

**PERSONNEL COMMITTEE**  
City of Isle of Palms, South Carolina

The regular meeting of the Personnel Committee was held at 5:00 p.m. on Tuesday, February 12, 2008 in City Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Present were Chairman Piening, Councilmen Bettelli and Taylor, City Administrator Tucker, Assistant to the Administrator Dziuban and City Clerk Copeland.

**1. Call to Order.** Chairman Piening called the meeting to order and acknowledged that the press and the public had been duly notified of the meeting in accordance with the Freedom of Information Act.

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

**MOTION: Councilman Taylor moved to approve the minutes of the regular meeting of January 14, 2008 as presented; Councilman Bettelli seconded and the motion PASSED UNANIMOUSLY.**

**3. Citizens' Comments - None**

**4. Old Business**

**A. Update on Compensation Study**

Administrator Tucker asked to present the information to the Committee in Executive Session because there is individual personnel salary information in it.

**MOTION: Councilman Taylor moved to reorder the agenda making the Compensation Study Item 5D Executive Session; Councilman Bettelli seconded and the motion PASSED UNANIMOUSLY.**

**B. Update on Beach Advisory Committee**

Assistant Dziuban reported that the Beach Advisory Committee will meet tomorrow, at 5:30 p.m., Wednesday, February 13. She also advised the Committee that she had met with Sandy Pusey, Chairperson, and updated her on the status of the beach renourishment project. In addition, they discussed what would comprise a useful agenda for the Committee and the Personnel Committee's expectations from them.

Councilman Piening stated his understanding that the Beach Advisory Committee needed to be in existence because it is part of the Beach Management Plan. The Administrator stated that, although the Committee is mentioned in those plans, that in itself would not prohibit the "sunsetting" of the Beach Advisory Committee, but it would require some modification to the plan. If the Personnel Committee felt that the work

they do could be handled by another committee or by formulating a new committee with a more focused task, the Administrator was of the opinion that could be done.

### **3. Consideration of Transfer of Authority for Municipal Elections to Board of Elections and Voter Registration for Charleston County**

Administrator Tucker noted that Marilyn Bowers, Executive Director of the Board of Elections, had made a presentation to the Personnel Committee at the January meeting. Ms. Bowers has been out of town for some time and has not responded to the City's requests for the sample ordinance. Despite the fact that there will not be another election for eighteen (18) months, it was decided to look at this issue after the budget preparation has been completed.

## **5. New Business**

### **A. Review of FY 2008-2009 Capital Budgets for General Government and the Building Department**

The General Government Capital Budget, as presented, is as follows:

Firewall hardware (in conjunction with Police move to PSB)	\$ 2,500
<b>Non-capital expenditures/Special projects:</b>	
Potential Radio Ops Charge from Chas Co (\$25/mo x 150 radios)	45,000
Ongoing monitoring of shoreline/long term beach mgmt	50,000
Establish reserve for future beach renourishment project	<u>100,000</u>
<b>TOTAL</b>	<b>\$197,500</b>

Administrator Tucker stated that the first item was necessary as the City anticipates the Police Department moving into the Public Safety Building and the segregation of the two (2) networks. The operation costs for the radios remains in the budget because Charleston County has not decided whether or not this fee will be charged. The following two (2) items are a part of the City's commitment to anticipating and preparing for any future erosion issues that may arise. The Administrator explained that the out-year items are items that are in the plan; some were planned for FY 2008-2009, but were moved to FY 2009-2010 due, primarily, to fiscal concerns. There will be modifications made to this building as the Police Department moves out and the Building Department moves in, so some of the items in the FY 2009-2010 may become a part of that project, therefore, are not included in this budget year.

Councilman Taylor asked if a part of the Gateway Enhancement project was to include underground wiring. Administrator Tucker agreed stating that all of the wiring would be underground. She recalled that there is approximately three hundred thousand dollars

(\$300,000) in that fund and that it is a 50-50. Councilman Taylor then asked if the 50-50 is reflected in the three hundred thousand (\$300,000), and the Administrator said that it would be 50% of the three hundred thousand (\$300,000). She explained for Councilman Piening's benefit that, as part of the franchise agreement with SCE&G, a percentage of that fee is available to municipalities for matching to do underground cabling. Administrator Tucker noted that the wiring for the Public Safety Building will go underground and that it may be necessary to use a portion of these funds.

Building Department Capital Budget as presented is as follows:

Replace 2000 Ford F150 pickup truck	\$24,000
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There is only the one (1) item on this budget and it is a "roll forward" from the previous year's budget according to Administrator Tucker.

The Administrator commented that, if there are any changes to be made to these budgets, the members of the Committee please notify Treasurer Debbie Suggs by Friday, February 15 so they will be reflected in the budgets presented to Ways and Means on February 19, 2008.

**MOTION: Councilman Taylor moved to forward the Five (5) Year Fiscal Budget Plans for General Government and the Building Department to the Ways and Means Committee a submitted; Councilman Bettelli seconded and the motion PASSED UNANIMOUSLY.**

#### **B. Employees of the Month Nomination**

Administrator Tucker noted that there was one (1) nomination for Employees of the Month submitted by the Police Department putting for the names of Detectives Dawn Caldwell and Dianne Tarr. They are being recognized for "their devotion to their job and extra effort put forth to solve" the November 2007 burglaries on the island.

Administrator Tucker reported to the Personnel Committee that the City had received a letter of thanks to Building Department employees Cathy Kennedy and William Seabrook for some work they did related to an inspection for an island resident.

#### **C. Employee Suggestion**

The Administrator stated that there were two (2) suggestions for the Committee to consider; one was carried over from the January meeting about a coffee machine and the second suggested an increase in the number of Spanish language signs by Sergeant Jamey Meekins. There are some Spanish language signs related to no swimming at Breach Inlet; Sgt. Meekins suggests that there is a need for signs in

Spanish stating “No Alcohol on the Beach” and “No Driving on the Beach.” Administrator Tucker commented that the Police Department is apparently issuing citations to Spanish speaking persons for these violations and feel that possibly Spanish language signs would mitigate some of them.

Councilman Taylor expressed that he thought this was a good suggestion and that the timing was good because this is the time of year when the City traditionally replaces signs.

Councilman Bettelli was in agreement and stated that the suggestion should returned to the Police Department for them to determine the appropriate verbiage. He also asked that Sgt. Meekins be informed that his suggestion had been accepted.

On the suggestion from January about coffee and the coffee machine, Sergeant Meekins has apparently offered additional information. The Administrator remarked that the coffee machine had been inoperable when the initial request was made and she questioned that possibly Sgt. Meekins has had a change of heart since there is now a new machine in place in the Police Department. The members of the Committee generally had no comments on this suggestion, and Councilman Bettelli stated his opinion that this was an issue to be decided between General Government and the Police Department. Therefore, Sgt. Meekins should be notified that the Personnel Committee had rejected his suggestion.

## **6. Miscellaneous**

Next meeting date: 5:00 p.m., Tuesday, March 11, 2008

## **5. D. Executive Session**

**MOTION: Councilman Taylor move for the Committee to go into Executive Session at 5:25 p.m. to discuss personnel matters, specifically the “Compensation and Classification Study;” Councilman Bettelli seconded and the motion PASSED UNANIMOUSLY.**

The Personnel Committee returned to regular session at 5:50 p.m.; Councilman Piening reported that no decisions had been made and no votes had been taken in Executive Session.

**MOTION: Councilman Bettelli moved to invite a representative of The Archer Company to attend the Ways and Means Committee either on February 19, 2008 or March 18, 2008; Councilman Taylor seconded and the motion PASSED UNANIMOUSLY.**

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**7. Adjourn**

**MOTION: With no further business to come before the Personnel Committee. Councilman Taylor moved to adjourn the meeting at 5:55 p.m.; Councilman Bettelli seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland, City Clerk