

## **PERSONNEL COMMITTEE**

9:00 a.m., Tuesday, March 13, 2012

The regular meeting of the Personnel Committee was held at 9:00 a.m., Tuesday, March 13, 2012 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmember Bettelli and Stone, Chair Thomas, City Administrator Tucker, Assistant to the Administrator Dziuban and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Thomas called the meeting to order and acknowledged that the press and public had been duly notified of the meeting in accordance with the Freedom of Information Act.

### **2. Approval of Previous Meeting's Minutes**

**MOTION: Councilmember Stone moved to approve the minutes of the regular meeting of February 2, 2012 as submitted; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.**

3. **Citizens' Comments – None**

4. **Old Business**

### **Prioritization of Projects Greater than \$250,000**

After each member of the Committee recited his top five (5) projects; they discussed the items that had appeared on multiple lists to generate a top (5) for the Committee as a whole. Councilmember Stone voiced the opinion that the decisions should be based on the highest priority with the highest expectation of the citizens. Among the key issues discussed were as follows:

- The dune walkovers are in a state of disrepair that put the City at risk,
- The 53<sup>rd</sup> to 57<sup>th</sup> Avenue drainage project and the on-going contract for ditch maintenance with Eadie's have greatly reduced flooding problems outside of Wild Dunes,
- Council support exists presently for only the replacement of the ball field lights at the Recreation Center, and
- The effort to funnel guests to the Front Beach area necessitates acceptable facilities in the area.

The consensus of the Committee was as follows:

- 1) Beach restoration – other areas
- 2) Disaster Recovery Fund increase
- 3) Island-wide beach access parking management system
- 4) Rebuild Front Beach restrooms
- 5) Dune walkover additions and replacements to include handicapped accesses

## **5. New Business**

### **Review of FY13 Operating Budgets for General Government and the Building Department**

Administrator Tucker commented that the budgets to be reviewed have few changes and are indicated by bolded print.

#### **Mayor and Council**

Retirement expense increases based on the State's increase in the employer contribution to the fund from 9.535% to 10.6%.

Councilmember Bettelli remarked that the health insurance expense is nearly twice the salary expense for Mayor and Council. He recounted that Council had opted not to increase their salaries a couple of years ago in light of public sentiment, but, with the participation of some members of Council in the health insurance program, those participants are actually receiving a larger salary and that the citizens of the island are probably not aware of it.

The Administrator noted that the City had no choice when about covering elected officials when it moved to the State Health Plan in July 2011; elected officials were allowed to participate with the previous carrier, as well, but they did so only by paying one hundred percent (100%) of the premium amount. With the State Health Plan, elected officials must be treated the same as other City employees.

Since the City will receive an award at the annual Municipal Association meeting, the Administrator expressed optimism that more Councilmembers would attend the event.

#### **General Government**

Increases that are global to all departments in the City are a three percent (3%) merit pool and a six percent (6%) increase to the health insurance. Anticipated fees totaling thirty-five thousand dollars (\$35,000) related to the City's acceptance of credit cards have been included in the line item for bank fees; Administrator Tucker noted that all or part of these fees could be passed along to the user. The property and liability insurance has been increased by five percent (5%). Overall, the General Government budget increases by two percent (2%) for FY13.

In a brief review of the expenses included in specific cells, the Administrator indicated that there are no additions for FY13; she also recalled that the annual holiday party expenses had been included in the line for "Miscellaneous and Contingency."

Councilmember Stone expressed his opinion that the holiday party had been a morale booster and been an excellent way to thank those citizens who volunteer their time throughout the year to serve on various boards and Commission. He would, therefore, like for the City to hold the party in December of this year.

**MOTION: Councilmember Stone moved to add \$10,000 to the FY13 General Government operating budget for a holiday party; Councilmember Bettelli seconded.**

When asked what the party budget had been in 2009, the last year a party was held, Administrator Tucker responded that the budget had been nine thousand dollars (\$9,000) and that the City had exceeded that budget by four dollars (\$4). She stated that the “big ticket” items for the party were the entertainment and catering, neither of which should be reduced to host a successful event. Councilmember Stone commented that the City has not paid for the space, and the bar is cash.

**VOTE: The motion PASSED UNANIMOUSLY.**

### **Building and Planning**

As with General Government, the global increases are reflected in this budget; overall the Building and Planning budget decreases by one percent (1%) for FY13.

### **Judicial and Legal**

The part-time wages in this budget are paid to Judge Molony, who now serves both the municipal and Livability courts and the substitute judge, who has not been selected. The amount budgeted for “Professional Services” has increased; this is the line item from which all City legal fees are paid. Staff is of the opinion that work on parking management will require the same level of counsel from the City Attorney that has been provided in recent months.

Responding to Councilmember Stone’s question about the prosecuting attorney, Administrator Tucker reported that Dan Slotchiver has agreed to continue until a new attorney can be hired. She said that two (2) equally qualified candidates had been interviewed, and she anticipates reaching an agreement with one (1) this week.

**MOTION: Councilmember Bettelli moved to approve the FY13 Operating Budget as changed; Councilmember Stone seconded and the motion PASSED UNANIMOUSLY.**

## **6. Miscellaneous Business**

Chair Thomas reported that the Committee had received a letter from prior Councilmember Duffy nominating Public Works Director Duffy for Employee of the Month. The Committee agreed most enthusiastically with the recommendation.

**MOTION: Councilmember Stone moved to recommend Director Pitts as Employee of the Month; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.**

**Next Meeting Date: 9:00 a.m., Tuesday, April 10, 2012 in City Hall Conference Room.**

## 7. Executive Session

**MOTION: Councilmember Stone moved to go into Executive Session at 10:00 a.m. to discuss the Administrator's annual evaluation; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.**

The Committee returned to regular session at 10:23 a.m. having taken no action and no votes.

Chair Thomas offered some thoughts on potential goals for the coming fiscal year that included a reduction in the amount of paper distributed for committee/boards and commissions/Council meetings, working smarter, not harder, and a challenge to all employees to be more productive.

Related to a reduction in paper, Administrator Tucker stated that, several years back, Council had discussed reducing paperwork for meetings by providing the same material in an electronic format. Analyses were done on any potential cost-savings, but the decision to function with hard copies or electronically was left to each individual Councilmember. The City chose not to invest in hardware at that time primarily because of the varying levels of expertise that exist between Councilmembers.

Councilmember Stone remarked that, in the two (2) years that he has been on Council, he has retained every piece of paper from every meeting he has participated in; he has accumulated about three (3) cases of paper. At a cost of approximately twenty-five dollars (\$25) per case, that is seventy-five dollars (\$75); the City could not provide hardware and software for an equivalent amount to justify the change.

Administrator Tucker commented that once a meeting has dealt with a specific topic, she saw no reason for a Councilmember to hold on to that paperwork; City staff maintains both paper and electronic copies of everything. Even in the case of computer failure, backups are available.

Chair Thomas recalled living in another City that contracted out its garbage collection; the Administrator said that she had been involved with municipalities accomplishing that job both by collecting and by contracting. She had seen many occasions where the initial service with a contracted had been quite good, but, once the "honeymoon period" has passed, the City had to constantly stay on the contractor to maintain the level of service initially received. Administrator Tucker also commented on the fact that IOP's citizens have come to expect a certain level of individualized services that they would not get from a contracted service.

## 8. Adjourn

**MOTION: Councilmember Bettelli moved to adjourn the meeting at 10:40 a.m.; Councilmember Stone seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland, City Clerk