

**PERSONNEL COMMITTEE**  
5:45 p.m., Tuesday, February 1, 2011

The Personnel Committee held its regular meeting at 5:45 p.m. on Tuesday, February 1, 2011 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bettelli, Piening and Thomas, City Administrator Tucker, Assistant to the Administrator Dziuban and City Clerk Copeland; a quorum was present to conduct business.

1. Past 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. Election of Chair and Vice-Chair**

Councilmember Piening nominated Councilmember Thomas to serve as Chair of the Committee for 2011; Councilmember Bettelli seconded. With no additional nominations, the Committee unanimously elected Councilmember Thomas Chair.

Councilmember Piening nominated Councilmember Bettelli to serve as Vice-Chair of the Committee for 2011; Chair Thomas seconded. With no additional nominations, the Committee unanimously elected Councilmember Bettelli Vice-Chair.

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

**MOTION: Councilmember Piening moved to approve the minutes of the regular meeting of January 5, 2011 as submitted; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.**

4. **Citizens' Comments – None**

5. **Old Business**

**Appointments to Ad Hoc Committee for Water Quality Study**

Administrator Tucker related that, at the Committee's request, the formation of this committee had been advertised on the website, and ten (10) more people volunteered to serve; the list of twelve (12) people was provided in meeting packets. The Administrator commented that Tobey VanBuren, who had initiated the project, would be a member of the committee and he had requested that a member of Council also participate. Councilmembers will have an opportunity to volunteer when Chair Thomas gives the Committee report at Council.

**MOTION: Councilmember Piening moved to approve the list of volunteers and Toby VanBuren to serve on an ad hoc committee to study water quality; Councilmember Bettelli seconded.**

The Committee discussed the possibility that the Committee would have too many people to be productive, but Administrator Tucker stated that having this many people would allow for sub-committees to be formed for specific purposes.

**Vote: The motion PASSED UNANIMOUSLY.**

Councilmember Piening indicated that another piece of Old Business needing discussion was the City Administrator's annual evaluation; Councilmembers have been asked to turn in their information by February 13, anticipating completion by the end of the month. Councilmember Piening noted that seventy percent (70%) of the Administrator's evaluation is objective with the remaining thirty percent (30%) being subjective. Repeating comments made at the January meeting, the Councilmember expressed the opinion that the percentage assigned to the subjective portion should be dramatically reduced or eliminated entirely because the things subjectively measured, such as punctuality and appearance, are not "necessarily appropriate for someone in (the Administrator's) position." Councilmember Piening suggested that the Administrator could repeat the same objectives for another cycle or select new ones; he thought this should be done before too much time lapses into the new year, preferably before the next meeting, to give the Administrator every opportunity to meet and/or exceed them. Based on the fact that City Council has looked to the Personnel Committee to establish the criteria and to generate the Administrator's evaluation, Councilmember Piening stated that the Committee should make a recommendation to the balance of Council on what percentage of the Administrator's evaluation should be subjective.

**MOTION: Councilmember Piening moved to recommend decreasing the subjective portion of the Administrator's evaluation from 30% to 15% for the 2011 evaluation; Councilmember Bettelli seconded; the motion PASSED UNANIMOUSLY.**

## **6. New Business**

### **Review of Capital Budgets and Long-Range Capital Plans for General Government and the Building Department**

#### **General Government**

Administrator Tucker explained that the goal in reviewing Capital Budget is to think about those needs that the City will have over time – things are going to wear out – and to plan for the replacement; occasionally something new comes up or something wears out that was not planned.

Court software upgrade \$50,000

Administrator Tucker explained that the City's court program is an old DOS-based system for which the City relies on one (1) individual for maintenance; this item was deferred last year. The City will network with other local governments to determine the best alternative.

Replace Connector message board (possibly with computerized model) 15,000

Replace Breach Inlet message board (possibly with computerized model) 15,000

These boards are changed as needed by Recreation Department personnel; the City would prefer to have message boards that could be changed electronically via a computer. Councilmember Piening asked whether the City's ordinances allowed for an electronic message board; Administrator Tucker assured him that she would research the ordinances. Chair Thomas suggested "dressing up" the existing message boards.

Replace HVAC equipment (FY12 expense for Council Chambers)	12,000
The Administrator explained that this unit is quite old and parts are increasingly difficult to locate; therefore, replacement will be necessary when it fails again. Staff believes it is prudent to prepare for that event.	
Replace staff computers (6 computers/4 yr. aver life = approx. 1.5/yr.)	900
The City's computers are on a four-year (4 yr.) replacement cycle using state contract purchasing.	
New fireproof cabinet for critical records	3,500
Administrator Tucker suggested deferring to FY13 and hopefully eliminating it at that time. Presently, the City is required to maintain paper copies of minutes despite efforts to digitize them; funds are included in FY12 for further digitization of City records.	

Administrator Tucker indicated that both the replacement of the parking lot fencing at City Hall and the audio/visual system for Council Chambers were deferred from FY12 to FY13.

### **General Government, Special Projects**

Undergrounding of utility lines	75,000
The City has made it a practice to include funds for this project to use as matching funds for the SCE&G Non-standard Service Clause funds.	
Digitize historical records (minute books, ordinances)	7,500
Create City-wide intranet for employees and Council	10,000
The City does not currently have a means of communicating with its employees and City Council in mass, relative, for example, to approaching emergency situations or City policies.	
Implement on-street parking management program	30,000
The City does not, at this moment, know where this initiative is headed, but staff thought it was important to have a placeholder in FY12 for the possibility that funds are needed for activities to enable the process to move forward.	

### **General Government, Facility Maintenance**

Replace Council chairs	3,000
The chairs at the dais are beginning to look rather unsightly.	
Elevator maintenance	2,500
Routine annual expenditure.	
Improve parking lot (parking stops, driveway, sod, irrigation repairs)	15,000
Many of the parking stops are damaged, and the area between the edge of the road and the edge of the parking lot has severely eroded. The proposal is to dress up the parking lot by establishing an ingress/egress, sodding the remainder of the area to prevent it from eroding and repairing the irrigation system; it would be a post-renovation improvement to the site.	

### **Building Department**

Replace staff computers (4 computers/4 yr. Aver life = approx. 1/yr.)	900
Computers are on a four-year (4 yr.) replacement cycle; purchased through state contract purchasing.	

### **Building Department, Facility Maintenance**

Generator maintenance (City Hall generator)	1,500
Routine annual expenditure.	

Preparation of old building to serve as rental property 15,000  
Staff thought it prudent to include a figure for things that must be done in order to rent the building; for example, the kitchen ceiling collapsed yesterday as the result of an animal eating through pipes, creating a leak.

Administrator Tucker remarked that revenues from tourism sources are much better than was anticipated when the FY11 budget was approved; she indicated that this will be helpful in that the City may be able to use less of the fund balances than was budgeted and, in some cases, none at all.

**7. Miscellaneous Business**

**Next Meeting Date: 5:45 p.m., Tuesday, March 1, 2011.**

**8. Executive Session – not needed**

**9. Adjourn**

**MOTION: Councilmember Piening moved to adjourn the meeting at 6:08 p.m.; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk