

ORDINANCE 2016-10

AN ORDINANCE AMENDING TITLE 1, GOVERNMENT AND ADMINISTRATION, CHAPTER 3, PROCEDURES, COMMITTEES, ORDINANCES AND USE OF CODE, ARTICLE B, STANDING COMMITTEES, SECTION 1-3-31, "MEMBERSHIP; APPOINTMENT; RESPONSIBILITIES," OF THE CITY OF ISLE OF PALMS CODE OF ORDINANCES TO PROVIDE THAT THE PERSONNEL COMMITTEE'S DUTIES SHALL INCLUDE SCREENING, INTERVIEWING AND RECOMMENDING CANDIDATES FOR APPOINTMENTS TO BOARDS AND COMMISSIONS OF THE CITY.

BE IT ORDAINED AND ENACTED BY THE MAYOR AND COUNCIL MEMBERS OF THE CITY OF ISLE OF PALMS, SOUTH CAROLINA, IN CITY COUNCIL ASSEMBLED:

SECTION 1. That Section 1-3-31, Subsection (C)(5), "Personnel Committee," is hereby amended by adding a new paragraph (f) to state as follows:

"If requested, assist City Council in screening, interviewing and recommending candidates for appointments to Boards and Commissions of the City."

SECTION 2. That should any part of this Ordinance be held invalid by a Court of competent jurisdiction, the remaining parts shall be severable therefrom and shall continue to be in full force and effect.

SECTION 3. That all ordinances or parts of ordinances conflicting with the provisions of this Ordinance are hereby repealed insofar as the same affect this Ordinance.

SECTION 4. That this Ordinance take effect and be in full force immediately.

PASSED AND APPROVED BY THE CITY COUNCIL FOR THE CITY OF ISLE OF PALMS, ON THE _____ DAY OF _____, 2016.

Richard F. Cronin, Mayor

(Seal)

Attest:

Marie B. Copeland, City Clerk

First Reading: _____

Public Hearing: _____

Second Reading: _____

Ratification: _____

Title 1 – Government and Administration
Chapter 3. - Procedures, Committees, Ordinances and Use Of Code
Article B. - Standing Committees

Sec. 1-3-31. - Membership; appointment; responsibilities.

- (A) All committees shall consist of three (3) members selected from the Mayor and Council, except for the Ways and Means Committee, which shall consist of the Mayor and the other Councilmembers.
- (B) All Councilmembers shall be appointed to at least one (1) committee other than the Ways and Means Committee and shall serve on such committee, unless the Councilmember refuses such appointment. If a Councilmember refuses such appointment, then the Councilmember shall have no right to require appointment to a different committee.
- (C) The standing committees and their respective areas of responsibility are as follows:
 - (1) *Ways and Means Committee.* The Ways and Means Committee, which shall consist of all Councilmembers. The committee's duties are to:
 - (a) If requested, assist the City Administrator in the annual budget ordinance through:
 - (1) Review of all sources of revenue and development of annual income estimates;
 - (2) Review of all departmental, committee, board, general government, or other expense budgets;
 - (b) Review monthly cash on hand reports and budget status and recommend revisions if necessary;
 - (c) Review all policies and procedures regarding ways and means and make recommendations as appropriate;
 - (d) Review all other matters pertaining to City finances and which the name of the committee implies;
 - (e) Examine into and report upon all petitions and other matters referred to them by the Mayor and Council; and
 - (f) Review all matters regarding the City real and personal property.
 - (2) *Public Safety Committee.* The Public Safety Committee, which shall consist of three (3) members. The committee's duties are to:
 - (a) If requested, assist the City Administrator in the preparation of the annual expense budget for the Police and Fire Departments;
 - (b) Review policies and procedures regarding the Police and Fire Departments and make recommendations as appropriate; and
 - (c) Examine into and report upon all petitions referred to them by the Mayor and Council.
 - (3) *Public Works Committee.* The Public Works Committee, which shall consist of three (3) members. The committee's duties are to:
 - (a) If requested, assist the City Administrator in the preparation of the annual expense budget for the Public Works Department;
 - (b) Review policies and procedures regarding the Public Works Department and make recommendations as appropriate;
 - (c) Review requests for streetlights and periodically review the street lighting system within the City; and

- (d) Examine into and report upon all petitions and other matters referred to it by the Mayor and Council, using due diligence thereon.
- (4) *Recreation Committee.* The Recreation Committee, which shall consist of three (3) members. The committee's duties are to:
- (a) If requested, assist the City Administrator in the preparation of the annual expense budget for the Recreation Department;
 - (b) Review policies and procedures regarding the Recreation Department and make recommendations as appropriate;
 - (c) Work to provide recreational opportunities for all citizens and report to City Council on the condition of the recreation center and the activities of the Recreation Department; and
 - (d) Examine and report upon all petitions and other matters referred to it by the Mayor and Council.
- (5) *Personnel Committee.* The Personnel Committee, which shall consist of three (3) members. The committee's duties are to:
- (a) Assist the City Administrator, if requested, in the preparation of budget estimates for costs related to personnel management;
 - (b) Review personnel management policies, wage scales, and benefits regarding all City employees and make recommendations to City Council as appropriate;
 - (c) Assist the City Administrator in the annual employee evaluation process by:
 - (1) Reviewing and recommending to City Council approval of Employee Performance Evaluation methods developed by the City Administrator and department managers;
 - (2) Developing and recommending to City Council approval of the method of the City Administrator's annual performance evaluation;
 - (3) Preparing summary data regarding the results of the annual employee performance evaluation and recommending to City Council any proposed revisions regarding personnel;
 - (d) Serve as the hiring committee to fill a vacancy in any City department manager position. The chairman of the Personnel Committee shall serve as chairman of the Hiring Committee;
 - (e) Investigate and report to City Council regarding any petitions and other matters referred to it by City Council;
 - (f) If requested, assist City Council in screening, interviewing and recommending candidates for appointments to Boards and Commissions of the City.-
- (6) *Real Property Committee.* The Real Property Committee, which shall consist of three (3) members. The committee's duties are to:
- (a) Assist the City Administrator, at the City Administrator's request, in the preparation of annual budget estimates for the operation and maintenance of the real property owned or leased by the City;
 - (b) Review policies and procedures regarding the use and maintenance of all real property owned, leased or controlled by the City and make recommendations to City Council as appropriate;
 - (c) Monitor and review all existing or proposed leases of real property owned or to be leased by the City;
 - (d) Examine and report upon all petitions and other matters referred to it by the Mayor and City Council.