

WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

March 28, 2017; 2:00 PM

MINUTES

I. Call to Order:

II. Pledge of Allegiance

Present at the meeting: John R. Wilson, Chairman
Craig Weaver, Mayor
Jack Koach
Diana Mezzanotte
Chris Widuch

Also Present: Stephanie Monroe Tillerson, Town Administrator
Dorota Szubert, Town Treasurer
Petra Reynolds, Town Clerk

III. Approval of Minutes:

A. Ways & Means Committee Budget Workshop of February 21, 2017

Mr. Widuch made a motion to approve the Ways and Means Committee Budget Workshop of February 21, 2017. The motion was seconded by Mr. Koach and the minutes were passed as amended by Mayor Weaver.

B. Ways & Means Committee Meeting of February 28, 2017

Mr. Widuch made a motion to approve the Ways and Means Committee Meeting of February 28, 2017. The motion was seconded by Mr. Koach and the minutes were passed.

IV. Citizens' Comments: (Agenda Items only)

None

V. Old Business:

A. Review and Discuss the FY 2017/2018 Proposed Budget (Expense side of the budget only)

Ms. Szubert stated that after a previous discussion of the contract required by Charleston County to receive Local ATAX funding, she verified the contract was a requirement of all Municipalities. The fixed amount of funding is based on a percentage which is voted on by Charleston County Council every year. She indicated that this year's funding percentage was 24% and for the upcoming fiscal year, the funding percentage will be 22%. Reports are sent showing how the funds are to be allocated and all funds received have to be spent or returned.

Mr. Wilson reviewed the changes made to the budget since the February 28th discussion.

Changes from the Draft discussed on 2.28.17

- 1) An average 3%, or approximately \$31k salary, increase for the Town Hall employees effective July 1, 2017.
- 2) Increase of 3.3 %, or \$4,700, in the Town's health insurance contribution effective January 1, 2018.
- 3) Increase in the utilities cost of \$6,900 related to 5-year lease of outside lights at the New Town Hall.
- 4) Increase of \$2K in KI Conservancy funding.
- 5) Increase of \$1K for Turtle Beach Patrol funding.
- 6) Additional \$30k for aerial photography.

Mrs. Mezzanotte stated the Kiawah Island Conservancy submitted \$129,000.00 in initiatives for funding consideration by the Environmental Committee. She indicated that following review by the Committee the presented summary totaling \$77,000.00 was recommended for funding from the County Accommodation Tax:

1) Wildlife Web Cameras: Osprey/Eagle, Alligator Pond	\$10,000
2) Bobcat Documentary Film	20,000
3) Naturally Kiawah Demo Garden	10,000
4) Naturally Kiawah-Special Guest Guide & Summer/Fall Issue	30,000
5) Travel Story GPS Mobile App Tours	5,000
6) Brochures-Maritime Forest Reserve & Demonstration Garden	2,000
Total	\$77,000

Committee members engaged in an in-depth discussion of the future funding of Conservancy initiatives; if there would be a set yearly funding amount, or if applications would be submitted and reviewed yearly. Members agreed funding should be driven by the Town's Environmental priorities or projects, the Conservancy's role in the completion of those projects, and the quality of the project rather than a lump sum funding. After the discussion, a majority of the members agreed on including the \$77,000.00 in funding requests into the budget for Council approval.

Mr. Widuch questioned the increase in the travel and training. Mrs. Szubert indicated the increase was due to tuition reimbursement and training for employee with new roles.

Mr. Widuch expressed his concern with the employee insurance subsidy. Mayor Weaver indicated that before the vote on the budget, staff will bring to the Committee competitive information and an understanding of what the subsidy entails.

VI. **New Business:**

- A. Recommendation to Town Council for Approval to Enter into a Contract with The Mercer Group to Conduct an Operations Review of the Business License/Permit, Support Services/Code Enforcement and Building Services Departments

Mayor Weaver spoke to the opportunity for the Town to make significant changes to streamline the services and processes it provides.

The Organizational Review would look at:

- Business Licenses
 - Compliance – does everyone required to have a business license have one and are the businesses reporting accurate revenue.
 - Examine how to make the processes more “user-friendly” for residents and businesses
 - Examine how to make the processes more efficient for employees
 - Better use of technology
 - Ensure Code Compliance
- Building Permits
 - Permitting process shared with the Community Association and ARB so they should be included in the review
 - Opportunity to make the process more user-friendly

Mayor Weaver indicated it was Ms. Tillerson’s recommendation to engage the Mercer Group to conduct an Organizational Review of Business License, Building Permit, and Code Compliance Services.

Mr. Koach made a motion to recommend to Council the approval to enter into a contract for Organizational Review Services with the Mercer Group in the amount not to exceed \$12,950. The motion was seconded by Mr. Widuch and unanimously passed.

B. Recommendation to Town Council for Approval to Enter into a Contract with The Mercer Group to Complete a Classification and Compensation Study

Mayor Weaver stated the Town does not have a definitive compensation structure and approach. He indicated the Archer Group was hired by the Town and helped with salary administration structure but the approach seems to have changed with each administration. The objective of the classification and compensation study is to develop a sustainable salary administration process to be put in place and institutionalized for the future.

Mr. Widuch made a motion to recommend to Council the approval to enter into a contract for a Classification and Compensation Study with the Mercer Group in the amount not to exceed \$8,950. The motion was seconded by Mrs. Mezzanotte and unanimously passed.

C. Recommendation to Town Council for Approval of the extension of AirMedCare contract for an additional year

Mr. Wilson stated the current contract with AirMedCare allows for the air transportation of Kiawah residents with no additional cost over what insurance will pay and will renew at the same rate and terms. Mr. McAden with AirMedCare answered members’ questions on the use of the services and pricing of the contract. Mr. Wilson asked if there would be an advantage to having a designated helipad which is now being studied by a subcommittee of the Public Safety Committee. Mr. McAden indicated he recommended the addition of the helipad.

Mr. Koach made a motion to recommend to Council the approval of the renewal of the contract with AirMedCare in the amount of \$8,163.00. The motion was seconded by Mayor Weaver and unanimously passed.

D. Recommendation to Town Council the Approval of Municipal Center Change Order Number 005

Mr. Wilson expressed his concern that several of the items on the change order are in process and were started before receiving the required approval by Council. Mr. Widuch, along with Mayor Weaver, explained that some of the approvals were given due to issues which required immediate resolution. Ms. Tillerson clarified that the items in the change order, if submitted separately, could be approved by the Mayor or by the Mayor and a Council member. The individual change orders have been held for submittal in a bundle on a monthly basis. She has requested that future change orders be submitted immediately so the proper process can be followed.

Mr. Widuch made a motion to approve of Municipal Change Order Number 5 in the aggregate amount of \$46,701.00. The motion was seconded by Mr. Koach and unanimously passed.

VII. Chairman's Report:

Mr. Wilson stated the presented summary of the New Municipal Center costs show that barring any major unforeseen expenses the project will come in somewhat under budget.

Mr. Wilson stated the first reading of the FY 2017-2018 Budget will be at the May Town Council meeting. There will be a Public Hearing scheduled prior to the first reading.

VIII. Treasurer's Report:

Ms. Tillerson reviewed the applications made by the Town to the State Accommodations Tax Committee (SATAX) for funding of the Deputy Coverage and Beach Patrol during the tourist season. She stated the SATAX Committee requested at the last meeting for the Town to have justification of the percentage used in calculating the Town's request. This year's applications can justify a request amount of \$532,208.00 which is 85% of the deputy payroll and an amount of \$149,000.00 which is 50% of the total Beach Patrol contract.

Following discussion of the justifications and percentages, Committee Members agreed to the application requests but asked that the percentage of 85% be applied to both of the requests.

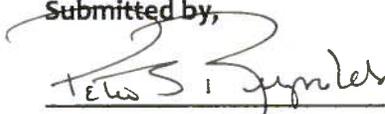
**IX. Citizen Comments:
None**

**X. Committee Member's Comments:
None**

XI. Adjournment:

Mayor Weaver made a motion to adjourn the meeting at 3:52 pm. The motion was seconded by Mrs. Mezzanotte and unanimously approved.

Submitted by,

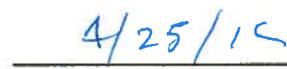


Petra S. Reynolds, Town Clerk

Approved by,



John R Wilson, Chairman



Date