruff.

**Mini Minnows**

Mini Minnows is held on Mondays, Wednesdays and Fridays from 12:00 p.m. – 3:00 p.m. six (6) students are enrolled in the class. Instructor, Cathy Adams.

**Over 50 Fitness**

Class is held on Tuesdays & Thursdays from 2:30 p.m. – 3:30 p.m. Instructor, Judy Fischer.

**Over 50 Yoga**

Class is held on Mondays & Wednesdays from 1:45pm – 2:45pm. Instructor, Judy Fischer.

**Senior Exercise** Class is held Monday & Wednesday from 3:00 p.m. – 4:00 p.m. Instructor, Judy Fischer.

**Yin Yoga**

Yin Yoga is a slow flow relaxation class. Sixteen (16) people have been attending the evening class. Yin Yoga is held on Wednesdays at 6:00 p.m. Class is \$40 for the month or \$12 drop-in fee. Instructor, Kathy Berry.

**Tae Kwon Do**

Youth and family classes meet on Mondays at 6:30 p.m. Fifteen (15) students are enrolled. Adult open belt classes meet Wednesday evenings at 6:30 p.m. and Saturday mornings at 9:00 a.m. Ten (10) adults are enrolled. Instructor, Dr. Jack Emmel

**Tennis Lessons, Youth**

Session: January 11<sup>th</sup> – February 24<sup>th</sup>, Classes are held on Wednesdays and Fridays

Tiny Tennis: Wednesday – seven (7) students enrolled

Red Ball: Wednesday – ten (10) students enrolled

Orange Ball; Wednesday – ten (10) students enrolled

Green Ball: Wednesday – seven (7) students enrolled

Instructor, Corinne Enright.

Friday Class: ten (10) students

Friday Class: ten (10) students

**Tennis Lessons, Adult**

Adult lessons are held on Tuesdays and Thursdays at 8:30 – 9:30 a.m. Instructor Corinne Enright

### **Theater Workshop “Treasure Island”**

Session: January 12<sup>th</sup> – March 16<sup>th</sup>

The theater workshop is held on Thursdays at 4:00 p.m. – 5:30 p.m. Fourteen (14) students are rehearsing and building fundamentals of acting with theater games. The group will hold a public performance on Thursday, March 16<sup>th</sup> at 5:30 p.m. Instructor, Jean Schubert

### **Pickleball Lessons**

Pickleball lessons are held on Monday and Wednesday mornings 9:00 a.m. – 10:30 a.m. a mix of beginner and intermediate lessons are offered. Classes are full with fourteen (14) – sixteen (16) participants. Instructor, Nancy Markovich, PPR

### **Pokémon Club**

Pokémon Club is scheduled to start Wednesday, February 22<sup>nd</sup> at 4:00 p.m. The club will allow children ages 6-12 to trade cards and talk all things Pokémon. The club will have a volunteer coordinator that will assist children with fair trades and help with learning the game.

### **Strength & Stability**

Classes are held on Wednesday & Fridays at 10:30 a.m. Class focuses on strength training for active older adults. Instructor, Brooklyn Watts

### **Gather & Knit**

A group of ladies meet in the Lobby on Mondays to knit and socialize. Six (6) – eight (8) ladies have been attending. The group meets on Mondays at 10:30 a.m. – 12:00 p.m. Free social group.

### **Game Room**

A time has been added to the calendar for people to come to the rec and play games. Games include cards, dominoes, chess, checkers, and mahjonn. The group meets Fridays 12:00 p.m. – 3:00 p.m.

## **SPECIAL EVENTS**

Kelsey Marsh

### **Keenagers**

The Keenager senior social group potluck lunch was held on January 4<sup>th</sup>. Thirty-five (35) people attended the meeting. The Recreation Department welcomed musicians Carroll Brown and Marci Shore whom the participants loved. The next luncheon will be held February 1<sup>st</sup> with over 50 people expected to attend. Entertainment was booked and will be provided by local musician Dave Landeo.

### **Doggie Day**

The Doggie Day at the Rec will be held on Saturday, February 11<sup>th</sup> from 9:00 a.m. -12 p.m. in the gymnasium. Exotic Vet Care will be onsite to provide microchips and vaccinations, as well as Charleston Party Booth to provide a photo booth for humans and their four-legged friends. A free dog show with 5 different categories will be held with the top 3 in each category receiving gift bags. There will also be guessing games and spin the wheel as other ways to win prizes! Vendors, rescues, and sponsors will include Camp Bow Wow, Carolina Poodle Rescue, Tails Wagon, Libby and Maces Place, Dorchester Paws, S.T.A.R. Therapy Dogs, Sandy Paws, Portside Vet, Covey Collection, Pineapple Paw Prints, Hairy Winston, The Matthews Group, and Charleston Beach Life Homes.

### **Front Beach Fest**

Front Beach Fest returns on March 4<sup>th</sup> from 12:00 p.m. – 4:00 p.m. We received over one hundred seventy (170) vendor applications with only around 50 spots able to be filled. Musical entertainment was booked and will feature the Shem Creek Boogie Band along with the Ocean Drive Party Band. Other entertainment booked include kids rides and interactive entertainers from Good Clean Fun. Charleston County Parks will also be onsite with their portable rock-climbing wall.

### **Yard Sale**

The annual IOP Yard Sale will be held on Saturday, March 25<sup>th</sup> from 8:00 a.m. - 12:00 p.m. at the Recreation Department. Participants can purchase a 10'x10' space for five (5) dollars and may purchase a maximum of two (2) spaces for \$10 dollars. Vendors may only sell used or "like new" items. Registration is now open.

### **Easter Egg Hunt**

The annual Isle of Palms Easter Egg Hunt will be held on Friday, April 7<sup>th</sup> from 2:00 p.m. – 4:00 p.m. An egg hunt for all ages the groups will be divided across the Recreation grounds. Participants will trade eggs for candy at the candy stations, photos with the Easter Bunny, face painter and jump castles will be on site for an afternoon of fun.

### **Music in the Park**

Music in the Park will be held on Saturday, May 6<sup>th</sup> from 3:00 p.m. – 7:00 p.m. Preparing for this event to include 2 bands performing back-to-back on the Recreation grounds. Food vendors will be onsite to help visitors enjoy an afternoon of music in the park.

### **Bicycle Safety Rodeo**

The last bike rodeo was held in 2009, with the help of the LENS Program the Recreation Department is bringing the event back. The Bicycle Rodeo will be held on Saturday, May 20<sup>th</sup> at 10:00 a.m. The Recreation drive will be transformed into a fun obstacle course with a helmet fitting station, mechanic station and snacks. Volunteers from LENS and Coastal Cyclist will be on site to help with the Rodeo. The Bicycle Rodeo is for pedal bikes only.

### **Sand Sculpting**

Preparations involving meeting with Piccolo Spoleto volunteer Chris Tindal have begun for the annual Sand Sculpting competition to be held Saturday, June 3<sup>rd</sup>.

### **OTHER WORK PERFORMED**

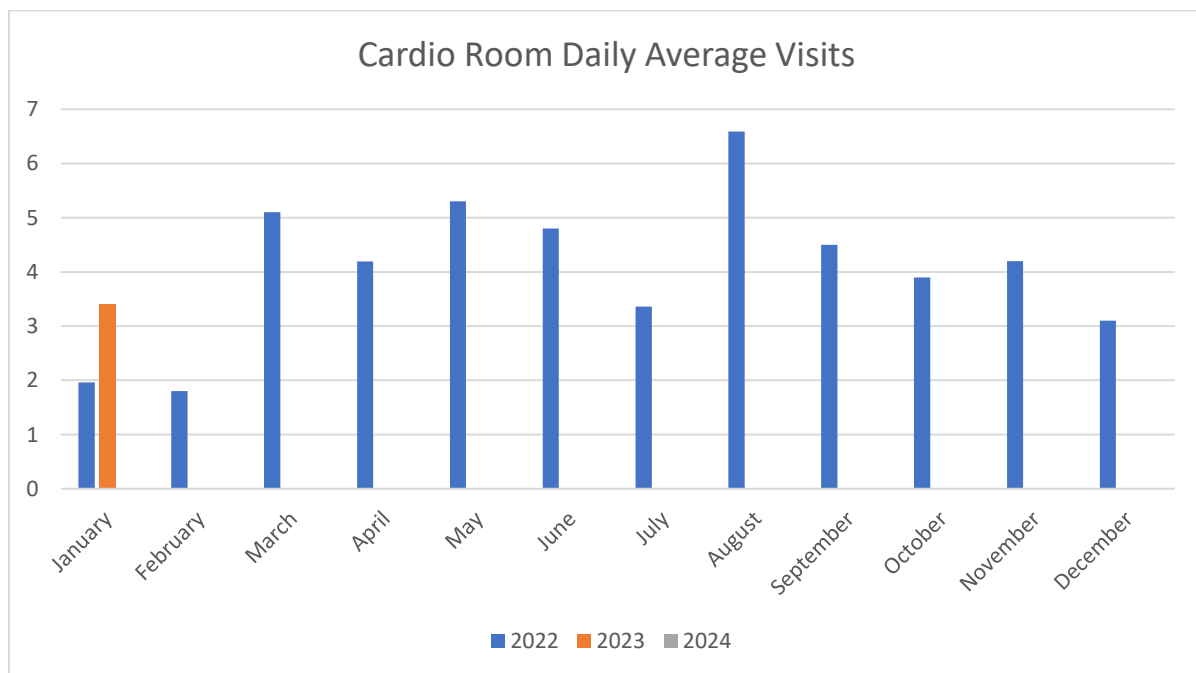
- Assisted with breaking down the Holiday Tree from Front Beach.
- Finalized all dates for upcoming events this year.
- Assisted with housekeeping duties and class set-up.
- Created class sign in sheets, checked in participants for classes, registered participants for workout classes, doggie day, and the yard sale, created February daily calendar.
- Distributed doggie day posters for marketing to vendors as well as local and nearby businesses.
- Covered front desk when necessary.

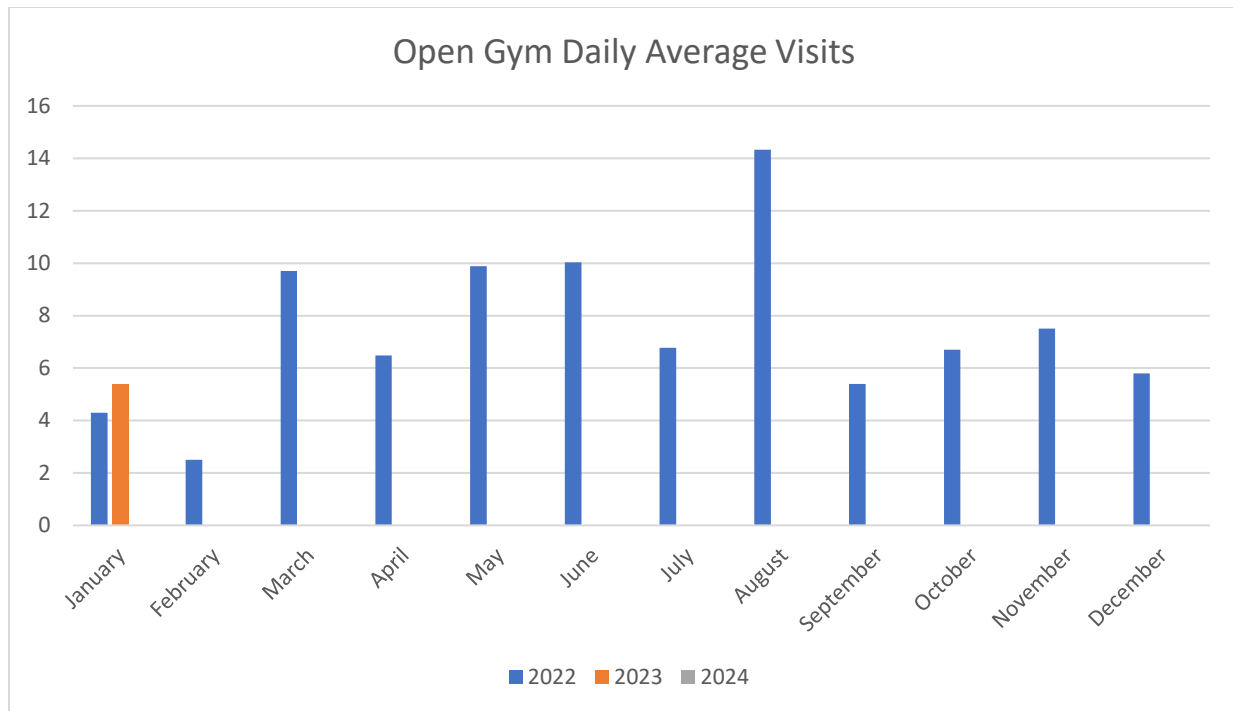
## COMMUNITY SPECIALIST

*Vacant/All Staff*

### Daily Responsibilities

- Completed evening procedures and reported damages to supervisor.
- Set up classrooms for next program when supervisors unavailable.
- Updated media center as needed.
- Registered class participants answered phones and welcomed visitors.
- Updated daily front desk information folders.
- Monitored security cameras.
- Managed the sign-in sheets for gymnasium and cardio room.
- Answered questions regarding current and upcoming programs/events.
- Showed first time visitors around Recreation Center and introduced them to the programs that are available.
- Completed housekeeping duties when supervisor was unavailable.





### Parks & Facilities Josh Key

#### Housekeeping

Performed routine housekeeping duties.  
 Completed monthly safety inspections.  
 Cleaned and serviced housekeeping maintenance equipment.  
 Replaced and refilled air fresheners and other sanitary devices.  
 Flush floor drains as needed.  
 Disinfected exercise equipment and rooms.  
 Remove pests as needed.

#### Facility Preparations

Assisted with the set-up of gymnasium and classrooms for daily scheduled programs, athletics, activities, meetings and special events.  
 Participated in weekly staff meetings.  
**1/4-** Setup for Keenagers.  
**1/23-** Took down Christmas tree at front beach and put into storage unit.  
**1/23-** Took down Christmas lights on palm trees at front beach.  
**1/27-** Finished taking down the Christmas lights on palm trees at Front beach.

#### Interior Maintenance

Serviced, lubricated and cleaned Cardio room equipment.  
 Unclogged toilets and drains as needed.  
 Replaced light bulbs and ballasts as needed.

Machine-scrubbed the facility halls, classrooms and gym floor.

**1/6-** Replaced water filter in gym fountain.

**1/13-** Replaced 5 lightbulbs in breakroom.

**1/19-** Repaired front door on the right hand side (from inside) as it was not locking properly.

### **Exterior Maintenance**

Inspected equipment, collected lost & found items and removed debris around the playground.

Removed trash and debris from around the building.

Blow off sidewalks and walkways around the building.

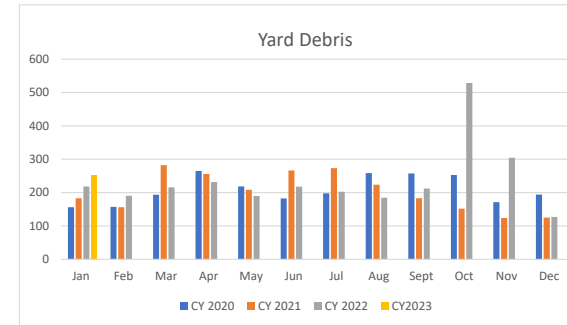
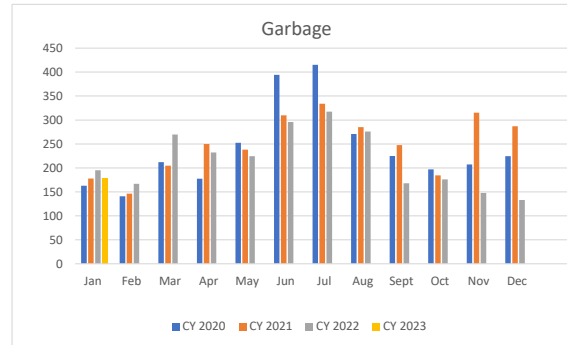
Assisted with grooming the baseball and softball fields.

**1/9-** Took Ford Explorer to Gerald's-they removed a nail and patched the leak in the rear tire

City of Isle of Palms, SC  
Public Works Department - January 2023 Report

	CY 2020	CY 2021	CY 2022	CY 2023
Column1				
Jan	162.77	177.84	195.16	177.78
Feb	140.66	146.48	166.74	
Mar	212.04	204.6	269.88	
Apr	177.52	249.86	232.29	
May	252.56	238.23	224.49	
Jun	394.38	309.71	295.83	
Jul	415.12	334.17	317.47	
Aug	270.71	285.21	275.99	
Sept	224.87	247.76	167.91	
Oct	196.94	184.63	175.99	
Nov	207.44	315.31	147.67	
Dec	224.45	286.85	133.1	

	CY 2020	CY 2021	CY 2022	CY2023
Column1				
Jan	155.93	183.07	218.4	252.78
Feb	157.44	156.06	190.63	
Mar	193.74	282.37	215.58	
Apr	265.04	256.07	231.64	
May	218.67	208.32	190.02	
Jun	182.49	266.23	217.88	
Jul	198.07	273.08	202.64	
Aug	258.37	223.64	184.78	
Sept	257.64	182.96	212.11	
Oct	252.81	152.16	528.77	
Nov	171.54	124.04	304.19	
Dec	194.08	125.14	126.89	



**General duties**

34.48 misc. waste  
was transported to Palmetto Commerce Pkwy. \*\*

**VEHICLE MAINTENANCE** Beginning Budget \$90,000.00

Fund 10 GENERAL FUND		
01/01/2023 10-4620.5017 VEHICLE MAINTENANCE	BEG. BALANCE	91,460.25
01/03/2023 AP INV WIRE AND TERMINALS	22.42	91,482.67
01/04/2023 AP INV TOWING OF PW 22	350.00	91,832.67
01/04/2023 AP INV REIMBURSE CHARLES WILLIAMS IN PETTY CASH	11.72	91,844.39
01/09/2023 AP INV (2) "STEP" 8271	167.28	92,011.67
01/10/2023 AP VOID Void Invoice	-130.00	91,881.67
01/13/2023 AP INV PW-26 MACK PACKER - TIRE REPLACEMENT -	889.99	92,771.66
01/13/2023 AP INV PW-28 FLATBED - TIRE REPLACEMENT -	889.99	93,661.65
01/17/2023 AP INV IT14G - HYDRAULIC HOSE LINE LEAK & FUEL	871.55	94,533.20
01/20/2023 AP INV STEPS FPR PW 28	167.28	94,700.48
01/30/2023 AP INV PLEXI GLASS FOR PW 10 WINDOW	41.41	94,741.89
01/30/2023 AP INV ANTIFREEZE	124.10	94,865.99
01/31/2023 10-4620.5017 END BALANCE	3,535.74	94,865.99

**City of Isle of Palms, SC**  
**Public Works Department**  
**Stormwater & Facilities Management Report – January 2023**

**Drainage**

- Reviewing of Charleston County stormwater drainage plans for new home construction.
- QE on site meeting for 30<sup>th</sup> to 36<sup>th</sup> Ave outfall.
- Meeting with resident at 20-25<sup>th</sup> Ave for drainage.
- Public works drainage right of way maintenance.

**Facilities**

- Repair motor slide gate at public works.
- Scheduled security system programming at public works.
- Public works installation of new security locks at city hall.
- Replacement of code door lock at fire station 2.
- Installation of Public works sign and address.

**Front beach/Beach**

- Litter cleanup of municipal lot A-B, front beach by public works.
- Managing public restrooms and supplies.
- Continuation of installation of turtle signs.
- Repairs to front beach crosswalks.
- Installation of paver entrance/exit municipal lot B.
- Purchasing of plant material for front beach and connector.

**Landscaping / Rights of way / Connector / Parks**

- Clean up of the connector debris by public works and the sweeping contractor.
- Ongoing installation of replacement and straightening street signs.
- Managing city wide landscape maintenance crews.
- Right of way maintenance Palm Blvd.
- Monitoring marina project.

**Compactor / Dumpster / litter control**

- Compactor project - wall, fence, landscaping, paint, stone complete.
- Cleaning recycling and compactor by public works.
- Weekend monitoring by the restroom attendant of the garbage compactor and recycling.
- Replacement of motor and control for the compactor.

**Certifications, training and meetings**

- Monthly UST testing of marina, public works and public safety building.
- DEHEC UST compliance testing.
- Meeting with Thomas and Hutton, Quality Enterprises for the 36<sup>th</sup> -30<sup>th</sup> outfall project.
- Meeting with David and Floyd for drainage master plan.
- Meeting with Bury's footing for compactor project.
- Estimates for garbage enclosures glass and compost recycling.



Dustin Reilich  
VP Sales  
(949) 701-0501  
dustin@deckard.com

JANUARY 27<sup>th</sup>, 2023

# PRICE PROPOSAL

for the  
City of **Isle of Palms**, SC

SHORT-TERM RENTAL ("STR") INVENTORY, COMPLIANCE & ANALYTIC SERVICES

presented by



engineered by



# CONTENTS

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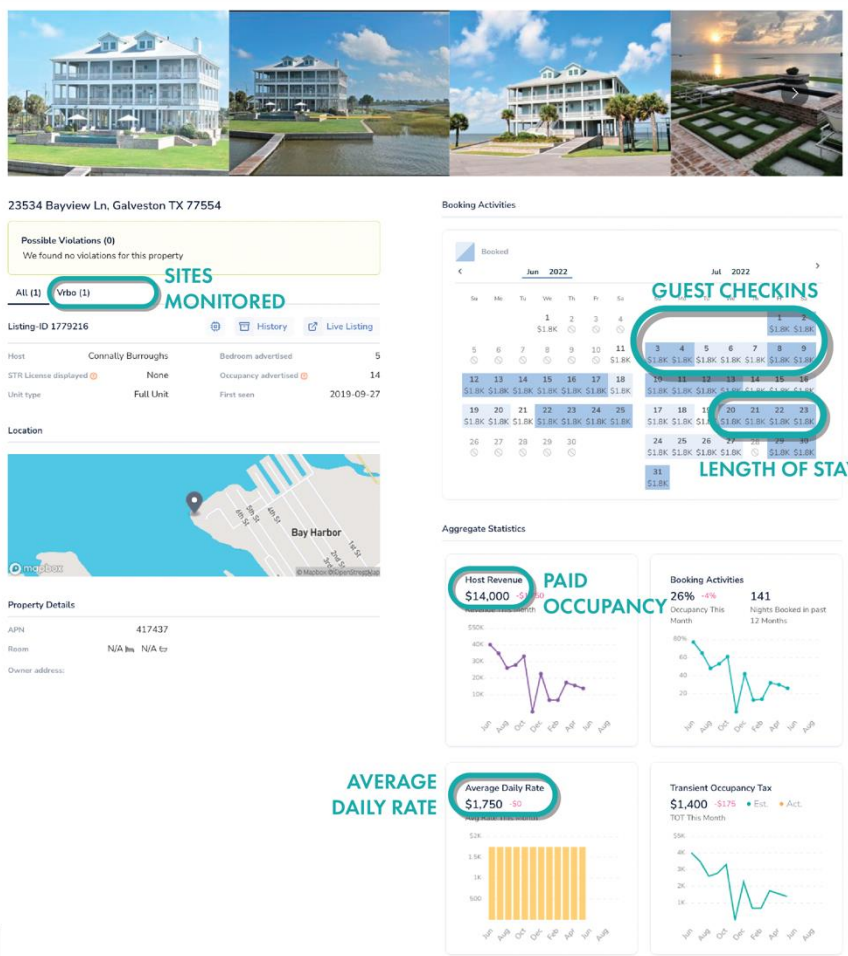
Optional products..... 12

# EXECUTIVE SUMMARY

## Rentalscape Short Term Rental ID & Monitoring Platform

Deckard Technologies utilizes data science expertise to assist local governments with managing their compliance activity and enforcement, such as short-term rental (STR) properties. Our technology ensures that everyone is held accountable to play by the same set of rules, follow all guidelines and ordinances, and pay their fair share of fees and taxes. To accurately track activity within the City of Isle of Palms, the Rentalscape platform identifies the exact address of the STR listings within the City limits, enabling accurate display of STR activity within the City and within community districts. Rentalscape groups listings and calculates statistics on a per-property basis. By mapping the exact location of properties, Rentalscape avoids double-counting activity. Knowing the exact location of STR properties enables compliance, enforcement, tax collection and complaint management activities.

## About Rentalscape



Deckard's Dashboard management platform for STR will discover, identify, and efficiently present all STR activity in the City of Isle of Palms, using unique technical capabilities such as its proprietary future booking detection software, automatic non-compliance recognition, industry-best address identification

**Rentalscape is the only platform that shows upcoming rentals and bookings as they occur within 24 hours of the reservation being made.**

This allows Rentalscape users to reach out to owners and hosts who are unlawfully renting and address any issues relating to these future rentals long before guests arrive, thereby eliminating disturbances, neighbor complaints and other common issues that often arise from illegal rentals.

FIGURE 1: **Rentalscape** Property card



Rentalscape maintains a database of every booking and stay made on all major platforms. Our system contains information dating back to late 2019 for every STR in the City of Isle of Palms. All data can be viewed interactively on the Rentalscape portal with unlimited user access and downloaded on demand in Microsoft Excel format.

Rentalscape dashboard map view shows the exact location of all STR activity, includes districts as defined by the City and displays individual property information and aggregate statistics on a per district basis.

Rentalscape presents detailed STR activities including the precise address, owner information, booking history, availability and more. For each individual booking, the platform provides the actual date the reservation was made as well as the start and end date of each booking, ensuring that the City is able to distinguish back-to-back bookings. These insights are not possible to achieve by simply viewing the listings itself.

Guest review data is collected by Rentalscape and could be used as additional proof of occupancy.

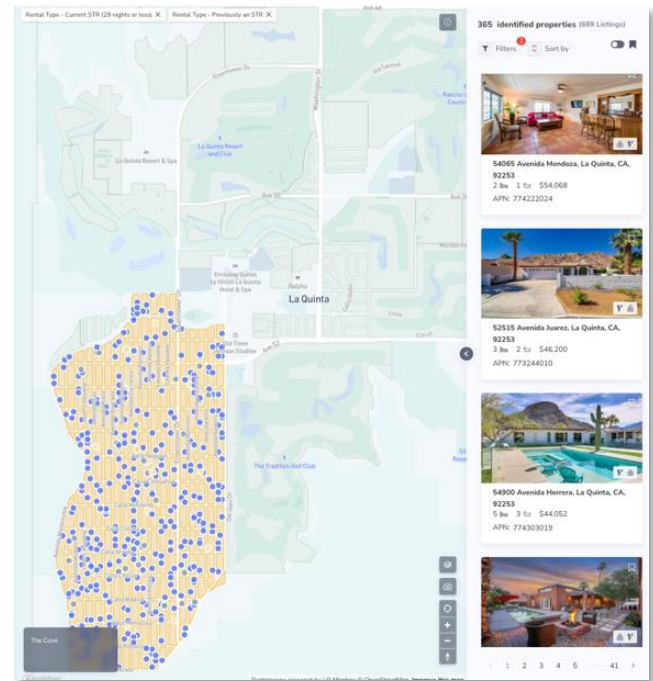


FIGURE 2: **Rentalscape** Map

## In Summary

In every jurisdiction in which we are providing service we have increased compliance and improved tax collection. Our process starts with producing the cleanest data possible – ensuring reporting is accurate and compliance levels are carefully monitored. We have in-house property appraisers and STR property managers. We also regularly consult with City staff to ensure we are always up to date with the latest STR best practices. Our systems come with unlimited user access and unlimited end-user training. Our customers give testimonials regarding the ease of use of our systems and vastly superior level of customer service when compared to other providers in the market.

# REFERENCES

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We believe that **continuous innovation** is required to face the challenges of today and of tomorrow. We are proud of our achievements and solutions that enable cities and counties to manage short-term rental activities and to ensure local rules and ordinances are enforced for the betterment of local residents.

The following References are examples of successful partnerships between Deckard Technologies and its clients.

## REFERENCES

- **Mt. Pleasant, SC**

Jane Yager-Baumrind, PLANNING & DEVELOPMENT

[jyager-baumrind@tompsec.com](mailto:jyager-baumrind@tompsec.com)

843-884-1229

Rentalscape, STR Registration Portal

- **La Quinta, CA**

Gil Villalpando, ASST. CITY MANGER

[gvillalpando@laquintaca.gov](mailto:gvillalpando@laquintaca.gov)

(760) 777 - 7094

Rentalscape, Custom Services

- **Town of Mammoth Lakes, CA**

Rob Patterson, FINANCE DIRECTOR

[rpatterson@townofmammothlakes.ca.gov](mailto:rpatterson@townofmammothlakes.ca.gov)

(760) 965-3661

Rentalscape

# PROPOSED PRODUCTS

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## THE RENTALSCAPE PORTAL

The Rentalscape portal is a cloud-based system for City staff to track STR properties, monitor STR activity, manage STR permits and record information about properties. The data in the system is constantly being updated as new properties are discovered and address identified, as new permit applications are made and as permits are expired or revoked.

The Rentalscape portal displays information on all STR listings found within the City going back at least 12 months. We use US Census data to identify City limits and any parcels or listings within the limits are monitored. Rentalscape also tracks properties outside the City until they are accurately identified. On occasion, the STR listing estimated location for a property falls outside the City, but the actual location of the property once address identified is inside the City. Rentalscape displays:

1. Any permitted STR property
2. Any property with a currently live STR listing
3. Any property with historic STR listings
4. Any property with a future or past STR booking (even if the property currently does not have a live listing)

Rentalscape includes the ability to filter the properties displayed (e.g., only permitted properties, or only properties in a specific HOA), and to download all results. All data displayed is available for direct download from Rentalscape.

Information shown in Rentalscape for each property includes:

### Property Characteristics

1. Property address
2. Owner name and mailing address
3. Ownership type (primary residence, secondary/investment property)
4. Property type
5. Number of bedrooms and bathroom at the property, per public records data
6. A map showing the property's location
7. Maximum occupancy per the City of Isle of Palms ordinance

## Listing Characteristics

8. Listing URL for each listing associated with each specific property
9. Listing ad ID for each listing associated with each specific property
10. Rental calendar showing current month's activity as well as past twelve months and upcoming three months booking activity (calendars update daily)
11. Rentalscape clearly and easily differentiates between regular bookings and host-blocked dates that are not revenue-generating
12. Host name (when available)
13. Stay limitations (minimum/maximum)
14. Permit/license number if included in the listing
15. Daily Rental rate at time of booking
16. Rental frequency
17. Individual links to all active listing for the property
18. **PDF copy of each listing, as well as a history of all previous versions of the listing**, to identify any possible changes, as well as keep a record in case the listing is taken down by the host. Each image has a date-stamp showing when it was created and is kept indefinitely.
19. Rental type (Whole home, shared home)
20. Bedrooms and bathrooms advertised
21. Maximum occupancy, per listing

## Estimated Sales Tax Based on Rental Activity

22. Occupancy rate
23. Estimated rental income
24. Estimated tax

Rentalscape is configured to match the City's ordinance and is capable of flagging violations following the City's exact rules, including but not limited to permit registration and occupancy advertised versus permitted occupancy.

Rentalscape looks for bookings less than 30 days when flagging STRs. When bookings longer than 30 days are created, these are correctly categorized as long-term rentals and do not cause a property to be treated as an STR.

Rentalscape actively monitors permit status and STR listings daily, flagging violations as they occur. We have encountered situations where other providers have flagged properties as "no longer listed" or "only performing long-term rentals", that later re-list or take a short-term booking, and are subsequently missed by these other vendors as violating the City ordinance. **Rentalscape continuously monitors every listing every day** including bookings up to a year in advance. As soon as an unpermitted booking is taken, Rentalscape sets a violation.

Rentalscape includes a **Dashboard** that provides an overview of all STR activity in the City. This Dashboard includes aggregated revenue, bookings, and property data, and highlights top-earning hosts and owners as seen below. Please note that some charts will not be activated until we go live in the City of Isle of Palms.

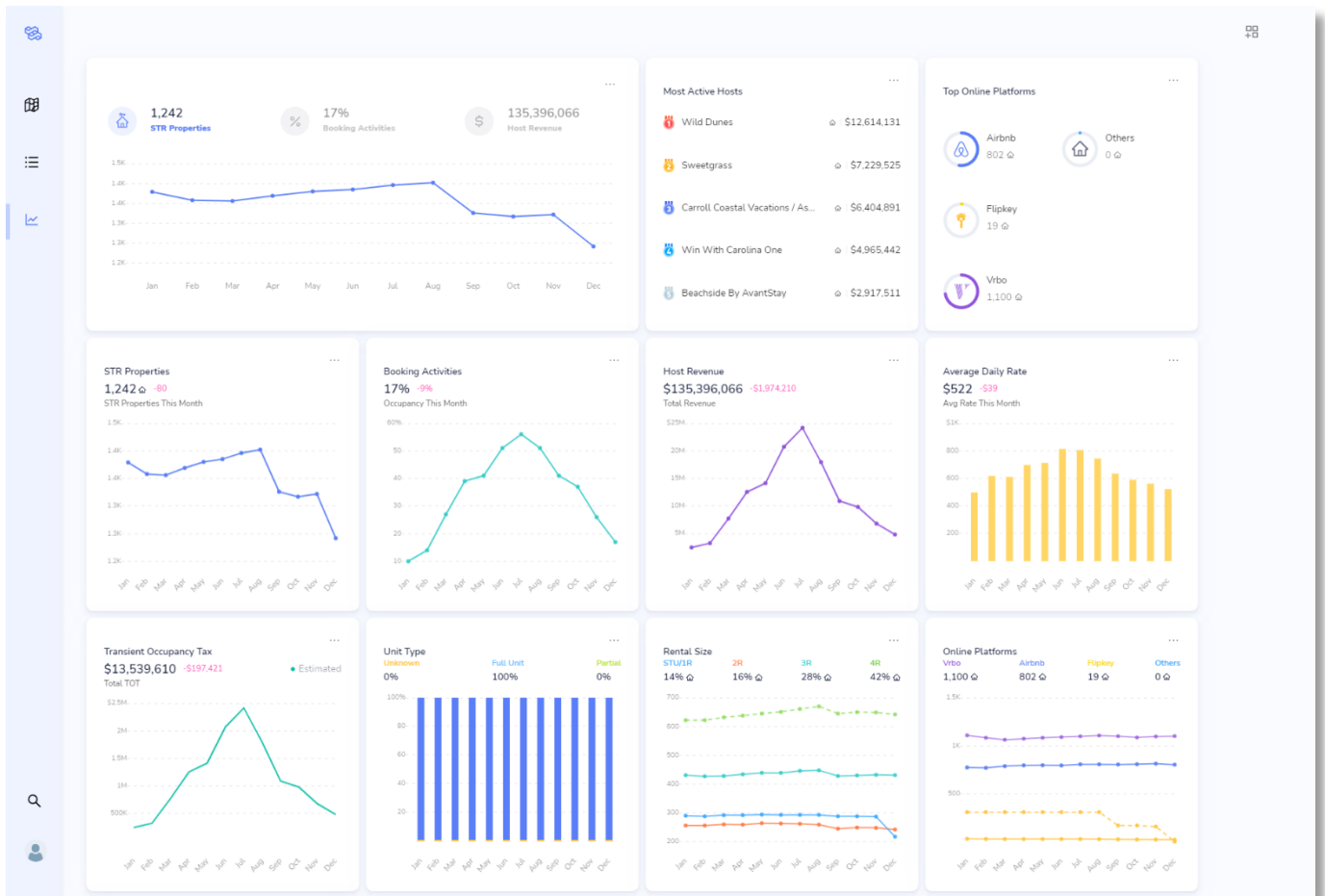


FIGURE 3: **Rentalscape** the City of Isle of Palms Dashboard Example

# IMPLEMENTATION & TRAINING

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Implementation is on your timeline!! Upon Contract signing, Deckard will assign the City of Isle of Palms a Dedicated Account Manager, who will work with the City to develop “best practices” based on Deckard’s experiences with other clients. The account manager will ensure that the implementation process proceeds smoothly and will be the main point of contact for any questions, suggestions, training, or concerns. The account manager will also participate in periodic calls with City staff as requested.

And since Rentalscape is Cloud Based, no hardware or software is installed!

Most jurisdictions have been up and running with Rentalscape within a couple weeks with Address Identification complete within 4 weeks of receipt of the permit and listing data.

# PRICING PROPOSAL

Currently, Rentalscape is showing close to **3207 live STR listings in the City of Isle of Palms**. Based on the number of live STR listings, we estimate there are **1600+ short-term rental properties in the City**, advertised on one or more platforms.

While other providers charge a recurring identification fee annually, Deckard Technologies only charges an identification fee once when the property is initially identified. In addition, we only charge fees on a per property, not per listing, basis. Since a single property can have multiple listings, we feel it is unfair to charge fees based on listing count. Finally, we do not charge one fee for compliance monitoring and another for rental activity monitoring as, in our view, these are the same service.



PROPERTY IDENTIFICATION	PRICE
<ul style="list-style-type: none"> <li>Estimated 200 new properties at \$10 per property per year</li> <li>Identify property address &amp; address</li> <li>Identify property owner address</li> </ul>	\$2000 (\$10/property/year)
MONITORING & REPORTING	
<ul style="list-style-type: none"> <li>Estimated 1600 properties at \$25 per property per year</li> <li>Real-time reporting of all new listings &amp; daily calendar monitoring</li> <li>FutureCast™ - Identify future bookings as they are made on the rental platform</li> <li>Automatic identification of violations</li> <li>Daily calendar monitoring</li> </ul>	\$40000 (\$25/property/year)
OUTREACH CAMPAIGN	
<ul style="list-style-type: none"> <li>Letter campaign to inform STR owners/hosts about tax requirements and procedures</li> <li>All letter templates will receive City approval pre-campaign</li> <li>Campaign includes one Introductory letter and two additional escalation letters</li> </ul>	\$5000 (OPTIONAL)
STR REGISTRATION PORTAL	
<ul style="list-style-type: none"> <li>Online, intuitive portal for registration and renewal</li> <li>Fields customizable to meet City needs</li> <li>Pursue delinquent payments from hosts</li> <li>Provide daily reports on new and modified permits</li> </ul>	\$15000 (OPTIONAL)
COMPLAINT 24/7 HOTLINE & ONLINE FORM	
<ul style="list-style-type: none"> <li>24/7 Hotline with live agents</li> <li>Online complaint form</li> </ul>	\$15000 (OPTIONAL)
CONSTITUENT PORTAL	
<ul style="list-style-type: none"> <li>Public facing portal (Link placed on Jurisdiction's website)</li> <li>Permit Data and Responsible Party contact info for STR Property (Standard)</li> </ul>	\$10000 (OPTIONAL)
REPORTING & ANALYSIS	
<ul style="list-style-type: none"> <li>Dynamic reporting, offering multiple ad hoc reports</li> <li>Filters allowing users to focus on specific segments of the STR population</li> </ul>	INCLUDED
DEDICATED ACCOUNT MANAGER	
<ul style="list-style-type: none"> <li>Single Point of Contact for City staff for all matters</li> <li>Ensures the City is following Industry best practices</li> <li>Shepherds the implementation process from start to finish</li> <li>Periodic meetings/calls throughout the life of the account</li> </ul>	INCLUDED
UNLIMITED ACCOUNTS & TRAINING SESSIONS	
<ul style="list-style-type: none"> <li>No limit on the number of Rentalscape user accounts</li> <li>No per-session training costs</li> </ul>	INCLUDED
TOTAL YEAR ONE	\$42000

**NOTE** – Pricing valid for 90 days

# OPTIONAL PRODUCTS

---

**STR Registration and Renewal Portal** is a configurable system that is customized for each client.

Customization of this portal to include the City of Isle of Palms branding.

- Adding custom fields such as occupancy rules specific to the City (e.g., occupancy limits, bedroom counts)
- Collection of documents as required for the STR registration process
- STR registration approval portal
- Configurable STR permit pricing and expiration
- Collection of any STR permit fees
- Regular reporting

Rentalscape STR Registration collects permit fees via the Stripe secure payment processing system and allows payment via credit card or ACH bank transfer.

Should the City wish to individually approve each STR permit (some of our clients automatically issue STR permits once payment is received, while others individually approve permits), the **Rentalscape Permit Management** portal allows City staff to view and then approve or reject permit applications. In addition, the portal can be used to suspend or revoke permits when operators are not in good standing.

The **Rentalscape Registration** portal allows STR operators to update contact details pertaining to their permit for themselves, their property managers, and their local contacts. Rentalscape emails both the applicant and the City for each new application received and every permit approved. Rentalscape also generates a report daily containing the status and details of all permits.

FIGURE 4 below shows the Placer County Lodging Tax Certificate system showing Placer County specific fields. The Rentalscape staff will work with the City of Isle of Palms to configure the registration system as needed.

Please report each listing advertising your short-term rental. Adding your listing makes payment verification process easier.

**This is optional.**

Listing Platform

Airbnb

URL

https://www.airbnb.com/rooms/12345678

Example: https://www.airbnb.com/rooms/12345678

+ Add listing

Select the type of the rental: (Select One)


☒ Home
 ☐ Apartment
 ☐ Bed and Breakfast
 ☐ Condotel ⓘ

☐ Condo
 ☐ Duplex
 ☐ Mobile Home
 ☐ Motel

☐ Triplex
 ☐ Timeshare
 ☐ Hotel

Select all that apply:

☐ The property has a unit number.
 ☐ The rental unit is a secondary dwelling.
 ☐ More than one residential unit is proposed to be used as a short-term rental.


**Placer County TOT Certificate Application**

Main Menu

- Parcel number
- Property Details
- Owner
- Manager and Contact
- Optional: listings
- Parcel number
- Property Details
- Owner
- Manager and Contact
- Optional: listings

What is the parcel number of your rental property?

Example: 123-123-123-000. If the parcel number of your property is 9 digits, add "000" at the end to make it 12 digits.

094-130-007-000

\*

[Lookup parcel number by address](#)

- Parcel number
- Property Details
- Owner

Owner Information - All Fields Required

Owner Name

\* Thomas H Hardley

Phone Number

\* 555-555-5555

Email

\* cmb@deckard.com

Mailing Address

945 N LAKE BLVD, TAHOE CITY, CA, 96145

☒ Same as rental unit

Who is the certificate holder?

☒ The owner
 ☐ The property manager

Who is the local contact person?

☒ The certificate holder
 ☐ Someone else

- Parcel number
- Property Details
- Owner
- Manager and Contact
- Optional: listings
- Confirmation

FIGURE 4: **Rentalscape** STR Registration System

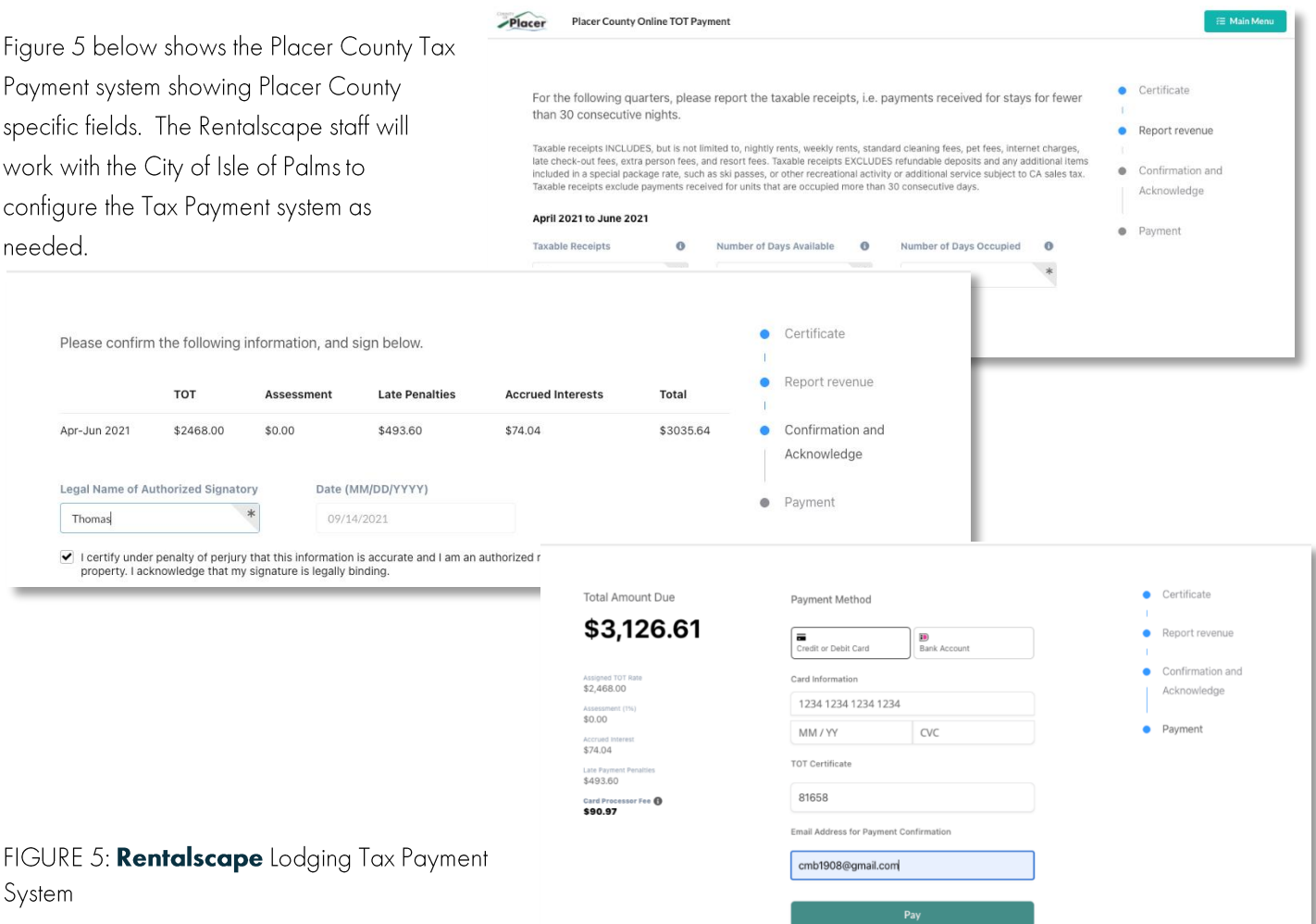
## Tax Payment Option

The **Tax Payment Portal** can be utilized to collect taxes from STR operators on a monthly, quarterly, or yearly basis. The Rentalscape Tax Payment system collects information regarding the number of nights available for booking, and the number of nights booked.

The Rentalscape Tax Payment system is customized for each jurisdiction and includes automatic calculation of tax due based on the City's tax rate, automatic calculation of late fees and penalties, and the ability to apply leniency on a per-property basis for late fees should it be required.

The Rentalscape Tax Payment system utilizes Stripe payment processing that allows for payment by credit card or by ACH payments. Payments are directly remitted to the City. Our existing customers have seen an increase in tax payments following the adoption of this system due to the ease of use of the portal. The Rentalscape Tax Payment system generates nightly reports that are delivered to the City allowing for easy reconciliation of transactions. This system reduces the manual work required when processing paper forms.

Figure 5 below shows the Placer County Tax Payment system showing Placer County specific fields. The Rentalscape staff will work with the City of Isle of Palms to configure the Tax Payment system as needed.



**Placer County Online TOT Payment**

For the following quarters, please report the taxable receipts, i.e. payments received for stays for fewer than 30 consecutive nights.

Taxable receipts INCLUDES, but is not limited to, nightly rents, weekly rents, standard cleaning fees, pet fees, internet charges, late check-out fees, extra person fees, and resort fees. Taxable receipts EXCLUDES refundable deposits and any additional items included in a special package rate, such as ski passes, or other recreational activity or additional service subject to CA sales tax. Taxable receipts exclude payments received for units that are occupied more than 30 consecutive days.

**April 2021 to June 2021**

Taxable Receipts | Number of Days Available | Number of Days Occupied

Please confirm the following information, and sign below.

	TOT	Assessment	Late Penalties	Accrued Interests	Total
Apr-Jun 2021	\$2468.00	\$0.00	\$493.60	\$74.04	\$3035.64

Legal Name of Authorized Signatory: Thomas | Date (MM/DD/YYYY): 09/14/2021

☒ I certify under penalty of perjury that this information is accurate and I am an authorized r property. I acknowledge that my signature is legally binding.

**Total Amount Due: \$3,126.61**

Assigned TOT Rate: \$2,468.00  
Assessment (%): \$0.00  
Accrued Interest: \$74.04  
Late Payment Penalties: \$493.60  
Card Processor Fee: \$90.97

Payment Method: Credit or Debit Card | Bank Account

Card Information: 1234 1234 1234 1234 | MM / YY | CVC

TOT Certificate: 81658

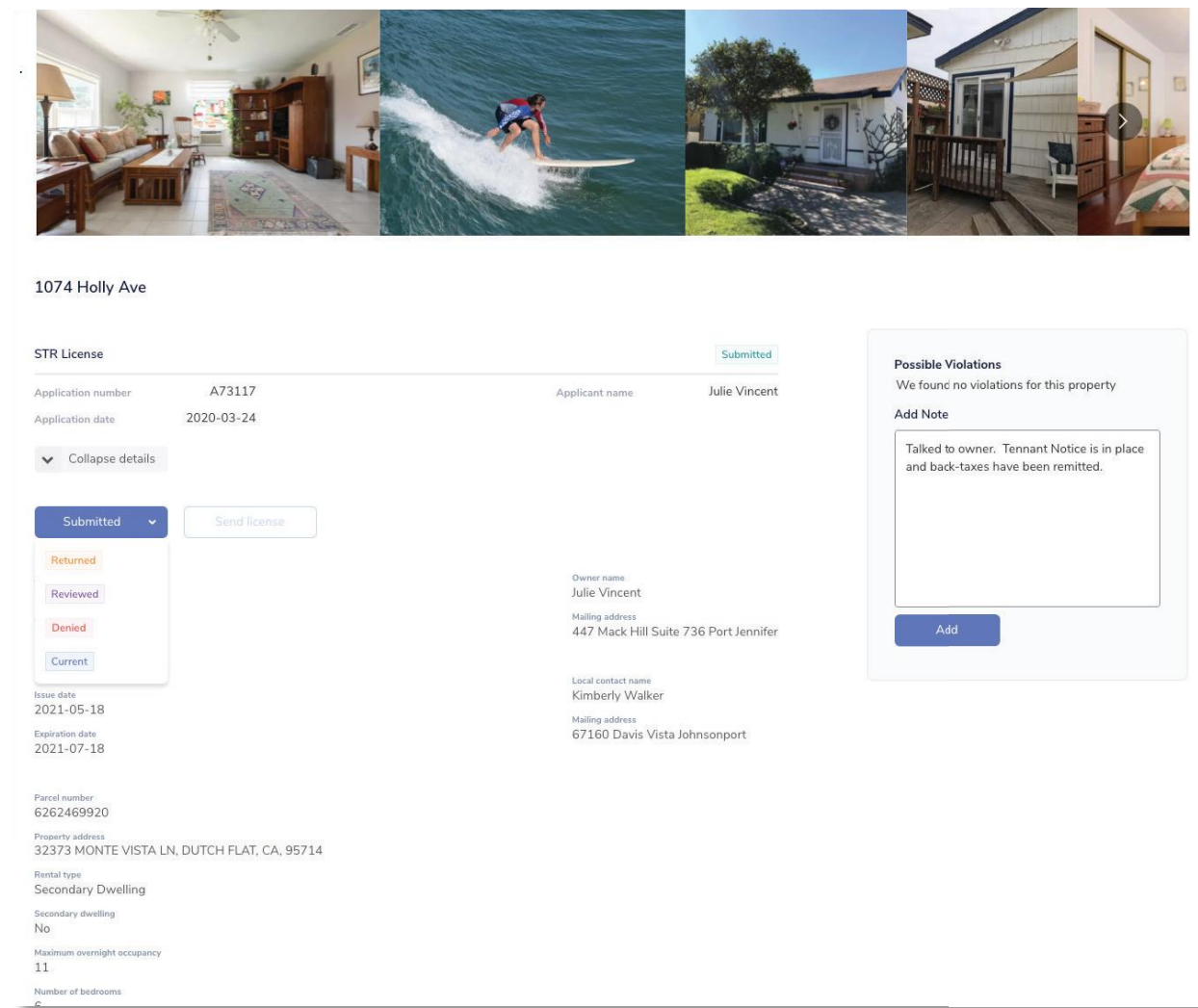
Email Address for Payment Confirmation: cmb1908@gmail.com

**Pay**

FIGURE 5: **Rentalscape** Lodging Tax Payment System

## Permit Management Option

The Rentalscape City portal allows City staff to view STR permits and applications, to change the permit status (approve, deny or revoke) and to create notes. The STR permits are automatically associated with any identified STR listings that match the permit address. Rentalscape associates permits with listings using APNs and unit numbers to ensure accuracy.



1074 Holly Ave

**STR License** Submitted

Application number A73117 Applicant name Julie Vincent

Application date 2020-03-24

▼ Collapse details

Submitted ▼

Returned

Reviewed

Denied

Current

Send license

Owner name  
Julie Vincent

Mailing address  
447 Mack Hill Suite 736 Port Jennifer

Local contact name  
Kimberly Walker

Mailing address  
67160 Davis Vista Johnsonport

Issue date  
2021-05-18

Expiration date  
2021-07-18

Parcel number  
6262469920

Property address  
32373 MONTE VISTA LN, DUTCH FLAT, CA, 95714

Rental type  
Secondary Dwelling

Secondary dwelling  
No

Maximum overnight occupancy  
11

Number of bedrooms  
6

**Possible Violations**  
We found no violations for this property

**Add Note**

Talked to owner. Tennant Notice is in place and back-taxes have been remitted.

Add

FIGURE 6: **Rentalscape** Permit Details Screen showing notes, permit status and details of all permits



## Letter Campaign for STR Hosts Option

Rentalscape will create and send letters to all Identified STR hosts, explaining the tax requirements, current rate, and payment process. The letter templates will be approved by the City of Isle of Palms staff prior to beginning the mailings.

Rentalscape's targeted letter campaign, timed to generate best results, have shown great efficacy in cutting the number of unregistered hosts by over 50% within the first six months of a new client engagement. Earlier this year, Placer County in California utilized Rentalscape to identify one property where the taxes due totaled more than \$50,000.



### COUNTY OF PLACER

#### BOARD of SUPERVISORS

BONNIE GORE District 1  
JIM HOLMES District 3  
ROBERT M. WEYGANDT District 2  
SUZANNE JONES District 4  
CINDY GUSTAFSON District 5

### OFFICE OF COUNTY EXECUTIVE

Todd Leopold, County Executive Officer

175 FULWEILER AVENUE / AUBURN, CALIFORNIA 95603  
TELEPHONE: 530/889-4030  
FAX: 530/889-4023  
www.placer.ca.gov

Thursday, July 29, 2021  
Miners Camp LLC  
29780 School St  
Foresthill, CA, 95631  
Cc:  
24381 Foresthill Road  
Foresthill, CA, 95631

**Subject: 24381 Foresthill Road, Foresthill, CA, 95631 APN 007101009000**

Dear Miners Camp LLC,

Placer County was unable to verify that your property, listed with an online website, was properly registered with a Transient Occupancy Tax Certificate. In the unincorporated areas of Placer County, all lodging businesses and private home vacation rentals must collect and remit Transient Occupancy Tax (TOT) from guests staying 30 days or less. These requirements apply whether properties are rented directly by owners, through a local property manager, or through an online listing site.

As the owner of the property listed above, Placer County would like to work with you in completing the process to fully comply with the County's Transient Occupancy Tax Ordinance. The first steps are to register and obtain a TOT Certificate for your rental property, report and remit the appropriate transient occupancy tax for the period of January 1, 2018 to June 30, 2021 and ensure compliance for all future rental activity.

**For the next 15 days Placer County will waive any penalties and interest** normally assessed for the period you operated your short-term rental property in a non-compliant state. If you do not complete the registration process and provide payment, Placer County will calculate estimated taxes due, including penalties and interest, for up to three years.

You may register your property and remit payment online at <https://placer-ca-str.deckard.com/>. If you have any questions, please email us at [TOT@Placer.ca.gov](mailto:TOT@Placer.ca.gov) or call a Revenue Services Division's compliance specialist at (916) 543-3950. For additional information about Placer County's Transient Occupancy Tax Ordinance, please visit our website at [www.placer.ca.gov/tot](http://www.placer.ca.gov/tot).

Sincerely,

Doug Jastrow  
Revenue Services Manager

FIGURE 7: **Rentalscape** Placer County Complaint Letter

## STR Public Facing Portal - Optional

The Rentalscape STR public facing portal is an interactive public online map for publication of all registered short-term rentals within the City. The exact information on the map can be configured to meet the City's needs and includes information such as the property owner and emergency contact information. The portal is branded with the City's information and can include links to systems such as the short-term rental registration system.

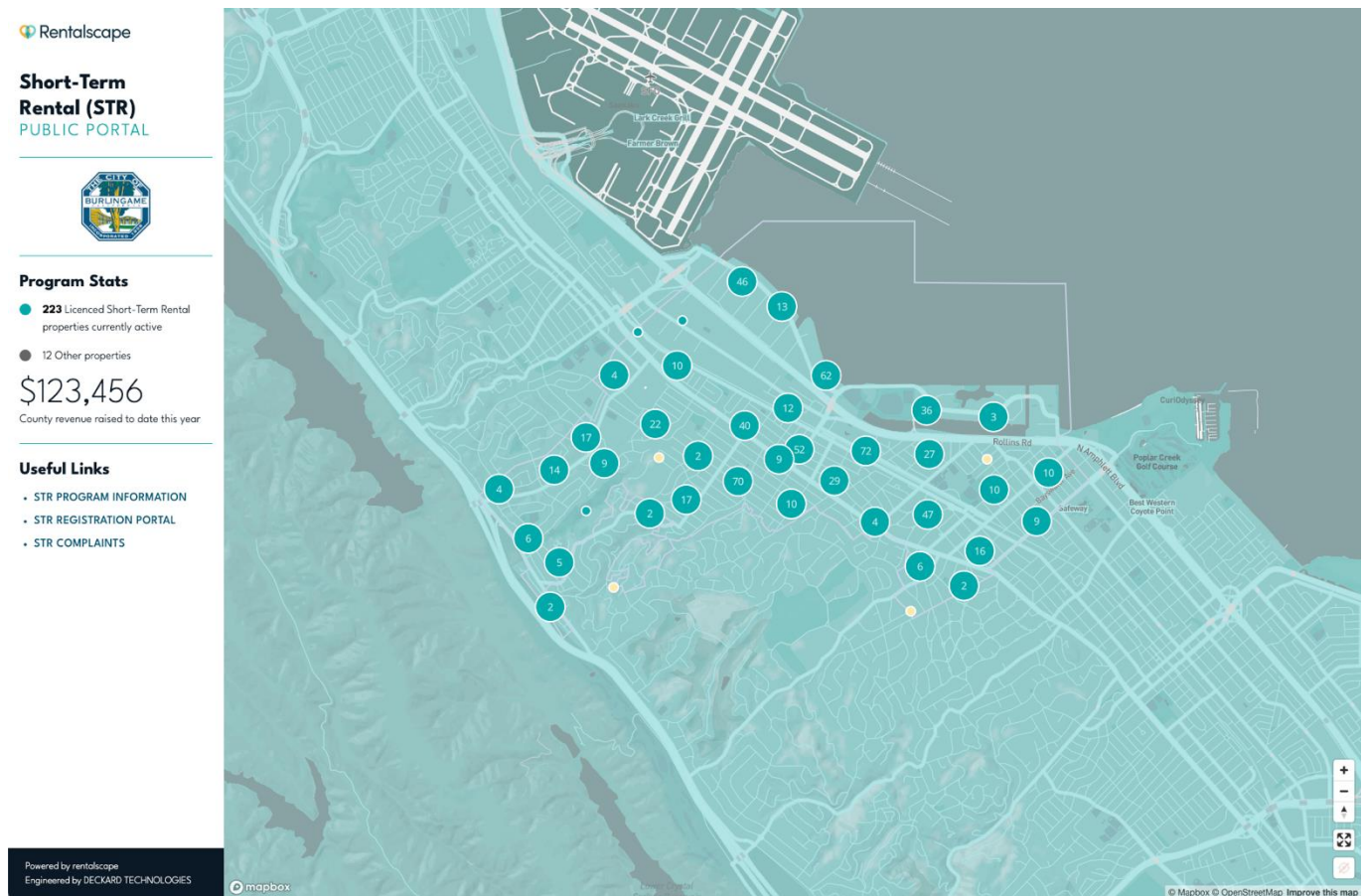
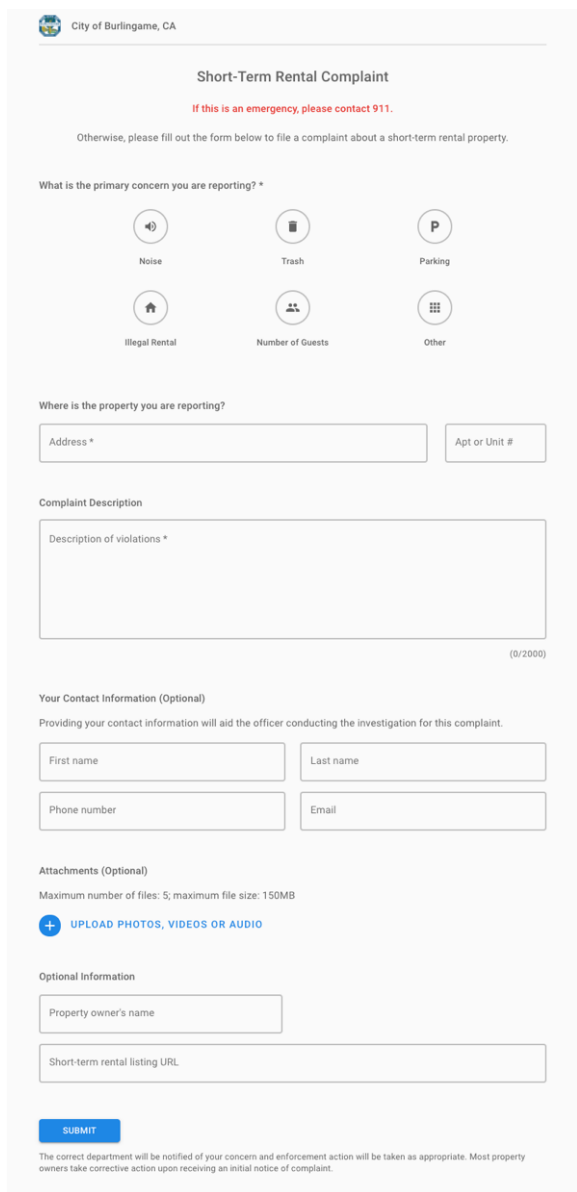


FIGURE 8: **Rentalscape** STR Public Facing Portal

## 24/7 Complaint Line & Online Form

The Rentalscape 24/7 Complaint Line is available for fielding complaints raised by the public related to short-term rentals. The Complaint Line is a 24/7 Live Call Taker environment. The Call Taker collects the appropriate information (ie address, property owner, type of incident, date of incident, etc) and contacts the designated City contact.

*Rentalscape Online Complaint Form is also included. Neighbors can report and provide evidence for non-emergency concerns. The Complaint Form is customized with your logo. All complaints are logged and reported to the appropriate staff/department.*



City of Burlingame, CA

### Short-Term Rental Complaint

**If this is an emergency, please contact 911.**

Otherwise, please fill out the form below to file a complaint about a short-term rental property.

What is the primary concern you are reporting? \*

Noise

Trash

Parking

Illegal Rental

Number of Guests

Other

Where is the property you are reporting?

Address \*  Apt or Unit #

Complaint Description

Description of violations \*

(0/2000)

Your Contact Information (Optional)


Providing your contact information will aid the officer conducting the investigation for this complaint.

First name  Last name

Phone number  Email

Attachments (Optional)

Maximum number of files: 5; maximum file size: 150MB

 **UPLOAD PHOTOS, VIDEOS OR AUDIO**

Optional Information

Property owner's name

Short-term rental listing URL

**SUBMIT**

The correct department will be notified of your concern and enforcement action will be taken as appropriate. Most property owners take corrective action upon receiving an initial notice of complaint.

FIGURE 9: **Rentalscape** Online Complaint Form



# ISLE OF PALMS FIRE & RESCUE

PARAMEDIC PROGRAM

OUR  
DEPARTMENT  
AT A GLANCE

---





# ISLE OF PALMS FIRE & RESCUE

- Organized and protecting the Isle of Palms community since 1953
- Operates as an “All Hazard” department responding to a wide variation of calls for service

# All Hazards Response



Video by Alexandra Luciano



# ISLE OF PALMS FIRE & RESCUE

- Originally an all-volunteer department
- Today we are a career department consisting of full-time personnel operating 24 hours a day, 7 days a week, 365 days a year



# FIRE STATION NO. 1



## BATTALION 1006

Staffed with:  
1 Battalion Chief



## LADDER 1001

Staffed with:  
1 Captain  
1 Engineer  
1 Firefighter



# FIRE STATION NO. 2



## ENGINE 1002

Staffed with:

1 Captain

1 Engineer

1 Firefighter



## TOWER 1002

Staffed with:

1 Engineer

2 Firefighter



# EMERGENCY MEDICAL RESPONSE

---



# LEVELS OF EMERGENCY MEDICAL RESPONDERS



- EMERGENCY MEDICAL RESPONDER (EMR)  
FORMERLY FIRST RESPONDER (FR)



- EMERGENCY MEDICAL TECHNICIAN BASIC (EMT-B)



- PARAMEDIC

# LEVELS OF EMERGENCY MEDICAL RESPONDERS



**Emergency Medical Responders** provide immediate lifesaving care to critical patients who access the emergency medical services system. EMRs have the knowledge and skills necessary to provide immediate lifesaving interventions while awaiting additional EMS resources to arrive. EMRs also provide assistance to higher-level personnel at the scene of emergencies and during transport. Emergency Medical Responders are a vital part of the comprehensive EMS response. Under medical oversight, Emergency Medical Responders perform basic interventions with minimal equipment.

This is the minimal requirement for IOPFD employees.



**Emergency Medical Technicians** provide out of hospital emergency medical care and transportation for critical and emergent patients who access the emergency medical services (EMS) system. EMTs have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life threatening emergencies. Emergency Medical Technicians function as part of a comprehensive EMS response system, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. Emergency Medical Technicians are a critical link between the scene of an emergency and the health care system. IOPFD currently has 24 EMTs and 1 in EMT school now.



The **Paramedic** is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system.

# ADVANCED LIFE SUPPORT (ALS) VS. BASIC LIFE SUPPORT (BLS)

## BASIC LIFE SUPPORT

The first steps in stabilizing a patient. The main goal of BLS is to help the patient during an emergency until EMS arrives for further assessment. BLS includes assisting patients with a limited number of medications, performing CPR with an AED, and basic first aid skills



## ADVANCED LIFE SUPPORT

ALS involves highly skilled medical knowledge and techniques. It includes initiating IV access, reading and deciphering electrocardiograms and administering 40+ emergency medications



# LEVELS OF EMERGENCY MEDICAL RESPONDERS



**The City of Isle of Palms Fire Department is a South Carolina Department of Health and Environmental Control (SC DHEC) Licensed Rapid Responder Service - Non-Transport which operates at an EMT Basic Life Support (BLS) level.**

# IT'S IN THE NUMBERS...

In 2022 the Isle of Palms Fire & Rescue Department responded to a total of .....

**1,019 CALLS FOR SERVICE**

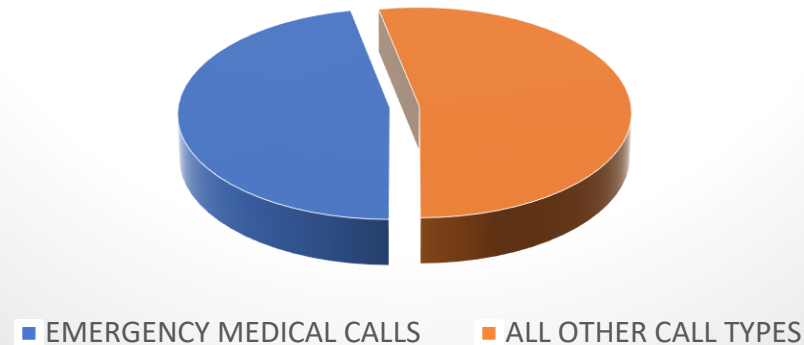
Of those calls, there were a total of.....

**477 EMERGENCY MEDICAL CALLS**

Which makes up .....

**46.8% OF THE TOTAL CALLS FOR SERVICE**

CALLS FOR SERVICE





# IT'S IN THE NUMBERS...

In 2022 the Isle of Palms Fire & Rescue Department responded to a total of .....

**1,019 CALLS FOR SERVICE**

Of those calls, there were a total of.....

**477 EMERGENCY MEDICAL CALLS**

Which makes up .....

**46.8% OF THE TOTAL CALLS FOR SERVICE**

Of the 477 Emergency Medical Calls .....

**261 REQUIRED ADVANCED LIFE SUPPORT CARE**

# IT'S IN THE NUMBERS...

Which means that **26%** of our total calls  
could have received greater service by having  
**Paramedics**



**261 REQUIRED ADVANCED LIFE SUPPORT CARE**

# SIDE BY SIDE



## EMT



## Paramedic

### Skill

CPR/Defibrillation  
 Bandaging/Splinting/Bleeding Control  
 Basic Airway Management/Suctioning  
 Spinal Immobilization/Back-boarding  
 Patient Assessment/Monitor ABCs  
 Assist with Basic Medications  
 I.V., I.O, and I.M. Access and Meds.  
 12-Lead Cardiac Monitoring  
 Transcutaneous Pacing  
 Administer 40+ Medications

X	X
X	X
X	X
X	X
X	X
X	X
	X
	X
	X
	X

# SIDE BY SIDE

**Simply put, Paramedics are skilled, pre-hospital service providers. They are licensed healthcare professionals and can provide advanced life support to patients before they reach a hospital. Providing care on par with that of an emergency medical room, they are better trained than EMT's at treating acute illnesses and injuries. They have extensive knowledge on subjects such as physiology, cardiology, medical procedures, and medications.**

# OUR GOALS

01

Provide an elite customer service to the communities we serve

02

Increase our department's capabilities to meet the growing need for ALS level care

03

Provide a more efficient cost-effective squad response model for our largest category of calls



## Next Steps

Conduct cost-benefit analysis of various emergency medical service delivery models applicable to IOP.

- CODE OF ORDINANCES  
Title 7 - LICENSING AND REGULATION  
CHAPTER 3. BEACH AND MARINE RECREATION REGULATIONS

## **CHAPTER 3. BEACH AND MARINE RECREATION REGULATIONS**

### **ARTICLE A. GENERAL PROVISIONS**

#### **Sec. 7-3-1. Purpose.**

This chapter is adopted to promote the recreational use of the City's beaches, marine resources and environs, and to restrict uses and activities that would interfere with or impede traditional recreational uses or endanger members of the public.

(Code 1994, § 7-3-1; Ord. No. 1988-20, 9-14-1988)

#### **Sec. 7-3-2. Definitions.**

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

- (1) *Beach* means that area lying between the low-water mark of the Atlantic Ocean and the easternmost property line of the property owned by private individuals or corporations, lying closest in proximity to the Atlantic Ocean, and shall extend out from the mean low-water mark for a distance of three hundred (300) yards into the water. The term "beach" shall also include that area from the mean low-water mark for a distance of fifty (50) yards into the water from the mouth of Breach Inlet to the seaward side of Breach Inlet Bridge and from the mouth to the midpoint of Dewees Inlet.
- (2) *Boat* means any watercraft, including sea planes when not airborne, sailboats, jet skis, aqua-trikes or similar types of watercraft.
- (3) *Designated areas* means any portion of the beach designated by the City Council for a special use, such as swimming, surfing, beaching of boats, etc.
- (4) *Motorboat* means any boat operated through use of a motor or motorized propulsion, including jet skis, but excluding sailboats that use motors as an auxiliary means of propulsion.

(5) "Electric-assist bicycles" and "bicycles with helper motors" means low-speed electrically assisted bicycles with two or three wheels, each having fully operable pedals and an electric motor of no more than 750 watts, or one horsepower, and a top motor-powered speed of less than twenty miles an hour when operated by a rider weighing one hundred seventy pounds on a paved level surface, that meet the requirements of the Federal Consumer Product Code provided in 16 C.F.R., Part 1512, and that operate in a manner such that the electric motor disengages or ceases to function when their brakes are applied or the rider stops pedaling...."

There is more to the state statute, but this covers the basic definition.

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(Code 1994, § 7-3-2; Ord. No. 1988-20, 9-14-1988; Ord. No. 1991-19, 4-28-1992)

### Sec. 7-3-3. Vehicles restricted.

- (a) No vehicles, to include electric-assist bicycles are allowed on the beach except for bicycles and vehicles authorized pursuant to section 5-4-15(C).
- (b) It is unlawful to operate, park, stop, or stand a motor vehicle upon the beach except as otherwise provided in the City Code.

(Code 1985, § 5-32; Code 1994, § 7-3-3; Ord. No. 1988-20, 9-14-1988; Ord. No. 1999-12, § 1, 5-25-1999; Ord. No. 2007-7, § 1, 3-27-2007)

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## Title 8 MOTOR VEHICLES AND TRAFFIC<sup>1</sup>

### CHAPTER 1. TRAFFIC REGULATIONS

#### ARTICLE B. OPERATION OF VEHICLE

### Sec. 8-1-19. Vehicular operation on the beach or beach accesses.

No person shall operate, or allow or cause to be operated, a vehicle, to include electric-assist bicycles, on the beach or beach accesses except as provided in section 5-4-15(C)(5)(a) or section 8-2-17.

(Code 1994, § 8-1-19; Ord. No. 1999-10, § 1, 4-27-1999; Ord. No. 2015-13, § 4, 11-17-2015)

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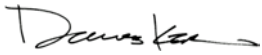
<sup>1</sup>State law reference(s)—Uniform Act Regulating Traffic on Highways, local authority, S.C. Code 1976, § 56-5-30; general rules regarding maximum speed limits, S.C. Code 1976, § 56-5-1520; alteration of speed limits by local authorities, signs and approval by state, S.C. Code 1976, § 56-5-1540; powers of local authorities concerning traffic laws, S.C. Code 1976, § 56-5-710.

## MEMORANDUM

---

TO: City Council

C: Desiree Fragoso, City Administrator

FROM: Douglas Kerr, Deputy Administrator 

RE: recommendation to hire civil engineer for emergency beach access path through the Charleston County Park

DATE: February 9, 2023

---

Due to the instability of the beach access paths on the Breach Inlet end of the island, the City staff has been investigating alternatives that would allow the public safety personnel and response vehicles to access the beach more efficiently. Currently there are emergency access paths at 5<sup>th</sup> Avenue and 9<sup>th</sup> Avenue, but the dune systems here erode and leave a sharp escarpment making access challenging. At this time the 9<sup>th</sup> Avenue is completely inaccessible, making 5<sup>th</sup> Avenue the only option in the area.

The City staff has identified the Charleston County Park as a good alternate location for a beach access path because of its proximity to the Public Safety Building and the stability of the dune system. The concept is to create a pathway leading from Ocean Boulevard at 14<sup>th</sup> Avenue, through the white fencing, down the edge of the County's property, and onto the beach. The City staff has met with the Charleston County Park staff, and they are agreeable with this concept, but need plans developed and presented for approval.

The City staff has sought and received proposals from four design firms and the design costs range from \$7,900 to \$49,000. The lowest cost proposal is from Davis and Floyd and the City staff believes that they fully understand and will provide an excellent service and therefore recommends that the City engage Davis and Floyd for an amount of \$7,900.

November 29, 2022

Mr. Douglas Kerr  
Deputy Administrator  
Director of Building, Planning, and Licensing  
City of Isle of Palms  
P.O. Drawer 508  
Isle of Palms, SC 29451

Re: Proposal for Professional Services  
Ocean Boulevard and 14<sup>th</sup> Avenue Emergency Beach Access

Dear Mr. Kerr:

Davis & Floyd, Inc. appreciates the opportunity to offer this proposal for professional services to complete survey, conceptual planning, and construction drawings for an emergency beach access located near Ocean Boulevard and 14<sup>th</sup> Avenue. We would like to extend these services on a lump sum basis for **\$7,900**.

Task	Fee
1 – Survey	\$2,000
2 – Conceptual Planning	\$2,900
3 – Bidding and Construction Drawings	\$3,000
Total =	\$7,900

We truly appreciate the opportunity to offer our services in this capacity. Please do not hesitate to contact us should you have any questions regarding our proposal. We look forward to hearing from you.

Very truly yours,

**DAVIS & FLOYD**

Ryne C. Phillips, PE  
Associate

# DAVIS & FLOYD

SINCE 1954

## **SUMMARY OF SCOPE**

Davis & Floyd, Inc. (D&F) will provide professional planning and engineering services to design and develop plans for an emergency beach access off Ocean Blvd and 14<sup>th</sup> Avenue located within the City of Isle of Palms (City) near the Isle of Palms County Park. Services to be provided include survey, conceptual planning, and bidding/construction drawings. The final deliverable associated with these tasks will be a set of drawings for use in bidding.

## **TASK 1 – SURVEY**

Surveying services to support the Project will be provided along the project corridor (Exhibit A) and include the following subtasks.

### **A. Detailed Design Survey**

A detailed design survey will be completed within current public right-of-way to gather topographic and planimetric information necessary for design. Detailed survey will establish location/limits of property lines, rights-of-way, roadway limits, driveways, fences, apparent utilities, and other site features to include trees and other vegetation within the project limits that could reasonably affect construction. Utility locations within the topographic survey limit will be identified by Palmetto Utility Protection Service (PUPS). Utilities on private property not identified by PUPS will not be included in the survey unless otherwise marked by the property owner prior to commencing field work. Task 1 does not include wetland platting and/or jurisdictional determinations, preparation of easement plats, or subsurface utility mapping.

### **B. Process Survey Data and Mapping**

Field survey data will be processed and drafted to produce a base drawing file reflective of field conditions at the time of field survey. Complete mapping and linework will be included displaying surveyed planimetric information and will include a digital terrain model.

### **C. Survey Assumptions**

It is assumed that all proposed drainage improvements will be placed within public rights-of-way. As a result, easements, right-of-way, and acquisition services have been excluded from the scope of services.

## **TASK 2 – CONCEPTUAL PLANNING**

D&F will develop a conceptual master plan laying out the proposed emergency access path. This plan will identify the proposed access location off 14<sup>th</sup> Ave and Ocean Blvd as well as the access route through Isle of Palms County Park and the connection point to the beach. The master plan will also identify proposed materials and landscaping options for the proposed access drive.

### **A. Existing Conditions**

D&F will produce an existing conditions plan based on the survey provided to D&F. The existing conditions plan will serve as the base for the conceptual master plan. The existing conditions plan will also be used to identify any existing site features that need to be demolished or relocated to accommodate the proposed access drive.

## B. Conceptual Master Plan

D&F will produce a conceptual master plan that will lay out the proposed access drive from 14<sup>th</sup> Ave./Ocean Blvd. to Isle of Palms Beach. The conceptual master plan will also identify all modifications needed to the existing site layout to accommodate the proposed design. The conceptual master plan will also provide material options for the emergency access drive as well as the surrounding landscaping.

## C. Meetings

D&F will submit the conceptual master plan to the client for review and comment. D&F will meet with the client and county park personnel virtually to review the plan and discuss any proposed changes or modifications. This scope of services assumes a total of two review meetings.

## D. Plan Revisions

Upon the conclusion of the review meeting, D&F will take the feedback provided and make requested changes to the conceptual master plan. Once the revisions are completed D&F will submit updated plans for final review. If additional changes or modifications are required, D&F will provide an updated fee schedule at that time.

## E. Final Master Plan

Once the conceptual master plan is accepted, D&F will produce the final master plan. The final master plan deliverable will be a fully colored plan in digital PDF format.

# **TASK 3 – BIDDING AND CONSTRUCTION DRAWINGS**

D&F will take the final master plan completed in Task 2 and develop drawings/exhibits for bidding. These drawings/exhibits will show the final site layout, details, and specifications required to bid and construct the proposed emergency access drive. It is assumed that the City will handle bidding, permitting, and construction administration.

## A. Demolition Plan

D&F will produce a demolition plan that specifies all existing site elements that will need to be relocated, altered, or demolished to accommodate the proposed emergency access drive.

## B. Site and Landscape Plan

D&F will produce a site plan specifying the information needed to layout and construct the emergency access drive. This information will include dimensions, material selection, furnishings, and any additional information needed to implement the access drive. A detailed grading plan or utility design will not be provided as part of these scope of services.

In addition to the site plan, D&F will provide a landscaping drawing/exhibit identifying any repairs needed to the existing landscape that was impacted by construction. This plan will identify plants that need to be relocated or preserved during construction and will specify any replacements to damaged material.

### C. Details and Specifications

D&F will provide drawings/exhibits identifying any details and material specifications required to bid on the project. These details and specifications may include but are not limited to all paving, furnishings, site elements, and landscape specified within the site and landscape drawings/exhibits.

### **TASK 4 – ADDITIONAL SERVICES**

Any professional services requested by the City that is not otherwise included in the above scope of services will be classified as additional services and can be performed through a formal contract amendment.

(End of Scope of Services)




**Legend**



— Road

— Project Limits

**DAVIS & FLOYD**  
SINCE 1954



**Ocean Blvd/14 Ave Beach Access**  
City of Isle of Palms, SC  
**Exhibit A - Project Area**  
11/29/2022

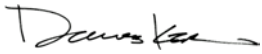


## MEMORANDUM

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TO: City Council

C: Desiree Fragoso, City Administrator

FROM: Douglas Kerr, Deputy Administrator 

RE: proposed temporary parking agreement with Islander 71 for the shared parking lot at the IOP marina for the summer of 2023

DATE: February 9, 2023

---

The City staff has been meeting with the Islander 71 owners to develop a plan to manage the parking in the shared lot at the Isle of Palms Marina for the summer of 2023. The description below was created by the City staff and although it has not been given final approval by Islander 71, the general concept has been agreed to. The areas described below all fall within the green area of the attached Exhibit C.

**Perimeter car spaces:** each entity has exclusive use of 50% of the spaces all day (38 spaces results in 19 exclusive spaces each). City's existing designated resident only parking spaces would increase from 16 currently.

**Interior trailer spaces:** first half of day City residents get exclusive use of 12 trailer parking spaces (until 3pm). Second half of the day (after 3pm) the restaurant has exclusive use of 24 car spaces as trailers leave and the space become available. Trailers will be allowed to remain passed 3pm until midnight. Staff continues to evaluate options to ensure availability of some trailer parking spaces for residents after 3pm.

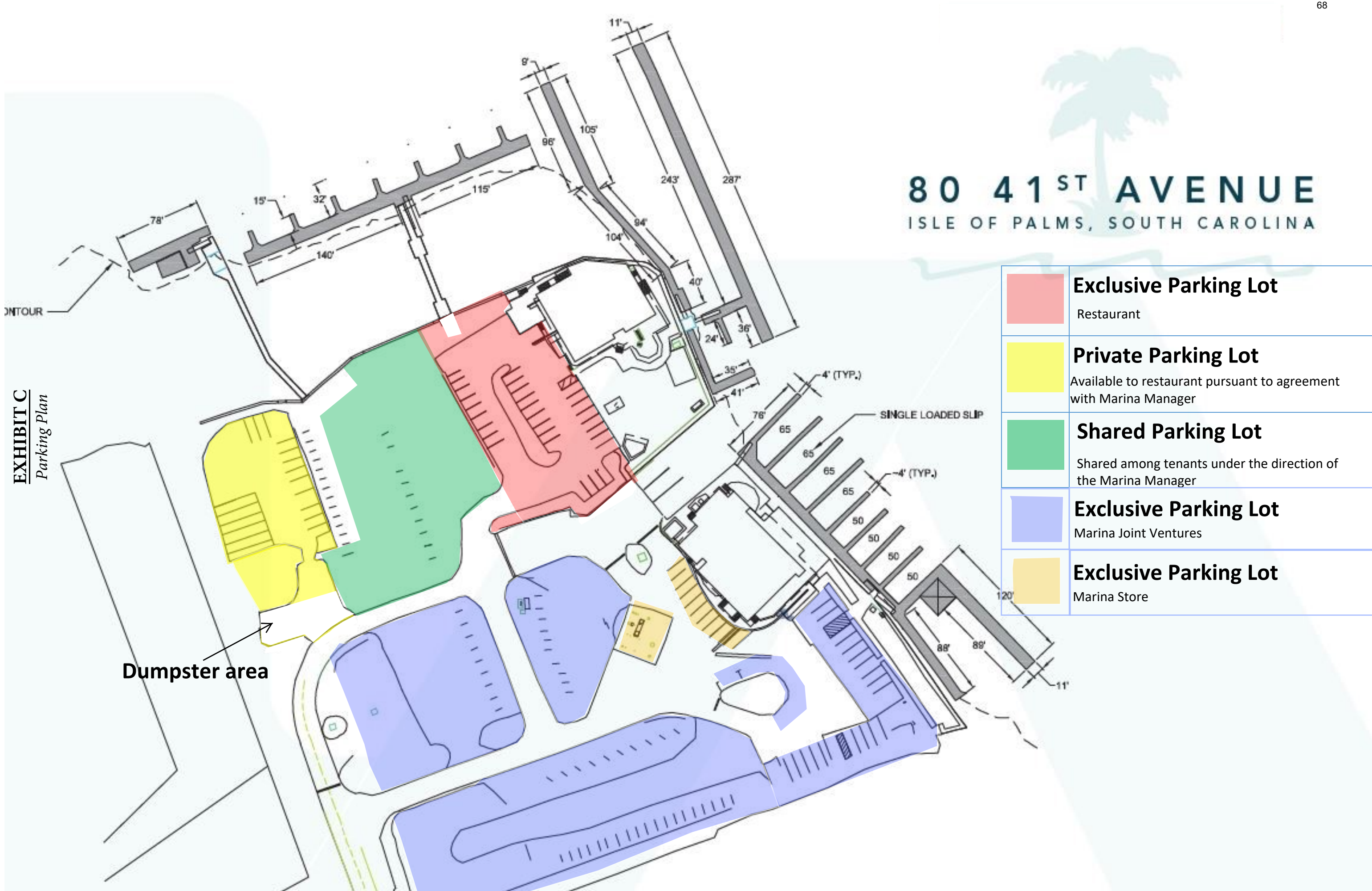
**Improvements:** rope around the lot with a chained gate (City and Islander split cost).

**Management:** hire attendant to direct parking (cost shared by the City and Islander 71- expect \$2,500 each per month for Thursday-Sunday for three months).

**No overnight parking –** No vehicles or trailer parking between midnight and 5:00 a.m.

**Public parking:** 8 parking spaces, formerly used by marina store employees, would be available for the public.

**Data would be gathered by the City on usage throughout summer to aid in final decision making on a new layout for this area of the marina.**



**EXHIBIT C**  
*Parking Plan*

C-1

**City of Isle of Palms Police Department**  
**Estimate BSO Hours and Cost for Jan-June, 2023**  
**Increase hourly rate to \$18**

**ESTIMATE #1 - COST IF FULLY STAFFED (6400 HOURS):**

	Hrs	Rate						
10 BSOs, 40 hrs/wk Mid March to June 30:	6400	\$18	\$115,200	\$	56,276			

**FY23 BUDGET  
 REMAINING AT  
 1/17/23**

**Over FY23  
 Remaining  
 Budget**

**(\$58,924.07)**

**ESTIMATE #2 - ASSUME SAME LEVEL OF STAFFING AS LAST YEAR (3663 HOURS):**

	Hrs	Rate	OT Hrs	Rate				
	3596	\$18	67	27	\$66,537	\$	56,276	

**(\$10,261.07)**

**City of Isle of Palms**  
**Cost Analysis of 2nd Full-time Code Enforcement Officer**

	FY23 Budget Part Time	Proposed Full Time			Current Actual
		Min	Mid	Max	
Wages	45,000	39,177	49,951	60,724	41,332
FICA	3,443	2,997	3,821	4,645	3,162
Retirement	8,352	7,271	9,271	11,270	7,671
Health		6,735	6,735	6,735	6,736
Workers Comp	3,020	2,629	3,352	4,075	2,773
Fully Loaded Cost	59,814	58,809	73,129	87,450	61,674

*(RFP) 2023-01*  
*Architectural and Engineering*  
*Services for the Addition of an*  
*Elevator at Islander 71 Restaurant*



coast  
architects

February 10, 2023

Mr. Douglas Kerr  
Deputy City Administrator  
1207 Palm Boulevard  
Isle of Palms, SC 29451

**RE: (RFP) 2023-01 Architectural and Engineering Services for the Addition of an Elevator at Islander 71**

Mr. Kerr,

Thank you for the opportunity to submit our Statement of Qualifications for the **(RFP) 2023-01 Architectural and Engineering Services for the Addition of an Elevator at Islander 71**. We believe that **Coast Architects, Inc.** offers the **Isle of Palms** a creative architectural firm who will listen to your needs and provide you with successful solutions that meets your program, schedule, and budget requirements.

I will serve as lead designer and project architect for our design team that includes:

**Architecture and Interior Design**  
**Civil Engineering/Landscape**  
**Structural Engineering**  
**Mechanical/Plumbing/FP**  
**Electrical**

**Coast Architects, Inc.**  
**Michael T. McCormick, PE**  
**Cranston Engineering**  
**MECA, Inc.**  
**GWA, Inc.**

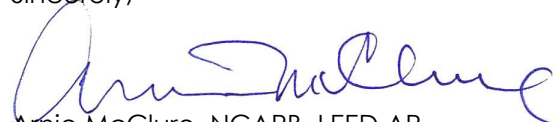
**COAST** has several key attributes that set us apart from other area firms:

- We have worked with **Isle of Palms** before, previously completing the **Public Service Building Renovation** in 2021.
- We have performed extensive work throughout the Lowcountry to include the **Beaufort Inn's Craven Cottage**, the **Varnville First Baptist Church's Family Life Center**, **Hammocks on the Edisto in Jacksonboro**, **Lowcountry Area Health Education Center in Walterboro**, and more.
- Being a **Local Firm**, we understand the challenges of designing for our coastal environment.
- We have extensive experience in **renovation** work.

We look forward to the opportunity to meet with your selection committee to discuss the role **COAST** may play in your project. If you have any questions concerning the enclosed information, please do not hesitate to contact me. I can be reached at **843.763.7064** or email: [arnie@coastarchitects.net](mailto:arnie@coastarchitects.net).

Thank you for your time and consideration.

Sincerely,



Arnie McClure, NCARB, LEED AP  
Principal

BCO 1090662

**South Carolina  
Board of Architectural Examiners**

Hereby Certifies that

**COAST ARCHITECTS INC**

is duly licensed in the State of South Carolina and so long as this license is in good standing is entitled to practice architecture in this state.

**03038**

Company License Number

**08/31/2023**

Expiration Date

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# FIRM BACKGROUND

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- FIRM
- PERSONNEL



# FIRM

## COMPANY BACKGROUND

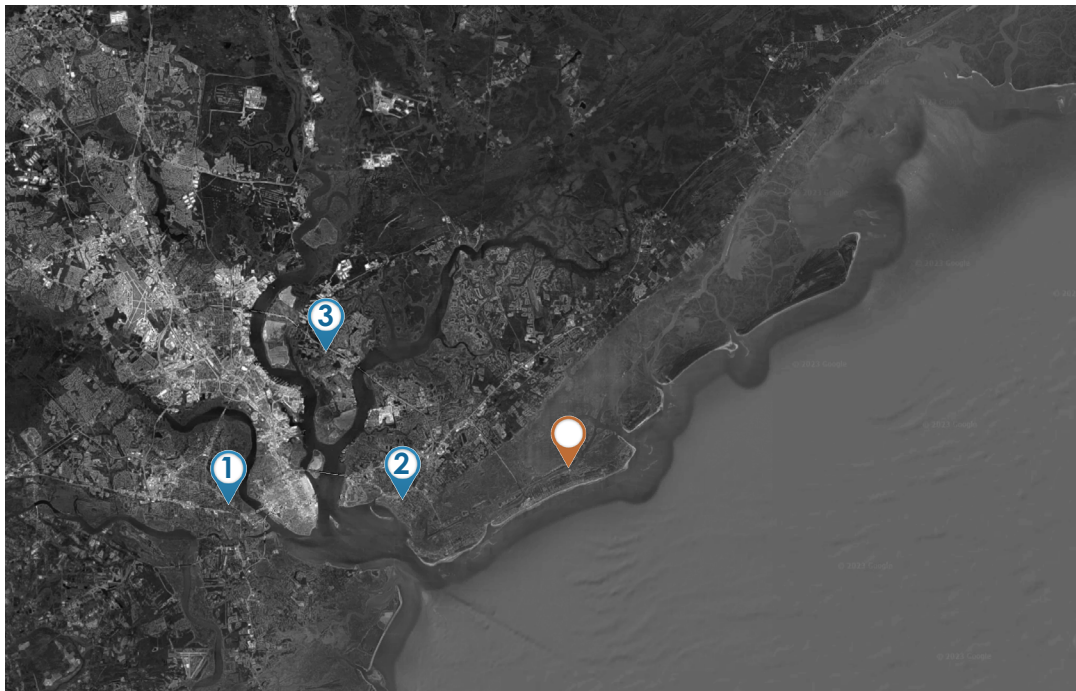
Coast Architects, Inc. provides architectural and design services on a wide variety of project types including municipal, commercial, and renovation projects. The focus of Coast is to supply creative and innovative solutions for our client's needs. Currently, design services extend throughout the State of South Carolina.

Coast Architects, Inc. was founded by Arnie McClure, LEED AP and Connie Zafiris, RA on May 1, 2003. Arnie and Connie have worked together at previous firms for more than 23 years. The staff at Coast consists of five highly qualified individuals, including three registered architects, a project manager, and a full-time intern. In addition to our normal staff, Coast regularly participates in the Clemson Internship Program. This not only allows us to expand our production abilities, but also demonstrates our continued stewardship to the profession and our dedication to our local community.

The mission of Coast Architects, Inc. is to deliver successful design solutions through a team approach with creativity, dedication, vision, and enthusiasm. By ensuring high quality architectural services utilizing experience, knowledge, problem solving, design abilities, and project management skills, Coast is able to deliver unique design solutions on time and within budget.

## LOCATION

Coast's office is located at 671 St. Andrews Boulevard in West Ashley. Our office is 17 miles from Islander 71 Restaurant, providing quick and easy access for meetings and site visits.



## PROXIMITY MAP

### Islander 71

- 1 | Coast Architects
- 2 | McCormick & Assoc.
- 3 | Cranston
- 4 | MECA (Columbia)
- 5 | GWA (Columbia)

# PERSONNEL

Coast's management philosophy is based on responsibility and mutual respect. Our firm maintains an environment and structure that encourages productivity and regard for our clients and fellow employees.

Our senior management is highly qualified and experienced. **Arnie McClure, LEED AP** and **Connie Dyer Zafiris, RA** are both respected architects in their areas of expertise, and possess qualifications which are unsurpassed in the Lowcountry. With over half a century of experience between them in commercial architecture - both new construction and renovations - they assure a successful project for their client every time.

**Matt Cannady**, our project manager, has a great deal of experience in leading a successful project from beginning to end. He works directly with Arnie and Connie on the day-to-day management of projects in order to assure timely completion and client satisfaction.

**Luke Morris** is a registered architect in the State of South Carolina. Luke manages projects from schematic design through construction administration, further expanding our capacity to carry out successful projects here at Coast.

**Lily Owusu-Ansah** was just recently hired as a full-time intern at Coast. Lily provides much needed production support on all of our projects.

In addition to our full-time staff, Coast regularly participates in the Clemson Architecture Center in Charleston's Intern Program, allowing us to further expand our capacity.

**Arnie McClure**  
LEED A.P.  
Principal

arnie@  
coastarchitects.  
net



**Connie Dyer  
Zafiris**  
R.A.  
Principal

connie@  
coastarchitects.  
net



**Matt Cannady**  
Project  
Manager

matt@  
coastarchitects.  
net



**Luke Morris**  
Architect

luke@  
coastarchitects.  
net



# EXPERIENCE

## CONTENTS

- RELATED EXPERIENCE
- PROJECT DESCRIPTIONS
  - ISLE OF PALMS PSB RENOVATION
  - PAIN SPECIALISTS
  - LOWCOUNTRY WOMEN'S SPECIALISTS
  - LIMEHOUSE PRODUCE TENANT BUILDING

# RELATED EXPERIENCE

Coast Architects has been almost exclusively active in the Lowcountry for the last 19 years, and is extremely knowledgeable on the needs of the region for that reason. Below are some of the projects we have completed that exemplify our experience in Design-Build, Renovation, and Coastal projects:

## DESIGN-BUILD EXPERIENCE

Palmetto Digestive and Endoscopy | Mt. Pleasant, SC  
 Pain Specialists | North Charleston, SC  
 Lowcountry Women's Specialists | Summerville, SC and Carnes Crossroads, SC  
 Limehouse Produce Tenant Building | Charleston, SC  
 Carolina Eye Care | Mt. Pleasant, SC  
 The Post at the Waterfront | Daniel Island, SC

## RENOVATION EXPERIENCE

The Citadel Mark Clark Hall Starbucks & Restroom and Lobby Renovation | Charleston, SC  
 Denmark Technical College Building 400 Renovation | Denmark, SC  
 Ashley Landing | Charleston, SC  
 Beaufort Town Center | Beaufort, SC  
 South State Bank | Charleston, SC  
 2 Magnolia (Kaminsky's) | Charleston, SC  
 Hood Law Firm | 72 Meeting Street, Charleston, SC  
 MUSC Department of Neurology | Charleston, SC  
 Doctor's Care | Mount Pleasant, SC

## COASTAL EXPERIENCE

IOP Public Services Building Renovation | Isle of Palms, SC  
 Kiawah Maintenance Building | Kiawah Island, SC  
 Swain Boating Center | Charleston, SC  
 Liberty Hill Amenities Center | Mt. Pleasant, SC  
 Hammocks on the Edisto | Jacksonboro, SC



# LOP PSB RENOVATION

## PROJECT DESCRIPTION

The Isle of Palms Public Service Building is a 15,000 squarefoot building constructed in 2010 to house The City's Fire Department, Police Station, and other administrative offices. Upon completion of the building, the owner noticed problems with moisture intrusion and other functional issues with the building. In 2019, Coast Architects and Trident Construction were selected as the design-build team to identify and resolve these issues.

The final design encompasses the removal and redesign of the exterior facade to existing structure, reworking the mechanical and electrical systems, replacement of the roofing, and minor plumbing repairs.

**Professional Services:** 2019-Current

**Cost of Project:** \$5.2 million (estimate)

**Architect of Record:** Arnie McClure, NCARB, LEED AP

**Client Contact:** Desiree Fragoso, City Administrator | 843.886.6428 | [desireef@iop.net](mailto:desireef@iop.net)



Existing Building



Front Facade Renovation Nearing Completion

# PAIN SPECIALISTS

## PROJECT DESCRIPTION

Coast designed this 4-story, 32,474 squarefoot medical office building is a design-build project with Trident Construction. Inspired by The Cigar Factory in Downtown Charleston, this building will house the neurology and administrative offices of Pain Specialists of Charleston with additional office space for lease to other businesses.

**Professional Services:** 2020-Current

**Cost of Project:** \$8.375 million

**Architect of Record:** Arnie McClure, NCARB, LEED AP

**Client Contact:** Erica DeGroff | 843.818.1181 ext. 302 | edegroff@painchas.com



Rendering of Building Facade

# LOWCOUNTRY WOMEN'S SPECIALISTS

## PROJECT DESCRIPTION

The Lowcountry Women's Specialists Center is a 12,424 squarefoot building serving the quickly growing Carnes Crossroads Area. The layout of this building features two wings of private offices and exam rooms flanking a central entrance that serves as a public space for classes and community outreach. The exterior of the building incorporates a lowcountry vernacular in the use of material with a contemporary form. This building was completed as a design-build with Trident Construction.

**Professional Services:** 2018-2019

**Cost of Project:** \$3.8 million

**Architect of Record:** Connie Dyer Zafiris, RA

**Client Contact:** Dr. Christopher Accetta | 843.614.6650 | [caccetta@lwsonline.com](mailto:caccetta@lwsonline.com)



Building Lobby



Exterior View of Building

# LIMEHOUSE PRODUCE TENANT BUILDING

## PROJECT DESCRIPTION

The Limehouse Produce Tenant Building will be a warehouse building intended for general storage located in North Charleston, SC. The building will be 50,000 square feet and will have the potential to be divided into five separate tenant spaces. The front of the building will be used for office space and the rear of the building will be used for warehouse space. The rear of the building will have five loading docks and ramps.

**Professional Services:** 2021-Current

**Cost of Project:** \$5 million (estimated)

**Client Contact:** Jack and Andrea Limehouse | 843.556.3400 | [andrea@limehouseproduce.com](mailto:andrea@limehouseproduce.com)



# FIRM'S QUALIFICATIONS

## CONTENTS

- QUALIFICATIONS
- RECENT, CURRENT, & PROJECTED WORKLOAD
- ABILITY TO MEET TIME & BUDGET
- PAST PERFORMANCE

# QUALIFICATIONS

Our team at Coast has almost a century of combined architectural experience working in the State of South Carolina, offering a vast amount of local experience. Additionally, Coast is specifically positioned and effectively structured to be readily available and deliver the highest level of results expected by The City of Isle of Palms for this Elevator Addition at Islander 71.



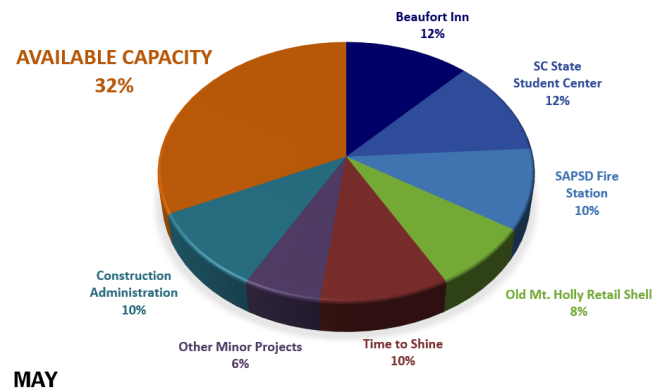
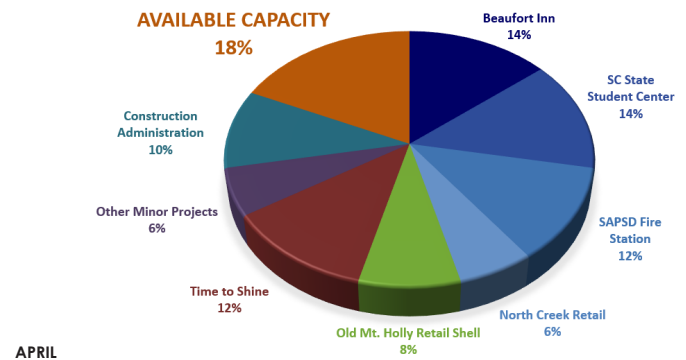
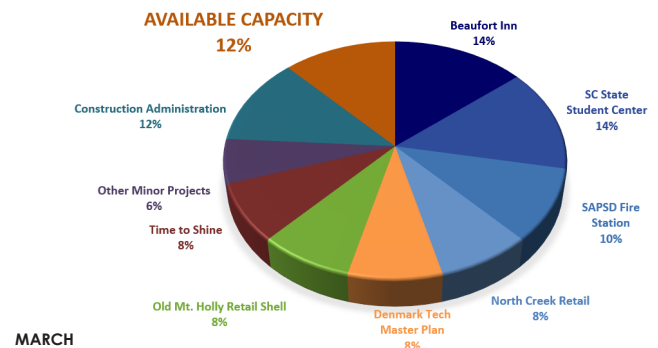
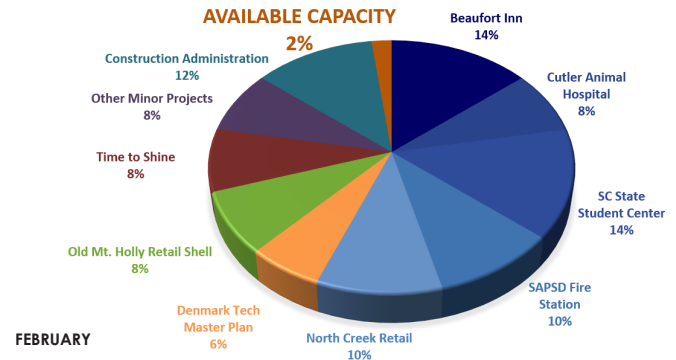
# RECENT, CURRENT, & PROJECTED WORKLOAD

## PROJECT WORKLOAD

Coast takes great pride in the role it plays when taking on a project. This opportunity to work with The City of Isle of Palms on the addition of an elevator to Islander 71 is another excellent opportunity for our firm to share our experience to design projects that serve the needs of our client as well as those who will come to use this facility. We understand the complexities of the environmental conditions on the Island as well as the existing conditions of the building Islander 71 occupies.

Coast has a dedicated staff ready to start work on this project upon reward.

Our previous workload in the past 6 months has ranged between 75% and 98% of capacity. The charts on the right illustrate our projected available capacities for the months of February, March, April, & May. The Pandemic has brought with it a lot of uncertainty -- especially in regards to the future -- but we have been able to maintain our typical workflow and are confident that we have become more resilient to any new challenges that may come in the future.



# ABILITY TO MEET TIME & BUDGET

## PROJECT SCHEDULE

Coast is committed to meeting your project schedule requirements. We have a proven track record of delivering successful projects in a timely manner. We believe the establishment of a realistic project deadline early in the design process allows all parties involved to meet their schedule commitments. During the project, we will continually assess the progress of work to ensure that the schedule is maintained.

## COST CONTROL METHODS UTILIZED

Coast's staff and multi-discipline engineers have the experience and qualifications to meet the cost-estimating requirements for projects we may be tasked with. Working closely with local contractors for Design-Build projects and having bid public projects on a regular basis, we maintain good relationships with several local general contractors, allowing us to constantly assess the status of current construction costs for local conditions. Construction costs are influenced by many different factors, some of which are beyond our control. We will work with you to control the things we can (size of the project, construction methods, building systems, etc.), and we will inform you of any concerns we have about cost factors that we cannot control (local bidding climate, material and labor cost increases, etc). At each phase of the project, we will assess the budget and provide cost estimates based on both published building cost data and our understanding of the current local bidding conditions. We are very creative with our design solutions and will give the owner options and discuss their priorities.

The following table illustrates the actual cost estimates and the actual bid for publicly bids projects designed by Coast. The chart illustrates both the extent of our knowledge of the market and our ability to keep projects within the stated cost restraints:

Project	Estimated	Actual Bid	% Difference
The Citadel Mark Clark Hall Restroom & Lobby Renovation	\$447,421	\$443,300	-0.9%*
Moncks Corner Fire Station #2	\$1,720,300	\$1,749,359	+1.7%
The Citadel Mark Clark Hall Starbucks	\$610,042	\$521,041	-14%
Summerville Fire Station #5	\$1,315,400	\$1,272,000	-3.3%
Mount Pleasant Senior Center Expansion	\$1,523,793	\$1,348,843	-11.5%
Dorchester Road Community Center	\$659,248	\$663,410	+0.6%
North Charleston Fire Station #12	\$1,756,667	\$1,656,839	-4.8%
Summerville Fire Station #4	\$1,200,000	\$1,199,000	-0.1%
Hampton Municipal Facilities	\$725,000	\$735,000	+1.4%
Denmark Technical College Learning Resources Center	\$1,200,000	\$1,100,000	-8.3%
City of North Charleston Fire Museum	\$4,223,873	\$4,206,639	-0.4%
Lowcountry Senior Center	\$1,220,258	\$1,274,000	+4.2%
Hanahan Municipal Complex	\$2,830,000	\$2,525,000	-10.8%
Hanahan Fire Station	\$751,000	\$737,000	-1.8%

# PAST PERFORMANCE

The best way to verify an architectural firm's performance is to hear what its clients have to say and to see the built results. Below you will find a few excerpts of what our clients have said about our performance.



Swain Boating Center | Charleston, SC

**“Attention to detail and attention to cost characterize Coast's design efforts ...”**

-Paul Donato | Former City of North Charleston Public Works Staff Engineer

**“... I highly recommend Coast Architects for any client who is concerned about an architect's ability to produce a quality design and never lose sight of the owner's budget.”**

-Wallie Hiers | Chairman of the Building Committee for Patrick Henry Academy



Fire Museum | North Charleston, SC

**“You met the challenges of a limited budget and area of construction to produce a wonderful and functional facility ...”**

-Ken Ayoub | Deputy Director for Town of Mount Pleasant Recreation Department

**“Coast Architects, Inc. has demonstrated their ability to listen to our needs and understand our guiding principles ...”**

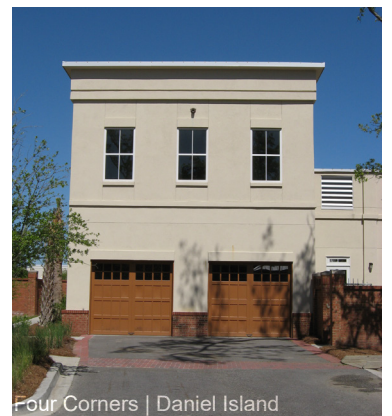
-Dick Stewart | Managing Member 303 Associates, LLC



Lowcountry AHEC | Charleston, SC



Lowcountry AHEC | Walterboro, SC



Four Corners | Daniel Island

# FEE PROPOSAL

## COAST ARCHITECTS

<b>Principal</b>	\$250/Hour
<b>Architect</b>	\$205/Hour
<b>Project Manager</b>	\$220/Hour
<b>Intern / CADD Tech</b>	\$105/Hour
<i>Reimbursable Expenses are 1.1 times the actual expense</i>	

## McCORMICK & ASSOCIATES

<b>Civil Engineer</b>	\$200/Hour
<i>Reimbursable Expenses are 1.1 times the actual expense</i>	

## CRANSTON ENGINEERS

<b>Principal Engineer</b>	\$235/Hour
<b>Lead Professional Engineer</b>	\$210/Hour
<b>Senior Professional Engineer II</b>	\$180/Hour
<b>Professional Engineer II</b>	\$150/Hour
<b>Project Engineer I</b>	\$100/Hour
<b>CAD Technician III</b>	\$90/Hour
<b>Administrative Assistant</b>	\$65/Hour
<i>Reimbursable Expenses are 1.15 times the actual expense</i>	

## MECA

<b>Principal</b>	\$190/Hour
<b>Engineer</b>	\$160/Hour
<b>Designer / Field Technician</b>	\$125/Hour
<b>Clerical</b>	\$85/Hour
<i>Reimbursable Expenses are 1.1 times the actual expense</i>	

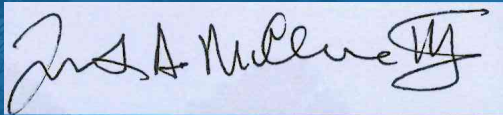
## GWA

<b>Principal Engineer</b>	\$190/Hour
<b>Project Engineer / Project Manager</b>	\$150/Hour
<b>Electrical Designer / Field Representative</b>	\$125/Hour
<b>Drafters</b>	\$85/Hour
<b>Clerical</b>	\$80/Hour
<i>Reimbursable Expenses are 1.1 times the actual expense</i>	

*\*Hourly rates and reimbursable expense rates are subject to change upon execution of a contract. SC Law 40-3-300 prohibits architects from providing a fee in response to a RFP.*

# OATH OF NON-COLLUSION

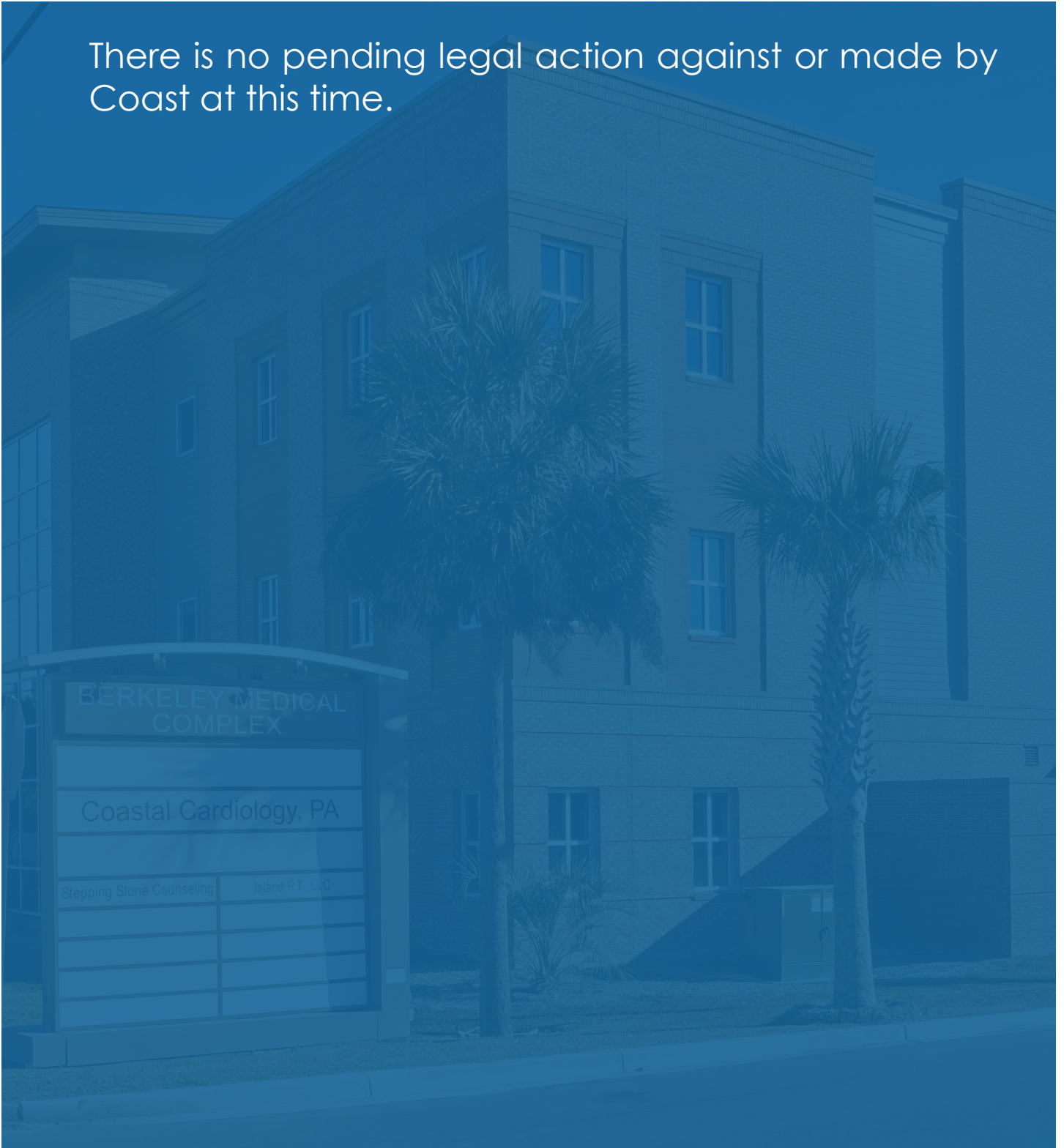
A signature below indicated that the Offeror herein, his agents, servants, and/or employees, have not in any way colluded with anyone for and on behalf of the Offeror or themselves, to obtain information that would give the Offeror and unfair advantage over others, nor have they colluded with anyone for and on behalf of the Offeror, or themselves, to gain any favoritism in the award of the Contract herein.



Frank A. McClure, III | 02.10.2023  
Coast Architects, Inc. | Principal

# LITIGATION

There is no pending legal action against or made by Coast at this time.



**Coast Architects, Inc.**  
671 St. Andrews Blvd.  
Charleston, SC 29407  
(P) 843.763.7064  
[www.coastarchitects.net](http://www.coastarchitects.net)

City of Isle of Palms  
Financial Statement Summary as of January 31, 2023  
(Dollars in Thousands)

REVENUES							TRANSFERS IN / (OUT)						EXPENDITURES						YTD Actual Net Rev & Exp
YTD Actual	Annual Budget	Remaining to Collect	YTD Actual as a % of Budget	Current Annual Forecast	Forecast Above or (Below) Budget		YTD Actual	Annual Budget	Remaining to Transfer	YTD Actual as a % of Budget	Current Annual Forecast	Forecast Above or (Below) Budget	YTD Actual	Annual Budget	Remaining to Spend	YTD Actual as a % of Budget	Current Annual Forecast	Forecast Above or (Below) Budget	
General	\$ 6,538	\$ 12,901	\$ 6,363	51%	\$ 12,901	\$ -	\$ 15	\$ 420	\$ (405)	4%	\$ 420	\$ -	\$ 7,590	\$ 13,321	\$ 5,731	57%	\$ 13,321	\$ -	(1,037)
Capital Projects	202	1,713	1,511	12%	1,713	-	-	823	(823)	0%	823	-	544	4,417	3,873	12%	4,417	-	(342)
Muni Accom Tax	1,190	2,142	952	56%	2,142	-	-	(833)	833	0%	(833)	-	486	1,657	1,171	29%	1,657	-	704
Hospitality Tax	692	1,001	309	69%	1,001	-	-	(266)	266	0%	(266)	-	470	1,137	667	41%	1,137	-	222
State Accom Tax	1,975	2,619	644	75%	2,619	-	(15)	(944)	929	2%	(944)	-	770	1,772	1,002	43%	1,772	-	1,190
Beach Prserv Fee	1,040	1,546	506	67%	1,546	-	-	-	-	-	-	-	234	415	181	56%	415	-	806
Marina	346	415	69	83%	415	-	-	800	(800)	0%	800	-	464	819	355	57%	819	-	(118)
Disaster Recovery	55	3	(52)	1833%	3	-	-	-	-	-	-	-	111	10	(101)	1110%	10	-	(56)
All Other	235	189	(47)	125%	189	-	-	-	-	-	-	-	200	183	(17)	109%	183	-	35
Total All Funds	\$ 12,273	\$ 22,529	\$ 10,255	54%	\$ 22,529	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 10,869	\$ 23,731	\$ 12,862	46%	\$ 23,731	\$ -	\$ 1,404

General Fund YTD Revenues							
	FY23 YTD Actual	FY23 Budget	% of FY23 Budget	FY22 YTD Actual	% of Prior YTD	Current Annual Forecast	Forecast Above/ (Below) Budget
Prop Tax	\$ 3,150	\$ 4,924	64%	\$ 3,026	104%	\$ 4,924	\$ -
LO Sales Tax	513	1,014	51%	472	109%	1,014	-
Business Lic	611	1,500	41%	532	115%	1,500	-
Rental Lic	238	975	24%	536	44%	975	-
Other Lic (Insurance/Utilities)	123	1,591	8%	61	202%	1,591	-
Build Pmts	672	725	93%	592	114%	725	-
From State	164	298	55%	108	152%	298	-
Parking	628	1,330	47%	699	90%	1,330	-
All Other	439	544	81%	372	118%	544	-
Total	\$ 6,538	\$ 12,901	51%	\$ 6,398	102%	\$ 12,901	\$ -

General Fund YTD Expenditures (YTD target = 58%)							
	FY23 YTD Actual	FY23 Budget	% of FY23 Budget	FY22 YTD Actual	% of Prior YTD	Current Annual Forecast	Forecast (Above)/ Below Budget
Mayor/Council	\$ 71	\$ 116	61%	\$ 96	74%	\$ 116	\$ -
General Govt	901	2,410	37%	713	126%	2,410	-
Police	1,890	3,158	60%	1,574	120%	3,158	-
Fire	2,547	3,984	64%	2,157	118%	3,984	-
Public Works	1,056	1,692	62%	848	125%	1,692	-
Build & Lic	272	462	59%	229	119%	462	-
Recreation	584	1,121	52%	592	99%	1,121	-
Judicial	230	275	84%	163	141%	275	-
BSOs	39	103	38%	28	139%	103	-
Total	\$ 7,590	\$ 13,321	57%	\$ 6,400	119%	\$ 13,321	\$ -

**City of Isle of Palms Supplemental Financial Information as of January 31, 2023 (*Dollars in Thousands*)**

<b>Cash Balances</b>		
	<b>1/31/2023</b>	<b>1/31/2022</b>
General Fund	2,684	4,255
<b>As a % of GF Exp (target is &gt; 30%)</b>	<b>20%</b>	<b>35%</b>
Capital Projects	13,386	10,021
Disaster Recovery	3,000	2,868
Marina	447	1,345
Tourism Funds	8,759	5,650
Beach Preservation	7,313	5,651
Other Restricted	191	179
Total All Cash	35,780	29,969
<b>Deposits at LGIP (4.572%)</b>	<b>34,826</b>	<b>97%</b>
<b>Deposits at TRUIST</b>	<b>954</b>	<b>3%</b>
<b>RESTRICTED CASH</b>	<b>16,263</b>	<b>45%</b>

<b>Fund Balances</b>					
<b>Fund</b>	<b>6/30/2022 Audited Fund Balance (Note 1)</b>	<b>FY23 YTD Actual Net Revenues &amp; Transfers Less Expenses</b>	<b>Current Fund Balance</b>	<b>6/30/23 Budgeted Fund Balance</b>	<b>6/30/23 Forecast Fund Balance</b>
General Fund	\$ 4,244	\$ (1,037)	3,207	\$ 3,892	\$ 3,892
Capital Projects	11,553	(342)	11,211	9,357	9,357
Muni Accom Tax	2,483	704	3,187	1,932	1,932
Hospitality Tax	1,248	222	1,470	693	693
State Accom Tax	2,913	1,190	4,103	1,984	1,984
Beach Funds	6,494	806	7,300	7,065	7,065
Marina (See Note 1)	628	10	638	960	960
Disaster Recovery	3,056	(56)	3,000	2,813	2,813
All Other	151	35	186	143	143
Total All Funds	\$ 32,770	\$ 1,532	\$ 34,302	\$ 28,839	\$ 28,839

*Note 1: The comparable amount for the Marina Enterprise Fund is not Fund Balance, but Unrestricted Net Position. To be consistent with the presentation of the other funds, the Marina Fund Balance does not include net fixed assets. Unrestricted net position is approx equal to net current assets for the Marina.*

**January 2023 Notes:**

- Business license and building permit revenues continue to show significant gains over prior YTD levels. Rental License revenue is significantly *less* than the prior year because FY22 includes the extra 6-month license period required to align the City's rental license renewal period to the state standard.
- The City received \$1.65 million in property taxes in January. YTD collections are 4% ahead of last year.
- General Fund expenditures are at budget but significantly higher than the prior year. FY23 expenditures include approximately \$541,000 in 1-time employee adjustments that were approved by City Council outside of the FY23 Budget.
- The City has approximately \$35 million in cash deposits. Approximately \$2.6 million of this total represents unspent bond proceeds, \$2.2 million is unspent federal ARP funding and \$16.2 million is restricted for tourism related expenditures or beach preservation.

## City of Isle of Palms Tourism and Local Options Sales Tax Revenues

Municipal Accommodations Fee								Heads in Beds in
(1% of Accommodation Sales)								
	FY17	FY18	FY19	FY20	FY21	FY22	FY23	
JUL	161,068	139,501	199,724	195,287	172,336	256,308	301,674	JUN
AUG	218,620	235,007	209,600	213,067	169,596	378,001	314,397	JUL
SEPT	136,141	157,274	152,535	152,561	186,938	248,118	187,966	AUG
OCT	77,500	75,353	79,534	75,506	129,033	124,372	72,522	SEPT
NOV	57,777	64,256	63,444	65,882	66,090	102,229	154,713	OCT
DEC	36,937	32,877	40,182	34,301	71,683	70,478	185,019	NOV
JAN	28,217	28,859	25,836	32,335	34,025	75,503		DEC
FEB	15,332	18,317	13,666	18,596	26,709	25,613		JAN
MAR	20,485	21,562	19,983	9,690	31,080	39,938		FEB
APR	51,166	53,213	53,685	26,422	68,055	82,759		MAR
MAY	92,529	88,875	90,800	7,181	125,288	186,478		APR
JUNE	95,768	94,112	97,999	55,311	153,337	183,011		MAY
Deduct last July	(161,068)	(139,501)	(199,724)	(195,287)	(172,336)	(256,308)	(301,674)	
Add next July	139,501	199,724	195,287	172,336	256,308	301,674		JUN
Total Fiscal Year	969,974	1,069,429	1,042,551	863,187	1,318,141	1,818,174	914,617	
	Incr from FY16 0%	Incr from FY17 10%	Incr from FY18 -3%	Incr from FY19 -17%	Incr from FY20 53%	Incr from FY21 38%	Incr from FY22 3%	

City of Isle of Palms Tourism and Local Options Sales Tax Revenues

State Accommodations Tax (Tourism-Related Only)				(Approx 2% of Accommodation Sales)			
	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Sept Qtr	520,784	518,028	546,269	580,306	553,971	861,205	952,270
Dec Qtr	178,830	202,803	203,067	181,550	252,012	347,299	360,479
Mar Qtr	61,586	71,773	103,097	88,638	132,256	168,824	
June Qtr	407,460	413,234	445,779	242,893	650,839	886,253	
Total Fiscal Yr	1,168,660	1,205,838	1,298,212	1,093,387	1,589,078	2,263,580	1,312,749
	3% Incr from FY16	3% Incr from FY17	8% Incr from FY18	-16% Incr from FY19	45% Incr from FY20	42% Incr from FY21	9% Incr from FY22

Heads in  
Beds in

Jun-Aug  
Sept-Nov  
Dec-Feb  
Mar-May

Chas County ATax Pass-Through				(20% of County's 2% on IOP Accommodation Sales)			
	FY17**	FY18	FY19	FY20	FY21	FY22	FY23
Sept Qtr	520,000	327,750	381,000	370,500	-	301,714	231,164
Dec Qtr						99,602	
Mar Qtr						59,369	
June Qtr	-	109,250	127,000	-	508,000	269,609	
Total Fiscal Yr	520,000	437,000	508,000	370,500	508,000	730,293	231,164
	7% Incr from FY16	-16% Incr from FY17	16% Incr from FY18	-27% Incr from FY19	37% Incr from FY20	44% Incr from FY21	-23% Incr from FY22

### City of Isle of Palms Tourism and Local Options Sales Tax Revenues

<div> <div>Hospitality Tax</div> <div>(2% of Prepared Food &amp; Beverage Sales)</div> </div>								<div>Food/Bev Sold in</div>
	FY17	FY18	FY19	FY20	FY21	FY22	FY23	
JUL	85,051	89,309	104,681	88,238	66,947	137,933	142,534	JUN
AUG	93,123	98,883	101,031	106,673	59,353	135,765	165,544	JUL
SEPT	77,619	81,373	78,014	78,129	49,484	108,077	131,756	AUG
OCT	68,348	56,439	69,394	76,033	37,348	88,581	121,169	SEPT
NOV	46,488	70,905	65,210	66,929	27,609	96,511	104,213	OCT
DEC	40,557	41,260	38,440	56,591	46,700	56,990	87,532	NOV
JAN	27,883	19,085	31,905	28,058	57,988	48,652	59,554	DEC
FEB	27,947	28,826	27,373	27,574	24,135	33,118		JAN
MAR	39,785	49,744	40,741	21,853	39,019	62,430		FEB
APR	57,961	66,633	66,425	12,956	50,777	79,088		MAR
MAY	85,246	79,870	85,134	15,429	85,357	142,227		APR
JUNE	92,137	87,753	100,621	46,102	114,802	152,842		MAY
Deduct last July	(85,051)	(89,309)	(104,681)	(88,238)	(66,947)	(137,933)	(142,534)	
Add next July	89,309	104,681	88,238	66,947	137,933	142,534	-	JUN
Total Fiscal Year	746,402	785,452	792,527	603,275	730,503	1,146,816	669,767.89	
	Incr fr FY16 8%	Incr fr FY17 5%	Incr fr FY18 1%	Incr fr FY19 -24%	Incr fr FY20 21%	Incr fr FY21 57%	Incr fr FY22 21%	



City of Isle of Palms Tourism and Local Options Sales Tax Revenues

Local Option Sales Tax (a portion of the 1% Charleston County local option sales tax)							When Sales Occurred
	FY18	FY19	FY20	FY21	FY22	FY23	
AUG	83,614	88,713	93,221	87,833	130,373	135,943	JUL
SEPT	73,671	72,557	83,456	83,149	99,719	111,272	AUG
OCT	61,352	63,829	62,752	71,963	83,230	92,568	SEPT
NOV	61,040	61,435	65,514	68,054	85,199	93,138	OCT
DEC	49,732	54,748	59,951	67,342	73,716	79,844	NOV
JAN	55,282	57,483	64,996	69,592	71,846		DEC
FEB	43,314	48,026	53,263	58,840	64,365		JAN
MAR	47,589	49,240	50,882	60,533	66,029		FEB
APR	60,349	65,794	43,070	83,678	90,351		MAR
MAY	77,153	85,394	56,012	100,082	108,756		APR
JUNE	70,879	78,238	74,078	102,313	109,271		MAY
JULY	88,382	92,504	92,789	117,380	128,957		JUN
Total Fiscal Year	772,357	817,962	799,984	970,759	1,111,813	512,765	
	Incr from FY17	Incr from FY18	Incr from FY19	Incr from FY20	Incr from FY21	Incr from FY22	
		6%	-2%	21%	15%	9%	

City of Isle of Palms

Drainage Phase 3 including small internal projects

Funded with Capital Projects & Muni Atax Funds, a \$3.5M GO Bond and NPDES Funds

Contracts and Change Orders Approved :

Thomas & Hutton	11/27/2018	Proj .0000 - Outfall Study - surveying, needs assessment & conceptual design
Thomas & Hutton	correction	Proj .0000 - Change Order #1 for Project Admin & Meetings
Thomas & Hutton		Proj .0002 - preliminary assessment of small but high impact projects in basin
Thomas & Hutton		Proj .0003 - design, eng & permitting for small but high impact projects in basin
Thomas & Hutton		Proj .0004 - design, eng & permitting for outfalls @ 30th Ave & Forest Trail + 41st Ave improves
Thomas & Hutton	6/23/2020	Proj .0005 - conceptual assessment of Waterway Blvd elevation study
Thomas & Hutton	7/28/2020	Proj .0003 CO - bidding & construction admin services for internal drainage projects
Thomas & Hutton		Proj .0004 CO - additional permitting efforts for outfalls
Thomas & Hutton		Proj .0006 - bidding & construction admin for 30th & 36th Ave outfalls
Gulf Stream Construction		Construction Contract, internal drainage projects (incl \$11,239 in Chg Orders)
Quality Enterprises		Construction Contract, Forest Trail & 30th Avenue outfalls
Quality Enterprises		Change Orders #1&2, cost for temp pole & overhead line reloc, time ext of 90 days
Quality Enterprises		Change Order #3, add'l work RE: address drainage to adjacent lot
Quality Enterprises		Change Order #4, add manhole at 30th Ave, pre & post video inspection

FY19 Project Spending	93,052
FY20 Project Spending	161,473
FY21 Spending for Small Project Contruction	452,803
FY21 Spending for Outfall Construction	182,855
FY22 Spending for Small Project Construction	207,523
FY22 Spending for Outfall Construction	586,821
FY23 Budget for Outfall Construction	2,596,000
Contracts/Change Orders	(3,751,776)
Budget Funds Remaining	435,699

Engineering & Design	Project Admin	Construction	Contingency	Total
100,800				100,800
-	13,000		-	13,000
23,300			-	23,300
62,600				62,600
229,500				229,500
18,900				18,900
30,000				30,000
43,300				43,300
102,200				102,200
		630,271		630,271
		2,270,823	227,082	2,497,905
		12,093	(12,093)	-
		7,700	(7,700)	-
		62,689	(62,689)	-
610,600	13,000	2,983,575	207,289	3,751,776

Project Expenditures:

Invoice Date	Invoice #	Payee	Description of Work					
FY 2019		Thomas & Hutton Engineering	Engineering & Design Fees, Projects .00 and .02	87,437	5,615	-	-	93,052
FY 2020		Thomas & Hutton Engineering	Engineering & Design Fees, .00, .02, .03 & .04	154,087	7,386	-	-	161,473
FY 2021		Thomas & Hutton Engineering	Engineering & Design Fees, .03, .04 & .05	212,479	-	-	-	212,479
FY 2022		Thomas & Hutton Engineering	Engineering & Design Fees, .03, .04 & .06	110,365	-	-	-	110,365
FY2023		Thomas & Hutton Engineering	Design, Permitting, Bidding, Construction Mgt	36,776	-	-	-	36,776
1/1/21		SCDHEC/OCRM	permit	250				250
4/1/21		Gulf Stream Construction	Pay App #1			239,853		239,853
4/22/21		Gulf Stream Construction	Pay App #2			93,969		93,969
6/1/21		Gulf Stream Construction	Pay App #3			89,107		89,107
8/23/21		Gulf Stream Construction	Pay App #4			24,216		24,216
9/1/21		Gulf Stream Construction	Pay App #5			19,158		19,158
9/24/21		Gulf Stream Construction	Pay App #6			8,550		8,550
10/31/21		Gulf Stream Construction	Pay App #7			63,352		63,352
11/30/21		Gulf Stream Construction	Pay App #8			9,562		9,562
12/31/21		Gulf Stream Construction	Pay App #9			19,477		19,477
3/1/22		Gulf Stream Construction	Pay App #10 FINAL			63,027		63,027
5/1/22		Quality Enterprises, USA, Inc	Pay App #1			112,315		112,315
5/31/22		Quality Enterprises, USA, Inc	Pay App #2			205,934		205,934
6/30/22		Quality Enterprises, USA, Inc	Pay App #3 (thru 6/30/22)			158,388		158,388
9/26/22		Quality Enterprises, USA, Inc	Pay App #4			100,435		100,435
11/1/22		Quality Enterprises, USA, Inc	Pay App #5			127,148		127,148
Total paid				601,394	13,000	1,334,492	-	1,948,885
Remaining on contracts				9,206	-	1,649,084	207,289	1,802,890

City of Isle of Palms  
Marina Improvements: Public Dock, T Dock and Greenspace

Contracts and Change Orders Received:

2/4/2022	ATM Change Order #8 - tasks 1 (alternatives analysis-\$6,500), 2.1 (public dock permit-\$3,000), 2.2 (public dock design & specs-\$13,000) 3.1 (ICW dock design & specs-\$35,000)
7/1/2022	ATM Change Order #9 - void tasks 2.1, 2.2 and 3.1 above
7/1/2022	ATM Change Order #9 - Public Dock Improvements: planning, permitting, geotech, engineering & design
7/1/2022	ATM Change Order #9 -Technical document preparation: T Dock
7/1/2022	ATM Change Order #9 - Limited Bidding Support Services: T Dock
7/1/2022	ATM Change Order #9 - Limited Construction Phase Services: T Dock


Project Expenditures:

Invoice Date	Payee	Description of Work
11/1/2022	ATM	Design, Engineering & Permitting work through 10/7/22
12/16/2022	ATM	Design, Engineering & Permitting work through 12/9/22
		Total paid
		Remaining on contracts

FY23 Budget - Public Greenspace	150,000
FY23 Budget - Engineer & Design - Public & T Docks	57,500
FY23 Budget - Bidding & Construction Oversight Public & T Docks	40,000
FY23 Budget - Construct Improvements to T Dock	400,000
Contracts issued + City's contingency	(163,500)
Budget Funds Remaining	484,000

Plan, Design, Permitting & Bidding	Construction Oversight	Construction	Contingency	Total
57,500				57,500
(51,000)				(51,000)
110,500				110,500
25,000				25,000
7,500				7,500
	14,000			14,000
149,500	14,000	-	-	163,500
16,549				16,549
55,146				55,146
71,695	-	-	-	71,695
77,805	14,000	-	-	91,805

## City of Isle of Palms FY23 Budget Request Form

<b>Department:</b>	 <b>FIRE</b>	<b>Date Submitted:</b>	02/09/23
<b>Project Name:</b>	Zoll AED Plus	<b>Fund:</b>	ATAX
<b>Estimated Start Date:</b>	Immediately	<b>Estimated Completion Date:</b>	3-Months

**Project Description/Justification:** *Provide a detailed description of the project/expenditure. Attach backup documentation as necessary.*

Zoll AED Plus



### Product Features

- Real CPR Help provides real-time CPR feedback on the rate and depth of chest compressions
- Audio prompts and visual icons complement the American Heart Association's Chain of Survival
- Easy-to-place, one-piece CPR-D-padz® electrodes with a 5-year shelf life
- Fully automatic feature available — unit will deliver a shock on its own when a shockable heart rhythm is detected
- Rugged design with an IP (ingress protection) rating of IP55 for dust and water
- Can withstand conditions like extreme temperature, altitude, vibration, and shock
- Off-the-shelf lithium batteries (Duracell 123a) with a 5-year battery life
- Intelligent pediatric capability: Pedi-padz® pediatric electrodes can be purchased separately for -children up to 8 years old or weighing less than 55 pounds
- Automatic self-testing helps ensure a state of readiness
- Soft carry case for easy travel
- 5-year warranty (7-year warranty with online registration)

**Project Cost Estimate:** *Attach detailed breakdown of cost & written quote or vendor cost estimate .*

\$1,799.00/unit - Heartsmart.com, P.O. Box 78084 Milwaukee, WI 53278, 866-254-1135  
 \$1,799.00/unit - AEDbrands.com, 55 Chastain Road NW, Ste.112, Kennesaw, GA 30144  
 866-450-9906  
 \$1,799.00/unit - AEDUSA.com, 877-978-3110  
 \$1,799.00/unit - AEDsuperstore.com, 1800 US Highway 51 N, Woodruff, WI 54568--9558  
 800-983-5306

# FY23 CAPITAL PROJECTS REPORT – FEBRUARY 2023

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# PHASE 3 DRAINAGE 30<sup>TH</sup>, 36<sup>TH</sup> & 41<sup>ST</sup> AVENUE OUTFALLS

## 30<sup>th</sup> & 36<sup>th</sup> Avenue:

- Road work and detour at 30<sup>th</sup> Ave & Waterway Blvd started week of January 26. Completion anticipated within 8-10 weeks of start date.
- When complete, contractor will move to complete road work at Forest Trail and Waterway Blvd.

## 41<sup>st</sup> Avenue:

- OCRM issued critical area permit on 1/4/23
- Waiting on USACE permit



# COMPREHENSIVE DRAINAGE MASTERPLAN

- City received a draft report including an existing conditions assessment, hydraulic modeling and recommended improvements including costs
- Team members of Davis & Floyd have transitioned, and the staff has met with the new project managers and brought them up to speed
- The City has requested a proposal to determine the cost of having D&F analyze the Phase 3 area (between 21<sup>st</sup> Ave and 41<sup>st</sup> Ave) to have all projects in the capital plan modeled and analyzed to the same degree

## Next steps:

- Review/comment on development standards and other various conversations and meeting thus far (e.g., fill standards and roadway elevations, increase in net impervious area, etc.). They will provide this documentation for the planning department's consideration.
- The last piece will be working with Robert Asero, Assistant Public Works Director and team to see how to assist with the maintenance program. This is where GIS can be helpful to track maintenance activities, schedule activities, reporting damage, etc.



# UNDERGROUND UTILITY CONVERSION – 21<sup>ST</sup> & PALM

- Tentative construction start date – February 20, 2023

# Pickle Ball Court Construction & Outdoor Basketball Courts Rehab

- Construction in progress
- Completion by mid-March





# IOP MARINA PUBLIC DOCK & BULKHEAD BOARDWALK

- OCRM permit application for the public dock replacement project submitted in December 2022.
- Construction on the bulkhead repairs and installation of 6' boardwalk along the Intracoastal side in progress. Expected completion by March 31<sup>st</sup>.



## 34A BEACH ACCESS ADA-COMPLIANT BOARDWALK COMPLETE

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# Municipal Commercial Garbage Compactor - Complete

