

PERSONNEL COMMITTEE
10:00 a.m., Monday, May 4, 2015

The regular meeting of the Personnel Committee was held at 10:00 a.m., Monday, May 4, 2015 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bettelli and Ferencz, Chair Harrington, Administrator Tucker, Assistant Administrator Dziuban and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Harrington 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 Ferencz moved to approve the minutes of the regular meeting of April 8, 2015 as submitted; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments – None**

4. **Old Business**

Discussion of Amendment to City Administrator's 2015 Goal

Chair Harrington stated that he had asked for this item to be on the *Agenda* because he thought the problem might stem from a misinterpretation of the goal. In his opinion, the two (2) day notice for the Ways and Means Committee and City Council meetings should include the Tuesday of the meeting.

Administrator Tucker noted that the goal stated two (2) working days, not forty-eight (48) hours, making the packet distribution day Thursday before the meetings on Tuesday evenings.

The Chair proposed making the packet distribution day the end of the work day on Friday before the meetings on Tuesday. He was hopeful that this would relieve some of the pressure for General Government staff and eliminate needless overtime in the preparation of minutes. The Chair reported having spoken with Councilmembers Loftus and Bergwerf, and neither of them objected to the proposal.

Councilmember Ferencz expressed an objection on the grounds that Council had voted its approval of the goal and they should be the ones who vote on any changes.

Both the Chair and the Administrator stated that any change would have to be approved by City Council.

Councilmember Ferencz commented that the Committee had worked hard in deciding on the 2015 goal; the Committee had started with six (6) goals, whittled the list to two (2) and ended up with one (1) and now the desire was to change that one (1) goal.

In terms of the goal, Chair Harrington indicated that he wanted it to be reasonable for the staff.

Councilmember Ferencz countered that, if the goal was a burden to staff, they should be supplied with the necessary tools to be able to complete it; if a temp was needed, one should be provided so that what needs to get done would be done. If the packets would not be ready until Friday afternoon, Council was being asked to do its work on the weekend and not on two (2) working days.

Councilmember Bettelli did not want the goal and the efficient running of the City to be mixed together. If the City could be made to run more efficiently with a minor change, he would not oppose it.

When Councilmember Ferencz commented that Council was not getting Ways and Means minutes until the Council meeting, Assistant Dziuban explained that with the Ways and Means Committee meetings on Tuesday evenings, Clerk Copeland is left with one (1) day to produce the minutes because Thursday is spent preparing and distributing meeting packets for the Council meeting the following Tuesday. Once the minutes have been typed, Assistant Dziuban proofs them for Clerk Copeland to make corrections before distribution.

Councilmember Ferencz then asked why a temp was not brought in to assist.

Administrator Tucker asked at what point was the goal really accomplishing anything other than adding expense to the City. Without a change, the City would have continued overtime and the possibility of the expense of temporary help; the Administrator noted that, in addition, the temp would need space and equipment.

Chair Harrington expressed the opinion that many Councilmembers probably were not picking up their packets until Friday now when the packets have been available on Thursdays.

Assistant Dziuban defended Council stating that the packet information was put on the intranet when it was completed on Thursday or, at least, Friday morning.

The Chair reiterated that the intention of the goal was to have time to study packet materials before a meeting where Council would be asked to make a decision.

In order to make the change clear, the motion should be to have Ways and Means and City Council packets ready one (1) business day before the meeting; the Administrator assured the Committee that staff would continue to strive to put information in Council's possession as soon as it was available. She commented that staff would find it beneficial if the goal was relaxed to one (1) business day in advance of the meeting, i.e. by the end of the work day on Friday before the meetings on Tuesday evenings.

Administrator Tucker reminded the Committee that Council was never forced to vote on any issue on an agenda; the vote could be delayed a month to allow for further study or a special meeting could be called to take a vote if an issue was time-sensitive.

The Administrator noted that, because of the length of meetings and the frequency of meetings recently, staff was having to put in overtime to get the minutes done in a timely fashion even without the goal. The Administrator commented that it was not easy to find a temp to write

municipal minutes; whenever the City has had to use a temp in the past, it has brought in a clerk from another local government, who was working full-time elsewhere. According to the Administrator, municipal minutes were not like taking transcription; a certain degree of skill and practice were needed; staff does reach out to other departments for assistance with "simple" minutes, for example, the Recreation Committee meeting earlier today that lasted twelve (12) minutes and had no business with which to deal.

The consensus of the Committee was to take the issue to City Council for a vote;

MOTION: Councilmember Bettelli moved to recommend to City Council to amend the City Administrator's 2015 goal to have Ways and Means and City Council meeting packets ready one (1) business day prior to the meeting, i.e. the end of business on Friday before the meeting the following Tuesday; Chair Harrington seconded and the motion PASSED on a vote of 2 to 1 with Councilmember Ferencz casting the dissenting vote.

5. New Business

Resignation of Assistant City Attorney

Administrator Tucker noted that Clay McCullough has been the Assistant City Attorney for several years, and he has not had an occasion to any work for the City. He has elected to resign that position, and the City Attorney and Administrator are dialoguing about a replacement to recommend to Council for this position. The Administrator noted that this person is only called into service if Attorney Halversen was unavailable, i.e. extended vacation, illness, etc.; they have been looking for someone with local government experience who would not be looking for an income from the City since the attorney would be rarely called into service; the Administrator added that they would look to find an attorney with a competitive hourly rate. One additional piece of information was that the attorney selected might have to decline certain cases on the basis of a conflict. (A copy of the resignation letter is attached to the historical record of the meeting.)

MOTION: Councilmember Bettelli moved to recommend to City Council to accept the resignation of Assistant City Attorney Clay McCullough; Chair Harrington seconded and the motion PASSED UNANIMOUSLY.

6. Miscellaneous Business

Chair Bettelli read the memorandum written by Captain Usry recognizing Ptl. Dylan Reynolds for "his professionalism and outstanding demeanor while on duty," in the case of assisting an older resident to locate her dog. (A copy of the memorandum is attached to the historical record of the meeting.)

Another letter of recognition was read from Sergeant Thompson regarding Pfc. Shena Crockett who was able to maintain her professionalism when a white male began hurling racial slurs at her in the course of an arrest. (A copy of the memorandum is attached to the historical record of the meeting.)

In the discussion about the next meeting, Councilmember Ferencz recalled the list of tasks distributed early in 2014 and commented that one (1) item on the list that has not been done was a review of the Personnel Handbook to ensure that it has been updated to reflect any changes in labor laws.

Assistant Dziuban noted that, within the last twelve to twenty-four (12-24) months, the Personnel Handbook has gone through a thorough review and update by the City's labor attorney.

Since Committee members had new versions of the budget in their City Hall mailboxes, Administrator Tucker explained that the projected costs and revenues associated with the managed beach parking program would be spread over two (2) fiscal years. The changes that appear in this version include those estimated costs and revenues anticipated in FY16.

Councilmember Ferencz recalled discussions about the additional five percent (5%) that the City was receiving in Municipal Accommodations Taxes from Charleston County; she asked how much actual money the City was receiving. Administrator Tucker did not remember an exact dollar amount, but she was confident, without doing a detailed analysis, that the additional money was more than covering the costs associated the pickup of recycling from the beach and six (6) BSOs. The Administrator reminded the Committee that the County had wanted the City to set aside a portion of the additional five percent (5%) to be used toward the replacement of the public restrooms, but the Mayor and Administrator made it clear to County Council that would not come close to meeting very high costs to replace the public restrooms – it would not be sufficient support for that initiative.

According to the Administrator, part of the County's motive for the additional five percent (5%) was that, at the time, County Council was getting multiple requests from multiple different communities for additional fiscal support. The additional percentage of accommodations taxes was comparable to giving a dog a bone, i.e. it would satisfy the local municipalities; the local governments were then told to fund their needs. Administrator Tucker said that she wanted it understood that the City was grateful for everything the County does for it; she noted that all of the local governments were receiving multiple services from the County that, too frequently were taken for granted.

Next Meeting Date: 10:00 a.m., Monday, July 6th, 2015 in the Conference Room.

7. **Executive Session** – not necessary

8. **Adjourn**

MOTION: Councilmember Bettelli moved to adjourn the meeting at 10:30 a.m.;
Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland, City Clerk