

PERSONNEL COMMITTEE  
5:45 p.m., Tuesday, April 6, 2010

The regular meeting of the Personnel Committee was held at 5:45 p.m., Tuesday, April 6, 2010 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bettelli and Thomas, Chair Piening, City Administrator Tucker and City Clerk Copeland.

1. Chair Piening 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 the Previous Meeting's Minutes**

**MOTION: Councilmember Bettelli moved to approve the minutes of the regular meeting of March 3, 2010 as submitted; Chair Piening seconded and the motion PASSED UNANIMOUSLY.**

3. **Citizens' Comments - None**

4. **Old Business**

**Review of Administrator's Assignment from Personnel Committee**

Chair Piening commented that this would be a part of the Administrator's evaluation for FY 2010.

Administrator Tucker noted that one (1) part of her assignment was to set objectives for the Assistant to the City Administrator; in doing that, the Administrator opined that it would be beneficial to identify the tasks presently assigned to the Assistant. As the new objectives were contemplated, the decision was made to use these goals as a means of addressing concerns of the City; therefore, the objectives for the Assistant were set as follows;

- Seek out and execute ways to increase citizen access to City records; and
- through communications, improve the City's image both internally and externally.

On the subject of delegation to the Assistant to the Administrator, the Assistant should be capable of executing the Administrator's role on an interim basis in the case of illness or expected or unexpected absence. One way of accomplishing this was through active meeting participation; the Administrator and Assistant to the Administrator will, in the future, not necessarily both attend all City meetings, but alternate attendance at meetings, but not the same meetings consistently.

Another piece to the Administrator's evaluation will be based on the ability of each department within the City to implement a new service or to expand on an existing service to the community without incurring any additional expense. Administrator Tucker related to the Committee that she had encouraged the department heads to select a service that was quantifiable and achievable. Since this is the first year this has been implemented, the Administrator impressed upon the department heads that the project selected should be one that would reach the greatest level of success along side the normal departmental demands.

The services chosen by the City's departments are as follows:

- Public Works Department – accommodating residents for special circumstances, such as unscheduled garbage pickup, debris removal, etc.;
- Police Department – establishing a Crime Prevention through Environmental Design program (CPTED) by addressing criminal activity through controlling the environment by means of developing and implementing community services by hosting community service programs, re-energizing Neighborhood Watch programs, providing officer and citizen training, etc.;
- Building Department – offering short-term rental homeowners a complimentary safety inspections for items like fire alarms, fire extinguishers, loose railing and other safety related items; homeowners would sign a waiver not to expose the City to any legal liability;

Chair Piening expressed concern regarding the waiver the homeowner would sign and asked if the City's Attorney had reviewed the document; Administrator Tucker, Director Kerr and Attorney Halversen had several conversations to make the document one on which the City's Attorney would approve. It was also agreed that, if in the course of an inspection, a crime were identified, it would be reported.

Councilmember Thomas asked how the rental community would be made aware of this service; the Administrator stated that the Building Department had an excellent database of rental units and the real estate community.

- Recreation Department – providing organized activities during periods when school is not in session for breaks; this program actually was kicked off prior to getting Committee approval with activities during Spring Break; and
- Fire Department – increasing the "Special Needs" list and to include the Vial of Life Program;

In addition to departmental goals, the Administrator was encouraged to establish a personal goal. Administrator Tucker reminded the Committee that, in recent years, the auditors have counseled the City on the need for a written Accounting Manual; the Administrator has, therefore, chosen to implement steps toward compiling that manual.

The Committee agreed that the plans presented were worthy goals and only made a minor change to the plan as presented by the Administrator.

#### **4. New Business**

##### **A. Consideration of Assistant City Attorney**

Administrator Tucker noted that City Attorney Halversen has made it clear to the Mayor and herself that she would need time off when her second child is born in June 2010; therefore, she put Clayton B. McCullough of Pratt-Thomas Walker before the Committee for consideration. The Administrator indicated that, if he were to be approved, she and the balance of staff would

begin to copy him on all correspondence directed to Attorney Halversen in order to keep him informed of the legal issues before the City. The Administrator commented that Mr. McCullough has been the City's attorney in matters related to the Board of Zoning Appeals so that, if a circumstance arises that the City is in conflict with the Board of Zoning Appeals, different counsel would be required. Administrator Tucker expressed her opinion that Mr. McCullough would be a good selection because he was already familiar with the workings of the City, and he is associated with a well-respected law firm. The Administrator added that Attorney Halversen had stated that, from her working with him, Mr. McCullough would be a satisfactory selection.

**MOTION: Chair Piening moved to appoint Clayton B. McCullough as Assistant City Attorney; Councilmember Thomas seconded and the motion PASSED UNANIMOUSLY.**

Responding to Councilmember Thomas's question, Administrator Tucker responded the Mr. McCullough would be paid only when his services were used.

**B. Review of Operating and Capital Budgets for General Government and the Building Department**

Administrator Tucker stated that the goal of this review was to point of the differences between this version of the budget and the one previously presented in preparation for the workshop to be held in coordination with the April Ways and Means Committee meeting. The foremost difference between this budget and the previous version is that the projected revenues are displayed; the Administrator further explained that, in order to balance the budget, some adjustments and refinements were made that are favorable to the City.

The Administrator directed the Committee to the bottom of page 1 headed General Fund Revenues, lines 42 through 45; these are all new transfers-in from Municipal Accommodations, State Accommodations, and Hospitality Tax funds, as well as the Victim's fund. These transfers are necessary to balance this budget, and the fund balances in these funds support the transfers. These funds are being used support salaries and benefits for existing personnel, and, when the economy makes its comeback, the Administrator and Treasurer would recommend that these personnel expenses would be moved back into the General Fund.

General Government Operating Budget

Salaries	\$319,228
The pool for performance-based increases has been reduced from 4% to 3.5%.	
Group health insurance	34,820
The provider has solidified the City's increase at 5% unlike the 10% presented previously.	
Workers' Compensation	7,338
The City has experienced a favorable period and has had very positive safety audits, so the percent increase has been reduced here as well.	

As requested from the previous meeting, the "undesignated" portion of "General maintenance and Service Contracts" has historically been used to pay for plumbing and lighting repairs, interior painting, carpet cleaning, replacement flags, HVAC repairs, small carpentry jobs, repairs

to the locks on the safe, repairs to door locks/combo changes, hurricane shutter repairs, etc. Typically the type of problem that arises that cannot be foreseen.

Chair Piening asked whether there was any documentation from Holly Reynolds as to the number of birds that she helps in any given year. According to the Administrator, Ms. Reynolds submits information related to how the funds will be used each year, but the number of birds taken to Ms. Reynolds could be obtained from the Animal Control records.

The Administrator directed the Committee's attention to page 36 of the budget to see the Capital Budget and the recommendation from the Administrator and Treasurer as to the funds to be used to pay for these expenditures. Administrator Tucker noted that there have been no changes to the Capital Budget.

#### Building Department Operating Budget

As in General Government, the pool for performance-based increases has been decreased from 4% to 3.5%; this change affects FICA, retirement and LTD insurance as they are all computed off wages. The reduction in the increase to group health is also City-wide.

Administrator Tucker explained that there had been a computation error in the FY10 operating budget for the Building Department in that the fuel for the Director's vehicle had been omitted, but that is corrected in FY11.

As Councilmember Bettelli stated, there is a zero percent increase in the Building Department budget for FY11.

The Capital Budget for the Building Department is shown on page 40; all of the expenditures, with the exception of computer replacements, are related to the demolition of the building currently housing the Building Department and the renovations and move to City Hall.

#### **6. Miscellaneous Business**

**Next meeting date: 5:45 p.m., Wednesday, May 5, 2010**

Councilmember Bettelli reminded the Committee members of the event planned for Saturday, April 24 at the Acme Cantina as a fundraiser for Firefighter Dan Mills.

**7. Executive Session, if needed - None**

**8. Adjourn**

**MOTION: Chair Piening moved to adjourn the meeting at 6:40 p.m.; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk