

ORDINANCE 2024-07

AN ORDINANCE AMENDING TITLE 1, GOVERNMENT AND ADMINISTRATION, CHAPTER 3, PROCEDURES, COMMITTEES, ORDINANCES AND USE OF CODE, ARTICLE B, STANDING COMMITTEES, OF THE CITY OF ISLE OF PALMS CODE OF ORDINANCES TO AMEND STANDING COMMITTEES.

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 1-3-36, "Committee meetings," Paragraph (a), "Regular meetings," is hereby temporarily amended as follows:

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

- A. All committees shall consist of three (3) members selected from the Mayor and Council. Workshop meetings shall consist of the Mayor and the other Councilmembers.
- B. All Councilmembers shall be appointed to at least one (1) 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. Standing committees shall meet as needed or when assigned a specific task by City Council.
- D. The standing committees and their respective areas of responsibility are as follows:
  1. **Administration Committee** – The Administration Committee, which shall consist of three (3) members. The Committee's duties are to:
    - a. Assist the City Administrator in the preparation of budget estimates for costs related to personnel management; and
    - b. Review personnel management policies, wage scales, and benefits regarding all City employees and make recommendations to City Council as appropriate; and
    - c. Assist the City Administrator in the annual employee evaluation process by:
      - i. Reviewing and recommending to City Council approval of Employee Performance Evaluation methods developed by the City Administrator and department managers; and

- ii. Developing and recommending to City Council approval of the method of the City Administrator's annual performance evaluation; and
    - iii. Preparing summary data regarding the results of the annual employee performance evaluation and recommending to City Council any proposed revisions regarding personnel; and
  - d. Serve as the hiring committee to fill a vacancy in the City Administrator position. The Chairman of the Administration Committee shall serve as Chairman of the Hiring Committee; and
  - e. Assist City Council in screening, interviewing and recommending candidates for appointments to boards and commissions of the City; and
  - f. Assist City Council in screening, interviewing, and recommending candidates for appointment of City Attorney; and
  - g. Assist in the development of public information and programs aimed at enhancing citizen engagement; and
  - h. Investigate and report to City Council regarding any petitions and other matters referred to it by City Council.
  
- 2. **Public Safety Committee** – The Public Safety Committee, which shall consist of three (3) members. The Committee's duties are to:
  - a. Assist the City Administrator in the preparation of the annual expense budget for the Police and Fire Departments; and
  - b. Review policies and procedures regarding the Police and Fire Departments and make recommendations as appropriate; and
  - c. Review policies and procedures related to traffic and transportation infrastructure, emergency management and code compliance; and
  - d. Examine into and report upon all petitions referred to them by the Mayor and Council.
  
- 3. **Public Facilities and Services** – The Public Facilities and Services Committee, which shall consist of three (3) members. The Committee's duties are to:
  - a. Assist the City Administrator in the preparation of the annual expense budget for the Public Works and Recreation Department and for the operation and maintenance of the real property owned, leased or controlled by the City and make recommendations to City Council; and
  - b. Review policies and procedures regarding the Public Works Department, including sanitation services, garbage and debris collection, stormwater management, environmental, energy and resource conservation programs and make recommendations as appropriate; and
  - c. Review policies and procedure regarding Recreation Department related to recreational facilities, activities and programs and make recommendations as appropriate; and

- d. Review requests for streetlights and periodically review the street lighting system within the City; and
- e. 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
- f. 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; and
- g. Monitor and review all existing or proposed leases of real property owned or to be leased by the City; and
- h. Examine and report upon all petitions and other matters referred to it by the Mayor and City Council.

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.

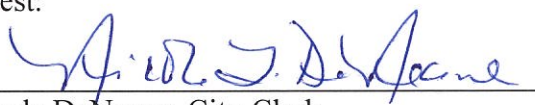
SECTION 3. That all ordinances or parts of ordinances conflicting with the provisions of this Ordinance are hereby repealed insofar as the same affect this Ordinance.

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 10<sup>th</sup> DAY OF December, 2024.

  
 Phillip Pounds, Mayor

(Seal)  
 Attest:

  
 Nicole DeNeane, City Clerk  
 First Reading: November 26, 2024  
 Public Hearing: N/A  
 Second Reading: December 10, 2024  
 Ratification: December 10, 2024