



Town Council

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## **Old Business:**

### **A.** Work Plan Status Updates

# Planning Action Items Update



## Comprehensive Landscape & Tree Preservation Ordinance Adoption

**Objective: Memorialize comprehensive guidelines and standards for landscape and tree preservation**

- ▶ Introduction of Ordinance Purpose: PC March 8th Meeting
  - ▶ Purpose & Scope Defined; Community Workgroup Formed
- ▶ Workgroup Initial Meeting Scheduled for March 20<sup>th</sup>
  - ▶ Draft Language Considerations; Determine risks and long-term administrative impacts
- ▶ Tentative PC Workshop: April 5th
- ▶ Target PC Recommendation: May 3rd PC meeting
- ▶ Target TC PH & 1st Reading: June 7th

## 2013 Amended & Restated Development Agreement Sunsetting

**Objective: Prepare for the end of 2013 ARDA**

- ▶ Staff is working on an output summary composed of remaining action items of the 2013 ARDA. This includes status update of items responsible by TOKI, KP as well as KICA. (Conveyances, dedications, entitlements, etc.)
- ▶ Rough draft compiled of remaining action items within ARDA.
- ▶ Ongoing: Review, compare and update to ensure consistency of what has been completed, is in process, and has yet to be completed.
- ▶ Next Steps (April 2023): Develop timeline for required amendments to zoning ordinance

# Planning Action Items Update



## Review of Land Use Planning and Zoning Ordinance

**Objective:** Complete rewrite of zoning code to update outdated standards and to reflect “KiawahNext” principles.

- ▶ No significant update
- ▶ Request for proposal is currently being developed
- ▶ Tentatively scheduled for review at May 2023 W&M for FY2024.

## Betsy Kerrison Parkway Overlay Zoning District

**Objective:** Preserve character of BKP as culturally significant to JI, Kiawah and Seabrook

- ▶ Soft conversations with county staff and members of the JI community to gauge coordination and high-level SWOT analysis
- ▶ Next Steps: Formal letter drafted to send to County Staff as correspondence
- ▶ Prior to sending formal letter consideration for early stakeholder feedback from KiawahNext; scheduled interview JITF March 2023

# Goals



- ▶ Evaluation of the Town's fund balance and reserve policies and levels with emphasis on financial risks from the hurricane, cost for clean up and reviving the Island.
  - ▶ With the oversight of the Mayor and Mayor Pro Tempe, the analysis and discussions will be conducted during FY24 budget review meetings and presentations.
- ▶ Review of the Town's investment policy and strategies
  - ▶ As part of rebidding our banking services, we will evaluate current investing mechanism-LGIP vs outsourcing with other firms providing investment management services. This will take place after budget approval.

# Communication Action Plan



- ▶ Absent the new Communication starting, below are updates for several initiatives during 2023:
  - ▶ **KICA/TOKI Communication Process**
    - ▶ Work with Shannon to establish an initial meeting between the KICA Board and TOKI Town Council ~ work in progress
  - ▶ **Communication:**
    - ▶ Review of our methods, content, intentions, etc., ~ work in progress
    - ▶ Hiring of a Communication Manager ~ Erin Pomrenke, start date March 20
    - ▶ New website ~ anticipated rollout date, the first week of April.

# Public Safety Department Action Plan



- ▶ The TOKI Public Safety Department has started to plan for several initiatives during 2023:
  - ▶ **Implementing Emergency Calling Box ... Pre-stage inquiries:**
    - ▶ Wireless intrinsically model price range \$10,000 to \$20,000 per box (service provider fee not included).
    - ▶ \$300-\$500 in annual maintenance fee per box.
    - ▶ Myrtle Beach has two emergency calling boxes but near a pier and public park.
  - ▶ **Implementing RFP development into a sworn police department ... Pre-stage inquiries:**
    - ▶ Organize a sub-committee for RFP review.
    - ▶ Nine consulting firms were identified.
    - ▶ Provide a RFP recommendation to council by May of 2023.



# Public Works Department Action Plan



- ▶ The TOKI Public Works Department has started to plan for several new environmental protection and “Go Green” initiatives during 2023:
  - ▶ **Revamp the joint Go-Green Initiative for the island ... this time focused on:**
    - ▶ Installing a series of EV Charging stations across the island for the efficient use of residents and visitors together with KICA, KIGR, KIC and Freshfields/Andell West
    - ▶ Run a second pilot test with KICA using battery-operated landscaping equipment (esp. leaf blower) to validate if this technology is now ready to be used
    - ▶ Develop a concept to help various constituencies on the island (esp. restaurants, golf courses) to move away from the use of plastic materials (e.g., like plates, cups, utensils, ...)
  - ▶ **Implement additional environmental protection activities such as:**
    - ▶ Increase the number of EV and Hybrid vehicles in the Town's vehicle fleet
    - ▶ Organize regular hazardous material pick-up events at the Town Center (likely once a quarter)
    - ▶ Providing a business plan for installing a solar panel pilot project to test its viability under our weather conditions

# Environmental/Wildlife Department Action Plan



- ▶ The TOKI Environmental & Wildlife Department in conjunction with the Environmental Committee is committed to start several new activities after completing the current field work in mid-March:
  - ▶ **Continue well-received communication activity with the community about ongoing wildlife protection measures with bobcats, birds alligators, etc.**
  - ▶ **Increase activities to educate the community on actively participating in wildlife protection measures:**
    - ▶ Avoid or minimize certain pesticides and fertilizer
    - ▶ Provide protective environments for certain species (e.g., certain birds)
  - ▶ **Work with the Conservancy on developing solutions to reduce the use of pesticides and fertilizers on the islands golf courses** (e.g., by learning from environmentally-friendly golf courses around the country)
  - ▶ **Support efforts of other TOKI departments to:**
    - ▶ Implement **protective measures for our marsh land** (e.g., erosion protection, permeable surfaces, restricting access to certain endangered marsh areas)
    - ▶ Develop and implement a new **Landscaping & Tree Protection Ordinance**



# Ordinance & Regulation Review Project



- ▶ The Town Council decided to create a workgroup of Town staff and Council members to step-by-step review existing ordinances and regulation of the Town to ensure they are up-to-date, practical, complete, easy to execute and enforceable, maybe obsolete or too bureaucratic or limited in scope. Therefore:
  - ▶ Work Plan and Team has been defined - Start of activities in March 2023 - Timeline of project will reach at least to the end of 2023
  - ▶ Key questions to be asked during the reviews (some examples):
    - ▶ Is the ordinance practical and supports an efficient decision making process?
    - ▶ Has the recent use of ordinance been successful and served the purpose of proper, transparent governance?
    - ▶ Can recent decisions based on an ordinance be properly enforced or are there limitations implied?
    - ▶ What can we learn from similar municipalities in South Carolina (e.g., Hilton Head, Bluffton, Folly Beach, ...)?
    - ▶ Does the ordinance comply with most recent federal or SC State law?
    - ▶ Has the ordinance become obsolete? Are ordinances missing?

# Volunteer Policy



- ▶ The Town Council relies heavily on the involvement of community members in various Boards, Commissions, Committees and various Work Groups. To ensure we provide a fair, supportive, legally safe and motivating environment, we have started to work on a Volunteer Policy entailing:
  - ▶ Structured interview and appointment process
  - ▶ Detailed onboarding process for new volunteers
  - ▶ Transparent and detailed definition of roles and responsibilities (Mission Statement, Rules of Engagement)
  - ▶ Proper supervision and support for each volunteer
  - ▶ Fair and equal treatment of all volunteers across the organization
  - ▶ Proper ethical and confidentiality behavior
  - ▶ Implementation of constructive problem solving and complaints procedures
  - ▶ Care for safety and health of volunteers when engaging in their tasks
  - ▶ Term limits for volunteer positions

# Kiawah Heritage Concept



- ▶ The Town Council is considering to create a first concept for a Kiawah History or Heritage Museum with the purpose of educating the community, visitors to the island and surrounding schools about the rich history of our island over the past several hundred years:
  - ▶ **First contacts** to knowledgeable community have been established. More will be necessary.
  - ▶ **First concept** for this venue would include topics like:
    - ▶ Proposing a proper location for the museum (e.g., Freshfields, entrance to the island, ...)
    - ▶ Considering to use the old schoolhouse (maybe with some additions) as the venue (relocating from the current site)
    - ▶ Outlining a general concept for the venue (displays, artifacts, media, ...)
    - ▶ Defining with whom the Town will partner with for the curating tasks of such museum
    - ▶ Estimating funding and operating costs
- ▶ **Timing for first draft proposal:** Approx. May 2023
- ▶ **Re-start of discussion** with the current owner of the old schoolhouse across from the Town Center as a potential building for this idea (to be relocated)



Town Council

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## **Old Business:**

### **B. New Town Council Communication Initiative**

# Enhanced Interactive Communication Concept



- ▶ The Town Council is committed to establish a more regular, community-centric, and transparent communication process focused on the wider community of the island:
  - ▶ **Community Drop-In Meetings:** Stroll in at any time and two Councilmen (on a rotating basis) will be available to listen to your concerns and answer any questions you might have
    - ▶ Every Friday after the Town Council Meeting between 09:00 am and 11:00 am
    - ▶ **First Meeting is scheduled for Friday, March 10<sup>th</sup> to meet Councilmen John Moffit and Michael Heidingsfelder**
    - ▶ No agenda, no presentation, no speech, open format, all questions are allowed, no topic limitation, open to everybody ...
    - ▶ Locations might occasionally vary ... but usually in the Town Center and the Sandcastle
- ▶ Further communication platforms in preparation:
  - ▶ **Special Drop-In Meetings** – Whenever special circumstances require it, Town Council will set up a special meeting for the community
  - ▶ **Additional Podcast Formats** – With more interesting guests, open to the public, community members can ask questions during the “show”, ...
  - ▶ **Regular Community Outreach Office Hours** – Every Monday from 09:00 am and 12:00 pm in the Executive Conference Room of the Town building – Meet a Councilman (on a rotating basis) and voice your concerns or ask any question





Town Council

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## **New Business:**

- C.** Information on House Bill 3734, Section 5-15-50 (B), the Time for Municipal General Elections must be Established on Odd-Numbered Years

# **KIAWAH MUNICIPAL ELECTIONS**

## **CHARLESTON COUNTY BOARD OF ELECTIONS**

# ELECTION PROCESS

## Year Start

120 Days

90 Days

60 Days

45 Days

30 Days

14 Days

7 Days

48 Hours

24 Hours

Election Day

Post-Election

- Contact municipality
- Create elections in VREMS
- Establish filing dates
- Establish polling locations (contact, availability)
- Establish deadlines
- Establish number of pollworkers
- Establish equipment totals
- Early voting locations
- Early voting staffing
- Early voting training
- Communicate with vendors for absentee (mail service, ballot tracking, UOCAVA)
- Calendar of elections to payroll
- Public safety meetings concerning election security

# ELECTION PROCESS

Year Start

120 Days

90 Days

60 Days

45 Days

30 Days

14 Days

7 Days

48 Hours

24 Hours

Election Day

Post-Election

- Confirm polling locations
- Confirm pollworker availability
- Communicate with temp agency
- Confirm equipment counts
- Develop security plan with public safety

# ELECTION PROCESS

Year Start

120 Days

90 Days

60 Days

45 Days

30 Days

14 Days

7 Days

48 Hours

24 Hours

Election Day

Post-Election

- Pollworker supply inventory
- Petitions
- Geocoding (GIS mapping confirmations)
- Voter confirmation mailings
- Election notice drafts created



# ELECTION PROCESS

Year Start

120 Days

90 Days

60 Days

45 Days

30 Days

14 Days

7 Days

48 Hours

24 Hours

Election Day

Post-Election

- Early voting site visits
- Ballot review
- Ballot proofing
- Early voting inventory review/ordering
- Call center hiring and training
- Hire/train general office temps
- Contact delivery service
- Hire/train early voting managers
- Hire/train early voting staff
- Publish election notices
- Assemble election supplies: early voting
- Share security plan with LLE for election day
- Coordinate with local agencies for clerk returns and parking

# ELECTION PROCESS

Year Start

120 Days

90 Days

60 Days

45 Days

30 Days

14 Days

7 Days

48 Hours

24 Hours

Election Day

Post-Election

- Election equipment testing (high speed scanners, ballot marking devices, tabulators)
- UOCAVA/email/mail
- Ballot storage begins
- Tritek operations begin (envelope imaging, testing, sort plan)
- Contact local leaders about election security

# ELECTION PROCESS

**Year Start**

**120 Days**

**90 Days**

**60 Days**

**45 Days**

**30 Days**

**14 Days**

**7 Days**

**48 Hours**

**24 Hours**

**Election Day**

**Post-Election**

- Training pollworkers
- Pollworker location assignments
- Absentee mailing
- Voter registration deadline
- Manually update Connect daily
- Contact vendors for emergency/provisional/failsafe ballots
- Election-specific media relations
- Assemble Election Day supplies
- Accepting absentee ballots at main location
- Educate and advise MEC
- Confirm specific delivery windows for polling locations
- Collecting pollworker oaths
- Collecting early voting oaths
- Submitting pollworker early voting oaths to the Clerk of Court of Charleston County for early voting locations
- Review security plan for Election Day for polling locations
- Confirm specific delivery windows for early voting locations
- Review security plan for election day
- Collecting pollworker oaths
- Collecting early voting oaths
- Submitting pollworker oaths to the Clerk of Court of Charleston County
- Testing election equipment
- Schedule with IT to provide additional equipment for expanded operations
- Coordinate with local agencies for clerk returns and parking
- Collect, complete, and file HR paperwork for pollworkers

# ELECTION PROCESS

Year Start

120 Days

90 Days

60 Days

45 Days

30 Days

14 Days

7 Days

48 Hours

24 Hours

Election Day

Post-Election

- Pollbook testing
- Early voting opens
- Nightly returns and reconciliation (5pm - until)
- Accepting absentee ballots at early voting locations
- Master spreadsheet of clerks and assistant clerk for board
- Implement security plan for early voting
- Election tech training
- Election tech assignments
- Election tech supply distribution
- Equipment testing
- Hire for absentee opening
- Coordinate with local agencies for clerk returns and parking
- Sunday assembly of early voting locations

# ELECTION PROCESS

**Year Start**

**120 Days**

**90 Days**

**60 Days**

**45 Days**

**30 Days**

**14 Days**

**7 Days**

**48 Hours**

**24 Hours**

**Election Day**

**Post-Election**

- Delivery of voting equipment
- Public test
- Payroll sheets
- Pollworker supply scheduling
- Pollworker supply pickup
- Pollworker payroll spreadsheet
- Prep absentee opening
- Coordinate with local agencies for clerk returns and parking



# ELECTION PROCESS

Year Start

- Start opening outer envelopes for absentee
- Breakdown early voting locations

120 Days

90 Days

60 Days

45 Days

30 Days

14 Days

7 Days

48 Hours

24 Hours

Election Day

Post-Election



# ELECTION PROCESS

Year Start

120 Days

90 Days

60 Days

45 Days

30 Days

14 Days

7 Days

48 Hours

24 Hours

Election Day

Post-Election

- Coordinate with local agencies for clerk returns and parking
- Clerk pickups
- Tech pickups
- Voter registration updates
- Push all updates to pollbooks
- Verify staff access to connect and tenex
- Last minute signage and supply deliveries
- Set up the warehouse for election night return



# ELECTION PROCESS

Year Start	<ul style="list-style-type: none"><li>• Open inner envelope for absentee</li><li>• Begin scanning ballots</li></ul>
120 Days	<ul style="list-style-type: none"><li>• Failsafe</li><li>• Open EOC: first responders, SLED, fusion center, monitor social media, infrastructure</li></ul>
90 Days	<ul style="list-style-type: none"><li>• staff available 6am - until (10pm - 1 am)</li><li>• Manage and coordinate with observers at polling locations and headquarters</li></ul>
60 Days	<ul style="list-style-type: none"><li>• Phone calls from pollworkers, clerks, media, techs, MECs, LLE, voters, politicians, political groups, and candidates</li></ul>
45 Days	<ul style="list-style-type: none"><li>• Security reporting: physical and cyber</li><li>• Monitor polling location activity</li></ul>
30 Days	<ul style="list-style-type: none"><li>• Troubleshooting equipment and polling location issues</li><li>• Distribute emergency supplies</li></ul>
14 Days	<ul style="list-style-type: none"><li>• Enforcement of polling location campaign laws</li><li>• Post election results</li></ul>
7 Days	<ul style="list-style-type: none"><li>• Election night reporting</li><li>• Test of equipment</li></ul>
48 Hours	<ul style="list-style-type: none"><li>• Reading in results</li><li>• Clerk in-take process</li></ul>
24 Hours	<ul style="list-style-type: none"><li>• Accept provisional ballots from clerks</li><li>• Ballot reconciliation</li></ul>
Election Day	<ul style="list-style-type: none"><li>• GIS mapping review and confirmations</li></ul>

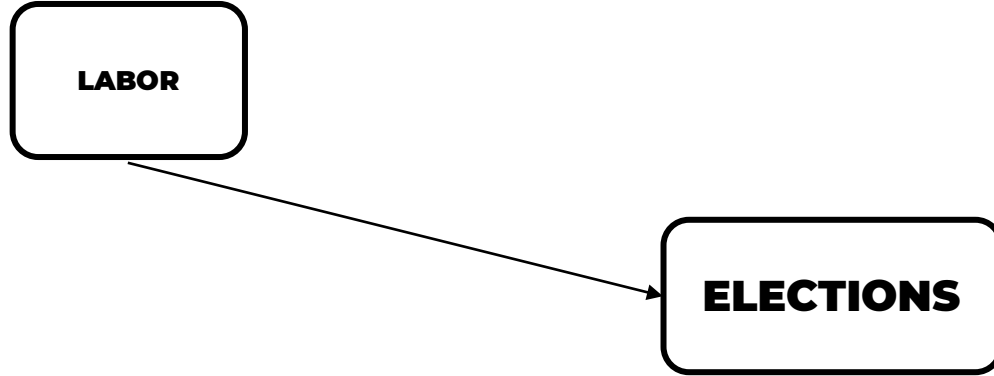
Post-Election

# ELECTION PROCESS

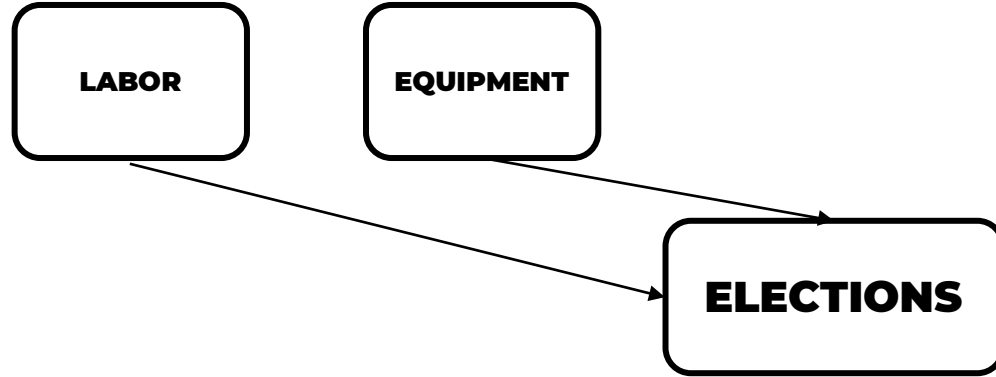
Year Start	<ul style="list-style-type: none"><li>• Research provisional and failsafe ballots for the certification hearing</li></ul>
120 Days	<ul style="list-style-type: none"><li>• Compile security reports</li></ul>
90 Days	<ul style="list-style-type: none"><li>• Archival and indexing of all election materials</li></ul>
60 Days	<ul style="list-style-type: none"><li>• Certification hearing: quorum, review provisional ballots, move to count or not count provisional and failsafe ballots, counted ballots are scanned through tabulators, not counted ballots are stored separately, board calls for a recount, certifies election)</li></ul>
45 Days	<ul style="list-style-type: none"><li>• Enter provisional failsafe data into VREMS</li></ul>
30 Days	<ul style="list-style-type: none"><li>• Hand count audit</li><li>• After-action reviews</li><li>• Equipment pickups</li></ul>
14 Days	<ul style="list-style-type: none"><li>• Pollworker payroll: hand check all greensheets, marking as worker/not worked on spreadsheet, add worked individuals to payroll spreadsheet, code pollworkers based on role and training, proofing for finance</li></ul>
7 Days	<ul style="list-style-type: none"><li>• Fulfill statistic and result requests</li><li>• Maintain results on county website</li></ul>
48 Hours	<ul style="list-style-type: none"><li>• Review and approve the prelist for payroll</li><li>• Post-election security briefings</li></ul>
24 Hours	<ul style="list-style-type: none"><li>• Collection and distribution of pollworker paychecks</li><li>• Post official results</li></ul>
Election Day	<ul style="list-style-type: none"><li>• Update election night reporting with official results</li><li>• Back-up Electionware</li></ul>

Post-Election

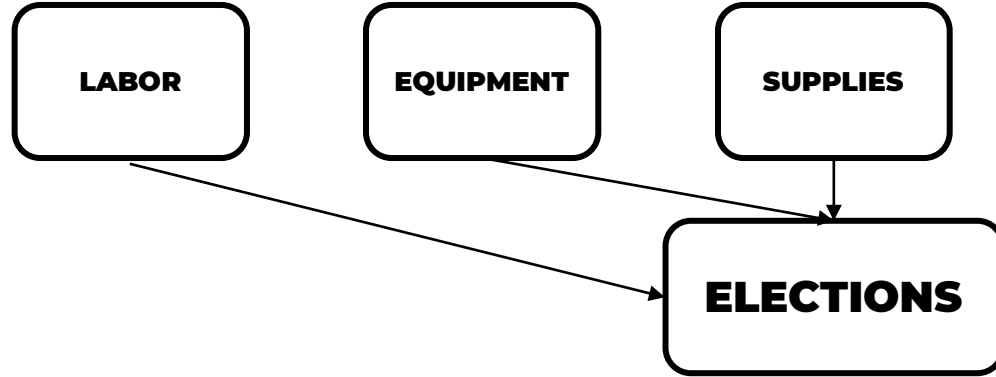
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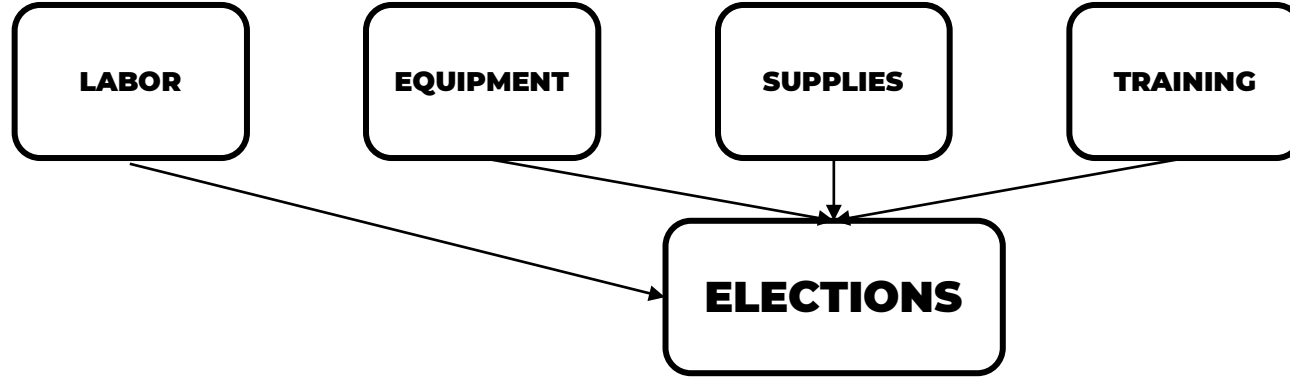
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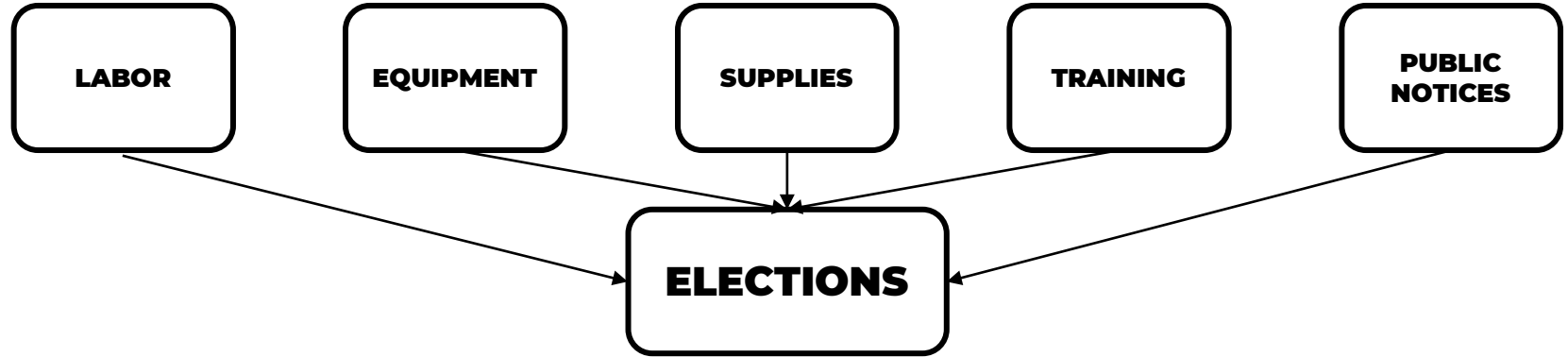


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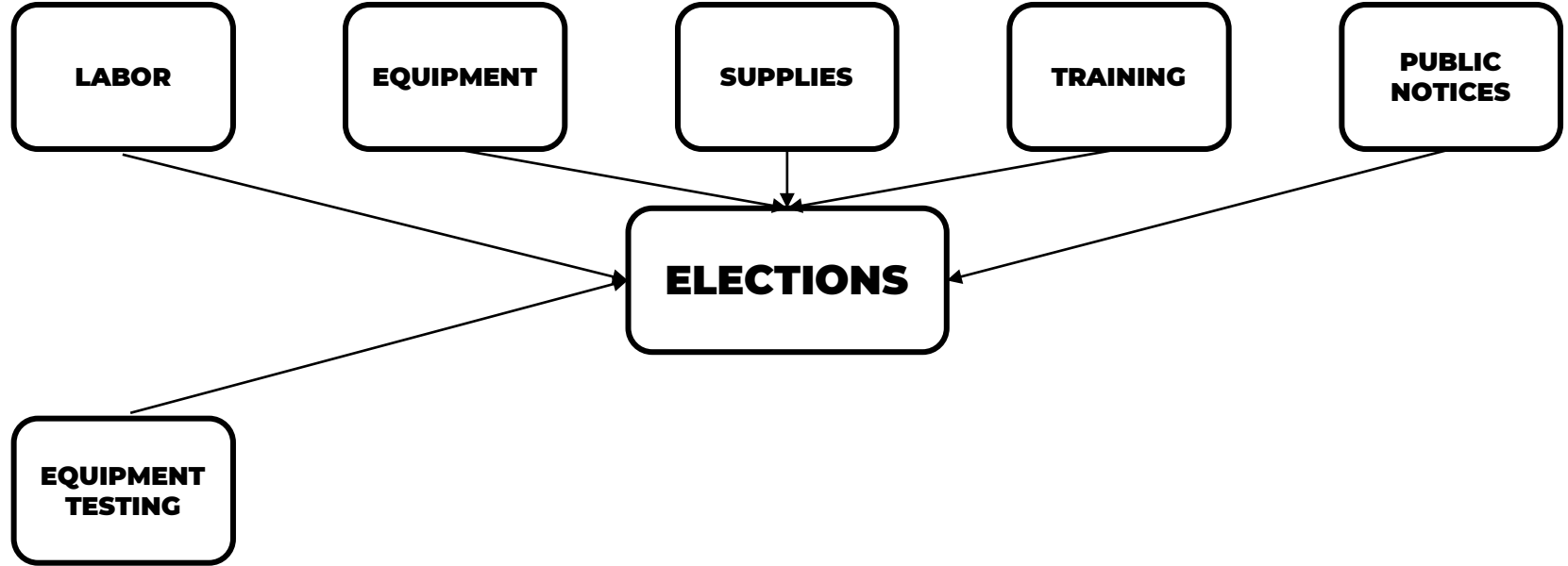




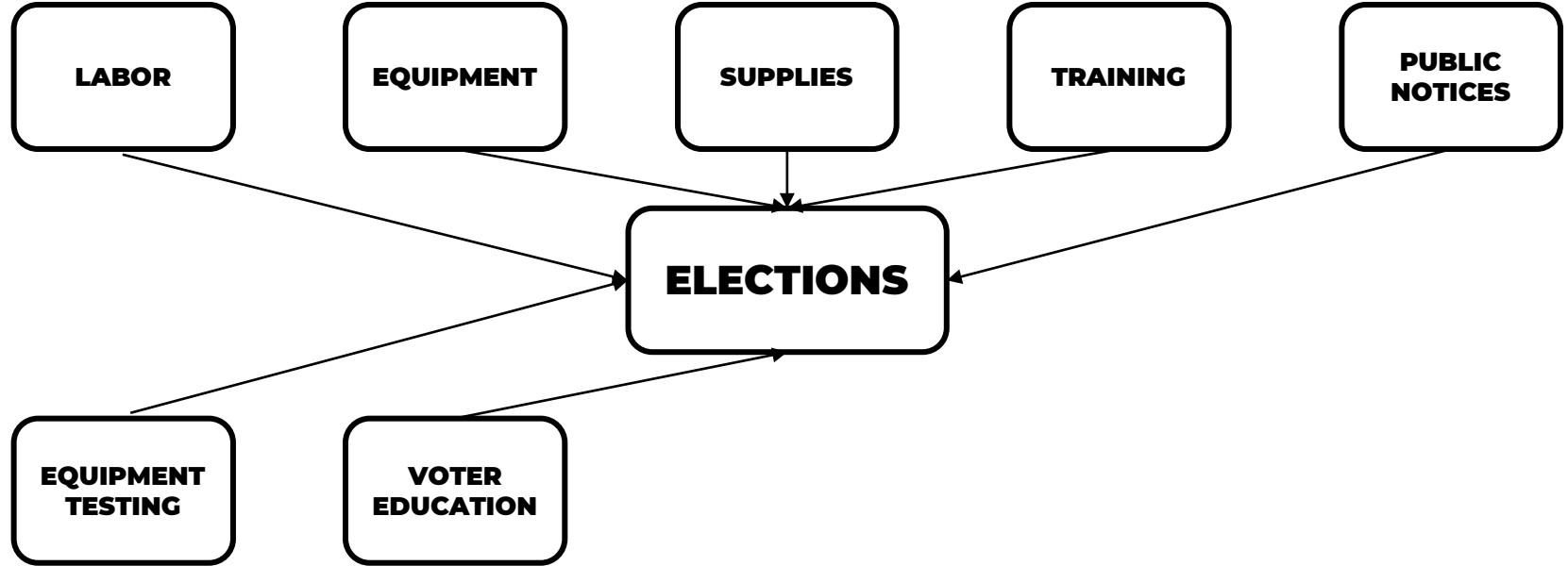
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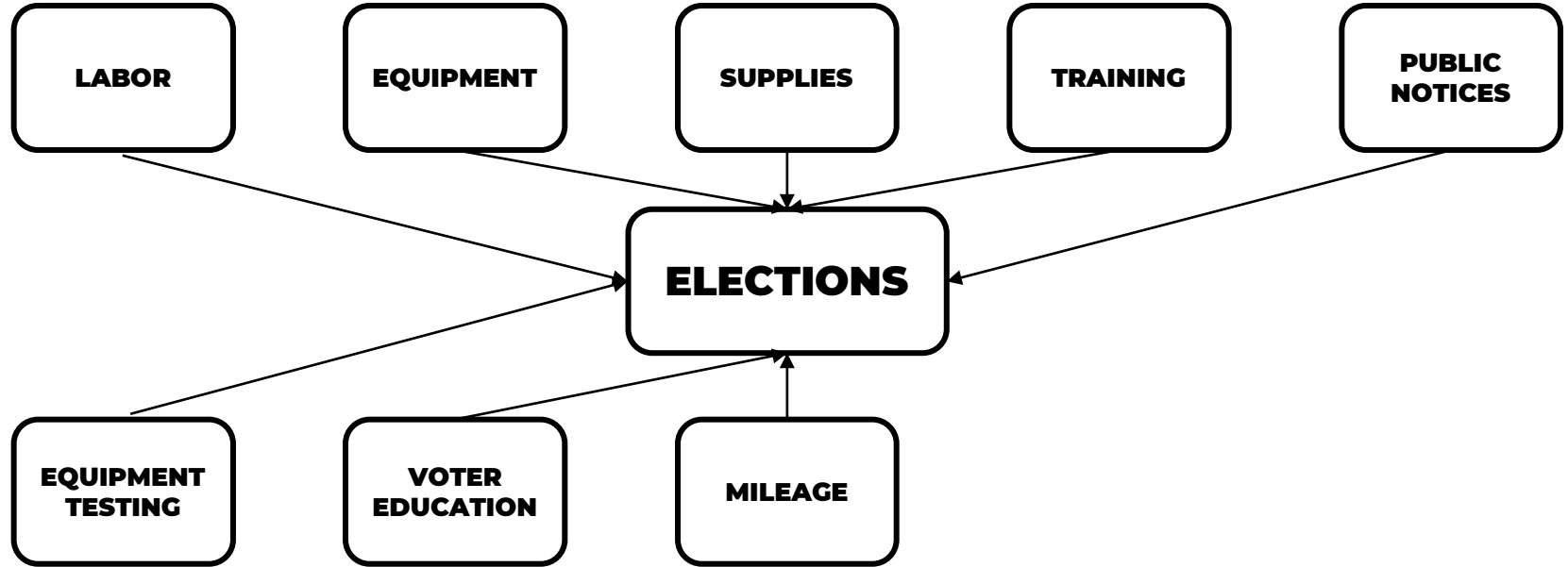
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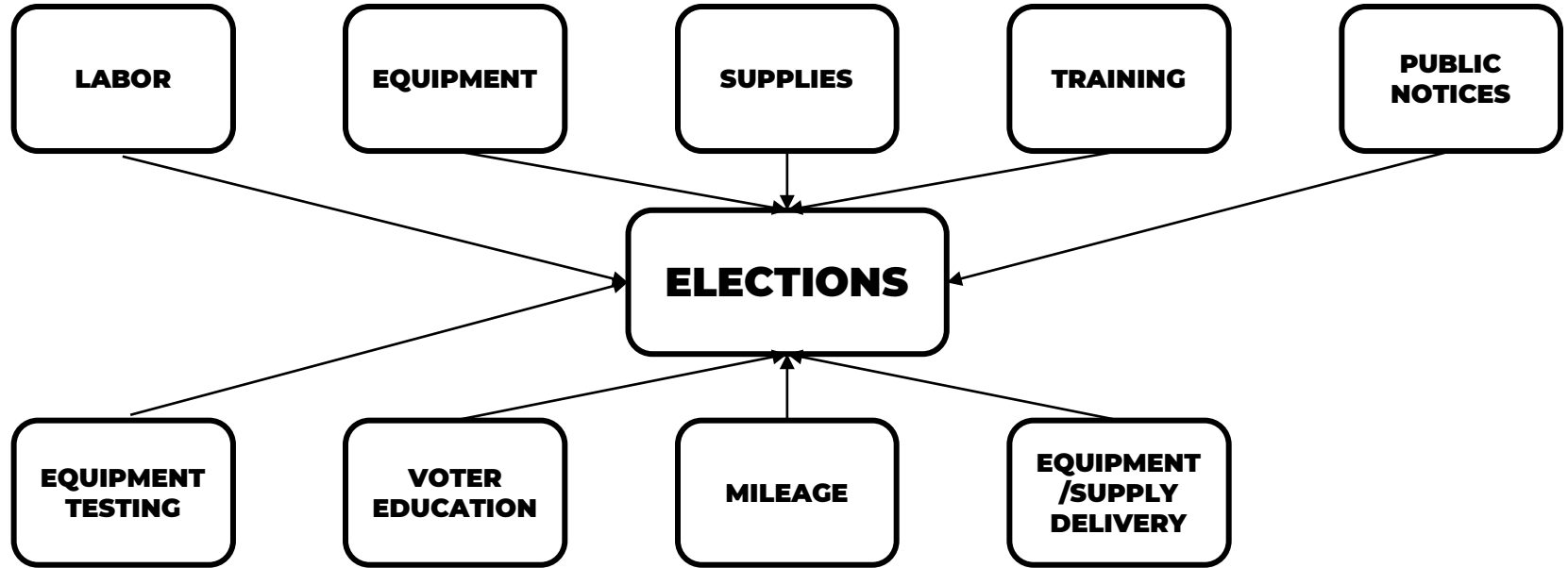
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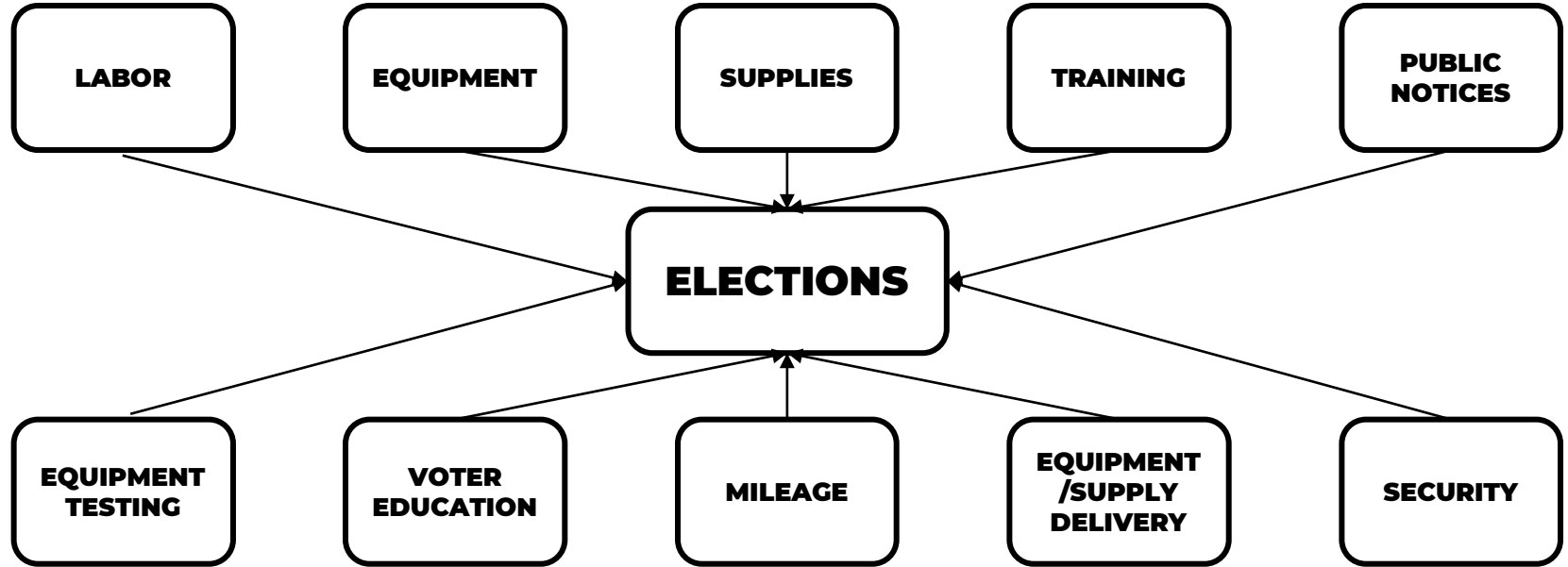
# ELECTION COSTS



# ELECTION COSTS





# ELECTION COSTS



# MUNICIPAL ELECTIONS

## 2024 SCHEDULING ISSUES

OCT	20	21	22	23	24	25	26
	27	30	29	30	31	1	2
NOV	3	4		6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
DEC	1	2		4	5	6	7



WORKER TRAINING



EARLY VOTING



ELECTION DAY



CERTIFICATION DAY



COUNTY HOLIDAY

# MUNICIPAL ELECTIONS

## ABSENTEE ISSUES

**S.C. Application for Absentee Ballot - Revised 2022**

Election: December 06, 2022 Town of Kiawah Island General Election Application No: 143 Ballot Style: B001

Name: [REDACTED]

Precinct: Kiawah Island Runoff Ballot Requested: N

Walk-in Applicant: N Identification Provided: Exempt Party: (Primary Only)

Mailing Address for Absentee Ballot:

**Voting Districts:**

Congressional:	01
Senate:	43
House:	115
CntyCouncil:	09

**S.C. Application for Absentee Ballot - Revised 2022**

Election: November 08, 2022 Statewide General Election Application No: 9764 Ballot Style: B030

Name: [REDACTED]

Precinct: Kiawah Island Runoff Ballot Requested: N

Walk-in Applicant: N Identification Provided: Exempt Party: (Primary Only)

**Voting Districts:**

Congressional:	01
Senate:	43
House:	115
CntyCouncil:	09



# MUNICIPAL ELECTIONS

## ABSENTEE ISSUES

Submission of only  
one application or the  
incorrect application

**S.C. Application for Absentee Ballot - Revised 2022**

Election: December 06, 2022 Town of Kiawah Island General Election Application No: 143 Ballot Style: B001

Name: [REDACTED]

Precinct: Kiawah Island Runoff Ballot Requested: N

Walk-in Applicant: N Identification Provided: Exempt Party: (Primary Only)

Mailing Address for Absentee Ballot:

**Voting Districts:**

Congressional:	01
Senate:	43
House:	115
Cnty Council:	09

**S.C. Application for Absentee Ballot - Revised 2022**

Election: November 08, 2022 Statewide General Election Application No: 9764 Ballot Style: B030

Name: [REDACTED]

Precinct: Kiawah Island Runoff Ballot Requested: N

Walk-in Applicant: N Identification Provided: Exempt Party: (Primary Only)

**Voting Districts:**

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House:	115

# MUNICIPAL ELECTIONS

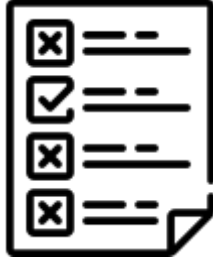
## ABSENTEE ISSUES

**11.6%**

Voters who requested an absentee ballot did not vote in the 2022 Kiawah municipal election.

# MUNICIPAL ELECTIONS

## ABSENTEE ISSUES



Ballot not returned in corresponding envelope

# MUNICIPAL ELECTIONS

## ABSENTEE ISSUES



Ballot not returned in corresponding envelope



Confusion over different return/request deadlines for applications and ballots

# MUNICIPAL ELECTIONS

## VOTER TURNOUT ISSUES

**44.11%**

Isle of Palms Turnout  
Most Recent Municipal Election

# MUNICIPAL ELECTIONS

## VOTER TURNOUT ISSUES

**44.11%**

Isle of Palms Turnout  
Most Recent Municipal Election

**31.16%**

Kiawah Turnout  
Most Recent Municipal Election

# **COORDINATED MUNICIPAL ELECTIONS**

# 62%

Of municipalities in South Carolina hold their elections in November during odd-number years.



# BENEFITS



**Optimize voter turnout**

# BENEFITS



Optimize voter turnout



Share costs with other municipalities

# BENEFITS



Optimize voter turnout



Share costs with other municipalities

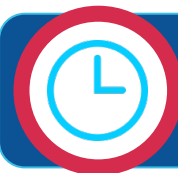


Reduce voter confusion

# BENEFITS



Optimize voter turnout



Maximize early voting period



Share costs with other municipalities



Reduce voter confusion

# BENEFITS



Optimize voter turnout



Maximize early voting period



Share costs with other municipalities



**Raises the profile of municipalities**



Reduce voter confusion

# BENEFITS



Optimize voter turnout



Maximize early voting period



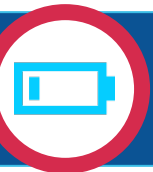
Share costs with other municipalities



Raises the profile of municipalities



Reduce voter confusion

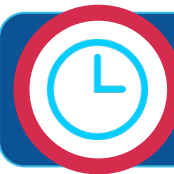


Minimize employee fatigue

# BENEFITS



**Optimize voter turnout**



**Maximize early voting period**



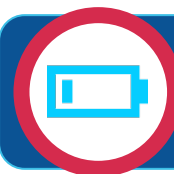
**Share costs with other municipalities**



**Raises the profile of municipalities**



**Reduce voter confusion**



**Minimize employee fatigue**