

## **PERSONNEL COMMITTEE**

4:00 p.m., Thursday, February 4, 2016

The regular meeting of the Personnel Committee was called to order at 4:00 p.m., Thursday, February 4, 2016 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmember Bettelli, Chair Harrington, Administrator Tucker, Assistant Administrator Fragoso and Clerk Copeland; a quorum was present to conduct business. Councilmember Ferencz absence was excused.

1. Chair Harrington called the meeting to order and acknowledged that the press and public were 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 January 7, 2016 as submitted; Chair Harrington seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments** – None

4. **Old Business** – None

5. **New Business**

#### **A. City Administrator's 2015 Evaluation**

Chair Harrington reported that all members of Council eligible to vote have received a copy of the City Administrator's 2015 evaluation form and quantification of her 2015 goal; new members of Council received a copy only for information. He notified the Committee that, with her knowledge, Mayor Cronin had forwarded to him an email from Councilmember Ferencz asking for additional information relative to the Administrator's attendance record and time off, etc. which is not germane to the 2015 evaluation which was approved by this Committee and City Council. If Councilmember Ferencz would like to stipulate an attendance accounting as the 2016 goal for the Administrator, it would be considered.

#### **B. Discussion of City Administrator's Calendar Year 2016 Goal**

Chair Harrington stated that all Councilmembers were sent an email soliciting input for the Administrator's goal for calendar year 2016; from the responses, the Personnel Committee would generate a list from which to choose a recommendation to be forwarded to City Council. At this point, he has only received one (1) response from Councilmember Bergwerf, and it was for the Administrator to establish a plan of succession for herself and the department managers.

Councilmember Bettelli commented that the best way to establish a goal for someone was for the decision to be a joint effort to ensure that everyone buys in to it.

Administrator Tucker stated that she thought the succession planning had merit since the City has circumstances where people become ill or decide to retire and because the Isle of Palms operates with a small staff, making sure that everyone in any element of the City be prepared so there was no break in service delivery.

Councilmember Bettelli noted that the City has some employees who are getting to the point that they may be retiring, and he agreed that it would be a good goal for the Administrator.

The Chair corrected himself and reported that he had also received suggestions from Councilmember Kinghorn for the Administrator's 2016 goal which were as follows:

- Consider streamlining communication and reporting;
- Develop a continuous improvement plan for staff and departments; and
- Council should develop goals and priorities for itself for each year prior to department managers drafting the budget so that the budget would reflect Council's priorities.

The Administrator thought this was informational, but not relevant to the City Administrator's goal; she also noted that they were not quantifiable.

Chair Harrington noted that he did not have any suggestions, but he did think that Administrator Tucker was "doing a great " and Councilmember Bettelli concurred. Councilmembers were given to March 11 to submit their suggestions for the Administrator's 2016 goal.

The Administrator Tucker pointed out that every month that passes gives her less time to accomplish the established goal; with less than a year to meet, any goal set must be achievable in the time allotted.

When asked her feelings about a continuous improvement plan for herself and the departments of the City, the Administrator indicated that she was not sure what the Councilmember was looking for and that she would need further clarification.

For the goal of streamlining communication and reporting, the Administrator indicated that she would need to know to which communications and reports he was referring.

The Chair commented that Council gets so much paper and the he was fully aware that some members want the detail and others want only a summary; he noted that the monthly financial report is about a half inch ( $\frac{1}{2}$  in.) of paper, but the key information and source of questions come from the summary page. The Chair indicated that he agreed with the Councilmember that staff time could be put to better use than copying the City's budget each month; he thought that the full budget could be sent to Council electronically for those who want to study all of the information.

The Administrator opined that, if Council only wanted to receive the cover sheet of the financial statement, the decision should be made by the Ways and Means Committee; the detail could be provided electronically or a hard copy could be available at the meeting.

Councilmember Bettelli countered that certain members of Council want the detail; he noted that this conversation was held in the past and the consensus was to continue to get a paper copy of the full document.

The Administrator asked how streamlining communication and reporting could be quantified at the end of the year to determine whether or not the goal had been met. She would need to know how many and which reports were to be reduced to reach the maximum score.

Speaking for Councilmember Kinghorn, the Chair asked, if the Administrator were tasked with taking a look at the volume of reproduced materials given to Council and what would be necessary to keep Councilmembers informed, she could determine how the process could be streamlined.

Administrator Tucker said that the goal would be to develop a plan over the next year on how to streamline reporting, i.e. reduce paper.

On the goal of a continuous improvement plan, Councilmember Bettelli indicated that he thought the Administrator was already doing that as a matter of course, for instance, Assistant Administrator Fragoso was not hired, put in an office and left to figure out what her job entailed.

The Administrator agreed and stated that it happens in all departments of the City and is an ongoing process.

On the proposed goal of Council setting its own goals each year before the departmental budgets were produced so that the budget reflects them, Administrator Tucker explained that this was part of a discussion when she stated that each year's final budget represented staff's work plan for the coming year; staff considers the budget as things to be accomplished within the fiscal year. At times when staff starts the budget process with Council, the collective body's priorities are not clear; a good example was which project is the bigger priority replacing the public restrooms or assembling the funding package for the next off-shore dredging project – the elected body has not yet answered that question for the Administrator and staff.

Councilmember Bettelli reported that the number of people who learn what is happening with the City by watching the Comcast broadcasts of Council meetings was amazing, and they were accustomed to hearing certain matters covered.

The Administrator has surmised that Councilmember Kinghorn wants to glance at something to get an overall picture without having to look through the detail. The Administrator and department managers would continue to do the behind the scenes fact gathering, and they would not be save any work.

**MOTION: Chair Harrington moved to recommend to City Council for the City Administrator's 2016 goal to be to develop succession plans for herself and the department managers; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.**

### **C. Review of FY17 Revenue Budget**

Administrator Tucker reported that revenue estimates are based on the past twelve (12) months actual collections; revenues do not vary much from year-to-year, so the review covered the highlights. Where a change has been made in the amount budgeted from last year, the numbers are bolded. Looking at line 22 – Parking Lot Revenue in the General Fund, an increase of forty-two thousand dollars (\$42,000) is proposed; the increase is based on the daily rates that were increased at the last Council meeting and the possibility of off-season revenue.

Any lines in this round of the budget referring to transfers should be ignored; these numbers typically are calculated as a function of balancing the budget.

The Capital Projects Fund, the only real income is from interest income; the grant funds are the anticipated NPDES funds the City will receive for the improvements to the Public Works site.

Both Municipal Accommodations Fees and County Accommodations Taxes are projected to have small increases in the next fiscal year, as are Hospitality Taxes; the estimates are based on the past twelve (12) months' actual receipts. In State Accommodations Taxes, the revenue to the City is expected to increase slightly over FY16.

As a member of the Tourism Expenditure Review Committee (TERC), the Administrator has learned that some municipalities actually give the CVB additional money for the CB to do promotion of a specific, like the City of Charleston might pay more to have extra advertising for Spoleto.

Noting that the sand sculpting contest was part of Piccolo Spoleto, Councilmember Harrington asked Director Page to explain the City's involvement. Director Page explained that the City goes through the Charleston Cultural Arts Council and is a part of Piccolo Spoleto, so the event is listed in all of their marketing materials for Piccolo Spoleto. As for the sand sculpting event, the staff of the Recreation Department do all of the work; frequently representatives from Piccolo Spoleto do not come to the island for the event.

For the Disaster Recovery Fund, the only revenue shown is interest income.

Administrator Tucker explained that the Victims Assistance Fund is a fund to watch as its fund balance has gone down steadily for the past several years, and the police officer who performs that function, along with other functions, receives a portion of the expense attributed to the officer from this fund. As the fund balance is reduced, more of these expenses will move to the General Fund.

The Volunteer 1% Fund gets its revenue from a percentage of the casualty insurance premiums homeowners pay; the City makes no decisions about the use of these funds; it only has the fiduciary responsibilities for it. The funds are to be spent for entertainment for Fire Department personnel; the majority of the funds at the Isle of Palms are spent for additional life insurance for them.

Plant-a-Palm revenue saw a big uptick at the end of 2015 as people bought commemorative bricks to go on Front Beach; staff believes that the increase was due to the use of social media.

In other meetings discussion took place that the City should do more to promote the availability of the Rec Building Fund and the Plant-a-Palm fund to encourage donations; one (1) suggestion was for a space to be provided on all registration and sponsorships for donations.

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The Administrator directed attention to the large schedule that compares revenues budgeted for FY16 versus projected for FY17 by sources of funds; of key importance was the small box at the bottom of the page. She noted that the General Fund and the Capital Projects Fund are listed together since the only source of money for the Capital Projects Fund is the General Fund; these funds comprise sixty-four percent (64%) of the total budget. The tourism funds make up twenty-six percent (26%) of the total, the marina fund makes up three percent (3%) and all other funds are one percent (1%). The Administrator stated that the figures for Beach Restoration and Maintenance Funds have not been compiled for this version of the schedule.

**6. Miscellaneous Business**

Next Meeting: 11:00 a.m., Wednesday, March 2, 2016 in the City Hall Conference Room.

**7. Executive Session – not needed**

**8. Adjourn**

**MOTION: Councilmember Bettelli moved to adjourn the meeting at 5:05 p.m.; Chair Harrington seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk