



City of Camden
South Carolina

CAMDEN CITY COUNCIL

WORK SESSION MINUTES

Tuesday, December 11, 2012

4:00 P.M.

Council Chambers-City Hall

PRESENT

Mayor Anthony P. Scully
Mayor Pro-Tem Alfred Mae Drakeford
Councilmember Walter M. Long
Councilmember Laurel M. Parks
Councilmember X. Willard Polk

City Manager W. Kevin Bronson
Assistant City Manager Mel Pearson
City Clerk Brenda Davis
Chronicle-Independent Reporter Martin Cahn
and interested Citizens

CALL TO ORDER

Mayor Anthony P. Scully called the Camden City Council Work Session to order at 4:00 p.m.

WELCOME – City Manager Kevin Bronson welcomed Council to the December 11, 2012 Camden City Council Work Session.

CITY MANAGER JOB SEARCH

Council was presented with an outline regarding the next steps in the process of hiring a new City Manager. The next steps were presented as follow.

1. Review document entitled Recruitment Guidelines for Selecting a Local Government Administrator. The Recruitment Guidelines is produced by the ICMA and recommended for use by City Councils by the Municipal Association of South Carolina (MASC) and can be used as a tool to guide the Council in hiring a new City Manager.
2. Consider a partnership with the MASC for resume and candidate vetting.
3. Adopt a timeline as described below.

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|-----------------------|--|
| January 21-February 8 | Resume review by Council and MASC |
| February 11-15 | Compare preferred resume list with the MASC staff and select candidates to interview |
| February 25- March 8 | Conduct candidate interviews |
| March 11-15 | Review candidate interviews. Conduct background and reference checks. |
| March 18-22 | Final interviews/Final candidate selection |



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| March 25-29 | Extend employment offer and negotiate employment terms (available resources are the ICMA Model Employment Agreement and the Gignilliat, Savitz and Bettis LLP law firm) |
| April 1-5 | Announce new City Manager |

There was general discussion from Council regarding this matter. Council agreed to partner with the Municipal Association of South Carolina for resume and candidate vetting.

City Manager Kevin Bronson presented this item to Council. For additional information, please refer to Memo Dated December 6, 2012 **RE:** New City Manager Selection Process with attached documents: *Recruitment Guidelines for Selection a Local Government Administrator* and the *Proposed Scope of Services*.

AUDIT REPORT

Rickie Tiller; Cantey, Tiller, Pierce & Green, LLP, presented the fiscal year 2011/2012 Audit Report. Mr. Tiller reported that the city received an unqualified opinion related to the audit. There were no restrictions on the scope of work done by Cantey, Tiller, Pierce & Green, LLP. Mr. Tiller reported that their firm received full cooperation from City's Staff and Council. Mr. Tiller then gave a detail graphic overview of the General Fund, Proprietary Fund, Capital Project Fund and Hospitality Tax Fund. The primary purpose of Mr. Tiller's report to Council was to present the significant findings from Cantey, Tiller, Pierce & Greene, LLP audit.

There was general discussion and questions from Council to include comments from City Manager Kevin Bronson and Assistant City Manager Mel Pearson regarding Mr. Tiller presentation. (For additional information please refer to the Report to City Council for the Year Ended June 30, 2012 and the Financial Statements and required supplemental information for the year ended June 30, 2012 informational packet provided by Cantey, Tiller, Pierce & Green, LLP.)

EXECUTIVE SESSION

Council, on motion by Councilmember Polk, seconded by Councilmember Drakeford, voted unanimously to enter into Executive Session at 5:06 pm to discuss a personnel matter concerning the City Attorney and a retiring employee and to also receive legal advice concerning a Freedom of Information Act Request.

REGULAR SESSION

Council, on motion by Councilmember Polk, seconded by Councilmember Parks, unanimously agreed to re-enter Regular Session at 5:45 pm. No action was taken during Executive Session.



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BOARD OF ARCHITECTURAL REVIEW

City Manager Kevin Bronson provided Council with documents related to the Architectural Review Board. Mr. Bronson stated that Council had received this information in the past but wanted the new Councilmember's to receive the same information. Council received a list of revisions to the CHLC Ordinance; a copy of the current Board of Architectural Review Ordinance, with revisions; and a copy of proposed Commercial and Residential District Design Guidelines prepared by Carrie Giauque of C & K Historic Consulting. The above listed documents were provided to Council for review and to give staff some direction at a future Work Session.

City Manager Kevin Bronson recommended Council ponder the following questions during their review: Do you want to proceed with revising Chapter 157? Do you want to proceed with the Certified Local Government program? Are there remaining changes to the HLC or did they achieve what you would like to see in a BAR? Should the design guidelines be rewritten again?

There was general comments from Council regarding this matter to include discussing the idea of including the BAR initiative on their strategic planning agenda.

OTHER BUSINESS

Councilmember Polk informed everyone of the 150th anniversary memorial service in honor of Civil War Veteran Richard Rowland Kirkland on Saturday December 15, 2012 - 1 p.m. at Hampton Park.

ADJOURNMENT

There being no further business, Mayor Scully adjourned the Work Session at 6:00 p.m.

Mayor Anthony P. Scully

Attest:

Brenda Davis, City Clerk