



**Administration Committee Meeting
3:30pm, Thursday, January 26, 2023
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to Order

Present: Council members Bogosian, Pierce, and Streetman

Staff Present: Administrator Fragoso, Director Kerr, HR Officer Ladd

2. Election of Chair and Vice Chair

Council Member Pierce nominated Council Member Bogosian as Chair of the Administration Committee. Council Member Streetman seconded the motion. The motion passed unanimously. Council Member Bogosian was elected Chair of the Administration Committee.

Council Member Streetman nominated Council Member Pierce as the Vice Chair of the Administration Committee. Council Member Bogosian seconded the motion. The motion passed unanimously. Council Member Pierce was elected Vice Chair of the Administration Committee.

3. Old Business – none

4. New Business

A. Consideration of increasing hourly rate for Beach Services Officers to \$18/hour

Administrator Fragoso explained they are struggling to fill all the BSO positions and would like to increase the hourly rate to \$18/hour from \$15/hour as well as offer an incentive (\$1-\$1.50/hour) to returning BSOs. She added that Sullivan's Island increased their pay rate to \$18/hour and Kiawah raised theirs to \$16.50/hour. She pointed out that all positions being filled at this higher rate would result in a \$60,000 budget overage. These positions are open from March to Labor Day, but many positions are not filled until after colleges recess for the summer.

Council Member Streetman said the positions pay for themselves. He suggested working with schools to create an internship-type program that could earn BSOs school credit.

MOTION: Council Member Bogosian made a motion to recommend to City Council paying a rate of \$18/hour to new BSOs and \$18.50/hour to returning BSOs for the coming season. Council Member Streetman seconded the motion. The motion passed unanimously.

B. Consideration of changing budgeted part-time seasonal code enforcement position to a full-time position

Administrator Fragoso reported that they have two people interested in this position if it becomes full-time. City Council's approval is needed if it is to become a full-time position. She added, "The budget that we have would support hiring somebody around the minimum range that you see for that position. We would be over budget by about \$5-\$10,000 approximately" depending on how much experience the person has. Additional monies need to be added for benefits.

Committee agreed this is a position that needs to be filled as a full-time position.

MOTION: Council Member Pierce made a motion to recommend to City Council that the part-time seasonal code enforcement position be changed to a full-time position. Council Member Streetman seconded the motion. The motion passed unanimously.

C. Discussion of adding a Short-Term Rental Compliance Officer position

Administrator Fragoso said this position was brought up in the short-term rental listening sessions. This would be an addition to the Building Department which has had the same number of employees for many years. Time is needed to develop the position but having this position filled would send a message as to the importance of the short-term rental issue.

Committee members agreed it is important to fill this position since short-term rentals make up 50% of all business licenses.

Administrator Fragoso will bring job descriptions from other communities to discuss at the next committee meeting.

D. Update on the hiring of Finance Director and Public Relations & Tourism Coordinator Position

Administrator Fragoso said that after interviews, they narrowed down the candidates for the Public Relations position to 3 people. They were given an exercise to complete, and from that two candidates will come to meet City and CVB staff in the next couple of weeks.

Administrator Fragoso has met with the recruiter for the Finance Director position and directed resumes they have already received to them for their review. The goal is to have someone in place in April so they have a few months to work with Treasurer Suggs. While Administrator Fragoso is the person who will do the hiring, she will bring the final two candidates before City Council.

She noted that City Hall is running out of space for the additional staff. The expansion of City Hall needs to be considered, and she is looking at options and costs for such a project.

5. Miscellaneous Business

The Committee will meet on the first Tuesday of each month at 8:30am. However, due to Legislative Day, the next meeting of the Administration Committee will be Thursday, February 9 at 8:30am.

6. Adjournment

Council Member Streetman made a motion to adjourn, and Council Member Pierce seconded the motion. The meeting was adjourned at 3:58pm.

Respectfully submitted,

Nicole DeNeane
City Clerk