



Personnel Committee

9:00 a.m., Tuesday, February 8, 2022
1207 Palm Boulevard Isle of Palms, South Carolina
Council Chambers

Public Comment:

All citizens who wish to speak during the meeting must email their first and last name, address and topic to City Clerk, Nicole DeNeane at nicoled@iop.net no later than **3:00 p.m. the business day before the meeting**. Citizens may also provide written public comment here: <https://www.iop.net/public-comment-form> .

Agenda

1. **Call to order** and acknowledgement that the press and public have been duly notified of the meeting in accordance with the Freedom of Information Act.
2. **Approval of previous meeting's minutes** – January 11, 2022
3. **Citizens' Comments** - All comments will have a time limit of three (3) minutes.
4. **Old Business**
 - a. Update on Fire Chief hiring process [\[Strategic Plan Priority 6, Goal b.\]](#)
 - b. Discussion of proposed guidelines for the Spirit of the Island Award to recognize a remarkable single achievement or action by a citizen or organization of the island (a companion award to the Signal 30 award) [\[Strategic Plan Priority 2, Goal c.\]](#)
 - c. Discussion and consideration of Code of Conduct for member of City Council
 - d. Consideration of recommendation from the IOP Water and Sewer Commission for appointment to fill vacancy
5. **New Business**

Discussion of FY23 10-year capital plan for General Government and Building Department [\[Strategic Plan, Priority 3, Goal b.\]](#)
6. **Miscellaneous Business**

Next Meeting Date: 9:00 a.m., Tuesday, March 8, 2022
7. **Executive Session** – If needed.
8. **Adjournment**



Personnel Committee
9:00am, Tuesday, January 11, 2022
1207 Palm Boulevard, Isle of Palms, SC and
broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>

MINUTES

1. Call to Order

Present: Council Members Anderson and Bogosian, Mayor Pounds

Staff Present: Administrator Fragoso, HR Officer Ladd

2. Election of Chair and Vice Chair

MOTION: Mayor Pounds nominated Council Member Bogosian as the Chair of the Personnel Committee. Council Member Anderson seconded the motion. The motion passed unanimously.

MOTION: Mayor Pounds nominated Council Member Anderson as the Vice Chair of the Personnel Committee. Council Member Bogosian seconded the motion. The motion passed unanimously.

3. Approval of previous meeting's minutes

MOTION: Mayor Pounds made a motion to approve the minutes of the November 10, 2021 meeting. Council Member Anderson seconded the motion. The motion passed unanimously.

4. Citizens' Comments – none

5. Old Business

A. Update on Fire Chief hiring process

HR Officer Ladd said that out of 53 applicants, Development Associates has narrowed down the pool to 15 plus 2 alternates. Following interviews regarding the facts of their resumes, the candidate pool will be narrowed down to five. Those five candidates will participate in written exercises and skills evaluations done by a group of former fire chiefs. Social media and media checks have been done on the candidates as well.

Administrator Fragoso said the goal is to narrow the choices down to two candidates by the end of February. She said she has been impressed with the work Development Associates has done to this point. Development Associates expressed optimism about the quality of the candidates. Members of the Fire Department staff will be kept updated on the process.

B. Discussion and consideration of establishing the Spirit of the Island Award to recognize a remarkable single achievement or action by a citizen of the island (a companion to the Signal 30 Award)

Administrator Fragoso said the Spirit of the Island Award is to be “a companion to the Signal 30 Award, and I think that the desire was to have something that would be more easily obtained, a lower set of criteria than the Signal 30 so that the Signal 30 would be used to recognize truly exceptional work and something that would accompany it maybe on a different level that could be used by the community and City Council to recognize members of the community.”

Staff will bring a list of possible criteria to the Committee next month for evaluation.

6. New Business

A. Discussion of establishing a Code of Conduct for City Council

Council Member Bogosian referred to the sample codes of conduct sent to committee members by Administrator Fragoso. Members expressed support for the City of Charleston’s Code of Conduct, specifically that it pointed back to the oath Council members take upon entering office.

Administrator Fragoso said adopting a code of conduct would create a structured process for Council to bring another member into account for their behavior. She added that discussion about a code of conduct should be Council-driven since they would be the party holding someone accountable.

After some discussion about what to include in a code of conduct, Committee members asked staff to bring to the February meeting something that includes the oath of office and is “more geared toward the process by which you hold each other accountable, not necessarily what the appropriate code of conduct might be.”

B. Discussion of selection process for the IOP Water & Sewer Commission vacancy

Administrator Fragoso explained how the process of selecting Commissioners for the Water & Sewer Commission to fill open seats was handled previously. Council Member Anderson said she would like to see the Water & Sewer Commission handle the interviews and bring candidates to City Council for appointment. Administrator Fragoso said she would give the applications to the Water & Sewer Commission to conduct interviews and they can bring forward two candidates to the Personnel Committee to make a recommendation to City Council.

7. Miscellaneous Business

The next regular meeting of the Personnel Committee will be on Tuesday, February 8, 2022 at 9:00am.

8. Adjournment

Mayor Pounds made a motion to adjourn, and Council Member Anderson seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:27am.

Respectfully submitted,

Nicole DeNeane
City Clerk



Spirit of the Island Award

The Isle of Palms City Council may bestow upon a citizen of Isle of Palms the Spirit of the Island Award.

The Spirit of the Island Award is a prestigious award that recognizes an individual or an organization who have made significant contributions to the life and well being of the Isle of Palms. This award will recognize an individual or organization's remarkable single achievement or community service and volunteerism.

Nomination Guidelines

Nomination applications for an individual to be considered for the Spirit of the Island Award must include the following:

Application: the official application form must be fully completed, and accurate contact information must be included.

Biographical Summary: Applications must include a thorough and detailed biographical statement of the nominee's accomplishments with specific details and examples using clear, concise, descriptive language.

Include time periods of memberships, leadership roles, and professional and personal achievements. Materials supporting the nominee's achievements may also be submitted, including professional articles, press releases, etc.

Letters of Recommendation: Application must include letters of recommendation from individuals who can attest to the nominee's character, accomplishments, and significant contributions to the Isle of Palms.

General Guidelines

Completed application must be delivered in person at City Hall or by mail.

Incomplete applications will not be considered.

All nominees are subject to criminal background check conducted by the Police Chief and the HR Manager.

Receipt of completed applications will be acknowledged via mail and the nominator will be notified when a decision on an application is final.

All applications will be reviewed by a nomination committee selected by the Mayor/Personnel Committee. The Personnel Committee will make the recommendation to City Council to issue the award.

Mail application and related documents to:

Mayor Phillip Pounds
1207 Palm Boulevard
PO Box 508
Isle of Palms, SC 29451

NOMINATION APPLICATION

Date of Submission: _____

Nominee Information

Full Name: _____

Name as it is to appear on Award: _____

Street Address: _____ City, State, Zip _____

Phone Number: _____ Email: _____

Nominator's Information

Full Name: _____

Organization Name: _____

Address: _____ City, State, Zip: _____

Phone Number: _____ E-mail: _____

Please include the **Biographical Summary** and **Letters of Recommendation** with the application.

Code of Conduct Applicable to Members of Isle of Palms City Council

A. Code of Conduct – A member shall act at all times in accordance with the member's oath of office (the "Oath"), which provides as follows:

I do solemnly swear that I am duly qualified, according to the Constitution of this State, to exercise the duties of the office to which I have been elected and that I will, to the best of my ability, discharge the duties thereof, and preserve, protect and defend the Constitution of this State and of the United States.

As a Council member of the City of Isle of Palms, I will equally, fairly and impartially, to the best of my ability and skill, exercise the trust reposed in me, and will use my best endeavor to preserve the peace and carry into effect, according to law, the purposes for which I have been elected. So help me God.

B. Member – as used herein, the term "member" includes the mayor and individual members of council.

C. Other Rules – The Code of Conduct applies in addition to the other substantive and procedural rules applicable to members contained in the City Code, and under state and federal laws, including, without limitation, state ethics laws. Without limiting the foregoing, Section 61 of Robert's Rules of Order Newly Revised (11th ed.), as may be amended, shall apply to breaches of order by members in a meeting.

D. Compliance and Enforcement –

1. A public disciplinary hearing against a member for violation of the Oath may be held only upon resolution of council moved and adopted according to the following procedures: (1) a member must move to hold a public disciplinary hearing; (2) two additional members must second the motion; and (3) council must approve the motion by a vote of at least two-thirds (2/3) of members present and voting.

2. A member charged with conduct constituting a violation of the Oath shall be entitled to a public disciplinary hearing. Notice of such hearing shall be published in one or more newspapers of general circulation in the municipality at least one week in advance of the hearing. After the hearing, the question to be considered by council shall be: "Based on the evidence presented during the hearing, has the member (a) intentionally violated the Oath; and/or (b) committed a serious violation of the Oath?" If the question is answered in the affirmative by at least two-thirds (2/3) of the members present and voting, council shall proceed to consider one or more of the following sanctions, which shall be imposed by majority vote of the members present and voting: (a) censuring the member; and/or (b) removing the member's seniority/committee status.

3. Unless prohibited by applicable law, the member accused and/or charged with conduct constituting a violation of the Oath may vote on the motion to set a public disciplinary hearing, the motion to determine whether the member violated the Oath, or any sanctions.

4. Nothing herein shall preclude city council from voting to go into executive session to receive legal advice regarding the interpretation or application of the Oath.

E. Effect of Violation. A violation of this section shall not be considered a basis for challenging the validity of a council or committee decision, nor shall this section create additional rights in third parties or members of the public.

DRAFT

State Code 30-4-90 (Paraphrased)

Below are summaries of the Rules of Conduct found in South Carolina Ethics Reform Act. These can be found on the SC Ethics Commission Web site:

<http://ethics.sc.gov/rulesofconduct>

Each rule is described by the title and chapter in the law: Title 8 – Public Officers and Employees, Chapter 13, Ethics, Government Accountability, and Campaign Reform. Additionally, the section of the law is listed. In this case, for Rules of Conduct, the sections are numbered 700 through 795.

All public employees, public officeholders, and public members are expected to adhere to and follow the Rules of Conduct as outlined in the Ethics Reform Act. Anyone who is found guilty of violating these rules is subject to prosecution by the State Ethics Commission and the Attorney General's Office.

- 700** A public official, public member, or public employee may not knowingly use his official office, membership, or employment to influence a government decision to obtain an economic interest for himself, a member of his immediate family, an individual with whom he is associated, or a business with which he is associated.
- 705.** A person may not directly or indirectly give, offer, or promise anything of value to a public official, public member, or public employee with intent to influence the public official's, public member's, or public employee's official responsibilities, nor is the public official, public member, or public employee to ask, demand, solicit, or accept anything of value for himself or for another person in return for fulfilling his official responsibilities or duties.
- 715.** A public official, public member, or public employee may not receive anything of value for speaking before a public or private group in his/her official capacity. A meal can be accepted if provided in conjunction with the speaking engagement where all participants are entitled to the same meal and the meal is incidental to the speaking engagement. A public official, public member or public employee may receive payment or reimbursement for actual expenses incurred.
- 720.** Public officials, public members, or public employees may not receive money in addition to that received by the public official, public member, or public employee in his official capacity for advice or assistance given in the course of his employment as a public official, public member, or public employee.
- 725.** No public official, public member, or public employee may disclose confidential information gained as a result of his responsibility as a public official, public member, or public employee that would affect an economic interest held by himself, a member of his immediate family, an individual with whom he is associated, or a business with which he is associated.
- 730.** No person may serve as a member of a governmental regulatory agency that regulates any business with which that person is associated.

- 735.** No person shall serve on the governing body of a state; county; municipal; or political subdivision, board, or commission and serve in a position of the same governing body which makes decisions affecting his economic interests.
- 740.** A public official occupying a statewide office, a member of his immediate family, an individual with whom he is associated, or a business with which he is associated may not knowingly represent another person before a governmental entity.
- 745.** No member of the General Assembly or an individual with whom he is associated or business with which he is associated may represent a client for a fee in a contested case before an agency, a commission, board, department, or other entity if the member of the General Assembly has voted in the election, appointment, recommendation, or confirmation of a member of the governing body of the agency, board, department, or other entity within the 12 preceding months.
- 745.** A public member occupying statewide office, an individual with whom associated, or a business with which associated may not knowingly represent a person before the same unit or division of the governmental entity for which the public member has official responsibility.
- 740.** A public official, public member, or public employee of a county or municipality, an individual with whom associated, or a business with which associated may not knowingly represent a person before any agency, unit, or subunit of that county or municipality.
- 740.** A public employee, other than of a county or municipality, an individual with whom associated, or a business with which associated may not knowingly represent a person before an entity of the same level of government for which the public employee has official responsibility.
- 750.** No public official, public member, or public employee may cause the employment, appointment, promotion, transfer, or advancement of a family member to a state or local office or position in which the public official, public member, or public employee supervises or manages. A public official, public member, or public employee may not participate in an action relating to the discipline of the public official's, public member's, or public employee's family member.
- 755.** A former public official, former public member, or former public employee holding office, membership, or employment may not serve as a lobbyist or represent clients before the agency or department on which the public official, public member, or public employee formerly served in a matter in which he directly and substantially participated for one year after terminating his public service or employment.
- 760.** It is a breach of ethical standards for a public official, public member, or public employee who participates directly in procurement to resign and accept employment with a person contracting with the governmental body if the contract falls or would fall under the public official's, public member's, or public employee's official responsibility.
- 765.** No person may use government personnel, equipment, materials, or an office building in an election campaign. A person may use public facilities for campaign purposes if they are available on similar terms to all candidates and committees. Likewise, government personnel may participate in election campaign on their own time and on non-government premises.
- 775.** A public official, public member, or public employee may not have an economic interest in a contract with the state or its political subdivisions if the public official, public member, or public employee is authorized to perform an official function (including writing or preparing the contract, accepting bids, and awarding of the contracts) relating to the contract.

1 of the organization. Frequently, such an article provides for
 their imposition on any member found guilty of conduct de-
 scribed, for example, as "tending to injure the good name of
 the organization, disturb its well-being, or hamper it in its
 5 work." In any society, behavior of this nature is a serious
 offense properly subject to disciplinary action, whether the
 bylaws make mention of it or not.

Formal disciplinary procedures should generally be re-
 garded as a drastic step reserved for serious situations or those
 10 potentially so. When it appears that such measures may be-
 come necessary, proper and tactful handling of the case is of
 prime importance. It is usually in the best interests of the
 organization first to make every effort to obtain a satisfactory
 solution of the matter quietly and informally.

15 Cases of conduct subject to disciplinary action divide
 themselves into: offenses occurring in a meeting; and offenses
 by members outside a meeting.

20 Dealing with Offenses in a Meeting

PRINCIPLES GOVERNING DISCIPLINE AT
 MEETINGS. A society has the right to determine who may
 be present at its meetings and to control its hall while meet-
 25 ings are in progress; but all members have the right to attend
 except in cases where the bylaws provide for the automatic
 suspension of members who fall in arrears in payment of their
 dues, or where the society has, by vote and as a penalty im-
 posed for a specific offense, forbidden attendance.

Nonmembers, on the other hand—or a particular non-
 30 member or group of nonmembers—can be excluded at any
 time from part or all of a meeting of a society, or from all of
 its meetings. Such exclusion can be effected by a ruling of the
 chair in cases of disorder, or by the adoption of a rule on the
 subject, or by an appropriate motion as the need arises—
 35 a motion of the latter nature being a question of privilege

(19). A motion to exclude all nonmembers (except absolutely
 necessary staff, if any) is often referred to as a motion to "go
 into executive session" (see 9).

All persons present at a meeting have an obligation to
 obey the legitimate orders of the presiding officer.* Members,
 however, can appeal from the decision of the chair (24), move
 5 to suspend the rules (25), or move a reconsideration (37)—
 depending on the circumstances of the chair's ruling. A mem-
 ber can make such an appeal or motion whether the order
 involved applies to him or not.

In dealing with any case of disorder in a meeting, the pre-
 siding officer should always maintain a calm, deliberate
 tone—although he may become increasingly firm if a situa-
 tion demands it. Under no circumstances should the chair
 attempt to drown out a disorderly member—either by his
 own voice or the gavel—or permit himself to be drawn into
 10 a verbal duel. If unavoidable, however, proper disciplinary
 proceedings to cope with immediate necessity can be con-
 ducted while a disorderly member continues to speak.

BREACHES OF ORDER BY MEMBERS IN A
 MEETING. If a member commits only a slight breach of
 order—such as addressing another member instead of the
 chair in debate, or, in a single instance, failing to confine his
 25 remarks to the merits of the pending question—the chair sim-
 ply raps lightly, points out the fault, and advises the member
 to avoid it. The member can then continue speaking if he
 commits no further breaches. More formal procedures can
 be used in the case of serious offenses, as follows:

Calling a Member to Order. If the offense is more seri-
 ous than in the case above—as when a member repeatedly
 30 questions the motives of other members whom he mentions

*See, however, *Remedies for Abuse of Authority by the Chair in a Meeting*,
 pages 650–53.

1 by name, or persists in speaking on completely irrelevant
 matters in debate—the chair normally should first warn the
 member; but with or without such a warning, the chair or
 any other member can “call the member to order.” If the
 5 chair does this, he says, “The member is out of order and will
 be seated.” Another member making the call rises and, with-
 out waiting to be recognized, says, “Mr. President, I call the
 member to order,” then resumes his seat. If the chair finds
 this point of order (23) well taken, he declares the offender
 10 out of order and directs him to be seated, just as above. If the
 offender had the floor, then (irrespective of who originated
 the proceeding) the chair should clearly state the breach in-
 volved and put the question to the assembly: “Shall the mem-
 ber be allowed to continue speaking?” This question is
 15 undebatable.

“*Naming*” an Offender. In cases of obstinate or grave
 breach of order by a member, the chair can, after repeated
 warnings, “name” the offender, which amounts to preferring
 charges and should be resorted to only in extreme circum-
 20 stances. Before taking such action, when it begins to appear
 that it may become necessary, the chair should direct the sec-
 retary to take down objectionable or disorderly words used
 by the member. This direction by the chair, and the words
 taken down pursuant to it, are entered in the minutes only if
 25 the chair finds it necessary to name the offender.

Although the chair has no authority to impose a penalty
 or to order the offending member removed from the hall,
 the assembly has that power. It should be noted in this con-
 nection that in any case of an offense against the assembly
 30 occurring in a meeting, there is no need for a formal trial pro-
 vided that any penalty is imposed promptly after the breach
 (cf. pp. 250–51), since the witnesses are all present and make
 up the body that is to determine the penalty.

The declaration made by the chair in naming a member
 35 is addressed to the offender by name and in the second per-

son, and is entered in the minutes. An example of such a dec-
 laration is as follows:

CHAIR. Mr. J! The chair has repeatedly directed you to refrain from
 offensive personal references when speaking in this meeting. Three times
 5 the chair has ordered you to be seated, and you have nevertheless
 attempted to continue speaking.

If the member obeys at this point, the matter can be
 dropped or not, as the assembly chooses. The case may be suf-
 10 ficiently resolved by an apology or a withdrawal of objection-
 able statements or remarks by the offender; but if not, any
 member can move to order a penalty, or the chair can first ask,
 “What penalty shall be imposed on the member?” A motion
 offered in a case of this kind can propose, for example, that
 15 the offender be required to make an apology, that he be cen-
 sured, that he be required to leave the hall during the remain-
 der of the meeting or until he is prepared to apologize, that
 his rights of membership be suspended for a time, or that he
 be expelled from the organization. 20

The offending member can be required to leave the hall
 during the consideration of his penalty, but he should be
 allowed to present his defense briefly first. A motion to re-
 quire the member’s departure during consideration of the
 penalty—which may be assumed by the chair if he thinks it
 25 appropriate—is undebatable, is unamendable, and requires a
 majority vote.

If the member denies having said anything improper, the
 words recorded by the secretary can be read to him and, if
 necessary, the assembly can decide by vote whether he was
 30 heard to say them. On the demand of a single member—
 other than the named offender, who is not considered to be
 a voting member while his case is pending—the vote on im-
 posing a penalty must be taken by ballot, unless the penalty
 proposed is only that the offender be required to leave the 35

1 hall for all or part of the remainder of the meeting. Expulsion from membership requires a two-thirds vote.

If the assembly orders an offending member to leave the hall during a meeting as described above and he refuses to do so, the considerations stated below regarding the removal of offenders apply; but such a member exposes himself to the possibility of more severe disciplinary action by the society.

10 PROTECTION FROM ANNOYANCE BY NONMEMBERS IN A MEETING; REMOVAL OF AN OFFENDER FROM THE HALL. Any nonmembers allowed in the hall during a meeting, as guests of the organization, have no rights with reference to the proceedings (pp. 644-45). An assembly has the right to protect itself from
15 annoyance by nonmembers, and its full authority in this regard—as distinguished from cases involving disorderly members—can be exercised by the chair acting alone. The chair has the power to require nonmembers to leave the hall, or to order their removal, at any time during the meeting;
20 and the nonmembers have no right of appeal from such an order of the presiding officer. However, such an order may be appealed by a member. That appeal is undebatable (see Standard Descriptive Characteristic 5[a], p. 257). At a mass meeting (53), any person who attempts to disrupt the proceedings in a manner obviously hostile to the announced purpose of the meeting can be treated as a nonmember under the provisions of this paragraph.

If a person—whether a member of the assembly or not—refuses to obey the order of proper authority to leave the hall
30 during a meeting, the chair should take necessary measures to see that the order is enforced, but should be guided by a judicious appraisal of the situation. The chair can appoint a committee to escort the offender to the door, or the sergeant-at-arms—if there is one—can be asked to do this. If those
35 who are assigned that task are unable to persuade the offender

to leave, it is usually preferable that he be removed by police—who may, however, be reluctant to intervene unless representatives of the organization are prepared to press charges.

The sergeant-at-arms or the members of the appointed committee themselves may attempt to remove the offender from the hall, using the minimum force necessary. Such a step should generally be taken only as a last resort, since there may be adverse legal consequences; and a person who would refuse to leave upon legitimate request may be the type most likely to bring suit, even if with little justification. In cases where possibly serious annoyance by hostile persons is anticipated—in some mass meetings, for example—it may be advisable to arrange in advance for the presence of police or guards from a security service agency.

Offenses Elsewhere Than in a Meeting; Trials

If improper conduct by a member of a society occurs elsewhere than at a meeting, the members generally have no first-hand knowledge of the case. Therefore, if disciplinary action is to be taken, charges must be preferred and a formal trial held before the assembly of the society, or before a committee—standing or special—which should be required to report its findings and recommendations to the assembly for action. In addition, even when improper conduct occurs at a meeting, in order for disciplinary action to be taken *other than promptly after the breach occurs*, charges must be preferred and a formal trial held. However, the only way in which a member may be disciplined for words spoken in debate is through the procedure described on pages 645-48, which may be employed only promptly after the breach occurs. In some societies (depending on particular provisions of the by-laws, as explained in 62), the same steps must also be employed if an officer of the society is to be deposed from office.

**CITY OF ISLE OF PALMS
CODE OF CONDUCT
FOR ELECTED AND APPOINTED OFFICIALS**

Policy Purpose

The City Council of the City of Isle of Palms adopts this Code of Conduct to provide a uniform set of standards so that elected and appointed officials, while exercising their respective offices, shall conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of the City's government. The provisions in this Code of Conduct shall not supersede state law but are intended to supplement the same. To the extent any provisions contained in this Code of Conduct and state law are in conflict, state law shall apply.

A. GENERAL CONDUCT GUIDELINES AND STANDARDS

Members of the City Council and members of all appointed Boards, Committees and Commissions (hereinafter collectively referred to as "Members") shall conduct themselves in accordance with the following standards:

- (1) Act in the Public Interest.** Members shall work for the common good of the residents and visitors of the City and not for any private or personal interest, and they will ensure fair and equal treatment of all persons, claims and transactions coming before them.
- (2) Comply with both the spirit and the letter of the law.** Members shall comply with the laws of the United States, the State of South Carolina and the City of Isle of Palms in the performance of their public duties.
- (3) Conduct of Members.** The professional and personal conduct of Members while exercising their office must be above reproach and avoid the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other Members, the City Staff or public. Members shall practice civility and decorum during public debate.
- (4) Respect for Process.** Members shall perform their duties in accordance with the processes and rules set forth in the Rules of Order and Procedure in the City Code, Robert's Rules of Order, and the Rules of Conduct in the South Carolina Ethics Reform Act. Members shall honor the role of the Chair Person in maintaining order during public meetings.
- (5) Decisions Based on Merit.** Members shall base their decisions on the merits and substance of the matter at hand. When making decisions, Members shall maintain an open mind until the conclusion of the hearing on the matter and shall base their decisions on the facts presented at the hearing and the law.

- (6) **Conflict of Interest.** Members shall avoid any conflicts of interest, or the appearance thereof, in compliance with the City Code and South Carolina law.
- (7) **Gifts and Favors.** Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general and shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action, or give the appearance of being compromised, in compliance with South Carolina law.
- (8) **Confidential Information.** Members must maintain the confidentiality of all written materials and verbal information provided to Members which is confidential or privileged under South Carolina law, including information provided during executive session, legal advice provided by the City's legal counsel, and any information otherwise protected by South Carolina law. Members shall not disclose confidential information without proper legal authorization, or use such information to advance their personal, financial or other private interests.
- (9) **Use of Public Resources.** Members shall not use public resources which are not available to the public in general (e.g., City Staff time, equipment, supplies or facilities) for private gain or for personal purposes not otherwise authorized by law.
- (10) **Representation of Private Interests.** Members shall not appear on behalf of the private interests of third parties before the Council or any Board, Committee, Commission or proceeding of the City, in compliance with South Carolina law.
- (11) **Advocacy.** Members shall represent the official policies or positions of the City to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, Members shall explicitly state that said position is not endorsed by the City of Isle of Palms.
- (12) **Policy Role of Members.** Members shall respect and adhere to the council form of City government as provided in the City Code. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by City Staff, Boards, Committees and Commissions, and the public. Members shall not interfere with the administrative functions of the City or the professional duties of City Staff; nor shall they impair the ability of City Staff to implement Council policy decisions.

(13) Independence of Boards, Committees and Commissions. Because of the value of independent advice of Boards, Committees and Commissions to the public decision-making process, Members shall refrain from using their position to unduly influence the deliberations or outcomes of board, committee and commission proceedings. Councilmembers shall refrain from attending meetings of Boards, Committees and Commissions, of which they are not members, to avoid the appearance of undue influence or Freedom of Information Act violations. Councilmembers shall not contact a Board, Committee or Commission member to lobby or advocate on behalf of or against an individual, business, or other applicant appearing before any City body or any matter of business that will ultimately come before Council for final decision.

(14) Positive Work Place Environment. Members should make every effort to be cooperative and show mutual respect for the contributions made by each individual for the good of the community. Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City Staff and make every attempt to avoid creating the perception of inappropriate direction to City Staff.

(15) Social Media. Members who engage in personal social media activity (i.e., Facebook, Twitter, YouTube, blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, etc.) that makes reference to the City, a Member's own official capacity with the City, any other elected or appointed City official, City Staff, City property, or any other City-related business, shall conduct themselves in accordance with all applicable laws and City policies. Members engaging in such activity should make it clear that they are speaking for themselves and not on behalf of the City. Members shall not engage in any form of unlawful harassment, discrimination, or intimidation or use slurs, profanity, personal insults or negative comments regarding City officials or City Staff that convey personal opinions and grievances, entice unproductive attitudes and behavior, or disrupt the harmony of the City's workplace.

B. APPLICABILITY AND SANCTIONS

Acknowledgement of Code of Conduct

Acknowledgement and acceptance of this Code of Conduct is voluntary. All Councilmembers and appointed officials are encouraged to execute the same in order to foster a positive environment and to promote fair and impartial governance.

Behavior and Conduct

The Code of Conduct expresses standards of ethical conduct expected for members of the City Council, Boards, Committees and Commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of Boards, Committees and Commissions and the Mayor and Council have the additional responsibility to intervene when actions of Members that appear to be in

violation of this Code of Conduct are brought to their attention.

Sanctions

The following sanctions are alternatives to any other remedy that might otherwise be available to remedy conduct that violates this Code of Conduct or State or Federal law:

1. Councilmembers:

Councilmembers who intentionally and repeatedly fail to follow proper conduct, as described above, may be subject to various reprimands and/or sanctions by City Council, as provided by Robert's Rules of Order. More serious infractions will be reported to the State Ethics Commission.

It is encouraged that individual Councilmembers privately point out to the offending Councilmember any perceived infractions of this Code of Conduct, and if the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being questioned, then the matter should be referred to the Mayor Pro Temp. It is the responsibility of the Mayor (or Mayor Pro Temp) to initiate action if a Councilmember's behavior may warrant sanction. If no action is taken by the Mayor (or Mayor Pro Temp), then the alleged violation(s) can be brought up with the full body of Council.

2. Board and Commission Members:

The City Council may impose sanctions, including verbal reprimands and written warnings, on Board and Commission members who intentionally and persistently fail to comply with the City's Code of Conduct. Any form of discipline imposed by Council shall be determined by a majority vote of the Council at a noticed public meeting and such action shall be preceded by a report to Council with supporting documentation.

C. IMPLEMENTATION

This Code of Conduct is intended to be self-enforcing and is an expression of the standards of conduct expected by the City for all elected and appointed officials.

This document shall be included in the regular orientations for candidates elected to City Council and all newly elected and appointed officials. Members entering office should sign a statement (example below) acknowledging they have read and understand the Code of Conduct. In addition, the Code of Conduct shall be periodically reviewed by the City Council, Boards, Committees and Commissions, and may be amended or updated by City Council as necessary.

Adopted on _____, 20XX by Resolution No. _____

I affirm that I have read and acknowledge and accept the City of Isle of Palms Code of Conduct for Elected and Appointed Officials.

Signature _____

Date _____

**A RESOLUTION TO ADOPT A CODE OF CONDUCT FOR ELECTED AND APPOINTED
OFFICIALS OF THE CITY OF ISLE OF PALMS**

WHEREAS, the citizens and businesses of the City of Isle of Palms are entitled to have fair, ethical, and accountable local government, which has earned the public's full confidence for integrity; and

WHEREAS, City Council of the City of Isle of Palms deems it advisable to adopt a code of conduct to provide a uniform set of standards so that elected and appointed officials, while exercising their respective offices, shall conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of the City's government.

NOW, THEREFORE, BE IT RESOLVED that City Council, in meeting duly assembled, hereby adopts the Code of Conduct for Elected and Appointed Officials of the City of Isle of Palms, attached hereto as Exhibit "A" and incorporated herein by reference, which shall be in full force and effect immediately upon its adoption and approval.

**PASSED AND APPROVED BY THE CITY COUNCIL FOR THE CITY OF ISLE
OF PALMS, SOUTH CAROLINA, ON THE _____ DAY OF _____, 20XX.**

Mayor

Attest:

City Clerk

Application for Boards and Commissions

Applicant Name

Chad Neal

Position Sought

IOP Water and Sewer Commission

Home Phone

(843) 200-7727

Work Phone

(843) 200-7727

Mobile Phone

(843) 200-7727

Email

chadn@dwotc.com

Are you a resident of the Isle of Palms?

Yes

How many years have you lived in the Isle of Palms?

25

Address

3 Allie Ct, Isle Of Palms 29451

Occupation and Title

Business Owner - Dealer Principal

Business or Employer Name

Ditch Witch of the Carolinas (www.dwotc.com)

Have you ever served on a board or commission for the City of Isle of Palms or another local government?

No

If yes, please provide information about that service

Have you served as an elected official of local government?

No

Please list community and volunteer activities you may be involved in.

Boy Scoutmaster of Troop 20 chartered @ Mt Pleasant Presbyterian Church; leader & mentor of (60) male teenage Scouts + organization with (34) great registered Adult Leaders

Are you currently in a position of responsibility in an organization or board that has received or is seeking funding from the City of Isle of Palms? If yes, list position and date of hire.**State your interest in serving on this Board or Commission.**

For 30 years I have helped run family construction equipment business with (4) locations in NC/SC, & a Team of approx (50) staff that generates \$35-50m annual revenue. Daily I deal with utility contractors + nearly all utility companies across the Carolinas, from the largest such as Santee Cooper & Dominion Energy to all the small rural water/sewer provider members of SCRWA. I know firsthand the gas, electric, broadband, water/sewer industry and actively participate onsite in pipe/cable installation. I understand the business side of utility systems but also those who design & install them + the Home/Land Owners whose yards we are digging in. As an Employer myself, I do not have/use a resume, but I speak fluent Spanish (necessary in utility construction today) and I am an expert in sales, technical training, negotiation, customer service & digital marketing/branding. My unique background combined with my interest in possibly helping IOPWSC best serve my Home & Neighbors, deserve your consideration. Ask Bill Jenkins who knows me thru Scouts + previous interaction on connecting our front beach House to city sewer (which still needs to happen @ some point).

Upload Résumé

Note: This is an application only and indicates your willingness to serve on an Isle of Palms Board or Commission. You will be notified when a seat is vacant and will be considered among other applicants. Final selection will be determined by the Isle of Palms City Council. Thank you for your interest in serving the Isle of Palms.

Application for Boards and Commissions

Applicant Name

jeffery forslund

Position Sought

IOP Water and Sewer Commission

Home Phone

(843) 296-1972

Work Phone**Mobile Phone****Email**

ukases@yahoo.com

Are you a resident of the Isle of Palms?

Yes

How many years have you lived in the Isle of Palms?

35

Address

241 forest trail, isle of palms, South Carolina 29451

Occupation and Title

retired

Business or Employer Name**Have you ever served on a board or commission for the City of Isle of Palms or another local government?**

No

If yes, please provide information about that service

Have you served as an elected official of local government?

No

Please list community and volunteer activities you may be involved in.

Auxilliary member VFW Post 3137 IOP SC.

Are you currently in a position of responsibility in an organization or board that has received or is seeking funding from the City of Isle of Palms? If yes, list position and date of hire.

no

State your interest in serving on this Board or Commission.

I have worked with the IOP Water and Sewer Commissions prior to my retirement for over 25 years as a contractor providing waste transportation and equipment rental services. As a long term resident I would like to offer my expertise in waste management to provide opinions and ideas that may help the Commission with problems, concerns or planning. I was employed by Fenn-Vac inc for 30 years as general manager of the Division of Republic Services. The company was bought out and no longer exists. I can provide references if needed.

Upload Résumé

Note: This is an application only and indicates your willingness to serve on an Isle of Palms Board or Commission. You will be notified when a seat is vacant and will be considered among other applicants. Final selection will be determined by the Isle of Palms City Council. Thank you for your interest in serving the Isle of Palms.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	City of Isle of Palms 10-Year Capital Plan												
2	Expenditures for assets or projects > \$5000 **Expenditures less than \$5,000 are included in operating budgets**												
3	DRAFT #1												
4													
5	Total		FY23		FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
6	Fleet		Request										
7													
8													
9		General Government											
10													
11		Audio Visual (AV) improvements for Council Chamber								50,000			
12		City Hall parking lot fence replacement			18,000								
13		Replace framing and metal doors at City Hall			15,000								
14		New telephone system				30,000							
15		Replace City Hall generator									75,000		
16		Court software replacement					30,000						
17		Replace HVAC units (only with failure)	10,000						15,000				
18		Replace message boards at Connector and Breach Inlet				25,000							
19		Repl Admin & Mayor's old MTS radios w/ APX for County-wide consistency	16,000										20,000
20		FEMA Flood Mitigation project on Forest Trail, fully offset by grant funds	620,000										
21		Resurface City Hall parking lot				15,000							
22		Rehab golf cart path along Palm Blvd connecting 18th and 20th Ave							75,000				
23													
24		Subtotal Capital	646,000		33,000	70,000	30,000	-	90,000	50,000	75,000	-	20,000
25													
26		Facilities Maintenance											
27		Building maintenance contingency to proactively address issues as needed - calculated as 1% of City Hall building insured value. Split 50/50 Gen Govt/Building. Increase to 2% starting in FY27	12,163		12,163	12,163	12,163	24,326	24,326	24,326	24,326	24,326	24,326
28													
29		Subtotal Facilities Maintenance	12,163		12,163	12,163	12,163	24,326	24,326	24,326	24,326	24,326	24,326
30													
31													
32	-	Grand Total General Government	658,163		45,163	82,163	42,163	24,326	114,326	74,326	99,326	24,326	44,326

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	City of Isle of Palms 10-Year Capital Plan												
2	Expenditures for assets or projects > \$5000 **Expenditures less than \$5,000 are included in operating budgets**												
3	DRAFT #1												
4													
5	Total		FY23		FY24	FY25	FY26	FY27	FY28	FY29	FY30	FY31	FY32
6	Fleet		Request										
7													
8													
168	Building Department												
169													
170	1	Replace pickup truck purchased in FY18			-	38,000							
171		Replace HVAC units (only with failure)	10,000						15,000				
172													
173	1	Subtotal Capital	10,000		-	38,000	-	-	15,000	-	-	-	-
174													
175	Facilities Maintenance												
		Building maintenance contingency to proactively address issues as needed - calculated as 1% of City Hall building insured value. Split 50/50 Gen Govt/Building. Incr to 2% in FY27	12,163		12,163	12,163	12,163	24,326	24,326	24,326	24,326	24,326	24,326
176	Subtotal Facilities Maintenance		12,163		12,163	12,163	12,163	24,326	24,326	24,326	24,326	24,326	24,326
177													
178													
179	Grand Total Building Department		22,163		12,163	50,163	12,163	24,326	39,326	24,326	24,326	24,326	24,326