

PERSONNEL COMMITTEE

5:00 p.m., Thursday, March 6, 2008

The regular meeting of the Personnel Committee was held at 5:00 p.m. on Thursday, March 6, 2008 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Chairman Ralph Piening, Councilmen Bettelli and Taylor, City Administrator Tucker, City Treasurer Suggs and Assistant to the Administrator Dziuban.

1. **Call to Order** and acknowledgement 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** – February 12, 2008

MOTION: Councilman Taylor moved to approve the minutes of the regular meeting of February 12, 2008; Councilman Bettelli seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments**
4. **Old Business**

A. **Update on Beach Advisory Committee**

Assistant Dziuban reported that the Beach Advisory Committee held its first meeting of the year on February 13, 2008 where they established their meeting schedule for the balance of the year. Copies of the Long Term Beach Management Plan were distributed to the members. The City Attorney proxy Mike Daniels also provided them with advice regarding the function and role of the Committee for the City.

B. **Prioritization of FY 2008-2009 Capital Budgets for Building and General Government Departments**

Administrator Tucker explained that Staff had prioritized the General Government budget of five (5) items; they are as follows:

1	Firewall hardware (in conjunction w/Police system move to PSB)	\$ 2,500
2	Contribution to Renourishment Escrow	1,700,000
3	Establish reserve for future beach renourishment projects	100,000
4	Ongoing monitoring of shoreline/long term beach management	50,000
5	Potential Radio Ops Charge from Charleston County (\$25 per month per radio, 50 radios)	45,000

The Administrator explained that, when the Police Department moves to the Public Safety Building, the two (2) systems must be separated, but, at the same time, they

must remain fully protected. This protection will be afforded by the firewall hardware; therefore, it is essential.

With the success of the Wild Dunes referendum, the renourishment project is going forward, so the City's commitment to that project is prioritized as #2. The establishment of a reserve for future beach renourishment projects has been assigned as the #3 priority with #4 assigned to the ongoing monitoring that was recommended in the Long Term Beach Management Plan. The #5 priority position was assigned to the radio charge from Charleston County based on possible timing issues.

With only one (1) item on the Building Department Capital Budget, there was no question about their prioritization.

The five thousand dollars (\$5,000) budgeted for parking lot irrigation is a re-budget from a prior year, and it was given a low priority.

Councilman Taylor asked when the cutover was scheduled for the radios; Chief Graham, who had attended a radio meeting earlier in the day, said that the date was not yet determined because it had to be coordinated with Mount Pleasant, Sullivan's Island and the Isle of Palms.

Councilman Piening asked how the priority was established between the projects selected third and fourth. Administrator Tucker explained that she based the priorities on the fact that there was monitoring included in the \$9.9 million beach renourishment project. The reason that the establishment of a reserve took precedence was to guard against the City finding itself in the position that it has presently with a multi-million dollar problem for which no fiscal planning had been done.

Councilman Taylor explained that, procedurally, this line item could remain in the budget up until the last days before the budget must be adopted. The Administrator noted that City Council has the authority to "un-create" this fund and re-direct the money at any time.

On the *Front Beach/Public Restroom Department* budget, Councilman Taylor asked if the irrigation system was already in place or if it was to be new. Director Pitts informed the Committee that the pumps were in place; the only things needed were the special heads and pipes. If Director Pitts can arrange to get the systems installed before this tourist season, it could be removed from the FY 2008-2009 budget.

MOTION: Councilman Taylor moved to get a hard number on the start of the radio charges, a sense of the Council's plans for moving forward on future renourishment issues and remove the parking lot irrigation; Councilman Bettelli seconded and the motion PASSED UNANIMOUSLY.

C. Consideration of Sample Ordinance for Transfer of Authority to Charleston County for Municipal Elections

Administrator Tucker stated that the City would be in a position to hold a special election should Mayor Sottile be successful in his bid for the State House of Representatives. She noted that the City could transfer authority for municipal elections to Charleston County and still maintain a Municipal Election Commission. The transfer simply gives the City another entity to work with the MEC and to ensure that everything is done properly; it would also provide a buffer between the City staff and the happenings of the election. The management of elections is the sole mission of the Board of Elections and Voter Registration for Charleston County, and they perform this function for many municipalities. But, in order for a transfer to occur, the City must amend its ordinances relative to elections. Administrator Tucker commented that the stakes seem to get higher with each election, and she would not like to see an accidental misstep by a member of the staff or to see an election contested over whether or not the election was handled properly. The Administrator explained that there must be a clear separation between the staff and those responsible for managing an election, but more and more responsibilities have fallen to the staff to handle on behalf of the MEC.

Councilman Bettelli agreed that, with the function of the Charleston Election Commission being the management of elections, their level of knowledge and experience far exceeds those of the local municipalities. He also repeated the fact that the City would not incur any expenses beyond what it has in the past should it transfer authority to Charleston County.

