



TOWN COUNCIL WORKSHOP

Irmo Municipal Building
7300 Woodrow Street, Irmo, SC 29063

June 2, 2026 @ 6:00 PM

AGENDA

- I. Call to Order
- II. Discussion Items
 - A. Discussion concerning rezoning application at 7949 Broad River Road, TMS R04006-02-25 (Staff).
 - B. Discussion concerning a proposed change of government for the Town of Irmo, from Council to Council Manager form of government (Staff)
- III. Open Discussion
- IV. Adjournment

ADA Notice: The Town of Irmo complies with the Americans with Disabilities Act. For meeting accommodations, call (803) 781-7050 during normal business hours and ask for the Deputy Town Administrator or Municipal Clerk.

Council vs. Council-Manager Form of Government

Category	Council-Manager Form (Chapter 13)	Council Form (Chapter 11)
Basic Structure	Mayor + 4, 6, or 8 councilmembers (mayor separate)	5, 7, or 9 members total (includes mayor)
Core Governance Model	Separation of powers: Council (policy) + Manager (administration)	Consolidated powers: Council handles both policy and administration
Legislative Authority	Vested in Council	Vested in Council
Administrative Authority	Vested in Manager	Vested in Council
Manager / Administrator Role	Required professional manager (chief executive)	Optional administrator (advisory/support role only)
Control of Staff	Manager hires, fires, supervises staff	Council hires, fires, supervises staff directly
Council Interaction with Staff	Must go through the Manager (strict limitation)	Direct interaction and supervision allowed
Budget Preparation	Prepared by Manager	Prepared by Council
Budget Adoption	Adopted by Council	Adopted by Council
Department Oversight	Departments report to Manager	Departments report to Council
Creation of Departments	Council acts with Manager recommendation	Council acts independently
Policy vs Operations	Clear distinction between policy and operations	Blended—Council involved in daily operations
Accountability Structure	Manager accountable to Council; staff accountable to Manager	All staff accountable directly to Council
Removal Process	Manager removal includes formal notice and hearing rights	No equivalent executive role or process
Professional Management	Emphasized (qualification-based hiring)	Not required
Political Influence in Operations	Reduced	Higher
Flexibility	Structured, process-driven	More flexible, but less structured
Common Use	Widely used in modern municipalities	Less common in larger/professionalized governments

CHAPTER 11
Council Form of Government

SECTION 5-11-10. Applicability of Chapter 7.

Except as specifically provided for in this chapter, the structure, organization, powers, duties, functions and responsibilities of municipal government under the council form shall be as prescribed in Chapter 7.

HISTORY: 1962 Code § 47-70; 1975 (59) 692.

SECTION 5-11-20. Structure of council form of government; election of mayor and members of council.

(a) Under the council form of government there shall be a municipal council composed of five, seven or nine members including the mayor.

(b) The mayor and members of the council shall be elected in accordance with Chapter 15.

HISTORY: 1962 Code § 47-71; 1975 (59) 692.

SECTION 5-11-30. Legislative and administrative powers of municipality vested in municipal council.

All legislative and administrative powers of the municipality and the determination of all matters of policy shall be vested in the municipal council. Each member of council, including the mayor, shall have one vote.

HISTORY: 1962 Code § 47-72; 1975 (59) 692.

SECTION 5-11-40. Establishment of municipal departments, offices or agencies; employment of administrator; administrative officers appointed and controlled by council; annual budget; taxes.

(a) The council may establish municipal departments, offices or agencies in addition to those created by Chapters 1 through 17 and may prescribe the functions of all departments, offices and agencies. The council may hire an administrator to assist the council.

(b) All departments, offices and agencies may be administered by an officer appointed by and subject to the direction and supervision of the council.

(c) The municipal council shall adopt annually, prior to the beginning of the fiscal year, operating and capital budgets for the operation of city government and shall in such budgets identify the sources of anticipated revenue including taxes necessary to meet the financial requirements of the budgets adopted. The council shall further provide for the levy and collection of taxes necessary to meet all budget requirements except as provided for by other revenue sources.

HISTORY: 1962 Code § 47-73; 1975 (59) 692; 1976 Act No. 623, § 5.

CHAPTER 13
Council-Manager Form of Government

SECTION 5-13-10. Applicability of Chapter 7.

Except as specifically provided for in this Chapter the structure, organization, powers, duties, functions and responsibilities of municipal government under the council-manager form shall be as prescribed in Chapter 7.

HISTORY: 1962 Code § 47-80; 1975 (59) 692.

SECTION 5-13-20. Structure of council-manager form of government; election of members of council and mayor.

(a) Under the council-manager form of government there shall be a municipal council composed of a mayor and four, six or eight councilmen.

(b) The members of council and the mayor shall be elected in accordance with Chapter 15.

HISTORY: 1962 Code § 47-81; 1975 (59) 692.

SECTION 5-13-30. Powers and duties of municipal council.

All legislative powers of the municipality and the determination of all matters of policy shall be vested in the municipal council, each member, including the mayor, to have one vote. Without limitation of the foregoing, the council shall:

- (1) Employ a manager;
- (2) Establish other administrative departments and assign and distribute the work thereof upon recommendation of and with the approval of the manager;
- (3) Adopt the budget of the municipality;
- (4) Authorize the issuance of bonds by bond ordinance, subject to such restrictions and limitations as may be prescribed by law;
- (5) Have the power to inquire into the conduct of any office, department or agency of the municipality, make investigations as to municipal affairs and give the public information concerning them;
- (6) Adopt plats;
- (7) Adopt and modify the official map of the municipality;
- (8) Provide for an independent annual audit of the books and business affairs of the municipality and for a general survey of municipal business;
- (9) Provide for the general health and welfare of the municipality in accordance with the statute law of the State with reference to the general police powers granted to municipalities;
- (10) Enact ordinances of any nature and kind, not prohibited by the law or Constitution of the State or of the United States; and
- (11) With the advice of the manager, appoint all committees, boards and commissions relating to the affairs of the municipal government, except as otherwise provided by law.

HISTORY: 1962 Code § 47-82; 1975 (59) 692.

SECTION 5-13-40. Councilmen prohibited from holding other offices during term, appointing or removing employees whom manager is empowered to appoint and dealing with employees under control and supervision of manager.

(a) Except where authorized by law, no councilman shall hold any other municipal office or municipal employment while serving the term for which he was elected to the council.

(b) Neither the council nor any of its members shall in any manner be involved in the appointment or removal of any municipal administrative officers or employees whom the manager or any of his subordinates are empowered to appoint.

(c) Except for the purpose of inquiries and investigations, neither the council nor its members shall deal with municipal officers and employees who are subject to the direction and supervision of the manager except through the manager, and neither the council nor its members shall give orders to any such officer or employee, either publicly or privately.

HISTORY: 1962 Code § 47-83; 1975 (59) 692.

SECTION 5-13-50. Employment and qualifications of manager.

The council shall employ a manager and fix his compensation. The manager shall be employed solely on the basis of his executive and administrative qualifications. He need not be a resident of the municipality or state at the time of his employment and may reside outside the municipality while in office only with the approval of the council.

No councilman or mayor shall be employed as manager of the municipality from which he was elected during the term for which he shall have been elected.

HISTORY: 1962 Code § 47-84; 1975 (59) 692.

SECTION 5-13-60. Surety bonds of manager and other municipal employees.

The municipal council may require suitable surety bonds of the manager and other municipal employees conditioned for the faithful performance of their duties. The cost of such bonds shall be paid by the municipality.

HISTORY: 1962 Code § 47-85; 1975 (59) 692.

SECTION 5-13-70. Term of employment and compensation of manager; removal of manager by council.

The term of employment of the manager shall be at the pleasure of the council and he shall be entitled to such compensation for his services as the council may determine. The council may, in its discretion, employ the manager for a definite term. If the council determines to remove the manager he shall be given a written statement of the reasons alleged for the proposed removal and the right to a hearing thereon at a public meeting of the council.

Within five days after the notice of removal is delivered to the manager, he may file with the council a written request for a public hearing. This hearing shall be held at a council meeting not earlier than twenty days nor later than thirty days after the request is filed. The manager may file with the council a written reply not later than five days before the hearing. The removal shall be stayed pending the decision at the public hearing.

HISTORY: 1962 Code § 47-86; 1975 (59) 692.

SECTION 5-13-80. Designation by manager of administrative officer to act in manager's absence or disability; effect of manager's failure to designate officer.

By letter filed with the municipal clerk the manager shall designate a qualified municipal administrative officer to exercise the powers and perform the duties of manager during his temporary absence or disability.

In the event of the failure of the manager to make such designation the municipal council may by resolution appoint an officer of the municipality to perform the duties of the manager until he shall return or his disability shall cease.

During such absence or disability, the council may revoke such designation at any time and appoint another officer of the municipality to serve until the manager shall return or his disability shall cease.

HISTORY: 1962 Code § 47-87; 1975 (59) 692.

SECTION 5-13-90. Responsibilities of manager.

The manager shall be the chief executive officer and head of the administrative branch of the municipal government. He shall be responsible to the municipal council for the proper administration of all affairs of the municipality and to that end, subject to the provisions of this chapter, he shall:

(1) Appoint and, when necessary for the good of the municipality, remove any appointive officer or employee of the municipality and fix the salaries of such officers and employees, except as otherwise provided in this chapter or prohibited by law and except as he may authorize the head of a department or office to appoint and remove subordinates in such department or office;

(2) Prepare the budget annually, submit it to the municipal council and be responsible for its administration after adoption;

(3) Prepare and submit to the municipal council at the end of each fiscal year a complete annual report on the finances and administrative activities of the municipality for the preceding year and make such other financial reports from time to time as may be required by the council or by Chapters 1 through 17;

(4) Keep the municipal council advised of the financial condition and future needs of the municipality and make such recommendations as may seem to him desirable; and

(5) Perform such other duties as may be prescribed by law or required of him by the municipal council, not inconsistent with the provisions of Chapters 1 through 17.

HISTORY: 1962 Code § 47-88; 1975 (59) 692.

SECTION 5-13-100. Council authorized to create, change and abolish offices, departments or agencies.

Municipal council may, by ordinance, create, change and abolish offices, departments or agencies of municipal government upon the recommendation of the manager or may, in accordance with such recommendations, assign additional functions and duties to such offices. The head of each department shall be designated director thereof and shall have supervision and control over his department subject, however, to the direction of the manager.

HISTORY: 1962 Code § 47-89; 1975 (59) 692.