

WAYS & MEANS COMMITTEE MEETING
Kiawah Island Municipal Center
Council Chambers
March 28, 2022; 3:00 pm

Minutes

I. **Call to Order:** *Chairman Prickett called the meeting to order at 3:00 pm.*

II. **Pledge of Allegiance**

III. **Roll Call:**

Present at the meeting: Dan Prickett, *Chairman*
Maryanne Connelly, *Committee Member*
John Moffitt, *Committee Member*
Dr. Scott Parker, *Committee Member*

Via Zoom: John D. Labriola, *Mayor*

Also Present: Stephanie Tillerson, *Town Administrator*
Dorota Szubert, *Town Treasurer*
John Taylor, Jr., *Planning Director*
Craig Harris, *Public Safety Director*
Brian Gottshalk, *Public Works Manager*
Petra Reynolds, *Town Clerk*

Via Zoom: Chris Makowski, *Communications Manager*

IV. **Approval of Minutes:**

A. Ways and Means Committee Meeting of February 28, 2022

Committee Member Connelly made a motion to approve the minutes of the February 28, 2022, Ways and Means Committee meeting. Committee Member Parker seconded the motion, and it was unanimously passed.

V. **Citizens' Comments: (Agenda Items only)**

None

VI. **Old Business:**

None

VII. **New Business:**

A. Consideration and Recommendation to Town Council for the Approval of the Charitable Grant Recommendations

The Town allocated \$200,000.00 to be awarded in Charitable Grants in 2022. Twenty-two applications for \$232,204.00 were received for funding. Three teams of two staff members were responsible for reviewing each of the submitted applications and, as a group, recommended funding twenty-one applications for \$193,674.00. Each team provided a presentation of the individual project and recommendations for funding.

Town of Kiawah Island 2022 Charitable Grants Staff Recommendation to Ways & Means				
Tab	Organization Name	2022 Grant Request	2022 Staff Recommendations	
Arts and Educational Needs:				
1	Arts, etc.			
6	Charleston Area Therapeutic Riding	\$ 15,000	\$ 15,790	
7	Charleston Symphony	\$ 7,000	\$ 7,000	
15	Reading Partners	\$ 10,000	\$ 7,000	
	Total Arts and Educational	\$ 32,000	\$ 29,790	
Social Well-Being:				
2	Backpack Buddies Seabrook Island	\$ 3,000	\$ 3,000	
3	Barrier Island Free Medical Clinic, Inc.	\$ 25,000	\$ 25,000	
4	Bridges of Hope	\$ 3,500	\$ 3,500	
5	Charleston Area Senior Citizens	\$ 8,100	\$ 5,000	
6	Feeding the Multitude	\$ 3,000	\$ 3,000	
9	Keeper of the Wild Wildlife Rescue and Sanctuary	\$ 3,000	\$ 3,000	
10	Kiawah Cares Foundation	\$ 15,000	\$ -	
11	Kiawah Womens Foundation	\$ 10,000	\$ 10,000	
12	Lowcountry Food Bank	\$ 10,000	\$ 10,000	
13	New St. James Bethel African Methodist Episcopal Church	\$ 4,000	\$ 3,000	
14	New Webster JIP Food Pantry	\$ 5,000	\$ 5,000	
15	Operation Home	\$ 10,000	\$ 8,000	
16	Operation Sight	\$ 7,000	\$ 7,000	
17	Our Lady of Mercy Community Outreach Services	\$ 30,000	\$ 30,000	
19	Sea Islands Blessing Basket	\$ 15,000	\$ 10,000	
20	Sea Island Habitat for Humanity	\$ 10,000	\$ 7,000	
21	Sea Islands Water Wellness Mission	\$ 26,800	\$ 26,800	
22	The Paraclete Foundation of Holy Spirit Catholic Church	\$ 5,000	\$ 5,000	
	Total Social Well-Being	\$ 193,100	\$ 161,800	
	Total Requests	\$ 225,100	\$ 191,590	
	Total Budgeted Funds to be Awarded	\$ 200,000	\$ 200,000	
	Amount in excess of Budget	\$ 25,100	\$ (6,326)	

Committee Member Moffitt stated that in last year's discussion of Charitable Grants, the focus would be on feeding and health programs. Two of the staff recommendations, *Charleston Area Senior Citizens* and *Blessing Baskets*, were underfunded. He recommended fully funding those programs and not funding the *Keeper of the Wildlife* program.

Council Member Parker added that the funding request from *Feeding the Multitude* was inadequate based on the application and recommended funding the program at a different level. He felt that it is a municipality's responsibility to support the great needs of the community; hunger, housing, and health programs. The arts and educational programs are not a priority and should be funded at the private level and not funded by a municipality. He recommended not funding the four art and educational programs and the funding redistributed to the hunger, housing, and health programs. After further discussion, the recommendation was made to fund the *Charleston Area Therapeutic Riding* and *Reading Partners* programs.

Ms. Claudia Boyce, chairman of *Feeding the Multitude*, gave an overview of the program that would provide a sit-down meal and take-home groceries for a family of four the week before Thanksgiving and deliver meals to homebound individuals.

Discussion included amending the language of the Charitable Grants Guidelines to reflect the Town's support of hunger, housing, and health programs so that applicants can have the information at the start of the process, additional funding for programs that do necessary home repair, and the reallocation of the newly available funding.

Committee members agreed that staff, with the feedback and the outline of recommendations received from the Committee, adjust the funding recommendations to be presented for Council consideration.

Committee Member Connolly made a motion for staff to make the recommended changes for consideration by Council for final approval. Committee Member Parker seconded the motion, and it was unanimously approved.

B. Consideration and Recommendation to Town Council for Approval of the Proposal for Website Redesign

Mr. Makowski stated that the Town's current website was designed in 2017. Over time, the Town learned that the website became cluttered with too much information, making it difficult for residents and visitors to navigate. The Town wants to redesign its website completely so residents, businesses, and visitors, both current and potential, can easily navigate and access information, communicate with the Town through surveys and online comment submissions, and download any

necessary forms. The Town released an RFP (Request for Proposals) for the website redesign, content migration to the new website, and development services in December 2021.

The Town received thirteen proposals, so a website redesign committee, Ms. Ruthie Foster, Mr. Michael Nardelli, Ms. Tillerson, and Mr. Makowski, was appointed to review the applications thoroughly. After narrowing the application submissions to four, the Committee interviewed the top four vendors to determine which would provide the best website for the Town. The four website firms interviewed:

- | | |
|--------------|-----------|
| 1. AndiSites | \$115,350 |
| 2. Flexsin | \$45,445 |
| 3. Polyrific | \$188,736 |
| 4. Revize | \$43,600 |

After careful consideration, the review committee and staff have recommended the proposal from Revize for \$43,600.00 to develop and redesign the website. Revize has experience designing government and municipal-based websites and is very innovative in creating a website that is easy to navigate and informative. The redesign cost will be funded from the \$70,000.00 that was budgeted.

Committee members discussed the difference in the cost of the proposals. Some of the factors of the higher bids were attributed to; the scope of work bid in the proposal, the size of the project team, the larger firms were more geared to corporate work, and lacking experience working on municipal websites. Also discussed were website training and the need for better communication of information.

Committee Member Parker made a motion to recommend to Town Council the approval of the Proposal from Revize for the website redesign. Committee Member Connelly Parker seconded the motion, and it was unanimously approved.

C. Consideration and Recommendation to Town Council for Approval of the AirMedCare Contract Renewal

On April 20, 2016, the Town entered a one-year contract with AirMedCare Network (Meducare) to provide air medical transport services for Kiawah Island residents. Each additional year after that was renewed for one year. The current contract expires at the end of April 2022.

In 2018, the AirMedCare Network notified the Town that it had stopped offering the Business Municipal Site Plan membership to new subscribers due to the continued decline in insurance rate reimbursement and the reduction of larger employers in the AirMedCare Network. However, those with an active Business/Municipal Site membership plan are grandfathered in with the option of renewing. If the contract lapse, the membership plan will no longer be available.

The renewal of the AirMedCare Contract was discussed at the March 9th Public Safety Committee meeting. The Committee voted to recommend to the Ways and Means Committee that the AirMedCare Municipal Site Plan Membership be renewed for another year at the cost of \$8,163.00 (annual).

Committee Member Connelly made a motion to recommend to Town Council the approval of the renewal of the AirMedCare Contract. Committee Member Parker seconded the motion, and it was unanimously approved.

D. Consideration and Recommendation to Town Council for Approval of the Proposal for New Town Vehicles

Mr. Gottshalk stated that included in the current fiscal year budget was the purchase of two vehicles for the newly added staff members, the Public Works Assistant and the Public Safety Director.

Town Staff sent out a request for bids on two vehicles to four dealerships and sent an ad to the Post and Courier for publication. Further, Town Staff contacted a government fleet dealer, Nation Auto Fleet, for quotes and lead times on fleet vehicles. We received quotes from Fred Anderson Toyota and National Auto Fleet. The responses are as follows:

Fred Anderson Toyota:

Toyota 4-Runner	\$45,277 (Public Safety Department)
Toyota Tundra	\$54,214 (Public Works Department)

National Auto Fleet:

No Toyotas were available through National Auto Fleet, so quote were obtained for electric or hybrid vehicles:

Ford Lightning	\$53,250 available December 2022
Ford Explorer Hybrid	\$57,400 available August 2022

The current Toyota 4-Runner will be retained and used in the Planning Department.

Town Staff requests that the Ways and Means Committee recommend to Town Council the approval of purchasing one Toyota Tundra and one Toyota 4-Runner from Fred Anderson Toyota. There was \$90,000.00 budgeted for two vehicles in General Fund. However, fifty percent of the cost (\$22,639.00) of the Public Safety vehicle can be funded from restricted funds.

Mr. Gottshalk stated that in keeping with the Town's Go-Green initiative, the goal is to implement more carbon-efficient or carbon-neutral vehicles. Still, in the current vehicle market and the required procurement process, those vehicles are difficult to obtain, and none are available for purchase during the current fiscal year.

Committee Member Parker made a motion to recommend to Town Council the approval to purchase one Toyota Tundra and one Toyota 4-Runner from Fred Anderson Toyota. Committee Member Connelly seconded the motion, and it was unanimously approved.

VIII. Chairman's Report:
None

IX. Treasurer's Report:

A. Fiscal Year 2022-2023 Budget Discussion - Expenses

Ms. Szubert began the discussion by reviewing the Legally, Operationally, and Structurally balanced budgets presented at the Council Retreat.

Ms. Szubert stated the requested \$11,129,000.00 is approximately 12% more than the current year's projected expenditures. With the requests, it is expected revenues over expenditures revenues to exceed expenses by \$441,000.00. She presented a detail of *All Funds*, noting a projected excess of approximately \$900,000.00 in revenues over expenditures in the General Fund, and also reviewed the State ATAX Fund.

Ms. Szubert discussed each Expenditure in detail and answered Committee Members' questions. The personnel cost shows a 23%, or \$505K increase compared to FY2022 projections. This increase is attributable to the following items:

1. The draft includes an aggregated total of 8%, or \$140K for salary increases, included in the Administration department
 2. The budget includes funding for 22 regular, full-time employees compared to 21 employees in FY22, with 4 of 22 starting mid-year and 1 projected to start in April. It includes a request for 1 new position – Planner I/ Environmental Specialist (\$55K). It also has a request for PT help with deer surveys (\$4K).
 3. The budget includes a 1%, or \$31K increase in SC Retirement System, effective July 1, 2022.
 4. This budget includes an 18%, or \$45K increase in Town's health insurance contributions effective January 1, 2023.
- ✓ This budget includes continued funding for law enforcement coverage on the Island. The cost for off-duty deputies shows a 16%, or 72K increase, attributable to a \$10 hourly rate increase effective January 1, 2022. For deputies contracted with Charleston County on the first shift, we anticipate a 24%, or 85K increase related to replacing 2 vehicles (assuming a trade-in value of \$25K each) with the equipment and a 2% payroll increase.
 - ✓ STR Code Enforcement is budgeted with no change. However, this contract expires in February 2023, and we will likely see an increase. At this time, the staff is also assessing the level of services needed for after-hours code enforcement.
 - ✓ The cost for beach patrol increases 50%, or 195K, due to the contract cost increase.
 - ✓ Utilities and Supplies show an increase of 1%, or \$2K, and consist of the following line items:
 1. Utilities are budgeted with no change.
 2. Supplies show a 1%, or \$700 increase.
 3. Minor Assets show a 7%, or \$1.6K increase.
 - ✓ Communication cost increases 2%, or \$1.4K, compared to FY2022 projections.
 - ✓ Waste management is budgeted with no change.
 - ✓ Insurance costs increased 11%, or \$17K, attributable to an addition of a pollution policy at Kestrel Court and an estimated 10% increase in premiums.
 - ✓ Professional Services are budgeted with no change and include the following:
 1. \$100K for Town Attorney (\$90K -contract and \$10k for additional services not covered under contract)
 2. \$10K for the Town Prosecutor
 3. \$27K for annual audit
 4. \$10K for Misc.
 - ✓ Consultant cost shows a 26%, or \$71K increase. Under the line-item Consultants, funding was budgeted for various services, including:
 1. \$21K for annual actuarial evaluation and miscellaneous consulting services
 2. \$16K for deer removal/ processing
 3. \$46K for marsh management plan (the contract was approved in February 2022, assuming 75% billed in FY23)
 4. \$50k placeholder for a feasibility study for a cultural and community center

Ms. Tillerson explained that the \$50,000.00 placeholder would come out of the Arts Council budget for their request that the Town research the possibility of having a cultural center. The Arts Council has expressed an increasing cost and difficulty obtaining venues for the Town sponsors' Arts program. The funds will be used for a feasibility study or needs assessment which will be presented to Council for consideration.

5. \$16k for website design (assuming 33% billed in FY23)
 6. \$100k placeholder for comprehensive plan consultant
 7. \$6K for stenographers
 8. \$30k for structural consultants to be used for upcoming commercial projects
 9. \$15K for documents management
 10. \$45K for KI Parkway and Beachwalker intersection improvements design (contract with Kimley Horn was approved in February 2022, assuming 50% billed in FY23)
- ✓ Maintenance cost shows a 3%, or \$15K increase when compared to FY2022 projections and consists of the following:
 1. Software Maintenance shows a 4%, or \$8K increase, compared to current year projections related to upgrades to digital building codes.
 2. Building and Vehicle Maintenance shows a 36%, or \$27K increase related to the Town's fleet and garage workshop.
 3. Landscaping Maintenance shows a 5%, or \$20K decrease, attributable to most of the MC landscaping

modifications being done in the current year. However, the draft includes a request for an additional \$20k to enhance the landscaping around the town hall.

- ✓ Travel & Training shows a 63%, or approximately \$25K increase, compared to current year projections. The increase relates to the rise in the number of Town's employees.
- ✓ Rental cost for the copiers and postage machine shows a 7%, or \$3k increase, due to an upgrade in the postage machine.
- ✓ Tourism & Recreation shows a 14%, or approximately \$296K decrease compared to the current year projections. The line item consists of funding for the following items:

Funding Sources:	GF	SATAX	CATAX	LATAX	HTAX	Total
Arts & Cultural	\$115,000			\$140,000	\$22,000	\$297,000
Same as current year						
Promotional Fund		\$604,500				\$604,500
A decrease of \$398k when compared to current year projections.						
SATAX Applicants*		\$751,192				\$751,192
A decrease of \$337K when compared to current year projections.						
Beach monitoring			\$50,000			\$50,000
An increase of \$10K when compared to current year projections.						
Wildlife			\$141,900	\$6,000		\$147,900
An increase of \$19K when compared to current year projections.						
KI Conservancy			\$35,000			\$35,000
A decrease of \$15K when compared to current year projections. The decrease relates to housing for the bird banders provided by the Town; it offsets the increase in the Wildlife line item.						

* Total for SATAX applicants does not include funding for deputies and beach patrol as included in other cost categories. We are, assuming 80% of the total cost for the deputies and beach patrol will be funded from SATAX; therefore, SATAX applicants included in the Tourism and Recreation line item are reduced for those two applications.

- ✓ Other Cost line item shows a 10%, or \$38k increase and includes banking and credit card cost, printing, catering, community activities and outreach, dues and subscriptions, contingency, and miscellaneous expenditures. The increase is primarily attributable to increased banking costs and credit card processing fees.
- ✓ The budget reflects requests for the following capital expenditures:
 1. \$925K - placeholder for KI Parkway and Beachwalker Dr intersection improvements
 2. \$90K - 2 vehicles:
 - \$50K - new - for the Building Department (new position)
 - \$40K - new - for the Wildlife Department
 3. \$20K - placeholder for sound equipment
 4. \$150K - placeholder for A3 communication surveillance camera system

At the Mayor's request, Ms. Szubert explained that the \$500,000.00 in permit fees expected from the Seafields project were not included in the budgeted revenues.

Ms. Szubert presented and reviewed a first draft of the five-year projections, which included; personnel costs, daily operation expenses, utilities, maintenance, and contractual expenses at a 5% yearly increase. Not included are special and capital projects. With the evaluation of having an in-house police department currently being conducted by Mr. Harris, the estimated associated expenses were included in a second five-year projections spreadsheet. Discussion included the option for Council to raise the rates for permitting fees and accommodations taxes to increase revenues in the coming years.

X. Committee Member's Comments:


Mayor Labriola thanked Ms. Szubert and Ms. Tillerson for the hard work that went into preparing the draft budget.

Committee Member Parker asked for an update on the Kestral Court project. Mr. Gottshalk stated that the architect communicated that the construction documents should be available by Friday and used to prepare an RFP for bids for the project construction. Committee Member Parker also asked if any work had started on a comprehensive communication plan for traffic mitigation project construction discussed at the last meeting. Ms. Tillerson indicated that once the timeline for the projects was established, a communication plan would be developed. Mr. Gottshalk added that preliminary work was being done on the Beachwalker Drive project, but there was no firm date for the construction to begin.

XI. Adjournment:

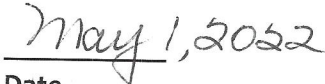
Committee Member Parker made a motion to adjourn the meeting at 4:57 pm. Committee Member Moffitt seconded the motion, and it was unanimously approved.

Submitted by,


Petra S. Reynolds, Town Clerk

Approved by,


F. Daniel Prickett, Chairman


Date