PERSONNEL COMMITTEE
5:45 p.m., Tuesday, February 2, 2010

The regular meeting of the Personnel Committee was held at 5:45 p.m., Tuesday, February 2, 2010 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bettelli and Thomas, Chair Piening, City Administrator Tucker, Assistant to the Administrator Dziuban and City Clerk Copeland; Building Director Kerr and Police Chief Buckhannon were also present at the request of the City Administrator.

1.   Vice-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; Chair Piening arrived late having been detained at work

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

MOTION: Councilmember Bettelli moved to approve the minutes of the regular meeting of January 12, 2010; Vice-Chair Thomas seconded and the motion PASSED UNANIMOUSLY.

3.   **Citizens' Comments -** None

4.   **Old Business -** None

5.   **New Business**

A.   **Review of Capital Budgets for General Government and the Building Department**

Administrator Tucker noted that, once initial decisions on the capital budgets are made at this meeting, the Committee will need to make a motion to take them before the Ways and Means Committee. She stated that it would be April before the revenue budgets were available for comparisons to expenditures; therefore, this budget would get another review at that time.

General Government – Capital Budget
City Hall renovation to include Building Dept, per PSB bond estimate $100,000
> The funds for this project were included in the Public Safety Building bond; this figure represents the amount expected to be spent in FY 11.

Structural repairs to correct problem with sagging 2nd floor   25,000
> The structural engineers found this problem as they were inspecting the building for the renovation project; as is evident, there are no structural supports in Council Chambers.

Roof Repair (flat areas and caps w/misc carpentry for rotten wood)   8,500
> Structural engineers uncovered leaks in the roof, which are particularly noticeable on both exterior stairs. It is thought that there would be economies of scale to have this work done along with the renovation, but, with the limited funds available, this item, and others, would be listed as alternates on the bid and be done only if the bids were favorable.

Replace dune walkover at public restroom   80,000
> The Administrator reported that no significant funds have been spent on the walkover in some time; it needs rehabilitation or replacement. Estimates were based on the work done to the 21st Avenue walkover.

Replace dune walkover at 41st Avenue   80,000
> In addition to being in poor condition, the walkover needs to be widened; therefore, this walkover would need to be replaced, not rehabilitated.

Councilmember Bettelli expressed the opinion that these two (2) dune walkover items should be on either the Public Works capital budget or Real Property since one of those Committees would likely handle the projects. The Administrator agreed that the project could be under Public Works as was the 21st Avenue walkover, but she remembered that the project had been a part of the General Government capital budget. Councilmember Bettelli felt it would be advantageous for the project to be on the budget of the department that would coordinate and oversee; the Administrator agreed to remove them from General Government.

Replace windows at City Hall   32,000
> As with the roof, this item would be bid as an alternate with the building reconfiguration; many of the windows are rotting and cannot be opened or closed properly.

Replace Connector message board (possibly with computerized model)   15,000
Replace Breach Inlet message board (possibly with computerized model)   15,000
> Administrator Tucker stated that staff has not located a vendor for a message board that fits the City's needs; therefore, the costs indicated are "guestimates." The goal is to have electronic message boards that could be remotely changed and hold an equivalent amount of information, also, in the case of an emergency, residents could be informed quickly.

Replace exterior door on City Hall   16,000
> As with the roof, this item would be bid as an alternate with the building reconfiguration; the doors are rusted.

Replace HVAC equipment (Fy11 expense for Council Chambers)   12,000
> The HVAC equipment servicing Council Chambers has been in use since the building was occupied in 1991.

Replace staff computers   3,600
> Three (3) computers in General Government were purchased at the same time as the Administrator's computer which had to be replaced very recently; therefore, replacement of one (1) or more can be anticipated.

Prioritizing the list, Councilmember Bettelli express his opinion that electronic message boards were a low priority. The rusting exterior doors have been discussed for several years. He stated that he did not think they could be re-worked since they were steel; therefore, they would probably have to be replaced.

Administrator Tucker commented that it would be better to have the building renovations in the budget and not to do them than to have a contractor who was going to give an advantageous price for one of the alternate repairs and be delayed by the process of its being an unbudgeted expense. She repeated the plan to bid these repairs as alternates, and Councilmember Bettelli said he would agree to leave them in the budget under those conditions. The message boards were deferred to FY 12.

General Government – Special Projects

The Administrator explained that these are not capital expenditures, but are listed because they are of significant expense.

Undergrounding of utility lines   75,000
> Administrator Tucker noted that this has been a priority of previous Councils; the purpose was to have money available should the City decide to use money in the Non-Standard Service Fund to do an undergrounding project

Councilmember Bettelli suggested that this be another low priority item as he anticipates a tough budget year.

Digitize historical records (minute books, ordinances)   5,000
> Administrator Tucker reported that, in previous capital budgets were fireproof cabinets to house the City's minute books; rather than continue that process, the City would like to begin digitizing the minutes which could then be made available on-line.

Volume licensing for Microsoft Office (approximately $200/computer City-wide)   10,000
> The Administrator commented that this item was the reason that she had asked Chief Buckhannon to be present. She explained that all of the City's computers have individual programs loaded onto them; each time a new computer is purchased, it comes with the most recent version of the software. The City also pays for a new license each time a new computer is purchased. The figure indicated here would be for a volume license that would allow the City's computers to all run on the same software version; new computers would not be purchased with pre-loaded software. Chief Buckhannon noted that this license was for the Microsoft Office products – Word, Excel, Outlook, etc. This would be for fifty (50) licenses for Microsoft Office Small Business Edition for a three-year (3-yr) period of time. This license would also allow all members of City staff to switch to the most recent version of Microsoft Office, which would eliminate instances of staff working on incompatible documents produced on different versions of software. When the City purchases new computers, they would not have pre-loaded software saving the City that expense; the software would be loaded after the computer is delivered.

General Government – Facility Maintenance

Replace gray chairs in Council Chambers (½ every 2 years)   2,000
> Replacement for damaged or discolored chairs.

In Councilmember Bettelli's opinion, this was also a low priority purchase.

Replace office furniture   5,000
> According to the Administrator, there are several pieces of office furniture that are wobbly, particularly the City Treasurer's desk.

Elevator maintenance   2,700
> Must be done annually to ensure the City's compliance with elevator regulations.

Pressure wash City Hall exterior   2,500
> To remove the mold and mildew that form on the building.

Generator maintenance (twice per year)   2,400
> Self-explanatory.

Exterior painting (entire building)   5,000
> Another potential alternate to the building renovation bid.

Councilmember Thomas questioned whether something should be added to the budget to improve the rear entrance/exit where the pavement ends. Administrator Tucker noted that periodically shell sand is brought in as fill; she explained that the City could run afoul of NPDES regulations if it were to extend the pavement of the parking lot to the roadway. She added that the cost of the shell sand did not warrant inclusion in the budget.

Administrator Tucker asked Director Kerr to come forward to present the Building Department's budget.

Building Department – Capital Budget
Replace staff computers $ 1,600
        Director Kerr indicated that one (1) of the four (4) computers in the Building Department was "ancient."
Replace office furniture, furniture for new conference room   5,000
        The furniture to be purchased would be for chairs to go with the conference table, chairs for an audience (like those in Council chambers) and one (1) chair for the Building Official.

Facility Maintenance
Demolition of Building Department   10,000
        This figure is in the current year's budget, but the work will not take place until FY 11.
Rehabilitate former Building Dept site for overflow parking   10,000
        A parking surface is anticipated for the site; in current year's budget, but work done in FY 11.
Asbestos/lead survey   1,200
        This figure is in the current year's budget, but the work will not take place until FY 11.
Possible hazardous material removal   7,000
        This figure is in the current year's budget, but the work will not take place until FY 11.
Moving expenses   3,000
        This figure is in the current year's budget, but the work will not take place until FY 11.

> **MOTION: Councilmember Bettelli moved to approve the capital budgets for General Government and the Building Department with the changes discussed; Councilmember Thomas seconded and the motion PASSED UNANIMOUSLY.**

> **B.   Review of Projects Greater than $250,000**

Assistant Dziuban prefaced her discussion with the following information:
- This list is comprised of projects suggested by previous Councilmembers, staff and citizens;
- The list was last reviewed in 2007; and
- The Committee will be asked to add and/or delete projects and to prioritize its top five (5) projects.

The project list is attached to the historic record of the meeting; significant comments follow:

- Councilmember Bettelli expressed his opinion that SCDOT should be responsible for an addition of a pedestrian lane on the Connector; he noted that the City's only true jurisdiction was to the middle of the bridge;

- On the subject of the wireless mesh communications system, Councilmember Bettelli commented that the City of Charleston had tried such a system, and it did not work; he thought this project should have a very low priority; and
- Chair Piening questioned the City's responsibility to replace/reconfigure the marina docks, as well as the suggested marina enhancement project in light of the lease agreement now in place at the marina. He questioned whether the City would not benefit financially from such an investment with the new lease structure.

The Personnel Committee prioritized the projects as follows:
1. Drainage project 54-57th Avenue;
2. Marina dredging;
3. Disaster Recovery Fund increase;
4. Recreation ball field reconfiguration and lighting;
5. Marina dock replacement/reconfiguration.

6. Miscellaneous Business

Next Meeting Date; 5:45 p.m., Wednesday, March 3, 2010.

7. Adjourn

MOTION: Chair Piening moved to adjourn the meeting at 7:20 p.m.; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk