



**Administration Committee Meeting
8:30am, Tuesday, March 7, 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. Citizen's Comments -- none

3. Approval of Previous Meeting's Minutes – February 9, 2023

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

4. Old Business

Review of Job Description for Short-Term Rental Coordinator position

Administrator Fragoso said the job description has been redrafted and a requirement of 3 years of experience added. This draft was also written assuming there would be no caps to rental licenses, but "other duties as assigned" would cover any additional work if caps were implemented. She would like to begin recruiting for the position before the start of FY24 in hopes of hiring someone before then. The impact on the current budget will be brought to the Council workshop on March 14.

MOTION: Council Member Pierce made a motion to recommend to City Council the filling of this position prior to FY24. Council Member Streetman seconded the motion. The motion passed unanimously.

5. New Business

A. Discussion of draft FY24 operational budget for General Government

Administrator Fragoso reviewed the FY24 operational budget for General Government. The budget assumes the addition of the PR Coordinator position with a transfer in from the 30% ATAX funds to cover the CVB's portion of salary. She noted that FY23 included a 6-month overlap with a new Finance Director that will not be used in full and the replacement for the AP position will not be filled at the same high rate.

Council Member Pierce said he would like to see a headcount schedule for positions, noting a 44% increase in salaries from FY22 to FY24. Administrator Fragoso said she would add a column for FY23 forecast to the next draft of the budget.

Software additions will include onboarding for HR and for public engagement. Other budget considerations include employee training, funding for grant writing services, traffic engineer consulting services as needed, initiatives from the Environmental Advisory Committee including the glass recycling and food composting programs, funding for the City's lobbyist, the employee appreciate event, holiday party, and other employee engagement events, a placeholder for hurricane costs ahead of a storm, legal services based on current actual expenses, and 2.5% merit increase pool.

Administrator Fragoso pointed out that the \$50,000 provision for ATAX sponsorships has been left in the budget despite the change in which those sponsorships are approved. She anticipates that only a small portion of the \$50,000 will be used at the beginning of the fiscal year, but wants to keep the remaining monies available for the ATAX to award should there be other requests.

The budget for the Building Department includes the addition of the short-term rental coordinator position, new permitting and licensing software, short-term rental compliance software, and 2.5% merit increase pool.

Council Member Pierce asked that streets signs be attended to as some are falling, missing, and or are obstructed by vegetation. Administrator Fragoso said she will get an update on the signs that have been ordered. She added that Livability and Public Works have worked on tending to the signs.

6. Miscellaneous Business

MOTION: Council Member Pierce made a motion to add discussion about public comment to the agenda. Council Member Bogosian seconded the motion. A vote was taken as follows:

Ayes: Pierce, Bogosian

Nays: Streetman

The motion passed.

Council Member Pierce would like staff to look at prioritizing residents speaking at public comment periods over non-residents. Administrator Fragoso said that currently speakers are called on a first come, first served basis. She will review how other communities handle non-resident speakers and bring the discussion to the City Council workshop.

Council Member Streetman said the reason for his nay vote on the motion was because he would like to have the discussion with the full Council. He said he has no problem with prioritizing speakers by residency, but he does not want to keep anyone out.

The issue will be discussed at the workshop on March 14.

The next meeting of the Administration Committee will be Tuesday, March 7, 2023 at 8:30am.

7. **Adjournment**

Council Member Pierce made a motion to adjourn, and Council Member Streetman seconded the motion. The meeting was adjourned at 9:20am.

Respectfully submitted,

Nicole DeNeane
City Clerk