

CITY COUNCIL

6:00 p.m., Tuesday, August 26, 2014

The regular meeting of City Council was held at 6:00 p.m., Tuesday, August 26, 2014 in Council Chambers of City Hall, 1207 Palms Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bergwerf, Bettelli, Buckhannon, Carroll, Ferencz, Loftus and Ward, Mayor Cronin, Administrator Tucker, Attorney Halversen, Assistant to the Administrator Dziuban and City Clerk Copeland. The absence of Councilmember Harrington was excused; a quorum was present to conduct business.

1. Mayor Cronin called the meeting to order and acknowledged that the press and public had been duly notified of the meeting in accordance with the Freedom of Information Act. A brief invocation was followed by the Pledge of Allegiance to the Flag.

2. Appointment and Administration of Oath to New Employees

MOTION: Councilmember Bettelli moved to appoint Andy Sinwald and Aaron Sweet as employees of the City; Councilmember Carroll seconded and the motion PASSED UNANIMOUSLY.

After administering the oaths, Mayor Cronin welcomed the new employees in the Recreation Department to the family that is the City of Isle of Palms.

3. Reading of the Journals of Previous Meetings

MOTION: Councilmember Bergwerf moved to approve the minutes of the parking roundtable of May 1, 2014, the regular meeting of July 22, 2014 and the Special Meeting of July 29, 2014 as submitted: Councilmember Loftus seconded.

Councilmember Ward stated that the results of the vote referenced on page 4 of the minutes of the regular meeting of July 22, 2014 were incorrect; he stated that he had voted against the contract award for the rehabilitation of the ball fields at the Recreation Center.

VOTE: The motion PASSED UNANIMOUSLY to approve the minutes of the meetings of May 1 and July 29, 2014 as submitted and to approve the minutes of the July 22, 2014 meeting as corrected.

4. Citizen's Comments

Emery Brown of 408 Merritt Boulevard addressed City Council about an incident that occurred on June 17, 2014. He reported that, on that date, he was summoned to the front door of his residence where he was handcuffed and placed in the back seat of one of two (1-2) police cars. He stated that he was informed that there was a bench warrant for his arrest issued by the City of North Charleston and that he was to be held at the IOP police station until such time as North Charleston police arrived to transport him to North Charleston. Mr. Brown stated that, when he tried to explain that he had paid the fine earlier in the day, the IOP police officers told him that they were to hand him over to North Charleston police and that he could explain to them when they arrived.

Based on his experience, Mr. Brown posed the following questions to Council:

- What is the system that identifies him as a criminal worthy of pickup by two (2) Isle of Palms police officers for transport to North Charleston:
- Is every identified villain reported to a shift supervisor or is an automatic arrest initiated?

Mr. Brown stated that a little fact checking would reveal that he has lived at his present address for forty-one (41) years and on the island for forty-six (46) years, that he is seventy-two (72) years old and that he has no criminal record. Mr. Brown posed additional questions:

- What information about the infraction is provided on the arrest screen? This particular violation stemmed from overgrown grass and debris in the yard of an investment property Mr. Brown owns in North Charleston.
- Could a shift supervisor look up his previous criminal record and determine that he was not a flight risk, call him and explain that he has some specific period of time in which to correct any North Charleston grievance or IOP police would have to arrest him?
- Why did he have to be picked up in his neighborhood by two (2) police cars, handcuffed, put into the back of the car and remain handcuffed at the IOP police holding room waiting on North Charleston Police? Was it really necessary for Mr. Brown to be arrested, handcuffed and embarrassed in front of neighbors and friends?
- He asked whether an LAPD mentality was needed on the Isle of Palms?
- Does the City need twenty (20) police officers on the island?

Arnold Karig of 5102 Palm Boulevard spoke to City Council about the parking plan presented to City Council and the Planning Commission at a meeting on August 21; he urged Council to vote in favor of the parking plan. The full text of Mr. Karig's comments are attached to the historical record of this meeting.

5. Reports from Standing Committees

A. Ways and Means Committee

From the meeting of August 19th, Mayor Cronin noted that Treasurer Suggs had reported on the first month of the new fiscal year. General Fund revenue is ahead of last year, but is a small number reflecting one month's collections; General Fund expenditures are in-line with the budget. For the tourism funds, the Mayor reported that Municipal Accommodations Taxes ended FY14 nine percent (9%) ahead of FY13, and State Accommodations Taxes ended the year thirteen point six percent (13.6%) ahead of FY13, but Treasurer Suggs is skeptical of the increase and will do additional investigating. The collections from the Charleston County Accommodations Pass-through were nine percent (9%) greater than in FY13, and Hospitality Taxes ended FY14 ten percent (10%) ahead of FY13.

Mayor Cronin reported that the auditors have started their work, and the City anticipates having a clearer financial picture of FY14 at next month's meeting.

Following a long discussion on the message boards, the Ways and Means Committee decided to issue an RFP for the replacement of the message boards as they currently appear and are used.

1. Consideration of Managed Parking Plan

On the subject of a managed parking plan, Mayor Cronin noted that, at the Ways and Means Committee meeting, the Committee had discussed the need to do something to get relief from the parking and congestion; on the following Thursday, City Council and the Planning Commission heard a presentation from the City's consultants on their efforts to develop such a plan for the City. Stantec used Memorial Day weekend as a benchmark, but they noted that Memorial Day is not the peak of the island's congestion and parking problems. The peak tends to be toward the end of June and the July 4th weekend. A point that the Mayor remembered vividly was the fact that the island absorbs over eighty-five hundred sixty-six (8,566) vehicles at the peak time of the day coming onto the island, and, in some way, they park on the island somewhere and somehow. The City also accepts six thousand (6,000) vehicles that move into private properties, and another thousand occupy the rights-of-way on the island. Council is discussing vehicles parked in the rights-of-way when it discusses a parking program.

The recommendation was to proceed with haste with parking program described by the City's consultant Stantec; this program will that will require that they move quickly to get vendors lined up because the parking permits would be organized through both a software provider and an individual who would implement the program. The recommendation was also to meet with SCDOT for approval of the plan in order to have a program functioning for the island effective April 1, 2015

MOTION: Mayor Cronin moved to proceed with the managed parking program; Councilmember Loftus seconded.

The Mayor expressed the opinion that Council has had time to study the materials offered by Stantec the prior week; he then asked if anyone had questions on that material since Rick Day of Stantec was present to answer them.

Councilmember Ward stated that nothing has changed for him since the earlier meeting as far as the financial projections and how it will work; he voiced the need for more concise numbers and not the estimates offered last week. He suggested that the City get someone involved who has been through this process before to generate more accurate calculations of the startup expenses and projected revenues. The Councilmember indicated that he wants to implement the plan, but it must be financially viable. He referenced an e-mail sent to Council by the City Attorney that the City cannot profit from this parking plan, which Councilmember Ward interprets as a stumbling point. The Councilmember stated that he needs to know the break-even point; how this non-profit issue is going to affect pricing for the parking permits and the fines; the on-going costs of maintaining the program and remain in compliance with state law.

Mayor Cronin responded that he does not think those questions will be answered until the City sits with the vendors; the City can structure the revenue side to match or exceed the costs.

Mr. Day assured Councilmember Ward vendors are interested in the City's plan; he further explained that there are two (2) elements to the equation, the cost-side and the expense- side. The research has determined how many parkers there are, what time they arrive on the island, and what time they leave the island; the financial elasticity of the equation is how many people will not show up if the City charges a fee for parking and how much those fees are. He stated that the City can get other peoples' best opinions, like the vendors, that will be based on their experience across the country; they will provide the City with a range, but it will not be a precise number for anticipated revenue.

Responding to Councilmember Ward's question as to how long it would take to get these estimates, Mr. Day said that he would like to get two or three (2-3) vendors to talk through the program to make sure that they agree with the suggested ranges based on their experience with other beach communities across the country. Mr. Day reiterated that these figures will be estimates because there is not another beach community that exactly matches the Isle of Palms and its parking issues.

Mr. Day was more confident in terms of cost estimates through talking with the vendors, learning how they would want to structure their contracts and deciding exactly how the City would proceed with enforcement. Mr. Day assured Council that Stantec would move quickly to schedule meetings between the City and the vendors. Although statements were made earlier that the City preferred to handle enforcement itself, Mayor Cronin asked that the City receive pricing on a vendor handling enforcement and the City handling enforcement.

Mr. Day indicated that he has spoken with two (2) vendors, one (1) in Charlotte and one (1) in Atlanta, who both have the technology Stantec is recommending and have expressed interest in assisting the City with the implementation of a managed parking program. He added that these vendors will not be too specific with their projections until the RFP is issued.

Mr. Day noted that there will three (3) components, and they are:

- A software vendor who would write the website from which permits are purchased, develop the app, host the website and collect the money to give to the City;
- Enforcement by either the City or a firm that handles all phases of enforcement; and
- A handheld device with a camera with recognition software and on which license plates would be looked up to credential the vehicle.

Referencing the plan approval required from SCDOT, Councilmember Buckhannon asked whether the vote was to allow Stantec to represent the City to move forward with a parking program and to get SCDOT approval or to move forward with acquiring the permit in order to move forward with the program as outlined.

The Mayor responded that he envisioned both Stantec and the City going to SCDOT and, at the same time, seeking vendor input; if not done in parallel, the Mayor stated that the City would lose a year toward implementing a managed parking plan.

Councilmember Buckhannon agreed that there are many unanswered questions relative to the managed parking program as outlined by Stantec and stated that he wants to move forward with

the program. He commented that he wants the Mayor to represent the City in negotiations with SCDOT to find out what the City must do to implement the managed parking program.

Councilmember Ferencz said that Council had been asked to submit questions to Stantec prior to the Ways and Means Committee, but none of them were addressed in the meeting. She also thanked the City Attorney for providing Council with the case law for a better understanding of what has happened in the past. Much of the information was about Folly Beach which has a management plan where their residents receive two (2) free passes. The Councilmember then asked how Folly Beach implemented a plan that includes free passes for residents when non-residents must pay. In addition, Folly Beach has a very extensive comprehensive plan that addresses details about a managed parking plan which Councilmember Ferencz suggested has not been done by the City. Due to the number of unanswered questions, Council would be acting prematurely if Council votes to proceed with the parking plan.

Councilmember Ferencz also asked about the status of the City's taking over the roads on the island. Mayor Cronin responded that taking over the roads was a secondary matter since it does not change the issues of rights-of-way. Attorney Halversen added that, if the City owned the roads on the island, it would still have to get approval from SCDOT to implement a managed parking plan. The Mayor reiterated that the City has not come up with a way to fund the roads.

Councilmember Carroll recalled from Mr. Day's earlier presentation that sixty percent (60%) of the residences on the island have right-of-way encroachments, and the decision was made not to address these encroachments at this time. He asked what would keep the remaining forty percent (40%) of residents from placing encroachments in the right-of-way in front of their properties to prevent parking. The Councilmember also recalled from earlier discussions that all roads on the island had to be treated the same, but, in the presentation last week, all roads were not going to be equal and the parking plan would include the areas where people are parking now.

Mayor Cronin reminded Council that the City does not have the authority to remove encroachments in the right-of-way; that authority rests with SCDOT who does not enforce it.

Councilmember Bergwerf stated that the pressure for parking is only going to increase in the future; if the managed parking plan were to reduce parking by thirty percent (30%), Council has improved the current situation and capped the number from this point forward.

Councilmember Bettelli noted that, if Council does not act this year, they will be letting down the residents of the island; they want to see parking controlled. He ceded that there are many unanswered questions, but the City could not wait for more information.

MOTION: Councilmember Ward moved to amend the original motion making it contingent upon Council holding a public hearing to give the public an opportunity to give input on the proposed managed parking plan or to ask questions; Councilmember Carroll seconded and the amendment PASSED UNANIMOUSLY.

Councilmember Ferencz voiced her understanding of the motion as asking Stantec to move forward with acquiring approval from SCDOT on the managed parking plan as outlined and to schedule meetings for City staff and vendors to generate cost analyses.

Under this phase of the contract, Mr. Day stated that Stantec will ultimately produce a report, but they also owe the City a RFP to be reviewed and approved by the City then to send to vendors, as well as a public information program for residents and visitors.

Councilmember Carroll asked how the City would determine the number of parking permits to issue in the various categories, i.e. daily, weekly and annually. Mayor Cronin replied that the people assisting with the implementation will guide the City in making that type of decisions. Mr. Day added that the City will learn a great deal from the first year of the plan and may tweak the number of permits for Year 2 and maybe even Year 3.

The Mayor stated that a public hearing on the plan would be scheduled for September or the first week of October.

VOTE: The amended motion PASSED UNANIMOUSLY.

Administrator Tucker related to Council that all of the questions were sent to Stantec prior to the meeting; Mayor Cronin suggested that Mr. Day submit written responses to them to Council. Mr. Day commented that there had been many questions and that Stantec personnel had tried to order the presentation to respond to the majority of questions.

A lengthy discussion at the Ways and Means Committee meeting centered on the issue of the flood insurance renewal for the Recreation Center; FEMA has challenged the design and construction of the building as being flood proof. As a result, the City has been presented with a renewal rate that is unacceptable despite the information continuing to be sent to them; the City has a back-up plan for coverage through Lloyd's of London if the FEMA approval is not received by Friday; staff is ready to act on the Lloyd's of London plan.

From a conversation with an insurance agent, the Mayor learned that this is the only carrier that has asked questions about buildings that have been flood protected; others companies are writing renewals with a three to five percent (3-5%) increase.

2. Contracts in Excess of \$10,000

a. Award of a sole source contract to Technology Solutions for the budgeted purchase of surveillance cameras and server for camera/DVR system in the amount of \$16,000

MOTION: Mayor Cronin moved to award the sole source contract detailed above to Technology Solutions; Councilmember Loftus seconded and the motion PASSED UNANIMOUSLY.

b. Award of a contract to Safe Industries for the budgeted purchase of 7 SCBAs with spare cylinders in the amount of \$48,395.11, state contract pricing.

MOTION: Mayor Cronin moved to award a contract to Safe Industries for the amount specified above for SCBAs and spare cylinders; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

c. Award of a contract to Vic Bailey Ford, Inc. for the budgeted purchase of 1 Ford Police Interceptor SUV in the amount of \$26,484, state contract pricing.

MOTION: Mayor Cronin moved to award a contract in the amount of \$26,484 as stated above; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

d. Award of a contract to Vic Bailey Ford, Inc. for the budgeted purchase of 1 Ford Police Interceptor SUV in the amount of \$26,412, state contract pricing.

MOTION: Mayor Cronin moved to award a contract to Vic Bailey Ford, Inc. as stipulated above; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

When Councilmember Carroll asked about the difference in pricing, he was told that one vehicle has carpet floor mats and the other has plastic floor mats.

e. Award of Contracts to Motorola Solutions for maintenance on portable and mobile radios in the amount of \$6,757.38 and for annual maintenance on the Dispatch equipment in the amount of \$10,155.84 for as total award of \$16,913.22.

The Mayor explained that the cost of annual maintenance on the Fire Department radios was omitted from the motion, changing the total; the annual maintenance for radios in the Fire Department was seven thousand one hundred ninety-three dollars and fifty-five cents (\$7,193.55) for a total of twenty-four thousand one hundred six dollars and seventy-seven cents (\$24,106.77).

Councilmember Ward asked that the amount budgeted for purchases be stated on future agendas.

VOTE: The motion PASSED UNANIMOUSLY.

f. Consideration of a No-cost Change Order to Beach Recycling Contract.

Mayor Cronin reported that a no-cost change order for the beach recycling contract was discussed; the vendor is doing very well on the beach recycling process that will now extend to twelve (12) months a year.

3. Resolution to Approve and Support the FY15 CARTA Budget

Councilmember Bettelli stated that the CARTA FY15 budget totals twenty-eight million two hundred twenty-nine thousand thirty-six dollars (\$28,229,036). The Mayor noted that a copy of the budget is available at City Hall for review. This budget does not change the City's service quotient. The City receives no service now and none is anticipated in the future.

MOTION: Mayor Cronin moved to suspend the reading and to approve the resolution; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

The next meeting of the Ways and Means Committee will be at 5:45 p.m., Tuesday, September 23, 2014.

B. Public Safety Committee

Reporting on the regular meeting of August 7, Councilmember Bettelli stated that the Committee also discussed the message boards, and he confirmed that the Recreation Department has rehabilitated them, displaying meeting dates and times. As noted earlier, new message boards will be very similar to the existing boards. David Stokes of JEMS attended the meeting to explain why the ticket scanners were not delivered on a timely basis; the scanners have arrived and training is planned after the beach season. The Committee tasked Chief Buckhannon with asking SCDOT to study the intersection at 25th Avenue and Waterway Boulevard; residents have complained that drivers do not heed the existing STOP sign, making the intersection dangerous. One (1) resident has requested that a four-way (4-way) STOP be installed.

The discussion turned to bicyclists also ignoring the STOP sign at this intersection. Councilmember Loftus reported that bicyclists are also running the STOP sign at 41st Avenue and Palm Boulevard, which is already a complicated intersection; he asked Chief Buckhannon how many tickets have been issued to bicyclists for running stop signs. The Councilmember voiced his opinion that the only way to end the problem was through enforcement.

Pursuant to a complaint from a long-time visitor regarding fishing and chumming from the beach, the Committee discussed the issue. Administrator Tucker reported that the City does not have an ordinance relative to fishing from the beach or prohibiting fishing for shark from the beach; in addition, the island does have a designated swimming area, the County Park, and, typically, people who are fishing stay away from this area of the beach. The Committee agreed that no action needed to be taken.

The Committee then unanimously approved contract awards to Safe Industries and Vic Bailey Ford.

Fire Department Report

Fire Department personnel reported to a hazardous spill at the marina, people stranded on a sandbar and a vehicle fire on Palm Boulevard in June. Personnel responded to total of one hundred forty-seven (147) calls; forty-five (45) of the calls were for EMS. Thirteen (13) fire inspections were performed in June. There were no significant vehicle maintenance items in the month, and the Department received a wide variety of recognition from the public.

The month of July started with personnel responding to two (2) kayakers in distress at Bull's Bay; around the middle of the month, personnel responded to a jet ski stranded on a sand bar in a lightning storm. In July, Fire Department personnel responded to one hundred eighty-four (184) total calls with seventy-two (72) of them being EMS calls. When available, Charleston County EMS is on the island for weekends. Chief Graham observed that the call volume was up and the calls have been more serious. JT Hall has been certified to be an instructor. The rescue truck's springs were replaced in July for approximately twenty-nine hundred dollars (\$2,900); another costly repair was replacing the motor for an electronic valve at over one thousand dollars (\$1,000).

When Councilmember Ward questioned the replacement of the springs on the rescue truck, Councilmember Bettelli stated that, although the truck is scheduled for replacement in FY15, the Fire Department will continue to use the existing rescue truck until a new one arrives. In addition, Councilmember Bettelli noted that a functioning rescue truck is very important for the City to maintain its ISO rating.

Chief Graham reported that Fire Department personnel are refining the bid specifications and plans release the RFB after the September Public Safety meeting; the Department hopes to have the bid opening and contract award by the first of October. Once the contract is awarded, approximately nine (9) months to a year will pass before the City accepts delivery of the new rescue truck.

Police Department – Chief Buckhannon

Chief Buckhannon reported that the island has seen quite a few thefts of golf carts; police think that juveniles are responsible. Several larcenies on the beach have occurred where the person looks for key fobs, finds the vehicles and steals valuables from them; assisted by the new surveillance cameras, officers have a person of interest.

Administrator Tucker reported that other beaches are experiencing the same problem.

One (1) interesting theft was the lifeguard chair from the County Park.

The second "Coffee with a Cop" was held at Hudson's Market in the Villages at Wild Dunes; forty to fifty (40-50) residents attended, making this the most successful event to-date; the next meeting will be held in mid-to-late August or early September.

In the month of July, a total of six thousand two hundred and three (6,203) calls were received; four thousand nine hundred forty-eight (4,948) were for the Police Department; calls were up forty percent (40%) from the same month in 2013.

Answering the Administrator's question, Chief Buckhannon stated that total calls are both calls to the Consolidated Dispatch Center and to 886-6522, the IOP police non-emergency number.

The Chief reported that burglaries were down thirty percent (30%) year-to-date compared to the same period in 2013.

Officers made six hundred ten (610) traffic stops in July and issued one hundred forty-nine (149) citations. In addition, officers wrote one hundred ninety-one (191) reports and made seventy-two (72) arrests with forty (40) arrests attributable to alcohol offenses.

In July officers responded to seventeen (17) noise violations, with one (1) citation being written, and issued three (3) citations for fireworks.

Administrator Tucker reported that 2nd and 3rd Avenues are to be resurfaced in 2014. In addition, a caller to City Hall requested a golf cart crossing be established at 25th Avenue; she commented that the caller must have seen such crossings in private communities and not on SCDOT roads. Since the Committee did not believe the SCDOT would approve such a request, the Committee agreed to take no action on the matter.

The next Public Safety Committee meeting will be at 10:00 a.m. on Thursday, September 11th in the Conference Room.

Mayor Cronin asked Chief Buckhannon whether the feeds from the new cameras at that intersection of Palm Boulevard and 14th Avenue were going to be made available to SCDOT for broadcast or the City's website, and, if so, would the feed be up by next spring? The Chief stated that it was a bandwidth issue and that he was working with different vendors to increase the bandwidth to support making the traffic feed available to the public.

C. Public Works Committee

From the meeting of August 6, 2014, Councilmember Ward stated that Director Pitts had reported that keeping the beaches clean was the focus of work for both June and July; a five-man (5 man) team removed debris on Saturday, July 19th. On the Front Beach lighting project, Administrator Tucker reported that SCE&G was working with the manufacturer on the photometrics and anticipates having a presentation for the Committee at the September meeting. Councilmember Ward reiterated that the City is going to year-round beach recycling at no additional costs. The plans for repairs to the depression on Seahorse Court should be finalized at the September meeting. The Committee had an extended discussion about the possibility of having once-a-week garbage collection for the summer of 2015; Director Pitts asked that no decision be made until after Labor Day. Like the Recreation Committee, the Public Works Committee discussed the WELCOME signs at the Connector and Breach Inlet. The beach monitoring results for May through July 2014 were satisfactory; the consensus of the Committee was not to pursue the Blue Wave designation in the future.

The Public Works Committee will hold its next meeting at 5:30 p.m. on Wednesday, September 10th in the Conference Room.

D. Recreation Committee

Councilmember Carroll reported on the meeting of August 7, stating that athletic camps were held every week over the summer and were filled to capacity as was Camp Summershine. Boot Camp which is held at 7:15 a.m. two (2) days a week always had good attendance, but there is space available for new participants. The children's tennis lessons have been immensely popular; there is a waiting list for enrollment. The 16th Annual Half Rubber Tournament is scheduled for Saturday, August 16th and Sunday, August 17th, if necessary; sixteen (16) teams participated. As always, the Isle of Palms Beach Run was a big success with three hundred fifty-seven (357) participants in total; the Piccolo Spoleto Sand Sculpting had forty-five (45) teams competing. On August 20th, Wacky Golf, an employee wellness event was a lot of fun; Councilmember Carroll said that he was particularly delighted seeing the Mayor and Director Page doused with an ice water for the ALS Challenge. The HVAC systems had their annual preventative maintenance in July. The Director also reported that strips have been added to the message boards, but staff has been too busy to put up any lettering. The Recreation Committee discussed the message boards in terms of the types of messages that should be posted; the Committee also discussed the City's use of social media. The next step in pursuing social media is the preparation of a City policy. Other topics discussed were the duties of the Recreation Committee and the employee turnover that occurred over the summer. Councilmember Carroll stated that the goal is for Councilmembers and employees to have a healthy working environment and to use events like Wacky Golf to strengthen this environment. With the addition of Andy Sinwald and Aaron Sweet, staffing in the Recreation Department is full with the exception of a part-time help. In conclusion, the Committee unanimously approved the contact award to Technology Solutions for surveillance cameras and a camera upgrade to digital from analog.

The next Recreation Committee meeting will be at 9:00 a.m., Tuesday, September 9th in the Conference Room.

E. Personnel Committee

From the meeting of August 6th, Councilmember Ferencz reported that a lengthy discussion opened the meeting related to the job description and evaluation for the position of City Administrator. One proposal combined the current job description and portions of the job description created by Archer; another proposal presented a revised format and content based on having reached out to the web, MASC and human resource professionals. The consensus of the Committee was to take more time to study the packet of materials for further discussion at the September meeting. Department managers also reviewed the descriptions for positions in each department and made the appropriate changes; the Building, Fire, Public Works and Recreation Departments had no changes to the existing job descriptions. In the Public Works Department, a job description for the Assistant Director needs to be written and adopted; the Archer study produced a job description for the position that the Director will modify to present to the Committee at the September meeting. The Administrator noted that the job descriptions for both the City Treasurer and the Communications and Website Coordinator/Assistant to the

Administrator were updated in General Government; additions and changes to make the job descriptions more accurately describe the job as it exists today are red-lined. Chief Buckhannon had updated all of the job descriptions in the Police Department to address the structure in place and job titles in the Department; the Chief stated that he has used some of the global statements from the Archer study. The Administrator noted that the City no longer has dispatchers; since a job description did not exist to address their new function, a job description for "Communications Specialists" that defines the job they do now was generated. The next step is for the Committee to approve the job descriptions and to recommend their adoption to City Council.

The Committee also discussed the City-wide evaluation tool for employees and supervisors; specifically the Committee was interested in how the overall score was computed. Based on the discussion, the evaluation tool for supervisors will be revised and presented for approval at the September meeting.

A review of the timeline for appointments to boards and commissions also occurred; Administrator Tucker informed the Committee that the appointments are considered to be one of the most important functions of the Personnel Committee. The Administrator notified the Committee that the process has begun with the advertisement for applicants appearing in *The Moultrie News* and *The Island Eye*, as well as being posted to the City's website.

The only job vacancies in the City are in the Police and the Recreation Departments; the Police Department needs to fill one (1) BSO position and to replace the Animal Control Officer, and the Recreation Department has two (2) part-time vacancies for the fall programs.

The meeting concluded with a discussion of the City Disaster Recovery Plan after the questions were posed about the existence of a similar plan for City government and the role of Councilmembers in a disaster. The Administrator stated that the City government does have an internal disaster recovery plan, but it speaks to the duties of staff in such a situation. The best source of information for Councilmembers is the operating conditions which are posted in City Hall; when Council is told that the City is operating under OPGON 3, they need to know what the City is doing and what Councilmembers need to be doing at that stage.

The July Safety Sweepstakes Winners were Shelia Redmon in the Recreation Department, John Graham in the Public Works Department, Amanda Postell in the Police Department and Dustin Bruce in the Fire Department.

The Personnel Committee will hold its next meeting at 10:00 a.m., Thursday, September 18th in the Conference Room.

Councilmember Ward commended Councilmember Ferencz, the Chair of the Personnel Committee, for the hard work and detail she addressed in the job description for the position of City Administrator; He voiced the opinion that a review of the job description and evaluation process for the Administrator position was "far overdue." He expressed his appreciation in guaranteeing that the evaluation is fair, complete and thorough.

Councilmember Loftus asked whether the City was still planning to fill the open BSO position this late in the season; Administrator Tucker indicated that the City would look to fill it, but, at this time, there are no qualified candidates.

F. Real Property Committee

From the regular meeting of August 4th, Councilmember Loftus reported that Nels Bullock of #3 5th Avenue had addressed the Committee about the island's need for more beach accesses that would make it possible for handicapped individuals to get to the beach; he detailed his vision for these handicap beach accesses. Councilmember Buckhannon explained to Mr. Bullock that the City will hold a referendum in November to pass an additional one percent (1%) accommodation fee that can only be used for beach restoration, beach monitoring and beach accesses; this new legislation is expected to generate funds for not only beach restoration on the island but also additional handicap accesses. Director Kerr stated that OCRM has very strict regulations regarding what can and cannot be done to the dunes; he added that the island has very few flat beach accesses and that they are on the northern end of the island.

Liollo Architects expects to attend the September meeting to present its cost projections for replacing the public restrooms. On the topic of the lease renewals for the Marina Outpost and Marina Joint Ventures, Mr. Berrigan has offered to have his attorney draw up the lease amendments; he plans to present them to the Committee at the September meeting. Administrator Tucker reported that letters have gone out to all of the stakeholders, i.e. from the 2008 project, the 2012 project, Dunecrest, Beachwood East and the three (3) new owners on Summer Dunes Lane, explaining the funding gap they need to fill in order for the 2014 Shoal Management Project to proceed. The Wild Dunes Community Association has taken the lead in determining the appropriate share for the stakeholders; in the letter, the stakeholders were asked to get their money to City Hall no later than August 29th. With the funding in place, the project is scheduled to start in November as soon as turtle nesting season has ended, as per the OCRM permit. The Planning Commission has presented a draft RFP for Marina Enhancement to the Committee; after discussion, the Committee voted unanimously to proceed with the RFP for a comprehensive marina plan. Since several businesses on Front Beach have asked for the public restrooms to remain open until 11:00 p.m., Administrator Tucker explained that paying for additional hours was not included in the FY15 budget and that, to enter into a new contract with the current vendor with extended hours, was such a large increase that the City would have to put the contract out for bid. From a meeting with the vendor, a decision was agreed upon to continue operating under the present arrangement. The City needs to update the Comprehensive Local Beach Management Plan since it was written in 2008 and is to be updated every five (5) years. Administrator Tucker reminded the Committee that the City far exceeds the parking requirements in the existing Beach Management Plan; in an updated plan, the Administrator would like to have identified the areas on the island where parking is required and to notate only those areas in the updated version. The Administrator cautioned that there were no guarantees that the new version would be approved by OCRM and/or DHEC. Turning to the National Flood Insurance Program (NFIP) Community Rating System (CRS), Director Kerr reported that a new point system was introduced in 2013; the calculations have also changed. The Director indicated to the Committee that he did not know how the City would fare from the audit at the end of August; he noted that the audit results could result in a five percent (5%) increase to flood insurance premiums for property owners.

The next meeting of the Real Property Committee will be at 5:30 p.m., Tuesday, September 9th in the Conference Room.

6. Reports from City Officers, Boards and Commissions

A. Accommodations Tax Advisory Committee – minutes attached

Councilmember Ward noted that the Committee had approved additional expenditures in excess of budget of over seventy-five thousand dollars (\$75,000); he questioned why this was not presented to the Ways and Means Committee at its meeting of August 19th.

Mayor Cronin noted that seventy-two thousand six hundred fifty-eight dollars (\$72,658) was the City's obligation to the Charleston Visitors Bureau, which is mandated by the state. The Administrator added that amounts over budget are required by the Tourism Expenditure Review Committee to be sent back to the Accommodations Tax Advisory Committee for their approval; she noted that the smaller amounts detailed on page 2 of the minutes were the amount actually approved by the Committee.

When the Councilmember repeated his question about the Ways and Means Committee, Administrator Tucker responded that, historically, the ATAX overages have not been brought to the Committee, but the City could start that practice for the future.

MOTION: Councilmember Ward moved for all future over-budget expenditures by the Accommodations Tax Advisory Committee be approved by the Ways and Means Committee; Councilmember Carroll seconded and the motion PASSED UNANIMOUSLY.

B. Board of Zoning Appeals – minutes attached

C. Planning Commission – no meeting in August

D. Update on Charleston Visitors Bureau and Charleston Area Regional Transportation Authority

Mayor Cronin noted that he had distributed some updated materials on the Charleston Area Visitors Bureau for Council to review.

Councilmember Bettelli thanked Council for approving the CARTA budget; he also reported that CARTA plans to advertise for bids in April 2015 for the new intermodal terminal. Fixed route ridership in July was four hundred twenty-eight thousand one hundred seventy-three (428,173) which is an increase of two percent (2%) over last year; fixed route revenue for the month was three hundred ninety-nine thousand nine hundred four dollars (\$399,904), a decrease of two percent (2%) from last year.

7. Reports from Special of Joint Committees – None

8. Petitions Received, Referred or Disposed of – None

9. Bills Already in Possession of Council – None

10. Introduction of New Bills, Resolutions and Proclamations

First Reading, by title only, of Ordinance 2014-10 – An Ordinance of the Mayor and Council of the City of Isle of Palms, South Carolina Providing for the Implementation of the Provisions of the Fairness in Lodging Act.

MOTION: Mayor Cronin moved to approve for First Reading, by title only, Ordinance 2014-10; Councilmember Ward seconded and the motion PASSED UNANIMOUSLY.

Attorney Halversen stated that the penalties could range from five hundred to two thousand dollars (\$500-2,000).

11. Miscellaneous Business

Next Meeting Date: 6:00 p.m., Tuesday, September 30, 2014

12. Executive Session – not needed

13. Conclusion/Adjournment

MOTION: Councilmember Ward moved to adjourn the meeting at 7:38 p.m.; Councilmember Bergwerf seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk