

WAYS & MEANS COMMITTEE MEETING

Municipal Center Council Chambers

May 7, 2024, 10:00 am

AGENDA

- I. **Call to Order:** *Mayor Pro Tem Heidingsfelder called the meeting to order at 10:00 am.*
- II. **Pledge of Allegiance**
- III. **Roll Call:**

Present at the Meeting: Michael Heidingsfelder, *Chairman*
Brad Belt, *Mayor*
Russell Berner, *Committee Member*
Luke Farrell, *Committee Member*
Madeleine Kaye, *Committee Member*

Also Present: Stephanie Tillerson, *Town Administrator*
Dorota Szubert, *Finance Director*
John Taylor, Jr., *Planning Director*
Brian Gottshalk, *Public Works Manager*

The meeting began with Chairman Heidingsfelder welcoming Luke Farrell, the newest member, and congratulating him on his recent election victory.

- IV. **Approval of Minutes:**
 - A. Minutes of the Ways and Means Committee Meeting of April 2, 2024

The April 2, 2024, meeting minutes were deferred to the next meeting.

- V. **Citizens' Comments (Agenda Items Only):**

None

- VI. **Old Business:**

None

- VII. **New Business:**
 - A. Review and Recommendation to the Town Council for Approval of the Fiscal Year 2024/2025 SATAX - State Accommodations Tax Funding Recommendation Amounts

Chairman Heidingsfelder, for the new member, provided an explanation detailing the composition and function of the SATAX Committee. Based on state law, the committee's composition includes representatives from the accommodations industry, the Arts Council, and community members. The committee reviews and evaluates the presentation of various tourist-related funding applications, after which the committee members vote by providing their recommended funding amounts, which are then averaged. Committee members who have applied for funding cannot vote on their applications.

Chairman Heidingsfelder highlighted differences in recommended amounts for certain projects and the rationale behind these recommendations.

In the absence of Director Harris, Mr. Gottshalk provided an overview of the past and present services provided by the Charleston County Sheriff's Office. He reviewed the Request for Proposals (RFP) released by the Town for a consultant to conduct a feasibility study of the Town's municipal law enforcement coverage. The study would assess needs and explore various options for enhancing public safety, evaluating the services from the Charleston County Sheriff's Office, the Public Safety Department, and security personnel from Kiawah Island Resort and the Kiawah Island Community Association to identify overlaps or gaps in coverage.

The Public Safety Committee reviewed and thoroughly evaluated the five responses received and recommended selecting the **Center for Public Safety Management** based on their proposal, which balances cost-effectiveness with comprehensive coverage of the project scope and a proposed budget of \$72,629.00.

Mayor Belt made a motion to recommend to the Town Council the approval of the Consultant to Conduct the Municipal Law Enforcement Coverage Feasibility Study. Committee Member Berner seconded the motion.

Concerns were raised about the clarity and quality of the proposals received, with members highlighting the importance of defining clear outcomes and criteria for the needs assessment and ensuring comprehensive data analysis to inform future decisions on public safety enhancements.

There was an in-depth discussion of the concerns about the responsibility for security issues on the island, specifically regarding unauthorized individuals who have caused disturbances and the resistance to increasing restrictions on island access. The town's lack of control over island access was acknowledged, and a feasibility study to explore better gate control was suggested.

Further discussion emphasized the Town's responsibility to ensure the safety of both residents and visitors, particularly in responding to critical incidents in a timely manner. The goal was to improve response times rather than getting sidetracked by the source of the incidents. Also emphasized was the importance of considering the entire town, including upcoming commercial developments, the anticipated population growth and its implications, and the necessity of a good working relationship with CCSO, given the potential for significant development.

Members stressed the urgency of conducting a study to prepare for the influx of guests and visitors, mentioning a six-month duration for study results and the possibility of a second phase. The discussion concluded with recommendations for clear project milestones in contracts and the ability to terminate contracts if necessary to avoid issues experienced in past projects.

Following the discussion, the motion was unanimously approved.

D. Review and Recommendation to the Town Council for Approval of Conducting the Kiawah Island Parkway Annual Traffic Counts

Mr. Taylor presented a proposal for approval to conduct annual traffic counts on Kiawah Island Parkway. He highlighted the importance of continuing these studies despite the expiration of the development agreement and its mitigation requirements. The proposal includes reducing the number of locations for the traffic counts to focus on key areas from the roundabout to the front gate, including the intersections at Beachwalker and Kiawah Beach Drive.

Quality Counts is recommended as the vendor for this project, having previously worked with the Town on similar count projects. The technology will be pneumatic tubes across the roadway to

collect the data. The total cost proposal is \$18,225, aiming to keep expenses under \$20,000. This cost is a reduction from the previous year's budget of over \$25,000.00.

Mayor Belt made a motion to recommend to the Town Council for approval of conducting the annual traffic counts on the Kiawah Island Parkway. Committee Member Farrell seconded the motion.

Discussion included the need for yearly traffic counts, the availability of historical data, and the benefit of collecting more data since the ARDA (Amended and Restated Development Agreement) requirement had expired. Mr. Taylor discussed that consideration was given to not conducting the traffic counts this year, but having an updated baseline before the construction of Andell West and the impacts of what may occur with the Beachwalker development projects could be used as a comparison for future development projects. Members acknowledged that having baseline data would be useful for future development projects and impact fee assessments. However, there was a consensus that existing data might already provide a sufficient baseline. The discussion evolved to consider specific locations for traffic counts, with suggestions to reduce the number of locations. Mr. Taylor recommended continuing the counts on Beachwalker Drive and the Parkway Bridge, also noting the requirement for the future assessment of impact fees.

Chairman Heidingsfelder withdrew his original motion, making a motion to table the traffic count proposal for 12 months, focusing on being more conservative with the number of locations.

Further discussion included the necessity and scope of data collection points, the specific types of tubes that accommodate class vehicles, and limiting the traffic counts to stations three and six.

Chairman Heidingsfelder withdrew his previous motion.

Committee Member Kaye made a motion to recommend to the Town Council the approval to conduct traffic counts on Kiawah Island Parkway at stations three and six. Committee Member Berner seconded the motion.

Following further discussion, the motion was unanimously approved.

E. Review and Recommendation to the Town Council for Approval of the Purchase of a UTV – Utility Task Vehicle

Mr. Gottshalk discussed the Public Works Department's challenges in accessing work areas along the Parkway and Beachwalker Drive due to the lack of suitable places to park their trucks without obstructing traffic or causing landscaping damage. The proposed purchase of a UTV (Utility Task Vehicle) would improve efficiency, streamline several daily activities, and reduce environmental and landscaping impacts. The department had initially budgeted \$18,000 for a UTV but found an electric option from DRR USA for \$18,999.00.00 and requested an increase to \$22,000.00 to cover the total costs, including taxes and delivery fees. The electric UTV has a 50-mile range, sufficient for the department's needs, is a 4-wheel drive, and aligns with the Go Green initiative.

Mayor Belt made a motion to recommend to the Town Council to approve the purchase of a utility task vehicle. Committee Member Berner seconded the motion.

Committee Members discussed the proposal, including concerns about the electric UTV's charging performance, the scheduled pattern of use, vehicle reviews, the availability of local maintenance, and compatibility with local ordinances. Also discussed was purchasing a gas UTV, allowing more time to investigate expanding to purchasing an electric vehicle.

Members agreed to approve the budget increase under certain conditions, including further investigation into the vehicle's maintenance and reliability and contacting local UTV dealers to obtain their recommendations and the brands they service.

Following the discussion, the motion was approved with the two stated conditions by a 4 to 1 vote, with Committee Member Farrell abstaining.

F. Review and Recommendation to the Town Council for Approval for funding of the Charitable Grand Application from Habitat for Humanity

Ms. Tillerson stated that the Town Council allocates up to \$200,000 annually to its charitable contribution grants program, which supports non-profit organizations that provide essential services in Health, Housing, and Hunger within the Sea Island community. For the current funding cycle, the Town received 18 applications, and 17 were recommended for funding, amounting to \$198,813.00.

The current request centers on a procedural oversight in the charitable grant application process where Habitat for Humanity's application was mistakenly quarantined by the Town's email system, and thus, it was not reviewed. The application from Habit for Humanity for \$20,000.00 aligns with the overarching goals of the Charitable Contributions guidelines and requests special consideration and an exception to approve funding outside of the regular Charitable Contributions grant application cycle.

Committee Member Kaye made a motion to recommend to the Town Council the approval of funding the Charitable Grant application from Habitat for Humanity. Committee Member Berner seconded the motion.

The Members discussed whether to fund the Habitat for Humanity application beyond the charitable grant budget.

Following the discussion, the motion was unanimously approved.

VIII. Chairman's Report:

None

IX. Treasurer's Report:

A. Monthly Budget Report

Ms. Szubert stated that as of March 31, 2024, the Town's governmental funds combined have an ending fund balance of approximately \$38 million, an increase of approximately \$3.6 million from June 30, 2023. Of this amount, approximately 55%, or \$21 million, is available for spending at the Town's discretion (unassigned fund balance), 22%, or \$8.4 million, is reserved for capital and emergency reserves, and 23% or \$8.7 million is restricted for tourism-related funding.

Overall, for the first nine months, the Town's consolidated revenues of \$11.2 million are 12%, or \$1.4 million higher compared to year-to-date for the last fiscal, FY2023, and are at 72% of the total amended budgeted revenues for the current year. In general, the revenues are within the budget, with Building Permits, Interest Income, and Miscellaneous Income exceeding the budget. The Miscellaneous Income includes a one-time CCSO (Charleston County Sheriff's Office) reimbursement of \$161,000 for the vehicles and equipment book value.

With 75% of the year elapsed, expenditures of \$7.6 million are 4% or \$296,000 higher than for fiscal year FY2023 and account for 45% of the current year's budget. The majority of the expenditures are

reasonable and in line with the amended budget, with the exception of the two line items that will carry the negative variance throughout the year: professional services and non-budgeted cost for storm cleanup.

X. Citizens' Comments:

None

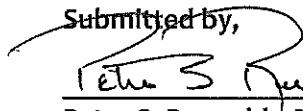
XI. Committee Member's Comments:

Committee Member Farrell expressed his appreciation for the Committee's patience and the opportunity to ask questions.

XII. Adjournment:

Committee Member Kaye made a motion to adjourn the meeting at 12:03 pm. Committee Member Berner seconded the motion, and it was unanimously approved.

Submitted by,



Petra S. Reynolds, Town Clerk

6-18-2024

Date