

PERSONNEL COMMITTEE
9:00 a.m., Tuesday, April 10, 2012

The regular meeting of the Personnel Committee was held at 9:00 a.m. on Tuesday, April 10, 2012 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bettelli and Stone, Administrator Tucker, Assistant to the Administrator Dziuban and City Clerk Copeland; a quorum was present to conduct business.

1. Vice Chair Bettelli 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 March 13, 2012 as submitted; Vice Chair Bettelli seconded and the motion **PASSED UNANIMOUSLY.**

3. **Citizens' Comments – None**

4. **Old Business**

Review of Capital and Operating Budgets for General Government and the Building Department for FY2012-2013

Administrator Tucker initiated her comments by saying that there were few changes in these budgets from the Committee's first review.

Capital Projects Fund Expenditures

General Government - Maintenance and service contracts	\$15,100
Included here is a re-budget of \$10,100 remaining for the improvements to 1207 and 1301 Palm parking lots, because it is unlikely that the project will be completed in FY12.	

Municipal Accommodations Fee Fund Expenditures

General Government – Bank Service Charges	450
General Government – Electric and Gas	350
Both of these numbers were adjusted to reflect actual.	

General Government – Maintenance and Contracts	37,900
Includes \$21,900 for land improvements at 1207 and 1301 Palm Boulevard	

General Government – Professional Services	15,560
Includes \$15,000 to implement on-street parking management system (50%)	

Hospitality Tax Fund Expenditures – no changes

State Accommodation Tax Fund Expenditures

Before reviewing this budget, Administrator Tucker commented on the fact that the ATAX Committee has new members who are interested in doing things, and the Administrator acknowledged that she had encouraged them to demonstrate that interest via the budget.

Advertising	28,000
Includes \$25,000 for professional marketing program for design and printing of brochure and camera-ready ad	
Professional services	40,000
Includes \$25,000 for professional event planner for off-season event and \$15,000 for balance of funding for implementation of on-street parking (50%)	
Capital outlay	140,000
Hardware and installation for WiFi access (Beachfront, Marina, Rec Center), patterned after program in Goose Creek	

Assistant Dziuban recalled that the City has researched and gotten a proposal for this service in the past that did not survive the budget approval process. The Administrator recalled the previous discussion that questioned the need because there are entities on the island that do provide the service, i.e. parts of Wild Dunes, some rental homes and by subscription at the Sea Cabins.

General Fund Expenditures

The Administrator reminded the Committee of the items that are global to all departments in the City, i.e. a three percent (3%) merit pool, state mandated increase in the retirement program, property and liability insurance and fuel at four dollars and a quarter (\$4.25) per gallon.

Mayor and Council – no changes

General Government

Miscellaneous and contingency	21,350
At the request of the Committee, the holiday gathering has been added at \$10,000	

Building and Planning Department – no changes

Judicial and Legal – no changes

Administrator Tucker noted that all legal fees not covered by insurance or specific to a project or the marina are charged to “professional services” in this department’s budget. In addition, the Administrator said that included in the performance objectives is the revision of the City’s personnel manual, and one of the steps in that process is legal review, which normally costs five thousand dollars (\$5,000). That amount has not been included in the budgeted amount for FY13 because it appears, through seven (7) months of the year, that the budget is sufficient to absorb that cost without an increase.

The Administrator stated that another item had been omitted and she would like to add it back; i.e. staff would like to add to the holiday decorations items like the waving Santa. Administrator Tucker showed the Committee pictures of animated, lighted decorations, like a Santa in a fire truck, a fishing Santa for the marina, Santa on the beach, and others with an island/beach theme; six (6) lighted scenarios cost approximately twenty-five thousand dollars (\$25,000) which will be added to the next version of the budget funded under capital outlay in Municipal Accommodations Fees.

Assistant Dziuban indicated that the staff researched this idea, in part, because the ATAX Committee asked for suggestions on strategies to bring people to the island in the off-season. An event is one (1) way to do that and would be fabulous, but these lights could bring people to the island for thirty (30) days.

A second idea presented by the Administrator was for the City to have a presence in the Mount Pleasant Christmas parade by purchasing a float in the amount of twelve hundred dollars (\$1,200) using Hospitality Tax. Assuming the Committee has no objections, this, too, will be in the next version of the budget.

Councilmember Stone asked who would be responsible for the float and what would the City get for twelve hundred dollars (\$1,200); the Administrator responded that the City would get a pre-decorated flatbed on which to develop a theme.

Councilmember Bettelli expressed the opinion that these were worthwhile ideas that should be presented to all of Council for discussion.

One last budget item was the inadvertent omission of six hundred dollars (\$600) in the "maintenance and service" line for "cloud" backup to be added back to the General Government Operating budget.

MOTION: Councilmember Bettelli moved to recommend the amended budgets to the Ways and Means Committee; Councilmember Stone seconded and the motion PASSED UNANIMOUSLY.

5. New Business

Approval of City Administrator's 2012 Performance Objectives

Administrator Tucker admitted that certain parts of the information might look familiar since several department managers wanted to continue the endeavors they have started. Public Works wants to continue the special requests for citizens; the Building Department saw increased requests for free inspections in year 2 and foresees that trend continuing; and the Recreation Department will continue with the School's Out Activities and add pick-up games. The Police Department wants to work on Neighborhood Watch groups, and the Fire Department wants to make people more aware of posting physical addresses because fewer and fewer 911 calls are made from land-lines that can be associated with an address.

For a personal goal, the Administrator wants to continue working on an accounting manual, particularly developing a fraud policy and getting it adopted by Council. It will be a policy stating

that the City does not tolerate fraud, the mechanisms have been put in place to make sure it does not happen and the procedure to follow if there is reason for concern.

For the delegation component, Assistant Dziuban will be charged with revising the City's personnel manual.

Councilmember Stone asked the Administrator what percentage of the accounting manual has been completed, and she surmised that she is probably two-thirds ($\frac{2}{3}$) of the way. In her opinion, a major chapter remains to be written and that is the process of closing out the month, which will be very comprehensive.

Councilmember Stone also asked the status of previous discussions relative to social media. Assistant Dziuban reported that work is continuing as part of the work plan for FY12.

MOTION: Councilmember Bettelli moved to approve the Administrator's 2012 Performance Objectives; Councilmember Stone seconded and the motion PASSED UNANIMOUSLY.

6. Miscellaneous Business

Next Meeting Date: 9:00 a.m., Tuesday, May 1, 2012 in the City Hall Conference Room.

7. Executive Session – not needed

8. Adjourn

MOTION: Councilmember Bettelli moved to adjourn the meeting at 9:40 a.m.; Councilmember Stone seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk