

**PERSONNEL COMMITTEE**  
8:00 a.m., Thursday, April 5, 2018  
City Hall Conference Room

**AGENDA**

1. Call to order and acknowledgement that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.
2. **Approval of Previous Meeting's Minutes**  
Regular Meeting of March 12, 2018
3. **Citizens' Comments**
4. **Old Business**
  - A. Review City Code, Chapter 3, sections 1-3-31 through 1-3-36  
Develop timeline for revisions to City Code as it pertains to:
    1. All standing committees – name, responsibilities and meetings
    2. The nomination and voting process for standing committees
  - B. Develop timeline to review options related to Public Works staffing
    1. Discuss and determine timeline to review job descriptions
    2. Identify redundancy of staffing
    3. Identify alternatives to increasing the number of regular employees
  - C. Consideration of changing the frequency of performance reviews
  - D. Discussion of the City's current Human Resources processes, protocols and tools
5. **New Business**
  - A. Review of General Government and Building Department FY19 Budget for additions and deletions, including personnel requests from all departments, for consideration at the April 11<sup>th</sup> Budget Meeting
  - B. Consideration of Citizen Advisory Committees
  - C. Consideration of recruitment services for open positions of Chief of Police and City Administrator
6. **Miscellaneous Business**

Next Meeting Date: \_\_\_\_\_, \_\_\_\_\_, May \_\_\_\_\_, 2018  
Time Day Date
7. **Executive Session – if needed**
8. **Adjourn**

**PERSONNEL COMMITTEE**  
4:00 p.m., Monday, March 12, 2018

The regular meeting of the Personnel Committee was called to order at 4:00 p.m. on Monday, March 12, 2018 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmembers Ferencz, Moye and Rice, Administrator Tucker, Assistant Administrator Fragoso, Human Resources Coordinator DeGroot and Clerk Copeland; a quorum was present to conduct business.

1. Administrator Tucker called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

**2. Election of Chair and Vice Chair**

Councilmember Rice nominated John Moye for Committee Chair; Councilmember Moye declined the nomination stating that he did not have the time to devote to the Committee at this time.

Councilmember Moye nominated Councilmember Ferencz for Chair; Councilmember Rice seconded and Councilmember Ferencz was unanimously elected Chair.

Councilmember Rice nominated Councilmember Moye as Vice Chair; Chair Ferencz seconded and Councilmember Moye was unanimously elected Vice Chair.

**3. Approval of Previous Meeting's Minutes**

**MOTION: Councilmember Moye moved to approve the minutes of the regular meeting of February 10, 2018 as submitted; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.**

4. **Citizens' Comments – None**

**5. Old Business**

**A. Review of updates to the Personnel Handbook and next steps**

**MOTION: Chair Ferencz moved to approve the updates to the Personnel Handbook and discussion purposes; Councilmember Rice seconded.**

Administrator Tucker told the Committee that the handbook has gone through one (1) legal review; Department Managers have made additional changes that have been incorporated by Ms. DeGroot; and the document will likely have a second legal review before being presented to City Council for approval. The document in the meeting packet had the changes red-lined; one (1) key change throughout the document was to insert the Human Resources Coordinator. All cash awards have been removed; some of the language on safety and risk management has been updated, the addition of no discrimination based on genetics, and language on workplace violence was strengthened. Department Managers will go over the document again tomorrow, and the Handbook will be forwarded to the labor attorney for a second review.

Councilmember Rice asked why an employee was not allowed to take sick leave to care for a sibling.

Ms. DeGroot explained that the sick leave policy follows Family Medical Leave Act guidelines which do not include siblings.

Councilmember Rice thought that excluding siblings was inconsistent with, for instance, the Bereavement Policy.

The Administrator said that she would ask about that because she could imagine circumstances where a sibling might have to be a caregiver to another sibling.

When Chair Ferencz asked if the cash awards were removed from the Handbook for legal reasons, Administrator Tucker stated that the City has learned that it cannot give bonuses over and above someone's wage, and that opinion has not changed. The goal in removing them was to impress upon employees that safety should be a policy and practice, and the City should congratulate employees for safe practices, but not financially.

Ms. DeGroot added that the City will invest more in safety and risk management with all departments and use some of those funds for safety meetings, breakfasts or lunch and learns, etc. versus paying individuals by drawing a name out of hat. The City will continue the practice until the revised handbook has been adopted and distributed.

One (1) thing out of the norm that Councilmember Moyer saw was compensatory time for exempt employees; he was more familiar with the supervisor acknowledging that work has been performed that required additional hours and giving the employee time off. The Personnel Handbook states "Exempt employees may accrue compensatory time on an hour-for-hour basis for hours worked over 40 hours in one week." He opined that the persons to whom this applies did not take advantage of it; therefore, he thought the language should more reflect actual practices.

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The difference in what the City does and what he was familiar with was that the Department Managers choose a day(s) when taking comp time works in their personal and work schedules, and they coordinate those dates through the City Administrator. The persons to whom comp time applies are the Department Managers, the City Administrator, the Assistant City Administrator, the City Treasurer and the HR Coordinator.

Chair Ferencz stated that, in her experience, exempt employees do not get overtime or comp time and their salaries are at an executive level to compensate for the hours required to do the job.

Ms. DeGroot stated that a difference existed in exempt for comp time between the private sector and the public sector. She agreed that, under the Fair Labor Standards Act, a list of criteria must be met; in the public sector, comp time is allowed at any salary as long as the position meets the criteria in the Fair Labor Standards Act.

Councilmember Moyer thought that the members of the Committee agreed with the spirit of compensatory time, but "the hour-by-hour over forty (40) hours" complicated the issue when it was not being followed.

Ms. DeGroot offered that if the language was clarified by eliminating the "over forty (40) hours in a week" and "accrue hour-by-hour" and adding the "need for approval," the issues could be resolved, and the Administrator offered to review policies for other local governments.

Chair Ferencz questioned that the City had a “designated physician;” the Administrator answered that the designated physician was for workers compensation cases. Administrator Tucker noted that the City also has a specific physician who reviews and approves training protocols.

Chair Ferencz asked about a Grievance Committee appointed by City Council for a term of three (3) years.

Administrator Tucker reported that, in practice, a Grievance Committee was appointed on an as-needed basis.

Chair Ferencz asked that the language be changed to state “appointed as needed.”

Councilmember Rice was pleased that a section was added addressing social media based on changes in recent years.

Councilmember Moye stated that the document was “incredibly comprehensive.”

**VOTE on motion to accept the Personnel Handbook as updated: PASSED UNANIMOUSLY.**

**B. Continued discussion of City Administrator’s Personal Goal for 2018**

**MOTION: Councilmember Moye moved to remove the City Administrator’s Personal Goal for 2018 based on previous discussion; Chair Ferencz seconded; and the motion PASSED UNANIMOUSLY.**

**C. Consideration of changes to the City’s Education Reimbursement Policy**

Ms. DeGroot stated that the changes discussed at the previous meeting were included in the draft Personnel Handbook discussed earlier.

**D. Continued discussion of the Continuity Plan presented in 2017. Consider changes such as: adding start date and retirement eligibility date for each department head, financial implication of loss of continuity and training in place for each department head for emergency coverage**

**MOTION: Chair Ferencz moved to continue the discussion on the Continuity Plan as outlined above; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.**

Although the City would not have a financial liability when the upper management personnel retire, the liability would be the loss of the efficiency in getting things done because they have done them many times; more people or outsourcing might be required to accomplish the tasks when the manager has multiple responsibilities like Chief Buckhannon being the perfect example as Police Chief and IT Department.

The Chair understood from the Continuity Plan that training was in place in most departments for work to continue with little disruption if the department manager was absent for an extended time.

Administrator Tucker agreed that, generally, that was true, but weaknesses did exist such as the Public Works Department; if Director Pitts was out for a period of time, trash and debris removal

would continue with little to no disruption in service, but the many other functions that fall to the Director would not be done.

On the subject of the projected retirement dates for the Department Managers, the Administrator thought that was considered private and not public information.

Chair Ferencz said that she was interested in knowing how many were eligible and whether the City should expect to lose more than one (1) person to retirement in any given year.

The Administrator advised the Chair that the majority of Department Managers were and have been eligible to retire for several years. Although this information might be alarming for the Committee and the balance of Council, the Administrator commented that anyone looking at the Isle of Palms would see the longevity and continuity of personnel that speaks loud and clear as positive and uplifting information about working for the City of Isle of Palms.

## **6. New Business**

- A. Review City Code, Chapter 3, sections 1-3-31 through 1-3-36  
Develop timeline for revisions to City Code as it pertains to:**
- 1. All standing committees – name, responsibilities and meetings**
  - 2. The nomination and voting process for standing committees**

**MOTION: Chair Ferencz moved that, at the April Personnel Committee meeting, staff present revisions to the City Code in the areas referenced above and dates associated with the necessary ordinance changes; Councilmember Rice seconded.**

The Chair explained that this was not intended to be an easy project because, rather than look at the standing committees as they are in the Code, she was interested in staff looking at the City globally to decide what it needed in the way of committees, to select committee name and to assign responsibilities accordingly.

On the subject of choosing members for standing Committees, the Administrator recalled that quite a few years ago, the nominations for them devolved into many motions and a degree of confusion; to avoid that, the Mayor began to poll Councilmembers for their preferences and made appointments in line with those preferences. The process evolved, but no change was made to the City Code to reflect the change in practice.

**VOTE: The motion PASSED UNANIMOUSLY.**

- B. Develop timeline to review options related to Public Works staffing**
- 1. Discuss and determine timeline to review job descriptions**
  - 2. Identify redundancy of staffing**
  - 3. Identify alternatives to increasing the number of regular employees**

**MOTION: Councilmember Moyer moved to discuss Public Works staffing; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.**

The Chair noted that job descriptions were included in the meeting packet for an Administrative Assistant and a Maintenance and Facilities Supervisor; these positions would be the first hired toward reaching the vision in the Continuity Plan.

Director Pitts stated that the Department currently has an Assistant Director, but his capabilities are limited; as a result, the position has morphed into one of a working foreman. In the Director's absence, he can keep the trash and debris pickup running and the removal of trash from the beach. The Assistant Director has thirty-five (35) years of service and is eligible for retirement.

When Director Pitts went to the Public Works Department fifteen to sixteen (15-16) years ago, the Department was responsible for garbage and sanitation, and today the list of responsibilities is quite long, i.e. from drainage to reporting on the underground storage tanks, to stormwater, to pooper-scoopers, to managing the one hundred fifteen (115) commercial dumpsters on the island, to managing the budget, etc. Director Pitts is the only Class AB operator employed by the City for the underground storage tanks; the City's Fire Inspector is being trained as an AB operator. If the new supervisory position is approved, he would become an AB operator and be the person primarily responsible for the reporting with Director Pitts and the Fire Inspector as backup.

In the Chair's opinion, the first thing that was needed was updating the job descriptions for the Public Works Director and Assistant to reflect the requirements of the job, not the qualifications or limitations of any one (1) person. A better job title for the current Assistant Director would be Sanitation and Debris Foreman or Garbage and Debris Supervisor.

According to the Administrator, in an ideal world, Public Works would have a Director, an Assistant Director, as well as the three (3) supervisory positions referred to in the Continuity Plan and an Administrative Assistant. Realistically, that type of restructuring was needed now, but cannot be achieved financially in one (1) year.

Councilmember Moyer stated that he would better understand what the restructuring would look like if he had the job descriptions for the other two (2) supervisory positions proposed, and he asked that they be written.

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Chair Ferencz agreed with Councilmember Moyer that the Committee would be more successful in getting Council to approve the two (2) positions and to include two hundred thousand dollars (\$200,000) to the FY19 budget if they could show them the full picture and the way the new positions would improve the functionality of the Department. The Chair proposed that what the Public Works Department needed was a true Assistant Director rather than the Maintenance and Facilities Supervisor.

Ms. DeGroot stated that the request to include the Maintenance and Facilities Supervisor position was to meet an immediate need and the job description for the Assistant Director will be revised once the current Assistant Director retires; the Director's job description will be updated when this new position is filled. She agreed that the supervisor's job would be a high level position and the name could be changed to whatever the Committee chooses. She said that the position needed to be filled so that a succession plan could be developed, as well as the need for this person as explained in the Continuity Plan.

To assist in getting the position approved by Council and included in the budget, the Chair thought the name should be changed to Assistant Director; she opined that the title change would be more effective in attracting qualified candidates for the position.

If the Committee did not make a decision on the two (2) positions in this meeting, Council would be well into the budget when the April meeting happens. Administrator Tucker stated that adding to the budget once it has been presented was a difficult thing to do and, therefore, the financial impact of the new positions should be included from the beginning of budget discussions. Another

complication to delaying a decision was that, if the City chose to fund this position from accommodations taxes, it must be approved by the ATAX Committee.

Shifting the discussion to the Administrative Assistant, Councilmember Rice recounted a situation where a neighbor called Director Pitts about a drainage ditch, and a day or so passed before he could visit the site and determine the problem and resolution.

Administrator Tucker added that sometimes the Director does not get the call because the answer machine at Public Works is full; the citizen might call multiple times and the machine is always full so the citizen gets angry and calls the Administrator complaining that no one has returned the call and no one has come out to address the problem. The end result is that the City has failed to meet the needs of its residents relative to drainage.

The Administrator said that, in addition to answering the calls, the Administrative Assistant would be responsible to follow up on the call to insure not only that the problem was identified and something was being done about it but also follows up with the resident.

Chair Ferencz asked if the calls to Public Works could be routed to the Communication Specialists at the Public Safety Building, and the Administrator stated that they could but they would not follow up in any way.

As presented, the Administrative Assistant would be a part-time position with no benefits; in addition to handling phone calls, this person would write purchase orders, assist with the administration of the budget, take payments for additional trash barrels, etc.

The total cost the first year would include the salaries, benefits for one (1) person, renovation of the building to house the additional personnel, computers and one (1) vehicle.

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The Administrator stated that her understanding of tasks assigned by the Committee was to create an ideal, stating how the Department would be structured and the recommended order of hiring to accomplish that goal, as well as to review all of the job descriptions

Councilmember Moyer thought that the proposed positions should emphasize how they would provide immediate assistance to the Director and how they would allow the Public Works Department to be more responsive to the residents

#### **C. Consideration of changing the frequency of performance reviews**

**MOTION: Councilmember Moyer moved for the City to transition to quarterly employee performance reviews in 2019; Councilmember Ferencz seconded.**

Councilmember Moyer stated that the City currently has annual performance evaluations which are more time consuming and less helpful than more frequent evaluation systems. He knew that training would be required; better communication and positioning on the reasons why the change was happening. He noted that the quarterly evaluations would roll up to produce the annual evaluation still achieving the requirements for the annual performance review. He asked that staff present a plan for the transition at the April Committee meeting.

Director Pitts commented that the Isle of Palms was a seasonal community and, in season, time was critical; to bring an employee out of the field for a review would be difficult.

Director Page stated that, if she had an employee who was not performing, she addressed it immediately so that, by the end of the year, the employee was doing a good job. She described quarterly reviews as busy work.

Councilmember Moyer said that he was looking to Ms. DeGroot to bring value to the process because the value of frequent evaluations was not to tell the employee he did well or he did poorly, but how was the employee progressing toward a goal set for him and how he could do better. He indicated that the goal of more frequent evaluations was continuous improvement, and they were an opportunity for the Department Manager to grow and develop staff members. He stated that he was looking to Ms. DeGroot to develop a plan that would work for the seasonality of the City and the City structure that would achieve the desired results.

Councilmember Rice suggested that the performance reviews happen every four (4) months rather than every quarter eliminating an evaluation falling in the middle of tourist season.

**AMENDMENT:** Councilmember Moyer moved to amend his motion to say “more frequent” rather than “quarterly;” Councilmember Rice seconded and the amendment PASSED UNANIMOUSLY.

**AMENDED MOTION:** The motion as amended PASSED UNANIMOUSLY.

**D. Discussion of City’s current Human Resources processes, protocols and tools**

Councilmember Moyer said that he wanted an audit of Human Resources technology, protocols and processes in place; the current Human Resources status and the areas with the greatest opportunity, improvements needed or areas to do better.

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**7. Miscellaneous Business**

**Next Meeting Date: 8:00 a.m., Thursday, April 5<sup>th</sup> in the Conference Room**

**8. Executive Session – not needed**

**9. Adjourn**

**MOTION:** Councilmember Moyer moved to adjourn the meeting at 6:24 p.m.; Chair Ferencz seconded and the motion PASSED UNANIMOUSLY.

Respectfully submitted:

Marie Copeland  
City Clerk

## **Special Personnel Committee Meeting**

8:30 a.m., Monday, March 26, 2018

A Special Meeting of the Personnel Committee was called to order at 8:30 a.m., Monday, March 26, 2018 in the Conference Room of City Hall, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmember Moye, Chair Ferencz, Administrator Tucker, Assistant Administrator Fragoso, Attorney Halversen, Human Resources Officer DeGroot and Clerk Copeland; Councilmember Rice was absent. A quorum was present to conduct business.

1. Chair Ferencz called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.

### **2. Purpose**

Executive Session in accordance with S.C. Code Section 30-4-70(a)(1) for discussion of employment matters. Upon returning to open session, the Committee may take action on matters discussed in Executive Session.

**MOTION: Councilmember Moye moved to go into Executive Session AT 8:31 A.M. to discuss personnel matters; Chair Ferencz seconded and the motion PASSED UNANIMOUSLY.**

The Committee returned to open session at 9:14 a.m., and Chair Ferencz stated that the Committee had not taken a vote or any action while in Executive Session.

### **3. Consideration of a recommendation for the appointment for an Interim Chief of Police**

Administrator Tucker stated that Chief Buckhannon recommended for Captain Usry to be appointed the Interim Chief of Police.

**MOTION: Upon a recommendation by Chief Buckhannon and concurrence by the City Administrator, Councilmember Moye moved to recommend to City Council the appointment of Captain Kim Usry as the Interim Chief of Police; Chair Ferencz seconded and the motion PASSED UNANIMOUSLY.**

### **4. Adjournment**

**MOTION: Councilmember Moye moved to adjourn the meeting at 9:16 a.m.; Chair Ferencz seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted

Marie Copeland  
City Clerk

## 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.

(Code 1994, § 1-3-31; Ord. No. 1988-16, § 3, 5-11-1988; Ord. No. 1994-4, § 10, 4-26-1994; Ord. No. 1996-5, 6-25-1996; Ord. No. 1998-3, 3-24-1998; Ord. No. 2004-13, § 1, 12-8-2004; Ord. No. 2009-01, § 1, 2-24-2009; Ord. No. 2016-10, § 1, 1-24-2017)

Sec. 1-3-32. - Appointment of members; vacancy.

- (a) The term of office for members of Council standing committees shall begin on January 1 and end on the following December 31.
- (b) In a non-election year, at a special City Council meeting held no later than December 15, the Mayor shall receive nominations from Council whereupon Council shall appoint the members of each standing committee for the following year; such appointments shall be made by a majority vote of Council. Appointments shall be announced by the Mayor at the special Council meeting held in January.
- (c) In an election year, at a special City Council meeting held no later than December 15, the Mayor shall receive nominations from seated Councilmembers who carry over and Councilmembers-elect for appointments of members of each standing committee for the following year. Following the swearing in of Councilmembers-elect, such nominations shall be appointed by a majority vote of Council at the special Council meeting held in January. Appointments shall be announced by the Mayor at this special meeting.
- (d) The Council may, from time to time, make such changes in the chairmanship or membership of the standing committees as may be deemed appropriate, except for changes in the Ways and Means Committee membership.
- (e) A vacancy in any committee or chairmanship shall be filled by Council within a reasonable

period of time.

- (f) Each standing committee shall elect its own chairman and vice-chairman from time to time by a majority vote. In the absence of the chairman, the vice-chairman shall perform all duties and functions of the chairman.

(Code 1994, § 1-3-32; Ord. No. 1996-5, 6-25-1996; Ord. No. 1998-3, 3-24-1998)

Sec. 1-3-33. - Members' duties, generally.

It shall be the duty of each member of a standing committee to attend all meetings of the committees and lend his aid and assistance to the proper investigation into and report upon all matters referred to the committee.

(Code 1994, § 1-3-33; Ord. No. 1981-9, 11-11-1981)

Sec. 1-3-34. - Committee chairman; duties generally.

In addition to the duties shared by all members of the standing committee, the chairman of each respective committee shall ensure that proper minutes of each meeting are taken and forwarded to the City Clerk as required to comply with the Freedom of Information Act.

(Code 1994, § 1-3-34; Ord. No. 1981-9, 11-11-1981)

Sec. 1-3-35. - General duties.

- (a) It shall be the duty of each standing committee, and the members thereof, to carefully examine the ordinances of the City appertaining to the subject with which the said committee is especially charged; and to endeavor to ascertain from time to time whether the ordinances appertaining to the said subject are being properly regarded and enforced; and whether in their opinion these ordinances are sufficient and satisfactory; reporting from time to time to Council such violations as they may ascertain, such changes in ordinances on aforesaid subjects as they may deem proper or any matter connected therewith, which may seem to them to be to the best interest of the City.
- (b) The matters to be referred to the several standing committees shall be such as appertain or relate to the subjects designated in the names of said committees, and whenever matters shall be brought before City Council by petition or otherwise connected with or relating to any one (1) of the said subjects, exclusively, the same matters shall be referred as, of course, to the standing committee having charge of said subject.
- (c) When any matter is referred to any standing committee at any regular or special meeting of Council, the committee shall meet and take action on such matters before the next regular meeting, reporting thereon at said meeting and to every subsequent meeting until the

matter is finally disposed of. Should any standing committee fail to handle promptly any duties, petitions, memorials, ordinances, etc., that are referred to them for action, the Mayor or any Councilmember may request that they show just cause for the delay in their action and that they also be required to make a satisfactory report to the City Council at the next regular meeting of Council after which notice is given to the committee chairman. Should the committee fail to make a satisfactory report to the Council at such time, then Council shall make such changes as necessary to obtain prompt action.

(Code 1994, § 1-3-35; Ord. No. 1981-9, 11-11-1981)

**Sec. 1-3-36. - Committee meetings.**

- (a) *Regular meetings.* All standing committees shall schedule a time for a regular monthly meeting. Such meeting time shall be known to the Council, City Clerk and the general public no later than the first regular scheduled City Council meeting following the meeting at which the standing committee members are appointed and approved.
- (b) *Special meetings.* Special meetings shall be held at any time on the call of the chairman or upon the written request of a majority of the committee members, subject to all Freedom of Information Act requirements.
- (c) *Quorum.* A quorum shall consist of a majority of the membership of such committee.

(Code 1994, § 1-3-36; Ord. No. 1996-5, 6-25-1996)



## Public Works Department

### FY19 Proposal

The Public Works Committee has been discussing the immediate and long-term needs of the department and requested that staff provide more information explaining the approach proposed to address the immediate needs and the associated costs. This document identifies the immediate needs of the facility to be addressed in FY19. This proposal also addresses an emergent need identified in the Continuity Plan for the Public Works Department. The long-term plan would include an additional position to assist with the City's Storm Water component, which would work closely with the County and State.

In collaboration with the Public Works Director, the Building, Planning and Zoning Director and administration, a proposal has been developed to add two (2) positions in order to provide a more efficient work flow and to meet the growing demands on the services of the Public Works Department.

FY19 Budget to include:

#### Position 1 – Maintenance & Facilities Supervisor/Full Time/Exempt (Job Description Attached)

- Oversee drainage projects as well as the ability to perform work on island drainage when necessary
- Obtain AB UST Operator License, which has been identified as an immediate need
- Assist with city projects such as the Front Beach enhancements
- Oversee and manage beach, drainage and landscaping contracts, as well as other related contracted services
- Perform city building maintenance and/or the coordination of hiring vendors when required
- Assist Director with overall collaboration of responsibilities within the scope of Public Works not related to garbage and debris

#### Position 2 – Public Works Administrative Assistant/Part Time/ 25 hours per week/pro-rated vacation/sick accruals/no other benefits (Job Description Attached)

- Perform a wide variety of complex administrative support for the Director and the Assistants
- Performs extensive Customer Service for the department, which includes correspondence with residents, businesses, and Local and State entities
- Provides accounting, billing and budgeting assistance; collaborates with finance and other departments

#### **Other items for consideration:**

- Renovation of current Public Works facility to accommodate two new positions – estimated at approximately \$175,000 to \$200,000
- Vehicle necessary for PW Maintenance & Facilities Supervisor - \$32,000
- Computer & other related costs, such as licensing - \$3,000

**Proposed Compensation:**

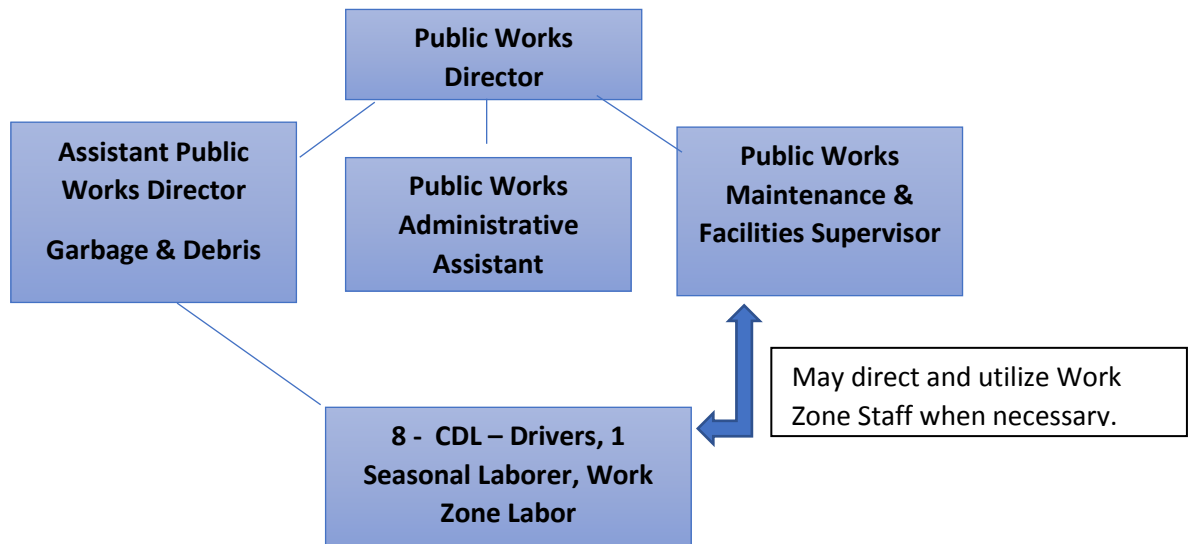
Position 1 - Maintenance and Facilities Supervisor

Salary: Full Time position based on knowledge, skills and abilities/ Exempt position with the education and background required – Low - \$56,160 to Mid - \$70,200 to High - \$87,734

Position 2 - Administrative Assistant

Hourly Rate: Part Time Non-Benefited position \$27.00 per hour based on knowledge, skills and abilities

**Organizational Chart including proposed positions:**





## Isle of Palms Position Description

Position Title: **Public Works Maintenance & Facilities Supervisor**  
Department: Public Works  
Reports To: Public Works Director  
Employment Status: Full -Time / Exempt  
Date: July 2018

### **General Summary:**

The Maintenance and Facilities Supervisor is a supervisory position assisting the Public Works Director with Public Works Administration, Engineering, Drainage, Stormwater, Underground Infrastructure and facilities maintenance. Supervisor has the responsibility for effective utilization of staff, temporary labor and contractors. The Supervisor performs technical and administrative duties and assists the Public Works Director with all aspects and duties related to the implementation and management of the City's *Stormwater Management, and National Pollutant Discharge Elimination System (NPDES) and the South Carolina Department of Health and Environmental Control (SCDHEC)*. Performs inspection services and assists on a wide range of City projects and contracts such as landscaping, drainage, storm water, buildings and other improvements. Assists with creating, coordinating and presenting educational materials and programs to citizens and City employees.

### **Essential Job Functions: \***

- Responsible for performing technical and administrative duties in support of the City's Code, policies and procedures
- Performs general civil engineering work for projects
- Provides complex technical, administrative and other support to the Public Works Director as needed
- Employee must possess comprehensive knowledge of principles, practices and techniques of public works maintenance and construction. Must be well versed in the materials, supplies, tools and equipment used in the public works maintenance and repairs
- Reinforces OSHA regulation and safety initiatives. Conducts on-site investigations pertaining to accidents, injury, liability, or incidents
- Oversees, coordinates and performs maintenance, renovations, repairs and projects of City facilities including the scheduling of outside contractors to fix problems or emergencies as needed
- Conducts inspections of work-in-progress and ensures projects are completed in compliance with applicable codes, regulations and standards
- Assists in developing, presenting and administering operating budgets

- Maintains a current working knowledge of regulatory requirements related to Stormwater on National, Regional, State and City levels
- Receives information from City staff regarding operations and assists in managing and prioritizing needs
- Interacts and communicates effectively with the City Administrator, City Council members, Mayor, departmental supervisors and employees, co-workers, contractors, other government agencies, external organizations and the public
- Assists the Public Works Director in developing legal documents, ordinances, programs and department policies in conjunction with the proper legal consultation
- Represents the Department and Director during meetings and conferences
- Performs other duties as required and assigned

**Knowledge, Skills and Abilities:**

Knowledge of applicable federal, state and local rules and regulations;

Work requires the exercise of considerable judgment and initiative;

Knowledge of street drainage construction, repair and maintenance methods;

Knowledge of DHEC regulations regarding solid wastes, OSHA regulations, and their implementation;

Ability to plan, organize and supervise the activities of others;

Knowledge of city procurement procedures and practices;

Knowledge of applicable occupational hazards and safety procedures;

Skills in operating computers and office software;

Ability to manage multiple tasks in a detailed and accurate manner;

Knowledge of Engineering practices, principles, terminology and methods;

Ability to discern when information should be conveyed or retained;

Filing and organizational skills are of paramount importance;

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex engineering reports; review and check engineering designs; plans and studies;

Assists in developing programs, goals, budgets, training courses, and safety programs;

Must stay well-informed of current developments in the field by attending related classes, meetings and conferences;

Working knowledge of applicable OSHA, EPA, and DOT safety regulations;

**Educational and Experience Qualifications:**

Bachelor's degree in Civil Engineering or a closely related field and 5 years of experience in general municipal engineering, including 2 years of supervisory experience; or, an equivalent combination of education, training and experience.

Possession of a valid driver's license.

Possession or the ability to become a Class AB Underground Storage Tank (UST) Operator within 6 months.

This position must have the license and the ability to operate construction equipment and vehicles.

The job is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations.

**Physical Requirements:**

Must have proficiency and be physically able to operate various types of machinery as related to the operation of public works construction and maintenance equipment.

Must have manual dexterity, full range of motion and the ability to perform vigorous physical activity including climbing, crawling, sitting, kneeling, standing, reaching, twisting, and bending.

Ability to lift fifty (50) pounds continuously in varying weather conditions.

Environmental exposures include daily exposure to extreme temperature, wetness and/or humidity.

Exposure to various industrial hazards may include but not limited to: chemical hazard and electrical hazards.

Skilled in written and oral communication.

**\*Disclaimer:** The above information has been designed to represent the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive description of all duties, responsibilities and qualifications requires of employee assigned to this position.

I have read and accept the responsibilities outlined above.

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Signature

Date

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Printed name



**Isle of Palms  
Position Description**

Position Title: **Public Works Administrative Assistant**  
Department: Public Works  
Reports To: Public Works Director  
Employment Status: Part-Time / Non-Benefited (Under 30 hours per week)

Date: July 2018

**General Summary:**

Under limited supervision, this position is responsible for performing a wide variety of complex administrative support work for the Director that requires interpretation and judgment to include creating spreadsheets, forms, reports, questionnaires, budget preparation and monitoring and preparation of regulatory reports; makes travel arrangements and prepares travel reports for the department and coordinates functions for the department. Performs Plans, coordinates and prepares memos and special projects; maintains the Director's calendar and coordinates and schedules meetings; manages the Director's mail folders and emails to include corresponding on behalf of the Director to the public and other city departments.

**Essential Job Functions: \***

- Coordinates the administrative operations and workflow for the Director's Office
- Plans, coordinates and prepares memos and special projects
- Maintains the Director's calendar and coordinates and schedules meetings
- Manages the Director's mail folders and emails to include corresponding on behalf of the Director to the public and other city departments
- Greets visitors to the office and directs them to appropriate individual. Screen calls and visitors; responds to complex requests for information
- Serves as the departmental liaison with Human Resources for preparing and processing Family Medical Leave Act (FMLA); coordinates with Human Resources and provides work direction related personnel actions for the department
- Coordinates all incoming and outgoing mail
- Performs a variety of administrative and clerical tasks associated with the operation of the Department including; ordering supplies and equipment for the office by preparing requisitions and purchase orders, and interacting with vendors regarding specifications and availability of supplies and equipment
- Collects fees; enters and posts on computer ledger; and completes deposit slips
- Maintains departmental training records

- Develops, maintains and monitors records and files; follows-up on due dates, assignments, responses, replies, and other actions; performs other monitoring functions to ensure timely completion of work
- Collects information from a variety of sources pertinent to area of assignment; compile data as necessary and prepare routine reports as required
- Supports the Public Works Director in dealing with the public, the City Council and staff, including verbal and written communications. Maintains confidentiality as required.
- Recommends and assists in the implementation of goals and objectives; establish schedules and methods for office operations; implement office policies and procedures
- Coordinates Federal and State-required reports
- Performs other duties as assigned.

**Knowledge, Skills and Abilities:**

Knowledge of applicable federal, state and local rules and regulations;

Knowledge of city legal and procurement procedures and practices;

Knowledge of office systems, practices, procedures and administration;

Knowledge of applicable occupational hazards and safety procedures;

Skills in operating computers and office software;

Ability to manage multiple tasks in a detailed and accurate manner;

Ability to lead by example and demonstrate the highest level of ethics;

Knowledge of general office equipment and personal computers to include word processing, spreadsheets, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy;

Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology;

Considerable knowledge of principles and processes for providing excellent customer service;

Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations;

Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions;

Excellent ability to communicate complex ideas and proposals effectively so others will understand;

Excellent ability to listen and understand information and ideas presented verbally and in writing;

Accounting - Ability to perform arithmetic, algebraic, and statistical applications;

Ability to employ economic and accounting principles and practices in the analysis and reporting of data.

**Educational and Experience Qualifications:**

Requires an Associate's Degree and 5 - 7 years of progressively responsible administrative support experience including 2-3 years of lead or supervisory experience, or an equivalent combination of education and experience. Federal Emergency Management Agency (FEMA) Incident Command System (ICS) and National Incident Management System (NIMS) Certifications preferred.

The job is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations.

**PHYSICAL REQUIREMENTS:**

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.
- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Tasks require the ability to communicate orally.

**ENVIRONMENTAL EXPOSURES:**

Essential functions are typically performed without exposure to adverse environmental conditions. Occasional exposure to adverse environmental conditions may be necessary.

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I have read and accept the responsibilities outlined above.

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Signature

Date

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Printed name



## Isle of Palms Position Description

Position Title: **Public Works Assistant Director of Maintenance & Facilities**  
Department: Public Works  
Reports To: Public Works Director  
Employment Status: Full -Time / Exempt  
Date: July 2018

### **General Summary:**

The Assistant Director of Maintenance and Facilities is a supervisory position assisting the Public Works Director with Public Works Administration, Engineering, Drainage, Stormwater, Underground Infrastructure and facilities maintenance. Supervisor has the responsibility for effective utilization of staff, temporary labor and contractors. The Supervisor performs technical and administrative duties and assists the Public Works Director with all aspects and duties related to the implementation and management of the City's *Stormwater Management, and National Pollutant Discharge Elimination System (NPDES) and the South Carolina Department of Health and Environmental Control (SCDHEC)*. Performs inspection services and assists on a wide range of City projects and contracts such as landscaping, drainage, storm water, buildings and other improvements. Assists with creating, coordinating and presenting educational materials and programs to citizens and City employees.

### **Essential Job Functions: \***

- Responsible for performing technical and administrative duties in support of the City's Code, policies and procedures
- Performs general civil engineering work for projects
- Provides complex technical, administrative and other support to the Public Works Director as needed
- Employee must possess comprehensive knowledge of principles, practices and techniques of public works maintenance and construction. Must be well versed in the materials, supplies, tools and equipment used in the public works maintenance and repairs
- Reinforces OSHA regulation and safety initiatives. Conducts on-site investigations pertaining to accidents, injury, liability, or incidents
- Oversees, coordinates and performs maintenance, renovations, repairs and projects of City facilities including the scheduling of outside contractors to fix problems or emergencies as needed
- Conducts inspections of work-in-progress and ensures projects are completed in compliance with applicable codes, regulations and standards
- Assists in developing, presenting and administering operating budgets

- Maintains a current working knowledge of regulatory requirements related to Stormwater on National, Regional, State and City levels
- Receives information from City staff regarding operations and assists in managing and prioritizing needs
- Interacts and communicates effectively with the City Administrator, City Council members, Mayor, departmental supervisors and employees, co-workers, contractors, other government agencies, external organizations and the public
- Assists the Public Works Director in developing legal documents, ordinances, programs and department policies in conjunction with the proper legal consultation
- Represents the Department and Director during meetings and conferences
- Performs other duties as required and assigned

**Knowledge, Skills and Abilities:**

Knowledge of applicable federal, state and local rules and regulations;

Work requires the exercise of considerable judgment and initiative;

Knowledge of street drainage construction, repair and maintenance methods;

Knowledge of DHEC regulations regarding solid wastes, OSHA regulations, and their implementation;

Ability to plan, organize and supervise the activities of others;

Knowledge of city procurement procedures and practices;

Knowledge of applicable occupational hazards and safety procedures;

Skills in operating computers and office software;

Ability to manage multiple tasks in a detailed and accurate manner;

Knowledge of Engineering practices, principles, terminology and methods;

Ability to discern when information should be conveyed or retained;

Filing and organizational skills are of paramount importance;

Ability to communicate clearly and concisely, both orally and in writing; research and prepare complex engineering reports; review and check engineering designs; plans and studies;

Assists in developing programs, goals, budgets, training courses, and safety programs;

Must stay well-informed of current developments in the field by attending related classes, meetings and conferences;

Working knowledge of applicable OSHA, EPA, and DOT safety regulations;

**Educational and Experience Qualifications:**

Bachelor's degree in Civil Engineering or a closely related field and 5 years of experience in general municipal engineering, including 2 years of supervisory experience; or, an equivalent combination of education, training and experience.

Possession of a valid driver's license.

Possession or the ability to become a Class AB Underground Storage Tank (UST) Operator within 6 months.

This position must have the license and the ability to operate construction equipment and vehicles.

The job is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations.

**Physical Requirements:**

Must have proficiency and be physically able to operate various types of machinery as related to the operation of public works construction and maintenance equipment.

Must have manual dexterity, full range of motion and the ability to perform vigorous physical activity including climbing, crawling, sitting, kneeling, standing, reaching, twisting, and bending.

Ability to lift fifty (50) pounds continuously in varying weather conditions.

Environmental exposures include daily exposure to extreme temperature, wetness and/or humidity.

Exposure to various industrial hazards may include but not limited to: chemical hazard and electrical hazards.

Skilled in written and oral communication.

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I have read and accept the responsibilities outlined above.

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Signature

Date

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Printed name



**Isle of Palms  
Position Description**

Position Title: **ASSISTANT PUBLIC WORKS DIRECTOR  
(Future Title Change to Sanitation Foreman)**

Department: Public Works

Reports To: Public Works Director

Employment Status: Full -Time / Non-Exempt

Date: **Revised April 2018**

**General Summary:**

Under supervision of the Public Works Director supervises the department for collection and disposal of solid waste.

**Essential Job Functions: \***

- Supervises garbage and trash collection
- Delegates assignments to crews including temporary labor
- Conducts on-the-job training for employees in the operation of vehicles and equipment
- Inspects jobs assigned to crews for satisfactory completion
- Oversees the cleaning of beaches
- Assists with the time and attendance of crew
- Subject to call to duty status twenty-four hours a day for emergencies unless on approved leave
- Assists in special projects and events
- Performs other duties as required

**Knowledge, Skills and Abilities:**

Ability to plan, organize and supervise the activities of others

Ability to deal effectively with subordinates and the public

Ability to perform vigorous physical activity

Ability to lift fifty (50) pounds continuously in varying weather conditions

Must be proficient in the ability to operate heavy equipment

Education, Training and Experience:

High School Diploma or GED and three (3) years of progressive experience in providing public services and focus on customer service. Possession of valid South Carolina passenger vehicle and Class D drivers license.

Minimum Standards to Perform Job Function:

Coordinates, determines time, place and sequence of operations or action to be taken on the basis of analysis of data; executing determinations and/or reporting on events.

Supervises, determines or interprets work procedures for a group of workers, assigning specific duties to them, maintaining harmonious relations among them, and promoting efficiency.

Uses manual lifting, pushing and moving, tools or special devices to work; moves, guides or places objects or materials. Has some latitude for judgment with regard to precision attained and selecting appropriate tool, object or material.

Medium Work: Exerts 20 to 50 pounds of force occasionally and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

Physical demand requirements are in excess of those for Light Work.

Ability to solve problems with equipment, manpower or other conditions which may affect or impede the ability to provide public service.

Interprets a variety of written and oral instructions.

Accurately reports on condition of equipment, materials, supplies and status of work.

Must be knowledgeable in the selection and use of appropriate tools and equipment necessary to complete the task of the Public Works Department.

Must be knowledgeable in fundamentals of job safety and risk management.

Ascertains proper and regular use of safety equipment by employees.

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I have read and accept the responsibilities outlined above.

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Signature

Date

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Printed name

**City of Isle of Palms, SC  
Citizen Advisory Committees**

**Planning Commission**

The Planning Commission is composed of seven (7) qualified electors of the City who shall be appointed by a majority of City Council. All members serve as such without compensation. No member may hold an elected Public office in the City.

The terms of office for members shall be staggered two (2) year terms. The term of four (4) members shall expire on December 31 of each odd-numbered year. The term for the other three (3) members shall expired on December 31 of each even-numbered year. Any vacancy shall be filled for the unexpired term by City Council. Members may be re-appointed to successive terms. The Commission elects one member as Chairman and one as Vice-Chairman, whose terms shall be for one (1) calendar year. The Commission shall also appoint a secretary, who may be an officer or an employee of the City or the Commission.

The Commission shall adopt rules of procedure and shall keep a record of its resolutions, findings and determinations which records shall be a public record.

Members:

- Lewis Gregory - Term Expires 12/31/2018
- Ron Denton - Term Expires 12/31/2019
- Vincent DiGangi - Term Expires 12/31/2018
- Richard Ferencz - Term Expires 12/31/2018
- William Mills - Term Expires 12/31/2018
- Lisa Safford - Term Expires 12/31/2019
- Phillip Pounds - Term Expires 12/31/2019

**Board of Zoning Appeals**

The Board shall consist of five (5) citizens of the City, each to be appointed by a majority of council. The term of office of each members shall be for three (3) years, and until a successor is appointed and qualified. Terms of members shall be staggered. All terms shall begin on January 1. The appointments for each year will be announced by the Mayor at a special City Council meeting, to be held on the first Tuesday of January.

Meetings of the Board shall be held upon the call of the Chairman or at such other times as the Board may determine. The zoning administrator and the secretary of the Board shall attend all meetings and the secretary shall keep a record of its proceedings, showing the vote of each member upon each question or, if absent or failing to vote, indicating such fact.

Members:

- Pete Doherty - Term Expires 12/31/2020
- Carolyn Holscher - Term Expires 12/31/2019
- Arnold Karig - Term Expires 12/31/2019
- Elizabeth Campsen - Term Expires 12/31/2019
- Glenn Thornburg - Term Expires 12/31/2019

#### **Accommodations Tax Advisory Committee**

The Accommodations Tax Committee is an advisory committee that consists of seven (7) members, with a majority being selected from the hospitality industry of the City of Isle of Palms. At least two (2) of the members must be from the lodging industry and one (1) member shall represent the cultural organizations. Appointed members shall serve terms of three (3) years.

#### **Members:**

- Malcolm Burgis - Term Expires 12/31/2019
- Sally Leydic-Mulig - Term Expires 12/31/2019
- Susan Haynie - Term Expires 12/31/2020
- Margaret Miller - Term Expires 12/31/2018
- David Nelson - Term Expires 12/31/2019
- Julise Spell - Term Expires 12/31/2020
- Rusty Williamson - Term Expires 12/31/2019

#### **Code Board of Appeals**

City Council shall appoint seven (7) Citizens of the City to serve four (4) year staggered terms.

Whenever possible, the Board shall be composed of one (1) licensed engineer, one (1) licensed architect and five (5) members at large from the building industry. The Code Board of Appeals was established for the express purpose of providing for the final interpretation of provisions of the technical construction and related codes adopted by the City.

#### **Members:**

- Robert Abel - Term Expires 12/31/2018
- Thomas (Buzzy) Bramble - Term Expires 12/31/2018
- Phillip Smith - Term Expires 12/31/2019
- Brian Garner - Term Expires 12/31/2020
- William Mitchell - Term Expires 12/31/2019
- Ann Sherrill - Term Expires 12/31/2021
- Alan Shoultz - Term Expires 12/31/2021