

WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

June 26, 2018; 2:00 pm

Minutes

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

II. **Pledge of Allegiance**

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

Absent: Jack Koach

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

III. **Approval of Minutes:**

A. Ways & Means Committee Meeting of May 22, 2018

Mr. Widuch made a motion to approve the minutes of the May 22, 2018 Ways and Means Committee Meeting. The motion was seconded by Mrs. Mezzanotte and the minutes were unanimously passed.

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

Kathy Pumphrey – 525 Bufflehead

After reading the contract for the new software, Ms. Pumphrey questioned who would own the data and what the data migration plan was.

Mrs. Szubert clarified that the Town would own the data and a step by step migration plan has been submitted and will be shared. She indicated the plan includes approximately twenty weeks of migration and four weeks of checking, follow-up, and training. She also noted that she had a great deal of information in Excel spreadsheets that would also be imported into the new software system along with parcel data from the County.

Ms. Pumphrey noted that she did not see a data ownership clause in the contract and suggest that consideration be given to adding a clause to the contract.

V. **Old Business:**

None

VI. New Business:

A. To Consider Recommendation to Town Council for Approval of the All South Consulting Engineers Contract Amendment Request for Debris Monitoring

Ms. Tillerson stated the services for debris monitoring is activated in the event of a storm and works in conjunction with debris removal contract the Town has with Philips and Jordan. She stated the proposed contract renewal submitted has increased in the fee schedule along with two additional positions. She noted that any amount over the threshold that can be approved by the Mayor has to be approved the Ways and Means Committee.

Mr. Widuch made a motion to recommend to the Town Council the Approval of the All South Consulting Engineers Contract Amendment Request for Debris Monitoring. The motion was seconded by Mrs. Mezzanotte and was unanimously passed.

B. To Consider Recommendation to Town Council for Approval of the Citizenserve Business Licenses and Permitting Software Proposal.

Mrs. Szubert explained that Tyler Technologies, the current financial and licensing software used by the Town has been problematic and is not a user-friendly system for both staff and the public. She indicated that researching other software programs proved to be difficult with the limited programs available. The software program offered by CitizenServe is used by the Community Association (KICA), and Architectural Review Board (ARB) and both are happy with its performance and capabilities.

Mrs. Szubert stated that staff was given a demonstration of the software and were satisfied with what the program could offer. The new software would help make the permit and license process easier for both contractors and homeowners and allow for the possibility of sharing information with KICA and the ARB in the future.

Mrs. Szubert stated that staff is asking for the recommendation to the Town Council for the approval of the CitizenServe proposal. The estimated cost of \$18,500.00 for the implementation, training and the annual subscription of \$16,500.00 was budgeted in the current fiscal year.

Ms. Tillerson added that feedback from contractors using the software through the KICA and the ARB indicates the program is much more user-friendly than the Town's current software and their familiarity with the program will be an advantage upon implementation.

Mayor Weaver made a motion to recommend to Town Council the Approval of the Citizenserve (Online Solutions, LLC) Business Licenses and Permitting Software Proposal in an amount not to exceed a cost of \$25,000.00 on training and implementation and a \$16,500.00 annual subscription cost. The motion was seconded by Mrs. Mezzanotte and was unanimously passed.

VII. Chairman's Report:

Mr. Wilson indicated that the purchase of new Town vehicles was pulled from the agenda to answer additional questions.

VIII. Treasurer's Report:

Mrs. Szubert reported that the fiscal year had not been closed yet and deferred the quarterly reports to the next meeting. She also reported that a new carrier was located to provide a bridge policy at a cost of \$3,000.00 more than last year's policy. The additional cost was budgeted.

Mrs. Szubert stated that auditors performed an interim audit in May and the annual audit was scheduled for the first week in September with a presentation at the October Town Council meeting.

IX. Citizen Comments:

Wendy Kulick – 38 Marsh Edge Lane

Mrs. Kulick commented on how unfortunate it is that more people do not attend Town meetings to hear the discussions.

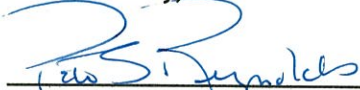
**X. Committee Member's Comments:
None**

**XI. Executive Session:
None**

XII. Adjournment:

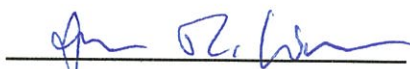
Mr. Widuch made a motion to adjourn the meeting at 2:22 pm. The motion was seconded by Mr. Mezzanotte and was unanimously approved.

Submitted by,



Petra S. Reynolds, Town Clerk

Approved by,



John R Wilson, Chairman

9/25/18
Date