

PERSONNEL COMMITTEE
5:45 p.m., Wednesday, April 13, 2011

The regular meeting of the Personnel Committee was held at 5:45 p.m. on Wednesday, April 13, 2011 in Council Chambers of City Hall, 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 Piening moved to approve the minutes of the regular meeting of March 1, 2011 as submitted; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments – None**

4. **Old Business**

A. Approval of City Administrator's 2011 Performance Objectives

Administrator Tucker indicated that the Personal Objectives fall under the section of her evaluation entitled "Delegation, Communication and Personal Goals;" the percentage attributed to this section has been increased for 2011 to ten percent (10%) each to Delegation and Personal Goal and fifteen percent (15%) to Communication. In a previous discussion with the Personnel Committee, the Administrator had expressed the desire to continue with the objectives set for 2010 because they had started in April of the year and because the initiatives were judged to be good ones that could be expanded upon and fine-tuned.

The objectives for the Assistant to City Administrator have been modified by adding more depth of responsibility, for instance completely handling a Committee meeting in the Administrator's stead, handling individual agenda items at City meetings, and coming up with new communication initiatives for communicating with island residents.

In general, the objectives for the departments have basically stayed the same. In some cases, the performance goals were tweaked; for those departments that struggled to reach their goals, the issues related to those struggled were considered for 2011. The Public Works Department will continue with the special circumstance pickups of garbage and debris; the Police Department will seek to have more meetings between Police Department and the community, Crime Watch initiatives, and efforts to make residents more knowledgeable about the ways they can protect themselves and their property from becoming victims of crimes. The Building Department wants to continue to provide free safety inspections for rental properties on the island; the Recreation Department's School's Out Activities have been very successful in providing activities for the working parents of island children. The Fire Department will continue to develop and update its register of residents with special needs to insure that they are cared for in times of impending bad weather or simply checked on routinely for their safety.

For her personal goal, the City Administrator would like to continue with the project of compiling a comprehensive Accounting Manual for the City by completing three (3) more chapters in 2011. Anticipating a positive response from this Committee, Administrator Tucker has been working on the Budget chapter as the City works through the annual budget process. The Administrator has also determined that the next manual that the City needs is a "Fraud and Risk Manual" for which she has already begin gathering information.

Having reviewed the components of the "Delegation, Communication and Personal Goals" portion of 2011 Evaluation, the Administrator submitted it to the Committee for their input and approval.

Councilmember Piening commented that for any employee to achieve an excellent rating on her evaluation should be difficult, hard to reach and require extra effort.

MOTION: Councilmember Piening moved to approve the City Administrator's 2011 Personal Objectives; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

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

Administrator Tucker explained to the Personnel Committee that, since the Ways and Means Committee meeting, she, the Treasurer and individual department managers had met and analyzed five (5) years' of expenses from audited financial statements. At the Ways and Means meeting, comparison were made referring to year-to-date figures and to actual figures for FY10; since the March Ways and Means meeting presented financial data through February, staff thought that comparisons were inadequate since the busiest part of the fiscal year is just beginning. For those reasons, the analyses were done using five (5) year averages; when an expense line item in the FY12 proposed budget exceeded the five (5) year average by five hundred dollars (\$500) or more, it was thoroughly scrutinized to determine the reasons behind the increase. The budgets presented today are the results of those reviews, and this will be the version for discussion at the Budget Workshop

Mayor and Council

Workers Compensation		333
This line has previously been included in the General Government budget; coded now to proper department.		
Vehicle fuel and oil	\$	500
Reduced by \$500 as a result of analysis		
Miscellaneous and contingency		1,500
Reduced by \$1,500 as a result of analysis		
Citizens and employee services		3,800
Reduced by \$700 as a result of analysis		

In total, Mayor and Council budget reduced by thirty-seven hundred dollars (\$3,700).

Insurance on Line 20 is the public officials-employee bond for the Mayor; Administrator Tucker explained that the difference between the FY10, FY11 and proposed FY12 budgets is attributable to the facts (1) that insurance is, in part, attendant to the person being insured and (2) the City was between mayors for a portion of FY09.

General Government

Printing and office supplies	\$	12,800
Reduced by \$1,000 as a result of analysis		
Membership and dues		4,160
Reduced by \$200 as a result of analysis		
Maintenance and service contracts		20,247
Reduced by \$3,150 as a result of analysis		
Machinery and equipment repair		1,000
Reduced by \$500 as a result of analysis		
Professional services		39,635
Reduced by \$3,000 - the computer support for the hurricane stickers and the cost of the stickers were taken out of FY12 budget because the stickers do not expire until 2014		

Administrator Tucker commented that the Storm Preparation Expense has been recoded to the Disaster Recovery Fund.

Overall, the General Government budget was reduced by seventy-eight hundred fifty dollars (\$7,850), and three thousand dollars (\$3,000) was transferred to the Disaster Recovery Fund.

The next page of the budget lists the detail items that make up certain lines of the General Government budget. Administrator Tucker reported that the City will be bidding the cleaning services for City Hall effective July 1. The analysis of this line did provide the information to reduce the building's cleaning costs by five hundred dollars (\$500).

On the topic of elevator maintenance, the Administrator related that the goal would be to have all of the City's elevator maintenance under one (1) vendor with one (1) contract; that cannot be accomplished until the service contracts are on the same time frame, and efforts are being made to achieve that. From delving into the detail of the elevator maintenance contract for City Hall, the City learned that the contract had a provision for twenty-four (24) hour service because the Police Department also shared the building. With the Police Department gone, the need for that provision is eliminated, and the cost of the contract for City Hall was reduced by one-half ($\frac{1}{2}$) to sixteen hundred fifty dollars (\$1,650).

Councilmember Piening asked for confirmation that the cleaning of City Hall cost a total of six thousand dollars (\$6,000); Administrator Tucker said that the City pays one hundred dollars (\$100) per week plus cleaning supplies.

Councilmember Piening asked how the City determines which contracts will be bid and which will not. The Administrator explained that the procurement section of the City Code of Ordinances defines dollar levels that determine the bidding process that the City must follow; certain items like fuel and oil, accounting and legal, are exempt from the bidding process.

According to Administrator Tucker, multiple prices are obtained for all contracts and the City takes the lowest bidder unless there is a significant reason to do otherwise.

Councilmember Piening asked for an explanation of the process that will be followed when the City seeks a new service for cleaning City Hall; he specifically asked whether anyone who is considered to be employed by the City would be eligible to bid on the contract. Administrator Tucker said the rules would be that the job will be put out for pricing indicating that bidders must have or be able to get an Isle of Palms Business License and bidders must comply with the IOP Procurement Code, which addresses the subject of employees and connections to the City.

Building and Planning Department

Meetings and seminars	\$	750
Reduced by \$250 as a result of analysis		
Vehicle fuel and oil		5,400
Reduced by \$1,000 as a result of analysis		
Non-capital tools and equipment		300
Reduced by \$200 as a result of analysis		
Maintenance and service contracts		5,500
Reduced by \$2,646 as a result of analysis		
Uniforms		500
Reduced by \$250 as a result of analysis		
Medical and Lab		100
Reduced by \$200 as a result of analysis		
Rents and Leases		2,680
Reduced by \$500 as a result of analysis		
Employee training		1,300
Reduced by \$1,200 as a result of analysis		

Total reductions to the Building Department FY12 Operating Budget were six thousand two hundred forty-six dollars (\$6,246).

Councilmember Piening asked whether Mr. Seabrook's vehicle was a take-home vehicle, and the Administrator confirmed that it is. The Councilmember asked Director Kerr to explain the reasoning behind that and was told that the Building Inspector has always had a take-home vehicle in the event of an after-hours event that requires his presence on the island. Director Kerr said that such events rarely occur.

Councilmember Piening inquired about the amount of extra fuel required for Mr. Seabrook to drive his vehicle to and from the island; the Director reported that Mr. Seabrook drives six (6) miles each way for a total of twelve (12) miles per day at a cost of eight hundred to nine hundred dollars (\$800-900) per year.

Chair Thomas asked if the City had considered paying mileage for this position. In a case like the Building Inspector, Administrator Tucker stated that it was more beneficial for him to drive the truck as he will pick up illegal signs in the course of his travels over the island. The City does pay mileage to those who use their personal vehicles in the course of conducting City business.

Judicial and Legal

Printing and office supplies	\$	4,250
Reduced by \$750 as a result of analysis		
Maintenance and service contracts		4,770
Reduced by \$1,100 as a result of analysis		
Employee training		3,000
Reduced by \$500 as a result of analysis		

Reductions in this department totaled twenty-three hundred fifty dollars (\$2,350).

Departmental Capital Budgets

According to the Administrator, the only difference between this budget and what the Committee has seen in the past is that this budget has the expenditures with the source of fund(s) for payment.

General Government

Court software upgrade	\$	16,000
Further research has reduced this number by splitting the upgrading into 2 phases; the funds will purchase 2 user licenses, training and installation that will track a ticket from the time it is written until final disposition and generate the court docket, reduction of \$34,000		

Building Department

Preparation of old building to serve as a rental property		15,000
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The remaining pages present the information already reviewed by funding source.

Councilmember Piening expressed his appreciation for the time taken by staff to research certain items that he thought needed special attention.

5. New Business

A. Appointment to Ad Hoc Water Quality Committee

Administrator Tucker stated that Bev Ballow has expressed a desire to be a member of this committee via email, and her name, somehow, did not make the full list that was submitted to this Committee and City Council. In addition, Mr. and Mrs. Eads have decided that they do not have the time to dedicate to the project, and Toby Van Buren has indicated that he would like to invite Reld Wiseman to join if the Committee and Council agree. Dr. Wiseman was a member of the original water quality committee several years ago, so Mr. Van Buren is of the opinion that he will bring some historical perspective to the Committee. Mr. Van Buren did report that he had not spoken with Dr. Wiseman when he talked with the Administrator; she, therefore suggested that the Committee could recommend the appointment of Bev Ballow and Dr. Wiseman, if he decides that he can participate.

MOTION: Councilmember Piening moved to recommend the appointment of Bev Ballow and Dr. Reld Wiseman, if he can serve, to the Ad Hoc Water Quality Committee; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

B. Discussion of Command Positions in Police Department

Administrator Tucker remarked that the retirement of Lieutenant Wright has left a vacancy in the Police Department; consequently, she and Chief Buckhannon have discussed the options available to them. The Administrator explained that prior to Lt. Wright's holding the position, the City had a different structure, and the Chief and Administrator have determined that a return to that structure would be the best. At the next meeting, Chief Buckhannon will present the organizational chart, the job descriptions and salary ranges for the positions; in addition, the change will be expense neutral to the Police Department.

According to the Administrator, the Public Safety Committee has been apprised, conceptually, of the new structure and agreed to allow the Chief to present the change to this Committee. It will be the job of the Personnel Committee to approve the job descriptions and associated salary ranges. The proposal is to segregate the Assistant Chief's duties into a Lieutenant of Operations and a Lieutenant of Support Services.

Chief Buckhannon described the structure as dividing the Department into two (2) divisions; Operations will cover the uniformed patrol division and Support Services will be everything else the Police Department does from communications to internal affairs to investigations, livability and animal control.

Once this Committee approves the job descriptions and salary ranges, they will be presented to City Council for approval.

6. Miscellaneous Business

Councilmember Bettelli stated that he appreciated the work Lt. Wright did when he was here and that the City had lost a good representative.

Next Meeting Date: 5:45 p.m., Tuesday, May 10, 2011.

7. Executive Session – not required

8. Adjourn

MOTION: Councilmember Bettelli moved to adjourn the meeting at 6:45 p.m.; Councilmember Piening seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk