



Mayor

Craig E. Weaver

Council Members

Jack Koach

Diana L. Mezzanotte

Chris Widuch

John R. Wilson

Town Administrator

Stephanie Monroe Tillerson

4475 Betsy Kerrison Parkway | Kiawah Island, SC 29455 | (843) 768-9166 | Fax (843) 768-4764 | www.kiawahisland.org

TOWN COUNCIL MEETING

Kiawah Island Municipal Center

Council Chambers

August 7, 2018; 10:00 AM

AGENDA

- I. Call to Order:
- II. Pledge of Allegiance
- III. Approval of Minutes:
 - A. Minutes of the Town Council Meeting of July 3, 2018 [Tab 1]
- IV. Mayor's Update:
- V. Citizens' Comments (Agenda Items Only)
- VI. Consent:
 - A. Ordinance 2018-09 - To Amend Article 14 - General Regulations, Chapter 1 - Flood Damage Prevention, Division 3 – Provisions for Flood Hazard Reduction, Section 14-173 – Special Standard - **Second Reading** [Tab 2]
- VII. Old Business:
None
- VIII. New Business:
 - A. To Consider Approval of the CARTA Proposed 2019 Fiscal Year Budget [Tab 3]
 - B. To Consider Approval to Proceed with Demolition and Consider Acquisition of Property located at 122 Turnberry Drive
- IX. Other Business:
None
- X. Town Administrator's Report:
- XI. Council Member:
 - a. Committee Updates
 - b. General Comments
- XII. Citizens' Comments:
- XIII. Executive Session:
- XIV. Adjournment:

TOWN COUNCIL MEETING

Kiawah Island Municipal Center

Council Chambers

July 3, 2018; 2:00 PM

MINUTES

I. **Call to Order:** *Mayor Weaver called the meeting to order at 2:00 pm.*

II. **Pledge of Allegiance**

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

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

III. **Approval of Minutes:**

A. Minutes of the Town Council Meeting of June 5, 2018

Mr. Widuch made a motion to approve the minutes of the May 1, 2018, Town Council Meeting. The motion was seconded by Mr. Wilson and the minutes were unanimously approved as amended.

IV. **Mayor's Update:**

Mayor Weaver gave an update on the former Town Administrator and Town Treasurers' cases by stating that to the best of his knowledge a sentencing date had not been made, the Town would be notified as soon as a date was determined, and the Town has not been contacted on a potential sentencing.

Mayor Weaver congratulated Mr. Bailey on the Sandcastle opening today.

Mayor Weaver reported he attend the second meeting of the Johns Island Growth Management Committee. The Committee, co-chaired by Charleston County Council Chair Rawls and Charleston Mayor Tecklenburg, aims to explore ways to improve the quality of life on Johns Island and identify funding sources for community infrastructure needs. He stated that a good portion of the meeting was listening to the input, comments, and concerns of Johns Island residents.

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

Wendy Kulick – 38 Marsh Edge Lane

Mrs. Kulick questioned the State of Louisiana being the governing authority stated in the proposed All South Consulting Engineers contract. She questioned the use of the word "County," which should be "Town," and asked to be directed to the location in the proposed Citizenserve contract which would clarify who would own the data that will populate the business licensing and permitting software.

Mrs. Kulick commented on the bio for the new member being considered for the Board of Zoning Appeals not being made available before today's meeting.

Mayor Weaver indicated Mrs. Kulick that each of her questions would be addressed in the subsequent discussion of those agenda items.

VI. Consent:

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

Mr. Widuch made a motion to approve the All South Consulting Engineers Contract Amendment Request for Debris Monitoring. The motion was seconded by Mr. Wilson.

Mr. Koach stated that the governing authority as Louisiana in the proposed contract submitted by All South is likely due to the location of the company. He questioned if the Town, a municipality in South Carolina could agree to another state venue to resolve any contract issues.

Mayor Weaver suggested the Council approve the contract contingent upon Town Attorney Green's approval, the state governing law being in question, as the company is located in the state of Louisiana.

Mr. Wilson amended the motion to approve the All South Consulting Engineers contract contingent upon Town Staff and the Town Attorney working with All South Consulting Engineers to change the governing law/authority to the State of South Carolina. The motion was seconded by Mr. Koach and was unanimously passed.

B. To Consider Approval of the Citizenserve Business Licenses and Permitting Software Proposal

Mayor Weaver addressed the question of data ownership in the Citizenserve Business Licenses and Permitting Software. Ms. Tillerson noted that in the Service Agreement, item two (2) Customer Responsibilities, it states that all customer data is owned by the customer, in this case, the Town of Kiawah.

Mr. Widuch made a motion to approve the Citizenserve Business Licenses and Permitting Software Proposal recommended by the Ways and Means Committee. The motion was seconded by Mr. Wilson and was unanimously passed.

VII. Old Business:

None

VIII. New Business:

A. Board of Zoning Appeals Appointment

Mayor Weaver stated the opening on the BZA (Board of Zoning Appeals) was created two months ago when Mr. Gilmore moved off the island. To fill the vacancy, Mayor Weaver approached a potential candidate, Morris Hanan, several weeks ago who expressed an interest in becoming involved in Town activities. The Mayor and Mr. Widuch, along with the Board Chairman have discussed with Mr. Hanan what was involved in serving on the board, and Mr. Hanan has expressed his interest in being appointed to the BZA. Members discussed if they should move forward with Mr. Hanan's appointment or wait for a bio sheet to be submitted and reviewed by Council. Mayor Weaver indicated that he was comfortable recommending Mr. Hanan for the appointment. He gave a brief review of Mr. Hanan's background in the pharmaceutical industry and noted that without planning experience would need to undergo the required training to be vetted to participate in the meetings.

Mayor Weaver made a motion to approve the appointment of Morris Hanan to the Board of Zoning Appeals. The motion was seconded by Mr. Widuch and was unanimously passed.

B. Ordinance 2018-09 - To Amend Article 14 - General Regulations, Chapter 1 - Flood Damage Prevention, Division 3 – Provisions for Flood Hazard Reduction, Section 14-173 - Special Standards - First Reading

Mr. Spicher stated that Ordinance 2018-9 would better clarify, not change, the intent of the design of breakaway walls in the Town's Flood Damage Prevention ordinance. He noted the language used was taken directly from the Technical Manuals.

Mr. Widuch made a motion to approve the first reading of Ordinance 2018-09 to Amend Article 14 - General Regulations, Chapter 1 - Flood Damage Prevention, Division 3 – Provisions for Flood Hazard Reduction, Section 14-173 - Special Standards. The motion was seconded by Mr. Koach and was unanimously passed.

C. To receive Approval to allow the Town Administrator to give extra remuneration to deserving Town employees for FY19, not to exceed a total of \$5,000 collectively.

Mayor Weaver stated that with the approval of the budget Council approved a \$5,000 budget item to allow for extra cash and/or noncash recognition for deserving Town employees, to be given at the Town Administrator's discretion. This concept was discussed at the June Council meeting and was generally accepted by Council, but the Town Attorney indicated that a specific authorization from Council was required to determine a process and grant sole authority to Ms. Tillerson to make the determinations of deserving employees.

Mayor Weaver stated that this would not be designed as a defined Town policy or a reward recognition program that would be included in the Employee Manual, but rather the proposal of an experiment over the next year. He reviewed specifics which included:

- Ms. Tillerson would have sole authority and discretion on reward recognition up to \$5,000.00 without the approval of Mayor or Council.
- An amount of 15% for taxes will be included within the \$5,000.00.

Mayor Weaver made a motion to provide the Town Administrator the authority to expend up to \$5,000.00 during the 2018-2019 budget year for cash or noncash awards to employees at the Town Administrator's discretion. The motion was seconded by Mr. Widuch.

Following discussion, the motion was unanimously passed.

**IX. Other Business:
None**

X. Town Administrator's Report:

Ms. Tillerson introduced Mr. Tony Vincent, the Town's liaison with Berkeley Electric. She updated Council on each of Town's Departments:

- Building Services – Bruce Spicher - With all the new growth on the Island, Mr. Bold, one of the Town's Code Enforcement Officers, has agreed to take the necessary training to become a building inspector in addition to his current duties. She indicated there were two Resort projects currently permitted, Cougar Point and the Sanctuary Chapel, with the plan review in progress for the foundation only of the Conference Center in West Beach. Plans for the hotel have not been submitted but are expected later in the fall. The Sandcastle was issued a temporary certificate of occupancy with completion expected within the next sixty days. Work is ongoing with the St. Johns Fire District on the fire apparatus access lane of the hotel.

- Environmental – Jim Jordan- The Critical habitat buoys and larger signage have been approved by the ARB (Architectural Review Board). She explained that the better signage will help with the enforcement of Town Ordinances.
- Communications – Stephanie Braswell Edgerton - The new “Wild About” video on sea turtles will be released on Thursday in the Town’s E-blast and the Town’s YouTube Channel. The third quarter of “Town Notes” will be published on Monday. Mrs. Edgerton, along with Mrs. Mezzanotte have been working with the CVB (Charleston Visitors’ Bureau) to update and enhance their website’s beach page for Kiawah. She also noted that Kiawah will be featured in next month’s “Southern Living” as one of the south’s best beaches.
- Administration – Stephanie Tillerson – The annual employee disclosure statement was sent out to employees. The completed statements will be sent to the Town attorney who will review them and report any conflicts or concerns to Council.

XI. Council Member:

- a. Committee Updates
- b. General Comments

Mr. Widuch reported there would be a vacancy on the St. Johns Fire District’s Fire Commission. One of the three Kiawah commissioners, Mr. Connolly, term is expiring in December and is not seeking reappointment. He asked that any interested community members are encouraged to apply. The opening and application are expected to be posted to the County’s website sometime in August.

Mr. Widuch also reported that he and Ms. Tillerson met with County Councilmember Joe Qualey about getting full-time deputies from the CCSO (Charleston County Sheriff’s Office) assigned to Kiawah Island. Mr. Qualey has requested the Town to provide a financial proposal, and then he will work on the approval process through Charleston County Council to give the CCSO the authority to start hiring to fill four positions this year.

Mr. Wilson reported Beachwalker Drive Redesign RFP (Request for Proposals) has been produced by the Beachwalker Drive Subcommittee and will be considered for approval and release at the next Public Works Committee meeting. He noted that there had been a concern with the timeframe of getting design and construction done prior to Memorial Day 2019, every effort will be made to meet the proposed deadline.

Mr. Wilson reported that the Geological Study of the Parkway has come in with the engineer’s report indicating that the Parkway is in pretty good shape. Mr. Lameo added the report should approximately 80% of the Parkway will have to be milled and repaved. There is a small area near the Sales Office that the subbase will have to be reworked. The report indicated that the drainage looked good, and the Town was now in the process of having them cleaned and scoped in the next three to four weeks.

Mr. Wilson reported that the speed limit sign on Betsy Kerrison Parkway coming on to the Island has disappeared, was replaced by the State, and has now disappeared again. Mr. Lameo indicated the State was notified and stated that they would put the replacement at the top of their list.

Mr. Wilson reported that the State Infrastructure Board has turned down Charleston County’s proposal for I526. He indicated that it is likely that the County will sue the State Infrastructure Bank unless Governor McMasters can appeal to the Bank Board that comes out favorably to the County for the completion of I526.

Mrs. Mezzanotte reported that the Arts Council Season Planner should be released in mid-July and included in "Town Notes." She indicated that Monday, July 23rd will be the first event of the season with the Moranz's presentation at East Beach Conference Center.

Mrs. Mezzanotte reported that the Sea Level Rise subcommittee has set up a timeline for the next two to three months and hopes to have their report finalized and ready to present to Council in October.

XII. Citizens' Comments:

Wendy Kulick – 38 Marsh Edge Lane

Mrs. Kulick thanked the Council for answering most of her earlier questions and asked about the Town seeking to recover monies that were misappropriated by the former Town Administrator and Treasurer in a civil suit. She questioned if, with the statute of limitations, the Town was required to wait until after sentencing before the suit could move forward and if there were any additional updates.

Mayor Weaver assured her that the civil actions filed by the Town are still in place and that no further decisions on any actions will take place until after sentencing is determined. He noted that discussions are taking place in the civil action against the former Town Auditors.

XIII. Executive Session:

None

XIV. Adjournment:

Mr. Koach motioned to adjourn the meeting at 4:30 pm. The motion was seconded by Mr. Widuch and carried unanimously.

Submitted by,

Petra S. Reynolds, Town Clerk

Approved by,

Craig E. Weaver, Mayor

Date

THE TOWN OF KIAWAH ISLAND

ORDINANCE 2018-09

AN ORDINANCE TO AMEND ARTICLE 14 - GENERAL REGULATIONS, CHAPTER 1 - FLOOD DAMAGE PREVENTION, DIVISION 3 – PROVISIONS FOR FLOOD HAZARD REDUCTION, SECTION 14-173 - SPECIAL STANDARDS

WHEREAS, the Town of Kiawah Island Municipal Code currently contains Article 14 - General Regulations, Chapter 1 - Flood Damage Prevention, Division 3 – Provisions for Flood Hazard Reduction, Section 14-173 - Special Standards and;

WHEREAS, the Town wishes to continue regulate the provisions for flood hazard reduction, and;

WHEREAS, the Town wishes to amend a current section relating to the special regulation of Breakaway walls below the base flood elevation.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE COUNCIL OF THE TOWN OF KIAWAH ISLAND, SOUTH CAROLINA, AND IT IS ORDAINED BY THE AUTHORITY OF SAID COUNCIL.

Section 1 Purpose

The purpose of this Ordinance is to amend Article 14 - General Regulations, Chapter 1 - Flood Damage Prevention, Division 3 – Provisions for Flood Hazard Reduction, to remove the ambiguous language that currently exists in Section 14-173 (1)(h) to provide a more profound guidance of the requirements governing breakaway wall design.

Section 2 Ordinance

Article 14 - General Regulations, Chapter 1 - Flood Damage Prevention, Division 3 – Provisions for Flood Hazard Reduction, Section 14-173(1)(h) - Special Standards is hereby amended as follows:

Sec. 14-173. - Special Standards.

(1) All buildings in a coastal high hazard area shall meet the following provisions:

- h. Breakaway walls shall be allowed below the base flood elevation to enclose the perimeter foot print of the structure and to provide no more than 300 square feet of storage. A breakaway wall is a wall that is not part of the structural support building, intended through design and construction to collapse under specific lateral (wind and water) loading conditions without causing collapse,

displacement, or other structural damage to the elevated portion of the building or supporting foundation system. All CMU walls designed to break-a-way shall be free of rebar reinforcement. To ensure breakaway walls withstand forces from wind and everyday use, yet collapse under storm conditions, current NFIP and FEMA regulations require that a breakaway wall shall have a safe design loading of not less than 10psf and no more than 20psf. Designation of this limit should be based on such factors as material, cross-section and spacing of pilings or columns upon which the structure sits the elevation above the ground and other assumed loadings on the structure. Breakaway walls shall not have any devices or equipment attached to them. Any type of enclosure that does not meet this design criterion is prohibited. "V" zone certification documentation that includes amount of scouring, elevation of the bottom of the lowest horizontal structural member, elevation of the lowest adjacent grade, base flood elevation, embedment depth of pilings or foundations, shall be completed by the design engineer or architect and his/her seal placed on the document.

Section 3 Severability

If any part of this Ordinance is held to be unconstitutional, it shall be construed to have been the legislative intent to pass said Ordinance without such unconstitutional provision, and the remainder of said Ordinance shall be deemed to be valid as if such portion had not been included. If said Ordinance, or any provisions thereof, is held to be inapplicable to any person, group of persons, property, kind property, circumstances or set of circumstances, such holding shall not affect the circumstances or set of circumstances, such holding shall not affect the applicability thereof to any other persons, property or circumstances

Section 4 Effective Date and Duration

This Ordinance shall be effective upon its enactment by Town Council for the Town of Kiawah Island.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF KIAWAH ISLAND ON THIS DAY OF 2018.

Craig Weaver, Mayor

Petra S. Reynolds, Town Clerk

1st Reading Approval – July 3, 2018

2nd Reading Approval – August 7, 2018



CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY

July 11, 2018

Mayor Craig Weaver
Town of Kiawah Island
4475 Betsy Kerrison Parkway
Kiawah Island, SC 29455

RE: CARTA Budget Request

Dear Mayor Weaver:

As you are aware, CARTA is seeking the Town's approval of the CARTA proposed FY 2018 – 2019 budget in accordance with State law. As such, I wanted to provide you and Town Council with some additional information so that you are fully apprised when considering our request.

A detailed explanation of line item changes include:

Revenues:

- Farebox and Passes Revenue include projections based on current year activity.
- Hospitality on Peninsula (HOP) Lot parking fees received at the HOP lot.
- Federal – This includes estimated 5307 Urban funds, the drawdown and utilization of the Intermodal Center funds, and discretionary funds to purchase new commuter buses.
- State Mass Transit Funds – This increase reflects additional funds for vehicle replacements.
- Sales Tax – Charleston County – The increase in this line item reflects the actual County contribution from the 1st half-cent sales tax and 2nd half-cent sales tax.
- Charleston County – Intermodal revenue is the cash on hand. We projected to expend these funds in FY18.
- Capital Revenue – Cash on hand restricted for bench construction.

Expenditures: The majority of the changes in expenditures are reflected in the capital expenses related to the intermodal facility construction, rolling stock and other capital items. A more detailed explanation of changes is as follows:

- Staff salaries and benefits – The increase reflects the increase in employer contribution for retirement, FICA, and insurance benefits.
- Marketing – The decrease is due to Community Pride funds received and projected to be expended in FY18.
- Accounting (Auditing) – The decrease is the change in audit service providers.
- Office equipment rental – The increase is mostly due to the HOP lot expenditures for a portable toilet rental.

- Rent – The decrease is from the termination of the Park and Ride agreement on Rivers Avenue.
- Professional Services – This line was increased for projections to include the HOP lot security guard.
- Contract Services – This line was increased with the completion of the Melnick Property Engineering.
- Insurance – The Insurance Reserve Fund has projected increases from 10%-15% across their services provided.
- Fixed Route – This line item increased by 3% with the renewal of the Transdev contract for an additional year.
- Paratransit – This line item increased by 3% with the renewal of the Transdev contract for an additional year.
- Intermodal Infrastructure Construction – This increase reflects the completion of the intermodal center.
- Rolling Stock – This line item reflects the amount of funds we have available for the acquisition of commuter buses and vehicle replacement funds through SCDOT.
- Bus Shelter Construction/Bench Installation – The budget includes estimated 5307 funds for Safety and Security in addition to previously awarded 5307 funds.
- Capital – This line item includes funds for Facility Maintenance, signage, and other capital assets related to the operation of the transit system.

Background Information

CARTA today is on solid financial footing and heading in a demonstrably positive direction. That, however, has not always been the case. I assumed responsibility for the management of CARTA in August 2015 at the request of the authority's Chairman and Board. The request came after the Board received an outside audit that contained a number of serious issues, including a troubling "going concern" finding.

The situation was dire. Despite the passage of the first half-penny sales tax and resultant infusion of cash into the system, the agency was more than \$7 million in debt and losing money every month. Almost every available dollar was being used to pay Transdev, the contractor who operates the system's fleet, while bus maintenance and updating were being deferred. In fact, since the passage of the first sales tax in 2004, almost no money had been spent on replacing buses or support vehicles. Practically the entire fleet was well beyond its useful life, and the cost of replacing the fleet was estimated to be more than \$40 million.

CARTA was, quite simply, operating far outside of its means. In addition to the operations problems, the agency's site for a long-awaited Intermodal Center project was deemed unsuitable due to the cost of previously undisclosed CSX-required rail improvements. Because of this, and despite heavy investment, the agency was forced to relocate the planned facility to the existing AMTRAK station site. The resulting changes in the project location and scope created a project shortfall, in addition to the required payback of previously expended federal funds.

My marching orders from the Board were simple:

- Fund and kickoff Intermodal Center project
- Right-size the system
- Get CARTA out of debt
- Replace the fleet
- Build us the world class transit system that the Charleston region deserves
- Give us a plan for growing the system in a logical, affordable and sustainable way
- Repair our reputation and relationship with the regional office of the Federal Transit Administration (FTA)

I am pleased to report that we have made substantial progress in meeting the Board's goals. The construction of the Intermodal Center is underway and the City of North Charleston has agreed to own and operate it. We have right-sized the system, entirely eliminated the debt and made substantial progress in replacing the fleet. Finally, we have repaired our relationship with FTA and we are developing a plan for expanding the system over time.

Accomplishments to Date

- Eliminated over \$7 million in debt.
- Replaced the entire Downtown Area Shuttle (DASH) fleet with 9 new buses.
- Replace the entire Tel-A-Ride fleet with smaller, more efficient vehicles.
- Replaced the entire Support Vehicle fleet (11 vehicles).
- Obtained \$10 million dollars in competitive discretionary funds for the replacement of :
 - 19 Commuter buses which have been ordered and are scheduled to be delivered by February.
 - 5 fixed route 1996 buses that have over 1 million miles of service. These are 12 year/500,000 mile buses so they have well exceeded their useful life.
- Installed Wi-Fi on all vehicles for customer use.
- Installed high-quality camera systems on all buses, the garage facility and the SuperStop.
- Upgraded the agency radio system to digital and it is now connected to the County's 911 Center.
- Replaced outdated fare boxes with new state of the art fare boxes. The old fare boxes were no longer supported by the vendor and as a result, we experienced service delays due to malfunctions as well as incorrect passenger counts.
- Developed a new real-time transit app which provides customers the ability to track buses and estimated arrival times.
- Updated our customer service operations center with new software and phone hardware to eliminate missed calls and reduce customer wait times.
- Developed a new CARTA website (www.ridecarta.com) to make it more user friendly for our customers.
- Developed a plan for the installation of 9 shelters and 12 benches at our stops with the highest number of boardings. These installations will begin in the next couple of weeks and will hopefully be complete before the end of August.
- Increased on-time performance from less than 80% to an average of 90% despite the aging fleet, increasing congestion and numerous weather and other events (Wando bridge closure) that impact our ability to maintain a schedule.
- Added Automatic Passenger Counters (APCs) to all passenger vehicles so that we have accurate counts of ridership on all routes. Through a detailed analysis of past ridership reports, we determined we were overestimating our ridership numbers. Due the outdated fare boxes there were passengers who were counted as many as three times for the same trip. This has given us the ability to validate the fare box data and reconcile APC data with Fare box data and actual revenue. An additional benefit of the APCs is that they provide us with data on stop utilization which helps us identify non-performing stops as well as prioritize stops for bench/shelter installations.

Additional Efforts Underway

In partnership with the COG/CHATS we have a number of studies and initiatives underway. While I know we are often criticized for funding studies and developing plans, I would argue that the lack of plans is largely responsible for some of the past problems of CARTA. Some of our current efforts include the following:

- **Long Range Transportation Plan:** A federally mandated 25-year look ahead to prioritize transportation projects. It's the key document for federal infrastructure funding in the region. An update will be completed in the coming weeks.

- **Regional Transit Framework Plan:** Together with the overall long-range plan, this framework will set the foundation for transit investment as part of a multi-modal transportation system. The ongoing study is examining how we travel across the region and where development patterns are favorable to high-capacity transit services. The plan is expected to be complete in the coming months. Learn more at bcdcog.com/framework.
- **BCDCOG Regional Park-and-Ride Study:** This study, to be completed this summer, will produce a comprehensive plan identifying dozens of suitable sites for permanent satellite parking locations in the region. These sites will not only be serviced by CARTA commuter buses, but will also be available to carpooling commuters who wish to share a ride to locations not served by CARTA.
- **Lowcountry Rapid Transit:** The forthcoming Bus Rapid Transit line will be the region's first true mass transit project, connecting Summerville, North Charleston and Charleston. A consultant has been selected to lead initial engineering and environmental review, and a contract should be finalized later this summer. More information is available at lowcountryrapidtransit.com.
- **CHATS Safety Committee:** A newly formed group which will examine bicycle/pedestrian safety issues. As part of this initiative the committee will be looking at the location and safety of bus stops and shelters to ensure that we are not encouraging unsafe activities by our customers.
- **Bus Stop/Shelter Design Standards:** These guidelines are being developed to ensure a consistent design that can be provided to member governments and developers in an effort to promote the inclusion of transit amenities in new developments.
- **Automatic Vehicle Location (AVL) System:** The procurement and installation of AVLs will allow dispatchers to see the location of all active in-service vehicles and how they are performing relative to their schedule. Dispatchers will be able to assist drivers in re-routing to avoid lane closures, blocked train tracks, flooding and other events that affect route/system performance. In addition, the system uses in-vehicle tablets using a color-coded system to help drivers easily see if they are ahead, behind or on schedule.

I hope the above is helpful in addressing any concerns or issues regarding CARTA, its budget and its operations. I am very proud of what we have accomplished and would request Town Council approval of CARTA's preliminary. As always, I am available to meet or talk with you and/or any member of Town Council to discuss any issue or concern that you may have.

Respectfully Submitted,



Ronald E. Mitchum
Executive Director

CC: Town of Kiawah Island Council

CARTA

CHARLESTON AREA REGIONAL TRANSPORTATION AUTHORITY

MEMORANDUM

TO: Board of Directors

FROM: Robin W. Mitchum, Deputy Director of Finance and Administration

SUBJECT: FY18/19 Proposed Budget

DATE: June 14, 2018

Please find attached the FY18/19 Proposed Budget for your consideration.

Revenues

A detailed explanation of line item changes includes:

- Farebox and Passes Revenue include projections based on current year activity.
- HOP Lot Parking Fees are the parking fees received at the HOP lot.
- Federal – This includes estimated 5307 Urban funds, the drawdown and utilization of the Intermodal Center funds, and discretionary funds to purchase new commuter buses.
- State Mass Transit Funds – This increase reflects additional funds for vehicle replacements.
- Sales Tax-Charleston County – The increase in this line item reflects the actual County contribution from the 1st half-cent sales tax and 2nd half-cent sales tax.
- Charleston County – Intermodal revenue is the cash on hand. We projected to expend these funds in FY18.
- Capital Revenue – Cash on hand restricted for Bench construction.

Expenditures

The majority of the changes in expenditures are reflected in the capital expenses related to the intermodal facility construction, rolling stock and other capital items. A more detailed explanation of changes is as follows:

- Staff salaries and benefits – The increase reflects the increase in employer contributions for retirement, FICA, and insurance benefits.

- Marketing – The decrease is due to Community Pride funds received and projected to be expended in FY18.
- Accounting (Auditing) – The decrease is the change in audit service providers.
- Office equipment rental – The increase is mostly due to the HOP lot expenditures for a portable toilet rental.
- Office equipment maintenance – The increase includes software maintenance. The increase includes additional software to manage route run times.
- Rent – The decrease is from the termination of the Park & Ride on Rivers Ave.
- Professional Services – This line was increased for projections to include the HOP lot security guard.
- Contract Services – This line decreased with the completion of the Melnick Property Engineering.
- Insurance – The Insurance Reserve Fund has projected increases from 10%-15% across their services provided.
- Fixed Route – This line item increased by 3% based with the renewal of the Transdev contract for an additional year.
- Paratransit – This line item increased by 3% based with the renewal of the Transdev contract for an additional year.
- Intermodal Infrastructure Construction – The increase reflects the completion of the Intermodal center.
- Rolling Stock – This line item reflects the amount of funds we have available for the acquisition of commuter buses and vehicle replacement funds through SCDOT.
- Bus Shelter Construction/Bench Install – The budget includes estimated 5307 funds for Safety and Security in addition to previously awarded 5307 funds.
- Capital – This line item includes funds for Facility Maintenance, signage, and other capital assets related to the operation of the transit system

As we are still several months away from the start of the new fiscal year, this budget is subject to revision. We will continue to monitor the budget to insure revenues and expenditure remain aligned and we will make recommended revisions as necessary.

If you have any questions, please contact me at 843-529-0400 ext. 213 or robinm@bcdcog.com.

CARTA
FY2019 Proposed Budget

	Approved Budget FY 2018	Proposed Budget FY 2019	Variance
<u>Revenues</u>			
Farebox	2,358,403	2,240,483	(117,920)
Passes	581,633	552,551	(29,082)
HOP Lot Parking Fees	97,538	232,685	135,147
COC Shuttle	452,580	457,600	5,020
MUSC	807,000	815,455	8,455
City of Charleston - DASH	516,600	553,280	36,680
City of North Charleston	551,623	552,623	1,000
Community Pride	8,374	-	(8,374)
Federal	16,182,228	14,018,072	(2,164,156)
State Mass Transit Funds	1,019,347	4,941,104	3,921,757
Sales Tax - Charleston County	11,606,750	12,014,250	407,500
Charleston County - Intermodal	1,242,035	-	(1,242,035)
HOP Lot	530,418	892,538	362,120
Capital Revenue (On Hand)	1,163,377	1,000	(1,162,377)
Advertising	800,000	800,000	0
Interest	70	60	(10)
Insurance Proceeds	40,389	-	(40,389)
Sale of Asset	50,000	50,000	0
Miscellaneous	771	-	(771)
TOTAL REVENUES	38,009,136	38,121,701	112,565
<u>Expenditures</u>			
Staff Salaries & Benefits	152,012	154,978	2,966
Supplies	22,038	24,200	2,162
Printing	46,175	47,500	1,325
Marketing	18,374	10,000	(8,374)
Automotive	2,676	2,676	0
Accounting (Auditing)	22,750	14,500	(8,250)
Postage	2,000	2,000	0
Dues/Memberships	750	750	0
Office Equipment Rental	860	1,248	388
Office Equipment Maintenance	123,400	160,900	37,500
Rent	42,513	24,163	(18,350)
Communications	172,965	173,575	610
Utilities	13,275	14,450	1,175
Advertising	15,000	15,000	0
Money Counting	6,715	6,715	0
Professional Services	77,419	131,576	54,157
Contract Services	1,610,742	1,606,697	(4,045)
Melnick Property Contract Services	214,220	-	(214,220)

CARTA
FY2019 Proposed Budget

	Approved Budget FY 2018	Proposed Budget FY 2019	Variance
Vehicle Maintenance	252,793	252,793	0
Operating Fees & Licenses	28,706	27,500	(1,206)
Insurance	561,000	567,054	6,054
Fuel	1,324,166	1,389,893	65,727
Fixed Route	11,923,490	13,214,377	1,290,887
Paratransit	2,357,497	2,428,222	70,725
Miscellaneous	7,741	7,741	0
Intermodal Infrastructure - Construction	10,800,000	3,574,892	(7,225,108)
Rolling Stock	1,890,000	11,967,000	10,077,000
Support Vehicles	30,314	-	(30,314)
Bus Shelter Construction/Bench Install	833,732	80,450	(753,282)
Security Cameras/Equipment	359,395	-	(359,395)
Fareboxes	125,000	-	(125,000)
Land	35,000	-	(35,000)
Capital (IT, Facility Repairs/Maint)	613,916	311,691	(302,225)
Engineering	50,000	-	(50,000)
Melnick PNR	2,363,342	-	(2,363,342)
Depreciation	1,909,160	1,909,160	0
TOTAL EXPENDITURES	<u>38,009,136</u>	<u>38,121,701</u>	<u>112,565</u>
 Excess (Deficit) of Revenues Over (Under) Expenditures	 <u>-</u>	 <u>-</u>	 <u>-</u>

CARTA

Proposed Budget FY18/19 Budget Detail

	Administration	Operating	Capital	TOTAL
EXPENDITURES:				
Salaries & Benefits	66,641	88,337	-	154,978
Total Direct Personnel	66,641	88,337	-	154,978
Supplies	11,040	13,160	-	24,200
Printing		47,500		47,500
Marketing	10,000			10,000
Automotive	2,676			2,676
Accounting (Auditing)	14,500			14,500
Postage	2,000			2,000
Dues/Memberships	750			750
Equipment Rental	648	600		1,248
Office Equipment Maintenance	35,414	125,486		160,900
Rent	10,200	13,963		24,163
Communications	17,357	156,218		173,575
Utilities		14,450		14,450
Advertising	15,000			15,000
Money Counting		6,715		6,715
Professional Services	19,444	112,132		131,576
Contract Services	75,000	1,531,697		1,606,697
Melnick Property Contract Services		-		-
Vehicle Maintenance		252,793		252,793
Operating Fees & Licenses		27,500		27,500
Insurance	11,000	556,054		567,054
Fuel		1,389,893		1,389,893
Fixed Route		13,214,377		13,214,377
Paratransit		2,428,222		2,428,222
Miscellaneous	7,741			7,741
Intermodal Infrastructure - Construction			3,574,892	3,574,892
Rolling Stock			11,967,000	11,967,000
Support Vehicles			-	-
Bus Shelter Construction/Bench Install			80,450	80,450
Security Equipment			-	-
Fareboxes			-	-
Land			-	-
Capital (IT, Facility Repairs/Maint)			311,691	311,691
Engineering			-	-
Melnick PNR			-	-
Depreciation			1,909,160	1,909,160
TOTAL EXPENDITURES	299,411	19,979,097	17,843,193	38,121,701

CARTA
Proposed Budget FY18/19 Budget Detail

	Administration	Operating	Capital	TOTAL
REVENUE				
Farebox		2,240,483		2,240,483
Passes		552,551		552,551
HOP Lot Parking Fees		232,685		232,685
COC Shuttle		457,600		457,600
MUSC		815,455		815,455
City of Charleston - DASH		553,280		553,280
City of North Charleston			552,623	552,623
Community Pride	-			-
Federal - Intermodal			2,060,000	2,060,000
Federal - 5307		5,740,113	64,359	5,804,472
Federal - 5339			-	-
Federal Passed through COG		-	6,153,600	6,153,600
Federal - Safety & Security				-
SCDOT - OPT		666,104	4,275,000	4,941,104
Sales Tax - Charleston County	299,411	7,028,228	4,686,611	12,014,250
Charleston County - Intermodal			-	-
HOP Lot - Local		892,538	-	892,538
Capital Revenue (On hand)			1,000	1,000
Advertising		800,000		800,000
Interest		60		60
Insurance Proceeds		-		-
Sale of Asset			50,000	50,000
Miscellaneous		-		-
TOTAL REVENUES	299,411	19,979,097	17,843,193	38,121,701
EXCESS OF REVENUES OVER EXPENDITURES	-	-	-	-