

PERSONNEL COMMITTEE

10:00 a.m., Tuesday, February 11, 2014

The regular meeting of the Personnel Committee was held at 10:00 a. m. on Tuesday, February 11th, 2014 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bettelli and Harrington, Chair Ferencz, Administrator Tucker, Assistant to the Administrator Dziuban and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Ferencz 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 Bettelli moved to approve the minutes of the regular meeting of January 9, 2014 as submitted; Councilmember Harrington seconded.

Councilmember Harrington stated that the words "be omitted" should be inserted into the sentence at the bottom of page 1.

VOTE: The motion to approve the corrected minutes PASSED UNANIMOUSLY.

3. Citizens' Comments – None

4. Old Business

A. Discussion of Calendar Year 2014 City Administrator's Performance Goals and Process for Evaluation

Administrator Tucker noted that the performance goals that she proposes for calendar year 2014 had been included in meeting packets and she proceeded to review them as follows:

- Assistant to the Administrator – Develop and implement employee training regarding computer security;
- Public Works Department – Continue to document a service provided to residents accommodating them for special circumstances, i.e. unscheduled garbage pickup, debris removal, moving, etc.;
- Police Department – Participate with the national community "Coffee with a Cop" initiative;
- Building Department – Continue to monitor MLS for new listings and to send the real estate agents an email containing all pertinent information from the City files for their new listing on the island;
- Recreation Department – Continue with School's Out Activities and After School Pick-up Games;
- Fire Department – Enhance the Department's involvement with the community through miscellaneous community enrichment activities; and
- City Administrator – Continue and refine development of narrative accompaniments to the City's budget.

If all five (5) departments are successful, this section will account for fifteen percent (15%) of the City Administrator's evaluation score.

Fifty percent (50%) of the remaining eighty-five percent (85%) will be based on the City's ending its fiscal year three percent (3%) under budget. Considering the changes Council has approved to the FY14 budget, the Committee agreed that the City Administrator should be evaluated on achieving the goal of three percent (3%) under the FY14 budget as approved in May of 2013.

Responding to Chair Ferencz's question about how the percentages were determined, Administrator Tucker stated that they had been established by a previous Personnel Committee. Before this change, the Administrator was evaluated on the same subjective basis as all other City employees, and all members of Council completed the evaluations regardless of the time they have served. The members of the Personnel Committee that changed the City Administrator's basis for evaluation wanted objective and measurable goals with weight placed on financial management.

Councilmember Harrington asked what input the Administrator received from members of City Council in establishing the yearly performance goals, and she responded that Council gives no input, but does have the ability to approve, change or reject the goals that she offers.

Chair Ferencz voiced concern that eighty-five percent (85%) of the City Administrator's evaluation is determined with no Council input.

Administrator Tucker explained that now was the time for Council input, i.e. by changing the percentages and/or adopting, changing or rejecting the performance goals. The Administrator also pointed out that meeting the performance goals is a task undertaken in addition to her normal workload.

MOTION: Councilmember Harrington moved to recommend approval of the City Administrator's performance goals for 2014 as presented, to keep the percentages as they were in 2013 and to evaluate her financial goals based on three percent (3%) under the FY14 budget as it was originally approved; Councilmember Bettelli seconded and the motion PASSED on a vote of 2 to 1 with Chair Ferencz casting the dissenting vote.

B. Discussion of City-wide Mechanic vs Contracted Services

Pursuant to a discussion at the January meeting, staff was asked to look into the financial feasibility of having a full-time mechanic for the City versus using services off-island which means that equipment is temporarily out of service. Included in meeting packets was a handout comparing estimates costs for an employee to the actual costs for vehicle maintenance in 2013, as well as a list of pros and cons. Chair Ferencz acknowledged the fact that Council has been reluctant to increase the City's workforce.

Since the Fire Department incurs a considerable expense for vehicle maintenance, Battalion Chief Hathaway was present to answer questions from the Committee. He distributed a second sheet of information detailing how other local municipalities handle their vehicle

maintenance needs; of the six (6) local governments contacted, Mount Pleasant is the only one without its own mechanics and City shop. Mount Pleasant has contracted with First Vehicle that is located in Mount Pleasant and has a large shop.

Battalion Chief Hathaway stated that the City has gone from having a mechanic dedicated to the Isle of Palms to using a service in Georgia that charges for travel time and mileage. If the repair has to do with the safe operation of a vehicle, the repair is made as quickly as possible at any cost.

The Battalion Chief expressed concern that the pay estimates may not be accurate because the person hired must have specific certifications and training; in addition, it would be difficult to find one person qualified to work on small tools, diesel engines and watercraft.

On the topic of contracting with First Vehicle, Director Pitts stated that the City would not get the level of service that Mount Pleasant gets because First Vehicle is going to respond to first respond to its biggest customer and that there would be liability issues with Isle of Palms' vehicles being on Mount Pleasant property.

When Chair Ferencz asked what the City does now, Director Pitts said that the City places a call to its vendor; he added that Public Works can have a packer down and still function, but a Public Safety vehicle must be operational.

Chair Ferencz questioned that the City pays extra for emergency responses and expressed the opinion that the City could save money if it were proactive with its vehicle maintenance. Director Page stated that she has worked for a municipal government that had staffing for fleet maintenance; when her work vehicle came up on their schedule for an oil change, someone came to get her vehicle, performed the oil change and delivered the vehicle back to her within a couple of hours. She now has to take her work vehicle off-island for an oil change.

Administrator Tucker pointed out that the City would continue to incur additional costs by hiring one (1) person because there would be time when that person was sick, on vacation or unavailable; hiring more than one (1) person eliminates that problem.

When asked where this person would work, Councilmember Bettelli stated that there is a lift at the Public Works site.

Recognizing that Council is not supportive of adding personnel, Chair Ferencz stated that the Committee needs more information, i.e. the number of vehicles/items of equipment the City owns, the value of that equipment, the amount of money spent on preventative maintenance, etc. if it hope to convince City Council to hire additional personnel.

B. Discussion of Wage Ranges by Position

Chair Ferencz explained that she had requested this information to ensure that the City's wages remain competitive in the local job market and does not fall behind as it apparently had in the Fire Department. The Chair stated that it would be preferable to make incremental increases over the course of several years rather than one (1) large increase in a single year.

Administrator Tucker commented that, when staff was researching the wage information for the Fire Department, they learned that another component to the equation is the difference between benefit packages municipality to municipality. This can have a significant impact on retention as well.

Chair Ferencz asked the Administrator whether there were cases in other departments where Isle of Palms' wages were lower than surrounding local governments; Administrator Tucker responded that she thought there could be disparities in entry or mid-level positions, but she was confident that department manager wages were competitive. The Administrator continued that, in her opinion, the way to attack the issue is to adjust the wage ranges; she noted that currently they wage ranges are increased at the beginning of the fiscal year by the CPI.

Answering Councilmember Harrington question as to how the wage ranges were determined, the Administrator explained that, when a position is created, the wage range is established based on research from other local governments.

C. Review of FY15 Revenue Projections

Administrator Tucker explained that these projections are very preliminary and would be more and more refined as the budget process progresses and more data is available.

Since expenses continue to creep up, staff thought it would be beneficial to consider a few options for increasing revenues as well; considerations include business license fees, franchise fees, parking lots and parking meters. Three (3) options are presented for business licenses; they include:

- Increasing the non-resident business license to two hundred percent (200%) of the resident license;
- Increasing all business licenses by fifteen percent (15%); and
- Opting to do both of the above.

Franchise fees are charged to utilities for their use of the City's rights-of-way and the maximum allowable charge according to state law is five percent (5%); the Isle of Palms only charges SCE&G and Comcast three percent (3%). Both Sullivan's Island and Mount Pleasant charge the full five percent (5%) while Folly Beach charges three percent (3%) to SCE&G and five percent (5%) to Comcast.

Relative to parking, the City could increase its parking lot rate to seven dollars (\$7.00) per day to match the County Park; it could increase the parking meter rate; or the City could choose to have the parking meters on Front Beach operational twelve (12) months a year.

A more in-depth discussion of revenue opportunities for FY15 is expected to take place at the Ways and Means Committee meeting.

D. Consideration of Employee of the Month – Russell Roper

Included in meeting packets is a letter from Carol Bourque expressing her thanks to Russell Roper of the Public Works Department for his assistance on December 9th to her mother who became disoriented while walking on the island. Not only did Mr. Roper give her directions, but he also slowly followed her to make sure that she got home. For his exemplary service to the resident of the island, Director Pitts is asking that Russell Roper be recognized as "Employee of the Month."

6. Miscellaneous Business

Insights from MASC Meeting and Elected Officials Institute

Administrator Tucker remarked that the focus of the winter meeting is the upcoming legislative agenda.

Councilmember Harrington stated that he was pleased to see the synergy between local and state elected officials.

Chair Ferencz stated that she was pleased to see that there were specific goals and that she thought that the information disseminated through institute was quite good.

Next Meeting Date: 10:00 a.m., Thursday, March 6, 2014 in the Conference Room.

7. Executive Session – not needed

8. Adjourn

MOTION: Councilmember Bettelli moved to adjourn the meeting at 11:55 a.m.; Councilmember Harrington seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk