



**Administration Committee Meeting
8:30am, Thursday, February 9, 2023
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to Order

Present: Council members Bogosian, Pierce, and Streetman

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

2. Citizen's Comments -- none

3. Approval of Previous Meeting's Minutes – January 26, 2023

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

4. Old Business

Review of Job Description for Short-Term Rental Coordinator position

Administrator Fragoso said this job description comes from their research into similar positions in other municipalities. Some of the job duties may change depending on whether City Council decides to implement a cap on rentals. Discussions with the STR compliance officer for Mt. Pleasant revealed that 80-90% of what she does is manage the rental cap.

Council Member Pierce said that while the description is a good start, he would like to see more skill requirements to elevate the position above entry-level. He will share some suggested language with the City Administrator.

Administrator Fragoso said this person will be expected to interact with the police department and rental agencies. They are considering adding the ability to issue citations. The process of reviewing State and municipal accommodations tax applications needs to be added to the job description. This person will be part of the Building Department and report to Director Kerr.

5. New Business

A. Discussion of draft FY24 10-year capital plan for General Government

Administrator Fragoso reviewed the requests in the 10-year capital plan for General Government, including replacing the fence in the City Hall parking lot, replacement of metal doors and frames and the HVAC unit at City Hall, moving all systems to Office 365,

contingency funds for building maintenance, and replacement of Building Department's HVAC upon failure.

Discussion ensued about options for the significant repairs needed at City Hall and the need for the reconfiguration of or addition to City Hall in light of staffing increases. Direction from the full City Council is needed before an engineer is engaged to price out the options for work on City Hall. Council Member Bogosian said, "My recommendation would be we get that architect. We get those plans. We start to think about how this building could be better utilized."

Administrator Fragoso believes the City's strong fund balance and increased grant revenue puts the City in a good position to complete these renovations without incurring debt.

B. Discussion of legislation introduced in current legislative session of the General Assembly regarding the use of accommodations tax revenue

Administrator Fragoso reported on a bill recently introduced in the General Assembly by Representative Joe Bustos: "His bill would expand the definition of tourism-related expenditures to include workforce housing, but that definition of tourism-related expenditures would apply to the balance of the 65%. So that bill, the way it is written today, does not give any additional flexibility on the use of the 30% fund. I know we have had conversations with Representative Bustos and other stakeholders to advocate for potentially an amendment or a new bill that would speak to the concerns that we have been hearing about and I think Council has discussed in the past of wanting to either expand the potential use of the 30% money that is right now by State law required to be used on publicity and advertising to include other potential uses or consider maybe potentially a cap or ceiling to the expenditure of what the 30%" can be used for.

Administrator Fragoso has shared Section 4B of the bill with the City's lobbyist to discuss with Representative Bustos. Council Member Bogosian said this is definitely something that should be discussed at the City Council workshop next week. He added, "We should talk about and maybe bring up a part of this to try to get a one-time budget item pushed through this assembly for some portion of our ATAX funds to be used on a special project. Time would be of the essence with that because the budget process is currently going on. This is something we should all think about and maybe even bring up at Monday's workshop to discuss what a use of that would be so we can get back with our lobbyists to try to push something through for this session."

Administrator Fragoso said this item would be added for discussion under the Legislative Report at the workshop. She said that the ATAX Committee has not generated a list of specific projects for the 30% funds but has been working with the CVB to better engage VRBO to generate more business to short-term rental owners.

Council Member Bogosian suggested staff come up with a list of potential tourism-related projects to be considered if the bill passes.

6. Miscellaneous Business

The next meeting of the Administration Committee will be Tuesday, March 7, 2023 at 8:30am.

7. Adjournment

Council Member Pierce made a motion to adjourn, and Council Member Streetman seconded the motion. The meeting was adjourned at 9:11am.

Respectfully submitted,

Nicole DeNeane
City Clerk