

WAYS & MEANS COMMITTEE MEETING
Kiawah Island Municipal Center
Council Chambers
November 24, 2015; 2:00 PM

MINUTES

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

II. **Pledge of Allegiance**

III. **FOIA:** Notice of this meeting has been published and posted in accordance with the Freedom of Information Act and the requirements of the Town of Kiawah Island.

IV. **Roll Call:**

Present: John D. Labriola, Mayor Pro Tempore
 Charles R. Lipuma, Mayor
 John Wilson
 Craig Weaver

Absent: Mary Johnson

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

V. **Approval of Minutes:**

A. Ways & Means Committee Meeting of September 22, 2015

Mayor Lipuma motioned to approve the minutes of the September 22, 2015 Ways and Means Committee Meeting. The motion was seconded by Mr. Wilson and the minutes were unanimously approved.

VI. **Citizens' Presentations or Comments:**

Dennis McGill – 100 Pleasant Valley Drive

Mr. McGill commented on a statement made by Mayor Orban in 2012 indicating a liability for unpaid accrued time. The statement was followed by Council approval for payment of over \$45,000 to employees for accumulated PTO benefits. He indicated the Town's paid time off (PTO) policy in both the 2007 and 2012 handbook included the phrase "PTO is privilege and not an entitlement or wage and an employee does not accrue a right to payment for unused PTO". He continued that in 2007 the Town amended its policy not to allow employees to accumulate unused PTO benefits. He questioned payment when it clearly went against policy and indicated it should be reviewed in the ongoing 2012 investigation. He also

questioned if Mayor and Council had obtained a legal opinion on the validity of Mayor Orban's liability statement.

VII. Old Business:

None

VIII. New Business:

A. Preparation of CAFR by Greene Finney & Horton

Mr. Wilson stated the Town's Comprehensive Annual Financial Report (CAFR) is the statistical section included with the audited financial statement and includes historical and comparative information. Even though the CAFR is optional, historically the Town has prepared one annually. He stated with the hiring of a new Treasurer and the amount of work that the CAFR requires it is his recommendation to the Ways and Means Committee to engage the auditors to complete it.

Mr. Wilson made a motion to recommend to Town Council the approval of the proposal from Greene Finney & Horton for preparation of the CAFR.

Following further discussion the motion was unanimously passed.

B. Audit Committee Appointment

Mr. Wilson recommend the appointment of Mr. Roland Hoffman to the Audit Committee. He indicated Mr. Hoffman's resume encompasses his extensive experience in auditing and forensic auditing and would provide a fourth member to the Audit Committee.

Mr. Wilson made a motion to recommend to Town Council the approval of the appointment Mr. Roland A. Hoffman to the Audit Committee. The motion was seconded by Mayor Lipuma.

Following further discussion the motion was unanimously passed.

C. Landscape RFP

Ms. Tillerson presented to the Committee, the Request for Proposals (RFP) for the Town's landscape maintenance of the Municipal Center, Beachwalker Drive, Kiawah Island Parkway, Round-a-bout and property on Betsy Kerrison Parkway. She stated that currently services are provided by The Greenery whose contract will by expire in the latter part of January 2016. In order to gain the maximum number of respondents, the RFP would be posted on the Town's website, and on the State procurement website, SCBO (South Carolina Business Opportunities). Bids are due back to the Town by December 18th for review by the Ways and Means Committee to make a recommendation to Town Council.

Mr. Weaver questioned the length of the contract, stating he could not locate the terms in the RPF. Ms. Tillerson stated the three year term of the contract was not included in the RFP and an addendum would be posted to provide the information to prospective bidders.

Mr. Weaver also questioned who on Town staff is responsible for managing the relationship with the contractor and quality control of the work performed. He indicated many residents have expressed their concerns and displeasure with the condition of the Parkway. Mr. Weaver stated well-defined expectations for the quality of work and timeline for repairs should be clearly defined in the contract.

