

# WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

August 25, 2021; 3:00 pm

## MINUTES

I. **Call to Order:** *Chairman Prickett called the meeting to order at 9:00 am.*

II. **Pledge of Allegiance**

III. **Roll Call:**

**Present at the meeting:**

Dan Prickett, *Chairman*

John D. Labriola, *Mayor*

Maryanne Connelly, *Committee Member*

John Moffitt, *Committee Member*

Dr. Scott Parker, *Committee Member*

**Absent:**

Dorota Szubert, *Town Treasurer*

**Also Present:**

Stephanie Tillerson, *Town Administrator*

Petra Reynolds, *Town Clerk*

John Taylor, Jr., *Planning Director*

Brian Gottshalk, *Public Works Manager*

IV. **Approval of Minutes:**

A. Ways and Means Committee Meeting of July 26, 2021

*Committee Member Parker made a motion to approve the minutes of the July 26, 2021 Ways and Means Committee meeting. The motion was seconded by Committee Member Moffitt, and the minutes were unanimously approved.*

B. Special Call Ways and Means Committee Meeting of August 19, 2021

*Committee Member Parker made a motion to approve the minutes of the August 19, 2021 Special Call Ways and Means Committee meeting. The motion was seconded by Committee Member Moffitt, and the minutes were unanimously approved.*

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

None

VI. **Old Business:**

None

VII. **New Business:**

A. Review and Recommendation to Town Council for Approval of the Kiawah Island Intersection and Corridor Study Updated Agreement

Mr. Taylor stated that the Kiawah Island Parkway serves as the gateway to the island. It is the Town's responsibility to not only maintain its aesthetics and functionality and ensure the safety and efficient mobility of residents, businesses, and visitors.

There has been a significant amount of development experienced both on the island and within the region. Current projects include The Cape, Freshfields, the MUSC project, the Kiawah Senior Living, and development on John’s Island. These developments collectively may impact the traffic pattern in the area, particularly along the Kiawah Island Parkway. While the Kiawah and surrounding community continue to experience development, it is important for the Town to have clarity on how collectively both planned and unplanned potential developments could impact the Town’s primary road asset. The Town should position itself to better understand traffic volumes along the Parkway and capture a long-term picture of recommended and or necessary transportation improvements to the Parkway or other area improvements to deliver better safe and efficient mobility of residents, businesses, and visitors.

The Town has previously contracted with Kimley-Horn to provide transportation improvement recommendations for improved compatibility along roadways and land use patterns. These previous studies included Duneside Road and Parcel 13 as well as Beachwalker Drive Bicycle and Pedestrian improvements.

The proposed study of the Kiawah Island Parkway would analyze the intersection and the current and future roadway operations of the Parkway, including the segment of Betsy Kerrison Parkway from the roundabout to Resurrection Road, and the segment of Seabrook Island Road where the the Senior Living and MUSC projects are proposed. The comprehensive study proposed by Kimley-Horn would utilize traffic data, site plans, future development plans, and future land use plans to determine if the Town would need to take any further action or request any action of future development to ensure consistent mobility.

Committee Member’s discussion included the traffic study done for the Senior Living Center, ensuring that Kimley-Horn has access to copies of the studies already done.

***Committee Member Connelly made a motion to recommend to Town Council the approval of the Kiawah Island Intersection and Corridor Study updated agreement. Committee Member Parker seconded the motion, and it was unanimously passed.***

**B. Review and Recommendation to Town Council for two new Kiawah Island signs on the Parkway**

Mr. Gottshalk stated the current Kiawah Island signs on the Kiawah Island Parkway, at the roundabout and in front of the first gate, have been in place for approximately thirty years and have become noticeably weathered and continue to be impacted by natural elements. With the upgrades to the rest of the Parkway, staff feels the need to upgrade these signs to maintain the look and feel of the island as well as to create a more welcoming entrance to the island for residents and guests.

Mr. Gottshalk stated that the Town procured a copy of the master design plan from the Community Association for the new signage that has been implemented throughout the island. This design plan was sent out to seven different vendors, including Southwood, who did the signage throughout the island. Two vendors responded with a quote for the fabrication and installation of the new signs:

Signarama:	\$48,716.10
Southwood:	\$69,360.00

Mr. Gottshalk requested that the Ways and Means Committee recommend to Town Council the approval for Signarama to remove the existing signs and replace them with new upgraded signs.

Chairman Prickett added that the two signs are identical and will be manufactured according to Town specifications.

Committee Member Moffitt expressed his concern that these two signs would have a different design from the seven signs the public encounters outside the gate. He did not favor spending the money on newly designed signs when the others would not be changed to match. Members engaged in an in-depth discussion of the sign update done inside the gate by the Community Association and the suggestion to also replace the Municipal Center sign.

Committee Member Parker inquired on the cost of replacing the sign in front of the Municipal Center. Mr. Gottshalk pointed out that the sign was much larger, and the estimated cost of a matching sign was \$37,594.00.

***Committee Member Parker made a motion to recommend to Town Council the approval of the proposal from Signarama for two new Kiawah Island signs. Committee Member Connelly seconded the motion. The motion was passed by a 4 to 1 vote, with Committee Member Moffitt voting “no”.***

**C. Recommendation to Town Council a cost for Salary Adjustment for Town Personnel**

Ms. Tillerson requested the Ways and Means Committee consider a recommendation to Town Council for \$270,937.00 for salary adjustments. She indicated that several months ago, the Town engaged Evergreen Solutions to complete a Comprehensive Compensation and Benefits Study looking at market pier position comparisons and staff job evaluation comment forms. She noted that job grades and titles were adjusted based on the analysis. She reviewed the breakdown of the adjustments.

**Implementation & Market Driven Compensation Plan, Eight (8) Percent Minimum Adjustments, and Contractual Adjustment**

Number of Employees Impacted – 16  
Total Implementation Cost - \$90,814

**Employee Promotions**

Number of Employees Impacted – 2  
Total Implementation Cost - \$40,123

**New Positions**

Number of New Employees Impacted – 3  
Total Implementation Cost - \$140,000

Ms. Tillerson stated that salary adjustments were budgeted for 2021 and 2022. Due to COVID, staff did not receive an adjustment in 2021, and the 2022 adjustment was postponed until the completion of the study. Committee members discussed the salary adjustments and the addition of additional staff.

***Committee Member Parker made a motion to recommend to Town Council the approval of \$270,937 for a salary adjustment for Town personnel. Committee Member Connelly seconded the motion, and it was unanimously passed.***

**VIII. Chairman’s Report:**

None

**IX. Treasurer’s Report:**

**A. Budget Report for the Fiscal Year Ended 6/30/2021**

Committee Member Moffitt questioned the reason for the huge budget versus actuals in business licensing. Ms. Tillerson stated that staff was very conservative in preparing the budget, and as the income for businesses increases, the cost of business licenses also increases.

Ms. Tillerson briefly reviewed the report prepared by Ms. Szubert, the Town Treasurer:

*Presented is the Town's Balance Sheet as of June 30, 2021, and Budget to Actual Report for the fiscal year FY2021. The Budget to Actual Report is presented on the modified accrual basis, and all the funds are consolidated. The current year budget has been amended on December 1, 2020; the amended totals are reflected in the attached report.*

*As of June 30, 2021, the Town's governmental funds combined have an ending fund balance of approximately \$22M, an increase of approximately \$1.9M from June 30, 2020. Of this amount, approximately 57%, or \$12.8M, is available for spending at the Town's discretion (unassigned fund balance).*

*Due to uncertainties related to COVID-19 pandemic, the Town Council adopted the FY2021 budget with very conservative revenue projections. The first, second, and third-quarter revenues were projected with the assumption the Town will receive 50% and 75% respectively of the actual collection from the first and second quarters of last year and 100% of the third quarter of fiscal year 2019 in the tourists generated revenue sources. Almost all revenue sources have exceeded our projections. Overall, consolidated revenues for the fiscal year FY2021 are \$12.3M. It is 48%, or \$4M (48%) higher than budgeted and \$2.8M (23%) higher than last year. The only revenue source that falls below the budget is interest revenue.*

*The total expenditures for the fiscal year 2021 are approximately \$10.5M and about 8%, or \$737K higher than budgeted, and 3%, or approximately \$262K higher than last year. The negative variance, when compared to the budget, is mostly attributable to Tourism and Recreation line item. State Accommodation tax funding for PGA and payments to promotional fund (Charleston Visitors Bureau). For two years, the Town has deferred funding (\$240K) for one of the State Accommodation Tax recipients, PGA transportation, with the final payout of \$360K in the current year. Additionally, the amount paid to the promotional fund (CVB) was approximately \$361K higher than budgeted as the actual collection in that revenue source exceeded the budget. SCDOR mandates the Town to contribute 30% of SATAX to the promotional fund. These negative variances were offset by a \$189K positive variance in the Arts and Cultural fund related to the cancellation of a number of events due to the pandemic.*

*repairs change order.*

Ms. Tillerson stated that when Ms. Szubert returns, she will be preparing for the annual audit. The Annual Comprehensive Financial Report (ACFR) will be presented to Town Council at the November meeting.

**X. Citizen Comments:**

None

**XI. Committee Member's Comments:**

None

**XII. Adjournment:**

**Committee Member Parker made a motion to adjourn the meeting at 3:33 pm. Committee Member Connelly seconded the motion and was unanimously passed.**

Submitted by,

Petra S Reynolds  
Petra S. Reynolds, Town Clerk

Approved by,

F. Daniel Prickett  
F. Daniel Prickett, Chairman

11-1-21  
Date