



Administration Committee

8:30 a.m., Thursday, February 9, 2023

1207 Palm Boulevard

City Hall Council Chambers

Public Comment:

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

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

Agenda

1. **Call to order** and acknowledgment that the press and the public have been duly notified of the meeting in accordance with the Freedom of Information Act.
2. **Citizens' Comments** – All comments have a time limit of three (3) minutes.
3. **Approval of previous meeting's minutes** – January 26, 2023.
4. **Old Business**
Review of job description for Short Term Rental Coordinator position
5. **New Business**
 - a. Discussion of draft FY24 10-yr capital plan for General Government
 - b. Discussion of legislation introduced in current legislative session of the General Assembly regarding use of accommodations tax revenue
6. **Miscellaneous Business**
Next meeting date: 8:30 a.m., Tuesday, March 7, 2023
7. **Executive Session** – If needed
8. **Adjournment**



**Administration Committee Meeting
3:30pm, Thursday, January 26, 2023
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to Order

Present: Council members Bogosian, Pierce, and Streetman

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

2. Election of Chair and Vice Chair

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

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

3. Old Business – none

4. New Business

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5. Miscellaneous Business

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

6. Adjournment

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

Respectfully submitted,

Nicole DeNeane
City Clerk

DRAFT
Short Term Rental Coordinator
Job Description

SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	City of Isle of Palms 10-Year Capital Plan														
2	Expenditures for assets or projects > \$5000 **Expenditures less than \$5,000 are included in operating budgets**														
3															
4															
5															
6	Fleet Count	Model Year	Last 4 of VIN												
7															
8															
318				Bonded Debt Service- Principal & Interest											
319															
320				2003 Rec Expansion GO Bond - principal (20 Yrs, refi 1.68%)											
321				2003 Rec Expansion GO Bond - interest (20 Yrs, refi 1.68%)											
322				2006 Fire Station #2 GO Bond - principal (20 Yrs, refi 1.88%)	250,000		265,000	275,000							
323				2006 Fire Station #2 GO Bond - interest (20 Yrs, refi 1.88%)	14,852		10,152	5,170							
324				2008 Public Safety Building GO Bond - principal (20 Yrs, 4.14%)	375,000		375,000	425,000	450,000	450,000					
325				2008 Public Safety Building GO Bond - interest (20 Yrs 4.14%)	85,905		70,380	54,855	37,260	18,630					
326				2020 75' Ladder Truck Muni Lease - principal (10Yrs @ 1.83%)	82,439		83,947	85,483	87,048	88,641	90,263				
327				2020 75' Ladder Truck Muni Lease - interest (10Yrs @ 1.83%)	9,476		7,967	6,431	4,867	3,274	1,652				
328				2021 Drainage Ph 3 w/ Waterway Blvd path principal (15 Yrs @ 1.71%)	215,000		218,000	222,000	226,000	230,000	234,000	238,000	242,000	246,000	250,000
329				2021 Drainage Ph 3 w/ Waterway Blvd path interest (15 Yrs @ 1.71%)	48,461		44,785	41,057	37,261	33,396	29,463	25,462	21,392	17,254	13,047
330				2020 Marina Dock Replacement Bond - principal (15 Yrs @ 2.16%)	258,000		264,000	269,000	275,000	281,000	287,000	293,000	300,000	306,000	313,000
331				2020 Marina Dock Replacement Bond - interest (15 Yrs @ 2.16%)	75,427		69,854	64,152	58,342	52,402	46,332	40,133	33,804	27,324	20,714
332				2021 Fire Engine & SCBA Muni Lease - principal (10Yrs @ 1.6%)	82,752		84,076	85,421	86,788	88,177	89,588	91,021	92,477		
333				2021 Fire Engine & SCBA Muni Lease - interest (10Yrs @ 1.6%)	11,205		9,881	8,536	7,169	5,780	4,369	2,936	1,480		
334															
335				Debt Totals by Year	1,508,517		1,503,043	1,542,106	1,269,734	1,251,299	782,667	690,552	691,153	596,578	596,762
336															
337															
338				SUMMARY BY CATEGORY											
339															
340				Total Capital Items	6,071,301		2,469,000	2,479,000	2,198,000	1,849,000	4,571,000	1,251,000	1,483,000	1,080,000	2,248,001
341				Total Facility Maintenance	350,925		1,850,925	350,925	1,195,897	745,897	745,897	745,897	745,897	745,897	745,897
342				Total Drainage	826,804		795,804	798,668	797,804	795,804	798,668	797,804	795,804	795,804	795,804
343				Total Beach Maintenance	70,000		60,000	60,000	80,000	2,660,000	60,000	60,000	60,000	60,000	60,000
344				Total Assignments of Fund Balance for Future Projects	75,000		75,000								
345				Total Bond and Loan Payments	1,508,517		1,503,043	1,542,106	1,269,734	1,251,299	782,667	690,552	691,153	596,578	596,762
346				Total all expenditures on this schedule	8,902,547		6,753,771	5,305,698	5,616,435	7,377,001	7,033,232	3,620,253	3,850,854	3,353,279	4,521,464