D. Website Design RFP

Ms. Tillerson presented to the Committee, the Request for Proposals (RFP) for update of the design of the Town's website. She indicated funds were in the budget for this year but release of the RFP had be delayed until November 30th with bids due back on January 19, 2016. The current website is not as user friendly as it could be and improvements will be made to provide more information for residents, visitors, and the community. As a municipal site, it currently does not have tabs to easily locate information on conducting business with the Town. Ms. Tillerson stated Mrs. Braswell-Edgerton will work along with the Communications Committee to review the submissions and presentations. She will then make a recommendation to the Committee and then to Council.

Members discussed the redesign. Mr. Wilson questioned if it would be a demand on staff time to be involved in the development of new site or if it would be better to make small renovations to current website. Ms. Tillerson stated once the designer is selected and the requested modifications are made she does not expect a lot of demand of staff time while the design layout is developed. She does not anticipate the new site to go live until late fall of 2016.

Members agreed on the importance of the Town to have best communication system possible

IX. Chairman's Report:

Mr. Wilson stated outside auditors from Greene Finney & Horton will be arriving on Monday. He indicated their arrival will coincide with the first meeting of the Audit Committee and will also include the Town's financial staff. The meeting will be to receive an update of the status of the audit and to communicate any control concerns member may have. He anticipates the auditors require two weeks to complete their work with the financial statement by year end.

X. Treasurer's Report:

Ms. Szubert indicated work is still being done on completing last year's actuals to budget and that she would have the current fiscal year up to date for the first Ways and Means Committee of 2016.

XI. Correspondence:

None

XII. Citizen Comments:

Dennis McGill – 100 Pleasant Valley Drive

Mr. McGill continued his discussion of the Town's PTO policy in the handbooks of 2007 and 2012. He stated he requested copies of staff yearly earnings from 2007 to 2012, but only received 2011 and 2012, earlier years could not be located by the accountant from DHG.

Mr. McGill expressed his concern with the time it was taking to complete the 2012 investigation. He then gave Committee Members his analysis of the salaried employees in 2012 that received the accrued benefit payout calling attention to what he perceived as overpayments.

Virginia Abbott – 4304 Sea Forrest Drive

Mrs. Abbott questioned if the Town has any way to capture how many hits there are to the Town's website and to what areas. She suggested that record keeping be added to the redesign.

Mrs. Braswell-Edgerton responded she was not sure if it was available and had not requested a count. Ms. Tillerson stated that it was a part of the RFP for redesign.

XIII. Committee Member's Comments:

Mr. Wilson commented on the delay in 2012 audit. He stated there is a requirement that when reporting salaries of employees, the figures have to be verified back to cash accounts. He indicated that items were recently received to complete the audit. He noted that going back has not been an easy process. Not being able to verify through the old payroll system had been a major hindrance in the completion.

Mayor Lipuma – no further comment

Mr. Weaver – no further comment

Mr. Labriola - no further comment

Mayor Lipuma motioned to discuss a personnel matter of employment, disposition of accrued employee benefits, appointment, compensation, promotion, demotion, discipline or release of an employee by a public body. The motion was seconded by Mr. Wilson, and motion carried unanimously.

XIV. Executive Session:

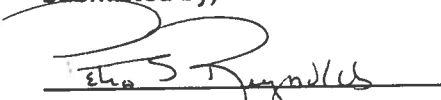
- A.** To discuss a personnel matter of employment, disposition of accrued employee benefits, appointment, compensation, promotion, demotion, discipline or release of an employee by a public body.

Upon returning from Executive Session, Mr. Labriola stated that no decisions were made or actions taken that would bind the town to a particular course of action.

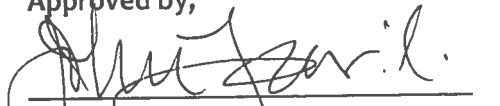
VI. Adjournment:

Mayor Lipuma motioned to adjourn the meeting at 4:54 pm. The motion was seconded by Mr. Wilson and carried unanimously.

Submitted by,


Petra S. Reynolds, Town Clerk

Approved by,


John D. Labriola, Mayor Pro Tempore

1-29-2016
Date