

PERSONNEL COMMITTEE

5:45 p.m., Wednesday, March 3, 2010

The regular meeting of the Personnel Committee was held at 5:45 p.m., Wednesday, March 3, 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, Assistant to the Administrator Dziuban 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 Previous Meeting's Minutes

MOTION: Councilmember Bettelli moved to approve the minutes of the regular meeting of February 2, 2010 as submitted; Chair Piening seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments** - None

4. **Old Business**

Update on City Administrator's Assignment from Personnel Committee

Administrator Tucker reported that the work was ongoing and very near completion, and she anticipated meeting the completion deadline of the end of March. She stated that the Committee could hold a special meeting to review the information, or it could be sent to them for study and presented at the regular April meeting. Chair Piening said that he saw no need for a special meeting and the April meeting would be fine.

The Administrator explained that she had been having regular meetings with Department heads since the first of the year on setting their goals; she added that she had encouraged each of them to make the goal simple and achievable for this first year. She hoped to establish a process from which success builds on success from year to year.

Chair Piening noted that this process was not merely an experiment, but the beginning of a new process for the City's employees. He hoped that it would be useful and valuable.

5. **New Business**

Review of Operating Budgets for General Government and the Building Department

Building Department – Operating Budget

Administrator Tucker stated that she would provide information on the bolded numbers that indicate changes from the prior year's budget, but she would answer any questions the Committee had on other figures. She also reviewed the entire budget preparation process for the benefit of the new Council member on the Committee.

Salaries – Supervisors and employees	\$194,334
The Administrator explained that the City Council had approved a figure for the one-time adjustment in the last budget year, and a portion of that was still available in a pool for 6 months of this year. There has been a cushion added for the first 6 months of 2011; that cushion will not exceed \$3,600.	
FICA expense	14,867
Retirement expense	18,248
Administrator Tucker stated that these 2 figures are percentages of the salaries that are dictated by federal and state entities.	
Group health insurance	35,622
The City has been advised that the pool has had a bad year and that a significant increase is projected.	
Workers' compensation	6,185
This increase is a function of rates by job class and includes an overall rate increase of 5%.	
Memberships and Dues	1,500
Increased based on actual expenses as they are tracking for the current year.	
Vehicle fuel and oil	5,049
Increased because FY10 budget failed to include fuel for the Director's vehicle.	
Electricity and Gas	3,750
As in FY10, based on 6 months in current building and 6 months in City Hall.	
Water and sewer	1,320
As in FY10, based on 6 months in current building and 6 months in City Hall.	
Maintenance and service contracts	5,540
Addition is housekeeping services, HVAC & pest control for 6 months in City Hall.	
Professional Services	8,000
Director Kerr has asked that this line item be increased to \$9,000 for computer support for the business license, short-term rental license and permitting programs that were written specifically for the City.	

Overall the Building Department's FY11 Operating Budget has an increase of one percent (1%) over the FY10 Operating Budget.

General Government – Operating Budget

Administrator Tucker directed the Committee's attention to bottom line indicating a nine and three tenths percent (9.3%) increase in the FY11 budget over the FY10 budget; she explained that the increase comes from a debt service payment that has, up to now, been paid from residual bond proceeds, but must now be paid from operating funds.

Salaries – Supervisors and Employees	313,681
The pool available for January through June, 2011 is \$6,000.	
FICA expense	23,997
Retirement expense	29,455
Group health insurance	37,092
Workers' Compensation	10,043
Explanations for these increases were given above.	

Debt Service – Principal	378,000
Debt Service – Interest	358,114
Large increase due to fact that, in previous years, interest had been paid from residual bond proceeds that are no longer available.	
Water and sewer	3,200
Increase based on actual expenses as they are tracking for the current year.	
Medical and lab	800
Increase based on actual expenses as they are tracking for the current year.	
Rents and leases	8,520
Increase is result of bearing 100% of copier lease that was previously split with the Police Department	
Employee training	15,500
From the Disaster Preparedness Drill, it was evident that all personnel need to get the National Incident Management System (NIMS) training, and staff would benefit from city-wide Excel/Word training	
Professional Services	36,702
Included in the figure is the cost to begin digitizing the City’s historical records. This follows the City’s paperless initiative and would allow for the historical minutes to be posted on the website for review and ease of reference.	

Administrator Tucker pointed out the reduction to newspaper advertising as requested by City Council.

Chair Piening was concerned that the City maintained two (2) off-site storage locations and questioned that storage space might be found in the Public Safety Building. Administrator Tucker stated that some records likely could be culled from storage, but that there were financial and payroll records that needed to be retained. In addition, in the event of a storm, many of the City’s files that are used daily would be relocated to the storage unit for protection from the storm. She also reported that requests had been placed with the state to destroy certain City records.

Chair Piening asked if personnel records could be digitized and retained on computer rather than paper; Administrator Tucker responded that she would inquire about legal regulations regarding personnel records.

On the subject of merit increases, Chair Piening asked how staff had determined the pool of money that would be available for distribution. The Administrator explained that part of the figure represents the impact of calendar year 2010 merit increases and the other part of the figure anticipates six (6) months of the calendar year 2011 merits.

Discussion followed that having the merit represented by a percentage rather than a dollar amount would be easier for Committee members to relate to. Administrator Tucker stated that a change to percentage could be made for departmental budgets not yet presented if that was what the Committee wanted.

MOTION: Chair Piening moved to approve the FY11 Operating Budgets for the Building Department and General Government as presented to go forward to the Ways and Means Committee; Councilmember Bettelli seconded and the motion **PASSED UNANIMOUSLY.**

6. Miscellaneous Business

Next Meeting Date: 5:45 p.m., Tuesday, April 6, 2010.

7. Executive Session

MOTION: Chair Piening moved to go into Executive Session at 6:35 p.m. to discuss the City Administrator's annual evaluation; Councilmember Bettelli seconded and the motion **PASSED UNANIMOUSLY.**

The Committee returned to regular session at 6:58 p.m.; Chair Piening announced that there had been no votes or actions taken in Executive Session.

8. Adjourn

MOTION: Councilmember Bettelli moved to adjourn the meeting at 7p.m.; Chair Piening seconded and the motion **PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland
City Clerk