

WAYS & MEANS COMMITTEE MEETING
Kiawah Island Municipal Center
Council Chambers
August 26, 2014; 2:00 PM

MINUTES

I. Call to Order: *Mr. Labriola called the meeting to order at 2:00 pm.*

II. Pledge of Allegiance

III. FOIA: Notice of this meeting has been published and posted in accordance with the Freedom of Information Act and the requirements of the Town of Kiawah Island.

IV. Roll Call:

Present: John D. Labriola, Mayor Pro Tempore
Charles R. Lipuma, Mayor
Lauren N. Patch
Richard E. Murphy

Telephonically Mary Q. Johnson

Also Present: Tumiko Rucker, Town Administrator
Petra Reynolds, Town Clerk

V. Approval of Minutes:

A. Minutes of the Ways & Means Committee Meeting of July 22, 2014

Mr. Patch motioned to approve the minutes of the July 22, 2014 Ways and Means Committee Budget Workshop. The motion was seconded by Mayor Lipuma and the minutes were approved unanimously as amended.

VI. Citizens' Presentations or Comments:

None

VII. Old Business:

None

VIII. New Business:

A. Agility Recovery – Business Emergency Recovery Service Agreement

Ms. Rucker stated that as part of the going process of Emergency Planning and preparedness, staff looked at different services that were available to the Town in the event of a disaster. She noted that the Town had standby contracts for debris monitoring with Atkins and debris removal with Phillips and Jordan who would bring in equipment to accomplish the task.

Ms. Rucker stated that it was identified that, post disaster, the Town would need to have readily available equipment such as generators, computer and other hardware in order to

keep the business aspect of the Town running. She indicated that Agility Recovery had been identified as being able to provide this service. She explained that in the event of a disaster, Agility Recovery had the capability, within 24 hours, to mobilize and deliver the required equipment to the Town. Ms. Rucker reported that cost of the Business Emergency Recovery Services would be \$5900 annually. She presented a proposal for the Committee's review and acceptance that outlined the benefits, description of services, expenses and terms of an agreement.

Mr. Murphy added that he felt the risk/reward aspect of the proposal was very reasonable and was worth the cost to purchase additional support to be able to get the Town up and running post disaster. He noted that he could provide a list of organizations that utilize Agility's Services.

Mr. Patch asked how many coastal communities Agility served; that in the event of a disaster, would serving multiple communities impede Agility's ability to provide services to those communities. He also indicated that the Town insurer would provide much of the emergency setup in the event of a disaster and felt it was a redundant service.

Mr. Murphy stated that the insurance company may be responsible for payment but would not be responsible to provide for the immediate delivery of the hardware and equipment that may be required and also may not have the accessibility to the equipment that Agility has.

Ms. Rucker added that to her knowledge that Agility did not have many, if any, coastal communities under contract, with their primary organizations being banks and hospitals. She indicated that before the Council meeting she would assemble a listing of the organizations that Agility serves in South Carolina. Ms. Rucker also noted that although being insured with the South Carolina Budget and Control Board, she was not sure how quickly they could have an adjuster on site while having to cover the entire state in event of a disaster.

Committee discussed the coverage and services that are currently provided by the insurer and if there is a need for the services that are provided by Agility. Members agreed to table the approval of the agreement until more information is available.

B. Perkins Cleaning Services Contract Amendment

Ms. Rucker stated the Town has a current contract with Perkins Cleaning Services for janitorial services. The current contract expires on September 30, 2014 and allows for two one-year renewable options.

Mrs. Perkins has notified the Town by letter that she requested to renew the agreement for the additional two years at the expiration of the existing contract and also requests consideration of a rate increase of 2% based on the July 2014 published rates of the Southern region Consumer Price Index (CPI). She indicated the current contract amount is \$25,000 with the option of two additional cleanings for \$1500 each. If approved, the annual increase would total \$560.00. Staff recommends both the two-year term extension to September 30, 2016 and 2% CPI rate increase.

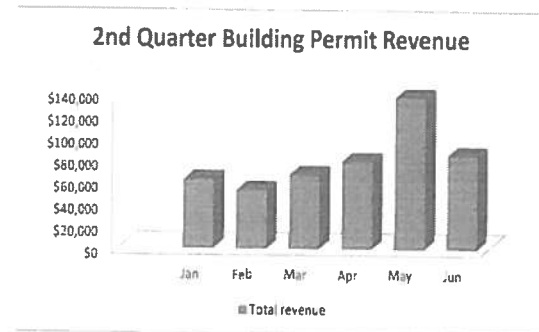
Mr. Patch made a motion to recommend to Town Council the approval of the Perkins Cleaning Services contract amendment. The motion was seconded by Mayor Lipuma and was unanimously passed.

C. Building Permits 2nd Quarter Report

Ms. Rucker presented Building Permit revenues report for the second quarter of 2014. She indicated that the report was to allow member the opportunity to view trending in the monthly revenues. With the increasing workload, there are now two inspectors in addition to Mr. Spicher, the Town Building Official.

2014 2nd Quarter Building Permit Revenue

Month	Total revenue	Permits Issued	Inspections Performed
Jan	\$ 62,548.20	248	176
Feb	\$ 53,073.40	277	288
Mar	\$ 67,240.57	304	364
Apr	\$ 79,933.32	293	320
May	\$ 137,959.10	263	323
Jun	\$ 85,046.10	180	234
2nd quarter totals	\$ 485,800.59	1317	1705
Monthly Average Revenue	\$ 80,966.78		



Committee members discussed the previously projected amounts for Building Services revenues, the current contract with SAFEbuilt and the positive contractor response to the quality of the services provided.

D. Freshfields Annexation Revenue Update

Ms. Rucker stated that Council requested a report outlining the impact of Freshfields and it has attributed to additional revenue for the Town. She indicated that key components of the additional revenue, in particular the Local Option Sales Tax, are still missing and are needed to compile an accurate report. Difficulties with the Department of Revenue in recording and remitting the payments from Freshfields have been addressed. Mr. Gunnells has made numerous written, telephonic requests and has recently engaged the help of the Town Attorney to resolve this issue with the Department of Revenue.

Mr. Labriola added that he posed two questions to Mr. Gunnells;

- 1) If there was a chance that the Town would not receive the monies that were owed. Mr. Gunnells stated that the funds were just tied up in the bureaucratic policies and procedures of the state and would eventually be received by the Town.
- 2) With the information received from Freshfields, if the projected revenues could be off; to which Mr. Gunnells replied "absolutely not".

IX. Chairman's Report:

None

X. Treasurer's Report:

Ms. Rucker reported the Town had received today the franchise fee agreement payment from Island Beach Services in the amount of \$100,000.

XI. Citizen Comments:

None

XII. Committee Member's Comments:

Mr. Murphy reported the Emergency Services Consultant has received and are processing the incident data submitted by the Charleston County Consolidated 911 Center.

Mayor Lipuma reported that Berkeley Charleston Dorchester Council of Governments is holding a series of public meetings in August and September to get input on routes for the Tri-County Link System. He indicated there will be a session on August 29th at 10 am, at the Berkeley Electric Co-op Office on Johns Island. An additional meeting will be and on September 9th at 6 pm.

Mrs. Johnson had no additional comment.

Mr. Patch had no additional comment.

Mayor Lipuma motioned to discuss a contractual matter related to the acquisition of the Kiawah Island Utility, and to receive legal advice on the same, to discuss a contractual matter related to PSSi contract amendment and to receive legal advice on the same, and to discuss the acquisition of real property and to receive legal advice on the same. The motion was seconded by Mr. Patch, and motion carried unanimously.

XIII. Executive Session:

- A. To discuss a contractual matter related to the acquisition of the KIU and to receive legal advice on the same.
- B. To discuss a contractual matter related to PSSi contract amendment and to receive legal advice on the same.
- C. To discuss the acquisition of real property and to receive legal advice on the same.

Returning from executive session, Mr. Labriola stated that no decisions were made and no votes were taken.

XIV. Adjournment:

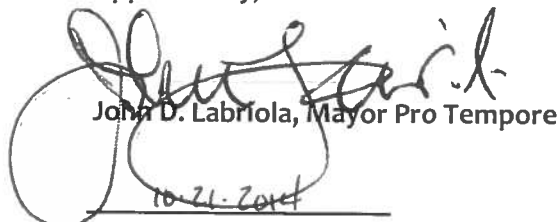
Mr. Patch made a motion to adjourn the meeting at 3:26 pm. Mr. Murphy seconded the motion and it passed unanimously.

Submitted by,



Petra S. Reynolds, Town Clerk

Approved by,



John D. Labriola, Mayor Pro Tempore

Date

10-21-2014