



**Administration Committee  
1:00 p.m., Tuesday, March 3, 2026  
City Hall Council Chambers  
1207 Palm Boulevard, Isle of Palms, SC**

**Public Comment:**

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 acknowledgement that the press and the public have been duly notified of the meeting in accordance with the Freedom of Information Act.**
- 2. Citizen's Comments** – All comments have a time limit of three (3) minutes.
- 3. Approval of previous meeting's minutes** – February 9, 2026 (p2)
- 4. Old Business**
  - A. Discussion with Evergreen on Wage and Compensation Study and incentives (p5)
  - B. Discussion on Code of Ethics and Conduct proposed ordinance (p36)
  - C. Discussion on procurement/purchasing procedures (p43)
- 5. New Business**
  - A. Review of FY27 Operational Budgets for General Government and Building Department (p56)
  - B. Review process to appoint future Director of Public Works (May 3<sup>rd</sup> vacancy)
- 6. Adjournment**



**Administration Committee Meeting  
1:00pm, Monday, February 9, 2026  
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 Miller, Pierce, and Ward

Staff Present: Administrator Kerr, HR Officer Ladd, Chief Cornett, Chief Oliverius,  
Director Hamilton

**2. Citizen's Comments -- none**

**3. Approval of Previous meeting's minutes**

**MOTION: Council Member Miller made a motion to approve the minutes of the January 8, 2026 meeting. Council Member Ward seconded the motion. The motion passed unanimously.**

**4. Old Business**

**A. Discussion of Spirit of the Island nomination for Dudley Spangler**

This matter will be on the February 24 City Council agenda.

**B. Update on Wage & Compensation Study and incentives**

Administrator Kerr shared the Executive Summary for the wage & compensation study recently received from Evergreen. They are still waiting for data from three municipalities, one of which the City has lost employees to. The study has found the City lagging behind other municipalities in terms of wages and compensation.

The Committee reviewed estimated costs of implementing Evergreen's recommendations, ranging from approximately \$543,000 to \$587,000. These numbers are based on base pay only and do not include fringe benefits and overtime. Staff will review the solution file sent from Evergreen before sending it out to the Committee. That data and its underlying assumptions will be discussed at the March meeting.

Council Member Pierce expressed concern about the disparity of pay within some positions. Each chief spoke to how they allocate pay and overtime among their staff. Both chiefs agree that embracing the recommendations of Evergreen will allow them to properly credit staff for years of service

The chiefs reviewed the proposed incentives, noting that they do not use any of them nor are any of them currently in the budget. They will come up with estimated costs for the incentives.

A representative from Evergreen will attend the March Administration Committee meeting to review the findings and answer questions.

**C. Discussion on City Organizational Chart**

Council Member Pierce said this information was included for reference information for future discussions.

**D. Discussion on Code of Ethics and Conduct**

Council Member Miller shared some ideas and research on possible processes regarding ethics and conduct. She will incorporate her suggested changes into the current Code of Conduct and prepare a redline of an ordinance for legal counsel to review.

**5. New Business**

**A. Discussion procurement/purchasing procedures**

Council Member Pierce would like to review Section 10 of the City Code relating to procurement and purchasing procedures. He believes the City should be shopping and going out to bid for pricing more frequently. He would like to incentivize shopping for savings.

He asked the Committee to review Section 10 and bring ideas to the March meeting.

**B. Discussion and consideration of tuition reimbursement policy**

Administrator Kerr said staff believes the City to be above the industry norm as it relates to tuition reimbursement. He believes it is prudent to dial it back to protect the amount of spending.

Staff proposes changes to set a cap at \$15,000/year and change the verbiage about repayment to “will be” should an employee leave the City within one year of receiving reimbursement.

**MOTION: Council Member Pierce made a motion to make these recommendations to City Council. Council Member Miller seconded the motion. The motion passed unanimously.**

**C. Discussion on review of City Code**

Administrator Kerr said the City Code is reviewed by a third party and likely has not been done in over 20 years. He will put out an RFP so the expense can be budgeted for FY27. He will present a scope of work at the next Committee meeting.

**D. Discussion and consideration of Resilience Officer job description**

Committee members support the idea of a Resilience Officer, but in light of current economics and upcoming budgetary demands, they believe the position should be put aside for the time being. The matter will be discussed with full Council at an upcoming workshop.

**E. Review of 10-year Capital Plan for General Government and Building Department**

Director Hamilton reviewed the capital requests for General Government including replacing the front doors of City Hall and modernizing its elevator. These costs will be shared with the Building Department. The Building Department is in need of a new pickup truck, an expense that has been deferred several times.

Council Member Ward mentioned adding theatrical lighting bars to the Recreation Department's request to upgrade the AV in the Magnolia and Palmetto Rooms. Administrator Kerr said he needs the costs of that addition to add to her request.

**6. Miscellaneous Business**

The next meeting of the Administration Committee will be held on Tuesday, March 3, 2026 at 1pm.

**7. Adjournment**

Council Member Ward made a motion to adjourn, and Council Member Miller seconded the motion. The meeting was adjourned at 2:34pm.

Respectfully submitted,

Nicole DeNeane  
City Clerk



# EXECUTIVE SUMMARY

## PROJECT OVERVIEW

Evergreen Solutions was selected by the City of Isle of Palms in September 2025 to conduct a comprehensive compensation study. The study included an internal analysis and a market analysis, with the findings detailed below. Recommendations include modified pay plans to promote market alignment to strengthen the City's ability to attract and retain quality employees.

## FINDINGS

### Salary Distribution and Progression

Most employees earn below midpoint, with the greatest concentration of employees in the first quartile. Overall average tenure is 9.6 years, whereas median tenure is 3.8 years.

Data shows that the City has been hiring above the minimums of pay ranges, suggesting that ranges may need to be updated in order to be more competitive.

### Internal Equity and Pay Compression

Data shows some decreased salary progression for tenured employees along with increased placement of newer employees. This indicates that the City is starting to experience compression between newly hired and more tenured employees. This pattern can impact employee morale in instances where compensation does not increase consistently based on tenure and institutional knowledge.

### Market Competitiveness Lag

City pay plans are below public sector market peers, on average. Additionally, the City has a narrower range spread (distance from minimum starting salary to maximum earning salary) on average than market peers, which translates to less earning potential and reduced competitiveness toward the maximum of published ranges.

Market Position	Pay Range Minimum	Pay Range Midpoint	Pay Range Maximum
<b>Straight Avg</b>	-3.8%	-5.4%	-6.5%
<b>40th Per.</b>	-3.5%	-4.7%	-5.5%
<b>50th Per.</b>	-6.1%	-7.5%	-8.5%
<b>60th Per.</b>	-8.7%	-10.5%	-12.0%

Percentile-based adjustments position ranges at different points in the market such as below average (40<sup>th</sup> per.), average/median (50<sup>th</sup> per.), or above average (60<sup>th</sup> per.), based on the City's budget and overarching goals.

## RECOMMENDATIONS

To support the City's ability to recruit and retain employees in a competitive labor market, the following is recommended:

### 1. Compensation System

Update the City's existing pay plans for employees to adjust for market competitiveness; review placement of positions within the proposed plans to ensure consistency and internal equity.

Update the General and Administrative plans according to the 50<sup>th</sup> percentile, and the Public Safety plans according to the 60<sup>th</sup> percentile of the market to maintain competitive edge attained from the prior study for those positions.

### 2. Classification System

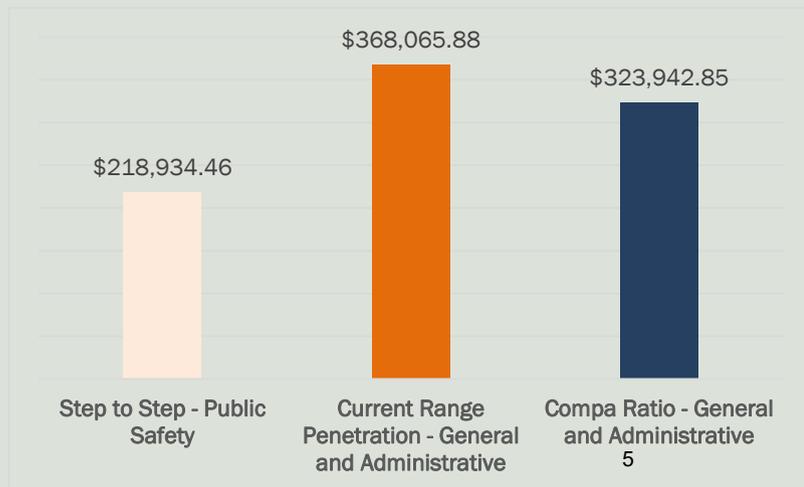
Conduct a comprehensive review of duties and responsibilities for each position within the City to ensure internal equity and update job descriptions as appropriate. Review classification levels to ensure clear definitions and that roles are appropriately titled.

### 3. System Administration

Conduct small-scale surveys as needed and review compensation guidelines annually. Develop a compensation philosophy that outlines how employees will move through the range. Implement a hiring calculator (provided by EGS) to help inform hiring decisions.

## IMPLEMENTATION COSTS

Several methods were developed and reviewed to estimate the costs of updating the City's pay plans. Current range penetration and compa ratio options maintain General and Administrative employees' current placement within the pay plan while providing flexibility to align with financial resources. Budgetary caps can be added to any implementation option to accommodate budgetary needs. Maintaining current step placement for Public Safety positions is also provided.



Market Peers	Cost of Living Index
<b>City of Isle of Palms, SC</b>	107.4
Beaufort County, SC	106.0
<b>Charleston County, SC</b>	107.4
City of Beaufort, SC	106.0
City of Charleston, SC	107.4
City of Charleston, SC Fire	107.4
City of Folly Beach, SC	107.4
City of Goose Creek, SC	98.3
City of Hanahan, SC	98.3
City of Myrtle Beach, SC	95.4
City of Myrtle Beach, SC Fire	95.4
City of North Charleston, SC	107.4
Colleton County, SC	98.4
Hilton Head Island, SC Fire	106.0
St. John Fire District, SC	107.4
Town of Bluffton, SC	106.0
Town of Mount Pleasant, SC	107.4
Town of Mount Pleasant, SC Fire	107.4
Town of Sullivans Island Fire	107.4
Town of Sullivans Island, SC	107.4
<b>Town of Summerville, SC</b>	99.1

Indicates peer who has not yet provided data

**Rank by Pay Range Average**

Organization	Rank
Colleton County, SC	1
City of Myrtle Beach, SC	2
City of Myrtle Beach, SC Fire	3
St. John Fire District, SC	4
Beaufort County, SC	5
Town of Mount Pleasant, SC	6
City of North Charleston, SC	7
Hilton Head Island, SC Fire	8
City of Charleston, SC	9
City of Goose Creek, SC	10
City of Folly Beach, SC	11
Town of Mount Pleasant, SC Fire	12
City of Charleston, SC Fire	13
Town of Sullivans Island, SC	14
<b>City of Isle of Palms, SC</b>	15
Town of Bluffton, SC	16
City of Beaufort, SC	17
Town of Sullivans Island Fire	18
City of Hanahan, SC	19

**Rank by Pay Range Minimum**

Organization	Rank
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Summary of Metrics	
Number of Peers	20
Number of Respondents	18
Percentage Received	90.0%
Number of Isle of Palms Positions Included	42
Positions with Limited Matches	7
Percentage of Positions with Sufficient Data for Inclusion	83.3%
Total Quality Matches	320+
Average Match Count	7.44

**Market Position Summary with Myrtle Beach Included:**

Market Position	Survey Minimum % Difference	Survey Midpoint % Difference	Survey Maximum % Difference	Survey Average Range	Isle of Palms Average Range Spread
Average (Not Adjusted for COL)	-5.6%	-7.0%	-7.9%	51.3%	47.8%
40th Percentile	-4.7%	-6.0%	-6.8%		
50th Percentile	-7.7%	-9.2%	-10.4%		
60th Percentile	-10.5%	-12.3%	-14.0%		

Isle of Palms is currently at roughly the 24th percentile in relation to market peers (at the minimum)

Isle of Palms is more competitive at the minimums of pay ranges, but loses ground since their average range spread is slightly narrower on average than market peers

**Market Position Summary with Myrtle Beach Excluded:**

Market Position	Survey Minimum % Difference	Survey Midpoint % Difference	Survey Maximum % Difference	Survey Average Range	Isle of Palms Average Range Spread
Average (Not Adjusted for COL)	-5.6%	-7.0%	-7.9%	51.2%	47.8%
40th Percentile	-3.9%	-5.1%	-5.7%		
50th Percentile	-6.6%	-7.9%	-8.8%		
60th Percentile	-9.2%	-10.8%	-12.2%		

Isle of Palms is currently at roughly the 26th percentile in relation to market peers (at the minimum) with Myrtle Beach excluded

Colleton County, SC	1
City of Myrtle Beach, SC	2
St. John Fire District, SC	3
City of Myrtle Beach, SC Fire	4
Beaufort County, SC	5
Town of Mount Pleasant, SC	6
City of North Charleston, SC	7
Hilton Head Island, SC Fire	8
City of Charleston, SC	9
City of Folly Beach, SC	10
Town of Sullivans Island, SC	11
City of Goose Creek, SC	12
Town of Mount Pleasant, SC Fire	13
<b>City of Isle of Palms, SC</b>	<b>14</b>
City of Charleston, SC Fire	15
Town of Bluffton, SC	16
City of Beaufort, SC	17
Town of Sullivans Island Fire	18
City of Hanahan, SC	19

# CITY OF ISLE OF PALMS COMPENSATION STUDY

Allie Crumpler, Senior Consultant  
March 2026



EVERGREEN SOLUTIONS, LLC

# AGENDA

*01*

Study Goals

*02*

Internal Review

*03*

External Review

*04*

Recommendations

*05*

Next Steps

*06*

Questions

# STUDY GOALS

## Internal Review

Review current classification and compensation system to review internal equity

- Assessment of Current Conditions

## External Review

Survey peer organizations to review external equity

- Market Survey

## Recommendations

Produce recommendations to provide the City with a system that is equitable, both internally and externally

# INTERNAL REVIEW

*Assessment of Current Conditions*

## Compensation Plan

- Four salary schedules based on functional groups
  - Administrative
  - Fire
  - General
  - Police
- Public Safety Plans are step plans, General and Administrative Plans are open range plans
- Consistent in design regarding midpoint progressions and range spreads for each plan

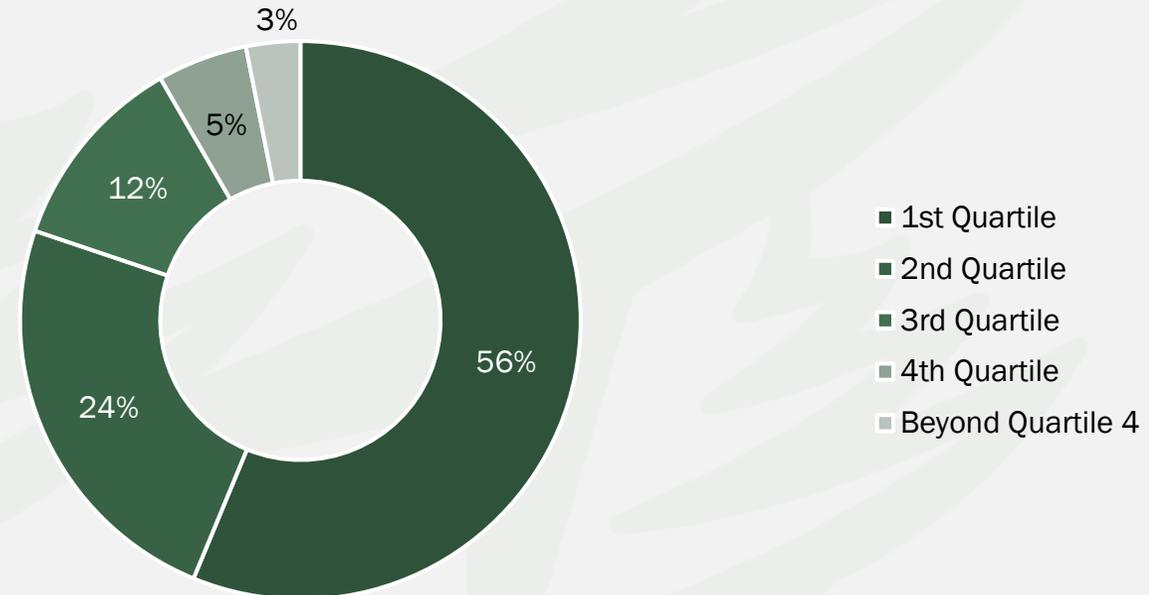
# INTERNAL REVIEW

## Assessment of Current Conditions

### Salary Distribution

- The overall average tenure for included employees is 9.5 years; median tenure is 3.8 years.
- 74.8% of employees are compensated below the midpoint of their pay ranges.
- 3 employees are compensated above the published maximum.

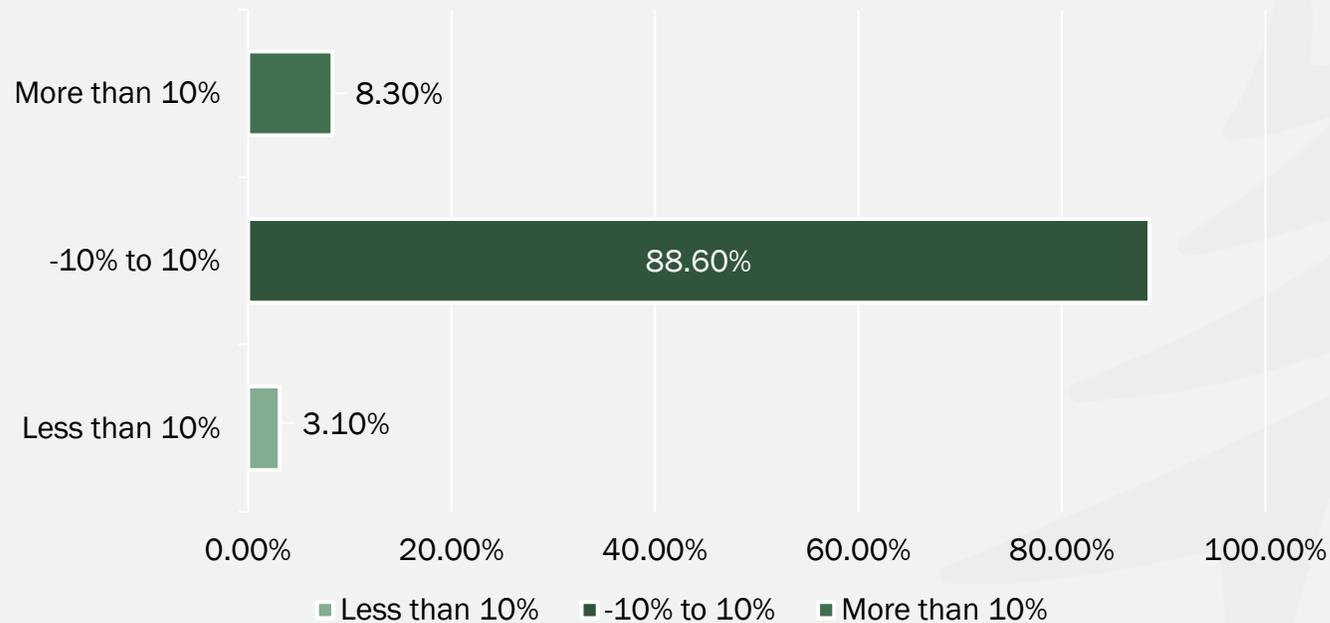
### Quartile Analysis



# INTERNAL REVIEW

*Assessment of Current Conditions*

## Actual vs. Projected Salary of Current Salary Range



### Compression Analysis

- The large majority of employees are making within 10 percent of expected placement in the salary range based on time in their current classification
- 8.3 percent of employees are making more than 10 more than expected. Increased placement may be due to hiring further into the range to stay competitive with market or placing further based on performance, higher credentials, etc.
  - 100% of these employees are within the first 5 years of class tenure

# EXTERNAL REVIEW

## *Market Survey Goals*

### Purpose of Market Survey

- Check for competitive compensation by comparing the City's positions with market peers
- Identify and address any inconsistencies or disparities in pay across similar positions

### Cost of Living Factor

- Provides the ability to align the proposed compensation system with the cost of living in the Isle of Palms area

# EXTERNAL REVIEW

*Market Peers*

Beaufort County, SC	City of Beaufort, SC	City of Charleston, SC	City of Charleston, SC Fire	City of Folly Beach, SC	City of Goose Creek, SC
City of Hanahan, SC	City of Myrtle Beach, SC	City of Myrtle Beach, SC Fire	City of North Charleston, SC	Colleton County, SC	Hilton Head Island, SC Fire
St. John Fire District, SC	Town of Bluffton, SC	Town of Mount Pleasant, SC	Town of Mount Pleasant, SC Fire	Town of Sullivans Island Fire	Town of Sullivans Island, SC

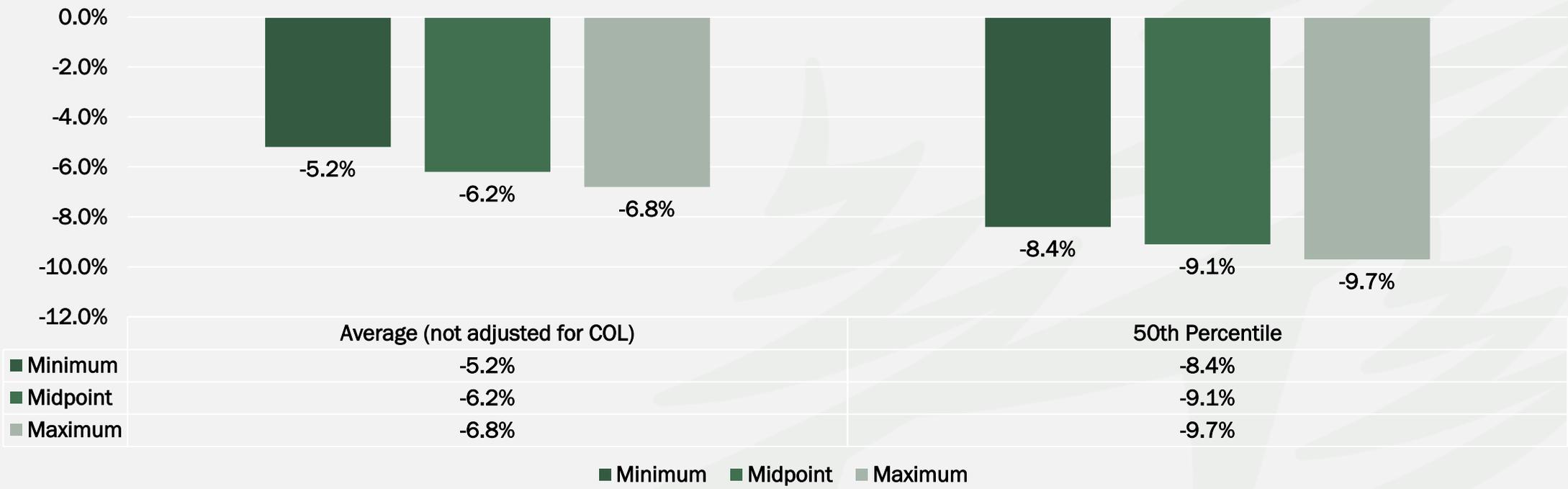
# EXTERNAL REVIEW

## *Market Analysis*

Summary of Metrics	
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Number of Respondents	18
Percentage Received	90.0%
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Total Quality Matches	320+
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# EXTERNAL REVIEW

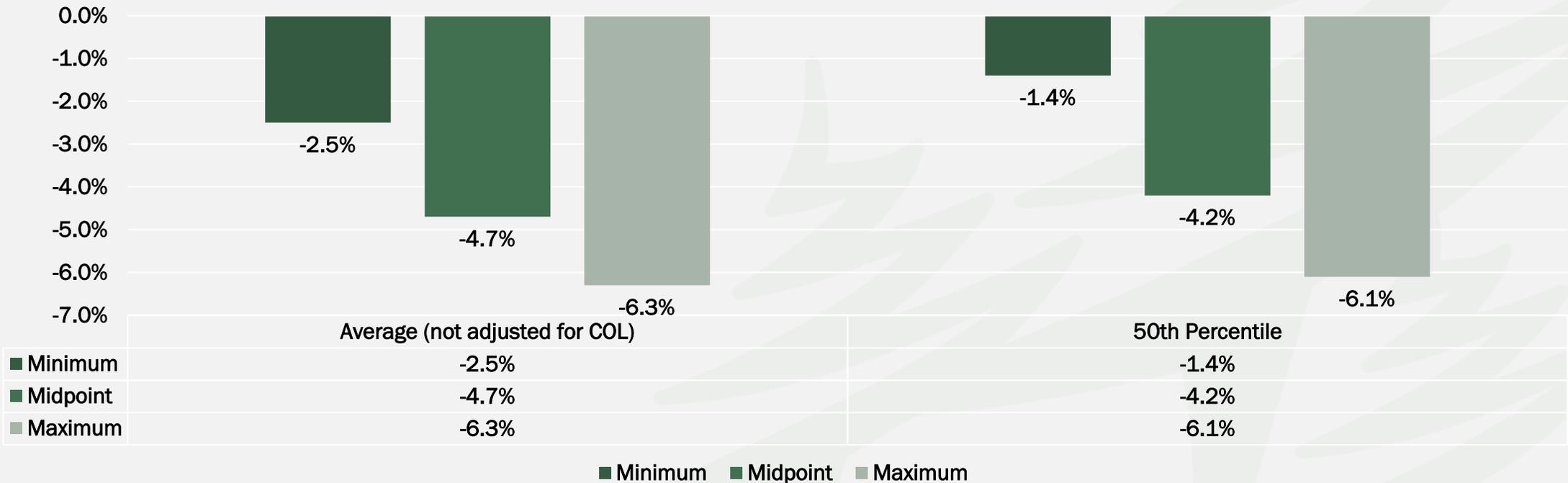
## Market Analysis – General and Administrative Positions



The City’s published pay ranges are more competitive at the minimums of pay ranges, but lose ground toward the maximums since average range spreads are slightly narrower than market peers

# EXTERNAL REVIEW

## Market Analysis – Public Safety Positions



The City’s published pay ranges are more competitive at the minimums of pay ranges, but lose ground toward the maximums since average range spreads are slightly narrower than market peers

# RECOMMENDATIONS

Implement updated pay plans for General, Public Safety, and Administrative employees

Assign all classifications to pay grades based on internal and external equity

Implement new plans using a defined implementation strategy

# RECOMMENDATIONS

## *Proposed Pay Plan – General*

Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum	Range Spread	Grade Progression
G01	\$41,600.00	\$52,000.00	\$62,400.00	50.0%	-
G02	\$44,720.00	\$55,900.00	\$67,080.00	50.0%	7.5%
G03	\$48,074.00	\$60,092.50	\$72,111.00	50.0%	7.5%
G04	\$51,679.55	\$64,599.44	\$77,519.33	50.0%	7.5%
G05	\$55,555.52	\$69,444.40	\$83,333.27	50.0%	7.5%
G06	\$59,722.18	\$74,652.72	\$89,583.27	50.0%	7.5%
G07	\$64,201.34	\$80,251.68	\$96,302.02	50.0%	7.5%
G08	\$69,016.44	\$86,270.56	\$103,524.67	50.0%	7.5%
G09	\$74,192.68	\$92,740.85	\$111,289.02	50.0%	7.5%
G10	\$79,757.13	\$99,696.41	\$119,635.69	50.0%	7.5%

# RECOMMENDATIONS

## *Proposed Pay Plan – Fire*

Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum	Range Spread	Grade Progression	Step Progression
F01	\$53,045.00	\$63,654.00	\$74,263.00	40%	-	1.4%
F02	\$58,879.95	\$70,655.94	\$82,431.93	40%	11%	1.4%
F03	\$65,356.74	\$78,428.09	\$91,499.44	40%	11%	1.4%
F04	\$72,545.99	\$87,055.18	\$101,564.38	40%	11%	1.4%
F05	\$80,526.04	\$96,631.25	\$112,736.46	40%	11%	1.4%
F06	\$89,383.91	\$107,260.69	\$125,137.47	40%	11%	1.4%

# RECOMMENDATIONS

## *Proposed Pay Plan – Police*

Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum	Range Spread	Grade Progression	Step Progression
P01	\$60,000.00	\$72,000.00	\$84,000.00	40%	-	1.4%
P02	\$66,300.00	\$79,560.00	\$92,820.00	40%	10.5%	1.4%
P03	\$73,261.50	\$87,913.80	\$102,566.10	40%	10.5%	1.4%
P04	\$80,953.96	\$97,144.75	\$113,335.54	40%	10.5%	1.4%
P05	\$89,454.12	\$107,344.95	\$125,235.77	40%	10.5%	1.4%

# RECOMMENDATIONS

## *Proposed Pay Plan – Administrative*

Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum	Range Spread	Grade Progression
G100	\$85,000.00	\$106,250.00	\$127,500.00	50.0%	-
G101	\$90,950.00	\$113,687.50	\$136,425.00	50.0%	7.0%
G102	\$97,316.50	\$121,645.63	\$145,974.75	50.0%	7.0%
G103	\$104,128.66	\$130,160.82	\$156,192.98	50.0%	7.0%
G104	\$111,417.66	\$139,272.08	\$167,126.49	50.0%	7.0%
G105	\$119,216.90	\$149,021.12	\$178,825.35	50.0%	7.0%
G106	\$127,562.08	\$159,452.60	\$191,343.12	50.0%	7.0%
G107	\$136,491.43	\$170,614.28	\$204,737.14	50.0%	7.0%
G108	\$146,045.83	\$182,557.28	\$219,068.74	50.0%	7.0%

# RECOMMENDATIONS

## *Implementation Methods*

Implementation Option	Description
<b>Bring to New Minimum/Closest Step</b>	A calculation is performed so that each employee's salary is adjusted to the minimum of their classification's proposed pay grade. If their salary is already within the proposed pay range, no adjustment is made. The employee is then moved to the next highest/closest step.
<b>Current Range Placement</b>	Realigns employees in their recommended salary ranges by maintaining their placement within the pay range that they have currently. For example, an employee currently at midpoint would move to midpoint in their recommended pay range, an employee currently 10% above minimum would move 10% above minimum in their new range, and an employee currently 15% below the range maximum would move to 15% below the range maximum in their newly recommended range.
<b>Step to Step</b>	Realigns employees into the same step they are currently at on the pay scale. For example, an employee currently at Step 2 would be placed at Step 2 on the new pay scale.

# RECOMMENDATIONS

## *Implementation Methods – Estimated Costs*

Employee Group	Implementation Option	Estimated Implementation Cost (Base Salary only)	# Employees Receiving Adjustments	Average Salary Adjustment	Average Percentage Adjustment
Public Safety (Police/Fire)	Step to Step	\$ 270,022.28	55	\$4,908.93	7.3%
General/Administrative	Current Range Penetration	\$ 368,022.45	40	\$9,200.56	11.0%

**Total Base Salary Estimate: \$638,044.73**

# RECOMMENDATIONS

*Implementation Methods – Estimated Costs*

Employee Group	Implementation Option	Estimated Implementation Cost (Base Salary only)	# Employees Receiving Adjustments	Average Salary Adjustment	Average Percentage Adjustment
Public Safety (Police/Fire)	Step to Step	\$ 270,022.28	55	\$4,908.93	7.3%
General/Administrative	Discounted Range Penetration	\$ 286,486.58	40	\$7,162.16	8.6%

**Total Base Salary Estimate: \$556,508.86**

# RECOMMENDATIONS



Conduct a classification study to further investigate internal equity and to update job descriptions



Conduct annual small scale market surveys



Conduct classification and compensation studies every 3-5 years



Review compensation guidelines annually – revise as needed

- Compensation Philosophy outlining how employees will move through range
- Hiring Calculator / Promotional Calculator

# QUESTIONS



A large, stylized evergreen tree graphic in a light green color, positioned on the right side of the page. The tree is composed of several layers of horizontal branches, each with pointed, needle-like shapes. The background is a solid dark green color.

# **EVERGREEN SOLUTIONS, LLC**

2528 Barrington Circle, Suite 2  
Tallahassee, Florida 32308

# Justification for Fire Department Incentive Pay

## Isle of Palms Fire & Rescue

Isle of Palms Fire & Rescue (IOPFR) currently offers no structured incentive pay for education, certifications, specialized skills, or professional designations, while regional peer departments provide meaningful financial incentives tied directly to workforce development, operational capability, and leadership succession.

This disparity places IOPFR at a competitive disadvantage for recruitment, retention, and professional growth, particularly in a high-cost coastal market where experienced firefighters and paramedics have multiple employment options.

A targeted incentive pay program will:

- Improve retention of trained personnel
- Reduce turnover and overtime costs
- Enhance specialized response capability
- Deliver measurable community risk-reduction benefits
- Align IOPFR with regional best practices

### **Competitive Market Analysis (Summary)**

A review of regional fire departments demonstrates consistent investment in incentive pay:

#### **Education Incentives**

- Mount Pleasant: Hourly incentives for Associate's and Bachelor's degrees
- Charleston: Percentage-based education incentives (up to 6.5%)
- St. Johns: Tiered incentives up to 7% for advanced degrees

IOPFR: \$0 across all education levels

*Impact:* Educated employees enhance leadership, decision-making, and risk management. Incentives encourage long-term professional investment.

#### **Training & Instructor Incentives**

- Mount Pleasant: Hourly incentives for Fire and Medical Training Officers
- Charleston: Percentage-based incentives tied to rank and specialization

IOPFR: \$0 for training and instructional roles

*Impact:* Training officers multiply organizational effectiveness. Incentives retain institutional knowledge and reduce external training costs.

#### **Specialized & High-Risk Operations**

- St. Johns: Rescue certifications: \$2,500
- Marine Team Member: \$2,500
- Marine Team Coordinator: \$6,000
- Charleston: Special Operations incentives up to 7%

IOPFR: \$0

*Impact:* Isle of Palms is a coastal, tourism-driven barrier island with inherent marine, technical rescue, and mass-casualty risks. Incentivizing specialty skills directly improves public safety outcomes.

#### **Professional Credentials (CFAI / CPSE/Bi-Lingual, SCBA Technician)**

- St. Johns: \$2,500 for CPSE designation and \$1,200 for Bi-Lingual Certification
- Charleston: Emphasizes credentialed leadership through incentive structure

# Justification for Fire Department Incentive Pay

## Isle of Palms Fire & Rescue

IOPFR: \$0

*Impact:* Credentialed leaders improve policy development, accreditation readiness, fiscal stewardship, preventative and acute maintenance tasks to standard, along with strategic risk-based planning

### **Retention & Cost Avoidance Justification**

Replacing a single firefighter can conservatively cost:

- \$60,000–\$100,000 in recruitment, onboarding, training, and overtime

A modest annual incentive:

- Costs less than turnover
- Retains experienced personnel
- Preserves operational continuity
- Reduces training backfill overtime

### **Community Benefit to Isle of Palms**

Implementing incentive pay directly benefits residents and visitors by:

- Improving response safety and effectiveness
- Enhancing marine and special operations readiness
- Supporting advanced medical and rescue capabilities
- Strengthening training quality and consistency
- Retaining experienced personnel familiar with island-specific hazards

This aligns with:

- CFAI / CPSE best practices
- NFPA professional qualification standards
- Coastal risk management expectations
- Public trust and service reliability

### **Recommended Incentive Strategy for IOPFR**

Rather than matching one department exactly, IOPFR should adopt a balanced, sustainable model focused on:

#### **Priority Incentive Categories**

1. Education (Associate, Bachelor's, Master's)
2. Training & Instructional Roles
3. Marine & Special Operations
4. Professional Designations ( EMT, CFO, Bi-Lingual, USLA, SCBA Technician etc.)

### **Guiding Principles**

- Incentives tied to organizational value
- Clear qualification and maintenance standards
- Budget-predictable and scalable

# **Justification for Fire Department Incentive Pay**

## **Isle of Palms Fire & Rescue**

- Focused on retention, not short-term bonuses

### **Conclusion**

Isle of Palms Fire & Rescue currently lags behind peer agencies in incentive compensation. Reducing this gap decreases staff turnover risk, supports the City of Isle of Palms strategic plan, bolsters succession planning, and increases the department's ability to retain specialized, experienced personnel.

A targeted incentive pay program is a strategic investment in workforce stability, operational excellence, and community safety.

Good evening,

See attached for our incentive strategy and text below with supporting information regarding potential incentives. Any questions please let me know and I will attempt to fill in the blanks.

### **Recommended Incentive Strategy for IOPFR**

Rather than matching one department exactly, IOPFR should adopt a balanced, sustainable model focused on:

#### **Priority Incentive Categories**

1. Education (Associate, Bachelor's, Master's)
2. Training & Instructional Roles
3. Marine & Special Operations
4. Professional Designations ( EMT, CFO, Bi-Lingual, USLA, SCBA Technician etc.)

Incentive	Isle of Palms
Associates	4%
Bachelors	6%
Masters	8%
PhD	10%
Fire Training Officer	5%
Medical Training Officer	5%
Marine Training Officer	5%
Bi-Lingual	3%
CPSE Designation	3%
Military	3%
EMT Basic	5%
EMT Advanced	7%
EMT P IBSC CP-C, TP-C	5%
Fire Investigative Tech	5%
SCBA Technician	5%
Boat Operator or USLA	5%

- Allocating 2 personnel per each of the 3 shifts for Fire Rescue Training Officer (6 total), Medical Training Officer (6 total), and Marine Training Officer (6 total). These field training officers are unfilled and needed on shift as SME's and Training Facilitators.
- 2 SCBA Technicians (Marlow, Alexander)
- Fire Investigative Technicians (Miller, Harshaw)
- All Engineers and above have EMT Basic, along with Firefighters (Payne, Diamond, Castonguay, Stein, Wheat)
- EMT Advanced (Engineer Rouse)
- EMT Community Paramedic and Tactical Paramedic (0 Personnel have these Certifications)
- Bilingual (0 Personnel)
- Military (Firefighter Diamond)
- CPSE Designation (Chief Oliverius, Open to all Captains and above)
- Boat Operator or USLA ( Moses, Mello, Wright, Diamond, Stein, Marlow, Stickney, Russo and around 7 other potential personnel could potentially qualify but they could only qualify for either Boat Operator or USLA "United States Lifesaving Association")
- EMT Paramedic certified as an IBSC Community Paramedic CP-C (0 Personnel) or IBSC Tactical Paramedic TP (0 Personnel)
- Associates (unknown)
- Bachelors (Tuohy, Giddens, Hall, Harshaw, Stickney, Albrecht, Oliverius)
- Masters (Tuohy, Giddens, Hall, Oliverius)
- PhD or JD (0 Personnel)

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City of Isle of Palms Fire Department  
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## Advanced Certification Incentives

Certification	IOPPD Recommended Incentive	Special Rules					Total # of IOPPD Employees Currently Qualifying	Total Proposed Cost with Current Employees
			\	Special Rule	FBDPS Incentive	Special Rules		
Active Shooter Response Instructor	\$1,000	Only certified instructors for LEO response. Only 3 approved and others wishing to obtain will go on a waitlist. Must participate as an instructor during in-service training each year.	\$2,000	N/A	\$0	Covered under instructor certification	1	\$1,000
Armorer	\$500	Only armorer for department issued firearms and must contribute to the agency in this capacity.	\$500	N/A	\$0	N/A	3	\$1,500
Background Investigations	\$1,000	Must be certified and must conduct backgrounds as approved by the chief.	\$0		\$0		2	\$2,000
Basic/Specific Skills Instructors	\$1,000	SCCJA certified instructors only	\$2,000	N/A	\$1,000	N/A	8	\$8,000
Bicycle Certification	\$500	Must complete an approved course and must participate in bicycle patrols each year.					4	\$2,000
Crash Reconstruction	\$1,000	Must complete at least phase 1 through SCCJA	\$0	May be considered a traffic specialist certification for \$2,000	\$1,250	N/A	1	\$1,000
Defensive Tactics / OC Spray Instructor	\$1,000	SCCJA certified instructors only. Only 3 DT and 3 OC instructors approved and others wishing to obtain will go on a waitlist. Must participate as an instructor during in-service training each year.	\$1,000	N/A	\$0	Covered under instructor certification	2	\$2,000
DRE/TSO/TSI	\$1,000		\$2,000	N/A	\$1,250	N/A	1	\$1,000
Driving Instructor	\$1,000	SCCJA certified instructors only. Only 3 approved and others wishing to obtain will go on a waitlist. Must participate as an instructor during in-service training each year.	\$1,000	N/A	\$0	Covered under instructor certification	2	\$2,000
Drone Pilot	\$1,000	Must have either a 107 Pilot license or have been trained under the department's policy. Must have XXX hours of flight every year to maintain.	\$0	No drone program	\$0	No current drone program	1	\$1,000
Evidence Custodian	?	Part of the detective unit roles for now	\$2,000	N/A	\$1,000			
Firearms Instructor	\$1,000	SCCJA certified/approved instructors only. Only 3 approved and others wishing to obtain will go on a waitlist. Must participate as an instructor during in-service training each year.	\$1,000	Breaks patrol rifle and handgun into two different certifications for incentives.	\$0	Covered under instructor certification	2	\$2,000

Field Training Officer/FTO Manager	\$1,000	SCCJA certified/approved FTOs only. Must participate as a FTO/FTO manager when requested to train new officers and must maintain positive feedback from supervisors and FTO managers.	\$1,000		\$1,000		6	\$6,000
Hostage/Crisis Negotiator	\$1,000	Must be certified/trained hostage/crisis negotiator and must participate in consistent training annually to maintain this incentive. That can include training with surrounding agency negotiator units.	\$1,000		\$0		1	\$1,000
Intelligence/ Analyst	\$500	Must have completed training through the International Association of Crime Analysts, must be selected by the chief for this role and must contribute to the department by gathering and analyzing data that reduces crime trends or identifies potential criminal activities prior to them occurring.	\$0	Does not have an analyst	\$0	Does not have an analyst	1	\$500
Marine Unit	\$1,000	Must complete basic marine unit training approved by NASBLA and must participate in XX hours of marine operations every year to maintain. Will be limited to 5 members and others wishing to participate will be placed on a waiting list.	\$0	Does not have a law enforcement marine unit	\$0	Only compensates for fire related water rescue.	5	\$5,000
NCIC TAC, ATAC or LASO	\$1,000	Must be identified as the TAC, ATAC or LASO by the chief and must maintain certification/training through SLED, CJIS, and/or FBI	\$2,000		\$0		2	\$2,000
Public Information Officer	\$1,000	Must have completed advanced PIO training (FBI-LEEDA Master PIO, FEMA APIO) and must be designated by the chief to serve in this capacity.	\$0		\$1,000		1	\$1,000
SMD/SFST Instructor	\$1,000	SCCJA certified/approved instructors only. Only 3 approved and others wishing to obtain will go on a waitlist. Must participate as an instructor during in-service training each year.	\$1,000	Two different incentives.	\$0	Covered under instructor certification	2	\$2,000
Taser Instructor	\$1,000	Axon certified/approved instructors only. Must also have SSior BID through the SCCJA. Only 3 approved and others wishing to obtain will go on a waitlist. Must participate as an instructor during in-service training each year.	\$2,000		\$0	Covered under instructor certification	2	\$2,000
<b>Totals:</b>							<b>47</b>	<b>\$43,000</b>

# CITY OF ISLE OF PALMS

## CODE OF ~~CONDUCT~~ETHICS

### FOR ELECTED AND APPOINTED OFFICIALS

#### ~~Policy~~PURPOSE AND AUTHORITY~~urpose~~

The City Council of the City of Isle of Palms adopts this Code of ~~Conduct~~Ethics to provide a uniform set of standards so that elected and appointed officials, while exercising their respective offices, shall conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of the City's government and provide enforceable ethical standards. The provisions in this Code of Conduct shall not supersede state law but are intended to supplement the same. To the extent any provisions contained in this Code of Conduct and state law are in conflict, state law shall apply.

#### DEFINITIONS

For purposes of this Code:

- (1) Member means any City Councilmember (including the Mayor) and any appointed member of a City board, committee, or commission.
- (2) Family Member means spouse, parent, child, sibling, parent-in-law, child-in-law, or sibling-in-law.
- (3) Substantial Interest means:
  - o \$5,000 or more received in the preceding 12 months in salary, fees, goods, or services; or
  - o A creditor/debtor relationship of \$5,000 or more.

#### GENERAL STANDARDS OF CONDUCT ~~GUIDELINES AND STANDARDS~~

~~Members of the City Council and appointed members of Boards and Commissions (hereinafter collectively referred to as "Members")~~ shall conduct themselves in accordance with the following standards:

##### (1) Act in the Public Interest.

Members shall work for the common good of the residents and visitors of the City and not for any private or personal interest, and they will ensure fair and equal treatment of all persons, claims and transactions coming before them.

##### (2) ~~(2) Compliancey with both the spirit and the letter of the Law.~~

Members shall comply with all applicable federal, state, and municipal laws, including but not limited to the -of the United States, the State of South Carolina Ethics Reform Act, Freedom of Information Act, election laws, and financial disclosure requirements, and the City of Isle of Palms in the performance of their public duties.

##### (4)~~(3)~~ Conduct of Members.

The professional and personal conduct of Members while exercising their office must be above reproach and avoid the appearance of impropriety. Members shall refrain from

abusive conduct, personal charges or verbal attacks upon the character or motives of other Members, the City Staff or public. Members shall practice civility and decorum during public debate.

**(2)(4) Respect for Process.**

Members shall perform their duties in accordance with the processes and rules set forth in the Rules of Order and Procedure in the ~~the~~ ~~processes and rules set forth in the Rules of Order and Procedure in the~~ City Code, Robert's Rules of Order, and the Rules of Conduct in the South Carolina Ethics Reform Act. Members shall honor the role of the Chairperson in maintaining order during public meetings.

**(3)(5) Decisions Based on Merit.**

Members shall base their decisions on the merits and substance of the matter at hand. When making decisions, Members shall maintain an open mind until the conclusion of the hearing on the matter and shall base their decisions on the facts presented at the hearing and the law.

**(4)(6) Conflict of Interest.**

Members shall not:

- Participate in a vote or decision affecting:
  - A Family Member
  - Any person or entity in which the Member has a Substantial Interest
- Vote on matters directly affecting their private business
- Use their office for personal financial benefit

~~• avoid any conflicts of interest, or the appearance thereof, in compliance with the City Code and South Carolina law~~ Disclosure shall be made prior to discussion, and the Member shall abstain where required by law.

**(5)(7) Gifts and Favors.**

Members shall not solicit or accept anything of value from any person or entity:

- ~~take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general and shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action, or give the appearance of being compromised, in compliance with South Carolina law.~~ Seeking business or contractual relations with the City
- Seeking to influence official action

Exceptions:

- Occasional items received in the normal course of business with a value of less than one hundred dollars (\$100.00) and admission to and or consumption of food and beverages at an event
- Award publicly presented in recognition of public service
- Campaign contributions lawfully reported
- Any gift, loan, or thing of value from a Family member

**(6)(8) Confidential Information.**

Members must maintain the confidentiality of all written materials and verbal information provided to Members which is confidential or privileged under South Carolina law, including information provided during executive session, legal advice provided by the City's legal counsel, and any information otherwise protected by South Carolina law. Members shall not use or disclose confidential or non-public information without proper legal authorization, or use such information to advance their personal, financial or other private interests for private benefit.

**(7)(9) Use of Public Resources.**

Members shall not

- Use public resources which are not available to the public in general (e.g., City Staff time, equipment, supplies or for personal, political, or business purposes
- Direct staff to perform personal tasks
- Order goods or bind the City without authorization facilities) for private gain or for personal purposes not otherwise authorized by law.

**(8)(10) Representation of Private Interests.**

Members shall not appear on behalf of the private interests of third parties before the Council or any Board, Committee, Commission or proceeding of the City, in compliance with South Carolina law.

**(9)(11) Advocacy.**

Members shall represent the official policies or positions of the City to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, Members shall explicitly state that said position is not endorsed by the City of Isle of Palms.

**(10)(12) Policy Role of Members.**

Members shall respect and adhere to the council form of City government as provided in the City Code. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by City Staff, Boards, Committees and Commissions, and the public. Members shall not interfere with the administrative functions of the City or the professional duties of City Staff; nor shall they impair the ability of direct City Staff to implement Council policy decisions except through proper channels.

**(11) Independence of Boards, Committees and Commissions. Because of the value**

**(12) of independent advice of Boards, Committees and Commissions to the public**

**(13) decision-making process;**

Members shall refrain from using their position to not unduly influence the deliberations or outcomes of boards, committees, or and commissions or lobby members regarding matters pending before them. proceedings. Councilmembers shall refrain from attending meetings of

**(14) Positive Workplace Environment.**

Members should make every effort to be cooperative and show mutual respect for the contributions made by each individual for the good of the community. Members shall ~~support the maintenance of a positive and constructive workplace environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City Staff and make every attempt to avoid creating the perception of inappropriate direction to City Staff. not retaliate against City employees for truthful participation in ethics investigations.~~

- (15) Social Media.** Members who engage in personal social media activity (i.e., Facebook, Twitter, YouTube, blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, etc.) that makes reference to the City, a Member's own official capacity with the City, any other elected or appointed City official, City Staff, City property, or any other City-related business, shall conduct themselves in accordance with all applicable laws and City policies. Members engaging in such activity should make it clear that they are speaking for themselves and not on behalf of the City. Members shall not engage in any form of unlawful harassment, discrimination, or intimidation or use slurs, profanity, personal insults or negative comments regarding City officials or City Staff that convey personal opinions and grievances, entice unproductive attitudes and behavior, or disrupt the harmony of the City's workplace.

### RECEIPT of COMPLAINTS

All complaints against members shall be filed with the city clerk, provided, however, to discourage the filing of ethics complaints solely for political purposes, complaints will not be accepted against a person seeking election as a member, whether currently serving as a member or not, from the date qualifying opens for the elected office at issue through the date the election results for that office are certified. The time for filing complaints will not run during this period. Properly filed complaints will be accepted and processed after the election results have been certified.

- (a) No action may be taken on any complaint which is filed later than one (1) year after a violation of this division is alleged to have occurred, and a complaint alleging a violation must be filed within six (6) months from the date the complainant knew or should have known of the action alleged to be a violation. No proceedings under this article shall be instituted or prosecuted after the earlier of: (i) the expiration of the term of office of the person complained against; or (ii) the resignation, death, vacancy, disqualification or withdrawal from office of the person against whom a complaint is filed.
- (b) No action may be taken on any complaint which arises out of substantially the same facts or circumstance which have previously served as the basis for a complaint pursuant to this Ordinance.
- (c) A separate complaint shall be filed for each person alleged to have engaged in any activity violating this Ordinance even if the allegations arise from the same factual basis. Each complaint shall state: (i) a separate count for each alleged violation; (ii) the specific section of state law, the City Charter, or this Ethics Ordinance alleged to be violated for each count; (iii) with specificity, the facts which are alleged to constitute the violation;

and (iv) the documentary evidence which the charging party possesses. Copies of said documentary evidence shall be attached to the complaint as exhibits.

(d) All complaints shall contain an oath that the facts set forth therein are true and correct to the best of the complainant's knowledge in substantially the following form:

#### **AFFIDAVIT**

(e) Upon receipt of a complaint, the City Clerk will deliver a copy of the complaint to the City Administrator.

#### **APPOINTMENT OF HEARING OFFICER, SERVICE OF COMPLAINT, BURDEN OF PROOF**

(a) All complaints filed hereunder shall be heard before a Hearing Officer who: (i) shall be a competent attorney at law of good standing in his or her profession, (ii) shall have at least five (5) years' experience in the practice of law, and (iii) shall not maintain an office within a ten (10) mile radius of the City of Isle of Palms, SC. The City Clerk shall maintain a listing of no less than five (5) qualified attorneys to serve as a Hearing Officer pursuant to this section. Upon receipt of a properly verified complaint, the City Clerk shall draw names randomly from the listing of qualified Hearing Officers and appoint the first one who is available to serve in the matter.

(b) Original pleadings shall be filed with the City Clerk and the city clerk shall cause the complaint to be served on the member charged as soon as practicable but in no event later than seven (7) calendar days after receipt of a verified complaint. Service may be by personal service, by certified mail, return receipt requested or by statutory overnight delivery.

(c) In all proceedings under this section, the burden of proof shall be on the complaining party. Further, the quantum of proof required to establish a violation under this Ordinance shall be beyond a reasonable doubt.

#### **HEARING**

(a) The member charged in the Complaint shall have fifteen (15) calendar days to file an answer to the complaint provided, however, the member charged shall have no obligation to file an answer to any complaint.

(b) Upon the expiration of the fifteen (15) calendar day answer period, the Hearing Officer shall review the complaint and answer, if any, to determine: (i) whether the complaint is in conformity of the requirements of Section 3 above, (ii) whether upon consideration of the complaint and answer, the complaint is unjustified, frivolous, patently unfounded, or (iii) whether upon consideration of the complaint and answer, the complaint demonstrates facts sufficient to invoke disciplinary jurisdiction as set forth in this Ordinance, (iv) whether the complaint is based upon

(c) If the complaint fails based upon the requirements of the foregoing subsection (b), the Complaint shall be dismissed stating the basis for said dismissal. If the dismissal is based upon the failure to comply with Sections 3(d) or 3(e), the Complaining party shall have fifteen (15) days to refile the complaint correcting the defect. If the corrected complaint is not filed within said fifteen (15) day

period, the provisions of section 3(c) shall apply to the complaint. If fail the complaint otherwise fails, the provisions of section 3(c) shall apply to the complaint.

(d) Upon a determination that the complaint should not be dismissed pursuant to the foregoing subsection (c), the Hearing Officer shall be empowered to collect evidence and information concerning any complaint and to add the findings and results of its investigations to the file containing such complaint. In furtherance of this investigation, the Hearing Officer may:

- (i) Seek such further information from the to complainant or the member charged through inquiry or written questions, provided, however the member charged shall have no obligation to answer any inquiries, or
- (ii) Conduct a hearing regarding the allegations set forth in the complaint. At any hearing, the member who is the subject of inquiry shall have the right: (i) to representation by counsel at all stages of these proceedings, (ii) to written notice of the hearing at least ten (10) calendar days before the first hearing, (iii) to hear and examine the evidence and witnesses and, (iv) to submit evidence and call witnesses to oppose or mitigate the allegations. In all hearings held under this section, the procedures and rules of evidence applicable in civil cases shall apply.

(e) All investigations under this section shall be completed within forty-five (45) days of the filing of the complaint. Should the investigation not be completed in said period, the complaint will be deemed dismissed as fail to state facts sufficient to invoke the disciplinary jurisdiction of the City Council. Within seven (7) days for the completion of the investigation, the Hearing Officer shall:

- (i) dismiss the complaint on the grounds that it is unjustified, frivolous, patently unfounded, or that it fails to state facts sufficient to invoke the disciplinary jurisdiction of the City Council, or
- (ii) prepare a report of findings and recommendations to the Mayor and City Council.
- (iii) Should the Hearing Officer determine to submit a report in the matter, the report shall consist of: (1) a written finding of facts; (2) a determination as to whether the complaint establishes beyond a reasonable doubt that a violation has been committed, and if so, the specific violation and evidence supporting the same, and (3) a recommendation regarding the punishment for such violation.
- (iv) Any person violating any provision of this article is subject to:
  - (1) Public or private reprimand or censure by the city council
  - (2) Request for resignation by the city council
  - (3) Removal from office in accordance with all applicable state and local laws.
- (v) The Hearing Officer's written determination of findings and recommendations shall be delivered to the City Clerk who shall provide a copy to the City Administrator and the Mayor and Council and serve a copy on the complainant and member charged by personal service, by certified mail, return receipt requested or by statutory overnight delivery.

## REPORT TO MAYOR AND COUNCIL

- (a) Upon receipt of findings and recommendations from the Hearing Officer, the Mayor and Council may:
- (i) by simple majority to accept the Findings and Recommendations of the Hearing Officer.
  - (ii) by simple majority accept the findings of fact and reject the recommended discipline instead substituting its own discipline.
  - (iii) by a supermajority consisting of a majority of those present forming a quorum, plus one, reject the findings and recommendations and either: (1) dismiss the complaint, or (2) conduct its own hearing in accordance with Section 5 hereof. Upon the completion of such hearing, the Findings and Recommendations of the Mayor and Council shall be binding.

(b) If the subject of the complaint is the Mayor or any City Councilmember, he or she will not be allowed to vote pursuant to this section or participate in any hearing held pursuant to this section other than as set forth and allowable by the member charged.

(c) Upon a final judgment and certification of the minutes of the meeting disposing of the matter, the City Clerk shall serve the respondent with a copy of the certified minutes and Findings and Recommendations by personal service, certified mail (return receipt requested) or by Federal Express or other overnight delivery service.

## APPEAL

Any party may seek judicial review in Charleston County Circuit Court within thirty (30) calendar days of final action.

## **IMPLEMENTATION**

~~This Code of Conduct is intended to be self-enforcing and is an expression of the standards of conduct expected by the City for all elected and appointed officials.~~

This document shall be included in the regular orientations for candidates elected to City Council and newly appointed members to Boards and Commissions. Members ~~should sign~~ are required to sign a statement (example below) acknowledging they have read and understand the Code of Ethics~~Conduct~~. In addition, the Code of ~~Conduct~~Ethics shall be periodically reviewed by the City Council and may be amended or updated by City Council as necessary.

*I affirm that I have read and acknowledge and accept the City of Isle of Palms Code of ~~Conduct~~ Ethics for Elected and Appointed Officials.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **CHAPTER 10. PURCHASING PROCEDURES<sup>1</sup>**

### **Sec. 1-10-1. Purchasing agent; specified duties.**

The City Administrator or City Administrator's designee shall serve as the Purchasing Agent for the City. The Purchasing Agent shall be responsible for and supervise:

- (a) The purchase of supplies, materials and equipment and contractual services required by any office, department or agency of the City.
- (b) The storage and distribution of all supplies, materials and equipment required by any office, department or agency of the City.
- (c) Establishing written specifications, whenever practicable, for supplies, materials and equipment required by any office, department or agency of the City. Such specifications shall be definite and certain.
- (d) Maintaining, whenever practicable, a perpetual inventory record of all materials, supplies or equipment stored in storerooms or warehouses.
- (e) Obtaining as full and open competition as practical on all purchases, contracts and sales.

(Ord. No. 2017-01, § 1, 2-28-2017)

### **Sec. 1-10-2. Formal contract procedure.**

Except as otherwise provided herein, all expenditures exceeding \$25,000.00 shall be made by formal written contract. Any expenditure not exceeding the amount of \$25,000.00 may be made in accordance with small purchase procedures promulgated by the Purchasing Agent; provided, however, that no contract or purchase shall be subdivided to avoid the requirements of this section.

(Ord. No. 2017-01, § 1, 2-28-2017)

### **Sec. 1-10-3. Approval of expenditures, sales and contract assignments.**

- (a) Council approval shall be required for the following expenditures, sales and contract assignments:
  - (1) Unbudgeted expenditures in excess of \$10,000.00;
  - (2) All expenditures in excess of \$25,000.00;
  - (3) All sales of personal property when the estimated value exceeds \$10,000.00; and
  - (4) Assignments of contracts in excess of \$10,000.00.

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<sup>1</sup>Editor's note(s)—Ord. No. 2017-01, § 1, adopted Feb. 28, 2017, repealed the former Ch. 10, §§ 1-10-1—1-10-15, and enacted a new Ch. 10 as set out herein. The former Ch. 10 pertained to similar subject matter and derived from Ord. No. 2004-2, § 1(1-10-1—1-10-15), adopted April 27, 2004; Ord. No. 2005-1, § 1, adopted March 22, 2005; and Ord. No. 2013-11, § 1, adopted Oct. 22, 2013.

- 
- (b) The Purchasing Agent may authorize the following expenditures, sales and contract assignments without Council approval:
- (1) All expenditures of \$10,000.00 or less;
  - (2) Purchases of gasoline, which otherwise comply with the terms of this chapter, in amounts not to exceed \$25,000.00;
  - (3) All sales of personal property when the estimated value is \$10,000.00 or less; and
  - (4) Assignments of contracts that are \$10,000.00 or less.
- (c) The Purchasing Agent may also authorize any budgeted expenditure approved in the current fiscal year's budget, where the price does not exceed the budget estimate by more than ten percent (10%), if the total expenditure does not exceed \$25,000.00. The Purchasing Agent shall submit a report of the expenditure to City Council which shall be entered in the minutes of Council.

(Ord. No. 2017-01, § 1, 2-28-2017)

#### **Sec. 1-10-4. Competitive procurement requirements; exceptions.**

- (a) *When required.*
- (1) Expenditures of \$5,000.00 or less: Competitive procurement is not required for expenditures of \$5,000.00 or less if prices are considered by the Purchasing Agent or Department Head to be fair and reasonable.
  - (2) Expenditures exceeding \$5,000.00: Before any purchases or contracts for supplies, materials, equipment or services exceeding \$5,000.00 are made, the Purchasing Agent or Department Head shall give reasonable opportunity for competitive procurement.
    - (i) For purchases or contracts in excess of \$5,000.00 but not more than \$10,000.00, the Purchasing Agent or Department Head shall obtain either verbal or written competitive price quotes from at least two (2) vendors, unless only one (1) vendor is available. Informal quotes may be accepted verbally or via email, provided that the Purchasing Agent or Department Head retains appropriate documentation consisting of the name of the vendor, price quote, name of vendor's representative providing the quote, and the date of quote.
    - (ii) For purchases or contracts in excess of \$10,000.00 but not more than \$25,000.00, the Purchasing Agent or Department Head shall obtain at least three (3) informal written bids, unless three (3) vendors are not available. Informal written bids may be accepted via email.
    - (iii) Purchases or contracts in excess of \$25,000.00 shall be awarded pursuant to the formal competitive sealed bidding or competitive sealed proposals methods as provided in section 1-10-5, unless otherwise provided in this chapter.
  - (3) No contract or purchase shall be subdivided to avoid the competitive procurement requirements of this section.
  - (4) The Purchasing Agent or City Council has the authority to cancel a request for bids or proposals or other solicitation, and to reject any or all bids or proposals in whole or in part, and to waive informalities or irregularities in bids or proposals received when it is determined to be in the best interest of the City.
- (b) *Exceptions.*

- 
- (1) In the event of any emergency affecting the public welfare, health or safety, the competitive procurement requirements of this section shall not apply. A full report of any emergency purchase shall be filed by the Purchasing Agent with City Council and shall be entered in the minutes of Council.
  - (2) The competitive procurement requirements of this section shall not apply to the procurement of professional services where the person employed is customarily employed on a fee basis rather than by competitive bidding such as legal, medical, consulting, appraiser, auditor or accounting services. The Purchasing Agent may secure professional services by direct negotiation and selection, taking into account the type of services required, the proximity (location) of the professional providing the services, the capability of the professional to produce the required service within a reasonable time, past performance, and the ability to meet budget requirements. Nothing herein shall be deemed to prohibit the City from using competitive procurement procedures for professional services if City Council determines it is in the best interests of the City.
  - (3) The following types of expenditures are exempt from the competitive procurement requirements of this section:
    - (i) Utilities including gas, electric, water and sewer;
    - (ii) Information technology;
    - (iii) Maintenance and repairs to vehicles, machinery or equipment necessary in providing an essential City service;
    - (iv) Maintenance or service contracts which are made with the manufacturer or authorized service agent;
    - (v) Replacement parts of existing equipment supplied by the original equipment manufacturer or authorized dealer;
    - (vi) Routine, recurring purchases (e.g., office supplies);
    - (vii) Works of art and holiday decorations for public display;
    - (viii) Competitive online bidding, including, but not limited to, reverse auctions.
    - (ix) Corrective work necessary for repairing or replacing faulty or defective workmanship, design or materials, as determined by the Purchasing Agent.
  - (4) An expenditure may be made without competitive procurement when the Purchasing Agent reasonably determines that there is only one (1) qualified source for the required goods or services, or that a particular source has a unique ability or knowledge with respect to the required goods or services, or when there is only one (1) source which is compatible with existing equipment, software, systems, or services and the Purchasing Agent sets forth such determination and the basis therefor in a written statement submitted to City Council and entered in the minutes of Council.
  - (5) An expenditure may be made without competitive procurement when an item is required for trial use or testing. The Purchasing Agent shall set forth such determination and the basis therefor in a written statement submitted to City Council and entered in the minutes of Council.
  - (6) The Purchasing Agent may obtain goods and services from an awarded bidder in a competitive bidding process utilized within the preceding twelve (12) months by another political subdivision of the state for substantially the same goods or services when the Purchasing Agent has good reason to believe that the awarded bidder is the lowest qualified bidder at the time the City obtains such goods and services.
  - (7) Competitive procurement shall not be required for goods and services purchased through a state contract awarded by the purchasing division of the State of South Carolina, or when an item that is

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equivalent or superior to a state contract item is purchased at a price equal to or less than the state contract price.

- (8) An expenditure may be made without competitive procurement when it is determined by the Purchasing Agent that the expenditure is critical to the City and time does not permit for solicitation or resolicitation in accordance with the procedures set forth in this chapter. The Purchasing Agent shall set forth such determination and the basis therefor in a written statement submitted to City Council and entered in the minutes of Council.
- (9) The approval requirements set forth in section 1-10-3 shall apply to the expenditures listed in each exception hereinabove; provided, however, that City Council approval shall not be required for emergency purchases pursuant to paragraph (b)(1) of this section.

(Ord. No. 2017-01, § 1, 2-28-2017; Ord. No. 2018-12, §§ 1—3, 7-24-2018)

### **Sec. 1-10-5. Methods of source selection.**

(a) *Definitions.*

- (1) *Request for information (RFI)* shall mean an informal request for information on potential vendors or service providers to determine what products and services are available and the capabilities of the vendors/providers in terms of offerings and strengths for the purpose of developing a future procurement process, developing strategy, and/or building a database. The RFI is not a procurement method and does not result directly in the award of a contract. In the event that sufficient information is received, the City may, but is not obligated to, initiate a competitive bidding opportunity. No contractual obligation whatsoever on behalf of the City shall arise from the RFI process.
  - (2) *Request for bids (RFB)* shall mean a formal request to prospective vendors soliciting price quotations or bids.
  - (3) *Request for proposals (RFP)* shall mean a formal solicitation for proposals based on a generalized scope of work with contract award to the responsible person(s) submitting the most advantageous and responsive proposal.
  - (4) *Request for qualifications (RFQ)* shall mean a formal solicitation for professional/technical capabilities.
- (b) *Request for information (RFI).* A request for information may be used prior to the issuance of a request for bids (RFB), request for proposals (RFP), or request for qualifications (RFQ) for any contract for City improvements, materials, equipment, or services costing more than \$25,000.00, if requested by City Council.
- (c) *Competitive sealed bidding.*
- (1) *Conditions for use.* Except as otherwise provided in this chapter, all contracts for City improvements, materials, equipment, or services costing more than \$25,000.00 shall be awarded by competitive sealed bidding.
  - (2) *Request for bids (RFB).* A request for bids shall be issued and shall include a purchase description, and all contractual terms and conditions applicable to the procurement.
  - (3) *Public notice.* Public notice of the invitation for bids shall be published in a newspaper of general circulation in the City and on the City's website at least five (5) days before the last day set for receipt of bids. The newspaper notice required herein shall include a general description of the articles or services to be purchased, state where bid forms and specifications may be secured, and the time and place for opening of sealed bids. In the event that, after advertising as aforesaid, no bids are received, the Purchasing Agent shall, with approval of the City Council, solicit bids by mail, telephone,

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- newspaper, posting on the City's website, or by any other reasonable manner to secure responsible bidders.
- (4) *Sealing.* Bids shall be submitted to the Purchasing Agent securely sealed in an envelope, and shall be identified on the envelope in accordance with bid instructions.
  - (5) *Opening.* Bids shall be opened in public in the presence of one (1) or more witnesses at the time and place stated in the public notices.
  - (6) *Tabulation.* A tabulation of all bids received shall be available for public inspection.
  - (7) *Rejection of bids.* The Purchasing Agent or City Council has the authority to reject all bids, parts of all bids, or all bids for any one (1) or more supplies or contractual services included in the proposed contract.
  - (8) *Bidders in default to City.* The Purchasing Agent shall not accept the bid of a vendor or contractor who is delinquent in the payment of taxes, licenses, or other monies due to the City.
  - (9) *Right to waiver.* The City has the right, but not the obligation, to waive informalities or irregularities in a bid received and allow the bid to be considered.
  - (10) *Bid instructions.* Bid instructions shall be prepared or approved by the Purchasing Agent. In the event of a conflict between the bid instructions and this chapter, the provisions of this chapter shall control.
  - (11) *Pre-qualification.* When it is considered impracticable to initially prepare a purchase description to support an award based on price, an invitation for proposals may be issued requesting the submission of unpriced offers to be followed by an invitation for bids complete with cost and pricing information limited to those bidders whose offers have been qualified under the criteria set forth in the first solicitation.
  - (12) *Award.* Contracts shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to price, the Purchasing Agent and City Council shall consider:
    - (i) The ability, capacity and skill of the bidder to perform the contract or provide the service required;
    - (ii) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
    - (iii) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
    - (iv) The quality of performance of previous contracts or services;
    - (v) The previous and existing compliance by the bidder with laws and ordinances relating to the contracts or services;
    - (vi) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
    - (vii) The quality, availability and adaptability of the supplies or contractual services to the particular use required;
    - (viii) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
    - (ix) The number and scope of conditions attached to the bid;
    - (x) The ability of the bidder to meet the specifications or to offer an acceptable alternative equivalent.

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- (13) *Award to other than low bidder.* When the award is not given to the lowest bidder, a full and complete statement of the reasons for same shall be prepared or approved by the Purchasing Agent, filed with the documents relating to the transaction, and held for a period of not less than three (3) years.
- (14) *Tie bids.* If two (2) or more bidders submit the low bid, quality and service being equal, the contract shall be awarded to the local bidder. If two (2) or more of such bids are submitted by local bidders, the contract shall be awarded to one (1) of the local bidders by drawing lots in public. If local bidders are not involved in the tie bids, the Purchasing Agent shall award the contract to one (1) of the outside tie bidders by drawing lots in public.
- (15) *Bid deposits.* The Purchasing Agent or City Council shall have the authority to require a bid deposit, which shall be prescribed in the public notices inviting sealed bids. Upon entering into a contract, bidders shall be entitled to return of a required bid deposit. The City shall retain a successful bidder's bid deposit upon failure of bidder to enter into a contract within thirty (30) days after the award; provided, however, that the City Council, in its sole discretion, may waive this forfeiture.
- (16) *Performance bonds.* The Purchasing Agent or City Council shall have the authority to require a performance bond before entering into a contract, in such form and amount as the Purchasing Agent or City Council deems reasonably necessary to protect the best interest of the City. The requirement of a performance bond shall be stated in any bid instructions.
- (17) *Payment bond/labor and material bond.* The Purchasing Agent or City Council may require a payment bond and labor and material bond, before entering into a contract, in such form and amount as the Purchasing Agent deems reasonably necessary to protect the best interest of the City. The requirements of such bonds shall be stated in any bid instructions.
- (18) *Negotiations authorized.*
- (i) Generally, sealed bids are not negotiated, but in the event that all bids are rejected because of the amount of the bid, the Purchasing Agent is authorized in situations where the City's best interest precludes resolicitation of bids of a reduced scope, to negotiate an adjustment in the bid price of the lowest responsible bidder, including changing the bid specifications, in order to bring the bid within the amount of funds deemed by the Purchasing Agent or City Council to be available for the contract. If such negotiations are unsuccessful, the Purchasing Agent is authorized to enter into new negotiations with the next lowest responsible bidder, and likewise the third and sequential bidders until a bid price acceptable to the City is obtained. If the Purchasing Agent is unsuccessful in the first round of negotiations, negotiations may be reopened with any bidder with whom negotiations have occurred. If a contract is still not able to be negotiated, the scope of the request for bids may be changed in an effort to reduce the cost to a fair, reasonable and acceptable amount and all responsive bidders must be allowed to submit their best and final offers/bids.
- (ii) When all bids received are rejected and are not successfully negotiated as provided by subsection (ii) of this section and it is determined by the Purchasing Agent or City Council that time or other circumstances will not permit the delay required to resolicit competitive sealed bids, a contract may be negotiated provided that:
1. Each responsible bidder who submitted a bid under the original solicitation is notified of the determination and is given reasonable opportunity to negotiate;
  2. The negotiated price is lower than the lowest rejected bid by any responsible and responsive bidder under the original solicitation; and
  3. The negotiated price is the lowest negotiated price offered by any responsible and responsive bidder.

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(d) *Competitive sealed proposals.*

- (1) *Conditions for use.* When the Purchasing Agent determines in writing that the use of competitive sealed bidding is either not practicable or not advantageous to the City, a contract for City improvements, materials, equipment, or services costing more than \$25,000.00 may be awarded by competitive sealed proposals.
- (2) *Request for proposals (RFP).* Proposals shall be solicited through a formal request for proposals.
- (3) *Public notice.* Public notice of the request for proposals shall be given in the same manner as provided for competitive sealed bidding.
- (4) *Sealing.* Proposals shall be submitted to the Purchasing Agent securely sealed in an envelope, and shall be identified on the envelope in accordance with the instructions in the request for proposals.
- (5) *Proposal opening.* Proposals shall be publicly opened in the presence of one (1) or more witnesses at the time and place stated in the public notices. Only the names of the offerors shall be disclosed at the proposal opening. Contents of competing offerors shall not be disclosed during the process of review and discussions. Proposals shall be for public inspection after contract award. Proprietary or confidential information marked as such in each proposal shall not be disclosed without written consent of the offeror. Late proposals shall neither be opened nor considered for award; however, the name and address of the late offeror and the time of attempted delivery shall be recorded wherever practicable.
- (6) *Rejection of bids.* The Purchasing Agent or City Council has the authority to reject all proposals, parts of all proposals, or all proposals for any one (1) or more supplies or contractual services included in the proposed contract.
- (7) *Bidders in default to City.* The Purchasing Agent shall not accept the proposal of a vendor or contractor who is delinquent in the payment of taxes, licenses, or other monies due to the City.
- (8) *Right to waiver.* The City has the right, but not the obligation, to waive informalities or irregularities in a proposal received and allow the proposal to be considered.
- (9) *Discussion with responsible offerors and revisions to proposals.* As provided in the request for proposals, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing offerors.
- (10) *Evaluation factors.* The request for proposals shall state the evaluation factors and, if necessary, the relative importance of price and of each other evaluation factor.
- (11) *Negotiations with preferred offeror.* After proposals have been evaluated, negotiations may be held with the preferred offeror in an effort to reach terms advantageous to the City. Notwithstanding this provision, requests for proposals may incorporate contract terms to which all offerors shall be expected to adhere.
- (12) *Award.* Award shall be made to the responsible offeror whose proposal is determined in writing to be most advantageous to the City taking into consideration the evaluation factors set forth in the request for proposals and any addenda thereto. No other factors or criteria shall be used in the evaluation. The contract file shall contain the basis on which the award is made.

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- (13) *Performance bonds.* The Purchasing Agent or City Council shall have the authority to require a performance bond before entering into a contract, in such form and amount as the Purchasing Agent or City Council deems reasonably necessary to protect the best interest of the City. The requirement of a performance bond shall be stated in the request for proposal.
  - (14) *Payment bond/labor and material bond.* The Purchasing Agent or City Council may require a payment bond and labor and material bond, before entering into a contract, in such form and amount as the Purchasing Agent deems reasonably necessary to protect the best interest of the City. The requirements of such bonds shall be stated in the request for proposal.

(Ord. No. 2017-01, § 1, 2-28-2017)

### **Sec. 1-10-6. Construction contracting.**

- (a) The Purchasing Agent may recommend the appropriate method of construction contracting for a particular project. In determining which method to recommend, the Purchasing Agent shall consider the City's requirements, the scope of the project, its resources, and the potential contractor's capabilities.
- (b) City Council finds that certain non-traditional means of public construction project management, such as construction management services, design-build services, or turnkey management services, can be in the best interests of the City in certain circumstances. Such services allow for the selection of a single business to perform and manage the complete design and construction of a project. Therefore, the following methods may be employed under the following circumstances:
  - (1) The Purchasing Agent shall have the discretion to use construction management services, design-build services, or turnkey management services as alternatives for construction contracting administration. In exercising such discretion, the Purchasing Agent shall consider the method which, in the Purchasing Agent's discretion, is the most advantageous to the City and will result in the most timely, economical, and successful completion of the construction project.
  - (2) If the Purchasing Agent determines that the use of construction management services, design-build services or turnkey management services is the most advantageous means of securing the construction contracting administration as set forth in paragraph (b)(1) of this section, and the amount of services to be secured thereby is anticipated to exceed \$500,000.00, the selection of the method of construction contracting administration shall be submitted for review to the Ways and Means Committee of City Council. Within fifteen (15) days after notice of such review, an interested party shall submit to the Ways and Means Committee written comments which set forth the position of the party with respect to the decision as to which construction contracting method to use. At the next meeting of the Committee, which shall not occur until after at least fifteen (15) days following notice of such review, those who submitted comments may address the Committee. Following the meeting of the Committee, if City Council does not reject the selection of this method, the construction contracting administration shall be secured in the manner set forth in paragraph (b)(3) of this section.
  - (3) The City shall use the competitive sealed proposal method set forth in this chapter for the purposes of procuring construction management services, design build services, or turnkey management services or any other similar type of construction management contract. The Purchasing Agent may retain outside consulting services to prepare such requests for proposals. The request for proposals for any of these services shall set forth the criteria which the City will be using to select the successful proposal.

(Ord. No. 2017-01, § 1, 2-28-2017)

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**Sec. 1-10-7. Architect-engineering services.**

- (a) *Definition.* As used in this section "architect-engineering services" shall mean those professional services associated with the practice of architecture, professional engineering, landscape architecture, and interior design pertaining to construction, as defined by the laws of this State, as well as incidental services that members of these professions and those in their employ may logically or justifiably perform, including studies, investigations, surveys, evaluations, consultations, planning, programming conceptual designs, plans and specifications, cost estimates, inspections, shop drawing reviews, sample recommendations, preparation of operating and maintenance manuals, and other related services.
- (b) *Request for qualifications (RFQ).* Contracts shall be awarded by request for qualifications for architect-engineering services.
- (c) *Public announcement.* It is the policy of the City to publicly announce all requirements for architect-engineering services through a request for qualifications and to negotiate such contracts on the basis of demonstrated competence and qualification at fair and reasonable prices. In the procurement of such services, the Purchasing Agent shall request firms to submit a statement of qualifications and performance data.
- (d) *Selection process.* When practicable, the Purchasing Agent shall conduct discussions with no less than three (3) firms regarding the contract and shall select from among them no less than three (3) of the firms deemed most qualified to provide the required services. The selection shall be made in order of preference, based on criteria established by the Purchasing Agent.
- (e) *Negotiation.* The Purchasing Agent shall negotiate a contract with the highest qualified firm for architect-engineering services at a compensation which is considered to be fair and reasonable to the City. In making this decision, the Purchasing Agent shall take into account the established value, the scope, the complexity, and the professional nature of the services to be rendered. If a satisfactory contract cannot be negotiated with the firm considered to be most qualified, negotiations with that firm shall be formally terminated. The Purchasing Agent shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the Purchasing Agent shall formally terminate negotiations. The Purchasing Agent shall then undertake negotiations with the third most qualified firm. Should the Purchasing Agent be unable to negotiate a contract with any of the selected firms, the Purchasing Agent shall select additional firms in order of their competence and qualifications, and the Purchasing Agent shall continue negotiations in accordance with this section until an agreement is reached unless it is determined by the Purchasing Agent that in the best interests of the City, the process should be terminated or modified.

(Ord. No. 2017-01, § 1, 2-28-2017)

**Sec. 1-10-8. Multi-term contracts.**

Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interest of the City, provided the term of the contract and conditions of renewal or extension, if any, are included in the original solicitation and funds are available for the first fiscal period at the time of contracting. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled with no penalty to the City and such condition shall be included as a provision of the multi-term contract.

(Ord. No. 2017-01, § 1, 2-28-2017)

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### **Sec. 1-10-9. Additional projects completed under existing contract terms.**

Contracts may be awarded on projects without additional open competition and formal solicitation when:

- (a) The Purchasing Agent determines that it is a like and similar project to a project under a current contract which was the subject of open competition and formal solicitation by competitive sealed bidding or request for proposals, or was entered into by sole source in accordance with this chapter; and
- (b) The Purchasing Agent determines that it is the method most practicable and advantageous to the City; and
- (c) The Purchasing Agent determines that the project and scope of the project were identified with reasonable certainty in previous open competition or formal solicitation to ensure fair notice of potential additional work being the subject of the competition or solicitation and that there was fair competition to potential contractors; and
- (d) The Purchasing Agent sets forth such determination and the basis therefor in a written statement submitted to City Council and entered in the minutes of Council.

(Ord. No. 2017-01, § 1, 2-28-2017)

### **Sec. 1-10-10. Appeals.**

Any actual or prospective bidder, offeror, contractor or subcontractor who is aggrieved in connection with the solicitation or award of a contract may appeal the award to the City Council. The appeal, setting forth the grievance, shall be submitted in writing to the Purchasing Agent within fifteen (15) days after such aggrieved person knew or should have known of the facts giving rise thereto.

- (a) *Hearing.* City Council shall convene and shall review and hear comments from the appellant and any other party intervening. The City Council's authority shall be rendered in a manner consistent with this chapter.
- (b) *Decision.* The Purchasing Agent shall give written notice of City Council's decision to the appellant within twenty (20) days of the rendering of the decision. City Council's decision shall state the reasons for the action taken.
- (c) *Finality of decision.* A decision rendered herein is considered final and conclusive. Such a decision is the final administrative review and the decision of the City which can be appealed to the County Court of Common Pleas.
- (d) *Limitation of damages; reimbursement for reasonable costs.* If an aggrieved bidder demonstrates to City Council, by a preponderance of the evidence, that such bidder should have been awarded a contract pursuant to this chapter, but was not, then such bidder may petition City Council for reimbursement of its actual costs, not to exceed \$5,000.00, incurred in connection with the solicitation, including bid preparation, which shall be such bidder's sole remedy at law or in equity for City's failure to award the contract to the bidder. Upon receipt of such petition, City Council may order the computation of a reasonable reimbursement amount and make such reimbursement as it deems equitable, including reimbursement of bid preparation costs, not to exceed the sum of \$5,000.00.

(Ord. No. 2017-01, § 1, 2-28-2017)

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### **Sec. 1-10-11. Materials testing.**

The Purchasing Agent shall have the authority to require chemical and physical tests of samples submitted with bids and samples of deliveries which are reasonably necessary to determine their quality and conformance with the specifications. In the performance of such tests, the Purchasing Agent shall have the authority to make use of laboratory facilities of any agency of the City or any outside laboratory.

(Ord. No. 2017-01, § 1, 2-28-2017)

### **Sec. 1-10-12. Financial interest of city officials and employees prohibited.**

No member of City Council or any officer or employee of the City shall have a financial interest in any contract or in the sale to the City or to a contractor supplying the City of any land, material, supplies or services. Strict compliance with S.C. Code 1976, §§ 5-7-130 and 5-21-30 is required of all City officials and employees. Any violation of this section with the knowledge express or implied of the person or corporation contracting with the City shall render the contract voidable by the Purchasing Agent or City Council. All Councilmembers and City officials shall also comply with all applicable state ethics laws regarding such contracts. This section is not intended to prohibit the award of contracts to City employees at public auction for the sale of City personal property or surplus supplies which have become obsolete, unusable or unsuitable for public use, provided that such sales are conducted in accordance with the conditions and requirements set forth in the City personnel manual and in conformance with the provisions of this chapter.

(Ord. No. 2017-01, § 1, 2-28-2017)

### **Sec. 1-10-13. Surplus property, materials and supplies.**

- (a) All departments of the City shall submit to the Purchasing Agent, at such times and in such form as the Purchasing Agent deems appropriate, reports showing stocks of all supplies which are no longer used or which have become obsolete, worn out or scrapped.
- (b) Upon the approval of the Purchasing Agent, surplus stock may be transferred to other offices, departments or agencies of the City.
- (c) Upon the approval of the Purchasing Agent, all surplus property, materials, or supplies which have become obsolete, unusable, or unsuitable for public use may be sold, exchanged, or traded in on new supplies.
- (d) When the estimated value is \$10,000.00 or less, sales may be accomplished by any method that serves the best interest of the City as determined by the Purchasing Agent.
- (e) When the estimated value exceeds \$10,000.00, sales shall be made to the highest responsible bidder after a properly noticed solicitation of bids/proposals or public auction; provided, however, that property may be sold directly to another governmental agency without bids or public auction upon the approval of the Purchasing Agent.
- (f) All proceeds received from such sales shall be paid to the appropriate fund of the City.
- (g) Surplus property, materials, or supplies may be donated to another governmental agency or nonprofit entity upon the approval of the Purchasing Agent if the estimated value is \$10,000.00 or less or upon the approval of City Council if the estimated value exceeds \$10,000.00.

(Ord. No. 2017-01, § 1, 2-28-2017)

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**Sec. 1-10-14. Seized assets and unclaimed properties.**

All seized assets and unclaimed properties, including, but not limited to, cars, bicycles, jewelry and other miscellaneous items, shall be disposed of in one (1) of the following procedures, subject to the approval of the Chief of Police or the Chief's designee, and in accordance with state law and the general orders and protocols established by the Police Department:

- (a) The City may place the property within the regular operating inventory of the City for use by the City.
- (b) When the estimated value is \$10,000.00 or less, sales may be accomplished by any method that serves the best interest of the City as determined by the Purchasing Agent.
- (c) When the estimated value exceeds \$10,000.00, sales shall be made to the highest responsible bidder after a properly noticed solicitation of bids/proposals or public auction; provided, however, that property may be sold directly to another governmental agency without bids or public auction upon the approval of the Purchasing Agent.
- (d) All proceeds from such sales shall be paid to the appropriate fund of the City.
- (e) The property may be donated to another governmental agency or nonprofit entity upon the approval of the Purchasing Agent if the estimated value is \$10,000.00 or less or upon the approval of City Council if the estimated value exceeds \$10,000.00.

(Ord. No. 2017-01, § 1, 2-28-2017)

**Sec. 1-10-15. Gifts and rebates.**

The Purchasing Agent and every other officer and employee of the City are expressly prohibited from accepting, directly or indirectly, from any person to which any purchase order or contract is, or might be awarded, any rebate, gift, money, or anything of value whatsoever, except where given for the use and benefit of the City.

(Ord. No. 2017-01, § 1, 2-28-2017)

**Sec. 1-10-16. Cooperative and intergovernmental purchasing.**

The Purchasing Agent shall have the authority to join with other governmental units in cooperative purchasing plans and to enter into purchase contracts with other governmental units without the formality of publication and receiving competitive bids as otherwise required in this chapter when the best interest of the City would be served thereby.

(Ord. No. 2017-01, § 1, 2-28-2017; Ord. No. 2018-12, § 4, 7-24-2018)

**Sec. 1-10-17. Compliance with federal requirements; compliance with disbursement and management requirements of financing documents.**

Where a procurement involves the expenditure of federal assistance or contract funds, the Purchasing Agent shall comply with such federal law and authorized regulations which are mandatorily applicable, and which are not presently reflected in this chapter. Notwithstanding where requirements within this chapter are more restrictive, such federal requirements shall be followed.

Where a procurement involves the expenditure of funds, which are the proceeds of bonds or certificates of participation, or other financing instruments or documents, the Purchasing Agent shall comply with the terms of

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such financing as they relate to the disbursement of funds and/or management of projects, insofar as such terms are mandatorily applicable and which are not presently reflected in this article. Notwithstanding where requirements within this chapter are more restrictive, such financing requirements shall be followed.

(Ord. No. 2017-01, § 1, 2-28-2017)

**Sec. 1-10-18. Real property transactions.**

(a) The following rules shall apply to the purchase and sale of City-owned real property:

- (1) The City shall sell, contract to sell, acquire by purchase, exchange or gift, real property only upon approval of City Council. At least one (1) appraisal by a certified appraiser shall be received.
- (2) A public hearing may be held at the discretion of City Council, after reasonable public notice, prior to final Council action being taken to sell or contract to sell real property owned by the City. Sale of real property may not occur until approval of an ordinance upon second reading.
- (3) Subject to paragraph (5) below, the sale or other disposal of real property owned by the City shall be made pursuant to the request for proposals method.
- (4) Notwithstanding paragraph (1) above, the exchange of real property is to be permitted only after appraisal of both properties by two (2) certified appraisers, unless both the parties agree in writing to accept the appraisal results of one (1) certified appraiser.
- (5) City Council shall retain the authority to determine an appropriate alternative method for offering any City-owned real property for sale.

(b) The following rules shall apply to the lease of real property by the City:

- (1) Subject to paragraph (3) below, the City shall contract to lease or sublease real property, or contract to lease real property owned by the City, only upon approval of City Council.
- (2) The request for proposals method may be used for the lease of real property owned by the City if City Council determines it is in the best interests of the City; provided, however, that renewals or amendments of existing leases shall not be subject to the request for proposals method.
- (3) A public hearing may be held at the discretion of City Council, after reasonable public notice, prior to final Council action being taken to contract to lease real property owned by the City. Lease of City-owned real property may not occur until approval of an ordinance upon second reading.

(Ord. No. 2017-01, § 1, 2-28-2017)

	G	H	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	BC	BD
2	<b>City of Isle of Palms, SC</b>																		
3	Capital Planning																		
4	Scenario 1																		
5	Mayor and Council																		
6																			
7																			
8		Actual	Budget	Forecast	Increase/Decrease	Projected	Increase/Decrease	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
8		2025	2026	FY2026	From Budget 2025	2027	From Forecast 2026	2028	2029	2030	2031	2032	2033	2034	2035	2036	NOTES		
9	<b>General Fund - Expenditure</b>																		
10	<b>Salaries and Wages</b>																		
11	10-4010.5001	SALARIES & WAGES	16,375	17,000	17,000	625	17,000	-	17,000	17,850	18,743	19,680	17,000	17,000	17,000	17,000	17,000	<b>SALARIES &amp; WAGES</b>	2.8 % for cola and 3% for merit = 5.8 increase forecast
12	10-4010.5004	FICA EXPENSE	794	1,301	1,301	507	1,301	-	1,314	1,379	1,448	1,521	1,536	1,551	1,567	1,582	1,598	<b>FICA EXPENSE</b>	FICA rate is 7.65%
13	10-4010.5005	RETIREMENT EXPENSE	251	278	278	27	278	-	281	295	310	326	329	332	335	339	342	<b>RETIREMENT EXPENSE</b>	SCRS employer contribution rates are 18.56%
14	10-4010.5006	GROUP HEALTH INSURANCE	80,775	86,050	86,050	5,275	96,343	10,293	97,306	102,171	107,280	112,644	113,770	114,908	116,057	117,218	118,390	<b>GROUP HEALTH INSURANCE</b>	Current PEBA rates & dependent elections plus 5% increase on 1/1/27. City of IOP specific experience modifier load factor is 5.7%.
15	10-4010.5007	WORKERS COMPENSATION	502	513	513	11	513	-	518	544	571	599	605	611	617	624	630	<b>WORKERS COMPENSATION</b>	Based on current SCMIT rates (including an experience modifier) and forecasted salaries.
16		Total - Salaries and Wages	98,697	105,141	105,141	6,444	115,434	10,293	116,418	122,239	128,351	134,769	133,240	134,403	135,577	136,762	137,960		
17	<b>Operating Expenses</b>																		
18	10-4020.5010	PRINT AND OFFICE SUPPLIES	1,611	1,500	1,500	(111)	3,000	1,500	1,650	1,667	1,683	1,700	1,717	1,734	1,752	1,769	1,787	<b>PRINT AND OFFICE SUPPLIES</b>	Replace chairs in council chambers
19	10-4020.5014	MEMBERSHIP AND DUES	1,550	500	500	(1,050)	505	5	510	515	520	526	531	536	541	547	552	<b>MEMBERSHIP AND DUES</b>	-
20	10-4020.5015	MEETINGS AND SEMINARS	7,552	17,000	17,000	9,448	17,170	170	17,342	17,515	17,690	17,867	18,046	18,226	18,409	18,593	18,779	<b>MEETINGS AND SEMINARS</b>	MASC conferences and Statehouse meetings.
21	10-4020.5016	VEHICLE, FUEL & OIL	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	<b>VEHICLE, FUEL &amp; OIL</b>	-
22	10-4020.5021	TELEPHONE/CABLE	7,148	7,000	7,200	52	7,272	72	7,345	7,418	7,492	7,567	7,643	7,719	7,797	7,875	7,953	<b>TELEPHONE/CABLE</b>	Increased for cell phones for Council
23	10-4020.5062	INSURANCE	3,013	237	3,050	37	3,111	61	3,173	3,237	3,301	3,367	3,435	3,469	3,504	3,539	3,574	<b>INSURANCE</b>	Liability insurance and bond renewal
24	10-4020.5079	MISC. & CONTINGENCY EXP	7,079	6,000	6,000	(1,079)	6,060	60	6,121	6,182	6,244	6,306	6,369	6,433	6,497	6,562	6,628	<b>MISC. &amp; CONTINGENCY EXP</b>	-
25	10-4020.5088	CITIZENS & EMPLOYEE SERVICES	6,110	5,500	6,200	90	6,262	62	6,325	6,388	6,452	6,516	6,581	6,647	6,714	6,781	6,849	<b>CITIZENS &amp; EMPLOYEE SERVICES</b>	Includes \$100 Thanksgiving gift card for employees
26		Total - Operating Expenses	34,063	37,737	41,450	7,387	43,380	1,930	42,465	42,921	43,383	43,850	44,322	44,765	45,213	45,665	46,122		
27	<b>Mayor and Council - General Fund</b>		<b>132,760</b>	<b>142,878</b>	<b>146,591</b>	<b>13,831</b>	<b>158,814</b>	<b>12,223</b>	<b>158,883</b>	<b>165,161</b>	<b>171,734</b>	<b>178,619</b>	<b>177,562</b>	<b>179,168</b>	<b>180,789</b>	<b>182,427</b>	<b>184,082</b>		
28	<b>Grand Total Mayor and Council All Fun</b>		<b>132,760</b>	<b>142,878</b>	<b>146,591</b>	<b>13,831</b>	<b>158,814</b>	<b>12,223</b>	<b>158,883</b>	<b>165,161</b>	<b>171,734</b>	<b>178,619</b>	<b>177,562</b>	<b>179,168</b>	<b>180,789</b>	<b>182,427</b>	<b>184,082</b>		
29																			
30																			

	G	H	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	BC	BD	
2	<b>City of Isle of Palms, SC</b>																			
3	Capital Planning																			
4	Scenario 1																			
5	General Government																			
6																				
7																				
8			Actual	Budget	Forecast	Increase/Decrease	Projected	Increase/Decrease	Projected	Projected	Projected									
9			2025	2026	FY2026	From Budget 2025	2027	From Forecast 2026	2028	2029	2030	2031	2032	2033	2034	2035	2036	NOTES		
10	<b>General Fund - Expenditure</b>																			
11	<b>Salaries and Wages</b>																			
12	10-4110.5001	SALARIES & WAGES	564,197	784,393	719,393	155,196	880,561	161,168	924,589	970,818	1,019,359	1,070,327	1,123,843	1,180,036	1,239,037	1,300,989	1,366,039	SALARIES & WAGES	2.8% for COLA and 3% for merit, 5.8% increase forecast	
13	10-4110.5002	OVERTIME WAGES	1,135	1,556	1,556	421	-	(1,556)	-	-	-	-	-	-	-	-	-	OVERTIME	-	
14	10-4110.5003	PART-TIME WAGES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PART-TIME	-	
15	10-4110.5004	FICA EXPENSE	48,235	60,125	55,575	7,340	67,363	11,788	70,731	74,268	77,981	81,880	85,974	90,273	94,786	99,526	104,502	FICA EXPENSE	FICA rate is 7.65%	
16	10-4110.5005	RETIREMENT EXPENSE	93,376	145,872	134,172	40,796	163,432	29,260	171,604	180,184	189,193	198,653	208,585	219,015	229,965	241,464	253,537	RETIREMENT EXPENSE	SCRS employer contribution rates are 18.56%	
17	10-4110.5006	GROUP HEALTH INSURANCE	71,804	113,945	105,219	33,415	110,256	5,037	115,769	121,558	127,635	134,017	140,718	147,754	155,142	162,899	171,044	GROUP HEALTH INSURANCE	Current PEBA rates & dependent elections plus 5% increase on 1/1/27. City of IOP specific experience modifier load factor is 5.7%.	
18	10-4110.5007	WORKERS	6,285	7,029	6,285	-	8,067	1,782	8,471	8,894	9,339	9,806	10,296	10,811	11,352	11,919	12,515	WORKERS	Based on current SCMIT rates (including an	
19	<i>Total - Salaries and Wages</i>		785,032	1,112,920	1,022,200	237,168	1,229,679	207,479	1,291,163	1,355,722	1,423,508	1,494,683	1,569,417	1,647,888	1,730,283	1,816,797	1,907,636			
20	<b>Operating Expenses</b>																			
21	10-4120.5010	PRINT AND OFFICE SUPPLIES	6,686	12,000	12,000	5,314	12,120	120	12,241	12,364	12,487	12,612	12,738	12,866	12,994	13,124	13,255	PRINT AND OFFICE SUPPLIES	Increased for additional personnel in City Hall, lease renewals	
22	10-4120.5013	BANK SERVICE CHARGES	13,709	11,700	5,000	(8,709)	5,050	50	5,101	5,152	5,203	5,255	5,308	5,361	5,414	5,468	5,523	BANK SERVICE CHARGES	-	
23	10-4120.5014	MEMBERSHIP AND DUES	5,226	6,000	6,000	774	6,060	60	6,121	6,182	6,244	6,306	6,369	6,433	6,497	6,562	6,628	MEMBERSHIP AND DUES	-	
24	10-4120.5015	MEETINGS AND SEMINARS	4,195	12,000	12,000	7,805	12,120	120	12,241	12,364	12,487	12,612	12,738	12,866	12,994	13,124	13,255	MEETINGS AND SEMINARS	Includes SCCCMA, ICMA, MASC, BS&A, GFOA and SCBA conferences. -	
25	10-4120.5016	VEHICLE, FUEL & OIL	4,066	5,500	5,500	1,434	5,555	55	5,611	5,667	5,723	5,781	5,838	5,897	5,956	6,015	6,075	VEHICLE, FUEL & OIL	Budget based on recent 12 months usage and an estimated \$3.00/gallon cost for marine-grade unleaded and \$3.70 gallon cost for diesel fuel per Southeastern Fuel.	
26	10-4120.5020	ELECTRIC AND GAS	5,536	5,500	6,000	464	6,780	780	6,848	6,916	6,985	7,055	7,126	7,197	7,269	7,342	7,415	ELECTRIC AND GAS	Dominion Energy rate increase estimated at 13%	
27	10-4120.5021	TELEPHONE/CABLE	15,081	12,500	12,500	(2,581)	12,625	125	12,751	12,879	13,008	13,138	13,269	13,402	13,536	13,671	13,808	TELEPHONE/CABLE	-	
28	10-4120.5022	WATER AND SEWER	1,935	1,900	1,900	(35)	1,919	19	1,938	1,958	1,977	1,997	2,017	2,037	2,057	2,078	2,099	WATER AND SEWER	-	
29	10-4120.5024	IT EQUIP, SOFTWARE & SVCS	288,351	354,500	354,500	66,149	382,860	28,360	386,689	390,555	394,461	398,406	402,390	406,414	410,478	414,583	418,728	IT EQUIP, SOFTWARE & SVCS	Includes City-wide VC3 contract (IT svcs, email, Microsoft licenses, security and backups - 255k) Server replacement (\$16k), workstation replacements (\$30k) and website maint (7k). Also Gen Govt Dept Timekeeping and HR software annual processing fees (7.5K), Citibot resident engagement AI software (15k), software for Public Relations position (2k), Adobe DC (2k), BS&A accounting software (12k), misc provision (2k), hardware	
30	10-4120.5025	NON-CAPITAL TOOLS & EQUIPMENT	-	2,000	2,000	2,000	1,000	(1,000)	1,010	1,020	1,030	1,041	1,051	1,062	1,072	1,083	1,094	NON-CAPITAL TOOLS & EQUIPMENT	Provision for small (<\$5k) equipment as needed - does not include computer hardware that is now budgeted in new IT Equip, Software & Svcs account	
31	10-4120.5026	MAINT & SERVICE CONTRACTS	29,582	29,000	29,000	(582)	34,800	5,800	35,148	35,499	35,854	36,213	36,575	36,941	37,310	37,683	38,060	MAINT & SERVICE CONTRACTS	City Hall recurring expenses for new cleaning service, pest control, stormwater/solid waste disp fees, pressure washing & elevator maint (\$16k), Tree Fund expenditures (\$15k only if needed), and misc provision as needed (\$4k).	
32	10-4120.5027	MACHINE/EQUIPMENT REPAIR	887	500	500	(387)	505	5	510	515	520	526	531	536	541	547	552	MACHINE/EQUIPMENT REPAIR	-	
33	10-4120.5044	CLEANING/SANITARY SUPPLY	181	1,500	1,000	819	1,010	10	1,020	1,030	1,041	1,051	1,062	1,072	1,083	1,094	1,105	CLEANING/SANITARY SUPPLY	Cleaning supplies	
34	10-4120.5049	MEDICAL AND LAB	232	550	500	268	505	5	510	515	520	526	531	536	541	547	552	MEDICAL AND LAB	First Aid supplies	
35	10-4120.5061	ADVERTISING	11,514	12,000	12,000	486	12,120	120	12,241	12,364	12,487	12,612	12,738	12,866	12,994	13,124	13,255	ADVERTISING	Covers all advertising needs of the City - public notices, employment, license renewals, etc.	
36	10-4120.5062	INSURANCE	37,599	37,247	37,247	(352)	37,992	745	38,752	39,527	40,317	41,124	41,946	42,366	42,789	43,217	43,649	INSURANCE	Liability insurance and bond renewal	
37	10-4120.5063	RENT AND LEASES	9,543	9,000	9,000	(543)	9,090	90	9,181	9,273	9,365	9,459	9,554	9,649	9,746	9,843	9,942	RENT AND LEASES	City Hall copiers and postage meter.	
38	10-4120.5064	EMPLOYEE TRAINING	42,520	79,365	79,365	36,845	80,159	794	80,960	81,770	82,588	83,413	84,248	85,090	85,941	86,800	87,668	EMPLOYEE TRAINING	Incls \$5,000 for City Hall training, \$2,000 for a safety program and \$72,365 for City-wide tuition reimb program (requests received in advance from employees)	
39	10-4120.5065	PROFESSIONAL SERVICES	146,842	102,000	122,000	(24,842)	109,800	(12,200)	153,720	110,678	150,523	112,892	152,404	114,303	154,309	115,732	156,238	PROFESSIONAL SERVICES	Incls annual audit fees including Single Audit (\$55k), Clerk to Council (\$35k), Flex benefits administration (\$1k), credit and background checks on new employees (\$3k), Codification updates and online searchable code (\$4k), and drug tests & misc (\$10k) and compensation study every 2 years.	
40	10-4120.5066	TEMPORARY LABOR	-	4,000	2,000	2,000	2,020	20	2,040	2,061	2,081	2,102	2,123	2,144	2,166	2,187	2,209	TEMPORARY LABOR	Provision for occasional office help in City Hall	

	G	H	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	BC	BD		
7				Actual	Budget	Forecast	Increase/Decrease	Projected	Increase/Decrease	Projected											
8				2025	2026	FY2026	From Budget 2025	2027	From Forecast 2026	2028	2029	2030	2031	2032	2033	2034	2035	2036	NOTES		
40	10-4120.5067	CONTRACTED SERVICES	108,644	245,000	245,000	136,356	245,000	-	247,450	249,925	252,424	254,948	257,497	260,072	262,673	265,300	267,953	CONTRACTED SERVICES	Incls grant writing/mgt services (\$30k), traffic engineer consultant for traffic and transportation needs (\$30k), provision for initiatives coming from Environmental Advisory Committee and Community Enrichment Task Force (\$15k), Smart Recycling composting service (\$6k), Fisher glass recycling (\$10k), lobbyist (\$48k), 50% cost split with IOP Water and Sewer Federal Lobbyist (\$96K) and general provision if needed (\$10k)		
41	10-4120.5068	ELECTION EXPENSES	8,039	10,000	23,000	14,961	-	(23,000)	23,230	-	12,777	-	12,904	-	13,033	-	13,164	ELECTION EXPENSES	Municipal elections in November of odd numbered calendar years, expense included in even numbered fiscal years and special run-off elections.		
42	10-4120.5079	MISC. & CONTINGENCY EXP	44,715	54,000	45,000	285	46,350	1,350	46,814	47,282	47,754	48,232	48,714	49,201	49,693	50,190	50,692	MISC. & CONTINGENCY EXP	Provision for donations to Chaplaincy or Bird Rescue when these services are rendered to the City (\$1k), employee appreciation event (\$12k), employee holiday event (\$15k), employee engagement events and Incentfit program (\$15k) & misc (\$1k).		
43	10-4120.5085	CAPITAL OUTLAY	36,104	-	-	(36,104)	-	-	-	-	-	-	-	-	-	-	-	CAPITAL OUTLAY	0		
44	<i>Total - Operating Expenses</i>		821,187	1,007,762	1,023,012	201,825	1,025,440	2,428	1,102,126	1,045,494	1,107,858	1,067,299	1,129,671	1,088,309	1,151,089	1,109,316	1,172,921				
45	<b>General Government - General Fund</b>		<b>1,606,219</b>	<b>2,120,682</b>	<b>2,045,212</b>	<b>438,993</b>	<b>2,255,119</b>	<b>209,907</b>	<b>2,393,289</b>	<b>2,401,215</b>	<b>2,531,365</b>	<b>2,561,982</b>	<b>2,699,088</b>	<b>2,736,198</b>	<b>2,881,371</b>	<b>2,926,112</b>	<b>3,080,558</b>				
46	<b>Capital Projects Fund - Expenditure</b>																				
47	<b>Operating Expenses</b>																				
48	20-4140.5024	IT EQUIP, SOFTWARE & SVCS	1,339	-	-	(1,339)	-	-	-	-	-	-	-	-	-	-	-	IT EQUIP, SOFTWARE & SVCS	-		
49	20-4140.5025	NON-CAPITAL TOOLS & EQUIPMENT	-	6,000	6,000	6,000	3,000	(3,000)	3,030	3,060	3,091	3,122	3,153	3,185	3,216	3,249	3,281	NON-CAPITAL TOOLS & EQUIPMENT	Provision for City Hall and Council Chamber furniture as needed.		
50	20-4140.5026	MAINT & SERVICE CONTRACTS	3,277	125,000	125,000	121,723	30,000	(95,000)	30,300	30,603	30,909	31,218	31,530	31,846	32,164	32,486	32,811	MAINT & SERVICE CONTRACTS	Building maintenance contingency to proactively address issues as needed. 2% of City Hall building insured value. Split 50/50 Gen Govt/Building		
51	20-4140.5065	PROFESSIONAL SERVICES	460,125	-	-	(460,125)	-	-	-	-	-	-	-	-	-	-	-	PROFESSIONAL SERVICES	-		
52	<i>Total - Operating Expenses</i>		464,741	131,000	131,000	(333,741)	33,000	(98,000)	33,330	33,663	34,000	34,340	34,683	35,030	35,380	35,734	36,092				
53	<b>General Government - Capital Projects Fund</b>		<b>464,741</b>	<b>131,000</b>	<b>131,000</b>	<b>(333,741)</b>	<b>33,000</b>	<b>(98,000)</b>	<b>33,330</b>	<b>33,663</b>	<b>34,000</b>	<b>34,340</b>	<b>34,683</b>	<b>35,030</b>	<b>35,380</b>	<b>35,734</b>	<b>36,092</b>				
54	<b>Municipal Accommodations Fee Fund -</b>																				
55	<b>Operating Expenses</b>																				
56	30-4120.5020	ELECTRIC AND GAS	383	400	400	17	452	52	457	461	466	470	475	480	485	489	494	ELECTRIC AND GAS	Lights for City's Welcome Sign (Dominion Energy rate increase estimated at 13%)		
57	30-4120.5024	IT EQUIP, SOFTWARE & SVCS	(49,750)	-	-	49,750	-	-	-	-	-	-	-	-	-	-	-	IT EQUIP, SOFTWARE & SVCS	Moved Rentalscape STR compliance software (\$72k) to SBITA as defined in GASB 96.		
58	30-4120.5025	NON-CAPITAL TOOLS & EQUIPMENT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	NON-CAPITAL TOOLS & EQUIPMENT	-		
59	30-4120.5026	MAINT & SERVICE CONTRACTS	47,327	76,000	75,000	27,673	75,750	750	76,508	77,273	78,045	78,826	79,614	80,410	81,214	82,026	82,847	MAINT & SERVICE CONTRACTS	Provision for annual trimming of all roadside palm trees between Breach Inlet and 57th Ave + 19 Palm at Rec Dept (\$34k) and refinish approx. 7 street print crosswalks (\$42k)		
60	30-4120.5054	STREET SIGNS	18,428	17,000	17,000	(1,428)	17,170	170	17,342	17,515	17,690	17,867	18,046	18,226	18,409	18,593	18,779	STREET SIGNS	Parking management outsourced. Replacement signs as needed (resident parking only, parallel parking only, beach parking). Includes funds to add/repl new beach path signs.		
61	30-4120.5065	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PROFESSIONAL SERVICES	-		
62	30-4120.5079	MISC. & CONTINGENCY EXP	44,570	40,000	40,000	(4,570)	40,400	400	40,804	41,212	41,624	42,040	42,461	42,885	43,314	43,747	44,185	MISC. & CONTINGENCY EXP	(\$24k) contract for holiday decorations including installation of Front Beach lights and holiday tree, all bulbs and supplies and storage. Added \$8K for mounting wreaths. Provision for lighting oak trees at end of the IOP Connector (\$5k), US flags (\$3k).		
63	<i>Total - Operating Expenses</i>		60,958	133,400	132,400	71,442	133,772	1,372	135,110	136,461	137,825	139,204	140,596	142,002	143,422	144,856	146,304				
64	<b>General Government - Municipal Accommodations Fee Fund</b>		<b>60,958</b>	<b>133,400</b>	<b>132,400</b>	<b>71,442</b>	<b>133,772</b>	<b>1,372</b>	<b>135,110</b>	<b>136,461</b>	<b>137,825</b>	<b>139,204</b>	<b>140,596</b>	<b>142,002</b>	<b>143,422</b>	<b>144,856</b>	<b>146,304</b>				
65	<b>State Accommodations Tax Fund -</b>																				
66	<b>Operating Expenses</b>																				
67	0 Audit		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
68	50-4120.5020	ELECTRIC AND GAS	735	-	-	(735)	-	-	-	-	-	-	-	-	-	-	-	ELECTRIC AND GAS	0		
69	50-4120.5022	WATER AND SEWER	337	400	400	63	404	4	408	412	416	420	425	429	433	437	442	WATER AND SEWER	Irrigation at Breach Inlet sign		
70	50-4120.5025	NON-CAPITAL TOOLS & EQUIPMENT	5,341	6,000	6,000	659	6,060	60	6,121	6,182	6,244	6,306	6,369	6,433	6,497	6,562	6,628	NON-CAPITAL TOOLS & EQUIPMENT	Add/replace/maintain benches, etc. at Carmen R Bunch and Leola Hanbury parks (\$1k) and provision for addition/maintenance of beach wheelchairs (\$5k)		

	G	H	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	BC	BD	
7			Actual	Budget	Forecast	Increase/Decrease	Projected	Increase/Decrease	Projected	NOTES										
8			2025	2026	FY2026	From Budget 2025	2027	From Forecast 2026	2028	2029	2030	2031	2032	2033	2034	2035	2036			
71	50-4120.5077	PROGRAMS/SPONSO RSHIPS	89,887	126,000	126,000	36,113	136,080	10,080	126,554	127,820	129,098	130,389	131,693	133,010	134,340	135,683	137,040	PROGRAMS/SPO NSORSHIPS	Provision for events and sponsorships approved by the Accommodations Tax Advisory Committee \$75K and July 4th Fireworks show increased to (\$61K) based on contract and additional for US 250th anniversary, and incidentals.	
72	50-4120.5079	MISCELLANEOUS	-	1,000	1,000	1,000	1,010	10	1,020	1,030	1,041	1,051	1,062	1,072	1,083	1,094	1,105	MISCELLANEOUS	0	
73	50-4120.5090	TOURISM PROMOTION EXP	1,111,710	1,056,082	1,079,000	(32,710)	1,104,896	25,896	1,115,945	1,127,104	1,138,375	1,149,759	1,161,257	1,172,869	1,184,598	1,196,444	1,208,408	TOURISM PROMOTION EXP	Includes State-mandated 30% transfer of State Accommodations Tax less 45% for City's Public Information Office salary & fringe) to one or more DMOs (Designated Marketing Organizations) that have an "existing, ongoing tourism promotion program" or a DMO that can demonstrate that "it can develop an effective tourism promotion program". City Council could continue to designate the Charleston Area CVB/Explore Charleston as the City's only DMO and/or designate another organization that meets the State's requirements. Also includes \$15k for City Hall visitor T-shirt/promotional programs.	
74	<i>Total - Operating Expenses</i>		1,208,010	1,189,482	1,212,400	4,390	1,248,450	36,050	1,250,048	1,262,549	1,275,174	1,287,926	1,300,805	1,313,813	1,326,951	1,340,221	1,353,623			
75	<b>General Government - State Accommodations Tax Fund</b>		<b>1,208,010</b>	<b>1,189,482</b>	<b>1,212,400</b>	<b>4,390</b>	<b>1,248,450</b>	<b>36,050</b>	<b>1,250,048</b>	<b>1,262,549</b>	<b>1,275,174</b>	<b>1,287,926</b>	<b>1,300,805</b>	<b>1,313,813</b>	<b>1,326,951</b>	<b>1,340,221</b>	<b>1,353,623</b>			
76	<b>Beach Preservation Fee Fund - Expenditure</b>																			
77	<b>Operating Expenses</b>																			
78	58-4110.5002	Overtime Wages	8,976	-	-	(8,976)	-	-	-	-	-	-	-	-	-	-	-	Overtime Wages	-	
79	58-4120.5013	Bank Service Charges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Bank Service Charges	-	
80	58-4120.5025	Non-Capital Tools and Equipment	43	-	-	(43)	-	-	-	-	-	-	-	-	-	-	-	Non-Capital Tools and Equipment	-	
81	58-4120.5026	Maintenance and Service Contracts	-	75,000	70,000	70,000	72,100	2,100	74,263	76,491	78,786	81,149	83,584	86,091	88,674	91,334	94,074	Maintenance and Service Contracts	Matching fund provision for dune vegetation planting program.	
82	58-4120.5065	Professional Services	1,964,910	570,000	1,431,375	(533,535)	572,550	(858,825)	578,276	584,058	589,899	595,798	601,756	607,773	613,851	619,990	626,190	Professional Services	Ongoing monitoring of entire shoreline (\$100k), remaining balance for design & permitting related to next large off-shore nourishment project (\$300K), USACE coordination (\$20k) and Groin permitting (\$150k). \$575k for potential beach project management fee of off-shore project. In FY28, updated beach mgt plan (\$25k).	
83	58-4120.5084	Construction in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	Construction in	Emergency Beach Access Path	
84	58-4120.5087	Beach	769,494	-	-	(769,494)	-	-	-	-	-	-	-	-	-	-	-	Beach	0	
85	<i>Total - Operating Expenses</i>		2,743,423	645,000	1,501,375	(1,242,048)	644,650	(856,725)	652,539	660,549	668,684	676,947	685,339	693,865	702,525	711,324	720,264			
86	<b>General Government - Beach Preservation Fee Fund</b>		<b>2,743,423</b>	<b>645,000</b>	<b>1,501,375</b>	<b>(1,242,048)</b>	<b>644,650</b>	<b>(856,725)</b>	<b>652,539</b>	<b>660,549</b>	<b>668,684</b>	<b>676,947</b>	<b>685,339</b>	<b>693,865</b>	<b>702,525</b>	<b>711,324</b>	<b>720,264</b>			
87	<b>Disaster Recovery Fund - Expenditure</b>																			
88	<b>Operating Expenses</b>																			
89	60-4120.5013	BANK SERVICE CHARGES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	BANK SERVICE CHARGES	-	
90	60-4120.5045	STORM PREPARATION/CLEAN UP	38,682	10,000	10,000	(28,682)	10,000	-	10,100	10,201	10,303	10,406	10,510	10,615	10,721	10,829	10,937	STORM PREPARATION/CL EANUP	ONLY IF NEEDED	
91	60-4120.5058	HURRICANE BUILDING COST	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	HURRICANE BUILDING COST	-	
92	60-4120.5065	PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	PROFESSIONAL SERVICES	-	
93	60-4120.5079	MISC & CONTINGENCY EXP	-	3,000	-	-	3,000	3,000	3,030	3,060	3,091	3,122	3,153	3,185	3,216	3,249	3,281	MISC & CONTINGENCY EXP	\$3k annually for costs related to annual Hurricane Expo community event	
94	<i>Total - Operating Expenses</i>		38,682	13,000	10,000	(28,682)	13,000	3,000	13,130	13,261	13,394	13,528	13,663	13,800	13,938	14,077	14,218			
95	<b>General Government - Disaster Recovery Fund</b>		<b>38,682</b>	<b>13,000</b>	<b>10,000</b>	<b>(28,682)</b>	<b>13,000</b>	<b>3,000</b>	<b>13,130</b>	<b>13,261</b>	<b>13,394</b>	<b>13,528</b>	<b>13,663</b>	<b>13,800</b>	<b>13,938</b>	<b>14,077</b>	<b>14,218</b>			
96																				
97																				
98	<b>Grand Total General Government All Funds</b>		<b>6,122,033</b>	<b>4,232,564</b>	<b>5,032,387</b>	<b>(1,089,646)</b>	<b>4,327,991</b>	<b>(704,396)</b>	<b>4,477,446</b>	<b>4,507,698</b>	<b>4,660,443</b>	<b>4,713,927</b>	<b>4,874,175</b>	<b>4,934,707</b>	<b>5,103,588</b>	<b>5,172,324</b>	<b>5,351,058</b>			
99																				

	G	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	BC	BD	
2	<b>City of Isle of Palms, SC</b>																		
3	Model																		
4	Scenario 1																		
5	Judicial and Legal																		
6																			
7		Actual	Budget	Forecast	Increase/Decrease	Projected	Increase/Decrease	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected		
8		2025	2026	FY2026	From Budget 2025	2027	From Forecast 2026	2028	2029	2030	2031	2032	2033	2034	2035	2036		<b>NOTES</b>	
9	<b>General Fund - Expenditure</b>																		
10	<b>Salaries and Wages</b>																		
11	10-4910.5001	SALARIES & WAGES	87,191	91,789	91,789	4,598	104,671	12,882	109,905	115,400	121,170	127,228	133,590	140,269	147,283	154,647	162,379	SALARIES & WAGES	2.8 % for cola and 3% for merit = 5.8 increase
12	10-4910.5002	OVERTIME WAGES	1,143	2,119	2,119	976	807	(1,312)	847	889	934	981	1,030	1,081	1,135	1,192	1,251	OVERTIME WAGES	Approximately 9% of regular pay for officers, 17% for communications specialists.
13	10-4910.5003	PART-TIME WAGES	27,250	36,600	36,600	9,350	38,283	1,683	40,197	42,207	44,317	46,533	48,860	51,303	53,868	56,561	59,389	PART-TIME WAGES	-
14	10-4910.5004	FICA EXPENSE	8,845	9,984	9,984	1,139	10,998	1,014	11,548	12,125	12,731	13,368	14,036	14,738	15,475	16,249	17,061	FICA EXPENSE	FICA rate is 7.65%
15	10-4910.5005	RETIREMENT EXPENSE	18,303	24,222	24,222	5,919	26,682	2,460	28,016	29,417	30,888	32,432	34,054	35,756	37,544	39,421	41,393	RETIREMENT EXPENSE	PORS & SCRS employer contribution rates are 21.24% & 18.56% respectively.
16	10-4910.5006	GROUP HEALTH INSURANCE	37,657	40,643	40,643	2,986	41,607	964	43,687	45,871	48,165	50,573	53,102	55,757	58,545	61,472	64,546	GROUP HEALTH INSURANCE	Current PEBA rates & dependent elections plus 5% increase on 1/1/27. City of IOP specific experience modifier load factor is 5.7%.
17	10-4910.5007	WORKERS COMPENSATION	296	365	365	69	404	39	424	445	467	491	515	541	568	596	626	WORKERS COMPENSATION	Based on current SCMIT rates (including an experience modifier) and forecasted salaries.
18		<i>Total - Salaries and Wages</i>	180,685	205,722	205,722	25,037	223,451	17,729	234,623	246,354	258,672	271,606	285,186	299,445	314,418	330,138	346,645		
19		<i>Operating Expenses</i>																	
20	10-4920.5010	PRINT AND OFFICE SUPPLIES	515	1,500	1,000	485	1,000	-	1,010	1,020	1,030	1,041	1,051	1,062	1,072	1,083	1,094	PRINT AND OFFICE SUPPLIES	Postage and other office supplies
21	10-4920.5014	MEMBERSHIP AND DUES	-	50	225	225	227	2	230	232	234	236	239	241	244	246	249	MEMBERSHIP AND DUES	Includes membership to MASC (Clerk & Judge)
22	10-4920.5015	MEETINGS AND SEMINARS	1,825	2,000	2,000	175	2,020	20	2,040	2,061	2,081	2,102	2,123	2,144	2,166	2,187	2,209	MEETINGS AND SEMINARS	Includes conferences to SCJA and MASC
23	10-4920.5021	TELEPHONE/CABLE	3,528	4,000	4,000	472	4,000	-	4,040	4,080	4,121	4,162	4,204	4,246	4,289	4,331	4,375	TELEPHONE/CABLE	Phone and internet service
24	10-4920.5024	IT EQUIP, SOFTWARE & SVCS	260	1,000	500	240	500	-	505	510	515	520	526	531	536	541	547	IT EQUIP, SOFTWARE & SVCS	Includes provision for Court jury selection software (.5k) and misc provision (.5k) CivicRMS court software included in Police.
25	10-4920.5025	NON-CAPITAL TOOLS & EQUIPMENT	-	500	250	250	250	-	253	255	258	260	263	265	268	271	273	NON-CAPITAL TOOLS & EQUIPMENT	Provision for small (<\$5k) equipment as needed
26	10-4920.5026	MAINT & SERVICE CONTRACTS	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	MAINT & SERVICE CONTRACTS	-
27	10-4920.5062	INSURANCE	1,336	1,500	1,900	564	1,938	38	1,977	2,016	2,057	2,098	2,140	2,161	2,183	2,205	2,227	INSURANCE	Liability insurance
28	10-4920.5064	EMPLOYEE TRAINING	152	-	-	(152)	-	-	-	-	-	-	-	-	-	-	-	EMPLOYEE TRAINING	-
29	10-4920.5065	PROFESSIONAL SERVICES	163,432	278,600	225,000	61,568	225,000	-	227,250	229,523	231,818	234,136	236,477	238,842	241,230	243,643	246,079	PROFESSIONAL SERVICES	Includes most legal fees for the City and Court security. Added \$100 per court (36) for interpreter \$3,600. Increased based on actual.
30	10-4920.5079	MISC. & CONTINGENCY EXP	153	850	400	247	800	400	808	816	824	832	841	849	858	866	875	MISC. & CONTINGENCY EXP	Includes jury duty payments
31		<i>Total - Operating Expenses</i>	171,201	290,000	235,275	64,074	235,735	460	238,112	240,513	242,938	245,388	247,863	250,342	252,845	255,373	257,927		
32	<b>Judicial and Legal - General Fund</b>		<b>351,886</b>	<b>495,722</b>	<b>440,997</b>	<b>89,111</b>	<b>459,186</b>	<b>18,189</b>	<b>472,735</b>	<b>486,867</b>	<b>501,610</b>	<b>516,994</b>	<b>533,049</b>	<b>549,787</b>	<b>567,263</b>	<b>585,512</b>	<b>604,572</b>		
33	<b>Grand Total Judicial and Legal All Fund</b>		<b>351,886</b>	<b>495,722</b>	<b>440,997</b>	<b>89,111</b>	<b>459,186</b>	<b>18,189</b>	<b>472,735</b>	<b>486,867</b>	<b>501,610</b>	<b>516,994</b>	<b>533,049</b>	<b>549,787</b>	<b>567,263</b>	<b>585,512</b>	<b>604,572</b>		
34																			
35																			

