

ORDINANCE 2021-11

AN ORDINANCE AMENDING TITLE 1, GOVERNMENT AND ADMINISTRATION, CHAPTER 3, PROCEDURES, COMMITTEES, ORDINANCES AND USE OF CODE, AND CHAPTER 4, OFFICERS AND DEPARTMENTS, OF THE CITY OF ISLE OF PALMS CODE OF ORDINANCES, TO PROVIDE NEW HIRING PROCEDURES SO THAT THE PERSONNEL COMMITTEE WILL SERVE AS THE HIRING COMMITTEE TO FILL A VACANCY IN THE CITY ADMINISTRATOR POSITION AND ALL OTHER DEPARTMENT HEADS WILL BE APPOINTED BY CITY COUNCIL UPON THE RECOMMENDATION OF THE CITY ADMINISTRATOR.

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 Chapter 3, Article B, "Standing Committees," Section 1-3-31, "Membership; appointment; responsibilities," Paragraph (C)(5), "Personnel Committee," is hereby amended by deleting subparagraph (d) in its entirety and replacing it with the following subparagraph (d) to state as follows:

"(d) Serve as the hiring committee to fill a vacancy in the City Administrator position. The chairman of the Personnel Committee shall serve as chairman of the Hiring Committee;"

SECTION 2. That Chapter 4, Article B, "City Administrator," Section 1-4-11, "Office established; duties," is hereby amended by adding a new Paragraph (f) and by renumbering existing Paragraph (f) and all subsequent paragraphs to state as follows:

"(f) The Administrator will review and recommend intended appointments of new City department heads with the Mayor and Council prior to their appointment by Council.

(g) The Administrator shall prepare and submit a proposed annual operating budget to City Council and shall be responsible for its administration after adoption. The Administrator shall prepare an annually updated, ten-year capital program and budget.

(h) The Administrator shall serve as the Purchasing Agent for the City.

(i) The Administrator shall perform duties in accordance with the provisions of the City's employee handbook. The Administrator shall further manage employees pursuant to the City's employee handbook, which shall not be construed to constitute a contract of employment for any employee.


(j) The Administrator shall assume such other responsibilities and duties as assigned by the Mayor and City Council."

SECTION 3. 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 4. 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 5. That this Ordinance take effect and be in full force immediately.

PASSED AND APPROVED BY THE CITY COUNCIL FOR THE CITY OF ISLE OF PALMS,  
ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

  
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Jimmy Carroll, Mayor

(Seal)



Attest:

  
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Nicole DeNeane, City Clerk

First Reading: July 27, 2021

Public Hearing: N/A

Second Reading: August 24, 2021

Ratification: August 24, 2021