



City Council

6:00 p.m., Tuesday, September 24, 2024
 Council Chambers
 1207 Palm Boulevard
 Isle of Palms, South Carolina

Public Comment:

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

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

Agenda

1. **Introduction of meeting** and acknowledgement that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.
 - a. Invocation
 - b. Pledge of Allegiance
 - c. Roll Call
2. **Citizen's Comments** – All comments will have a time limit of three (3) minutes.
3. **Approval of previous meetings' minutes**
 - a. Regular City Council meeting – August 27, 2024 [Pgs. 3-7]
 - b. Special City Council meeting – September 10, 2024 [Pg. 8]
 - c. Special City Council Workshop – September 10, 2024 [Pgs. 9-13]
 - d. Committee Meetings – [Pgs. 14-22]
4. **Special Presentations**
 - a. Consideration of Signal 30 Award to Johnny Himmelsback and other Islander 71 team members that rescued couple who drove vehicle down the IOP marina boat ramp [Pg. 23]
 - b. Recognition of Deputy Chief Hathaway ahead of his retirement
5. **Old Business** – Update on beach conditions, shoal management permit application and USACE beneficial use project – Steven Traynum, CSE
6. **New Business**
 - a. Approval of recommendation from the Public Services and Facilities Committee to enter into a contract with the lowest responsible vendor for bulk container collection and disposal for condominiums and businesses starting February 1, 2025 through October 31, 2025, and after that date, businesses would be responsible for their own bulk container collection services [Pgs. 24-26]
 - b. Approval of new building access control system for Public Safety Building and Fire Station 2 [FY25 Budget, Capital Projects Fund, State ATAX, \$190,000] [Pgs. 27-43]
 - c. Approval of training room IT upgrades [FY25 Budget, State ATAX and Hospitality Tax Funds, \$35,000] [Pgs. 44-45]
 - d. Approval of employee referral incentive program [Pgs. 46-47]



- e. Approval of new job descriptions for Police and Fire department [Pgs. 48-58]
- f. Consideration of change order from CSE for second phase of large scale off shore dredging permit application [Pgs. 56-70]
- g. Consideration of FY25 millage rate of 0.0223 and Local Option Sales Tax Credit Factor of 0.00020 [Pgs. 71-72]
- h. Consideration of distribution of FY24 positive net result [Pg. 73]

7. Boards and Commissions Report

- a. Board of Zoning Appeals – minutes attached [Pgs. 74-78]
- b. Planning Commission – minutes attached [Pgs. 79-80]
- c. Accommodations Tax Advisory Committee – minutes attached [Pgs. 81-83]
- d. Environmental Advisory Committee – minutes attached [Pgs. 84-86]

8. Ordinances, Resolutions and Petitions

a. Second Reading

Ordinance 2024-06 – An ordinance to prohibit feeding wildlife, excluding feral cats and birds [Pgs. 87-92]

b. First Reading – None

c. Resolutions and Proclamations

- i. Resolution 2024-08 Authorizing the creation of a Youth Council [Pgs. 93-94]
- ii. Resolution 2024-09 Recognizing Deputy Fire Chief Hathaway and Celebrating his Retirement [Pgs. 95-96]
- iii. Resolution 2024-10 Authorizing Policy Initiatives and Priorities for City Lobbyists to Pursue in the General Assembly [Pgs. 97-98]

9. Executive Session

10. Adjournment



CITY COUNCIL MEETING
6:00pm, August 27, 2024
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to order

Present: Council members Bogosian, Anderson (via Zoom), Ward, Miars, Pierce, Hahn, and Carroll, Mayor Pounds

Staff Present: Administrator Fragoso, Director Kerr, City Attorney McQuillin, various department heads

2. Citizen's Comments

Rusty Streetman thanked City staff and Council for all their hard work during Hurricane Debby. He spoke highly of the efforts of all City departments as well as the response from the State and neighboring agencies.

3. Approval of previous meetings' minutes

A. Public Hearing – July 23, 2024

B. Regular City Council meeting – July 23, 2024

C. Special City Council Workshop – August 13, 2024

MOTION: Council Member Ward made a motion to approve the minutes, and Council Member Bogosian seconded the motion. The motion passed unanimously.

4. Special Presentations

Consideration of proposed FY25 CARTA Budget – Andrea Kozloski, Deputy Director of Operations & Support

Ms. Andrea Kozloski from CARTA referenced the memo detailing the FY25 CARTA budget. The \$28 million budget represents a \$1.7 million increase over last year. She shared highlights of the projects planned for FY25. She thanked City Council for their ongoing support of the Beach Reach Shuttle initiative. Administrator Fragoso reminded Council that this expense is shared with the Town of Mt. Pleasant, with each municipality contributing \$10,000 this year to keep the service free to riders.

MOTION: Council Member Ward made a motion to approve, and Council Member Bogosian seconded the motion. The motion passed unanimously.

5. **Old Business -- none**

6. **New Business**

A. **Approval of proposal from First Tryon Advisors for development of long term capital planning model**

MOTION: Council Member Bogosian made a motion to approve, and Council Member Ward seconded the motion.

Administrator Fragoso said this proposal is just for the capital planning model. First Tryon has the City's budget spreadsheets, and staff is waiting to meet with them to clarify their ability to consolidate the different models. Any additional expense will be brought to City Council for consideration.

VOTE: The motion passed unanimously.

B. **Recommendation from the Public Services and Facilities Committee to enter into a contract with the lowest responsible bidder for bulk container collection services for condos and businesses through October 31, 2025, and after that date, businesses would be responsible for their own bulk container collection services**

Mayor Pounds said he would like this issue to be discussed in more detail at the September workshop. Administrator Fragoso said a decision is needed by the end of September so that if a new vendor is selected, time is available to switch out the dumpsters.

Mayor Pounds said he is concerned about the number of vendors that could be imposed on the island after October 31, 2025. He also has questions about the funding of this recommendation through ATAX funds. Council members Ward and Carroll agreed this topic needs to be discussed in the workshop. Administrator Fragoso asked Council members to send her their questions and ideas in advance of the workshop so they have time to research answers and options.

MOTION: Council Member Ward made a motion to defer this discussion until the workshop. Council Member Carroll seconded the motion. The motion passed unanimously.

C. **Recommendation from the Public Services and Facilities Committee to award a five-year contract to Coastal Science and Engineering for semi-annual island wide monitoring and surveying at an annual cost of \$106,000**

MOTION: Council Member Ward made a motion to approve, and Council Member Miars seconded the motion. The motion passed unanimously.

D. **Purchase of Mini Excavator in the amount of \$53,634.23 state contract pricing [FY25 Budget, Capital Projects Funds, Public Works - \$50,000]**

MOTION: Council Member Bogosian made a motion to approve, and Council Member Miars seconded the motion. The motion passed unanimously.

E. Purchase of Skid Steer in the amount of \$62,500 state contract pricing [Phase 3 Drainage Bond Proceeds, \$159,163]

MOTION: Council Member Miars made a motion to approve, and Council Member Hahn seconded the motion. The motion passed unanimously.

F. Replacement of Recreation Dept. truck in the amount of \$41,316 state contract pricing [FY25 Budget, Muni ATAX Fund, Recreation Dept. - \$40,000]

Administrator Fragoso said the overage for this expense will be made up through other line items without overages.

MOTION: Council Member Miars made a motion to approve, and Council Member Hahn seconded the motion. The motion passed unanimously.

G. Approval of award of a contract to Icon Contracting, LLC for the construction of two (2) ADA boardwalks at 46th and 52nd Avenue in the amount of \$298,204 [FY24 State Budget Allocation \$500,000]

MOTION: Council Member Hahn made a motion to approve, and Council Member Carroll seconded the motion.

Council Member Bogosian asked out the City determines where these ADA boardwalks are installed. Administrator Fragoso said there are limited places on the island where an ADA-compliant ramp and accompanying handicap parking can be made available. They work from a list related to flooding concerns. There will be approximately \$200,000 left over to build another boardwalk this year.

VOTE: The motion passed unanimously.

H. Discussion and consideration of change order from Coastal Science & Engineering for additional and ongoing emergency coordination on Breach Inlet and Beachwood East

Administrator Fragoso said this change order is for the additional expenses and work at Breach Inlet and Beachwood East for July through the end of the year.

MOTION: Council Member Pierce made a motion to approve, and Council Member Bogosian seconded the motion. The motion passed unanimously.

I. Discussion of emergency conditions at Beachwood East and consideration of approval of \$200,000 expenditure for the placement of an additional 200 sandbags and 500 unfilled bags to keep on hand for future needs and ongoing maintenance

Administrator Fragoso said, "The situation at Beachwood East is much more critical than it was a few weeks ago. The last series of King tides that we had last week deteriorated several sections of the seawall revetment, if you will. Just as a reminder, the City last year approved \$300,000 for the installation of sandbags along that stretch. We installed 500 bags as part of that project earlier this summer. We had \$66,000 from that \$300,000 allocation left, and we wanted to add sandbags in some areas that were low. At that time, we added 100 sandbags. So the City has placed 600.

So if you compare, Council approved some monies last month to install down at Breach Inlet 800 bags. So it is a very similar section in length, maybe a bit wider, but we are in need of additional funds. We've expended \$300,000 allocation approved by Council last year for sandbags, and now that we have to maintain this revetment until we are ready for the shoal management project, which we anticipate and hope to be able to do this winter, early next year if permits are issued. There is a need for additional sandbags, and we are asking for \$200,000.

"Stephen, Douglas, and I have met every day this week and last week to discuss a plan to present to you all as an option. The \$200,000 would allow us to purchase about 200 sandbags. As of this morning, we think we need 300 and an allowance for us to purchase unfilled bags. This is something that we had talked about wanting to keep an inventory, a number that allows us to maybe deploy them quicker because that is what drives the schedule is how quickly the manufacturer can create and ship these bags for the contractor to then fill in the sand. So we are looking at about maybe 300 bags and reducing the amount of sandbags that we buy unfilled. But we feel comfortable with a \$200,000 allocation that allows us to move pretty quickly in that area."

She added that the City is required by the permit to maintain the bags and remove them upon the start of the shoal management project.

MOTION: Council Member Bogosian made a motion to approve, and Council Member Pierce seconded the motion. The motion passed unanimously.

7. Boards and Commissions Reports

- A. **Board of Zoning Appeals** – no meeting in July
- B. **Planning Commission** – no meeting in July
- C. **Accommodations Tax Advisory Board** – meeting on August 28, 2024
- D. **Environmental Advisory Committee** – no meeting in July

8. Ordinances, Resolutions, and Petitions

- A. **Second Reading -- none**
- B. **First Reading -- none**
- C. **Resolutions and Petitions**

MOTION: Council Member Ward made a motion to suspend the rules of order and approve all resolutions with one vote. Council Member Miars seconded the motion. The motion passed unanimously.

- i. **Resolution 2024-05** Authorizing consumption of beer and wine only, road closures and amplification of music at the IOP Connector Run and Walk for the Child on October 5, 2024
- ii. **Resolution 2024-06** Authorizing consumption of beer and wine only, road closures and amplification of music at the Lowvelo Bike Ride on November 2, 2024
- iii. **Resolution 2024-07** Authorizing consumption of beer and wine only, road closures and amplification of music at the Holiday Street Festival on December 7, 2024

MOTION: Council Member Ward made a motion to approve Resolutions 2024-05, 2024-06, and 2024-07 and waive the reading of each. Council Member Miars seconded the motion. The motion passed unanimously.

9. Executive Session

MOTION: Mayor Pounds made a motion to enter into Executive Session according to Section 30-4-70(a)(2) to receive an update and legal advice protected by the attorney client privilege concerning Case No. 2023-CP-10-00201, Wild Dunes LLC v IOP. Council Member Ward seconded the motion. The motion passed unanimously.

City Council entered into Executive Session at 6:40pm.

City Council returned from Executive Session at 6:46pm.

MOTION: Council Member Hahn made a motion to follow the advice of legal counsel as presented. Council Member Pierce seconded the motion. The motion passed unanimously.

10. Adjournment

Council Member Pierce made a motion to adjourn, and Council Member Ward seconded the motion. The meeting was adjourned at 6:46pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



SPECIAL CITY COUNCIL MEETING
4:30pm, Tuesday, September 10, 2024
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 Hahn, Ward, Anderson, Bogosian, Miars, Carroll, Pierce, and Mayor Pounds

Staff Present: Administrator Fragoso, Director Kerr, Attorney Drew Butler

2. **Purpose – Executive Session**

MOTION: Council Member Ward made a motion to go into Executive Session in accordance with SC Code Section 30-4-70(a)(2) to receive legal advice regarding Dehn v. IOP. Council Member Hahn seconded the motion. The motion passed unanimously.

City Council moved into Executive Session at 4:32pm.

City Council returned from Executive Session at 4:58pm.

MOTION: Council Member Hahn made a motion to take no further action and for the City's attorney to "stay the course." Council Member Miars seconded the motion. The motion passed unanimously.

3. **Adjournment**

Council Member Ward made a motion to adjourn. Council Member Hahn seconded the motion. The meeting was adjourned at 4:59pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



SPECIAL CITY COUNCIL MEETING -- WORKSHOP

5:00pm, Tuesday, September 10, 2024

1207 Palm Boulevard and

broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to order

Present: Council members Bogosian, Anderson, Ward, Miars, Pierce, Carroll, and Mayor Pounds

Staff Present: Administrator Fragoso, Director Kerr, various department heads

2. Citizens' Comments

Terri Haack of the Wild Dunes Resort said that Johnson & Johnson will return for their 25th annual Success Retreat at the beginning of November. She shared the noise mitigation measures they have taken to minimize disruption to the neighbors. She said the event will be closely monitored to ensure compliance with the noise ordinance.

3. Special Presentations -- none

4. Dashboard of City Operations and Short-Term Rental Report

Administrator Fragoso shared that all three remaining paramedic positions have been filled. Police Department charges are up over the past two years. Calls for service in both departments are lagging from last year but are stable.

The number of new homes being permitted is ahead of last year.

As of September 3, 1,770 short-term rental licenses have been issued, and six are pending. 1,803 short-term rental licenses had been issued at approximately the same time last year.

Court numbers are slightly lower due to a cancelled session due to Hurricane Debby.

Council Member Bogosian asked Chief Cornett to address the increase in drug, gun, and DUI charges. Chief Cornett said he has tasked the officers with being more proactive, and many of these charges come as a result of traffic stops. These sorts of arrests and charges are up nationwide. He said that having PCI focused on parking allows the officers to be more proactive elsewhere.

5. Departmental Reports – in the meeting packet

6. **Financial Review**

A. **Financial Statements and project worksheets**

Director Hamilton said the City received the check for the 1% fund in the amount of \$283,000, which exceeded the budgeted amount of \$219,000. Expenditures are inline with the budget. The City has \$46 million in cash and earned \$206,000 interest in August.

The City received two grants for Public Safety body armor and parks & recreation development.

The auditors arrive on Monday. As of today, the City has \$1.7 million in excess revenues from FY24. Director Hamilton proposed to Council that the overage be split 15% to the General Fund, 5% to Disaster Recovery, 65% to Capital Projects, and 15% to Hospitality Tax to cover the shortfall created by the increase in solid waste removal costs.

She briefly reviewed the tourism funds received to date. All tourism monies for FY24 have been received. Administrator Fragoso pointed out that hospitality taxes are trending up, but all other tourism funds are trending down. Council Member Bogosian expressed concern about the trends in tourism funds and would like to look more closely at this data.

B. **Discussion of setting the FY25 millage rate based on Charleston County assessment**

Director Hamilton said that based on the property assessment from Charleston County, showing a 6.25% increase over last year, no adjustments need to be made to the FY25 budget.

She shared that a meeting with David Cheatwood of First Tryon “he is proposing a comprehensive schedule of all the major funds that have revenue, which does not include our capital fund and some of the smaller funds. I know that Council would like to see a comprehensive schedule that includes everything so we can kind of roll everything up into the budget. What they presented did not because that is not the purpose of what they are trying to do for us. They are trying to come up with a comprehensive schedule that shows how we can pay for projects and how those funds can be pulled from one fund to another.” They will meet with him again next week.

7. **Procurement**

A. **Consideration of approval of implementation of new building access control system for Public Safety Building [FY25 Budget, Capital Projects Fund, State ATAX, \$190,000]**

Administrator Fragoso said this expenditure has been approved by the Public Safety Committee and is in the budget. The new system will cover both the Public Safety Building and Fire Station 2. The total amount will be \$181,000.

B. **Consideration of approval of training room IT upgrades [FY25 Budget, Hospitality Tax and State ATAX Funds, \$35,000]**

Administrator Fragoso said this expenditure has been approved by the Public Safety Committee and is in the budget.

8. Capital Projects Update

Administrator Fragoso shared that the City has been awarded a \$1 million grant from FEMA for the Waterway Boulevard Multi-Use Path project. A pre-construction meeting is planned for later in the month. Council Member Hahn asked Administrator Fragoso to review all of the recent work done by the City to improve drainage. In addition, Administrator Fragoso highlighted the upcoming drainage project the City is doing in conjunction with the improvements at Wild Dunes Golf Course. Mayor Pounds added the City has purchased and or rented equipment to help in its stormwater efforts to keep the ditches clear. He thanked the Public Works Department for their stormwater work.

Administrator Fragoso said the City has received a draft of the Sea Level Rise Adaptation Plan and will share that with Council after the corrections have been made.

The gangway and the floating dock have been installed at the marina. The kayak launch materials that will make the launch ADA-compliant will be built this month. She hopes the swings will arrive in the next month.

The pre-application meeting for the Marina dredging will be held later in the month. The contract for the ADA boardwalks approved by Council last month have been executed and she anticipates that work to be done in January 2025.

An RFB for the construction of two non-ADA-compliant boardwalks at 26a and 36a is out and the deadline is later this month. The City will present its application to the Greenbelt Board on Wednesday.

Administrator Fragoso said, “Sandbags for Breach Inlet between a section on Ocean Boulevard, that is ongoing. Also additional bags for Beachwood East between 11 and 20, not including 18 Beachwood East. We are really restricted on how quickly the manufacturers of these sandbags can produce them, so we get a shipment almost every week. We think in a couple weeks both projects should be completed. The Wild Dunes Shoal Management project application looks like it is very close to being issued. We received a note today asking for some final punch list, so hopefully we can get this project done this winter.”

Council Member Pierce asked if more bags will be added to the sea wall being constructed. Director Kerr said there are more bags to be placed.

Administrator Fragoso said they are waiting on the permit for the supplemental work following the beneficial use project, which has yet to begin on Sullivan’s Island.

Regarding the City Hall renovation, Administrator Fragoso said representatives from Trident Construction and MPS will attend the October workshop to present “a high-level analysis of the building assessment conducted, the options that were developed. The Committee has discussed and hasn’t made a recommendation. There seems to be a consensus among the options, consensus on one.”

The pre-construction meeting on the undergrounding power lines project was last week. The project will start within the next 30 days and be completed in 60 days.

9. **Strategic Plan Policy Initiatives and Priorities**

- A. **Livability**
- B. **Environmental**
- C. **Public Services**

Discussion of bulk container collections services and recommendation from the Public Services & Facilities Committee to enter into a new contract with the lowest responsive bidder for bulk container collection and disposal for condominiums and businesses through October 31, 2025 and after that date, businesses would be responsible for their own bulk container collection services

Mayor Pounds said this issue must be voted on at the September 24 Council meeting.

Administrator Fragoso reminded Council, “We only have a plan through the end of January. In July, City Council authorized extending the agreement with our current provider through the end of January for six months. The rate we are paying now is \$3.75 per yard. So I have included, I think page 65 in your packet includes the monthly cost to the City at that rate, and then the monthly cost to the City, potentially at \$2.50 if it selects a different vendor based on the responses to the request for proposals starting in February. So we need direction from Council on what happens after January. The Committee made a recommendation to engage the lowest responsive vendor that responded to the request for bids starting February 1 and continue to service all of the vendors, commercial and condos, through the end of October 2025, and then starting November 1st, only service condominiums, and businesses would be responsible for entering into a contract with a bulk container vendor to collect their bulk container materials. So right now we are covered through the end of January. The decision would be what happens after those six months.”

She added that Rod Turnage, President of the Chamber of Commerce, agreed with the Committee’s recommendation. Council Member Ward said that the businesses are not happy, and it is a big shock to them. Administrator Fragoso reminded him they are welcome to attend the meetings to make their comments.

Council Member Carroll asked why the City pays for trash removal at the condominiums. She explained that they are mostly residential and the bulk containers create efficiencies for the Public Works Department who previously had to empty multiple roll carts in those complexes.

When asked why the businesses can’t just reimburse the City for trash pickup, Administrator Fragoso said the City does not have a billing system in place that could handle that offering. She added that other communities do not pay for trash pickup for their businesses. Mayor Pounds added that he hopes the businesses will tap into the City’s contract to take advantage of the lower price per yard.

D. Personnel**Employee Referral Program**

Administrator Fragoso said this is a recruitment and retention initiative. Current full and part-time employees will receive a \$500 award after a referred employee completes their 6-month probationary period. A less amount will be offered to those who refer seasonal employees or interns.

E. Other items for discussion**Discussion of Mayor-proposed initiatives to increase citizen engagement in the community**

Mayor Pounds said he would like to form a Youth Council. He will speak with area high schools to understand how many teenagers may live on the island.

He would also like to create a semi-structured, less formal discussion opportunity for citizens to engage with Council members. These conversations would not have agendas and would not be live streamed. While a quorum of Council members might be present, no policy decisions or actions would be taken. Administrator Fragoso said she will make sure the effort complies with FOIA. Mayor Pounds asked Council members for their feedback on both initiatives.

10. Legislative Report**11. Adjournment**

Council Member Ward made a motion to adjourn, and Council Member Anderson seconded the motion. The meeting adjourned at 6:28pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



Public Services & Facilities Committee Meeting
9:00am, Tuesday, September 10, 2024
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 Miars, Hahn, Pierce

Staff Present: Administrator Fragoso, Director Kerr, Director Pitts, Asst. Director Asero, Director Ferrell

2. Citizen's Comments

3. Approval of Previous Meeting's Minutes – August 20, 2024

MOTION: Council Member Pierce made a motion to approve the minutes of the August 20, 2024 meeting. Council Member Hahn seconded the motion. The motion passed unanimously.

4. Old Business

A. Discussion and presentation from Trident and MPS regarding City Hall renovation and relocation options

John Edward Griffith of Trident Construction and representatives from MPS shared updated options for a new City Hall based on the previous meeting's conversations. It was noted that the increased square footage on these options is driven by more efficient functionality; all square footage can be adjusted as needed. Mr. Griffith suggested making a site selection and then explore the budget and space needs.

Council Member Hahn said he prefers the Public Safety Infill site option because of the synergy it would create with most City offices in one location. Council members Miars and Pierce expressed their preference for that option as well. Administrator Fragoso said that option limits the growth of Public Safety. Mr. Griffith added that option would also be most disruptive to the Public Safety staff during construction.

Administrator Fragoso said she has received comments about the need for a new City Hall. Council Member Pierce said, "Let's not waste our money renovating this bag of bones. Let's put something new here. You wouldn't put a new veneer on this body, and I'll just use that as an example. It would be a big waste of money to, getting back to the priorities. I think you know how I feel about budgeting right now. I think drainage. I think beach. I think roads. I think we've got 10 priorities in front of a new building. I think this building is functional. I think we have got

other options, but that doesn't mean we shouldn't preclude, at some point, in my opinion, if the money ever did come up or we got grants, we're spending some time exploring what we have for options in the future here. But this is a perfectly functional, albeit maybe not optimal, building, but to spend, looking at this plus finance costs anywhere between \$8-\$12 million on a venture right now when we don't have other things figured out how we are going to finance them, I think, is a little bit folly."

Discussion ensued as to the deferred maintenance on City Hall and the costs involved. Council Member Pierce asked for total costs of financing a new City Hall to include the soft costs of furniture and fixings.

Committee members would like to have the building options presented to City Council and include financing and turnkey figures for each option.

Mr. Kessler reviewed the pros and cons of each option. Mr. Griffith shared the results of their parking lot study from July 17. He said that even with a heavy court docket in the middle of the summer there was more than enough parking available should City Hall be built in Lot B. Director Kerr reminded the Committee of the PRT deed restrictions attached to that lot but said the City can offset the parking elsewhere on the island if required to do so.

Trident and MPS will attend the October City Council Workshop to share the options. Council Member Pierce would like more specific square footage on the options. Council Member Pierce would like to have "lean vs. nice to have" laid out in the options, e.g. the balcony.

B. Continued discussion regarding yard debris collection policy

Administrator Fragoso asked Committee members if they had any feedback to add to the options listed in the meeting packet before the issue is discussed with City Council. Director Kerr said "the word is out" that IOP will haul debris away if landscape contractors leave it here. Council Member Miars said there needs to be reasonable limits on debris left roadside and a regular pickup schedule. Council Member Pierce would like to see how the issue is handled by the Town of Mt. Pleasant. Director Kerr said the difference in Mt. Pleasant is that contractors know they have to take it away. Administrator Fragoso added that charging residents for debris removal has not been embraced by City Council in the past.

Additional ideas and Mt. Pleasant's policy will be brought to the next Committee meeting for further discussion.

5. New Business

Discussion of charging a garbage collection fee based on the number of garbage cans used to improve efficiencies and encourage waste reduction and recycling

Administrator Fragoso shared that garbage collection fees are added in property tax bills in other communities. It is a shared cost and not based on volume. Director Pitts said the houses using an excessive number of roll carts is a seasonal and holiday concern.

The City will begin distributing new roll carts soon. Those carts will be barcoded and the new truck will be able to weigh the cans prior to dumping so usage can be tracked.

6. Miscellaneous Business

The next regular meeting of the Public Services & Facilities Committee will be Tuesday, October 1, 2024 at 9am.

7. Adjournment

Council Member Pierce made a motion to adjourn and Council Member Hahn seconded the motion. The meeting was adjourned at 10:08am.

Respectfully submitted,
Nicole DeNeane
City Clerk



**Public Safety Committee Meeting
9:00am, Tuesday, September 10, 2024
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 Ward, Anderson, Bogosian

Staff Present: Administrator Fragoso, Director Kerr, Chief Oliverius, Chief Cornett

2. Citizen's Comments

3. Approval of Previous Meeting Minutes – July 17, 2024

MOTION: Council Member Anderson made a motion to approve the minutes of the July 17, 2024 meeting. Council Member Ward seconded the motion. The motion passed unanimously.

4. Old Business

Discussion of proposed ordinance prohibiting feeding wildlife

Council Member Bogosian noted that the proposed changes to the ordinance include exceptions for feeding birds and feral cats. Council Member Ward said he would like the ordinance to address only the issue of feeding raccoons. He believes the ordinance to be overboard. He said the feeding of deer and squirrels is not addressed in the ordinance.

Chief Cornett said he spoke with the City Prosecutor about the current and proposed ordinances. He said the current ordinance would require him to call in expert witnesses to prosecute a case. He would prefer the new ordinance for prosecutorial purposes. Chief Cornett also said that limiting feeding of wild animals is supported by the Director of the USDA.

Council Member Bogosian said residents have asked for something to do be done. Administrator Fragoso reminded the Committee of the increase coyote activity this year, adding that this new ordinance could be part of the City's comprehensive coyote management plan.

MOTION: Council Member Bogosian made a motion to recommend the ordinance to the City Council with the changes noted in the draft. Council Member Anderson seconded the motion. A vote was taken as follows:

Ayes: Bogosian, Anderson

Nays: Ward

The motion passed 2-1.

5. New Business

A. Discussion of Police Department proposal to change Police Captain position to Deputy Police Chief

Chief Cornett said he is making this change in title to match other City departments and neighboring agencies. He said this is a change in title only. There is no pay increase or additional responsibilities being added to the position.

Administrator Fragoso said the Administration Committee will also review this change.

MOTION: Council Member Ward made a motion to approve the proposed change. Council Member Ward seconded the motion. The motion passed unanimously.

B. Consideration of approval of implementation of new building access control system for Public Safety Building [FY25 Budget, Capital Projects Fund, State ATAX]

Administrator Fragoso said this expenditure is in the FY25 budget. An updated total to include the purchase of a system that protects both the Public Safety Building and Fire Station 2 will be available at the workshop. The price is within the budget.

Chief Cornett said the current system is at the end of its useful life and was original to the building. The new system will keep the City in compliance with current safety measures and will also protect the room housing the City's servers.

Council Member Bogosian noted the sales tax on the invoice and asked if the City is exempt from paying sales tax. She said she would look into it.

MOTION: Council Member Anderson made a motion to approve and recommend this purchase to City Council. Council Member Ward seconded the motion. The motion passed unanimously.

C. Consideration of approval of training room IT upgrades [FY25 Budget, Hospitality Tax and State ATAX Funds]

Chief Cornett said these upgrades will help with better presentation options for training as well as enhance the capabilities of the City's EOC. Administrator Fragoso pointed out that the City attempted to have these upgrades done during the Public Safety Building renovation project, but they could not be done then.

MOTION: Council Member Bogosian made a motion to approve and recommend this purchase to City Council. Council Member Anderson seconded the motion. The motion passed unanimously.

D. Report on summer traffic volumes based on SCDOT Connector traffic counts

Council Member Anderson said the IOP Connector was built to handle a capacity of 20,000-24,000 cars per day. Traffic count data indicates 20,000+ cars per day crossed the Connector

every day in July. She said that while traffic flow at the intersections on either end of the Connector is working better, she believes a signal timing study is needed at both intersections.

Administrator Fragoso said that the changes implemented by SCDOT and the Town of Mt. Pleasant during the season and at peak hours have worked very well. She knows of no efforts to study the signal timing. She will reach out to SCDOT.

6. Miscellaneous Business

The next meeting of the Public Safety Committee will be Wednesday, October 1, 2024 at 11:00am. Administrator Fragoso will present an after-action report and recommendations from PCI, the City's parking management vendor.

7. Adjournment

Council Member Ward made a motion to adjourn, and Council Member Bogosian seconded the motion. The meeting was adjourned at 11:32am.

Respectfully submitted,

Nicole DeNeane
City Clerk



**Administration Committee Meeting
Tuesday, September 10, 2024, 1:00pm
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to Order

Present: Council members Bogosian and Carroll

Staff Present: Administrator Fragoso, Director Hamilton, Chief Oliverius

2. Approval of Previous Meeting's Minutes

MOTION: Council Member Carroll made a motion to the minutes. Council Member Bogosian seconded the motion. The motion passed unanimously.

3. Citizen's Comments – none

4. Old Business -- none

5. New Business

A. Discussion and consideration of Employee Referral Program

In an effort to recruit and retain employees, Administrator Fragoso suggested implementing an Employee Referral program. A current full or part-time employee who refers someone who is hired and completes their 6-month probationary period will receive a \$500 award. She pointed out that referrals have worked out well in the Police Department. She does not anticipate the program to have a significant impact on the FY25 budget since there is a 6-month wait before payout. It will need to be addressed in the FY26 budget.

Council Member Bogosian suggested another category with a lower payout for those who recommend seasonal employees (BSOs) or interns. The program will be discussed at the City Council workshop.

MOTION: Council Member Bogosian made a motion to recommend the program to City Council for consideration with the addition of a modification for referrals of seasonal employees and interns. Council Member Carroll seconded the motion. The motion passed unanimously.

B. Discussion of Boards and Commissions terms expiring in 2024 and new applications

Administrator Fragoso reviewed the openings on each board or commission, which of those current members could serve another term, and the candidates who have applied to be on a board or commission.

A current Recreation Department employee has applied to be on a committee, but Administrator Fragoso needs to check to see if employees are allowed to do so.

Candidates who expressed interest in the Environmental Advisory Committee will be invited to interview with the Committee on October 1.

C. Discussion and consideration of new job descriptions for Police and Fire Departments

Administrator Fragoso explained that Chief Cornett would like to change the title of Captain to Deputy Police Chief to be in line with other City offices and neighboring agencies. There is no financial impact or adjustments to the job description with this title change.

In the Fire Department, Chief Oliverius would like to create two new positions: Deputy Chief of Special Operations and Deputy Chief of Fire Operations. He believes these positions provide a cleaner organizational structure, which is needed with the addition of the paramedic program. Some of the responsibilities for these positions are currently covered by current employees who will need to interview for the new positions, should they wish to do so.

MOTION: Council Member Bogosian made a motion to recommend the adoption of these positions and their respective job descriptions and send them to City Council for approval. Council Member Carroll seconded the motion. The motion passed unanimously.

6. Executive Session

MOTION: Council Member Bogosian made a motion to go into Executive Session in accordance with SC Code Section 30-4-70(a)(1) to discuss nominations for the Leola Hanbury Employee of the Year Award. Council Member Carroll seconded the motion. The motion passed unanimously.

The Committee went into Executive Session at 1:24pm.

The Committee returned from Executive Session at 1:46pm.

MOTION: Council Member Bogosian made a motion to approve the recipient of the Leola Hanbury Award as discussed and present the award at the Employee Appreciation Event on Friday, September 20, 2024. Council Member Carroll seconded the motion. The motion passed unanimously.

7. Miscellaneous Business

The Administration Committee will have its next meeting on Tuesday, October 1, 2024 at 1:00pm.

8. **Adjournment**

Council Member Carroll made a motion to adjourn, and Council Member Bogosian seconded the motion. The meeting was adjourned at 1:46pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

INTEROFFICE MEMORANDUM

TO: ISLE OF PALMS CITY COUNCIL
FROM: CHIEF KEVIN CORNETT ^{KC} AND CHIEF CRAIG OLIVERIUS ^{CKO}
SUBJECT: SIGNAL 30 AWARD RECOMMENDATION
DATE: 9/17/2024
CC: DESIREE FRAGOSO, CITY ADMINISTRATOR

This memorandum is being sent to officially recommend that Johnny Himmelsback be recognized for his heroic actions on September 14, 2024. We, Chief K. Cornett and Chief C. Oliverius, are recommending that he be awarded the Isle of Palms Signal 30 award.

The Isle of Palms Signal 30 award is a rare award and is awarded to an individual who demonstrated a special citizen service.

On, September 14, 2024, an individual following a GPS made a turn in the parking lot of the IOP Marina and ultimately drove his vehicle down the boat ramp into Morgan Creek. Johnny Himmelsback, a bartender at Islander 71, instantly sprang into action. Without hesitation he dove into the water to rescue the two occupants from the vehicle that was quickly sinking. He was able to assist these two individuals from the vehicle and with a little more help got them to safety on dry land. Mr. Himmelsback's actions were truly heroic and without question resulted in saving two people from what could have been a very tragic incident.

He is the beaming example of what the Signal 30 award is meant to recognize and should be commended for his actions.

**City of Isle of Palms
Detail List of Dumpsters**

Name of location	Address	Commercial or Condos	R=recycle G=garbage	(A)	(B)	(C)	Yards per week	Yards per month	Price per yard	Current Average Cost Per Month	New Average Cost Per Month
				Size in Yards IN YARDS	# of Containe at Location CONTAINERS	Days Serviced per Week					
Acme Cantina	31 J C Long Blvd	Commercial	G	8	1	4	32	138.56	\$ 0.58	\$ 79.99	\$ 346.40
Acme Cantina	31 J C Long Blvd	Commercial	G	6	1	4	24	103.92	\$ 1.01	\$ 105.00	\$ 259.80
Broadwalk Inn	Palmetto Blvd	Commercial	G	4	2	3	24	103.92	\$ 0.34	\$ 35.53	\$ 259.80
Broadwalk Inn	Palmetto Blvd	Commercial	G	4	1	3	12	51.96	\$ 0.68	\$ 35.53	\$ 129.90
Boat House Restaurant	101 Palm Blvd	Commercial	G	8	1	5	40	173.2	\$ 0.65	\$ 112.91	\$ 433.00
Citadel Beach House	4700 Palm Blvd	Commercial	G	6	1	2	12	51.96	\$ 0.65	\$ 33.98	\$ 129.90
Ocean Park Center	1400 Palm Blvd	Commercial	G	8	1	5	40	173.2	\$ 0.65	\$ 112.91	\$ 433.00
Recreation Dept	24-28th Avenue	Condo	G	6	1	1	6	25.98	\$0.67	\$17.28	\$64.95
Links Clubhouse/Edgar's	101 Back Bay	Commercial	G	4	1	2	8	34.64	\$ 0.88	\$ 30.45	\$ 86.60
Links Clubhouse/Edgar's	101 Back Bay	Commercial	G	8	1	2	16	69.28	\$ 0.65	\$ 44.94	\$ 173.20
Links Golf Course	5 Dunes Ridge	Commercial	G	30yd R/O	1 on call	rent \$111. Haul	\$194.76			\$ 510.71	\$ 305.94
Links Golf Course	5 Dunes Ridge	Commercial	G	8	1	1	8	34.64	\$ 0.66	\$ 23.02	\$ 86.60
Long Island Café	1515 Palm Blvd	Commercial	G	4	1	3	12	51.96	\$ 0.65	\$ 33.98	\$ 129.90
Long Island Café	1515 Palm Blvd	Commercial	R	6	1	3	18	77.94	\$ 0.63	\$ 49.33	\$ 194.85
Lutheran Retreat Center	21st J C Long Blvd	Commercial	G	8	1	1	8	34.64	\$ 0.65	\$ 22.68	\$ 86.60
1140 Ocean Blvd. Condos	1140 Ocean Blvd	Condo	G	8	1	3	24	103.92	\$0.64	\$66.42	\$259.80
Ocean Club Villas	9510 Palmetto Blvd	Condo	G	4	8	3	96	415.68	\$0.66	\$273.24	\$1,039.20
Ocean Inn	1100 Pavilion Drive	Condo	G	4	1	1	4	17.32	\$1.31	\$22.72	\$43.30
Kangaroo (Circle K)	1206 Palm Blvd	Commercial	G	8	1	2	16	69.28	\$ 0.90	\$ 62.64	\$ 173.20
Kangaroo (Circle K)	1206 Palm Blvd	Commercial	R	8	1	3	24	103.92	\$ 0.43	\$ 44.28	\$ 259.80
Post Office	1000 Palm Blvd	Commercial	G	6	1	1	6	25.98	\$ 0.67	\$ 17.28	\$ 64.95
Sea Biscuit Café	21 J C Long Blvd	Commercial	G	2	1	2	4	17.32	\$ 0.69	\$ 11.88	\$ 43.30
Sea Cabins Condos	1300 Ocean Blvd	Condo	G	8	4	3	96	415.68	\$0.86	\$358.56	\$1,039.20
Seascape Condos	9002 Palmetto Blvd	Condo	G	8	2	2	32	138.56	\$0.64	\$88.56	\$346.40
Seaside Villas	14 th Ave	Condo	G	8	2	3	48	207.84	\$0.64	\$133.92	\$519.60
Shipwatch Condos	7600 Palmetto Blvd	Condo	G	8	4	3	96	415.68	\$0.64	\$267.84	\$1,039.20
The Co-Op	1515 Palm Blvd	Commercial	G	6	1	2	12	51.96	\$ 0.67	\$ 34.56	\$ 129.90
The Refuge	1515 Palm Blvd	Commercial	G	6	1	2	12	51.96	\$ 0.68	\$ 35.08	\$ 129.90
Beachside Vacations	1517 Palm Blvd	Commercial	G	8	1	5	40	173.2	\$	-	\$ 433.00
Summerhouse Condos	8000 Palmetto Blvd	Condo	G	8	2	3	48	207.84	\$0.64	\$133.92	\$519.60
Tidewater	8500 Palmetto Blvd	Condo	G	8	2	2	32	138.56	\$0.64	\$88.56	\$346.40
Port O Call I	9000 Palmetto Blvd	Condo	G	8	1	3	24	103.92	\$0.64	\$66.96	\$259.80
Wild Dunes Housekeep	41 st Ave	Commercial	G	8	2	2	32	138.56	\$ 0.31	\$ 43.20	\$ 346.40

Wild Dunes Housekeep	41 st Ave	Commercial	R	8	1	2	16	69.28	\$	0.31	\$	21.60	\$	173.20
Wild Dunes Yacht Harbor	41 st Ave	Condo	G	8	1	2	16	69.28		\$0.64		\$44.28		\$173.20
Liquor Store	1509 Palm Blvd	Commercial	G	6	1	2	12	51.96	\$	0.62	\$	32.03	\$	129.90
Palm Blvd/ IOP LLC	1202-1204 Palm Blvd	Commercial	G	4	1	3	12	51.96	\$	0.65	\$	33.98	\$	129.90
Charleston County Park	1400 Ocean Blvd	Commercial	G	6	1	3	18	77.94	\$	0.84	\$	65.77	\$	194.85
Charleston County Park	1400 Ocean Blvd	Commercial	G	6	1	4	24	103.92	\$	0.61	\$	63.58	\$	259.80
Wild Dunes Beachhouse	6600 Palmetto Dr.	Commercial	G	6	1	2	12	51.96	\$	0.64	\$	33.48	\$	129.90
Mariners Walk	32 Palmetto Drive	Condo	G	8	1	1	8	34.64		\$0.66		\$23.00		\$86.60
Mariners Walk	32 Palmetto Drive	Condo	G	4	3	1	36	155.88		\$0.85		\$132.84		\$389.70
Marina Outpost	41 st Ave	Commercial	G	8	1	5	40	173.2	\$	0.65	\$	112.91	\$	433.00
The Villages at Wild Dune	5802 Palmetto Drive	Commercial	G	4	11	5	220	952.6	\$	0.62	\$	594.00	\$	2,381.50
The Villages at Wild Dune	5802 Palmetto Drive	Commercial	R	4	3	5	60	259.8	\$	0.62	\$	162.00	\$	649.50
Wild Dunes Sweetgrass P	5803 Palmetto Dr	Commercial	R	4	1	1	12	51.96	\$	0.67	\$	35.00	\$	129.90
Wild Dunes Sweetgrass P	5803 Palmetto Dr	Commercial	R	4	2	3	24	103.92	\$	0.67	\$	70.00	\$	259.80
Wild Dunes Sweetgrass P	5803 Palmetto Dr	Commercial	G	4	3	3	36	155.88	\$	0.45	\$	70.00	\$	389.70
Municipal Compactor in Lc	1105 Pavillion Drive	Commercial	G	4	1 2x/week			Haul \$184.78				\$1,515.44		\$1,847.80
Sweetgrass Inn	5757 Palm Blvd	Commercial	R	4	1	3	12	51.96			\$	-	\$	129.90
Sweetgrass Inn	5757 Palm Blvd	Commercial	G	4	5	6	120	519.6			\$	-	\$	1,299.00
Seagrove Villas	Seagrove Lane	Condo	G	4	2	3	24	103.92		\$0.68		\$70.67		\$259.80
Islander 71	80 41ST AVE	Commercial	G	8	2	5	80	346.4	\$	0.65	\$	225.82	\$	866.00
Total (Monthly)				312	95	143	1688	7309.04				\$ 6,304.26	\$ 20,426.34	
Total (Annual)												\$ 75,651.08	\$ 245,116.08	

Month	Rate Per Yard	Number of Months	FY25 Projected Cost
July 2024	\$ 3.00	1	\$ 24,080.86
August 2024-February 2025	3.75	6	29,562.64
March 2025-July 2025	2.50	5	20,426.34
		<u>12</u>	<u>303,588.40</u>
FY25 Budget			66,000.00
Budget Variance			\$ 237,588.40

FY23	\$ 75,305.64
FY24 Estimate	\$ 107,959.43
Increase from FY23 to FY 24	43%
Increase from FY24 to FY25 Projection	127%

Monthly Cost by Type of Property (\$2.50 per yard)	
City OR Condos	\$ 6,386.75
Commercial	\$ 14,039.59

6-month extension cost (Aug 2024-Jan 2025) \$3.75 per yard	\$ 177,375.84
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New agreement at \$2.50 per yard - Include condos and businesses (Feb 1, 2025 through Oct 31, 2025)	\$ 183,837.06
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New agreement at \$2.50 per yard - Condos only starting Nov 2025 - (Monthly rate \$6,386.75)	\$ 76,641.00
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Monthly Cost for Commercial Businesses	
Rate	\$2.50
Acme	\$ 606.20
Wild Dunes	6,930.84
Boat House	433.00
Citadel Beach House	129.90
Ocean Park Center	433.00
Long Island Café	324.75
Lutheran Retreat Center	86.60
Circle K	433.00
Post Office	64.95
Sea Biscuit	43.30
The Co-Op	129.90
The Refuge	129.90
Liquor Store	129.90
Charleston County Park	454.65
Marina Outpost	433.00
Islander 71	866.00
Beachside Vacations	433.00
Palm Blvd IOP LLC	129.90
Muni Compactor	1,847.80
	<u>\$ 14,039.59</u>

Monthly Cost for Commercial Businesses	
Rate	\$3.75
Acme	\$ 909.30
Wild Dunes	10,243.29
Boat House	649.50
Citadel Beach House	194.85
Ocean Park Center	649.50
Long Island Café	487.13
Lutheran Retreat Center	129.90
Circle K	649.50
Post Office	97.43
Sea Biscuit	64.95
The Co-Op	194.85
The Refuge	194.85
Liquor Store	194.85
Charleston County Park	681.98
Marina Outpost	649.50
Islander 71	1,299.00
Beachside Vacations	649.50
Palm Blvd IOP LLC	194.85
Muni Compactor	1,847.80
	<u>\$ 19,982.52</u>

INTEROFFICE MEMORANDUM

TO: DESIREE FRAGOSO, CITY ADMINISTRATOR

FROM: CHIEF KEVIN CORNETT

SUBJECT: BUDGETED PUBLIC SAFETY BUILDING ACCESS CONTROL SYSTEM - CONVERGINT

DATE: 9/3/2024

CC: FIRE CHIEF C. OLIVERIOUS



This memorandum is being written to outline the decision to move forward with Convergent as the company to install an updated access control system for the Isle of Palms Public Safety Building. The upgrade is included in the current fiscal year budget. The project is funded in Police Department Capital Projects Fund 20-4440.5085 (\$31,250) and Police Department State Accommodations Tax Fund 50-4420.5085 (\$31,250) and in Fire Department Capital Projects Fund 20-4540.5085 (\$31,250) and Fire Department State Accommodations Tax Fund 50-4520.5085 (\$31,250).

Our team worked diligently to make sure that we found a company that had a great reputation amongst other agencies and that they had the knowledge to provide the best system for our project. The recommended company to conduct this project, Convergent, is on SC State Contract and used that state contract pricing to provide the quote.

We looked at multiple companies as we explored this project. Convergent was not the lowest quote, but they provided the best and most up to date system that would allow this to be a turnkey product. They were the most professional company out of those that we talked with. Convergent is also very familiar with working with local and state agencies in this capacity. This company provides this type of system for SC Department of Administration (State House Complex), City of Orangeburg, University of SC, and SC Emergency Management to name a few.

Convergent has been very responsive to our questions and they appear to be ready to move on this project quickly.



City of Isle of Palms Access

Control Work

Public Safety Building

Fire Station #2

September 9, 2024

2456 Remount Rd. Suite 300
 North Charleston, SC 29406
 Phone (843) 823-5779 Mobile (803) 605-2278
 adair.day@convergint.com

September 9, 2024

City of Isle of Palms
Public Safety Building

30 J.C. Long Blvd. Isle of Palms, South Carolina 29451

Fire Station #2

44 41st Ave. Isle of Palms, South Carolina 29451

Attn: Desiree Fragoso, City Administrator

Reference: Access Control - Public Safety Bldg. and Fire Station #2

On behalf of Convergent's global network of colleagues, I would like to personally thank you for providing Convergent with the opportunity to present this proposal addressing your electronic security needs. We are confident that this proven solution is both comprehensive and customized to meet your needs today, and in the future.

Convergent's reputation for service excellence is backed by a foundational commitment to our core value of service, and we have been recognized as the #1 Systems Integrator by SDM Magazine. This recognition reflects the strong relationships Convergent has developed with the industry's top technology manufacturers, and our history of success with providing exceptional service to our customers.

Our guiding principle has always been to be our customers' best service provider. Our dedicated and certified team of professionals strives to uphold our customer-focused, service-based mission to make a daily difference for our customers. After achieving a successful on-time and on-budget project installation, Convergent will provide you with the industry's best ongoing service, including our 24/7 customer portal iCare, designed to track service work orders, project progress, and provide you with detailed metric reporting for continuous improvement.

The following security proposal is specifically designed to meet your needs. As your single point of contact, please feel free to contact me with any additional questions you may have. Thank you again for trusting Convergent as your partner.

Quotation: AD13618229P –
 Public Safety
 AD13644205P –
 Fire Station #2
 SC Contract: #4400032401

Public Safety Building Scope of Work

Convergint Will:

- Provide and install new S2 access control system for the City of Isle of Palms Public Safety Building. S2 is a browser-based access control system.
- The current system is an existing iPoint system utilizing HID Edge controllers for each door. Convergint will replace all those with new Mercury Intelligent one door controllers. Some existing controllers are not installed above the ceiling, Convergint will remove and install new controller above the ceiling.
- The new system will consist of thirty-seven (37) doors.
- Convergint will be adding one (1) new door at the 1st floor Fire Stairwell.
- Convergint will be replacing all existing card reader with new HID Signo readers.
 - Card reader with keypads will be added to five doors:
 - New Fire Stairwell door – card or pin
 - Door next to rollup door – card or pin
 - Top Fire Stairwell door – card or pin
 - Bay door – card or pin
 - Evidence Room – two factor card read + pin required.
- Convergint will replace existing maglock on the rear lobby door.
- Convergint will replace existing Aiphone intercom with new JP series door station and master.
- Convergint will get front main lobby door working. Door currently has electrified crash bars and ADA opener.
- Convergint will eliminate Alarm room, Turn-out gear, and Training room from the system.
- All IP devices will undergo Convergint's multi-step hardening process to be in accordance with the industries highest cyber standards, prior to any installation. This will ensure the maximum cyber protection is afforded to the City of IOP by reducing any vulnerabilities and using unique passwords.

Exclusions/Notes:

- Convergint will utilize existing network ports for access control boards.
- Power should be available where needed.
- IP addresses
- All work is priced during normal business hours (M-F, 8-5)
- All existing material subject for reuse is assumed to be in good, working condition including but not limited to cabling, locking hardware, readers, etc.
- Convergint will not be providing but rather the City will reuse existing card printer and camera for badging.

Fire Station #2 Scope of Work

Provide proposal to provide access control system for City of Isle of Palms Fire Station #2. The access control system proposed is S2 Netbox using Assa Abloy Aperio wireless readers and door hardware. Each Aperio reader will have a keypad to use card and/or pin.

- Back Stairwell Exterior Door one (1) IN100 7978 BIKPS B O BL 26D RHR.
- Back Bay Exterior Door one (1) IN100 7978 BIKPS B O BL 26D RHR
- Call Office Door one (1) IN100 10GX77 BIKPS B L L 26D LHR
- Storage Room Door one (1) IN100 10GX77 BIKPS B L L 26D LHR
- Back Stairwell 2nd Floor Door one (1) IN100 231 BIKPS B EK1 L 26D LHR
- Back Stairwell 3rd Floor Door one (1) IN100 231 BIKPS B EK1 L 26D LHR
- Front Glass Door one (1) IN100 PE8877 BIKPS B F WE L 26D LHR
- From Bay to Front Lobby one (1) IN100 231 BIKPS B EK1 L 26D RHR
- Front Stairwell 1st Floor Door one (1) IN100 231 BIKPS B EK1 L 26D LHR
- Front Stairwell 2nd Floor Door one (1) IN100 231 BIKPS B EK1 L 26D LHR
- Front Stairwell 3rd Floor Door one (1) IN100 231 BIKPS B EK1 L 26D LHR
- Three (3) AH40-IN2 Aperio Hubs. CAT6 cable will be run to the 2nd floor IDF closet, and terminated to new POE switch.
 - HUB 1 – Outside Call Office Door
 - HUB 2 – 2nd Floor Front Stairwell
 - HUB 3 – 2nd Floor Back Stairwell.

Exclusions:

- Network switch port to be provided by customer.
- This proposal is valid for 30-days from date of issuance. At time of project, Convergent will assess for any material price increases should approval for project be after 30-days of project proposal.
- The material proposed is in accordance with Assa Abloy's Q2 product release, to give City of IOP access to the keypad/reader combo of the Aperio line. Products listed above will be available in June 2024.

Convergent will Provide Device Hardening (reduce cyber risk)

- Disable unused & non-essential device features
- Disable unused network comms (e.g., services, ports)
- Change default passwords
- Update firmware including patches

PLEASE REVIEW THIS DOCUMENT CAREFULLY. It relates to the safe and proper operation of the security devices being installed for your organization ("Customer").

Customer has been advised of Convergent's Device Hardening services. The Device Hardening services and procedures may vary depending on the specific devices involved, but typically include: disabling unused and non-essential device features and associated network communications capabilities (e.g., services, ports); changing default passwords to new passwords that meet complexity requirements; and updating firmware to latest available versions that incorporate available patches from the device manufacturer. These are one-time services - ongoing support is required. Please ask your Convergent point of contact for more details on the specific device hardening services available for your devices. These services reduce the risk of cyber vulnerabilities for the devices being installed.

Convergint cannot guarantee the security of the devices it installs or of Customer's IT environment, and no networked system can be completely secure. Convergint cannot guarantee that the systems or services will be error free or operate without interruption. However, these services reduce the risk of cyber vulnerabilities for the devices being installed. Please note that these services are intended to address specified potential cyber vulnerabilities of certain devices Convergint has installed - they do not address any other aspect of Customer's IT environment or practices, which remain Customer's responsibility.

This proposal has been priced according to the South Carolina State Contract.

Invoicing and Payment Schedule

In accordance with the South Carolina State Contract and the NAPSO participating addendum, as specified in section #14, this invoicing schedule delineates the payment arrangement between Convergent Technologies and The City of Isle of Palms

Invoicing Schedule

Convergent Technologies will incrementally issue invoices to The City of Isle of Palms for work completed. Invoices will be generated as milestones are reached, which may include the arrival of materials, on-site labor execution, and other pertinent project developments. The first milestone payment/invoice, which amounts to a 50% down payment fee, will be issued at the commencement of the project. Subsequent invoices will be issued as additional project milestones are achieved. All Convergent invoices will have a payment term of Net-30, meaning payment is due within 30 days from the date of the invoice.

Purchase Order Requirements

The above-mentioned Invoicing and Billing Procedures are to be outlined in The City of Isle of Palm's PO for the work. The State Contract outlines, "Negotiated payment terms must be included on the USU's purchase order and must not be a condition of order acceptance."

Public Safety Building Materials

Line	Qty	Part	Description	Unit Price	Extended Price
1			MATERIAL SC NASPO #4400032401		
2			S2 Headend		
3	1.00	S2-EXT-64-WM	NETBOX EXTREME CONTROLLER (64 PORTAL LICENSE, WALL MOUNT) Wall mount enclosure with 64 portal license.	\$ 7,990.76	\$ 7,990.76
4	1.00	S2-IDC-64	NETBOX PHOTO ID 2 FOR SYSTEMS WITH 64 PORTALS One Badging Server, Capture Station & Print Station License.	\$ 4,317.93	\$ 4,317.93
5	1.00	LNL-X2220	Intelligent Dual Reader Controller powered by 12 or 24 VDC @ 500mA (w/o Rdr Power),, size (6 (152mm) W x 8 (203mm) L x 1 (25mm)H); 6 MB standard cardholder flash memory, 50,000 of event memory, maximum of 32 devices, On-board Ethernet, Dual Path capability, on-board two door control, OSDP Secure Channel encryption with OnGuard 7.2, Wiegand or F2F; eight inputs, four outputs, cabinet tamper and power fault input monitors. Approvals: FCC Part 15, CE, RoHS, UL 294, UL 1076, CAN/ULC 60839-11-1:2016, CSA C22.2 No. 205-1983, cUL/ORD-C1076	\$ 1,974.38	\$ 1,974.38
6	2.00	LNL-1320-S3	Dual Reader Interface Module (Series 3 Supports OSDP Readers) 12/24 VDC, 2 Reader interface, W/M, 8 inputs, 6 (5A) form C relays , RoHS, CE, C-Tick and UL294 certified	\$ 715.66	\$ 1,431.32
7	1.00	J7-150BCDP4M	150W 12&24V 8LCK 8AUX E4M ENC	\$ 709.04	\$ 709.04
8	3.00	PW-PS1270	12V 7AH SLA BATTERY F1	\$ 22.18	\$ 66.54
9	1.00	Misc Mat.	Misc Materials (Conduit, Flex, Cable ties, Fire Caulk, etc)	\$ 3,499.93	\$ 3,499.93
10	100.00	HU-2000PGG MN	ICLASS 2K BITS 2 APPLICATION	\$ 4.33	\$ 433.00
11			Single Door Controllers		

Line	Qty	Part	Description	Unit Price	Extended Price
12	31.00	LNL-X2210	Intelligent Single Door Controller; powered by PoE, POE+ or 12 VDC @ 1.8A maximum; size 5.5 in. (140 mm) W x 3.63 in. (92 mm) L x 1.33 in. (34 mm) H with bracket; 6 MB standard cardholder flash memory, 50,000 of event memory; maximum of one door, two readers (entry and exit reader, OSDP Secure Channel encryption for one reader with OnGuard 7.2 and up, On-board PoE or PoE+ Ethernet, Dual Path capability, two inputs (supervised/unsupervised) for Door Contact and REX, two outputs (NO/NC), power fault input and cabinet tamper monitors. Reader power 12VDC@ 300mA max. Approvals: FCC Part 15, CE, RoHS, UL 294, UL 1076, CAN/ULC 60839-11-1:2016, CSA C22.2 No. 205-1983, cUL/ORD-C1076	\$ 946.24	\$ 29,333.44
13	31.00	LSP-E5M	E5 enclosure size 8.5W x 11H x3D with Me	\$ 84.00	\$ 2,604.00
14	32.00	HU-40NKS000	SIGNO/40/SWTCH/BLE/13.56M/125K	\$ 247.77	\$ 7,928.64
15	4.00	HU-40KNKS00	SIG/40K/SING/KYP/BLE/13.56/125	\$ 409.06	\$ 1,636.24
16	Rear Lobby Door				
17	1.00	AC-1200D	1200LB DOUBLE DOOR MAG LOCK	\$ 389.60	\$ 389.60
18	1.00	AC-TS2T	SGSS RTE STA 2 SQ IL BTN 30SEC	\$ 117.58	\$ 117.58
19	Front Lobby Main Door				
20	1.00	AJ-JPS4AED	1-JPDA/1-JP4MED/PWRSUP/KIT	\$ 1,892.75	\$ 1,892.75
21	1.00	QEL9827L-DT US26D LHR 36X84	QEL9827L-DT US26D LHR 36X84QUIET ELEC LATCH,06 LVR,DUMMYSATIN CHROME	\$ 3,768.58	\$ 3,768.58
22	1.00	QEL9827L-NL US26D RHR 36X84	QEL9827L-NL US26D RHR 36X84QUIET ELEC LATCH,NIGHTLATCHSATIN CHROME	\$ 3,768.58	\$ 3,768.58
23	1.00	SN-EPT	ELEC POWER TRANSFER STANDARD	\$ 55.37	\$ 55.37
24	New Fire Stairwell Door				

Line	Qty	Part	Description	Unit Price	Extended Price
25	1.00	LNL-X2210	Intelligent Single Door Controller; powered by PoE, POE+ or 12 VDC @ 1.8A maximum; size 5.5 in. (140 mm) W x 3.63 in. (92 mm) L x 1.33 in. (34 mm) H with bracket; 6 MB standard cardholder flash memory, 50,000 of event memory; maximum of one door, two readers (entry and exit reader, OSDP Secure Channel encryption for one reader with OnGuard 7.2 and up, On-board PoE or PoE+ Ethernet, Dual Path capability, two inputs (supervised/unsupervised) for Door Contact and REX, two outputs (NO/NC), power fault input and cabinet tamper monitors. Reader power 12VDC@ 300mA max. Approvals: FCC Part 15, CE, RoHS, UL 294, UL 1076, CAN/ULC 60839-11-1:2016, CSA C22.2 No. 205-1983, cUL/ORD-C1076	\$ 946.24	\$ 946.24
26	1.00	LSP-E5M	E5 enclosure size 8.5W x 11H x3D with Me	\$ 84.00	\$ 84.00
27	1.00	HE-1500C630	COMPLETE ELECTRIC STRIKE KIT 630 FINISH	\$ 407.21	\$ 407.21
28	1.00	5566050	23-4P Unshielded Solid Plenum Cat6 Pur Jkt	\$ 411.59	\$ 411.59
29	1.00	HU-40KNKS000	SIG/40K/SING/KYP/BLE/13.56/125	\$ 409.06	\$ 409.06
30	LABOR SC NASPO #4400032401				

Total Material:	\$	74,175.78
Labor:	\$	36,537.72
Other Cost:	\$	0.00
Freight/Warranty:	\$	6,675.81
Project Subtotal:	\$	117,389.31

Sales Tax:	\$	7,009.61
Total Project Price:	\$	124,398.92

Fire Station #2 Materials

Line	Qty	Part	Description	Unit Price	Extended Price
1			MATERIAL SC NASPO #4400032401		
2			S2 Headend		
3	1.00	S2-EXT-16-WM	NETBOX EXTREME CONTROLLER (16 PORTAL LICENSE, WALL MOUNT) Wall mount enclosure with 16 portal license.	\$ 2,987.54	\$ 2,987.54
4	1.00	J7-F75BC4P1M	75W 12&24V 4 LOCK OUTS E1M	\$ 467.43	\$ 467.43
5	1.00	LNL-X2220	Intelligent Dual Reader Controller powered by 12 or 24 VDC @ 500mA (w/o Rdr Power),, size (6 (152mm) W x 8 (203mm) L x 1 (25mm)H); 6 MB standard cardholder flash memory, 50,000 of event memory, maximum of 32 devices, On-board Ethernet, Dual Path capa	\$ 2,193.76	\$ 2,193.76
6	2.00	PW-PS1270	12V 7AH SLA BATTERY F1	\$ 24.84	\$ 49.68
7	1.00	Misc Mat.	Misc Materials (Conduit, Flex, Cable ties, Fire Caulk, etc)	\$ 699.98	\$ 699.98
8	1.00	TQ-TPETG84	8PORT/GIG/POE+/120WATT	\$ 131.58	\$ 131.58
9	100.00	HU-2000PGGMN	ICLASS 2K BITS 2 APPLICATION	\$ 4.32	\$ 432.00
10			Door Hardware		
11	2.00	AA-SAR-IN100-0738	TEM: AA-SAR-IN100-0738: IN100-7978-BIKPSB-OBL-26D-RHR	\$ 1,502.17	\$ 3,004.34
12	2.00	AA-SAR-IN100-0739	ITEM: AA-SAR-IN100-0739: IN100-10GX77-BIKPSB-LL-26D	\$ 1,279.57	\$ 2,559.14
13	1.00	AA-SAR-IN100-0740	ITEM: AA-SAR-IN100-0740: IN100-231-BIKPSB-EK1L-26D-RHR	\$ 2,140.56	\$ 2,140.56
14	5.00	AA-SAR-IN100-0741	ITEM: AA-SAR-IN100-0741: IN100-231-BIKPSB-EK1L-26D-LHR	\$ 2,140.56	\$ 10,702.80
15	1.00	AA-SAR-IN100-0742	ITEM: AA-SAR-IN100-0742: IN100-PE8877F-BIKPSB-WEL-26D-LHR	\$ 3,324.93	\$ 3,324.93
16	3.00	AA-AH40IN6-1024	AH40IN6-1024: (ASSA ABLOY IP MERCURY APERIO HUB)	\$ 467.59	\$ 1,402.77
17	11.00	AA-RLI-APERIO	ASSA ABLOY APERIO REMOTE LOCK INTEGRATION INTEGRATION PER ASSA ABLOY APERIO LOCK PURCHASED THROUGH LENEIS2 AND CONNECTED TO NETBOX	\$ 0.00	\$ 0.00
18			Cable		
19	1.00	5566050	23-4P Unshielded Solid Plenum Cat6 Pur Jkt	\$ 411.59	\$ 411.59

Line	Qty	Part	Description	Unit Price	Extended Price
20			LABOR SC NASPO #4400032401		

Total Material:	\$	30,508.10
Labor:	\$	21,218.00
Other Cost:	\$	0.00
Freight/Warranty:	\$	2,135.60
Project Subtotal:	\$	53,861.70

Sales Tax:	\$	2,745.73
Total Project Price:	\$	56,607.43

SUM of Both Sites: Public Safety and Fire Station #2

Total Material:	\$	104,683.88
Labor:	\$	57,755.72
Other Cost:	\$	0.00
Freight/Warranty:	\$	8,811.41
Project Subtotal:	\$	171,251.01
Sales Tax:	\$	9,755.34
Total Project Price:	\$	181,006.35

Clarifications and Mutual Responsibilities

PROPOSAL CLARIFICATIONS

- The planned maximum hours for the Services identified in this proposal is 40 hours/week with work being performed during Convergent's normal business hours (8:00 AM to 5:00 PM EST). Convergent personnel will not work in excess of 40 hours in a work week without mutual written agreement between Convergent and City of Isle of Palms. Days or hours outside of this schedule may be accommodated, but, City of Isle of Palms must request in advance. For services provided outside of Convergent's normal business hours City of Isle of Palms will incur overtime charges based on Convergent's hourly rates at time and a half. Convergent assumes City of Isle of Palms will supply on-site material storage and parking for Convergent personnel throughout the project deployment.
- The production of CAD documentation (if applicable) will not be signed/sealed by a professional engineer (PE).

Mutual Responsibilities

In support of the Services provided hereunder, both Convergent and City of Isle of Palms shall:

- Conduct project review meetings at a mutually agreed upon time and location to discuss the project status, issues, new requirements, and overall project satisfaction.
- Support and provide representation at these meetings, which will cover performance and status update, schedule update, pending changes, open issues and action items.
- Support project issue and tracking resolution through use of the Convergent project management report template(s).
- Coordinate any changes to the scope of work (whether cost impacting or not) with Convergent Technologies project manager, and process them using Convergent's Change Order form.
- Collaborate with Convergent to adjust project schedules and re-deploy resources in an expeditious manner in the event of schedule delays that are beyond the control of either party.
- Conduct a final walkthrough, operational test, turnover and signoff at the conclusion of this project to document completion and acceptance of all project requirements.
- Upon satisfactory completion of work, City of Isle of Palms will sign Convergent's Customer Final Installation and Completion of Work form.

Warranty

Convergint will provide a Warranty on materials and labor under this Scope of Work for a period of one year beginning on completion of Convergint's Scope of Work. Warranty coverage is provided during Convergint's normal business hours and applies to Convergint-supplied parts and services only and does not apply to legacy/existing components or components which have been damaged, tampered with, or altered by an entity other than Convergint.

Project Initiation

Convergint's proposal is based upon a minimum of four (4) weeks notification of purchase order/contract issuance prior to on-site work being performed by Convergint. This allows for delivery of the required materials for proper scheduling. Convergint and City of Isle of Palms will establish a mutually agreed upon timeline for completion of work. Any additional costs incurred due to changes in timeline will be handled through a Change Order.

Summary of Proposed Costs

The total fixed fee for the Services identified in our Proposal is shown below. The payment terms require a 25% mobilization fee upon execution of this Proposal the remaining 75% will be billed monthly based on progress. Monthly progress billing will include labor charges incurred for the previous month and any materials that will be needed for the coming month. Net 30 days payment on all invoices. Proposal price includes all applicable taxes.

Total Project Investment:

\$ 181,006.35

Thank you for considering Convergent for your Security needs. If you have any questions or would like additional information, please don't hesitate to contact me immediately. If you would like to proceed with the scope of work as outlined in this proposal, please sign below and return to my attention.

Sincerely,

Adair Day

Convergent
Adair Day

By signing below, I accept this proposal and agree to the Terms and Conditions contained herein

Desiree Fragoso

September 9, 2024

Customer Name (Printed)

Date

Authorized Signature

Title

Throughout this Proposal, including these Terms and Conditions and any attachments, (together, "Agreement") the term "Convergent" refers to the Convergent Technologies affiliate operating in the state/province in which the Work is being performed and "Convergent Related Parties" means Convergent and its contractors, subcontractors, third party product manufacturers or providers.

SECTION 1. THE WORK

This Agreement takes precedence over and supersedes any and all prior proposals, correspondence, and oral or written agreements or representations relating to the work set forth in the attached scope of work ("Work"). This Work commences on the start date and will be performed pursuant to the schedule specified in the attached scope of work and, subject to any change orders or addendums, represents the entire agreement between Convergent and Customer.

This Agreement is made without regard to compliance with any special sourcing and/or manufacturing requirements, minority or disadvantaged supplier requirements, or similar government procurement laws. Should such requirements be applicable to this Agreement, Convergent reserves the right to modify and/or withdraw its Agreement.

Customer understands that Convergent is an authorized distributor or reseller and not the manufacturer or developer ("OEM") of software, hardware and equipment (collectively, "Third Party Products") purchased by Customer and certain services are delivered to Customer by such OEM.

No monitoring services, including UL listed monitoring, are included in the Work. Any such services shall be governed and provided by a separate agreement.

Convergent agrees in accordance with the mutually agreed project schedule:

- To submit shop drawings, product data, samples and similar submittals if required in performing the Work;
- To pay for all labor, materials, equipment, tools, supervision, programming, testing, startup and documentation required to perform the Work in accordance with the Agreement;
- Secure and pay for permits and governmental fees, licenses, and inspections necessary for proper execution and completion of the Work, unless local regulations provide otherwise; and
- Hire subcontractors and order material to perform part of the Work, if necessary, while remaining responsible for the completion of the Work.

Customer agrees in accordance with the mutually agreed project schedule, and at no cost to Convergent:

- To promptly approve submittals provided by Convergent;
- To provide access to all areas of the site which are necessary to complete the Work;
- To supply suitable electrical service as required by Convergent;
- To remove site obstacles and job safety hazards;
- To promptly participate and approve acceptance testing, if applicable;
- Upon completion of commissioning or agreed to acceptance criteria, to promptly provide sign-off establishing job closeout; and
- That in the event of any emergency or systems failure, reasonable safety precautions will be taken by Customer to protect life and property during the period from when Convergent is first notified of the emergency or failure and until such time that Convergent notifies the Customer that the systems are operational or that the emergency has cleared.

THE WORK AND/OR THIRD PARTY PRODUCTS ARE DESIGNED TO HELP REDUCE, BUT NOT ELIMINATE RISKS OF LOSS RELATING TO CUSTOMER'S PREMISES OR THIRD PARTIES. THE AMOUNTS BEING CHARGED BY CONVERGENT ARE NOT SUFFICIENT TO GUARANTEE THAT LOSS OR DAMAGE WILL DECREASE OR BE ELIMINATED. Customer acknowledges that proper safety and security requires a layered approach of people, processes, safety, and technologies. The Work, including Third Party Products, provided by Convergent is not sufficient to ensure overall safety and security. Customer acknowledges and agrees that it is responsible for its overall safety and security, including testing and maintenance of the Third Party Products (except to the extent contracted to Convergent by written agreement). Customer acknowledges and agrees that it has a duty of care and is solely responsible for its compliance with applicable laws, rules, and regulations, including but not limited to export and re-export restrictions and regulations, privacy and data protection regulations, applicable OEM instructions, terms and conditions, EULAs, and proper product usage.

Risk of loss, including any Third Party Product comprising the Work, shall pass to Customer as the Work is completed and the materials are incorporated into the Work at Customer's site subject to any end user license agreements. If or Third Party Products are earlier stored on Customer's site pursuant to agreement between Customer and Convergent, risk of loss with respect to such or Third Party Product shall pass to Customer upon delivery to Customer's site.

SECTION 2. PRICING

Pricing and amounts proposed shall remain valid for 30 days unless otherwise specified. Price includes only the Third Party Products listed based on Convergent's interpretation of plans and specifications unless noted otherwise. Additional Third Party Products, unless negotiated prior to order placement, will be billed accordingly. Sales taxes (or as applicable GST, PST, VAT or similar tax) and any other taxes assessed on Customer shall be added to the price upon invoice to Customer.

SECTION 3. INVOICE REMITTANCE AND PAYMENT

Customer agrees to pay Convergent fifty (50%) percent of the total price as a mobilization fee at the time of executing this Agreement.

If the Work is performed over more than one month, Convergent will invoice Customer each month for the Work performed during the previous month. Customer agrees to pay the amount due to Convergent as invoiced, within thirty (30) days of the date of such invoice. If the Work is completed in less than one month, Customer agrees to pay Convergent in full after the Work has been completed within thirty (30) days of the date of invoice. Invoices shall not be subject to a project retention percentage and payment to Convergent shall not be conditioned on payment by an upstream party. If Customer is overdue in any payment, Convergent shall be entitled to suspend the Work without liability until paid, charge Customer an interest rate 1 and 1/2% percent per month (or the maximum rate permitted by law, whichever is less), and may avail itself of any other legal or equitable remedy. Customer shall reimburse Convergent costs incurred in collecting any amounts that become overdue, including attorney fees, court costs and any

other reasonable expenditure.

SECTION 4. WARRANTY

Warranties for Convergent's services and Third Party Products are described in the Limited Warranty for Products and Services available at <https://www.convergent.com/terms/>, which is in effect as of the effective date of this Agreement and is incorporated by reference as if set forth herein in full.

SECTION 5. CHANGES

Without invalidating this Agreement or any bond given hereunder, Customer or Convergent may request changes in the Work with a change order signed by both parties. If Customer orders (i) any changes to the Work (e.g. change in objective, deliverables, tasks or hours), (ii) changes to schedule (extension or acceleration), or (iii) causes any material interference with Convergent's performance of the Work, Convergent shall be entitled to an equitable adjustment in the time for performance and in the Price, including a reasonable allowance for overhead and profit.

SECTION 6. FORCE MAJEURE

Neither Customer nor Convergent shall be liable for any delay or failure in the performance of their respective obligations pursuant to this Agreement due to circumstances beyond their reasonable control ("Force Majeure") and without the fault or negligence of the party experiencing such delay. A Force Majeure event shall include, but not be limited to: acts of God, pandemic or epidemic, diseases, quarantines, unavoidable casualties, concealed conditions, acts of any civil or military authority; riot, insurrections, and civil disturbances; war, invasion, act of foreign enemies, hostilities (regardless of whether or not war is declared), rebellion, revolution, terrorist activities; strikes, lockouts or other labor disputes; embargoes; shortage or unavailability of labor, supplies, materials, equipment or systems; accident, fire, storm, water, flooding, negligence of others, vandalism, power failure, installation of incompatible equipment, improper operating procedures, source current fluctuations or lighting, transportation contingencies; laws, statutes, regulations, and other legal requirements, orders or judgements; acts or order of any government or agency or official thereof, other catastrophes or any other similar occurrences. If performance by either party is delayed due to Force Majeure, the time for performance shall be extended for a period of time reasonably necessary to overcome the effect of the delay and Convergent shall be entitled to an equitable adjustment of the Price.

SECTION 7. INSURANCE

In lieu of any Customer insurance requirements, for Services performed in the United States, Convergent shall maintain the following insurance coverages during the term of this Agreement and upon request, shall provide certificates of insurance to the Customer:

Worker's Compensation	Statutory Limits
Employer's Liability	\$1,000,000 per occurrence/aggregate
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 general aggregate
Automobile Liability	\$1,000,000 per occurrence/aggregate
Excess/Umbrella Liability	\$3,000,000 per occurrence/aggregate

Commercial General Liability policy shall name the Customer as "additional insured" on a primary/noncontributory basis with respect to liability arising out of the Services, as applicable, but only to the extent of liabilities falling within the indemnity obligations of Convergent pursuant to the terms of this Agreement. Convergent shall not provide loss runs or copies of its insurance policies. Convergent shall provide to the Customer no less than thirty (30) days' notice prior to the termination or cancellation of any such insurance policy. For services performed in Canada, Convergent shall maintain similar insurance coverage dependent upon the local requirements in Canada and upon the insurance available under Convergent's insurance program. All required insurance coverage shall be reasonable in the circumstances and compliant with local regulations.

SECTION 8. INDEMNIFICATION

To the fullest extent allowed by law, Convergent shall indemnify and hold Customer harmless from and against claims, damages, losses, and expenses (excluding loss of use) attributable to bodily injury, sickness, disease or death, or to destruction of tangible property, but only to the extent caused by the negligent acts or omissions of Convergent or Convergent's employees or subcontractors while on Customer's site.

If Convergent is providing products or services for intrusion detection, detection of specific threats to people or property (including weapons, gunshot, or drone detection), mass notification, ballistics or explosives protection, or processing of biometric, health, financial, or government identifier data (collectively, "Special Offerings"), then to the fullest extent allowed by law (i) Convergent's indemnification obligations under the Agreement do not apply whatsoever and Convergent and Convergent Related Parties have no liability to Customer for any losses or damages caused by any Special Offerings; and (ii) Customer shall indemnify, defend, and hold harmless Convergent and Convergent Related Parties, from and against all claims, demands, actions, liabilities, damages, and costs (including reasonable attorneys' fees) relating to Special Offerings provided by Convergent, except to the extent of Convergent's gross negligence installing such Special Offerings. Any waiver of damages or limitation of liability contained in the Agreement and as modified herein shall not apply to Customer's indemnification, hold harmless and defense obligations herein.

SECTION 9. LIMITATION OF LIABILITY

EXCEPT AS PROVIDED HEREIN, TO THE FULLEST EXTENT ALLOWED BY LAW: (A) IN NO EVENT SHALL EITHER CONVERGENT, CONVERGENT RELATED PARTIES, OR CUSTOMER BE LIABLE UNDER OR IN CONNECTION WITH THIS PROPOSAL FOR SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE, LIQUIDATED OR CONSEQUENTIAL DAMAGES, INCLUDING COMMERCIAL LOSS, LOSS OF USE OR LOST PROFITS, EVEN IF THAT PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND (B) THE AGGREGATE LIABILITY OF CONVERGENT AND CONVERGENT RELATED PARTIES ARISING OUT OF OR RELATED TO THIS AGREEMENT SHALL NOT EXCEED THE AMOUNTS PAID BY CUSTOMER TO CONVERGENT UNDER THIS AGREEMENT. THE EXISTENCE OF MORE THAN ONE CLAIM WILL NOT ENLARGE THIS LIMIT. THE LIMITATION SET FORTH IN THIS SECTION SHALL APPLY WHETHER THE CLAIM IS BASED ON CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE) OR OTHER LEGAL THEORY.

SECTION 10. COMPLIANCE WITH LAW, SAFETY, & SITE CONDITIONS

Convergint agrees to comply with all laws and regulations applicable to its provision of the Work. Customer will comply with all applicable laws and agreements applicable to its use and operation of the Work. Convergint shall comply with all safety related laws and regulations and with the safety program of the Customer, provided such program is supplied to Convergint prior to beginning Work.

If during the course of its Work, Convergint encounters conditions at the site that are subsurface, differ materially from what is represented in the contract documents, or otherwise concealed physical conditions, Convergint shall be entitled to an extension of time and additional costs for the performance of its work.

If Convergint discovers or suspects the presence of hazardous materials or unsafe working conditions at Customer's site where the Work is to be performed, Convergint is entitled to stop the Work at that site if such hazardous materials, or unsafe working conditions were not provided by or caused by Convergint. Convergint in its sole discretion shall determine when it is "safe" to return to perform the Work at Customer's site. Convergint shall have no responsibility for the discovery, presence, handling, removing or disposal of or exposure of persons to hazardous materials in any form at the Customer's site. To the fullest extent allowed by law, Customer shall indemnify and hold harmless Convergint from and against claims, damages, losses and expenses, including but not limited to, reasonable attorney's fees, arising out of or resulting from undisclosed hazardous materials or unsafe working conditions at Customer's site.

SECTION 11. PERSONAL DATA & SECURITY

Convergint's obligations and liabilities regarding Processing of Personal Data and information security shall be limited solely to Processing performed by Convergint's personnel. Processing by OEMs or Third Party Products are governed by any applicable OEM end user licensing agreements or terms and conditions. Customer represents and warrants that it will comply with all applicable Data Protection Laws. Although certain products delivered by Convergint may be capable of processing Biometric Information, Personal Health Information, financial information, or government identifiers ("Sensitive Information"), Customer acknowledges that Convergint is not Processing Sensitive Information (or to the extent it is Processing Sensitive Information, it is doing so strictly in accordance with Customer's instructions) and Customer is solely responsible for compliance of all such Processing with Data Protection Laws. To the fullest extent allowed by law, Customer shall indemnify, defend and hold harmless Convergint from and against all claims, demands, actions, liabilities, damages, and costs (including reasonable attorneys' fees) asserted by a third party arising out of or relating to failure to comply with applicable Data Protection Laws including but not limited to those related to Sensitive Information. Customer acknowledges it has reviewed Convergint's Privacy Policy available at <https://www.convergint.com/privacy-policy/>, "Personal Data", "Process(ing)", "Biometric Information", and "Personal Health Information" shall be interpreted in accordance with, and shall include analogous terminology as used in, applicable laws and regulations relating to data privacy, information security, data protection, data breaches, cross-border data flows, and/or the rights and obligations of persons or entities regarding personal information ("Data Protection Laws").

To the extent Convergint provides cybersecurity services, such services are provided "as is" without warranties or representations of any kind, whether express or implied. Convergint will follow Customer-specified policies to access (including remotely access) Customer information systems; however, Convergint will not be responsible for technical problems that may occur resulting from Convergint following Customer's instructions or for information security losses or harms to the extent that they are not due to the fault of Convergint. Customer-authorized changes to Customer information systems are at Customer's own risk and Customer acknowledges it is responsible for the overall security of its information systems.

SECTION 12. INTELLECTUAL PROPERTY

Convergint shall retain title and ownership of all intellectual property rights relating to the drawings, technical documentation, or other technical information ("Documentation") delivered under this Agreement. The OEMs shall retain title and ownership of all intellectual property rights relating to the Third Party Products and will grant any license and right to use in connection with the Third Party Product through the OEM's end user license agreement or other terms and conditions. Customer shall not use any Documentation supplied by Convergint for any purposes other than those directly related to this Agreement or for the use and/or maintenance of the Third Party Product.

SECTION 13. PRICE ADJUSTMENT

Convergint may automatically adjust the price, with five (5) days prior written notice, if based on: (a) changes by its vendors to the cost of materials or Third Party Products to be delivered and/or labor costs related to personnel responsible for performing the Work, (b) macroeconomic conditions, such as taxes, tariffs or duties, natural disasters, labor shortages/strikes, etc., (c) market conditions such as price volatility or availability limitations, or (d) other events not within Convergint's control that impact the cost of performing the Work. The adjustment shall be consistent with applicable market indexes, where available, third-party sources or other evidence. Convergint reserves the right to add periodic surcharges, including without limitation, adjustments for the then current price of fuel, such surcharges to be specified and invoiced by Convergint.

SECTION 14. TERMINATION

If a party materially breaches this Agreement, the other party shall provide written notice of the breach and a reasonable time to cure the breach, but in no event less than 30 days. If the breaching party fails to cure the breach within the specified time period, the non-breaching party may terminate this Agreement upon 15 days written notice to the other party. If Convergint notifies Customer of a material breach pursuant to this paragraph, Convergint may temporarily suspend its work without liability until Customer cures the breach.

SECTION 15. GOVERNING LAW AND DISPUTES

The parties agree that this Agreement shall be governed by the laws of the state/province where the Work is located, and venue for disputes shall be located in that state/province.

In the event of any dispute between Convergint and Customer, Convergint and Customer shall first attempt to resolve the dispute in the field, but if that is not successful, then in a meeting between authorized officers of each company. If settlement attempts are not successful, unless the dispute requires injunctive relief, then the dispute shall be decided exclusively by arbitration. Such arbitration shall be conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association (if the Services are performed in the United States) or Arbitration Rules of the ADR Institute of Canada, Inc. (if the Services are performed in Canada) currently in effect by a single arbitrator and shall be a final binding resolution of the issues presented between the parties. The prevailing party shall be entitled to recover its reasonable attorneys' fees and costs. Any award by the arbitrator may be entered as a judgment in any court having jurisdiction.

SECTION 16. MISCELLANEOUS

The parties have required that this Agreement be written in English and have also agreed that all notices or other documents required by or contemplated in this Agreement be written in English. Les parties ont requis que cette convention soit rédigée en anglais et ont également convenu que tout avis ou autre document exigé aux termes des présentes ou découlant de l'une quelconque de ses dispositions sera préparé en anglais.

Any changes to this Agreement shall be in writing signed by both Customer and Convergint.

In the event any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect.

Customer waives all claims against Convergint arising from or related to suspension of work pursuant to this Agreement.

Customer and Convergint are independent contractors, and nothing in this Agreement creates any agency, joint venture, partnership, or other form of joint enterprise, employment, or fiduciary relationship between them. Nothing contained in this Agreement shall be deemed to create a relationship of employee or employer between the parties, and neither party shall be entitled to any benefits that the other party provides for its own employees, including workers compensation and unemployment insurance. Each party shall have exclusive control over its own employees, agents, and subcontractors, its labor and employee relations, and its policies relating to wages, hours, working conditions, or other conditions.

Neither party to this Agreement shall assign this Agreement without the prior written consent of the other party hereto. Notwithstanding the foregoing, Convergint may assign this Agreement without notice or consent (i) to any of its parents, subsidiaries or affiliated companies or any entity majority owned by Convergint; or (ii) in connection with a merger, acquisition, reorganization, sale of all of the equity interests of Convergint, or a sale of all or substantially all of the assets of Convergint to which this Agreement relates.

Notices shall be in writing and addressed to the other party, in accordance with the names and addresses of the parties as shown above. All notices shall be effective upon receipt by the party to whom the notice was sent.

In no event will Convergint be obligated to comply with any project labor agreements or other collective bargaining agreements.

A waiver of the terms hereunder by one party to the other party shall not be effective unless in writing and signed by a person with authority to commit the Customer and Convergint. No waiver by Customer or Convergint shall operate as a continuous waiver, unless the written waiver specifically states that it is a continuous waiver of the terms stated in that waiver.

The Sections regarding invoicing, warranty, indemnity, and disputes shall survive the termination of this Agreement.

By signing this Agreement, Customer acknowledges that it reviewed the Important Product Safety and Service Information at <https://www.convergint.com/terms/>.

INTEROFFICE MEMORANDUM

TO: DESIREE FRAGOSO, CITY ADMINISTRATOR

FROM: CHIEF KEVIN CORNETT

SUBJECT: BUDGETED MEOC/PSB TRAINING ROOM
UPGRADE – WH PLATTS COMPANY

DATE: 9/3/2024

CC: FIRE CHIEF C. OLIVERIOUS



This memorandum is being written to outline the decision to move forward with WH Platts Company as the company to install upgrades for the Isle of Palms MEOC and Public Safety Building training room. The upgrade is included in the current fiscal year budget. The project is funded in police department State Accommodations Tax Fund 50-4420.5025 (\$17,500) and fire department Hospitality Tax Fund 35-4520.5025 (\$17,500)).

Our teams worked hard to ensure that we found the right company that had a great reputation and the knowledge to provide the best system for our project. The recommended company to conduct this project, WH Platts Company, is on SC State Contract and used that state contract pricing to provide the quote.

We looked at multiple companies as we explored this project. WH Platts Company was not the lowest quote, but they provided a complete quote that met the needs of the City. Other companies were more difficult to get them to provide us with a complete quote. WH Platts Company was the most responsive and worked with us to find the right products under the state contract prices. This company provides services for MUSC College of Health professions, SC State University, Clemson University, Charleston and Dorchester County School Districts, and Dillon County Courts to name a few.

WH Platts Company has been very responsive to our needs, and they appear to be the best company to move forward on this project.



CUSTOM QUOTATION FOR:
Isle Of Palms Police
8x8 video switcher
upgrade to existing
Displays and new
projector with crestron
Control panel system
State Contract # 4400026102
Matthew Storen

QUOTE#

QTY	Product	Description	Vendor	Unit Price	Total
	60-1574-11	MGP 641 xi --4K Four window with HDMI inputs-multi window processor- for displaying up to four images on one Projected display	Extron	\$ 6,995.00	
1	60-1495-21	DXP 88 HD 4K PLUS ---8x8 HDMI 4K matrix switcher with audio disembedding output	Extron	\$ 4,495.00	\$ 4,495.00
1	CP4N	control system - will control projector on/off, input and output selection on Extron 8x8 matrix switcher and Video wall presets and control of MGP 641 Four window multi window processor	Crestron	\$ 2,095.00	\$ 2,095.00
1	TSW-770-B-S	7" diagonal touch screen--black wall/rack mount touch screen for control system	Crestron	\$ 1,385.00	\$ 1,385.00
1	TSW-570/770-RMK	rack mount kit for touch screen	Crestron	\$ 154.00	\$ 154.00
1	Rack 21 BWL	rolling walnut color 21 space rack	AVFI	\$ 1,070.00	\$ 1,070.00
1	PT-VMZ71U7	7000 lumen, WUXGA resolution, laser lit LCD Projector (yours now is 3100 lumens)	Panasonic	\$ 3,900.00	\$ 3,900.00
7	B-540-EXT-70-SLIM	HDMI over cat6 transmitter and receiver system-for projector, HDMI wall plate input at front of room for laptop, 5 existing displays	Snap AV	\$ 349.00	\$ 2,443.00
1	CA601	power amplifier with rack mount	Lab Gruppen	\$ 329.00	\$ 329.00
6	PS-C41RT	4" 2-way white grill flush mount ceiling tile speaker	Sonance	\$ 110.00	\$ 660.00
1	SMART LCD 1500LCD	Rack mount UPS---900W 120V Line-Interactive UPS - 8 Outlets, USB, DB9, 2U Rack/Tower Battery Backup - UPS - 900 Watt - 1500 VA	TecNec/Tripp Lite	\$ 395.00	\$ 395.00
1	Installation materials	including cable, wire, rack hardware, rack power strip and bar, rear rack rails, 16 port network switch	Platts AVL	\$ 1,995.00	\$ 1,995.00
1	Installation	including installation of projector (must move forward and with new mount), install HDMI signal between rack and 5 existing displays and projector, wall mounted rack, rack hardware, install new HDMI input at front of room for laptop input, 8x8 HDMI switcher, main equipment, 6 ceiling speakers, control system setup and programming, coordination with your team and training		\$ 12,995.00	\$ 12,995.00

Sub Total \$ 31,916.00
 Sales Tax \$ 1,702.89
 Freight / Shpg \$ -
TOTAL \$ 33,618.89

FOB: Dest
Freight:
Terms: net30
Tax: State Sales tax may apply to this purchase.
Billing: All equipment will be billed as it ships from the manufacturer.
Pricing: Prices are firm for 30 days from this date and are subject to revision if quantities or products change.
 Thank you for this opportunity to be of service.

APPROVAL TO PURCHASE
<i>Purchase Order Not Required</i>
Signature ↑
Date:

APPROVAL TO PURCHASE
<i>Purchase Order Will Be Sent</i>
Signature ↑
Date:

Jim Hogg
 The W. H. PLATTS Company
 July 15, 2024

1.888.947.5288
 Tel. 843.553.1131
 Direct. 854-999-0636
 Fax. 843.553.1151

Employee Referral Program Policy

Objective:

The purpose of the employee referral program is to establish guidelines and procedures for employees to refer qualified candidates for open positions. The policy encourages employees to actively participate in the recruitment process and rewards them for successful referrals. Research has shown, and our own experience supports, that new hires who join the city through employee referrals are excellent contributors, stay with the city longer and are more cost-effective recruits.

Eligibility:

All regular full-time, part-time and temporary employees are eligible to participate in the referral program.

Employees who make a referral may not participate in the hiring process of the candidate referred.

Referral Criteria:

Employees may refer a candidate who meets the qualifications and requirements outlined in the job description. Referrals should have the necessary skills, experience and competencies to perform the job effectively. Referrals should not have any conflict of interests or personal relationships that may compromise the hiring process. The referral will be considered along with other candidates and evaluated based on the same criteria.

Referral Reward:

\$500 referral reward to employees that refer a successful candidate for a full-time position and \$250 referral reward to employees that refer a successful temporary employee or intern.

The reward will be distributed after the referred candidate is hired and successfully completes the 6-month probationary period.

Referral Guidelines:

- Reward is subject to taxation.
- There is no limit on the number of referrals an employee can make.
- If a candidate is referred to the City by multiple employees, the employee who made the first referral will be eligible for the award.

- If the employee eligible for a referral reward leaves employment before the reward is eligible for payout, they forfeit the reward.
- All referrals will be confidential.

DRAFT



Position Description

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

Job Title:	Police Deputy Chief
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Department: Police
Pay Grade: G10
FLSA Status: Non-Exempt

JOB SUMMARY

The purpose of this position is to serve as the commanding officer of a work unit. Incumbents in this class perform various administrative duties relating to the planning, coordinating, and executing of policing functions. Incumbents work within broad guidelines and departmental rules, policies, and procedures when determining the most appropriate way to carry out departmental functions. As a member of the department's senior management team, participates in decision-making regarding the overall operation and direction of the police department.

ESSENTIAL JOB FUNCTIONS:

- Serves as the second in command of the police department.
- Assists the Police Chief in the planning, organizing, and directing of the overall functions of the department.
- Supervises, trains, and directs Support Services supervisors and personnel or Patrol supervisors and personnel depending on assigned role. Meets daily with command staff and the Chief; and oversees daily work schedules and makes assignments as required by the needs of the service.
- Researches and develops draft department policies, procedures and City law enforcement ordinances as required by the Police Chief in implementing directives from the City Administrator and City Council.
- Enforces departmental rules, regulations, procedures, and work methods, imposes disciplinary action when necessary.
- Supervises and coordinates the activities of the divisions within the assigned role as either Patrol Commander or Support Services Commander to support the effective, efficient and professional delivery of police services to the community.
- Provides assignments and instructions to members of Department, provides them with needed advice and assistance when difficult and unusual problems arise, and checks their work to see that proper procedures are followed, that reasonable standards of workmanship, conduct, and output are maintained, and that desired police objectives are achieved.
- Ensures that division personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.

- Handles grievances, maintains departmental discipline and the general conduct of personnel.
- Assists with the development of the annual budget proposal.
- Prepares and delivers public addresses on crime prevention and general public notices.
- Conducts performance appraisals of the division supervisors and reviews the monthly chronological entries of other personnel.
- Assists in the development of long-range manpower and equipment estimates and ensures the proper complement of personnel to support all regular and special duty law enforcement activities.
- Prepares and reviews operational and administrative reports for the Chief of Police.
- Develops and manages training programs for new personnel.
- Ensures operation of equipment by practicing responsible use, completing preventive maintenance requirements, following manufacturer's instructions, and evaluating new equipment and techniques.
- Prepares special and regular department reports, such as crime summaries and regular department reports.
- Responds to serious crime incidents and directs crime scene activities in the absence of the Police Chief.
- Prevents crime by explaining and enforcing applicable federal, state, and local laws and ordinances; teaching preventive, protective, and defensive tactics; mediating disputes; patrolling assigned area; responding to notices of disturbances; conducting searches; observing suspicious activities; and detaining suspects.
- Apprehends suspects by responding to complaints and calls for help, observing violations, and making arrests.
- Conducts criminal investigations by gathering evidence, interviewing victims and witnesses, and interrogating suspects.
- Documents observations and actions by radioing information and completing reports.
- Refers to policy and procedures manuals, computer manuals, codes / laws / ordinances / regulation, publications, and reference texts, etc.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Four (4) years of experience in law enforcement, two (2) years of which have been in supervisory positions; and
- Or equivalent education and/or experience.
- Achievement and maintenance of firearms proficiency according to departmental standards.
- Completion of advanced training courses in all areas of law enforcement.
- Possession of a valid South Carolina driver's license.
- Possession of, or ability to obtain within six (6) months of employment, Red Cross or other accredited certification in Cardio-Pulmonary resuscitation (CPR).

Knowledge, Skills and Abilities:

- Knowledge of state, local and federal laws pertaining to the general exercise of law enforcement activities.
- Knowledge of the principles, practices, and procedures of jurisdictions.
- Knowledge of advance law enforcement methods.
- Knowledge of department procedures and commitment to chain of command.
- Knowledge of management, planning and supervisory methods and procedures.

- Knowledge of City and local geography.
- Knowledge of the use and care of firearms.
- Knowledge of equipment typical of law enforcement duties.
- Knowledge in the use of computers, including word processing and permitting software; calculator, portable radio, phone, fax, audio and camera, and other related equipment.
- Skill in organizing, directing, and supervising the work of others.
- Ability to manage people and to develop department policies and procedures.
- Ability to communicate well verbally and in writing with the general public and the news media.
- Ability in written and oral communication.
- Ability to work well with other City officials and the general public.
- Ability to perform vigorous physical ability.
- Ability to maintain physical conditioning to be able to perform all duties of police officer on Isle of Palms according to departmental standards.
- Ability to operate various types of vehicles including a variety of law enforcement equipment.
- Ability to work an irregular schedule, which includes holidays, evenings, and/or varying hours, as assigned.

PHYSICAL DEMANDS:

The physical demands consist of medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects The incumbent must have the ability to balance while maintaining body equilibrium; climb, crawl, and crouch by bending the body downward; use hands and fingers to feel, grasp, and handle; hear by perceiving the nature of sounds at normal speaking levels; kneel by bending legs to come to a rest; mental acuity; use hands and arms to lift, pull, push, and reach; make repetitive motions; speak and talk, stand, walk, and stoop; and use visual acuity by viewing things including color, depth perception, and field vision.

WORK ENVIRONMENT:

Work is typically performed in a variety of daily environmental conditions, both indoors and mostly outdoors, with exposure to wide and extreme temperature variations including wetness and/or humidity.

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

Employee Signature

Date

Supervisor (or HR) Signature

Date



Position Description

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

Job Title:	Deputy Chief of Special Operations
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Department: General Government

Pay Grade: G10

FLSA Status: Exempt

JOB SUMMARY

Under the supervision of the Fire Chief, will plan and oversee the special operations of the Fire Dept. Exercise supervisory control over the Fire Marshal and the Administrative Specialist. Oversee Marine fire suppression, water rescue operations, special technical rescue operations, emergency medical operations, community risk reduction activities, and emergency management.

ESSENTIAL JOB FUNCTIONS:

- Shall be a team leader under stress caused by emergencies, danger, or criticism. Must be able to supervise emergency personnel during emergency and non-emergency situations and have the ability to motivate and manage people in a positive way.
- Recommends and administers department policies and procedures for Special Operations including marine firefighting operations, water rescue operations, special technical rescue operations, emergency medical operations, and emergency management.
- Must be knowledgeable of the Fire Department SOG and GO to provide annual updates.
- Assist the Fire Chief with forecasting and creation of the annual budget concerning all items related to Special Fire Operations.
- Supervises the Fire Marshal and Administrative Specialist.
- Shall work directly with the Medical Control Physician(s) regarding emergency medical operations.
- Shall be the representative to the National Registry of EMT's, the South Carolina Department of Health and Environmental Control, and the United States Drug Enforcement Agency.
- Enforces applicable municipal, state, and federal code standards. Knowledge of local and national codes, knowledge of building construction and fire behavior.
- Specifies and recommends to the Fire Chief the purchases of fire suppression, apparatus, and equipment related to all Special Operations.
- Assist with establishing the department safety program. Determines, monitors, and corrects safety issues within the department.

- Assist in directing disaster preparedness and other fire protections programs to minimize the loss of life and property within the community.
- Prepare annual performance evaluations on schedule.
- Investigate and report to the Fire Chief any employee misconduct, make recommendations for improvement and recommend disciplinary action as needed.
- Conduct and manage special projects as assigned by the Fire Chief, prepare special research reports, and develop programs. Direct and conduct a variety of organizational studies, investigations, and operational studies.
- Stay abreast of new trends and innovations in the field of fire prevention and suppression.
- Assist the Fire Chief develop tactical objectives to reach department's operational strategic goals.
- Support the goals and objectives of the city and department.
- Perform additional duties as assigned, which may include field response related to fire suppression, and emergency medical and other emergency and non-emergency response services.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Graduation from an accredited high school or GED.
- Bachelor's degree or equivalent education and/or experience. At least eight (8) or more years of related firefighting.
- At least five (5) years supervisory experience or equivalent education and/or experience Certification as NFPA, IFSAC or Pro Board Fire Officer II within one (1) year of assuming position or equivalent education and/or experience.
- Successful completion of NIMS / ICS Incident Command or equivalency (IS-100, IS-200, IS-700, IS-800) prior to assuming position.
- Successful completion of ICS 300 and ICS 400 within one (1) year of assuming position.
- Certification as NFPA, IFSAC or Pro Board Firefighter II.
- Possession of a valid South Carolina Class E driver's license
- At least one year experience as an engineer
- Possession of Emergency Medical Technician (EMT) certification or the successful completion of the EMT certification prior to assuming position.
- Possession of Paramedic certification preferred.
- Continued classroom training in administrative and supervisory techniques and procedures, firefighting tactics, and subordinate firefighting training.

Knowledge, Skills and Abilities:

- Knowledge of modern firefighting rescue principle, practices, techniques and procedures including the operation and maintenance of the various types of fire apparatus and equipment.
- Knowledge of NFPA, OSHA, state, and local fire safety rules and regulations.
- Knowledge of the physical, chemical, and related properties of a wide variety of explosives and hazardous materials; familiar with principles of how to manage hazmat incidents.
- Knowledge of the principles of building construction and maintenance.
- Knowledge of emergency medical response including all phases from first response to advanced life support.
- Knowledge of emergency rescue procedures for both land and maritime incidents.

- Knowledge of marine search and rescue procedures; proper maintenance of marine equipment and small boat operation.
- Ability to conduct a thorough fact-finding investigation and to enforce regulations firmly, tactfully, and impartially.
- Ability to establish and maintain positive working relationships with subordinates, property owners, city officials and the public.
- Must be able to communicate effectively in oral or written presentations.
- Must speak with poise, voice control and confidence, using correct English and well-modulated voice.
- Ability to maintain a positive working relationship with command and hold the respect of subordinates.
- Must be able to demonstrate self- control in any given situation.
- Must be able to exercise independent judgment in critical, stressful, or hazardous situations without undue stress.
- Coordinates, determines time, place and sequence of operations or action to be taken on the basis of analysis of data, executing determinations and/or reporting on events.
- Talks with and/or signals people to convey or exchange information, including giving assignments and/or directions with poise and respect.
- Must be able to coordinate hands and eyes rapidly to handle a variety of office equipment including computer, word processor, typewriter, calculator, copier and fax machines.
- Must be able to exert up to 20 pounds of force constantly to move objects. Must be able to lift objects weighing as much as 100 pounds.
- Uses body members, hand tools and/or special devices to work, move or carry objects or materials.
- Must be able to walk or stand to a significant degree; physical demand requirements are in excess of those for sedentary work. Must be able to complete physical strength and stamina requirements as established by Fire Department.
- Must maintain physical conditioning to be able to perform all duties of firefighting on Isle of Palms according to departmental standards.
- Must pass annual physical exam by department physician.
- Must be able to safely operate a variety of marine equipment including boats and personal watercraft in accordance with regulations of the United States Coast Guard and South Carolina Department of Natural Resources.
- Must be willing to actively attack fires, hazardous materials spills or situations, marine emergency situations with objective of stabilizing situation and protect or preserve life and property to the greatest extent practical.
- Applies principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions.
- Interprets a variety of instructions furnished in written, oral diagrammatic or schedule form.
- Must be able to add, subtract, multiply, and divide all units of measures.
- Must be able to read journals, newspapers, periodicals, manuals, dictionaries, financial reports, legal documents, thesauruses and encyclopedias.
- Must be able to prepare business letters and reports, using all rules of punctuation, grammar, diction and style.
- Participates in panel discussion and debates; speaks extemporaneously on a variety of subjects.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

Work is typically performed in a variety of daily environmental conditions, both indoors and outdoors, with exposure to wide and extreme temperature variations including wetness and/or humidity.

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

Employee Signature

Date

Supervisor (or HR) Signature

Date



Position Description

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

Job Title:	Deputy Chief of Fire Operations
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Department: General Government

Pay Grade: G10

FLSA Status: Exempt

JOB SUMMARY

Under the supervision of the Fire Chief, will plan and oversee the day-to-day operations of the Fire Dept. Exercise supervisory control over the Battalion Chiefs, Fire Captains, and their subordinates. Oversee fire suppression, land-based rescue operations, and hazardous material response.

ESSENTIAL JOB FUNCTIONS:

- Shall be a team leader under stress caused by emergencies, danger, or criticism. Must be able to supervise emergency personnel during emergency and non-emergency situations and have the ability to motivate and manage people in a positive way.
- Recommends and administers department policies and procedures for General Fire Operations including fire suppression, land-based rescue operations, hazardous materials operations, and all non-emergent daily operations.
- Must be knowledgeable of the Fire Department SOG and GO to provide annual updates.
- Assist the Fire Chief with departmental succession planning.
- Assist the Fire Chief with forecasting and creation of the annual budget concerning all items related to General Fire Operations.
- Supervises Operations personnel including Battalion Chiefs, Captains, Engineers, and Firefighters.
- Oversee the shift handover information between the Battalion Chiefs and Captains.
- Oversee the required training components for all Operations personnel regarding General Fire Operations.
- Shall be the representative to the South Carolina Fire Academy concerning all training and credentialing requirements.
- Enforces applicable municipal, state, and federal code standards. Knowledge of local and national codes, knowledge of building construction and fire behavior.
- Oversee the maintenance of the building, apparatus, department vehicles, and equipment. To include weekly inspections of equipment, and fire stations, and periodic inspections of personnel; certifies firefighting apparatus and oversees annual tests of all pertinent fire equipment.

- Specifies and recommends to the Fire Chief the purchases of fire suppression, apparatus, and equipment.
- Assist with establishing the department safety program. Determines, monitors, and corrects safety issues within the department.
- Assist in directing disaster preparedness and other fire protections programs to minimize the loss of life and property within the community.
- Assign, coordinate, monitor and evaluate work activities. To include scheduling, coverage, and overtime.
- Prepare annual performance evaluations on schedule.
- Investigate and report to the Fire Chief any employee misconduct, make recommendations for improvement and recommend disciplinary action as needed.
- Conduct and manage special projects as assigned by the Fire Chief, prepare special research reports, and develop programs. Direct and conduct a variety of organizational studies, investigations, and operational studies.
- Stay abreast of new trends and innovations in the field of fire prevention and suppression.
- Assist the Fire Chief develop tactical objectives to reach department's operational strategic goals.
- Support the goals and objectives of the city and department.
- Perform additional duties as assigned, which may include field response related to fire suppression, and emergency medical and other emergency and non-emergency response services.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Graduation from an accredited high school or GED.
- Bachelor's degree or equivalent education and/or experience.
- At least eight (8) or more years of related firefighting.
- At least five (5) years supervisory experience or equivalent education and/or experience.
- Certification as NFPA, IFSAC or Pro Board Fire Officer II within one (1) year of assuming position or equivalent education and/or experience.
- Successful completion of NIMS / ICS Incident Command or equivalency (IS-100, IS-200, IS-700, IS-800) prior to assuming position.
- Successful completion of ICS 300 and ICS 400 within one (1) year of assuming position.
- Certification as NFPA, IFSAC or Pro Board Firefighter II.
- Possession of a valid South Carolina Class E driver's license
- At least one year experience as an engineer
- Possession of Emergency Medical Technician (EMT) certification within one (1) year of accepting the position or the successful completion of the EMT certification prior to assuming position.
- Continued classroom training in administrative and supervisory techniques and procedures, firefighting tactics, and subordinate firefighting training.

Knowledge, Skills and Abilities:

- Knowledge of modern firefighting rescue principles, practices, techniques, and procedures including the operation and maintenance of the various types of fire apparatus and equipment.
- Knowledge of NFPA, OSHA, state, and local fire safety rules and regulations.

- Knowledge of the physical, chemical, and related properties of a wide variety of explosives and hazardous materials; familiar with principles of how to manage hazmat incidents.
- Knowledge of the principles of building construction and maintenance.
- Knowledge of emergency medical response including all phases from first response to advanced life support.
- Knowledge of emergency rescue procedures for both land and maritime incidents.
- Knowledge of marine search and rescue procedures; proper maintenance of marine equipment and small boat operation.
- Ability to conduct a thorough fact-finding investigation and to enforce regulations firmly, tactfully, and impartially.
- Ability to establish and maintain positive working relationships with subordinates, property owners, city officials and the public.
- Must be able to communicate effectively in oral or written presentations.
- Must speak with poise, voice control and confidence, using correct English and well-modulated voice.
- Ability to maintain a positive working relationship with command and hold the respect of subordinates.
- Must be able to demonstrate self-control in any given situation.
- Must be able to exercise independent judgment in critical, stressful, or hazardous situations without undue stress.
- Coordinates, determines time, place and sequence of operations or action to be taken on the basis of analysis of data, executing determinations and/or reporting on events.
- Talks with and/or signals people to convey or exchange information, including giving assignments and/or directions with poise and respect.
- Must be able to coordinate hands and eyes rapidly to handle a variety of office equipment including computer, word processor, typewriter, calculator, copier and fax machines.
- Must be able to exert up to 20 pounds of force constantly to move objects. Must be able to lift objects weighing as much as 100 pounds.
- Uses body members, hand tools and/or special devices to work, move or carry objects or materials.
- Must be able to walk or stand to a significant degree; physical demand requirements are in excess of those for sedentary work. Must be able to complete physical strength and stamina requirements as established by Fire Department.
- Must maintain physical conditioning to be able to perform all duties of firefighting on Isle of Palms according to departmental standards.
- Must pass annual physical exam by department physician.
- Must be able to safely operate a variety of marine equipment including boats and personal watercraft in accordance with regulations of the United States Coast Guard and South Carolina Department of Natural Resources.
- Must be willing to actively attack fires, hazardous materials spills or situations, marine emergency situations with objective of stabilizing situation and protect or preserve life and property to the greatest extent practical.
- Applies principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions.
- Interprets a variety of instructions furnished in written, oral diagrammatic or schedule form.
- Must be able to add, subtract, multiply, and divide all units of measures.
- Must be able to read journals, newspapers, periodicals, manuals, dictionaries, financial reports, legal documents, thesauruses and encyclopedias.

- Must be able to prepare business letters and reports, using all rules of punctuation, grammar, diction and style.
- Participates in panel discussion and debates; speaks extemporaneously on a variety of subjects.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

Work is typically performed in a variety of daily environmental conditions, both indoors and outdoors, with exposure to wide and extreme temperature variations including wetness and/or humidity.

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

Employee Signature

Date

Supervisor (or HR) Signature

Date

THE PROPOSAL

[P2623]

EXHIBIT A

Design and Permitting Services for Isle of Palms Beach Renourishment Project

INTRODUCTION

This proposal is submitted by Coastal Science & Engineering Inc (CSE) (Engineer) at the request of the City of Isle of Palms (the City) for engineering services ahead of a beach renourishment project. The project is anticipated to involve placement of beach-quality sand in two areas along the northern and southern portions of the Isle of Palms. The sand will be sourced from offshore borrow areas identified using geophysical and geotechnical surveys as part of the proposed scope of work. The purpose of the nourishment is to reduce the risk of storm-induced damages along developed uplands adjacent to the beach, and help establish a dry-sand beach and dune for recreational, environmental, and storm risk reduction benefits.

The general purpose of the Engineer's proposed work is to assist the City in preparing permit applications, environmental coordination, borrow area confirmation surveys, engineering analyses, plans, and specifications for renourishment consistent with City needs and funding availability. These deliverables are outlined as part of four tasks below, described in greater detail later in this document:

Task 1 – Project Management, Communication, and Liaison

Task 2 – Field Data Collection

Task 3 – Coastal Engineering and Plan Development

Task 4 – Permitting and Environmental Studies

This proposal accounts for the necessary time and expense for services to formulate a large-scale nourishment project along the Isle of Palms, prepare and submit an acceptable permit application to obtain state and federal permits for such an effort, and provide project coordination and liaison with the City throughout the permit process.

Note this proposal does not include a final design and specifications package, bid coordination, construction administration, or final reporting. These services will be included in a separate proposal. The scope of services details the Engineer's proposed work by task, followed by an itemized lump sum fee for professional services for each task and estimated reimbursable costs.

SCOPE OF SERVICES

The scope of services proposed herein represents the BASIC SERVICES. and is based on the Engineer's experience on similar projects and project components, the scope of the project as defined by this proposal, and the regulatory requirements of agencies of the State of South Carolina and the federal government with jurisdiction over construction at the site. The following scope of services is proposed.

Task 1.0 Project Planning, Communication, and Liaison

Project planning will include coordination and meetings with County representatives to:

- Develop schedules.
- Participate in public forums.
- Provide liaison with USACE, SCDHEC–OCRM, and other government agencies.
- Present the plan to government officials.
- Modify the plan according to changes in City-authorized funding levels or market conditions.
- Assist the City with project planning, communication, and liaison.

Following authorization to proceed with the proposed scope of services:

- 1.1 The Engineer will meet with City representative(s) to clearly define the goals and objectives for the work.
- 1.2 The Engineer will assemble and review existing engineering reports and environmental studies regarding erosion and beach restoration along the project area and adjacent communities. The Engineer will identify data gaps not previously identified in the Engineer's prior work for the City and will prepare work plans, timelines, and schedules for additional field data collection in support of the project.
- 1.3 The Engineer will assist the City in preparing periodic project summaries as requested.
- 1.4 The Engineer will assist the City in public outreach, meetings, and responding to public comments or questions. This includes attending City meetings as necessary, assisting with media requests, and production of graphics, data tables, photos, etc that may be used in support of the project.

Task 2.0 Beach and Borrow Area Condition Surveys

(Note: CSE is previously contracted with the City for semiannual beach surveys and for Phase 1 geotechnical investigations. CSE will make every effort to use the existing scope to provide the necessary information for the permit, and only conduct additional field work if necessary. The scope below allows for certain additional work that may be necessary beyond already contracted services.)

This phase of the project will include certain condition surveys of the beach, inshore zone [to (~)30 foot (ft) depths], and offshore borrow area(s). These surveys will supplement previous field data collected by the Engineer and others. They will also provide data on conditions close to the anticipated time of construction for input into final plans and specifications for the project.

- 2.1 The Engineer will obtain digital-rectified aerial photography of the oceanfront for use in the final design. The images will provide detailed resolution of ground features at a scale of 1 inch equals 100 ft or finer resolution.
- 2.3 The Engineer with subcontractor, Athena Technologies Inc., will conduct supplementary borrow area investigations in the USACE-designated offshore borrow area(s), including collecting a minimum of 40

additional borings. The purpose of the borings is to provide a grid of cores at (~)1,000-ft spacing or closer and define an optimal borrow area for the project. Borings will encompass the upper (~)4–8 ft of substrate. The Engineer will follow standard sampling and laboratory testing protocols to analyze sediment quality and to determine compatibility with the native beach sediments.

Athena Technologies will obtain the cores based on CSE's proposed sampling grid, and provide core splits, photographs, and logs. CSE will check and review logs as necessary and sample the splits by lithology. CSE will analyze sediment samples in the lab for grain-size distributions (~0.25 phi intervals), percent shell, percent mud (as applicable), and percent gravel. These data will be compared with sediment size distributions for beach samples and evaluated for compatibility using standard statistical techniques.

- 2.4 The Engineer will conduct bathymetric data collection in the delineated offshore borrow area upon confirmation of sediment quality. The Engineer will obtain controlled bathymetry at minimum 50-ft spacing over a target borrow area encompassing (~)100–150 acres. The proposed bathymetry would be obtained for use in design development and the plans and specifications for the project. The Engineer will follow standard protocols for bathymetric data collection using an RTK-GPS (Trimble® Model R10 and R12-GNSS) with built-in modem, which allows CSE to access real-time networks (RTN) nationwide. This eliminates the need to set up on-site "base stations."

The surveys will be completed using RTK-GPS Units (Trimble™ Model R10 and R12 GNSS) for data collection. The offshore work will be performed using an Applanix POS MV Surfmaster IMU linked to an Odom Echotrac CV100™ precision survey fathometer for direct measurements of the bottom without the need for tide corrections. Measurements over subaerial portions of the project area will extend to low-tide wading depth. Offshore profiles will be collected at 50 Hz at high tide, overlapping the wading-depth measurements, but will be filtered in the office to eliminate spikes and provide manageable-sized files via floating averages. Smoothed inshore data will be merged with subaerial data.

CSE will perform daily QA/QC on all data collected using a combination of procedures, including measurement of the speed of sound, sounding-bar checks, direct soundings in deep water, real-time overlays with historical data using Hypack software, and obtaining cross-check lines for statistical analysis of survey accuracy. Hydrographic data collection methodology will follow procedures outlined in the USACE Hydrographic Surveying Manual (EM 1110–2–1003).

- 2.5 The Engineer will engage the services of a qualified subconsultant [Tidewater Atlantic Research Inc (TAR), Washington NC] to obtain magnetometer and other images over the project area (following present state protocols for data collection) such that potential cultural resources can be identified. If field surveys show the presence of submerged cultural resources, further detailed investigations may be implemented to better determine the nature and extent of the objects. Alternatively, target resources will be delineated on planning maps, and buffer (no-work) areas will be established around the potential resources. This task includes production of a cultural resource report and necessary coordination with SC SHPO to satisfy permit requirements. This effort is necessary for all offshore nourishment projects; however, will require more rigorous analysis due to the known presence of the 2nd Stone Fleet. This item

is listed as an optional subcontracted service (allowance) under a separate line item in the Engineer's proposed budget.

- 2.6 The Engineer will evaluate "native" sediment quality based on existing conditions along the beach between the foredune and low-tide terrace by analyzing surficial samples in representative transects. These samples will be compared with previous samples and will serve as the basis for establishing the "native" size distribution for the proposed project. The Engineer will evaluate the compatibility of offshore and native sediments using industry-standard statistical techniques as detailed in the USACE Coastal Engineering Manual (2002).

Task 3.0 Coastal Engineering and Plan Development

This phase of the project will include certain engineering analyses and plan development to allow for estimates of probable construction costs and to assist the City in determining the size of the project and how best to configure the beach fill. Engineering analyses will serve as a rationale for the final plan and will provide the City with an outline of the construction plan and the likely outcome of the project. This analysis will be included in the permit application for justification of the project, analysis of alternatives, and downdrift impact analysis.

- 3.1 The Engineer will prepare an analysis of erosion losses and rates of change, dating back to pre-nourishment conditions and encompassing the preconstruction survey outlined in Task 2.2. The analysis will be used to evaluate performance of previous projects and refine the fill plan based on a determination of volume surpluses and deficits along the project area (taking into consideration certain constraints on construction via ocean-certified dredges).
- 3.2 The Engineer will develop a sediment budget and empirical predictions of nourishment losses based on available data, observed storm erosion, and experience with similar sites. The predictions will be used to refine fill quantities. In particular, the Engineer will evaluate alternative taper sections, including possible extensions of the fill upcoast or downcoast, so as to create a gradual transition between nourished and unnourished areas and reduce potential adverse impacts to adjacent beaches.
- 3.3 The Engineer will develop alternate project designs and/or methods for erosion mitigation to be included in an analysis of alternatives (required by permits). Alternatives will consider various sand resources, volumes, placement strategies, or alternate mitigation efforts such as relocation of structures, installation of erosion control structures, or smaller-scale projects.
- 3.3 The Engineer will revise the nourishment plan based on the results of items 2.1 through 3.2 herein, along with consideration of funding levels established by the City. The Engineer will prepare an updated estimate of probable construction costs.
- 3.4 The Engineer will advise the City of any changes in general scope, extent, character, design, or costs of the project resulting from the USACE/OCRM permitting process (Task 4).

4.0 Permitting and Environmental Studies

After authorization by the City to proceed with the proposed work detailed herein:

- 4.1 The Engineer will schedule and attend with the City a pre-application meeting with SCDHEC-OCRM/USACE and their associated resource agencies (eg, SCDNR, USFWS, etc) to review the proposed project and to determine issues to be addressed in permitting application documents.
- 4.2 The Engineer will provide technical criteria, written descriptions and design data, drawings, and completed application forms for filing applications to secure the necessary permits from federal and state agencies that have jurisdiction to approve the design of the project. The Engineer will assist the City in consultations with appropriate authorities to obtain the required permits and approvals.

Specific work items will include:

- A) Preparation of permit drawings – vicinity map, project plan, beach fill sections, and geotechnical data.
 - B) Preparation of a project synopsis, computation of anticipated dredge and fill volumes, excavation and reclamation areas, and a description of the construction methodology.
 - C) Preparation of an analysis of alternatives and impacts analysis
 - D) Selection and editing of supporting data and reports (attachments to the permit) covering the topics of engineering, downdrift impacts, geotechnical surveys, environmental surveys, etc.
 - E) Review meeting(s) with the City before permit submittal.
 - F) Preparation of miscellaneous supporting materials (eg, public advertisements, ownership affidavits, etc) as required.
 - G) Liaison and correspondence with regulatory agencies and preparation of responses to comments.
 - H) Liaison with the principal regulatory agencies (USACE and SCDHEC-OCRM) and the commenting agencies (USFWS, NMFS, SCDNR, etc).
- 4.3 The Engineer assumes that a comprehensive Biological Assessment (BA) **will** be required for the purposes of securing permits for the project. The Engineer also assumes an essential fish habitat (EFH) report will be required as a supplement to the permit application. Unless otherwise directed by the City and regulatory authorities, the Engineer proposes to accomplish the following in support of the permit application for the project:
- Review and synthesis of prior environmental assessment documents and findings prepared in connection with earlier locally-sponsored and other regional projects.
 - Prepare essential fish habitat (EFH) assessment report.

Task 4 does not cover professional time to initiate biological data collection in the beach or borrow area for purposes of characterizing species present before or after renourishment. Should such studies be required as a condition of permits, the Engineer will engage the services of a qualified subconsultant and submit a separate

proposal and data collection plan for the City's consideration. Because of extensive prior biological resource studies of the area by SCDNR, the Engineer does not anticipate additional monitoring will be required for the proposed project.

Work under this proposal ends upon completion of Task 4.

ADDITIONAL SERVICES

The work described in the scope of services (paragraphs 1.1 through 4.3) does not include work in the following categories. Work in these categories or other services requested by the City will be considered Additional Services.

If the City wishes the Engineer to perform any of the following Additional Services, the City shall so instruct the Engineer in writing, and Engineer will perform or obtain from others such services and will be paid, therefore, as provided in the Agreement for Services between County and Engineer for Professional Services.

- Services resulting from significant changes in the general scope, extent, or character of the project, or major changes in the documentation previously accepted by the City where changes are due to causes beyond the Engineer's control.
- Providing renderings or models.
- Preparing documents for alternate bids requested by the City for work which is not executed or for out-of-sequence work.
- Detailed consideration of operations, maintenance, and overhead expenses; value engineering; and the preparation of rate schedules, earnings and expense statements, cash flow and economic evaluations, feasibility studies, appraisals, and valuations.
- Furnishing the services of environmental scientists, biologists, fisheries scientists, chemical analysis laboratories or other specialized scientific testing, evaluations or services not specifically included in the scope of services.
- Preparation of operations and maintenance manuals.
- Geotechnical engineering studies, including borings and reports, except for sediment studies described herein.
- Surveys for the purpose of staking out work of contractor(s).
- Preparing to serve or serving as a consultant or witness in any litigation, arbitration, or other legal or administrative proceeding except where required by the scope of services.
- Services of the independent cost estimator shall be Additional Services.
- Services of an environmental subconsultant in connection with pre-project and post-project environmental sampling and monitoring of fish, benthic organisms, or other biota (such as sea beach amaranth surveys).

PROJECT SCHEDULE

The preliminary schedule is proposed based on a start date of November 2024 for the services proposed herein. The schedule will be periodically modified based on the progress of the permit reviews and approvals.

The target period for submittal of permits is March 2025 and receipt of permits in December 2025. This would allow for construction to occur in 2026 or later.

<u>Date</u>	<u>Task #</u>	<u>Description</u>
Nov-Dec 2024	1.0	Initiate work under present proposal / finalize goals and objectives with the City
	3.0	Initiate preliminary design and coastal engineering analyses
	2.0	Obtain borings in offshore borrow area(s)
Dec-Feb 2025	3.0	Alternatives analysis, permit design, drawing review
Feb-Mar 2025	4.0	Prepare and submit permit application
Mar-Jul 2025	4.0	Permit coordination/public hearings*
Jul-Dec 2025	4.0	Additional permit review and issuance
2026	5.0	Final design and first construction period available

PROJECT MANAGEMENT

The Engineer's professional and technical support staff who will be directly involved in the project will include the following.

Timothy W Kana Ph.D., PG – Project Director

Dr. Tim Kana is the founder and president of CSE and an internationally recognized expert in beach erosion, tidal inlet sediment dynamics, and beach nourishment design. Kana has directed over 50 beach nourishment projects in Georgia, the Carolinas, and New York over the past 40 years, including the Nags Head 2011 and 2019 renourishment. He has served as a beach erosion consultant and has developed regional, long-term shoreline management plans for the State of South Carolina and almost every coastal community in South Carolina. He brings this experience and hundreds of reports and publications to CSE's proposed project team. He was the lead author of the 1999 Bogue Banks nourishment feasibility study, the 2005 Nags Head feasibility study, which served as a basis for the 2011 and 2019 projects, and the Bridgehampton-Sagaponack (NY) feasibility study which led to the 2013–2014 nourishment project, and upcoming 2023–2024 project.

Kana's numerous publications and reports cover a range of topics, including beach erosion, inlet sand bypassing, shoreline monitoring, surf zone processes, longshore transport, coastal geomorphology, beach nourishment design, and coastal zone management. Kana's expertise and publications on habitat evolution as a function of tidal flooding frequency based on EPA-funded studies of potential impacts of sea level rise are of particular relevance to the proposed project.

Joseph Huggins, PE – Project Engineer

Mr. Huggins has 26 years of experience specializing in construction management and civil engineering. He is a licensed engineer in the States of South Carolina and North Carolina, a SCDHEC Certified Erosion Prevention and Sediment Control Inspector, and a Certified Construction Manager. Mr. Huggins has provided project management leadership and operations support for numerous Tenant Upfit, Commercial, Government, Educational, Health Care, and Non-Profit Construction projects throughout the Southeastern United States. He has served as the Owner's Representative for local, state, and national entities, providing on-the-ground interface and coordination for design development and tracking, drawing review, budget coordination, cost estimating, permitting oversight, contract administration, and the daily oversight of construction which includes schedule management and coordination, change order execution, Owner interface with Design Team and Contractors, Owner/Board Reporting and Briefing. Mr. Huggins has experience preparing Storm Water Pollution Prevention Plans, conducting preconstruction conferences, and preparing final stabilization certifications and Notices of Termination for land disturbance permits. Mr. Huggins has managed over \$300 Million of design and construction through Design-Build, Design-Bid-Build, and Solution Order Contracts.

Steven Traynum, MS, Coastal Physical Scientist – Project Manager

Mr. Traynum has 20 years of experience specializing in beach nourishment design, permitting, coastal structures, coastal hydrodynamics, and estuarine processes. He is the project manager for the recent 2022 DeBordieu beach nourishment and groin construction project, which included the placement of 718,246 cy of sand over ~8,500 linear feet of beach and the construction of three new terminal groins. Traynum also managed the recent 2020 Pawleys Island (SC) beach nourishment project (\$15 million, ~1.1 million cy) and the 2017 Edisto Beach nourishment project (\$19 million, 1.1 million cubic yards; 26 groins lengthened and improved). He has provided FEMA coordination for disaster assistance grants on behalf of the City of Edisto Beach, Pawleys Island, and the City of Isle of Palms after Hurricanes Joaquin, Matthew, and Irma.

Mr. Traynum provides planning and management support to clients, property owners, and agencies. He served on the South Carolina Beach Preservation Stakeholder Workgroup and assisted the state in the development of upland beach management policy.

Patrick Barrineau, PhD, Coastal Scientist – Data Analysis and Design

Dr. Barrineau is a coastal scientist and project manager, providing exceptional sedimentary processes and landscape evolution expertise. He manages projects in New York, North Carolina, South Carolina, and Georgia, and regularly curates geophysical data from field collection to publication in concert with CSE staff. Dr. Barrineau has prepared reports and permit documents for projects at Bridgehampton-Sagaponack (NY), Nags Head (NC), Cape Hatteras National Seashore (NC), Avon (NC), Buxton (NC), Arcadian Shores (SC), Myrtle Beach (SC), Pawleys Island (SC), Debidue Island (SC), Kiawah Island (SC), Seabrook Island (SC), Edisto Beach (SC), and Sea Island (GA). Dr. Barrineau served as the principal sub-consultant to VHB (Vanasse Hangen Brustlin, Inc) for the National Park Service Programmatic EIS for beach nourishment events in Cape Hatteras National Seashore, which provides guidance for 30+ years of anticipated beach restoration projects in the Northern Outer Banks.

Dare County (NC) – Project Manager. Primary liaison between Dare County, NPS, USACE, and the State of North Carolina. Design of nourishment plan and construction management, followed by post-project beach

monitoring. Participates in field data collection and analysis. Generates monitoring reports showing comparative conditions of the beach.

Horry County (SC) – Project Manager. Design of nourishment plan and construction management, followed by post-project beach monitoring of Arcadian Shores (2018). Participated in field data collection and analysis. Generated monitoring reports showing comparative conditions of the beach.

Myrtle Beach (SC) – Project Manager. Responsible for data collection, analysis, and preparation of annual monitoring reports for the City of Myrtle Beach following federal nourishments along ~ 9 miles of oceanfront.

Andrew Giles – USCG licensed Near Coastal Master – Field Data Collection

Captain Andrew Giles is the senior technical associate specializing in bathymetric and topographic field data collection and data management for CSE (2006-present). Mr. Giles holds a BS from the University of South Carolina. He is a Coast Guard-licensed Master of 50 GT Near Coastal (License #2876702), has Hypack® Certification (2017), and is a licensed FAA UAS pilot (Certificate #3971935). His field data collection experience includes topographic and bathymetric surveys via the newest methods of Real-Time-Kinematics positioning (RTK-GNSS) utilizing Virtual Reference Station (VRS) and Real Time Networks (RTN) for achieving centimeter-level accuracy. Captain Giles has conducted these surveys in a wide range of tidal and wave energy conditions and has field experience at almost every beach and inlet in South Carolina.

SCDHEC-OCRM – Project Manager and Field Party Leader (data collection) for the collection of beach erosion monitoring data along ~400 profiles (~3,500 ft long) during all deployments throughout 2013–2022 surveys.

Isle of Palms (SC) – Field Party Leader (data collection). Collected data along ~130 beach and inshore profiles along the Isle of Palms beach. The scope of services included a bathymetric survey of Dewees Inlet and Breach Inlet (lines spaced between 200 and 800 ft over ~8 sq. miles) and the development of a three-dimensional digital terrain model from 2013 to 2022. These data provide a decade-long time series illustrating complex shoal migration and cycling over an ebb-tidal delta – the first comprehensive dataset of its kind along the East Coast.

Trey Hair – Senior CAD Engineering Technician – Mapping, GIS, and Reporting

Mr. Hair is an engineering technician with 25 years of experience supporting CSE's professional engineers and geologists in projects pertaining to beach nourishment, groin and jetty design, revetments and seawalls, and inlet relocations. He performs profile analysis from collected and/or existing data, historical shoreline mapping, topographic and bathymetric data compilation, and volume change calculations. Mr. Hair maintains CSE's annual monitoring project database, including data from locations in South Carolina, North Carolina, and other East Coast beaches. He has extensive data collection experience, including field investigations of project sites, installation of coastal engineering instrumentation, and sediment sample collection. Mr. Hair is proficient in survey processes from the initial setup of projects to data reduction and map production. Relevant project experience includes:

Bogue Banks (NC) – Engineering Technician. Collection and analysis of beach profiles from ~160 stations along nearly 35 miles of shoreline (including adjacent islands). He produced construction plans that included profile data and nourishment fill quantities.

Edisto Beach and Hunting Island (SC) – Engineering Technician. Assembled beach profile data and nourishment fill templates for permit drawings and construction plans. He also assisted with beach profile data collection and analysis.

Isle of Palms (SC) – Engineering Technician. 3D modeling of the beach and offshore zone, including inlet shoals. He assisted in the development of monitoring baselines and the collection and analysis of beach profile data.

CSE STAFF (available for the present assignment) — CSE's staff includes professionals and technical support personnel who will assist the team leaders with the timely delivery of reports and data files. All of the staff have first-hand experience with South Carolina beach, inlet, and navigation projects.

CSE maintains in-house capabilities for the following:

- Baseline control, beach and inshore surveys via state-of-the-art Trimble R10 and R12-GNSS RTK-GPS.
- Fully outfitted survey vessel for controlled bathymetric surveys in the ocean using RTK-GPS linked to an Odom HydroTrac™.
- Sediment testing laboratory for sand compatibility studies. Samples are processed at 0.25 phi intervals for better precision (versus 0.5 phi typical for many labs).
- Full complement of tide, current, wave, and turbidity measurement systems for in-situ time-series recording or ship-borne synoptic measurements.
- Certified scuba-diving services for bottom surveys and equipment deployment, including diver-to-diver-to-surface communication.
- CAD services using AutoCAD® Civil 3-D, which facilitates integration of digital and aerial ortho-photos and survey data.
- Custom software for coastal engineering applications, including CSE's Beach Profile Analysis System (BPAS) for data reduction, QA/QC, graphic plotting, volumetric change analyses, preparation of beach fill templates, and data archiving.
- Environmental sampling and analysis capabilities.

If regulatory agencies require certain environmental sampling and analyses beyond the capabilities of our in-house staff, CSE will assist the City identifying an appropriate sub-consultant to perform those portions of the work. To expedite surveys, CSE proposes to subcontract offshore coring work with Athena Technologies Inc (McClellanville SC), a marine service company that has performed extensive similar work along the Grand Strand for the USACE. Athena's responsibilities would be limited to obtaining offshore borings at CSE-designated sampling sites, logging and photographing the cores, and providing core splits to CSE as outlined under Task 2.3. Athena has performed similar assistance to CSE for offshore sand searches at Pawleys Island (SC), Debidue Island (SC), Sea Island (GA), and Long Island (NY). The proposed budget includes an allowance for Athena Technologies to obtain up to 50 borings.

FEE SCHEDULE*[Effective through 31 December 2025]*

The fee for our services is based on estimates of personnel required to perform the indicated scope of services according to the following fee schedule. All rates are listed in U.S. dollars.

PERSONNEL	Staff Category	Hourly Rate
	Senior Principal	185.00
	Project Engineer	185.00
	Project Manager	150.00
	Coastal Engineer/Scientist	150.00
	Sr Technical Associate	125.00
	Technical Staff (CAD)	125.00
	Field/Technical Assistant	100.00
	Support Staff (Editorial/Admin)	100.00

Expert witness services are available at 1.5 times the base billing rates. Such services include trial preparation, depositions, and court appearances (travel excluded). Subconsultant items and direct expenses will be billed at cost.

PROJECT BUDGET AND FEE PROPOSAL

Fees for engineering services are proposed on a time-and-expense basis, with costs not to exceed the amounts listed in Table 1. CSE reserves the right to make no-cost changes in the budgets by task by shifting personnel time if it is advantageous to keep the overall project schedule on track. Labor costs include the professional time to complete the work outlined herein and are based on the Engineer's experience with similar projects and the standard of care required for specialized coastal engineering projects.

Direct expenses will be billed at cost, covering equipment rental, vehicle rental, travel, lodging, meals, laboratory testing, expendable supplies, presentation graphics, overnight shipping, etc. Anticipated reimbursables billed at cost include subconsultant services for controlled aerial orthophotography, cultural resource survey (if required), and geotechnical data collection shown as allowances). Mileage will be billed at the IRS reimbursement rate (\$0.675 per mile for 2024). Lodging (\$150/day) and meals (\$80/day) are estimated to average \$230 per day per person. Equipment rental for data acquisition includes daily rates for CSE's 24-ft survey vessel (\$500/day) with diesel 4-by-4 tow vehicle (\$50/day), RTK-GPS (\$500/day per unit), off-road 4-by-4 vehicle (\$120/day), and housing/field office rental during construction (\$4,000/month). Computer software licenses are billed at a flat rate of \$2,000 per project for beach nourishment design projects.

An estimate of fees for the various tasks is provided in Table 1. Services and fees that are in addition to the scope of services described herein shall require the written authorization of the City and shall be provided as Additional Services in accordance with the Fee Schedule included herein.

Allowances for required additional services (bottom items in Table 1) represent nearly half of the project budget, with additional geotechnical borings being the most significant cost. CSE recommends the City earmark (~)\$50,000 for contingency purposes should the regulatory and resource agencies require the preparation and submittal of additional supporting documents, biological resource monitoring, or other environmental protection measures not specifically included in the present proposal.

TABLE 1. Estimate of fees, direct expenses, and optional services for Isle of Palms renourishment project.

TASK #	TASK DESCRIPTION	TASK FEE
1	Project Planning, Communication, Liaison	27,960
2	Beach & Borrow Area Condition Surveys	60,560
3	Coastal Engineering, Plan Development	39,680
4	Permitting & Environmental Studies	91,800
	Labor Subtotal	220,000
	Direct Expenses	38,620
	Allowance for Cultural Resource Survey	20,000
	Allowance for Offshore Borings (50)	200,000
	PROJECT TOTAL	478,620

City of Isle of Palms Schedule of Assessed Values from Charleston County Auditor's Office

	2024	2023	2022	2021	2020*	2019
	(FY25)	(FY24)	(FY23)	(FY22)	(FY21)	(FY20)
Motor Vehicles - (July-Dec)	3,225,740	3,048,480	2,406,550	2,550,070	2,015,790	1,969,830
Motor Vehicles - (Jan-June)	3,494,340	3,004,600	2,796,985	2,496,520	2,226,500	2,302,740
Total Gross Motor Vehicles	6,720,080	6,053,080	5,203,535	5,046,590	4,242,290	4,272,570
Collection Rate (July-Dec)	89.47%	90.78%	88.61%	86.57%	86.74%	89.20%
Collection Rate (Jan-June)	89.47%	90.78%	88.61%	86.57%	91.09%	89.20%
Total Collectible Motor Vehicles	6,012,456	5,494,986	4,610,883	4,368,833	3,776,615	3,811,132
Business Personal Property	974,260	907,370	327,120	270,560	393,800	338,950
Rental Residential	1,184,850	1,142,900	1,042,560	997,080	1,041,730	1,114,530
Watercraft	5,469,450	4,249,720	3,465,410	3,313,860	2,791,460	2,707,160
Busines Personal DOR	585,530	672,610	513,500	648,010	1,287,530	1,478,620
Utilities	1,480,160	1,298,180	1,246,250	1,221,274	1,184,900	1,209,190
Aircraft	341,590	122,120	133,340	190,910	73,240	64,990
Total Personal Property	10,035,840	8,392,900	6,728,180	6,641,694	6,772,660	6,913,440
Real Property 4% (includes Homestead)	85,058,790	80,470,630	77,454,000	70,851,280	65,043,700	57,008,320
Real Property 6%	201,263,720	190,333,350	179,797,390	169,549,460	170,355,540	149,441,850
Real Property Agricultural Use 4%	1,310	1,310	1,310	1,310	1,310	1,310
Mobile Homes						
Add (Subtract) Assessor's Est Remain Reviews						
Total Real Property	286,323,820	270,805,290	257,252,700	240,402,050	235,400,550	206,451,480
Total Real & Personal Property	296,359,660	279,198,190	263,980,880	247,043,744	242,173,210	213,364,920
Collection Rate	97.26%	96.72%	96.98%	95.89%	96.57%	97.20%
Total Collectible Real & Personal	288,239,405	270,040,489	256,008,657	236,890,246	233,866,669	207,390,702
Change from prior year	6.74%	5.48%	8.07%	1.29%	12.77%	3.31%
Total Tax Base (GROSS)	303,079,740	285,251,270	269,184,415	252,090,334	246,415,500	217,637,490
Change from prior year	6.25%	5.97%	6.78%	2.30%	13.22%	2.74%
Total Tax Base (Collectible)	294,251,861	275,535,475	260,619,540	241,259,079	237,643,284	211,201,835
Change from prior year	6.79%	5.72%	8.02%	1.52%	12.52%	3.37%
Less Motor Vehicles (July-Dec)	(2,886,070)	(2,767,410)	(2,132,458)	(2,207,596)	(1,748,496)	(1,757,099)
	291,365,791	272,768,065	258,487,083	239,051,483	235,894,788	209,444,735
Total collectible base per County report	291,365,834	272,768,088	258,487,082	239,051,482	235,894,788	209,444,735
Difference	(43)	(23)	1	1	(0)	0
% Change from Prior Year	7%	6%	8%	1%	16%	6%

Calculate Projected Property Tax Revenues and Compare to Budget and Actual Property Tax Revenues						
Authorized Millage Rate - Operating	0.0191	0.0191	0.0191	0.0191	0.01906	0.0213
Authorized Millage Rate - Debt Service	0.0032	0.0032	0.0042	0.0042	0.00416	0.0034
Total Property Taxes - Operating	\$ 5,565,087	\$ 5,209,870	\$ 4,937,103	\$ 4,565,883	\$ 4,496,155	\$ 4,461,173
Total Property Taxes - Debt Service	932,371	872,858	1,085,646	1,004,016	981,322	712,112
Add Motor Veh Taxes Collected (Jul-Dec)	55,125	52,858	40,730	51,436	37,243	37,426
Total Projected Tax Revenues	6,552,582	6,135,586	6,063,479	5,621,336	5,514,720	5,210,711
Budgeted Revenues (Incl LOST)	6,413,350	6,027,000	5,938,000	5,701,000	5,398,132	5,209,750
Difference	\$ 139,232	\$ 108,586	\$ 125,479	\$ (79,664)	\$ 116,588	\$ 961
Actual Property Taxes Received		5,265,162	5,176,672	4,901,784	4,804,448	\$ 4,517,683
Actual LOST Received		1,213,304	1,184,906	982,856	970,759	799,984
Total	-	6,478,465	6,361,578	5,884,639	5,775,207	5,317,667
Difference between Actual and Projected		342,880	298,099	263,304	260,487	106,956
% Difference		6%	5%	5%	5%	2%
Difference between Actual and Budget		\$ 451,465	\$ 423,578	\$ 183,639	\$ 377,075	\$ 107,917
% Difference		7%	7%	3%	7%	2%

APPROXIMATE VALUE OF A MIL 291,366 272,768 258,487 239,051 235,895 209,445

Total Appraised Value - no deduction for collectibility						
Motor Vehicles	106,515,443	96,400,195	83,553,581	81,162,479	68,574,705	68,962,195
Personal Property	98,306,557	81,508,438	65,943,910	66,023,910	66,677,381	67,478,857
Real Property	5,480,897,833	5,184,021,000	4,933,005,917	4,597,139,083	4,465,384,250	3,915,938,250
Total Appraised Value	5,685,719,833	5,361,929,633	5,082,503,408	4,744,325,472	4,600,636,336	4,052,379,302
% Change from Prior Year	6.04%	5.50%	7.13%	3.12%	16.75%	5.86%

Total Assessed Value - no deduction for collectibility						
Motor Vehicles	6,720,080	6,053,080	5,203,535	5,046,590	4,242,290	4,272,570
Personal Property	10,035,840	8,392,900	6,728,180	6,641,694	6,772,660	6,913,440
Real Property	286,323,820	270,805,290	257,252,700	240,402,050	235,400,550	206,451,480
Total Assessed Value	303,079,740	285,251,270	269,184,415	252,090,334	246,415,500	217,637,490
% Change from Prior Year	6.25%	5.97%	6.78%	2.30%	16.33%	5.47%

* reassessment year

City of Isle of Palms
 Calculation of Local Option Sales Tax Credit Factor
 2024 Tax Bills

The City of Isle of Palms has a long standing practice of returning 100% of Local Option Sales Tax collections to the taxpayers. The factor calculation is done two ways - one using the prior fiscal year LOST collections, and the other using the current year LOST budget.

Current Gross APPRAISED Values from Charleston County:

Motor Vehicles	106,515,443
Real Property	5,480,897,833
Personal Property	98,306,557
Homestead Exemption	<u>(30,451,000)</u>
Total	5,655,268,833

FY24 Actual LOST Revenue	1,213,304	Prior Fiscal Year
Divided by Total Appraised Value	0.00021	

FY25 Budget LOST Revenue	1,136,117	Current Year's Budget
Divided by Total Appraised Value	0.00020	USE .00020

City of Isle of Palms		*Unaudited General Fund*					
Fund Balance Rollforward		Unassigned Total Fund balance of 10 Fund less columns H, I, J	Committed for Disaster Recovery Income and Expenses 60 Fund	Restricted for Beautification 10-3500.4525 (revenue) 10-4120.5026 (expense)	Restricted for General Fund Debt Service 10-3100.4003 (revenue) 10-4120.5009&11 (expense)	Non-spendable (postage and fuel inventories) 10-0000- 1303, 10-0000-1305, 10-0000-1308	Total
FY23 AUDITED REVENUES		14,554,636.04	222,863.34	38,692.00	1,136,672.70		15,952,864.08
FY23 AUDITED TRANSFERS		(1,332,230.71)	-				(1,332,230.71)
FY23 AUDITED EXPENDITURES		(13,114,171.72)	(111,854.42)	(425.75)	(974,106.90)		(14,200,558.79)
FY23 AUDITED RESRV OF FB		901.71				(901.71)	-
FY23 UNAUDITED ENDING FB		3,749,905.50	3,166,745.09	185,131.60	587,574.01	30,310.37	7,719,666.57
GENERAL FUND TOTAL FUND BALANCE		4,552,921					
	NET REVENUE & EXPENSE	309,065.66			162,565.80		420,075
		14,397,770.03					
FY24 AUDITED REVENUES		14,757,840.29	167,266.14	50,900.00	918,823.06		15,894,829.49
FY24 AUDITED TRANSFERS		443,780.26	-				443,780.26
FY24 AUDITED EXPENDITURES		(13,677,592.86)	(1,563.66)	(427.10)	(830,307.22)		(14,509,890.84)
FY24 AUDITED RESRV OF FB		(2,514.31)				2,514.31	-
FY24 UNAUDITED ENDING FB		6,074,434.86	165,702.48	50,472.90	88,515.84	32,824.68	1,828,718.91
GENERAL FUND TOTAL FUND BALANCE		6,246,248					
	NET REVENUE & EXPENSE	1,693,326.80			88,515.84		1,828,719
		16,171,343.61					
15%	Surplus to keep in GF for 30% target of FY24 Exp	258,920.72					
	Remaining of surplus after GF 15%	1,434,406.08					
30%	This is 30% of FY25 GF Expenditures	4,811,842.20					
	GF Balance less transfers to DR, HF and CAP Funds	4,811,842.20					
	The amount over the 30% FY25 Exp Target	-					
	Staff recommends the following transfers:						DR: 10.3900.5901 CR:10.0000.2301 & 10.0000.2305
15%	Recommended % to General Fund	258,920.72					
5%	Recommended % to Disaster Recovery	79,744.64					DR: 60.0000.1201 CR: 60.3900.4901
15%	Recommended % to Cover Bulk Container Overage	258,920.72					DR: 35.0000.1201 CR: 35.3900.4901
65%	Recommended % to Capital Fund	1,095,740.72					DR: 20.0000.1201 CR: 20.3900.4901
	Total Net Positive Results	1,693,326.80					



BOARD OF ZONING APPEALS
4:00pm, Tuesday, September 3, 2024
1207 Palm Boulevard, Isle of Palms, SC

MINUTES

1. Call to order

Present: Glenn Thornburg, Robert Miller, Ellen Gower, Susie Wheeler, Ted McKnight, and Zoning Director Simms

MOTION: Mr. Miller made a motion to add Citizen's Comments to the discussion of the request at 1400 Palm Boulevard. Ms. Gower seconded the motion. The motion passed unanimously.

2. Approval of Previous Meeting's Minutes

MOTION: Mr. McKnight made a motion to approve the minutes of the July 9, 2024 meeting, and Ms. Gower seconded the motion. The minutes passed unanimously.

3. Swearing in of applicants

Mr. Thornburg swore in the applicants.

4. Home Occupations

A. 27 Twin Oaks Lane

Zoning Director Simms said that the applicant, Darlene Enroth, is requesting a special exception to allow the establishment of a concierge business at their home. The applicant has indicated that home will be used for office work only, that there will be no business-related traffic coming to the residence, there will be no evidence of a business outside the house, and that there will be no employees working in the residence other than family members that live in the home.

Ms. Enroth said she will be assisting absentee property owners with their rental home but will not be acting as a property manager. She said any additional clients she may secure will come by word of mouth and not advertising. No one outside the home will be aware of the business.

MOTION: Mr. McKnight made a motion to approve, and Ms. Gower seconded the motion. The motion passed unanimously.

B. 1400 Palm Boulevard

James Menacho, 816 Carolina Boulevard, speaking as a citizen, asked if traffic studies had been done in this area to understand the impact of such a business. He said retail businesses increase traffic flow.

Zoning Administrator Simms said requesting a special exception to allow the establishment of a drivethrough service business in the GC-1 zoning district. Section 5-4-38(3) of the City's zoning code specifies drive-through service windows are allowed upon a finding by the Board of Zoning Appeals that the facility provides adequate (1) space for the stacking of vehicles based upon the number of drive-through vehicles projected during the peak fifteen (15) minute period, (2) the service time involved in processing customers' orders, and (3) the window time necessary to complete the transaction. Additionally, Section 5- 4-5(c) of the zoning code specifies the standards that the Board must apply in deciding special exception applications. The applicant has proposed several measures to be taken in order to ensure there is no hinderance to traffic, including an overflow drive-through line and installation of appropriate signage.

The applicant, Matt Immerfall, speaking on behalf of Jeff's Bagel Run, explained this is a quick service business selling ready-made bagels. They expect each car to spend no longer than 2-3 minutes in line and the proposed location can handle 8-9 cars without impeding traffic. He said most of their business will be on the weekend. Store hours are 7am-2pm, and 80% of their sales happen before 10:30am. They currently have 8 locations in Central Florida and are looking to open 6 locations in the Charleston area over the next 18 months. He added that the location allows walk-in business but there will be limited seating inside.

Committee members expressed concern about the heavy traffic already in that area on weekends during the season. Mr. Immerfall said they will take any and all measures to mitigate traffic-related issues including signage to help people move through the line and outdoor staff taking and delivering orders. Mr. Thornburg said that road closures happen in that area on the busiest days of the season, thereby limiting the store to just foot traffic.

Zoning Director Simms said he would relay the sign regulations to Mr. Immerfall.

MOTION: Mr. McKnight made a motion to go into Executive Session in accordance with SC Section 30-4-70(a)(2) to receive legal advice. Ms. Gower seconded the motion. The motion passed unanimously.

The Board of Zoning Appeals went into Executive Session at 4:43pm and returned at 4:58pm.

MOTION: Mr. Miller made a motion to come out of Executive Session, and Ms. Gower seconded the motion. The motion passed unanimously.

MOTION: Mr. McKnight made a motion to continue this application to the October meeting and suggested the applicant conduct a traffic study of the area. Ms. Gower seconded the motion. The motion passed unanimously.

Mr. Immerfall consented to the continuance.

Mr. Thornburg asked each Board member to send their concerns to Zoning Administrator Simms so that he could compile them for the applicant.

5. Appeal – 2610 Palm Boulevard

Zoning Administrator Simms explained, “The applicant is appealing a determination made by the Zoning Administrator concerning a proposed staircase in the side setback. The Zoning Administrator denied the proposed staircase due to the encroachment into the 10’ side setback and encroachment past the maximum building line. The applicant’s full appeal is attached and states that the Zoning Administrator was arbitrary and capricious in his determination, as an HVAC stand was previously approved within the side setback of this same address. The applicant was informed that the HVAC stand has been previously reviewed and approved as a pre-existing nonconforming structure, which is allowed to remain in its original location. The applicant is only appealing the encroachment into the side setback and not the encroachment past the maximum building line.”

Mr. Bruce Berlinsky, representing the applicant, Joseph Griffith, Jr, said that the application was denied arbitrarily. His client believes the second set of stairs does not encroach into the setback, and there is sufficient room between the proposed stairs and the neighbor. He states that the neighbor believes an additional staircase will not impede emergency services to either home. Mr. Berlinsky said this second set of stairs allows for an additional egress from the house in the event of an emergency.

Mr. Berlinsky said, “Why we think this is arbitrary and capricious and why it doesn’t violate the City’s ordinances is, Matt has cited Section 5-4-47(b), which we think is ambiguous because for an existing structure, including stairs, which does not comply with the zoning setbacks, may be altered or renovated so long as no part of the structure extends beyond the original footprint of the encroachment. So it could be read either way. Is it the existing footprint of the existing encroachment or is it the existing footprint of just an encroachment? We also think because of the email from Doug Kerr dated June 21 that also addressed the rear potential set of stairs. And it does say that stairs or steps may project into a required front yard or rear setback by not more than 5’. We don’t think this is going to be more than 5’. And that is Section 5-4-12(f).”

Mr. Berlinsky and Mr. Griffith shared pictures of non-conforming stairs encroaching into setbacks along Palm Boulevard, adding that they are not asking the Board to set precedent by allowing their staircase.

Mr. Berlinsky also showed pictures of the rear of the house at 2601 Palm Boulevard and said, “If a set of stairs was built on the rear, it would not even encroach into that firepit paver area that is closest to the house.”

Mr. Berlinsky added that since the beach has accreted in that area, “the impact of a stair for safety purposes, whether you all grant it to the rear or grant it to the side, where it is again, no further into the encroachment than the existing air conditioning unit that is elevated, is just, it is minimal.”

He read from a memo written by the City’s previous attorney, Julia Copeland, stating what the Board is permitted to do with this appeal, adding that the Board has “all the powers of a Zoning Administrator.”

Mr. Berlinsky said, “Based on all of those reasons, we just feel from a safety reason, from a diminimous impact on side setbacks that this is a set of stairs that is only built to the 4’ wide that is even required to provide, again, a safety means of exit in the event of something catastrophic.”

An added staircase, according to Mr. Berlinsky, would not be seen from the street as it would be hidden by the current HVAC unit. He said Mr. Griffith applied for either a rear or side staircase and was denied a permit for both.

Board members asked why the architect who built the new deck did not include stairs in the plans. Mr. Griffith acknowledged that a spiral staircase could be built, but it is not as wide as a normal staircase.

Mr. Griffith said, “My understanding was when we added the deck, they would not approve any stairway because we only had 2’ left, and so it didn’t matter where we, so they wouldn’t approve any stairway that was added on either to the side or the rear of the deck...because it encroached more than 2’ behind the house. Honestly, I wasn’t aware. If we would have known that, we would have just built it at the time 5’.”

Zoning Administrator Simms replied, “I don’t think 5’ is even correct though because that is for a rear setback. This is the maximum building line, which is what the premise I denied it on, not a rear setback. That line there is for the maximum building line. So he is not allowed the 5’ at all past that line. What I think you are probably referring to, the 2’, I don’t recall, that is probably why it was denied that time.”

Zoning Administrator Simms said that City code prohibits any structure built past the maximum building line. Mr. Griffith referred to the numerous structures in the pictures he provided that shows other properties have built beyond that line. Board members said they cannot speak to those situations.

Mr. Griffith said, “That is part of the appeal. Whether they are non-compliant or whether they got permitted, it has happened all over the island. That is just five examples.”

Mr. Berlinsky further clarified, “But again, the ordinance only says so long as no part of the structure extends beyond the original footprint of the encroachment. But the statute doesn’t specify whether it is an old encroachment or a new encroachment; therefore, it is subject by the court multiple interpretations.”

Director Kerr stated, “On this question about the size of the encroachment. The City’s code did use to say that you would take the distance of the existing structure, and then you could rebuild whatever you wanted as long as it got no closer. So we had people that had a porch or an AC stand that would be 4’. They would then build their entire house setback at 4’. That is the way it was for many years. It caused problems. So the Council very intentionally put the language in the code that said you are locked into the footprint of the encroachment. You can improve that encroachment. You can make a porch, a screen porch, or a bedroom, but you have to stay in the footprint. That would be a specific code change dealing exactly with this interpretation very specifically to say you cannot just say we have one thing 5’. Now everything can go to 5’. So

there is a history with the community with that.” He spoke to the unreliability of aerial photographs and GIS overlays for understanding what is compliant and what is not.

MOTION: Ms. Wheeler made a motion to go into Executive Session in accordance with SC Section 30-4-70(a)(2) in order to receive legal advice. Ms. Gower seconded the motion. The motion passed unanimously.

The Board of Zoning Appeals went into Executive Session at 5:43pm and returned from Executive Session at 5:55pm.

MOTION: Ms. Wheeler made a motion to come out of Executive Session, and Ms. Gower seconded the motion. The motion passed unanimously.

Ms. Wheeler asked if there was a reason a staircase was not incorporated into the deck. Mr. Griffith said the room next to the deck was expanded and they needed the space to accommodate the number of people who are at the house on a regular basis. He said a spiral staircase was feasible, “but we needed the space.”

Mr. McKnight said, “In my mind, we disagree with the setback, the side setback. And since the building line is not an option, that to me, I thought we were, had that as a potential, but that is not an option. So I don’t see how we can grant your request. I think the grandfathering in is just for the footprint of the heating and air conditioning. I don’t think it permits it any further on the side, and I think the way the house has been built it is boxed in, and the option that does exist I think is in the vicinity of the deck. If you feel that you need that space, then you have to make a choice between the deck and stairs or deck and no stairs. But I think that is the option that you have available to you as I see it.”

Mr. Thornburg agreed, believing a circular staircase could be added within the maximum building line.

MOTION: Mr. McKnight made a motion to deny the appeal. Mr. Miller seconded the motion. The motion passed unanimously.

5. **Miscellaneous Business -- none**

6. **Adjournment**

Ms. Wheeler made a motion to adjourn and Ms. Gower seconded the motion. The meeting was adjourned at 6:07pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



**Planning Commission Meeting
4:00pm, Wednesday, September 11, 2024
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to Order

Present: Ron Denton, Sue Nagelski, Sandy Stone, Tim Ahmuty

Absent: Jeffrey Rubin, David Cohen, Rich Steinert

Staff present: Director Kerr, Zoning Administrator Simms

2. Approval of minutes

MOTION: Ms. Nagelski made a motion to approve the minutes of the June 12, 2024 meeting. Mr. Stone seconded the motion. The motion passed unanimously.

3. New Business

4. Old Business

Draft of Sea Level Rise Adaptation Plan

Commissioners reviewed a draft of the Sea Level Rise Adaptation Plan from Seamon Whiteside. Director Kerr said staff has yet to review it in great detail but did find some technical errors. He believes it will be a good introduction to the issue to the public when completed. He asked for their feedback to share with Seamon Whiteside.

Commissioners spoke briefly about incentives to mitigate development including the City purchasing low-lying properties. Director Kerr noted his surprise that the maps showed a lack of water inundation on the oceanside of the island and the lack of projected inundation in the later years along the backside of the island.

Director Kerr asked the Commissioners to send him their comments via email. Representatives from Seamon Whiteside will present the final plan to the Commission, the committees, and to City Council.

5. **Miscellaneous**

Director Kerr shared that the City was awarded a \$1 million grant from FEMA to help fund the Waterway Boulevard improvements. He explained how the work will be done in conjunction with the improvements at the Wild Dunes Golf Course.

Director Kerr also said he is looking for a place on City Council's calendar to schedule a joint workshop between the Council and the Planning Commission to discuss the Comprehensive Plan.

The next meeting of the Planning Commission will be Wednesday, October 9, 2024 at 4:00pm.

6. **Adjournment**

Mr. Stone made a motion to adjourn, and Ms. Nagelski seconded the motion. The meeting was adjourned at approximately 4:47pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



ACCOMMODATIONS TAX ADVISORY COMMITTEE

11:00am, Wednesday, August 28, 2024
1207 Palm Boulevard, Isle of Palms, SC

MINUTES

1. **Call to order**

Present: Ray Burns, Margaret Miller, Rebecca Kovalich, Park Williams, Mike Boykin (via Zoom), Barb Bergwerf, Chrissy Lorenz

Staff Present: Administrator Fragoso, Director Hamilton, PR Officer Yudchenko

2. **Approval of previous meeting's minutes – May 15, 2024**

Ms. Lorenz made a motion to approve the minutes of the May 15, 2024 meeting, and Ms. Bergwerf seconded the motion. The motion passed unanimously.

3. **Financial Statements**

Director Hamilton shared the preliminary numbers for FY24, noting that the end of year fund balance was higher than projected. Revenues were 13% higher than budgeted.

She pointed out that monies paid to the CVB were 5% behind FY23.

The only monies received in FY25 to date have been in interest income. There have been approximately \$30,000 in expenses in July.

Director Hamilton asked for approval for the overages in FY24 including monies paid to the CVB, the transfer to the IOP Marina for the bond (\$321 overage), and costs associated with the Tourism Coordinator's position (\$3,150 overage). Administrator Fragoso said the overage for the Tourism Coordinator position is as a result of the wage & compensation increases approved by City Council.

MOTION: Mr. Burns made a motion to approve the budget overages related to the CVB, the transfer to the IOP Marina bond fund, and the Tourism Coordinator's position. Mr. Williams seconded the motion. The motion passed unanimously.

4. **Old Business**

Discussion with the College of Charleston’s Office of Tourism Analysis regarding development of questionnaire that could be made available to property managers and hotels on the island to distribute to visitors to gain insight into where visitors are coming from and what would drive them to return

Mr. Chris Campbell introduced Dr. Daniel Guttentag and Melinda Patience from the College of Charleston’s Office of Tourism Analysis. Dr. Guttentag gave a brief summary of the work done by the OTA and their previous work with the CVB. He explained that their data does not separate out IOP, but he can look at numerous sources and pull out trends.

Committee members said they would like to know where visitors are coming from, how they heard about IOP, why they decided to visit IOP, what would it take for them to return, and in what areas could IOP improve. The Committee would like this information so they can better target their resources.

Mr. Campbell said the survey will be housed on the OTA site and will focus on vacation rentals as hotels already have a survey in place. The survey link will need to be sent out by the property managers to their guests. CVB and OTA will need the City’s help in promoting the use of the survey to the property managers. Dr. Guttentag suggested having conversations with the property managers to gauge their interest in participating and convince them of the value of the information that will be gleaned from the survey. Administrator Fragoso said that she and Mr. Burns could meet with the IOP Chamber of Commerce and the property managers.

Upon completion of a draft of the survey, Committee members will send their feedback to Administrator Fragoso who will compile it and send it to OTA.

5. **New Business**

A. Discussion and consideration of opening second round of funding for remaining budgeted funds in FY25 for tourism-related programs and sponsorships

The Committee agreed to reopen the call for a second round of funding to distribute the remaining \$15,000 in sponsorships. If no one applies or less than \$15,000 is awarded, the monies can be rolled over into FY26. Administrator Fragoso said that she will open a second round of funding for a month and bring any applications to the Committee in October.

Mr. Boykin and Mr. Williams expressed the need for further understanding of the “levers the Committee can pull” and what City Council expects from the Committee. Administrator Fragoso referred Committee members to the State law regarding ATAX, but also suggested a possible retreat in the future.

B. Discussion of Free T-shirt program and art competition for new design

Administrator Fragoso said a contest to design the new artwork for the T-shirt program funded by ATAX funds is now open. The deadline for submissions is September 12. Entries will be

narrowed down to three options by a committee of residents and brought to the Committee for the final selection. The new shirts will be available starting in January.

6. **Miscellaneous Business**

The next meeting of the ATAX Committee will be Wednesday, September 25, 2025 at 11am.

7. **Adjournment**

Mr. Burns made a motion to adjourn, and Ms. Miller seconded the motion. The meeting was adjourned at 11:50am.

Respectfully submitted,

Nicole DeNeane
City Clerk



ENVIRONMENTAL ADVISORY COMMITTEE

4:00pm, Thursday, September 12, 2024

1207 Palm Boulevard, Isle of Palms, SC

and broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to order

Present: Sandra Brotherton, Mary Pringle, Todd Murphy, Laura Lovins, Doug Hatler, Lucia Spiotta, Belvin Olasov, Council Member Miars

Absent: Dane Buckout

Staff Present: Director Kerr, Zoning Administrator Simms, Asst. Director Asero

2. Citizen's Comments -- none

3. Approval of previous meeting's minutes

MOTION: Ms. Lovins made a motion to approve the minutes of the July 11, 2024 meeting, and Mr. Murphy seconded the motion. The motion passed unanimously.

4. Presentation

Beach Trash Can Pilot Study – Susan Smith

Director Kerr reminded the Committee that the City's current contract for beach trash can pickup will end next September. The City asked Susan Smith to track trash on the beach when the cans are on the beach and when they are placed roadside.

Ms. Smith shared her data collecting process over a two-week period at 25th Avenue. She said there was a negligible difference in the amount of trash on the beach whether the cans were on the beach or roadside.

The Committee discussed the aesthetics of the trashcans on the beach, with a few members noting how it looked nice without the cans. Ms. Smith and Dr. Brotherton both received feedback from citizens who were upset the cans had been removed from the beach.

The Committee continued to discuss a variety of options and possibilities for trash containers and trash removal from the beach. Director Kerr said there is some time to come up with a solution.

MOTION: Dr. Brotherton made a motion to reorder the agenda to speak about Water Quality followed by Litter and then Wildlife. Mr. Hatler seconded the motion. The motion passed unanimously.

5. **Old Business**

A. **Water Quality**

Mr. Hatler reported he will be sending pictures of the outfalls to GEL this week. Once the sample locations are selected, GEL will take the water samples. He hopes this will be before the end of the year. Samples must be taken after it rains.

B. **Litter**

Dr. Brotherton shared information she collected about beach trashcans from other beach communities. She said the City may need to have different alternatives for different areas of the beach. She also said this change creates an opportunity for the City to find more aesthetically pleasing options for trash receptacles. She added her big takeaway from her research is the need for buy-in from the community.

Director Kerr said that he and Asst. Director Asero will reach out to Kiawah Island and their vendor, Trident, about their trash pickup service. Asst. Director Asero will also provide to the Committee a list of the most heavily used beach accesses.

C. **Wildlife**

Ms. Pringle mentioned the email she shared with Committee members earlier regarding a talk about native plants being held on October 10.

She reported that there were 56 turtle nests this season with an approximately 90% hatch rate. Two nests remain unhatched to date. The Purple Martin gourds at the Native Plant garden were a big success this season.

D. **Climate Action**

Mr. Olasov reported that Charleston County passed their Climate Action Plan. The work will begin when a new coordinator is hired.

6. **New Business**

A. **Update on EAC table at the IOP Farmers Market**

Ms. Lovins said that many of the food composting buckets have been given out. They are now distributing native plant seeds to those who visit the table.

B. **Update on the installation of compost liner dispensers at compost drop-off locations**

Asst. Director Asero said the compost liners have been installed at the Carmen R. Bunch Park and the Marina.

6. **Miscellaneous Business**

Ms. Lovins said she met with Chris Jordan, the General Manager of the IOP Water & Sewer Commission, Ryne Phillips from Seamon Whiteside, and Roger Gwynne, a Federal-level

environmental lobbyist from the Ferguson Group. Director Kerr said the City has a state-level lobbyist they are pleased with. They have discussed the possibility of sharing the expense of a Federal-level lobbyist with the Water & Sewer Commission. The City would need to complete an RFP process before moving forward. He shared the recent success of the Water & Sewer Commission in securing Federal-level grants.

7. **Adjournment**

The next meeting of the Environmental Advisory Committee is scheduled for Thursday, October 17, 2024 at 4pm.

Mr. Olasov made a motion to adjourn, and Ms. Lovins seconded the motion. The meeting was adjourned at 5:24pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

ORDINANCE 2024 – 06
AN ORDINANCE TO AMEND TITLE 6 HEALTH AND SANITATION, CHAPTER 2
ANIMALS, ARTICLE A GENERAL PROVISIONS TO INCLUDE PROHIBITIONS
AGAINST FEEDING WILDLIFE

WHEREAS, the City of Isle of Palms has a significant and growing wildlife population within City Limits; and

WHEREAS, the intentional feeding of wildlife can lead to various ecological and public health issues, including increased human-wildlife conflicts, the spread of disease, and encourages concentration and growth of animals in urbanized areas, which poses a hazard to humans, pets and plant life; and

WHEREAS, the improper and intentional feeding of wildlife disrupts animal's natural habitats as well as their feeding and foraging habits, as they become dependent upon human provided food sources; and

WHEREAS, the Isle of Palms City Council finds that regulating the feeding of wildlife is imperative to the health, safety and welfare of the animals and to the City of Isle of Palms and its residents; and

WHEREAS, Isle of Palms City Council has the authority to enact new sections of its Code of Ordinances when deemed to be in the best interest of the citizens of the City, and now desires to do so as displayed below.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Councilmembers of the City of Isle of Palms, in Council assembled, that Section 6-2-8 and 6-2-9 be included under Title 6, Chapter 4, Article A of the City of Isle of Palms Code of Ordinances as follows:

SECTION 1. That Section 6-2-8 “Definitions” and Section 6-2-9 “Feeding Wildlife” be included to state as follows:

Section 6-2-8 Definitions

As used in this Ordinance, the following terms shall have the meanings indicated:

Wildlife – Animals that have not been domesticated or tamed and are usually living in a natural environment, including both game and nongame species such as deer, coyotes, opossums, raccoons, skunks and waterfowl.

Waterfowl – Any bird that frequents the water; an aquatic fowl, including but not limited to ducks, geese, swans, heron and egrets.

Feeding – The act of providing food, whether intentionally or unintentionally, to wildlife.

Feral Cats – Cats that are domesticated but have reverted to a wild state and live independently of human care.

Bird Feeders – Devices specifically designed for the purpose of providing food to birds.

6-2-9 Feeding Wildlife

- (a) No person shall purposely feed or make food available for consumption by wildlife on private or public property within the City.
- (b) No person shall recklessly feed or make food available for consumption by wildlife on private or public property within the City.
- (c) Each property owner or person having control of the property shall have the duty to remove any materials or devices placed on the owner’s property in violation of this section.
- (d) Nothing in this section shall apply to any agent of the City, County, State of South Carolina or Federal Agency lawfully engaged in a wildlife management program.

6-2-10 Exemptions

- a) The feeding of feral cats is exempt from the provisions of this ordinance, provided that the feeding is conducted in a responsible manner that minimizes the attraction of other wildlife.
- b) Bird feeders are also exempt from the provisions of this ordinance, provided that the feeders are maintained in a clean and sanitary manner and any spilled or excess seed is promptly cleaned to avoid attracting wildlife.

SECTION 2. That should any part of this Ordinance be held invalid by a Court of competent jurisdiction, the remaining parts shall be severable therefrom and shall continue to be in full force and effect.

SECTION 3. That all ordinances or parts of ordinances conflicting with the provisions of this Ordinance are hereby repealed insofar as the same affect this Ordinance.

SECTION 4. That this Ordinance take effect and be in full force immediately.

PASSED AND APPROVED BY THE CITY COUNCIL FOR THE CITY OF ISLE OF PALMS, ON THE _____ DAY OF _____, 2024.

Phillip Pounds, Mayor

(Seal)
Attest:

Nicole DeNeane, City Clerk

First Reading: _____

Public Hearing: _____

Second Reading: _____

Ratification: _____

ORDINANCE 2024 -- ~~XX~~
AN ORDINANCE TO AMEND TITLE 6 HEALTH AND SANITATION,
 CHAPTER 2 ANIMALS, ARTICLE A GENERAL PROVISIONS TO INCLUDE
 PROHIBITIONS AGAINST FEEDING WILDLIFE

WHEREAS, the City of Isle of Palms has a significant and growing wildlife population within City Limits; and

WHEREAS, the intentional feeding of wildlife can lead to various ecological and public health issues, including increased human-wildlife conflicts, the spread of disease, and encourages concentration and growth of animals in urbanized areas, which poses a hazard to humans, pets and plant life; and

WHEREAS, the improper and intentional feeding of wildlife disrupts ~~animals~~animal's natural habitats as well as their feeding and foraging habits, as they become dependent upon human provided food sources; and

WHEREAS, the Isle of Palms City Council finds that regulating the feeding of wildlife is imperative to the health, safety and welfare of the animals and also to the City of Isle of Palms and ~~it's~~sits residents; and

WHEREAS, Isle of Palms City Council has the authority to enact new sections of its Code of Ordinances when deemed to be in the best interest of the citizens of the City, and now desires to do so as displayed below.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Councilmembers of the City of Isle of Palms, in Council assembled, ~~that~~ Section 6-2-8 and 6-2-9 be included under Title 6, Chapter 4, Article A of the City of Isle of Palms Code of Ordinances ~~is hereby enacted to specifically read~~ as follows:

SECTION 1. That Section 6-2-8 "Definitions" and Section 6-2-9 "Feeding Wildlife" be included to state as follows:

Section 6-2-8 Definitions:-

As used in this Ordinance, the following terms shall have the meanings indicated:

Wildlife – Animals that have not been domesticated or tamed and are usually living in a natural environment, including both game and nongame species such as deer, coyotes, opossums, raccoons, skunks and waterfowl.

Waterfowl – Any bird that frequents the water; an aquatic fowl, including but not limited to ducks, geese, swans, heron and egrets.

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6-2-10 Exemptions

- a) The feeding of feral cats is exempt from the provisions of this ordinance, provided that the feeding is conducted in a responsible manner that minimizes the attraction of other wildlife.
- ~~(b)~~ Bird feeders are also exempt from the provisions of this ordinance, provided that the feeders are maintained in a clean and sanitary manner and any spilled or excess seed is promptly cleaned to avoid attracting wildlife.

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SECTION 2. That should any part of this Ordinance be held invalid by a Court of competent jurisdiction, the remaining parts shall be severable therefrom and shall continue to be in full force and effect.

SECTION 3. That all ordinances or parts of ordinances conflicting with the provisions of this Ordinance are hereby repealed insofar as the same affect this Ordinance.

SECTION 4. That this Ordinance take effect and be in full force immediately.

PASSED AND APPROVED BY THE CITY COUNCIL FOR THE CITY OF ISLE OF PALMS, ON THE _____ DAY OF _____, 2024.

Phillip Pounds, Mayor

(Seal)
Attest:

Nicole DeNeane, City Clerk

First Reading: _____

Public Hearing: _____

Second Reading: _____

Ratification: _____

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Resolution No.: R-2024-08

Authorizing the Creation of a Youth Council

WHEREAS, the City Council recognizes the importance of engaging young people in the democratic process and providing them with a platform to express their views and participate actively in community governance; and

WHEREAS, a Youth Council will empower young citizens, giving them a voice in local government decisions that affect their lives and the future of the community; and

WHEREAS, the establishment of a Youth Council aligns with the City's mission to be the most sustainable, family-friendly community beach community in South Carolina, and it's goal to increase citizen engagement among all residents, particularly youth; and

WHEREAS, the Youth Council will serve as a forum for young people to discuss issues of concern, propose initiatives, and provide recommendations to the City Council regarding policies and programs that impact their generation; and

WHEREAS, this initiative will encourage young leaders to develop skills in leadership, communication, and collaboration, preparing them for active citizenship in the future;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Isle of Palms this ____ day of _____, 2024, that the establishment of a Youth Council is hereby approved.

1. The Youth Council shall consist of five (5) Isle of Palms high school students between the ages of 14 and 18 from public, private, charter and home schools who will serve one and two year terms with appointments made by the City Council.

2. The Youth Council members shall have a proven record of leadership and commitment to community service and community values who want to create positive opportunities for the youth on the Isle of Palms.

2. The City Council shall work with local schools, community organizations, and youth groups to facilitate the formation and recruitment of the Youth Council members.

3. The Youth Council will meet at least quarterly and provide reports to the City Council on their

discussions, recommendations, and initiatives.

4. The City Council commits to providing necessary support and resources to the Youth Council to ensure its effective operation and impact.

PASSED AND APPROVED BY THE CITY COUNCIL FOR THE CITY OF ISLE OF PALMS, SOUTH CAROLINA ON THE _____ DAY OF _____ 2024.

Phillip Pounds, Mayor

ATTEST:

Nicole DeNeane, City Clerk



Resolution No.: R-2024-09

Recognizing Deputy Chief Hathaway for 36 Years of Dedicated Service to the Fire Service and Celebrating his Retirement

WHEREAS, Deputy Fire Chief Hathaway started his career in the fire service in the Wichita Fire Department in 1988; and

WHEREAS, after serving as a volunteer in the Moncks Corner Rural Volunteer Fire Department and as a firefighter in North Charleston Fire Departments, Hathaway was hired as a Firefighter for the Isle of Palms in 2001; and

WHEREAS has served the city with unwavering commitment and dedication for 23 years, exemplifying the highest standards of professionalism and integrity; and

WHEREAS, during his 23-year career in Isle of Palms, Deputy Chief Hathaway was promoted to Engineer, Captain, Battalion Chief, Battalion Chief of Training and Deputy Fire Chief in 2021; and

WHEREAS, throughout his distinguished career, Deputy Chief Hathaway has played a pivotal role in enhancing the safety and well-being of our community, supporting numerous initiatives, such as the implementation of Automatic Aid, that have improved fire response times and community education on fire safety; and

WHEREAS, Deputy Chief Hathaway has mentored countless firefighters, instilling in them the values of service, teamwork, and resilience, and has inspired the next generation of leaders within the fire department; and

WHEREAS, his leadership and expertise have been instrumental in navigating the challenges faced by the fire department, particularly during emergencies and natural disasters, ensuring the safety of both his team and the residents of our city; and

WHEREAS, Deputy Chief Hathaway's contributions extend beyond his official duties, as he has actively participated in community outreach programs, promoting fire safety awareness and fostering a strong relationship between the fire department and the citizens of our community; and

WHEREAS, as Deputy Chief Hathaway prepares to retire, we acknowledge his remarkable career and the lasting impact he has made on the fire department and the community; and

WHEREAS, it is fitting and proper to recognize his exemplary service and to celebrate his retirement as a testament to his dedication and commitment to our city.

NOW, THEREFORE, be it resolved that the City Council does hereby recognize and honor Deputy Fire Chief Hathaway for his dedicated service to the City, and extends its heartfelt gratitude for his contributions to the fire department and the community at large.

BE IT FURTHER RESOLVED, that the City Council desires to honor Deputy Chief Hathaway's exceptional service by naming the Public Safety Building Training Room in his honor to ensure that future generations will remember his contributions to public safety.

BE IT FURTHER RESOLVED that the City Council wishes Deputy Chief Hathaway a fulfilling and enjoyable retirement, with the hope that he will continue to serve as an inspiration to all.

PASSED AND APPROVED BY THE CITY COUNCIL FOR THE CITY OF ISLE OF PALMS, SOUTH CAROLINA ON THE _____ DAY OF _____ 2024.

Phillip Pounds, Mayor

ATTEST:

Nicole DeNeane, City Clerk



Resolution No.: R-2024-10

Policy Initiatives and Priorities for City Lobbyists to Pursue in the General Session of the 125th South Carolina General Assembly

WHEREAS, the city of Isle of Palms is committed to advocating for policies that enhance the quality of life for its residents; and

WHEREAS, effective lobbying is essential for advancing the city’s interests at the state level;

WHEREAS, the upcoming general session presents an opportunity for the city to influence legislation that aligns with its strategic goals; and

NOW, THEREFORE, BE IT RESOLVED, that the following policy initiatives and priorities are hereby outlined for the city’s lobbyists to focus on during the next general session:

1. Beach Nourishment Funding - Advocate for legislation that establishes a dedicated source of state funding for beach nourishment projects and/or advocate for legislation that would provide greater flexibility for local governments to levy new fees or taxes to support beach nourishment funding needs.
2. State Accommodations Taxes for Tourism Promotion - Advocate for legislation that would limit the State Accommodations Tax dollars required to be spent for advertising and promotion of tourism to develop and increase tourist attendance through the generation of publicity and provide flexibility for municipalities to use a portion of those funds towards critical infrastructure projects.
3. Stormwater Infrastructure Funding - Advocate for funding to improve and expand stormwater management infrastructure to improve resiliency and mitigate flooding.
4. Expansion of Sewer Infrastructure – Advocate for funding for the expansion of sewer infrastructure to ensure reliable and sustainable wastewater management and enhance water quality.

BE IT FURTHER RESOLVED, that the city’s lobbyists are directed to engage with state legislators, stakeholders, and community members to gather support for these initiatives and ensure alignment with the city’s strategic vision.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon its adoption.

PASSED AND APPROVED BY THE CITY COUNCIL FOR THE CITY OF ISLE OF PALMS, SOUTH CAROLINA ON THE ____ DAY OF _____ 2024.

Phillip Pounds, Mayor

ATTEST:

Nicole DeNeane, City Clerk