

## **SPECIAL MEETING of CITY COUNCIL**

5:45 p.m., Tuesday, December 1, 2015

A Special Meeting of City Council was called to order at 5:45 p.m. on Tuesday, December 1, 2015 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bergwerf, Bettelli, Buckhannon, Carroll, Ferencz, Harrington, Loftus and Ward, Mayor Cronin, Administrator Tucker, Attorney Halversen, Assistant Administrator Fragoso and Clerk Copeland; a quorum was present to conduct business.

1. Mayor Cronin called the meeting to order and acknowledged that the press and public were notified of the meeting in accordance with the Freedom of Information Act.

### **2. Purpose**

**A. Consideration of award of a sole source two-year contract in the amount of \$13,642.56 to T2 Systems for software for database management related to 2016 beach parking**

**MOTION: Mayor Cronin moved to award a sole source two-year contract to T2 Systems as detailed above; Councilmember Bettelli seconded.**

Administrator Tucker noted that she had realized that the quote does not include sales taxes; the appropriate amount of sales tax is eleven hundred fifty-nine dollars and sixty-two cents (\$1,159.62), making the total award fourteen thousand eight hundred two dollars and eighteen cents (\$14,802.18).

**Amendment: Mayor Cronin amended his motion to the corrected amount of \$14,802.18, and Councilmember Bettelli seconded.**

This contract award will allow citizens to apply for the new residential parking permit on a laptop or mobile device in the comfort of their homes; they can scan their credentials to the Police Department that will validate the information and send the residential parking permit(s) to the residents. The Administrator reminded Council that T2 Systems is the system used both in the court software for the management of parking tickets and in the handheld ticket devices, providing complete compatibility between the two (2) systems. The ordinance states that anyone with an outstanding ticket will not be issued a residential parking permit until such time as the ticket is paid; the interfacing of the court and ticket-writing systems would verify that a person was in good standing with the court systems and authorize the issuance, or not, of the parking permit. Another feature is that a link could be put on the City's website that would provide access to the parking permit program.

Administrator Tucker directed Councilmembers to page 23, line 106 and page 26, line 264 in the FY16 budget which would be the recommended sources of funds for this contract; staff is proposing to use fifty-five thousand dollars (\$55,000) of the total allocated for Phase III of the Wayfinding Sign initiative to enter into this contract.

Mayor Cronin commented that anything the City can do to make this process easier on residents/ property owners would be advantageous to all and that it integrates into existing City programs is a plus.

Councilmember Loftus asked if there was money in the budget to pay for this expense.

The Administrator recalled that about three thousand dollars (\$3,000) that had been originally budgeted for software to allow visitors to buy parking passes online; when Council went in the opposite direction, the line item relating to any type of mobile application was removed from the budget. Administrator Tucker commented that this expenditure is an example of going from conceptual to passing the ordinance and beginning the implementation process; as such, the cost of this software is an out-of-budget expense.

**VOTE: The motion PASSED UNANIMOUSLY.**

**B. Discussion of budget related to implementation of parking**

This discussion centered on the expense of signs; when the FY16 budget was built, staff determined where signs would be needed and came up with an estimated number of signs. Now the City has a signed encroachment package that has been submitted to SCDOT. Signs included are as follows:

- “No Parking 4 feet of Pavement” on the non-ocean side of Palm Boulevard;
- “Resident Only Parking” signs with the time of year and hours that the ordinance is enforced; and
- “Beach Parking” signs.

The estimate for the fabrication and installation of the signs has increased from roughly forty thousand dollars (\$40,000) to about seventy-eight thousand dollars (\$78,000) plus a contingency of twenty percent (20%). The Administrator reiterated that these figures are conceptual because the City has not gone out for bid on the signs; the bids could come in higher or lower than the estimate. SCDOT is considering the encroachment permit now, and she and the Mayor had an opportunity to advocate for the permit when they met with Robert Clark of SCDOT. Staff, meanwhile, is working on the bid package for the fabrication and installation of the signs.

Councilmember Loftus stated that he hoped the signs were not going to be the “industrial strength” SCDOT signs, but something more aesthetically pleasing; Administrator Tucker responded that the signs must be regulation signs because they will be on SCDOT roads.

The Mayor added that there will be actual signs for people to see at the kick-off meeting on Thursday evening.

Councilmember Ferencz voiced concern that residents would need to buy books of parking permits for their guests/family to park in the rights-of-way in front of their homes.

The Administrator stated that the cost would be fifteen dollars (\$15.00) per book of thirty (30) parking permits if they choose to get them, and the revenue would pay for printing the booklets.

Councilmember Ferencz commented that she did not think taxpayers in the City should be required to purchase permits for their guests when beach visitors are allowed to park for free.

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Administrator Tucker explained that the fifteen dollar (\$15.00) charge for booklets of guest permits was included in the ordinance.

Mayor Cronin said that this was the first year for the parking plan, and, if the fifteen dollars (\$15.00) becomes a "bottleneck," it can be changed next year.

Councilmember Carroll asked about boat trailer parking on Waterway Boulevard.

The Mayor recalled that, since City Council had not been able to come up with a satisfactory parking solution for 41<sup>st</sup> Avenue near the marina, Breach Inlet or the Recreation Center, it chose to leave them unchanged to keep from holding up the parking plan for the balance of the island.

Councilmember Carroll then asked if vehicles would be required to park four feet (4 ft.) from the road on Waterway; he was reminded that four feet (4 ft.) from the road is for Palm Boulevard.

Administrator Tucker stated that "this implementation season will be the difficult season;" the season that the City will learn what should be amended in the ordinance and what is working well.

Councilmember Buckhannon noted that much of the available parking on Waterway is along the golf course.

According to the Administrator, the key thing to remember was that Council would be asked to award a contract for signs in the near future, and she foreshadowed that that the cost would be more than expected when the budget was built.

In an effort to reduce the overall costs for the parking program, Councilmember Carroll asked if buying a small pickup truck was necessary.

Administrator Tucker replied that all of the vehicular needs have been ordered or purchased since they were all approved in the budget. She reminded Council that, while BSOs have been patrolling in concentrated areas, they will now be covering the entire island.

**C. Discussion of Parking Kickoff at 5:30 p.m., December 3<sup>rd</sup> at the Recreation Center**

The Administrator told Council that attendees will be offered a fact sheet on the parking initiative, a question-and-answer sheet and a copy of the ordinance. The Thursday meeting will be a public meeting; large posters will show where beach parking will be allowed and which areas will be residential parking only. The sign plan will also be mounted on the wall for viewing, and Chief Buckhannon will have the new signs that will be installed on the island. For residents who wish to do so, they will have the opportunity to complete the application for the residential parking permit. The necessary documentation for applying for a residential sticker is the vehicle registration and a second proof of residency at the Isle of Palms.

Responding to Councilmember Ferencz' question about the hurricane stickers, Administrator Tucker explained that the new parking stickers would not replace the hurricane stickers at this time, but that may occur in the future.

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When Councilmember Carroll voiced concern that many people on the island were unaware of the meeting, Assistant Administrator Fragoso stated that the meeting was being advertised in the *Post and Courier*, *The Moultrie News* and on the City's Facebook page and website through Thursday. Staff is anticipating better attendance since residents will be allowed to apply for permits at the meeting.

Take-aways from the meeting will be a question-and-answer sheet and a fact sheet.

Since the majority of Council plans to attend the Thursday kick-off meeting, it will be noticed as a Council meeting.

### **3. Adjourn**

Mayor Cronin declared the meeting closed at 6:18 p.m.

Respectfully submitted:

Marie Copeland  
City Clerk