

**TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA
ADMINISTRATION COMMITTEE OF COUNCIL
MINUTES**

Wednesday, September 9, 2015

A meeting of the Administration Committee of Council was held at 8:30 a.m., Wednesday, September 9, 2015 at Town Hall, 2050-B Middle Street all requirements of the Freedom of Information Act having been satisfied. Present were Committee members: Council members Mark Howard (Chair), Sarah Church and Susan Middaugh; Staff: Administrator Benke, Asst. to Administrator/Human Resources Darrow and Comptroller Blanton.

I. Call to Order. Chair Howard called the meeting to order, stated the press and public were duly notified pursuant to state law and all Committee members were present.

II. Minutes – May 12, 2015

Committee reviewed the draft minutes from the May 12, 2015 Administration Committee. It was noted that only Council member Middaugh was present on Council and this Committee in May; however, the minutes should be approved for the public, as presented by Staff including a disclaimer.

MOTION: Council member Middaugh moved to approve the May 12, 2014 Administration Committee, as presented by Staff, with the disclaimer that two of three Committee members were neither on this Committee or Council when the meeting occurred; seconded by Council member Church. MOTION UNANIMOUSLY PASSED.

III. Review of Old Business Agenda Items

Committee reviewed Old Business items (identified on Committee reports to Council) for further action/update. The following actions were taken by the Committee:

a. Archiving Old Records

Update report to Council to reflect a vendor has been retained to conduct records archival and work in old Town Hall will be conducted in the near future.

b. Community Commercial District Operational Issues – Delete

c. Town Communications Plan

Update report to reflect Town Staff is developing an RFP for the new Town website, anticipating release for bid within a month, and, audio/video requirements technical requirements have been identified and incorporated in the new Town Hall/Police Station project with the goal of improving public communications.

d. Historic Commission – Delete

e. Archivist/Special Events Coordinator - Delete

f. **Administrative Position - Delete**

Administrator Benke advised an additional administrative position has been added in General Admin/Town Hall this year.

Housekeeping items:

Administrator Benke advised the Town's goal is to be paperless for Council meetings by October. Council will receive I-Pads in the near future to use for their meetings, eliminating paper reports and items given to Council at their meetings.

Committee discussed rules of procedure for Council meeting agenda items and methods to get earlier access to meeting packet information. Administrator Benke noted the key to finalizing Council meeting packets is for Committee Chairs to turn in reports and meeting information to Town Hall by 12Noon the Friday before either Council Workshops or Regular Meetings.

III. Boards and Commissions – Discussion of Term Limits

Chair Howard noted Council asked this Committee to review and discuss the concept of term limits for Board/Commission members.

Committee discussed benefits and consequences of establishing a firm term limit: new ideas and public participation, retaining institutional knowledge, need for expertise, accounting for new member learning curves, retaining flexibility and authority for Council to make the best appointments as deemed by the majority of Council, lifetime service limits for an individual to serve on a given board, and, whether a break in service is necessary for a resident to move from one board to another.

Committee acknowledged that Council needs to deliberate these issues, but reached consensus on the following points:

Potential policy – Term Limits

1. Twelve (12) year term limit for resident on a given board:
 - Four (4) – three (3) year terms: BZA, DRB and Tree Commission
 - Six (6) – two (2) year terms: Planning Commission
 - Two (2) – six (6) year terms: Municipal Election Commission
2. An individual may be recalled or appointed to fill a vacant position on a board/commission (despite term limit being reached), at the will of Council.
3. Resident is eligible to move from one board to another without a required break in Town service. Prior service on Town Council is irrelevant to this term limit proposal.

Committee will include this item on its October Council Workshop agenda as “Matters for Council Discussion.”

IV. Re-evaluation of Ordinance Approval Process (Section 2-27, Town Code of Ordinances)

Administrator Benke provided background to Town's current ordinance approval process:

- Prior to change to ordinance approval process (October 2012) – Town had a four-step process: first reading (title only), second reading, third reading (could combine with second reading) and separate ratification.
- Current process: First reading (title only), second reading/ratification with a minimum seven day waiting period between first and second reading.
- SC statutory rule: two readings with a minimum seven days between two readings.
- NOTE: items requiring a public hearing per SC Code (i.e. budget hearing) require a 15 day minimum notice to the public.

Committee discussed minimum waiting periods between readings, process for making significant changes to an ordinance (before a 3rd reading), fairness to the public and transparency.

MOTION: Council member Middaugh recommended to Town Council a return to a four-step process for ordinance approval: first reading (title only), second reading, third reading and ratification; Seconded by Council member Church. MOTION UNANIMOUSLY PASSED.

Committee directed Staff to develop a draft ordinance for Council discussion at the October Workshop.

V. General Discussion – Ordinances and Resolutions

Administrator Benke noted that Resolutions are not a change to the Town's Codes and do not have a formal process for being proposed to Council, although most resolutions originate through correspondence to Staff (Administrator) or through the Mayor.

Committee discussed potential rules of procedure to identify, for the public and Council's benefit, the flow of Council business being placed on the Council's agenda for consideration.

Committee feedback included:

- Better definition of what Council can/cannot make actionable at a Workshop
- Clarify how a resident request or inquiry moves through the governing process:
 - Move directly to Committee then Workshop then Regular Session?
 - Direct to staff for review/staff action before Committee consideration?
- Discuss method/process whereby a Council member introduces an ordinance

Chair Howard presented feedback from Council member Bachman on this process, wherein he requested clarification on and guidelines for many of the aforementioned items (clarification non flow of work, how an item is handled through Council-Workshop-Committee process, etc).

Administrator Benke noted Committee sought to identify an approach to identifying items that are considered staff level work and what merits Town Council discussion/deliberation.

Committee discussed the value in establishing rules of procedure for Town Council. No formal recommendation was made by the Committee; item referred to Council for further discussion.

There being no further business, the meeting was adjourned at approximately 10:30a.m. (Council member Church motioned; Council member Middaugh seconded; unanimously passed).

Respectfully submitted,
Mark Howard, Chair
Administration Committee

To be reviewed/approved at the September 21, 2015 Regular Council Meeting