

## PERSONNEL COMMITTEE

9:00 a.m., Wednesday, April 3, 2013

The regular meeting of the Personnel Committee was held at 9:00 a.m., Tuesday, April 3, 2013 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmember Bettelli and Stone, Chair Thomas, Administrator Tucker, Assistant to the Administrator Dziuban and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Thomas 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 Previous Meeting's Minutes

**MOTION:** Councilmember Stone moved to approve the minutes of the regular meeting of March 7, 2013 as written; Councilmember Bettelli seconded and the motion passed unanimously.

3. Citizens' Comments – None

4. Old Business

### Review of FY14 Budgets for General Government and the Building Department

#### Mayor and Council

Administrator Tucker stated that work is continuing on the CALEA budget that was requested at a previous meeting; the budget should be available for the Ways and Means Committee meeting.

Based on an inquiry by a Councilmember, the staff has investigated iPads for Council in an effort to go paperless. Staff has learned that the City's current internet provider VC3 has given the City a proposal for leasing iPads that includes setup, technical assistance, training and support; this concept is appealing since the City does not have a person to serve in a support position for all of Council. Their proposal is for ten (10) iPads, one (1) for each Councilmember and one (1) for a staff member, for sixteen thousand eight hundred dollars (\$16,800).

Assistant Dziuban reported that her contact at VC3 emphasized the point that Council needs to be committed to making the change. Their current structure for the lease is for three (3) years, but the Assistant asked that the City be given a one (1) year lease in order to revert back to paper in case Council changes its mind. VC3 has not responded to the request for one (1) year.

The Administrator is concerned that, if the transition is not successful, staff will be doing two (2) functions – an iPad system the City is paying for and generating paper packets.

Councilmember Bettelli asked if there was a state contract program. Administrator Tucker responded that she has learned that this is not simply the City buying iPads and distributing them to Council to use; there is programming that goes with them related to Council packets.

The City of Georgetown has made this transition, and the Administrator did speak with them; they went with a very complex system for City documents. It is possible to purchase iPads via state contract, and Administrator Tucker did volley a contact to this hardware seller. Leasing is appealing because the City will not end up with the equipment if the experiment fails.

Assistant Dziuban noted that another advantage to leasing is that, if one breaks, it will be replaced by VC3.

Councilmember Stone indicated that he was not excited about spending an additional sixteen thousand dollars (\$16,000) this year when the budget is already stretched with the new approach to purchasing equipment. He asked if the lease would be an annual expense and was told that it will be; as long as the City uses VC3's services, the cost will be one hundred forty dollars (\$140) per month per iPad.

The Administrator explained that, when the City tried going paperless before, it did not work; it proved to be useful to a minority of Council, and staff was doing double work to send electronically and to generate paper packets.

Councilmember Stone added that he understood the goal was to make it less expensive and more streamlined; Administrator Tucker said the City would not know if it was saving any money until the iPads had been in use for some period of time.

Councilmember Bettelli stated that he thought spending fifty thousand dollars (\$50,000) to learn whether Council really wants to go paperless is a hefty investment.

Administrator Tucker indicated that she was pleased to learn that VC3 was involved in this type of business because the City has a relationship with them and knows their service delivery.

### General Government

An item that will need to be added to the next version of the budget is the costs related to re-issuing new hurricane re-entry stickers; they age out in January 2014. The cost is estimated to be five thousand dollars (\$5,000) to produce the stickers and the mailing of stickers to residents on the island.

### Building and Planning

Changes since the last review include reductions in workers compensation, as well as vehicle fuel and oil based on usage in the department and increases in printing and office supplies in anticipation of a change in the business licenses' due date. There was considerable discussion at Ways and Means about the expense for training for the Planning Commission and Board of Zoning Appeals; of the forty-five hundred dollars (\$4,500) allocated to legal fees, only one thousand dollars (\$1,000) is for annual training for the two (2) groups, and the balance is legal work related to cases that come before the Board of Zoning Appeals or for ordinances.

This budget increases by five percent (5%) over the FY13 budget.

Chair Thomas asked for more information relative to the five thousand dollars (\$5,000) needed for the change in business license due dates; Director Kerr responded that the change will necessitate computer software modifications and the costs of a mailing to notify license holders of the change.

### Judicial and Legal

Administrator Tucker reiterated that the increase in *Professional Services* was based on the increased use of the prosecutor.

The Administrator recalled that she had been asked by a Councilmember about the City Attorney's hourly rate, which is one hundred twenty dollars (\$120) per hour; the hourly rate has not changed since Attorney Halversen was appointed. Typically attorneys with her level of expertise are getting three hundred dollars (\$300) an hour in this market.

### Capital Budget

#### General Government

##### Capital Purchases

Replace generator to power all of City Hall	105,000
Municipal and livability court sign at City Hall	5,000
Replace wooden welcome sign-Connector entrance	15,000
Replace 2 message boards (possibly w/computerized model)	35,000
Replace HVAC (only with failure)	5,000
Holiday light displays (recommendation from State ATAX)	25,000

Administrator Tucker noted that the welcome and courts signs are re-budgets from the current year, and they may be completed in this fiscal year. The holiday light displays were in a previous budget and did not survive the process, but the ATAX Committee sees additional light displays as a way to invite people to the island in the off-season.

##### Special Projects

Undergrounding of utility lines	75,000
Placeholder if SCE&G has small project	
Volume licensing of Microsoft Office (3-yr city-wide contract)	11,000
Wayfinding signs and parking mgmt. plan, phases III and IV	81,000
Land improvements (parking, landscaping), 1207 & 1301 Palm	42,000

The Administrator commented that the land improvements are re-budget items; the only part completed at this site are the two (2) driveways on Oak Harbor. Yet to be done are the re-surfacing and new parking stops at 1207 Palm; nothing will be done at 1301 Palm pending the completion of SCE&G's work and the resolution of NPDES issues at the Public Works site.

The Building Department has no capital purchases in FY14.

The budgets as presented do not contemplate a tax increase.

Administrator Tucker then drew attention to the fund balance schedules that are in the beginning of this version of the FY14 budget. For these schedules, one looks to the most recent year end audited balances, i.e. FY12; the following year's budget projections of revenues, expenditures and transfers in/out are dropped in to arrive at a projected year-end FY13 balance for each of the many funds the City has. At this point in the budget year, the coming year's budget estimates are laid in to get a reasonable idea of how the next fiscal year will end. The Administrator reiterated that FY14 presents a different picture of fund balances because it is the first year that the City begins to save money for future asset purchases; she also reminded Committee members that the money is not gone, but is held in savings for the future.

5. **New Business** – None

6. **Miscellaneous Business**

**Next Meeting Date: 9:00 a.m., Tuesday, May 7, 2013 in the Conference Room.**

7. **Executive Session** – not needed

8. **Adjourn**

**MOTION: Councilmember Stone moved to adjourn the meeting at 9:37 a.m.; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk