



Administration Committee
10:30 a.m., Friday, January 10, 2024
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. Election of Chair and Vice Chair**
- 3. Citizen's Comments** – All comments have a time limit of three (3) minutes.
- 4. Approval of previous meeting's minutes** – November 6, 2024
- 5. Old Business** – None
- 6. New Business**
Discussion and consideration of job description for Staff Accountant position
- 7. Executive Session** -- in accordance with Section 30-40-70 (1) to discuss candidates for the City Administrator position. The Committee may take action upon exiting Executive Session.
- 8. Miscellaneous Business** – Next meeting date: February 4, 2024 at 1:00pm.
- 9. Adjournment**



**Administration Committee Meeting
Wednesday, November 6, 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

2. Approval of Previous Meeting's Minutes

MOTION: Council Member Bogosian made a motion to the minutes of the October 1, 2024 meeting. Council Member Carroll seconded the motion. The motion passed unanimously.

3. Citizen's Comments – none

4. Old Business -- none

5. New Business

A. Interview of Candidate for the Environmental Advisory Committee

Cindy Marrs, who is retiring at the end of the year, has an interest in climate issues. She shared some of her career-related work with Duke University. She is interested in keeping the island sustainable for future generations.

B. Discussion and consideration of applications for Boards and Commissions terms expiring 12/31/2024

This item will be discussed in Executive Session.

C. Discussion and consideration of recruitment firms for City Administrator search

Committee members, in addition to Mayor Pounds, interviewed representatives from three firms who submitted proposals for recruiting candidates for the City Administrator opening.

Mayor Pounds asked Christin Mack from Find Great People, who did the search for the Finance Director position, what the City could do better in this search. Ms. Mack said they received great feedback and engagement during the previous search, and the touchpoints for this search will be much different. It will be critical to set up regular communications during this process. Mayor Pounds expressed his concern about losing momentum for the search over the holidays. Ms.

Mack proposed a workflow over the holidays that would prepare them for interviews at the first of the year. Isle of Palms is the only City Administrator search they would be conducting at this time. She said she believes the pool of candidates will include seasoned city managers as well as deputy city managers looking to move up.

Bob Slavin of Slavin Management Consultants explained that he expects to meet with the City in person at least three times during the search process. He was also asked how they will conduct the search over the holidays. Mr. Slavin said they cannot control candidates' time and availability, but they will set timelines to meet the City's benchmarks. He said the holidays are a good time to gather information about potential candidates but not a good time to meet with them. He said the City pays their proposed fee when they are satisfied with the selection. He shared some of the process they used in finding the city administrator for Hardeeville.

Colin Baenziger of Colin Baenziger & Associates said his company does not have a physical presence in South Carolina yet because they have not had as many clients here. He explained how his company finds their candidates. He said he is very comfortable working over the holidays for the City, adding that he has never missed a client deadline or milestone. Council Member Bogosian asked him to elaborate on his fee as it is higher than the others. He said their background investigations are very thorough.

Council members Bogosian and Carroll both agreed the City's experience with Find Great People and their local presence is very appealing to them. Mayor Pounds pointed out Mr. Slavin's 2-year warranty on the selection and would like that to be used in negotiations with Find Great People. Council Member Bogosian agreed and said he would speak to Ms. XXX about that point.

MOTION: Council Member Bogosian made a motion to recommend to City Council the approval of the proposal from Find Great People to conduct the search for the next City Administrator. 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 Section 30-40-70 (1) to discuss appointment of candidates for the City's Boards and Commissions. Council Member Carroll seconded the motion. The motion passed unanimously.

The Committee moved into Executive Session at 2:02pm.

The Committee returned from Executive Session at 2:14pm.

MOTION: Council Member Bogosian made a motion to:

- reappoint David Cohen, Tim Ahmuty, and Sandy Stone to the Planning Commission;**
- reappoint Glenn Thornburg and Susie Wheeler to the Board of Zoning Appeals;**

-appoint Sean Popson, Eric Cicora, and Cindy Marrs to the Environmental Advisory Committee.

Council Member Carroll seconded the motion. The motion passed unanimously.

7. Miscellaneous Business

The Administration Committee will schedule its next meeting at a later date.

8. Adjournment

Council Member Carroll made a motion to adjourn, and Council Member Bogosian seconded the motion. The meeting was adjourned at 2:14pm.

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:	Staff Accountant
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Department: General Government

Pay Grade: G06

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:

- Track and record internal and external transactions.
- General ledger accounting for multiple funds.
- Ensures all income and expenses are posted in the correct ledger accounts for accuracy and budgetary purposes.
- Reconcile accounts payable, accounts receivable and other balance sheet accounts.
- Create a system to reconcile State Accommodations Tax, County Accommodations Tax, and City's Licenses (Business and/or Short-Term Rentals).
- Analyze financial data for industry trends and make recommendations.
- Assist with budget preparation.
- Assist with calendar year end 1099 processing.
- Assist with developing automated reporting and forecasting tools for more efficient use of data.
- Track, maintain and reconcile project job costs for major and minor projects.

- Manage accounting calendar for timely reporting.
- Assist in month end, quarter end and year end closing process ensuring transactions are in accordance with GAAP.
- Assist with annual fiscal year end audit.
- Assist with providing and reviewing accurate and timely data for annual Workers' Compensation and General Liability Insurance audits.
- Manage fixed asset schedules, including sale of assets by departments, and adding or removing from insurance schedules.
- Perform other related duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's Degree in Accounting or Finance;
- Two (2) 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