



**Administration Committee Meeting
1:00pm, Monday, April 6, 2026
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 Miller, Pierce, and Ward

Staff Present: Administrator Kerr, Deputy Administrator Keuster, HR Officer Ladd,
Chief Cornett, Chief Oliverius,

2. Citizen's Comments – none

3. Approval of Previous meeting's minutes

MOTION: Council Member Miller made a motion to approve the minutes of the March 3, 2026 meeting. Council Member Ward seconded the motion. The motion passed unanimously.

4. Old Business

A. Discussion and consideration of recommendations from the Wage & Compensation Study and incentives

Council Member Pierce thanked staff and Evergreen for their work on the study.

MOTION: Council Member Pierce made a motion to implement a Base Pay Market Adjustment for the IOP First Responders, General and Administrative employees with the following parameters and pay ranges for each position, as reflected in the most recently reviewed Solution file "IOP 033026":

- **Adjust Fire starting pay to \$54,000 and Police starting pay to \$60,000. These increases will flow through all the respective steps of both pay structures. The base pay budget increase for this adjustment will be \$245,000.**
- **Adjust the starting pay for General employee categories to \$41,600 and adjust the starting pay for Administrative employees to \$82,700. These increases will flow through the respective grades of both pay structures. The base pay budget increase for this adjustment will be \$172,000 using the discounted range penetration adjustment.**
- **Adjust the Police Chief base pay to parity with the Fire Chief.**

- **Include four organizational job classification changes to increase Deputy Police/Fire Chiefs, the Short-Term Rental Coordinator, Business License Representative and Stormwater/Facilities Foreman positions to new grades.**

Council Member Miller seconded the motion.

Council Member Ward sought clarity in the numbers as they related to percentiles and starting pay.

Council Member Pierce said, “We are positioning these jobs and these classifications to be competitive.” He said first responder pay is now above the 80th percentile for entry level firefighter positions.

He added, “We are also providing Police and Fire with a budget amount so that if they want to do some redistribution, we are not being prescriptive as a council. We are setting policy and we are giving parameters so they can define and allocate how they see fit within those budget parameters.”

He added that there are caps on increases.

VOTE: A vote was taken as follows:

Ayes: Miller, Pierce

Nays: Ward

The motion passed 2-1.

MOTION: Council Member Pierce made a motion to implement an Incentive Program for both the Police and Fire departments, created by their leadership, and to be implemented and monitored during the coming fiscal year. These plans will be fine-tuned by the Public Safety committee and leadership. This will be an incremental pay program to the Base Pay adjustment and the budget for the base pay increases associated with these incentive plans will be \$150,000. Council Member Miller seconded the motion. The motion passed unanimously.

MOTION: Council Member Pierce made a motion to increase job pay grades/scales annually, at the beginning of each fiscal year, based on a Bureau of Labor Statistics published and recognized CPI metric – CPI-U-South – and that the metric be used also for budgeting increases in the annual budgeting process, with maximum of 4% and minimum 1% limits, starting with fiscal year 2028. Council Member Miller seconded the motion.

Administrator Kerr clarified, “Historically, we have adjusted the ranges when there has been a cost-of-living-adjustment in that year’s budget;” noting that such adjustments are not in every budget approved by Council.

Council Member Pierce added that City Council will decide on the merit pool during budget discussions.

VOTE: A vote was taken with all in favor.

MOTION: Council Member Pierce made a motion to recognize up to one half (1/2) of relevant work experience of new hires and to give discretion to place new hires accordingly up to a maximum of midpoint within a pay grade and scale. Council Member Miller seconded the motion.

Chief Oliverius expressed concern about how this proposal affects current employees. “I think we could have some compression challenges if we do not extend that to incumbents.”

Council Member Pierce said, “For the record, I think the intention is to address the existings.” Council Member Miller said it will be addressed on a case-by-case basis going forward.

Administrator Kerr said, “Once Council has made their direction clear, there will be some of this type of cleanup stuff that we would need to internalize, look at, be sure that we are dealing with any inequities.” He said if an adjustment is needed, it will be brought back to Council.

VOTE: A vote was taken with all in favor.

Council Member Pierce recommended that the City adopt an updated structured and documented policy for overtime assignment and tracking to ensure fairness, compliance and assist with personnel planning, to be created by staff working with Evergreen, and presented to the Administration Committee for review.

It was decided that this is a matter that can be addressed in the future. Council Member Pierce said he would like to have competitive market reviews done more frequently so that wage concerns can be addressed earlier. He would also like the performance appraisal process to be streamlined and shortened.

Council Member Pierce briefly addressed turnover statistics, stating that 20-25% of recent exit interviews indicated pay was the reason for leaving.

B. Review of updated organization chart

Council Member Pierce noted one change related to the Deputy City Administrator had been made. The chart now reflects the Deputy City Administrator and all department heads reporting to the City Administrator. Council Member Miller asked for clarity regarding the Building Official, the second Building Clerk, the Public Information Officer, and the Director of Building. Administrator Kerr pointed out that he also serves as the Director of Building and Planning. This position is currently not on the organizational chart. That will be addressed at a future meeting.

C. Discussion of Code of Ethics and Conduct proposed ordinance

Administrator Kerr said this draft is still with the City Attorney. He hopes to have something for the Committee to review in May.

D. Discussion on Procurement/purchasing procedures

Council Member Pierce said this matter should be forwarded to the May agenda.

5. New Business – none

6. Executive Session

MOTION: Council Member Pierce made a motion to enter into Executive Session pursuant to SC Code Section 30-4-70(a)(1) to discuss the City Administrator's recommendation for appointment of a new Director of Public Works. Council Member Miller seconded the motion. The motion passed unanimously.

The Administration Committee entered into Executive Session at 1:47pm.

The Administration Committee returned from Executive Session at approximately 1:48pm.

MOTION: Council Member Pierce made a motion to recommend Robert Asero for the position of Director of Public Works effective May 5, 2026. Council Member Ward seconded the motion. The motion passed unanimously.

7. Miscellaneous Business

The next meeting of the Administration Committee will be held on Tuesday, May 5, 2026 at 1pm.

8. Adjournment

Council Member Ward made a motion to adjourn, and Council Member Miller seconded the motion. The meeting was adjourned at approximately 1:48pm.

Respectfully submitted,

Nicole DeNeane
City Clerk