

Personnel Committee 9:00 a.m., Wednesday, February 12, 2020 City Hall Conference Room 1207 Palm Boulevard Isle of Palms, South Carolina

<u>Agenda</u>

- 1. **Call to order** and acknowledgment that the press and the public have been duly notified of the meeting in accordance with the Freedom of Information Act.
- 2. Approval of previous meeting's minutes January 14, 2019
- 3. Citizen's Comments Comments shall be limited to 3 minutes

4. Old Business

a. Consideration of applications to fill vacancy in Planning Commissionb. Review of General Government's FY21 capital expenditures

5. New Business

a. Discussion of re-instating a cost of living adjustment for employeesb. Discussion of establishing a longevity increase adjustment

6. Miscellaneous Business

Next meeting date: 9:00 a.m., Tuesday, March 3, 2020

7. Adjournment

PERSONNEL COMMITTEE MEETING 4:30pm, Tuesday, January 14, 2020 City Hall Conference Room 1207 Palm Boulevard, Isle of Palms, SC

MINUTES

1. Call to order

Present: Mayor Carroll, Council members Moye and Streetman

Staff Present: Administrator Fragoso, Asst. Administrator Hannon, HR Office DeGroot

2. Election of Chair and Vice Chair

Mayor Carroll nominated Council Member Moye as Chair of the Personnel Committee. Council Member Streetman seconded the motion. A vote was taken with all in favor.

Mayor Carroll nominated Council Member Streetman as Vice Chair of the Personel Committee. Council Member Moye seconded the motion. A vote was taken with all in favor.

3. Approval of the previous meeting's minutes – November 12, 2019

Council Member Moye made a motion to approve the minutes of the November 12, 2019 meeting, and Mayor Carroll seconded the motion. The motion passed unanimously.

- 4. **Citizen's Comments** none
- 5. **Old Business** none
- 6. New Business

A. Consideration of application to fill vacancy on the Planning Commission

Administrator Fragoso stated there are 12 applicants interested in the 2-year term vacated by Philip Pounds upon his election to City Council. Committee members engaged in a lengthy discussion about the best way to narrow down the list of candidates. Mayor Carroll voiced concern about people who have expressed interest in serving on boards and commissions in the past and have not yet been appointed to do so.

When asked about the needs of the Planning Commission, Administrator Fragoso reported the prior answers from Commissioners. "The suggested composition of members for them was to have somebody who was a commercial real estate agent, an architect, a commercial general contractor, somebody who has financial management expertise, marina experience, real estate investment experience, and they also set a goal to include at least one or two residents from the Wild Dunes community." The current makeup of the Planning Commission does not include someone with marina development experience, a residential builder, a civil contractor, or a Wild Dunes resident. There is no statutory requirement for the composition of the Planning Commission.

Administrator Fragoso said she would look back at those who applied for board and commission openings back to 2016 to see if they are still interested in serving and send an updated list to the Committee. Committee members will narrow their choices down to six candidates and send them in ranked order to HR Officer deGroot.

B. Review of General Government's 10-year Capital Plan and discussion of new initiatives and projects for consideration

Administrator Fragoso distributed the 10-year Capital Plan for General Government and the Building department as it was presented in the FY20 budget. She asked Committee members for their input on new initiatives and projects as budget discussions with department heads will begin shortly. She noted under Special Projects for General Government the replacement of the framing and metal doors in City Hall, the upgrade of the Court software, and a 1% of building insured value for deferred maintenance. Staff is also evaluating replacing the phone system and the tablets for City Council. The audio-visual needs of Council Chambers were briefly discussed.

7. Miscellaneous Business

The next meeting of the Personnel Committee will be at 9:00am on Wednesday, February 12, 2020.

8. Adjournment

Mayor Carroll made a motion to adjourn, and Council Member Streetman seconded the motion. The meeting was adjourned at 5:33pm.

Respectfully submitted,

Nicole DeNeane City Clerk

	A	В	С	D	E	F	G	Н	1	J	К	L	М
1	City of Isle of Palms 10-Year Capital Plan												
2		Expenditures for assets or projects >					-		n oneratin	a hudaets	**		
			φ3000 Ελ					included i		ig budgets	•		
3				IOta	al needs	from All F	runas						
4													
5	Total				5)(00	51/00	5)(0.4	51/05	51/00	51/07	51/00	51/00	5)/00
6	Fleet		FY 21		FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30
7 8				┦──┞──									
		0											
9		General Government											
10													
11		Audio Visual/projector system for Council Chamber			40.000		25,000					30,000	
12		City Hall parking lot fence replacement			18,000								
13 14		Radio Replacements - repl w/ failure using old radios fr PD/FD	15,000										
14		Replace framing and metal doors at City Hall	15,000					30,000					
15		New telephone system Replace City Hall generator (evaluate in FY30)						30,000					
17		Court software replacement	30,000										
18		Replace HVAC units	30,000										
19		Replace message boards at Connector and Breach Inlet						25,000					
10		Rebudget FY20 expense related to Forest Trail residence fully offset by						20,000					
20		FEMA Flood Mitigation grant	295,000										
21		Rehab golf cart path along Palm Blvd connecting 18th and 20th Ave									75,000		
22													
23		Subtotal Capital	340,000		18,000	-	25,000	55,000	-	-	75,000	30,000	-
24													
25		Facilities Maintenance											
		Building maintenance contingency to proactively address issues as needed -											
		calculated as 1% of City Hall building insured value. Split 50/50 Gen	12,163		12,163	12,163	12,163	12,163	12,163	12,163	12,163	12,163	12,163
26		Govt/Building											
27			0-0.465			10.105		07.100	40.100	40.400	400 400	40.400	40.400
28		Subtotal Facilities Maintenance	352,163	┦ │	30,163	12,163	37,163	67,163	12,163	12,163	162,163	42,163	12,163
29													
30			000 (00		40.400	10.400	00.400	400.400	40.400	40.400	007.400	70.400	10.100
31	-	Grand Total General Government	692,163	┦──	48,163	12,163	62,163	122,163	12,163	12,163	237,163	72,163	12,163
32													

	Α	В	С	DE	F	G	Н	Ι	J	К	L	М
1		· · · · ·	City of I	sle of Palms 1	10-Year Ca	apital Plan						
2	Expenditures for assets or projects > \$5000 **Expenditures less than \$5,000 are included in operating budgets**											
2			ψ0000 Ε/			•			ig budgett	,		
3				Total Needs		unas						
4	Total											
6	Fleet		FY 21	FY22	FY23	FY24	FY25	FY26	FY27	FY28	FY29	FY30
7	11000		1121		1125	1124	1125	1120	1121	1120	1125	1150
8												
154												
155		Building Department										
156												
157	1	Replace pickup truck purchased in FY18				35,000						
158		Replace HVAC units										
159	1	Outstatel Operitat				25.000						
160 161	I	Subtotal Capital	-	-	-	35,000	-	-	-	-	-	-
162		Facilities Maintenance										
		Building maintenance contingency to proactively address issues as needed -										
		calculated as 1% of City Hall building insured value. Split 50/50 Gen	12,163	12,163	12,163	12,163	12,163	12,163	12,163	12,163	12,163	12,163
163		Govt/Building							12.122			
164		Subtotal Facilities Maintenance	12,163	12,163	12,163	12,163	12,163	12,163	12,163	12,163	12,163	12,163
165 166		Crand Total Puilding Department	12,163	40.400	40.400	47.400	40.400	10.400	40.400	40.400	40.400	40.400
100		Grand Total Building Department	12,103	12,163	12,163	47,163	12,163	12,163	12,163	12,163	12,163	12,163

Longevity Increase Adjustment Proposal

1. Purpose of a Longevity Increase Adjustment

The purpose of a longevity increase adjustment is to reward high performing employees who are at the top of their salary range and receive a score of 3 or above in the annual performance evaluation, as determined by the department head and approved by the City Administrator.

2. Effective Date

This policy will take effect on [INSERT DATE].

3. Eligible Employees

City employees who have reached the top of their salary range and receive a score of 3 or above in their annual performance evaluation.

4. Adjustment Calculation

The longevity increase adjustment will be calculated each year and will not be subject to cumulative compounding. It may be awarded as a lump sum or paid through payroll over the course of the year. The longevity increase adjustment will not change or increase the employee's base salary.

Performance Evaluation and Merit Pay (PE&MP) Policy – Existing with Proposed amendment

While favorable performance evaluations may be a factor in determining wage increases, no employee is entitled to a wage increase because he or she receives a favorable evaluation.

1. The City of Isle of Palms PE&MP policy is as follows:

An annual Performance Evaluation generally is conducted for each regular full-time City employee during the month of January. Newly hired employees generally receive a Performance Evaluation at the end of their sixmonth probationary period. Newly hired employees and other employees are eligible for a merit increase provided he or she is off of probationary status during the City's Annual Performance Evaluation. (Change approved by City Council 9/27/2005)

- 2. The following specific policies apply to the PE&MP Program:
 - A. The merit pay increase cannot place an employee's compensation outside the pay range for their position.

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a. High performing employees who have reached the top of their salary range and who
receive a score of 3 or above in their annual performance evaluation may qualify for and
may receive a longevity increase adjustment as determined by the Department Head and
approved by the City Administrator. The longevity increase adjustment (1) will be
calculated each year; (2) will not be subject to cumulative compounding; and (3) may be
awarded as a lump sum or paid through payroll over the course of the year.

Approved:

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