

PERSONNEL COMMITTEE

11:00 a.m., Wednesday, March 2, 2016

The regular meeting of the Personnel Committee was held at 11:00 a.m., Wednesday, March 2, 2016 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Bettelli and Ferencz, Chair Harrington, Administrator Tucker, Assistant Administrator Fragoso and City Clerk Copeland; a quorum was present to conduct business.

1. Chair Harrington called the meeti 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 Bettelli moved to approve the minutes of the regular meeting of February 4, 2016 as submitted; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.

3. Citizens' Comments – None

4. Old Business – None

MOTION: Councilmember Bettelli moved to reorder the *Agenda* to address item B under New Business next; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.

5. New Business

B. Award of a contract to JEMS for court software for Professional Services related to the online payment of criminal and traffic tickets

Chair Harrington stated that he has spoken with the Clerk of Court Amy Lee; the money is in the FY16 budget and the program is critical to the court process.

Treasurer Suggs said that the quote in-hand is for fourteen thousand seven hundred dollars (\$14,700), but the quote is not current; therefore, she has increased the FY17 budget to sixteen thousand dollars (\$16,000).

Administrator Tucker reported that this will be a sole source contract for compatibility reasons.

The Treasurer indicated that the program would allow the recipients of criminal or traffic tickets to go to the City's website and be linked to the website that will accept the ticket payment online, and, by using a different vendor, the City will be able to take online payments on the City's website for paying parking tickets; therefore, giving the customer more flexibility. JEMS will be working with T2 Systems to build a bridge between the two (2) programs; the annual maintenance fee will be about twenty-seven hundred dollars (\$2,700).

MOTION: Councilmember Bettelli moved to recommend a sole source contract award to JEMS for court software related to the online payment of criminal and

parking tickets; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.

C. Approval of Veterans Day, Friday, November 11th as the 2016 Floating Holiday

Administrator Tucker informed the Committee that the employee selection for 2016 was a tie between Good Friday, March 25th and Veterans Day, Friday, November 11th; since the County also recognizes Veterans Day as a holiday and it is outside the tourist season, the Administrator broke the tie and selected Veterans Day as the 2016 Floating Holiday. She also recalled that Easter in 2015 had been much busier than expected.

MOTION: Councilmember Bettelli moved to recommend to City Council to designate Veterans Day, Friday, November 11th as the 2016 floating holiday; Councilmember Ferencz seconded and the motion PASSED UNANIMOUSLY.

A. Review of FY17 Capital Budget for General Government and the Building Department

In order to produce the Capital Budgets, staff begins by checking what has been completed in the current year; unfinished projects are typically rolled into the coming budget year and added to the projects assigned for purchase or replacement in the coming budget year. Once that list is compiled, the items to be replaced are evaluated to determine if they can be deferred for a year or must be replaced, and items that are in out-years are reviewed to determine if any need to be moved up to another budget year. Those items that are included in the FY17 Capital Budget are also assigned a replacement year in the future.

Items in General Government on the Capital Budget for FY17 are as follows:

- replacing HVAC, only with failure,
- additional holiday light displays;
- audio/visual projector system for Council Chambers;
- re-budget integrated financial software package;
- radio replacements; and
- re-budget of court walk-through, metal detector and wand.

Special Projects in General Government for FY17 include the following:

- tablets for Council, Clerk, Admin and IT staff;

[There has been advocacy for the City to rely less on paper and to move to an electronic format; when it has been discussed in the past, Councilmembers wanted to use their own devices with different software, different capabilities, etc. For a successful conversion to electronic, staff believes that all of Council should have the same device loaded with the same software and capabilities devoted solely to City business. Staff could then send the information to each Councilmember electronically, and the devices could easily be brought to meetings for reference. Since most people have smart phones, laptops and/or tablets, staff is confident that Council can adapt to the technology and be successful. Treasurer Suggs agreed with Chair Harrington that

there is value for Department Heads to also have tablets, so the number was increased to twenty (20). The equipment would consist of a tablet with a ruggedized case.]67

- proposed Microsoft Office 360 licensing software for all City users with unlimited email storage and increased cloud storage;

[The program would allow for unlimited storage of email as well as document storage; by moving to this license, the City would have the ability for each individual user to add up to five (5) additional devices. This system would also allow for the archiving of email and central storage.]

- re-budget the implementation of Phase III of Wayfinding Plan (construct and install signs); this goes back to the original wayfinding sign plan; and
- undergrounding of utility lines.

The Administrator reported that the Public Works Committee had a presentation from SCE&G about the non-standard service clause of the franchise agreement; the result of the discussion was to begin to accumulate funds rather than to re-budget the same seventy-five thousand dollars (\$75,000) year after year in order to do a meaningful project in the future.

The only item that rolled forward on the Building Department's Capital Budget was the replacement of the pickup truck, and it was deferred for the third year.

Councilmember Ferencz asked that the money budgeted for the undergrounding of utility lines be moved to the Public Works capital budget, and the Administrator saw no problem with doing that.

Administrator Tucker stated that, when the Committee reviews the operating budget next month, she will be proposing that the City Treasurer become a full-time employee.

6. Miscellaneous Business

Next Meeting Date: 11 a.m., Wednesday, April 6th in the City Hall conference Room.

7. Executive Session – unnecessary

8. Adjourn

MOTION: Councilmember Ferencz moved to adjourn the meeting at 11:58 a.m.; Councilmember Bettelli seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland
City Clerk