Councilman Taylor expressed some concerns and asked if the City would retain its Municipal Election Commission. Administrator Tucker responded that the City could choose to keep the MEC and clearly define its role in an election or eliminate it.

The ordinance presented today was only a sample; should the Committee choose to refer this to Council, it would be forwarded to the City Attorney to provide the appropriate wording to the City.

MOTION: Councilman Piening moved to recommend the transfer of authority for municipal elections to the Board of Elections and Voter Registration for Charleston County; Councilman Bettelli seconded.

Administrator Tucker responded to Councilman Taylor that it would likely be the April Council meeting before the attorney could have an ordinance prepared, but the Committee could recommend the action to Council in its report at the March meeting.

Call for the Question: The motion PASSED UNANIMOUSLY.

5. New Business

A. Review of FY 2008-2009 Operating Budgets for Building and General Government Departments

General Government

Administrator Tucker began her comments by pointing out that the bold-faced figures on the budget represent changes from prior years, and she asked that discussions on salaries that appear on the budgets wait until the Executive Session later in the meeting. (Copies of the proposed budgets are attached with the supporting documentation and explanations.) On *Vehicle Fuel and Oil*, the Administrator explained that the City allocated a specific amount of fuel for her each month and she normally used a credit card for those purchases. (Other departments use the City-owned fuel pumps, so their calculations are different.) Administrator Tucker reported that *Medical and Lab* funds were for first aid supplies and for any type of employee testing.

Councilman Taylor asked for further clarification on the tuition reimbursement indicated under *Employee Training* in the amount of \$5500. The Administrator recalled that there are currently two (2) employees who are actively seeking degrees. If an employee were to leave the City before completing the degree, the City has the right to request reimbursement of any tuition paid on the employee's behalf.

The other expense item Councilman Taylor was concerned about was the recodification cost of \$25,000 included in *Professional Services*. Administrator Tucker explained that the City was in the process of recodification currently; once this task was completed, there would be an on-line version and the City would be paying MuniCode, the company performing the work, an annual fee to keep the City's code up-to-date.

Building and Planning Department

Administrator Tucker commented that little has changed in this budget other than salaries.

Judicial and Legal

Included in *Salaries – Part Time* were both the Livability and Municipal Judges; this budget was the first to represent a full year's salaries for both. The increase to *Printing and Office Supplies* were also reflective of Livability Court needs.

Councilman Taylor asked how the Court software system was functioning and if it were satisfying the needs of the City's court system; he recalled that there have been discussions in the past about upgrading various components of the system. Treasurer Suggs commented that the \$2,950 covered in the "notes" was earmarked for routine updates.

A. **Employee Suggestions – None**

6. Executive Session

The Administrator asked that Treasurer Suggs stay for the Executive Session.

MOTION: Councilman Piening moved to adjourn to Executive Session to discuss the compensation study; Councilman Bettelli seconded and the MOTION PASSED UNANIMOUSLY.

The Committee returned to regular session at approximately 6:35 p.m.; Councilman Piening announced that no action was taken and no decisions were made in Executive Session.

7. Miscellaneous

Next Meeting Date: 5:00 p.m., Monday, April 7, 2008

EMPLOYEES OF THE MONTH

Administrator Tucker reported that Sgt Gary Erickson and PFC Gerardo Chavez had been nominated by Chief Buckhannon as February 2008 Employees of the Month based on their “exceptional, dutiful conduct” for their assistance in solving the string of burglaries that have occurred on the island.

Councilman Bettelli reminded the members of the Committee that they must compile Administrator Tucker’s annual evaluation; he noted that it would be appropriate for a memo to be sent to members of Council to obtain their input for the evaluation.

At this point, Administrator Tucker explained that evaluations are based on a calendar year, and, as a general rule, those evaluations are reviewed in the first quarter of each year following the year being evaluated. If there were merit increases, a separate payroll was done that was retroactive to January 1 of the current year. Councilman Piening asked if there were an evaluation tool that the City used; he was informed that there was an electronic form that was used, but, typically for the Administrator’s evaluation, it was only used as a guide. The evaluation was usually more subjective. Councilman Piening wanted to know if there was a time in the evaluation process that the Personnel Committee reviewed future goals with her; Administrator Tucker replied that information was often at the end of the evaluation. Areas reviewed with her were those areas that have gone well, those areas that needed to be “tweaked” and goals for the upcoming year. The Administrator offered to provide Councilman Piening with a copy of the department level evaluation form as a trigger for subjects to consider; it could be attached to the memo if the Committee chose to do so.

8. Adjourn

MOTION: With no further business to come before the Committee, Councilman Taylor moved to adjourn at 6:40 p.m.; Councilman Bettelli seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk