

PERSONNEL COMMITTEE

5:30 p.m., Tuesday, February 3, 2009

The regular meeting of the Personnel Committee was held at 5:30 p.m., Tuesday, February 3, 2009 in Council Chambers of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Chairman Piening, Committee members Loftus and Taylor, City Administrator Tucker, Assistant to the Administrator Dziuban and City Clerk Copeland.

1. Chairman Piening called the meeting to order and acknowledged that the press and the public had been duly notified of the meeting in accordance with the Freedom of Information Act.

2. Approval of Previous Meeting's Minutes

Before the motion for approval was made, Councilman Loftus indicated that the word "play" that appears three (3) lines from the bottom of page 2 should be "plan."

MOTION: Councilman Loftus moved to approve the amended minutes of the regular meeting of January 15, 2009; Councilman Taylor seconded and the motion PASSED UNANIMOUSLY.

3. Citizens' Comments - None

4. Old Business

Consideration of Term Limits for Members of Board and Commissions

Chairman Piening stated that, to some extent, the practice of allowing interested members to serve multiple terms had been observed when the Personnel Committee made its recommendations for appointments in 2008 in that persons who had served a partial or one (1) term were re-appointed for another term. He noted that there had been a number of qualified applicants in 2007 and 2008, and, to insure that the City's residents remain interested in serving, it might be prudent to limit the service on boards and commissions to two (2) consecutive terms – assuming that there were qualified applicants from which to choose.

Councilman Loftus posed two (2) questions:

- (1) What would be the eligibility of someone who had filled a partial term?
- (2) Would it be possible for someone to be appointed after a break in service?

Councilman Piening responded that he thought a person who had filled a partial term would be eligible to serve two (2) terms plus the partial term. He thought that the second question deserved some discussion.

Councilman Taylor expressed his opinion that this suggestion eroded City Council's decision-making ability because City Council made the final decision on the appointments to boards and commissions. He stated that the system has worked well because anyone who wished to serve did so only at the will of Council.

Councilman Loftus remarked that another reason he liked the idea of limiting terms was that new people brought fresh ideas and fresh energy to a committee. He expressed the opinion that rarely were people not re-appointed if they wanted to be.

Administrator Tucker recalled a time that there was a complete turnover on the Board of Zoning Appeals; her memory was that incident occurred before applicants were interviewed.

Councilman Loftus recounted that the motion made in City Council had been a blanket motion to approve the recommendation of the Personnel Committee and there had not been an opportunity to discuss individual persons. Councilman Taylor countered that every member of Council has the opportunity to offer an amendment to a motion; he also stated that a limit to terms would require an ordinance and the decision to do that should be made by Council.

Administrator Tucker explained that the Committee needed to check the Comprehensive Planning Act before establishing term limits for the Planning Commission or the Board of Zoning Appeals as the subject may be addressed there. She also stated that there were often strong benefits to continuity, particularly with the Board of Zoning Appeals, because it is a quasi-judicial body that requires annual training.

Chairman Piening recommended that the members consider the option of term limits for members of boards and commissions for further discussion at the next meeting. In the meantime, the Administrator offered to check with other municipalities to find out if they have term limits.

5. New Business

A. Review of Capital Budget for General Government and the Building Department for FY 2009-2010

Since the Building Department had the shorter budget, Administrator Tucker began with it. For the upcoming fiscal year, the only expenditure not related to the demolition of the building and rehabilitation of the space for parking was a telephone system for seven thousand five hundred dollars (\$7,500). The costs related to the demolition and

rehabilitation of the space were included in the bond for the Public Safety Building; they are as follows:

Demolition of Building Department	\$10,000
Rehab of former Bldg Dept site for overflow parking	10,000
Asbestos/lead survey	1,200
Possible hazardous material removal	7,000
Moving Expenses	<u>3,000</u>
Subtotal	\$31,200
Telephone System	<u>7,500</u>
Total Building Department Capital Budget FY 2009-2010	\$38,700

Administrator Tucker began her comments noting that she and the Treasurer had checked all of their resources, but there was the possibility that something had been overlooked; she informed the members of the Committee that she would appreciate all of their input on the budgets.

The Administrator informed the Committee that included in the Capital Budget were major maintenance items that would be coming up in the future; when the budgets were finalized, the maintenance items would come off the Capital Budget and be included in the Operating Budget. She also stated that this budget schedule that extended through year 2019 was a planning tool; items listed in the out years would be subject to discussion again and approval or rejection at the appropriate time.

Administrator Tucker reported that certain items would appear in the budget for all departments, for example the replacement of computers or heating and air conditioning systems. She explained that the City did not have a system that dictated the replacement of assets each year, but that assets were replaced when they no longer functioned. Since no one can predict when a computer will fail, for example, placeholder figures have been inserted into each departmental budget for every year; if it were to happen that no computers had to be replaced, so much the better. The Administrator also stated that, as desktop computers were replaced, they were being replaced by laptops; this decision had been made several years ago because the laptops could be easily removed when an evacuation was ordered.

The telephone system listed for the Building Department has a corresponding entry in the General Government Capital Budget as the system would be a part of the consolidation of the two (2) departments into City Hall. The Police Department phone lines and system will be moving with them. In response to Councilman Loftus' question, the Administrator answered that the telephone system had not been a part of bond for the Public Safety Building and subsequent changes to the Building Department and City Hall.

In addition to the cost of City Hall renovations, the General Government Capital Budget included its portion of the telephone system and one (1) additional fireproof cabinet for the storage of historical minute records. Administrator Tucker stated that possibly General Government could digitize its records as the Building Department has begun to do.

Councilman Taylor stated that the minutes were all keyed into computers; therefore, they were digitized. He asked if they were printed for storage purposes. The Administrator explained that the City has chronicled hardcopy minute books that were stored in the judges' chambers, and the bulk of them were in fireproof cabinets. In addition, there were digital copies of the minutes on the Clerk's computer and the Assistant's to the Administrator computer. Assistant Dziuban explained that, once the minutes have been posted to the website, they were also stored in the VC3 server in Columbia. Councilman Taylor mentioned that at some time in the future, if Council were to decide it was worth the expense, all of the past minutes could be digitized to the VC3 server.

Administrator Tucker said that, if the City were to decide to go completely digital, she would want to ensure that there was a method whereby someone could be directed to the site, log on and have access to the stored information. Councilman Taylor noted that this could be arranged through VC3. Assistant Dziuban reported that the information stored with VC3 was not searchable now. The Administrator expressed to the Committee that they would be amazed at the number of times that the minute books were referenced and how useful they were to the staff and the public.

General Government Capital Budget, FY 2009-2010

City Hall renovation to include Building Department (Included in Public Safety Building bond)	\$223,120
Telephone system	20,000
Additional fireproof records cabinet	<u>3,000</u>
Total General Govt Capital Budget	\$246,120

The next section of the General Government Capital Budget was Non-capital Special Projects as follows:

General Government Special Projects, FY 2009-2010

Ongoing monitoring of shoreline/long term beach management	\$ 50,000
Establish reserve for future beach restoration projects	100,000
Undergrounding of utility lines	<u>75,000</u>
Total Non-Capital Special Projects	\$ 225,000

The ongoing beach management reserve was a recommendation from the Long-Term Beach Monitoring Plan; the reserve for future projects was a commitment to be prepared for future restoration. Placing utility lines underground was a continuing commitment that the City made last year.

On the subject of underground lines, Councilman Taylor asked the Administrator for the balance in the SCE&G Non-standard Service Clause; Administrator Tucker stated that it was around three hundred thousand dollars (\$300,000).

Councilman Loftus expressed his concern for the effects the present economy would have on the City's revenues and said that the City should be as frugal as possible when working through the FY 2009-2010 budget.

Councilman Taylor suggested that the Committee focus on FY 2009-2010 and, between now and the next meeting, look at future items and determine what could be moved even further into the future. He repeated what the Administrator had said earlier that there were only two (2) items on the FY 2009-2010 budget that were not related to the consolidation of General Government and the Building Department.

B. Consideration of Replacement for Suzanne Galloway on Board of Zoning Appeals

Administrator Tucker informed the Committee members that, if they needed to refresh their memories about the candidates interested in serving on the Board of Zoning Appeals, there were copies of their applications and interviews available tonight.

Councilman Loftus suggested that all persons interested in serving on a board or commission should interview each year; he noted that there were people in the candidate pool that had not been interviewed by any one of the current Personnel Committee members. He mentioned the possibility that there may be one or more persons who have been on the present candidate list for a couple of years who were not now interested in or able to serve.

MOTION: Councilman Loftus moved for all persons interested in serving on a board or commission submit an application and be interviewed each year; Chairman Piening seconded and the motion PASSED UNANIMOUSLY.

MOTION: Chairman Piening moved to appoint Frances Anderson to fill Suzanne Galloway's un-expired term, expiring at the end of December 2010, on the Board of Zoning Appeals; Councilman Taylor seconded and the motion PASSED UNANIMOUSLY.

6. Miscellaneous

Next Meeting Date: 5:30 p.m., Monday, March 2, 2009

**MOTION: Councilman Loftus moved to adjourn the meeting at 6:43 p.m.;
Councilman Taylor seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland
City Clerk