



### **Administration Committee**

8:30 a.m., Tuesday, March 7, 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](mailto: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** – February 9, 2023.
4. **Old Business**  
Review of job description for Short Term Rental Coordinator position
5. **New Business**  
Discussion of draft FY24 operational budget for General Government
6. **Miscellaneous Business**  
Next meeting date: 8:30 a.m., Tuesday, April 4, 2023
7. **Executive Session** – If needed
8. **Adjournment**



**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



## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>Short Term Rental Coordinator</b>
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**Department:** Building/Planning/Engineer

**Pay Grade:** 114

**FLSA Status:** Non-Exempt

### **JOB 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 at least 3 years 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.

**PHYSICAL DEMANDS:**

The physical demands consist of sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The incumbent must have the ability to balance while maintaining body equilibrium; and crouch by bending the body downward; use hands and fingers to feel, grasp, and handle; hear by perceiving the nature of sounds at normal speaking levels; mental acuity; use hands and arms to lift, pull, push, and reach; make repetitive motions; speak and talk, stand, walk, and stoop; and use visual acuity by viewing things including color, depth perception, and field vision.

**WORK ENVIRONMENT:**

Work is typically performed in an indoor environment.

*The City of Isle of Palms has the right to revise this position description at any time, and does not represent in any way a contract of employment.*

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date