

PERSONNEL COMMITTEE

5:45 p.m., Tuesday, March 1, 2011

The regular meeting of the Personnel Committee was held at 5:45 p.m. in Council Chambers of City Hall located at 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bettelli and Piening, 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 Bettelli moved to approve the minutes of the regular meeting of February 1, 2011 as submitted; Councilmember Piening seconded and the motion PASSED UNANIMOUSLY.

3. Citizens' Comments – None

4. Old Business – None

5. New Business

Review of FY 2011-2012 Operating Budgets for General Government and the Building Department

Assistant Dziuban stated that the Committee members had been given copies of the first version of the operating budgets and updated copies of the capital budgets that reflected the changes made in February. The bolded figures reflect increases to FY11 budget amounts.

General Government

Salaries and wages	305,631
Wages have been computed with a 3% merit pool.	
Overtime	13,787
Computed with same 3% pool.	
FICA expense	24,435
Retirement expense	29,993
Both are reflective of increased wages.	

Councilmember Bettelli voiced his understanding that FICA had been reduced; Clerk Copeland stated that the rate had been reduced by two percent (2%) for 2011, but staff did not know whether the reduction would continue into 2012.

Chair Thomas commented about the reduction in "Group Health Insurance" and asked why the City had not changed to the State Health Plan earlier. Administrator Tucker explained that the City's plan and the State Health Plan were not comparable; the City's plan was much richer than the state plan. The City's involvement in programs sponsored by the Municipal Association also afforded the City more control over its destiny.

Debt service – principal	408,000
Debt service – interest	342,973
Indicative of the City's debt maturing - the principal increases and the interest decreases.	
Memberships and dues	4,360
City has no new memberships, but <i>Post and Courier</i> and <i>GFOA</i> have increased.	

Councilmember Piening asked why the City subscribed to *The Post and Courier*; Assistant Dziuban explained that the City maintains a scrapbook of printed materials about the City and its residents and that staff follows up that notifications of bids or other data is accurately presented.

Electricity and gas	7,000
Utilities for City Hall will be shared with the Building Department.	
Maintenance and service contracts	23,397
Certain contracts will be shared with the Building Department.	

Councilmember Piening questioned that the cost for weekly cleaning of City Hall was nine thousand dollars (\$9,000) per year. Responding to Councilmember Piening's questions, Administrator Tucker stated that the cleaning service is a local one named "Isle Clean It." The Administrator stated that the City had not issued a formal RFP, but had gotten quotations from multiple companies several years ago; the lowest bidder had cleaned the building once and not returned. "Isle Clean It" was the next low bid and has been cleaning City Hall for several years.

Administrator Tucker commented that the City does not have a formal contract with the cleaning service and, by practice, does not seek pricing for a replacement as long as the job is being done to the City's satisfaction at a reasonable price. Contrarily, when the performance slips or the vendor informs the City of a significant price increase, the City may initiate the search for a replacement.

As the discussion progressed, Councilmember Piening asked who owned "Isle Clean It," and he was told that the company was owned by Island Realty which is owned by Councilmember Stone. Councilmember Piening stated that he found this to be problematic personally and that he thought it presented a potential financial conflict for Councilmember Stone.

Administrator Tucker explained that the business relationship with "Isle Clean It" began before Councilmember Stone was elected and that, once he was elected, it was up to him to report his affiliation to the company on his ethics form filed with the State Ethics Commission.

Councilmember Piening suggested that the City would do well to get pricing from other cleaning companies; he expressed confidence that, in the present economic climate, the City could get lower price. The Administrator replied that staff would begin the process of getting pricing if that was the will of Council; she added that one (1) factor to be considered in the selection of a new vendor was the security issue of the building and its contents.

LTD insurance	-0-
Cost to be included in premium from State Health Plan	

Insurance	15,000
Rents and leases	9,370

Reductions are due to cost sharing with the Building Department and the elimination of 1 outside and one inside storage unit.

Professional services	42,635
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Factors in the increase are the new audit contract signed last year and the continuing process of digitizing historical records.

This first pass at the operating budget for General Government has a decrease of eight tenths of a percent (0.8%) from the FY11 budget.

Judicial and Legal

Wages and salaries	50,240
Overtime wages	4,588
FICA expense	5,801
Retirement expense	7,201

Reflective of 3% merit pool.

Maintenance and service contracts	5,870
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Professional services	46,000
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Based on annualized FY11 actual costs.

As presented, the "Judicial and Legal" operating budget has an increase of one percent (1%) over FY11.

Building Department

Wages and salaries	193,086
Overtime wages	3,721
FICA expense	14,771
Retirement expense	18,131

Reflective of 3% merit pool.

Vehicle fuel and oil	6,400
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Actual usage at an estimated cost of \$4/gallon.

Electricity and gas	7,750
Telephone and cable	5,166
Water and sewer	3,200
Maintenance and service contracts	8,146
Insurance	10,511

Increased costs are the result of moving into City Hall and sharing expenses.

This operating budget for the Building Department has an increase of two and nine tenths percent (2.9%) over FY11.

Councilmember Piening had several questions about the fuel costs in the Building Department; he wondered how the Building Inspector could use over one hundred twenty-five (125) gallons of gas a month on an island that is only seven (7) miles long. The Councilmember also asked whether the Building Inspector drove his vehicle home at the end of the day; Administrator Tucker said that she would review the Inspector's use of his vehicle for the next meeting.

6. Miscellaneous Business

Councilmember Piening reminded the Committee that, since City Council had approved the recommendation to reduce the subjective portion of the Administrator's annual evaluation by fifteen percent (15%), the Committee needed to decide how to assign it. He continued by referring to an email Administrator Tucker had sent where she had stated that the Personal Goals section of her evaluation was presently only given a value of five percent (5%), but that it was perhaps the most difficult for her to achieve because of the time she is required to spend elsewhere. The Administrator stated that she would like to continue in 2011 with the personal goal of completing an accounting manual for the City and suggested that the undesignated fifteen percent (15%) be assigned to the Personal Goals section.

MOTION: Councilmember Piening moved to re-assign the 15% of Administrator's evaluation that had been subjective to the Personal Goals section for evaluation year 2011; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

Administrator Tucker stated that she would copy Chair Thomas on the email she had sent to provide him a springboard for his comments to City Council at the March meeting.

Next Meeting Date: 5:45 p.m., Wednesday, April 13, 2011.

7. Executive Session

MOTION: Councilmember Piening moved to go into Executive Session at 6:22 p.m. to give the City Administrator her annual evaluation; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

The Committee came out of Executive Session at 6:38 p.m.; Chair Thomas announced that the Committee had not taken any action or a vote while in Executive Session.

8. Adjourn

MOTION: Councilmember Piening moved to adjourn at 6:39 p.m.; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk