



**Administration Committee
1:00 p.m., Tuesday, February 4, 2025
City Hall Council Chambers
1207 Palm Boulevard, Isle of Palms, SC**

Public Comment:

Citizens who wish to speak during the meeting must email their first and last name, address and topic to Nicole DeNeane, City Clerk, at nicoled@iop.net no later than 3:00 p.m. the day before the meeting. Citizens may also provide written public comment here: <https://www.iop.net/public-comment-form>

Agenda

- 1. Call to order and acknowledgement that the press and the public have been duly notified of the meeting in accordance with the Freedom of Information Act.**
- 2. Citizen's Comments** – All comments have a time limit of three (3) minutes.
- 3. Approval of previous meeting's minutes** – January 10, 23, and 24, 2025
- 4. Old Business**
Discussion and consideration of job description for Financial Analyst
- 5. New Business**
Discussion about Beach Preservation Committee
- 6. Executive Session** -- in accordance with Section 30-40-70 (1) discussion of proposals from Federal lobbyist firms and to interview candidate for City Administrator position. The Committee may take action upon exiting Executive Session.
- 7. Miscellaneous Business** – Next meeting date: March 4, 2025 at 1:00pm.
- 8. Adjournment**



**Administration Committee Meeting
Friday, January 10, 2025, 10:30am
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to Order

Present: Mayor Pounds, Council members Bogosian and Ward

Staff Present: Director Kerr, HR Officer Ladd

2. Nominations and election of Chair and Vice Chair

MOTION: Council Member Ward nominated Mayor Pounds for Chair of the Administration Committee. Council Member Bogosian seconded the motion. There being no other nominations, a vote was taken. The motion passed unanimously.

MOTION: Mayor Pounds nominated Council Member Bogosian for Vice Chair of the Administration Committee. Council Member Ward seconded the motion. There being no other nominations, a vote was taken. The motion passed unanimously.

3. Citizen's Comments -- none

4. Approval of Previous Meeting's Minutes

MOTION: Council Member Bogosian made a motion to the minutes of the November 6, 2024 meeting. Mayor Pounds seconded the motion.

Council Member Bogosian noted the placeholder on page 2 that needed to be filled with Ms. Mack's last name.

VOTE: A vote was taken with all in favor of the minutes as amended.

5. Old Business -- none

6. New Business

Discussion and consideration of job description for Staff Accountant position

HR Officer Ladd said this position was budgeted in the second half of FY25 as someone who would be "doing more of the cash application, reconciliation of bank statements," etc. to allow Director Hamilton more time for high-level finance work.

Council Member Bogosian said he remembered the original discussions about this position were originally for someone who could do financial planning and or analysis. HR Officer Ladd said

staff re-evaluated the duties of the position based on the needs of Director Hamilton. Council Member Bogosian would like to enhance the job description with more financial planning and analysis capabilities.

HR Officer Ladd said staff reviewed other job titles and a financial analyst would not meet the needs as detailed by Director Hamilton. Director Kerr said enhancing the job requirements will require a pay grade increase. A revised job description, requirements, and pay scale will be presented at the City Council Workshop for discussion.

Council Member Ward asked where this person will be situated as far as office space. He also would like to see a CPA candidate requirement in the job description. The Committee would like to add that a CPA candidate is preferred but not required.

7. Executive Session

MOTION: Mayor Pounds made a motion to go into Executive Session in accordance with Section 30-40-70 (1) to discuss candidates for the City Administrator position. Council Member Ward seconded the motion. The motion passed unanimously.

The Committee moved into Executive Session at 10:49am.

The Committee returned from Executive Session at 11:53am.

Mayor Pounds said no decisions were made.

Interviews with potential City Administrator candidates will be scheduled for January 23 and 24, 2025.

7. Miscellaneous Business

8. Adjournment

Council Member Ward made a motion to adjourn, and Council Member Bogosian seconded the motion. The meeting was adjourned at 11:55am.

Respectfully submitted,

Nicole DeNeane
City Clerk



Administration Committee Meeting
10:00 a.m., Thursday, January 23, 2025
City Hall
Council Chambers
1207 Palm Boulevard, Isle of Palms, SC

MINUTES

1. Call to Order

Present: Mayor Pounds, Council members Bogosian and Ward
Staff Present: HR Officer Ladd
Also present: Christin Mack

2. Discussion and consideration of Rod Turnage to fill the Lodging vacancy on the Accommodations Tax Advisory Committee

Mayor Pounds reminded Committee members that Mr. Turnage was interviewed in 2024 for a previous opening on the ATAX Committee. Council Member Bogosian said he is in support of Mr. Turnage's appointment to that committee now that he is no longer president of the IOP Chamber of Commerce.

MOTION: Council Member Bogosian made a motion to recommend Rod Turnage's appointment to the Accommodations Tax Advisory Committee. Council Member Ward seconded the motion. The motion passed unanimously.

3. Executive Session -- in accordance with Section 30-40-70 (1) to interview candidates for the City Administrator position. The Committee may take action upon exiting Executive Session.

MOTION: Council Member Bogosian made a motion move into Executive Session in accordance with Section 30-40-70 (1) to interview candidates for the City Administrator position. Council Member Ward seconded the motion.

The Committee went into Executive Session at 11:07am.

The Committee returned from Executive Session at 1:03pm. Mayor Pounds said no decisions were made.

4. Adjournment

Council Member Bogosian made a motion to adjourn the meeting, and Council Member Ward seconded the motion. The meeting was adjourned at 1:03pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



Administration Committee Meeting
12:00pm, Friday, January 24, 2025
City Hall
Council Chambers
1207 Palm Boulevard, Isle of Palms, SC

MINUTES

1. Call to Order

Present: Mayor Pounds, Council members Bogosian and Ward
Staff Present: HR Officer Ladd
Also present: Christin Mack

- 2. Executive Session** -- in accordance with Section 30-40-70 (1) to interview candidates for the City Administrator position. The Committee may take action upon exiting Executive Session.

MOTION: Council Member Bogosian made a motion move into Executive Session in accordance with Section 30-40-70 (1) to interview candidates for the City Administrator position. Council Member Ward seconded the motion.

The Committee went into Executive Session at 12:01pm.

The Committee returned from Executive Session at 2:58pm. Mayor Pounds said no decisions were made.

4. Adjournment

Council Member Bogosian made a motion to adjourn the meeting, and Council Member Ward seconded the motion. The meeting was adjourned at 2:59pm.

Respectfully submitted,

Nicole DeNeane
City Clerk



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:	Financial Analyst
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Department: General Government

Pay Grade: G07

FLSA Status: Non-Exempt

JOB SUMMARY

The purpose of the position is to plan and execute accounting functions. Under limited supervision, this position will perform highly responsible work for the overall financial management functions of the City. Work will involve assisting with organizing, implementing, directing, and controlling all activities and systems necessary for the accurate, efficient, and effective operation and management of financial services and resources. This position will assist in accounting and financial reporting of City Funds in compliance with City policy, legal regulations, Federal & State reporting standards, accepted accounting principles, and other generally accepted government standards.

ESSENTIAL JOB FUNCTIONS:

- Skilled in forecasting, including revenue projections, debt service, capital outlays, personnel cost and operational cost for current and long-term projects, including developing and analyzing information pertaining to market price fluctuations and industry trends.
- Developed and updated resource plans and financial models for budgeting processes.
- Streamline accounting software with budget model and financial statement presentation.
- Summarizes data or other non-quantifiable information, setting forth current and long-term economic indicators, business trends, and environmental factors, pertinent to tourism, inflation rates and other revenue and expenditures.
- Evaluates Federal and State laws for changes in policies that change or affect funding through grants and other governmental sources.
- Reviews and evaluates all City 's contracts for compliance and future financial impact on City's financial projections.

- Evaluates other investment opportunities for the City's investment accounts.
- Evaluates demographic trends including growth or aging population as it pertains to the financial impact of the City.
- Develop and implement automated reporting and forecasting tools to enhance data utilization and provide actionable recommendations.
- Create a system to reconcile State Accommodations Tax, County Accommodations Tax, and City's Licenses (Business and/or Short-Term Rentals) and perform periodic audits.
- Assist with other accounting functions including monthly and quarterly reconciliations and reporting, budget preparation, year-end calendar processes, fiscal year end audit.
- Monitor and manage job costs for both major and minor projects.
- Oversee fixed asset schedules, including departmental asset sales and proper insurance coverage.
- Perform other related duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's Degree in Finance or Accounting;
- CPA Candidate Preferred
- Five (5) years of experience in accounting or related field.
- Or equivalent education and/or experience.
- Excellent communication skills, both written and verbal

Knowledge, Skills and Abilities:

- Must be able to analytically solve routine and emergency problems as they arise.
- Knowledge of the theory and practice of governmental accounting.
- Knowledge of federal, state and local laws pertaining to the administration of public funds.
- Be or become proficient with the City's accounting and computer software. Be proficient with Microsoft Excel and Word, e-mail, Internet, and other County and/or State systems.
- Proven ability to handle multiple projects simultaneously
- Ability to interact with citizens, employees, various groups and individuals. Ability to provide customer service in a timely fashion.
- Ability to stay abreast of advances in accounting technology, computer technology, and other disciplines where improvements may benefit the City of Isle of Palms.

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 an indoor environment.

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