



Town of *Kiawah Island*

Mayor

John. D. Labriola

Council Members

F. Daniel Prickett

Maryanne Connelly

John Moffitt

Scott M. Parker, MD

Town Administrator

Stephanie Monroe Tillerson

WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

January 24, 2022; 3:00 pm

AGENDA

- I. **Call to Order:**
- II. **Pledge of Allegiance**
- III. **Roll Call:**
- IV. **Approval of Minutes:**
 - A. Ways and Means Committee Meeting of December 7, 2021 [Tab 1]
 - B. Ways and Means Committee Special Call Meeting of January 10, 2022 [Tab 2]
- V. **Citizens' Comments: (Agenda Items only)**
- VI. **Old Business:**

None
- VII. **New Business:**
 - A. Review and Recommendation to Town Council for Approval of the Contract with Barrier Island Ocean Rescue [Tab 3]
- VIII. **Chairman's Report:**
- IX. **Treasurer's Report:**
 - A. Budget Report for the First the Six Months Ended 12/31/2021 [Tab 4]
- X. **Citizen Comments:**
- XI. **Committee Member's Comments:**
- XII. **Adjournment:**



Tab | 1

WAYS AND MEANS

Agenda Item

WAYS & MEANS COMMITTEE
SPECIAL CALL MEETING
Kiawah Island Municipal Center
Council Chambers
December 7, 2021; 1:00 pm

AGENDA

I. Call to Order: *Chairman Prickett called the meeting to order at 3:00 pm.*

II. Pledge of Allegiance

III. Roll Call:

Present at the meeting: Dan Prickett, *Chairman*
John D. Labriola, *Mayor*
Maryanne Connelly, *Committee Member*
Dr. Scott Parker, *Committee Member*

Absent: John Moffitt, *Committee Member*

Also Present: Stephanie Tillerson, *Town Administrator*
Dorota Szubert, *Town Treasurer*
Petra Reynolds, *Town Clerk*
Jim Jordan, *Town Biologist*
Stephanie Braswell, *Communications Manager*
Brian Gottshalk, *Public Works Manager*

IV. Approval of Minutes:

A. Ways and Means Committee Meeting of October 25, 2021

Committee Member Parker made a motion to approve the minutes of the October 25, 2021 Ways and Means Committee meeting. Committee Member Connelly seconded the motion, and it was unanimously passed.

V. Citizens' Comments: (Agenda Items only)

None

VI. Old Business:

None

VII. New Business:

A. Consideration and Recommendation to Town Council for Approval of the Proposal for Beachwalker Drive Pedestrian Safety Improvements

Mr. Gottshalk stated that the Town contracted with Kimley Horn to conduct a pedestrian safety study on Beachwalker Drive and recommend improvements to the existing bike path and intersections.

A conceptual design for the recommended improvements was made available for public review and comment. The comments were incorporated into a final design which was approved and sent out in a request for proposals (RFP) to Truluck Construction and Three Oaks Construction individually. The RFP was also publicly posted online for other vendors to review.

After a mandatory pre-bid meeting, the Town received one bid back from Truluck Construction in the amount of \$360,349.00. Town Staff met with Kimley Horn and Truluck to discuss the proposal and were able to eliminate some items to revise the proposal cost to a total of \$299,868.00.

Mr. Gottshalk requested the Ways and Means Committee recommend to Town Council awarding this project to Truluck Construction for the proposed amount of \$299,868.00.

Committee members engaged in an in-depth discussion of the fund allocation of the cost of the project, items and fees that were excluded from the original proposal, the impact on traffic during the project, the stormwater scoping and cleaning included in the proposal, and costs comparisons to similar projects done on the island.

Committee Member Connelly made a motion to recommend to Town Council to approve awarding Truluck Construction the contract for the Beachwalker Drive Improvements project. Committee Member Parker seconded the motion, and it was unanimously passed.

B. Consideration and Recommendation to Town Council for Approval of the Proposal for Garage Improvements

Mr. Gottshalk stated that the Town contracted with LS3P to develop a design for improvements to the garage at Town Hall. These improvements include constructing two conditioned office spaces within the garage for the existing Wildlife Department, constructing a new car wash area, creating a secured outdoor storage area, and improving the existing bathroom.

The design received from LS3P was incorporated in an RFP that was publicly posted online for potential contractors to review. After a mandatory pre-bid meeting, the Town received three proposals, inclusive of the four parts of the project, that were opened in a public bid opening on December 1st:

Duke Commercial Construction LLC:	\$173,507.25
Satchel Construction:	\$186,500.00
Hospitality Builders:	\$198,036.00

Mr. Gottshalk requested the Ways and Means Committee recommend to Town Council awarding this project to Duke Construction LLC in the amount of \$173,507.25.

Committee members discussed drainage in the new car wash area, the old car wash enclosure, and Duke Construction references.

Committee Member Connelly made a motion to recommend to Town Council to approve awarding Duke Commercial Construction for the Garage Improvements project. Committee Member Parker seconded the motion, and it was unanimously passed.

C. Consideration and Recommendation to Town Council for Approval of the Proposal for Android App.

Ms. Edgerton stated in August 2021, the Town launched its new iOS mobile app as a part of our ongoing development of expanded services and communication efforts. The new asset was designed to be a resource for residents and visitors and provides convenient access to community information, services, and reporting capabilities from mobile devices.

The Town's Apple iOS app has been well received by the community and has collected many positive reviews and feedback on its design and functionality. Since the launch, the app has been downloaded 197k times. The top features used are:

- Weather & Tides
- Beach map
- Logging
- Contacts
- News
- Need to know
- Report an issue
- Events

Ms. Edgerton requested Ways and Means recommend to Town Council the approval of the proposal from Populace for the development of the android version of the app to be completed.

Committee Member Connelly made a motion to recommend to Town Council to approve the proposal from Populace for the development of the android version of the Town's app. Committee Member Parker seconded the motion, and it was unanimously passed.

D. Consideration and Recommendation to Town Council for Approval of the Town Attorney Contract Services Agreement with Joseph Wilson

Ms. Tillerson stated that there was no compensation adjustment in the contract renewal for Mr. Wilson; however, it included additional language that the contract would automatically renew annually unless either party gave written notification.

Committee Member Parker made a motion to recommend to Town Council to approve the Town Attorney Contract Services Agreement with Joseph Wilson. Committee Member Connelly seconded the motion, and it was unanimously passed.

E. Consideration and Recommendation to Town Council for Approval of the Prosecuting Town Attorney Contract Services Agreement with Adam Young

Ms. Tillerson stated that Mr. Young provides services as a prosecuting attorney in Municipal Court proceedings, consulting with and assisting code enforcement staff with preparing or prosecuting cases.

Ms. Tillerson stated that there was no rate adjustment in the contract renewal for Mr. Young; however, it included additional language that the contract would automatically renew annually unless either party gave written notification.

Committee Member Connelly made a motion to recommend to Town Council to approve the Town Prosecuting Attorney Contract Services Agreement with Adam Young. Committee Member Parker seconded the motion, and it was unanimously passed.

F. Consideration and Recommendation to Town Council for Approval of the Amendment of the STR Code Enforcement Contract with Island Beach Services

Ms. Tillerson stated the Town currently contracts with Island Beach Services (IBS) to provide evening code enforcement services. When the Town amended the Short-Term Rental Ordinance, many comments were made on concerns with what was perceived as a lack of enforcement after

hours. After reviewing various options, the decision was made to expand these services provided by IBS.

Ms. Tillerson stated the current contract with IBS expires in December 2021. The amendment would extend the contract to February 6, 2022, to coincide with the Beach Patrol contract's expiration and IBS. The combined contract for Beach Patrol and STR Code Enforcement services will be put out for bid and approval in 2022.

Committee members discussed the number of complaints received from residents, the tools available to log complaints or concerns, the Community Association's Security and Enforcement Committee, logging of complaints received, and communication of who to call on for Short-Term Rental vs. owner complaints.

Committee Member Connelly made a motion to recommend to Town Council to approve the STR Code Enforcement Contract amendment with Island Beach Services. Committee Member Parker seconded the motion, and it was unanimously passed.

G. Consideration and Recommendation to Town Council for Approval of the Off-Duty Deputy Contract with the Charleston County Sheriff's Office

Ms. Tillerson stated the contract of the off-duty deputies is renewed annually and includes a change in the hourly rate to \$40.00 and holiday rate to \$60.00. With the Town having a Public Safety Director, the number of coordinators was reduced to one.

Committee members discussed the reason for the increase in the hourly rate.

Committee Member Connelly made a motion to recommend to Town Council to approve the Off-Duty Deputy Contract with the Charleston County Sheriff's Office. Committee Member Parker seconded the motion, and it was unanimously passed.

VIII. Chairman's Report:
None

IX. Treasurer's Report:

Ms. Szubert reported that the State ATAX Committee would be meeting for a second time this year. The funding amount budgeted for allocation by the Committee was based on conservative projections leaving a surplus to be allocated or carried over to the next year. At the April meeting, the Committee decided to meet again later in the year to review additional applications.

X. Citizen Comments:
None

XI. Committee Member's Comments:
None

XII. Adjournment:

Committee Member Connelly made a motion to adjourn the meeting at 3:47 pm. Mayor Labriola seconded the motion and was unanimously passed.

Submitted by,

Petra S. Reynolds, Town Clerk

Approved by,

F. Daniel Prickett, Chairman

Date

DRAFT



Tab | 2

WAYS AND MEANS

Agenda Item

WAYS & MEANS COMMITTEE SPECIAL CALL MEETING

Via Zoom
January 10, 2022; 1:00 pm

MINUTES

I. Call to Order: *Chairman Prickett called the meeting to order at 1:00 pm.*

Present at the meeting: Dan Prickett, *Chairman*
John D. Labriola, *Mayor*
Maryanne Connelly, *Committee Member*
John Moffitt, *Committee Member*
Dr. Scott Parker, *Committee Member*

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

II. New Business:

A. To Consider Recommendation to Town Council for Approval of State ATAX Funding Amounts

Chairman Prickett stated that it was unusual for the SATAX (State Accommodation Tax) Committee to meet again after making their funding recommendations in April 2021. This year, the SATAX revenues budgeted for allocation were expected to be lower due to COVID but were substantially higher than anticipated.

The SATAX funding recommendations for FY2022 were approved in May 2021, leaving a considerable amount of funding unallocated. Rather than hold the funds over to the next year, at the April meeting, the SATAX Committee proposed holding another meeting later in the year to consider additional applications if there were needs in the community.

The SATAX Committee met on December 10, 2021, to review additional applications. Chairman Prickett reviewed the December 2021/2022 application requests and the SATAX Committee funding recommendations.

Town of Kiawah Island SATAX Funding Recommendations December - FY 2021-2022							
Category #	Project	Applicant Sponsor	April 2021/2022 Funding	December 2021/2022 Application Request	SATAX Committee Funding Recommendation	Total Recommended 2021/2022 Funding	Ways and Means Committee Recommendation
1	A National & Regional Influencer Event	Freshfields Village	\$ 30,000	\$ 250,000	\$ 236,000	\$ 266,000	
1	Kiawah Island Marketing	Kiawah Island Golf Resort	\$ 40,000	\$ 200,000	\$ 172,000	\$ 692,000	
5	Kiawah Island Map and Guest Guide	Kiawah Island Community Association		\$ 22,000	\$ 15,000	\$ 15,000	
4	South Atlantic Lifesaving Association Regional Meeting	Charleston County Life Association		\$ 10,000	\$ 9,000	\$ 9,000	
2	Marketing & Advertising Promoting Tourism	Freshfields Village	\$ 38,000			\$ 38,000	
1	Wedding Destination Marketing & Advertising	Andell Inn	\$ 42,764			\$ 42,764	
4	Beach Patrol	Town of Kiawah Island	\$ 100,000			\$ 100,000	
4	Charleston County Sheriff's Deputies	Town of Kiawah Island	\$ 425,000			\$ 425,000	
	Totals for Year Ending		\$ 1,093,764	\$ 482,000	\$ 432,000	\$ 1,515,764	-
Total Available for Funding - Revised to reflect latest projections			\$ 1,093,764	\$ 1,000,000	\$ 1,000,000	\$ 1,093,764	
			\$ 1,000,000	\$ 518,000	\$ 568,000	\$ 968,000	-

Chairman Prickett stated that the first funding in April allocated an amount of \$1,093,764.00. The additional \$482,000.00 in funding requests were reviewed at the December SATAX meeting and

recommended to receive \$432,000.00 in funding. Based on the SATAX recommendations, the total FY 2021-2022 funding would be \$1,525,764.00 of the \$2,093,764.00 available, leaving \$568,000.00 to be carried over for up to the next two years.

Committee Members engaged in an in-depth discussion of the National & Regional Influencer Event application, event details, and how the funding would be allocated.

Committee Member Moffitt made a motion to recommend to Town Council to approve the SATAX Funding Recommendations for \$432,000.00. Committee Member Parker seconded the motion, and it was unanimously passed.

III. Adjournment:

The meeting was unanimously adjourned at 1:16 pm

Submitted by,

Petra S. Reynolds, Town Clerk

Approved by,

F. Daniel Prickett, Chairman

Date



Tab | 3

WAYS AND MEANS

Agenda Item



Request for Ways and Means Committee Action

TO: Ways and Means Committee Members

FROM: Craig Harris, Director of Public Safety

SUBJECT: Island Beach Services Beach Patrol Contract

DATE: 1/20/2022

BACKGROUND:

The Town posted an RFP for Beach Patrol and Code Enforcement Services. The Town received one bid proposal which came from the Barrier Island Ocean Rescue. The Town's current contractor for services. Staff met with representatives from the Barrier Island Ocean Rescue to discuss the proposal amount to better understand the increase in cost for services.

To support the manpower and equipment needed in order to remain sustainable with the current productivity, Barrier Island Ocean Rescue seek approval for the contract amount to support the quality of services in order to remain compliant to the roles and responsibilities that is essential to Kiawah Island community. Members of this unit enforce town ordinances, inform, and educate guests on history, wildlife, and things to do on the island. As well as keeping a watchful eye on those participating in water activities.

The Town has had a contract with the current Beach Patrol company since October of 2009; the last contract being awarded 2020. However, the Town was presented and approved separate contracts under Barrier Island Ocean Rescue; Code Enforcement contract \$288,580 and Beach Patrol contract \$320,765. Currently, the new contract combined both components rather than separate.

ANALYSIS:

The design from Barrier Island Ocean Rescue was posted for potential contractors to review and bid. Barrier Island Ocean Rescue discuss contract amount for manpower and equipment in order to remain sustainable with the current productivity. Moreover, Barrier Island Ocean Rescue seek approval for contract amount to support the quality of services in order to remain compliant to the roles and responsibilities that is essential to Kiawah Island community.

ACTION REQUESTED:

Town Staff requests that the Ways and Means Committee recommend to Town Council awarding this project to Barrier Island Ocean Rescue in the amount of \$1,195,280.

BUDGET & FINANCIAL DATA:

There is an increase of \$585,935 that will be funded through General and Special Funds.



New Business – A

WAYS AND MEANS

Agenda Item

Request For Proposals –

Beach Patrol and Code Enforcement Services

REQUEST FOR PROPOSALS



BEACH PATROL AND CODE ENFORCEMENT SERVICES

DECEMBER 20, 2021

Town of Kiawah Island
4475 Betsy Kerrison Parkway
Kiawah Island, SC 29455
843-768-9166
843-768-4764 fax
www.kiawahisland.org

PROJECT OVERVIEW

DATE:	DECEMBER 20, 2021
DESCRIPTION OF WORK:	BEACH PATROL AND CODE ENFORCEMENT SERVICES
WRITTEN REQUEST DEADLINE:	JANUARY 10, 2022, 5PM
BID DUE DATE/TIME:	JANUARY 14, 2022, 2PM
LOCATION:	KIAWAH ISLAND MUNICIPAL CENTER 4475 BETSY KERRISON PARKWAY KIAWAH ISLAND, SC 29455
CONTACT PERSON:	CRAIG HARRIS, PUBLIC SAFETY DIRECTOR 843-768-9166 charris@kiawahisland.org

The Town of Kiawah Island reserves the right without prejudice to reject, in whole or in part, all proposals received, to waive all technicalities, or to negotiate any term(s) or provision(s) of such proposals. Such rejection, waiver, or negotiation shall be accomplished in any manner necessary to serve the best interest of the Town. It also reserves the right to be the sole judge of the suitability of all proposals for use by the Town.

The Town of Kiawah Island reserves the right to reject or otherwise disregard, in whole or in part, any ambiguous proposals, or proposals which are uncertain as to terms, delivery, quantity, or compliance with specifications.

1. General Information

There is no expressed or implied obligation for the Town of Kiawah Island, South Carolina to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

During the evaluation process, the Town of Kiawah Island reserves the right, where it may serve the Town's best interest, to request additional information or clarification from proposers, or to allow correction of errors or omissions.

Unless otherwise modified by the Town of Kiawah Island with an addendum, the terms and conditions in this RFP shall prevail. The Town of Kiawah Island reserves the right to reject, in whole or part, any proposal that does not comply with such terms and conditions.

The Town of Kiawah Island reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in the Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in any resulting contract between the Town of Kiawah Island and the firm selected.

2. Submissions and Withdrawal of Proposals

Proposals are to be submitted in envelopes, marked, and addressed as directed in this RFP. Proposals submitted may also be submitted by fax or e-mail for consideration.

Offerors mailing proposals should allow sufficient mail delivery period to insure timely receipt of their proposals by the Town of Kiawah Island. Any proposals received after the scheduled deadline on the closing date will be immediately disqualified.

If erasures or other changes appear on the document, the person signing the proposal must initial each erasure or change. Proposals may be withdrawn by written request received from the Offeror prior to the submittal deadline.

3. Preparation of Proposal

- A.** All proposals should be complete and carefully worded and must convey all of the information requested by the Town of Kiawah Island. If errors or exceptions are found in the Offeror's proposal, or if the proposal fails to conform to the requirements of the RFP, the Town will be the sole judge as to whether that variance is significant enough to reject the proposal.
- B.** All proposals shall provide a concise description of offeror's ability to satisfy the requirements of the RFP.
- C.** Proposals must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the proposals.

- D. Submittals shall be typewritten or computer generated. It shall include, but not limited to, addresses of all firms that would participate in the proposed services. The type of organization of the Offeror, whether individual, partnership, corporation, or joint venture among any types of entities shall be stated. Any affiliations, parent-subsidary relationships, and corporate identities must be fully disclosed and clearly explained.
- E. The Town prefers a single, qualified company or entity to be responsible for providing services described herein. Therefore, anyone proposal submitted in response to this RFP by more than one business entity will be deemed a proposal for a joint venture between or among the companies so submitting unless the proposal clearly and unequivocally describes that only one firm proposes to act as principal and the other firms' contractual position is clearly defined. The companies submitting as a joint venture will be held jointly and severally responsible for the project in its entirety, and will not be permitted to limit their liability, individual or collective, to the Town. This provision may be waived if a solution is agreed upon whereby the Town will have a single source for contract complaints, problem resolution, and responsibility.

4. Gratuities and Kickbacks

- A. It shall be unethical for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept, or agree to accept from another person a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.
- B. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor, or to hire any subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. Violation of this clause may result in contract termination.

5. Addenda/Changes

Any additions, deletions, modifications, or changes made to this RFP shall be processed through the Town's Administrator. Any deviations from this procedure may result in the disqualification of the proposal or the cancellation of any contract resulting from this RFP. Requests for interpretation of this RFP and any questions concerning the RFP shall be made in writing, and addressed to the Town of Kiawah Island, Attn: Craig Harris, 4475 Betsy Kerrison Parkway, Kiawah Island, SC 29455. Questions may be transmitted by email, but it is the responsibility of the sender to confirm receipt by the Town.

Responses to said requests shall be made at the discretion of the Town Administrator. When issued, such interpretations and answers to such questions will be in the form of an addendum to the RFP that will be transmitted to each firm to which these RFP documents have been issued. All such addenda shall become part of the RFP and each Offeror shall be bound by such addenda whether or not received by the Offeror.

6. Public Access to Procurement Information

Subject to the requirements of the Freedom of Information Act, commercial or financial information obtained in response to this RFP that is deemed privileged and confidential by the Offeror will not be disclosed. Such privileged and confidential information includes information that if disclosed, might cause harm to the competitive position of the Offeror supplying the information. All Offerors, therefore, must visibly mark as **"CONFIDENTIAL"** each specific part of their proposal that such Offerors consider to contain proprietary or other privileged information. Additionally, all Offerors shall be solely responsible for identifying as exempt from the Freedom of Information Act and for visibly marking as **"EXEMPT FROM FREEDOM OF INFORMATION ACT"** each specific part of their proposal which Offerors deem to be so exempt and shall further be solely responsible for any consequences that might be related to arise from the nondisclosure of any information that is subsequently determined not to have such exemption. Do not mark the entire proposal as confidential or exempt from disclosure. Doing so will necessitate an independent determination of confidentiality by the Town pursuant to applicable law. The Town of Kiawah Island hereby disclaims any responsibility for not disclosing information identified by any Offeror as exempt from the Freedom of Information Act; for any information that is disclosed as a result of Offeror's failure to mark it as **"CONFIDENTIAL"**; and for any results of independent verification of confidentiality necessitated by the marking of an entire proposal as confidential or exempt from disclosure.

7. Ownership of Documents

All proposals and supporting materials (including all data, material, and documentation originated and prepared for the Town pursuant to this RFP including correspondence relating to this RFP) shall, upon delivery to the Town, become the property of the Town of Kiawah Island.

8. Selection Process

- A.** Staff will review and analyze all submittals. The selection shall be made in order of preference, based on the criteria included in this RFP.
- B.** The Town of Kiawah Island may request oral presentations or discussions with any or all Offerors for the purpose of clarification the material presented in any part of the proposal. However, Offerors are cautioned that this provision is not mandatory; therefore, all proposal sections, both cost and technical, should be complete and concise and reflect the most favorable terms available from the offeror.

If the Town determines that interviews are necessary to make the selection, they will be scheduled with the Offerors and held at the Kiawah Island Municipal Center, 4475 Betsy Kerrison Parkway, Kiawah Island, SC, 29455. The cost of such presentations shall be borne solely by the Offeror.

- C. During the review process, the Town may request additional financial information from all Offerors.

9. Award

Award shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the Town of Kiawah Island, taking into consideration the evaluation factors set forth in this RFP.

10. Notice of Award of Contract

- A. A written Notice of Award of Contract will notify the successful offeror of acceptance of its proposal. The successful offeror shall not undertake any work, and the Town will not be responsible for payment of any work whatsoever undertaken by the successful offeror prior to issuance of the Notice to Proceed.
- B. The successful offeror shall be required to execute a formal contract before work can proceed.

11. Notice to Proceed

A **Notice to Proceed** will be issued only after the successful offeror has executed the contract and obtained a Town of Kiawah Island Business License and has submitted acceptable Insurance Certificate(s) and Endorsement(s) and Performance and Payment Bonds, if applicable, as well as other submittals specified herein as required to be delivered before the Notice to Proceed is issued. The successful offeror shall not deliver any equipment to the work site or commence work until it has received a written Notice to Proceed from the Town.

12. State and Local Taxes

Contractor shall indemnify and hold harmless the Town for any loss, cost, or expense incurred by, levied upon, or billed to the Town as a result of contractor's failure to pay any tax of any type due in connection with this Agreement.

13. Permits and Licenses

- A. Both offerors and subcontractors are responsible at all times for obtaining applicable licenses to include but not limited to appropriate business licenses. Contractor's license number, person's name, business name, driver's license number, and Tax ID number must be shown on all required licenses.

14. Offeror Representations

By submitting a proposal, each offeror represents that:

- A.** The offeror has read and understands this RFP (including all specifications and attachments) and that his proposal is made in accordance therewith.
- B.** The offeror has reviewed the RFP, has become familiar with the local conditions under which the work is to be performed, and has correlated personal observations with requirements of the proposal.
- C.** The proposal is based on the terms, materials, systems, and equipment required by this RFP, without variance.
- D.** The offeror is qualified to provide the services and equipment required under this RFP and, if awarded the contract, will do so in a professional, timely manner using successful offeror's best skill and attention.
- E.** The offeror has fully acquainted itself with conditions relating to the scope and restrictions attending the execution of the services under the conditions of the RFP. The failure or omission of the offeror to acquaint itself with existing conditions shall in no way relieve it of any obligation with respect to the proposal submitted by the offeror or to any contract arising out of this RFP.

15. Material and Workmanship

- A.** If equipment, materials, and supplies are to be a part of the service provided, all equipment, materials, and supplies incorporated in the work covered by the RFP and provided by the successful offeror are to be of the most suitable grade for the purpose intended. When requested, the successful offeror shall furnish to the Town for approval the name of the manufacturer, the model number, and other identifying data and information respecting the performance, capacity, nature, and rating of the machinery and mechanical and other equipment which the successful offeror contemplates incorporating in the work. Machinery, equipment, material, and supplies installed and used without the required prior approval shall be at risk of subsequent rejection.
- B.** By signing its proposal, the successful offeror will be deemed to have represented that its staff is knowledgeable about and experienced in performing the work required in this RFP and warrants that it will use best skill and attention to provide the above-described work in a professional, timely manner.
- C.** The Town may, in writing, require that the successful offeror remove from the work any employee the Town deems incompetent, careless, or otherwise objectionable.

16. Independent Contractors

Offeror is an independent contractor and shall not be deemed the agent or employee of the Town of Kiawah Island for any purpose whatsoever.

17. Other Contracts

The Town of Kiawah Island may undertake or award other contracts for additional work and may elect to complete portions of the work included in this proposal using its own forces or through other contracts, and the successful offeror shall fully cooperate with such other work contractors and Town of Kiawah Island employees and carefully fit its own work to such work as may be directed by the Town. The successful offeror shall not commit or permit any act by its forces or subcontractors that will interfere with the performance of work by any other contractor or by Town of Kiawah Island employees.

18. Insurance Requirements

The successful offeror, at his own expense, shall keep in force and at all times maintain during the term of any contract resulting from this RFP the insurance requirements outlined in this RFP.

The successful offeror shall provide acceptable Insurance Certificate(s) and Endorsement(s) to the Town no later than the execution of any contract resulting from this RFP. The Town reserves the right to receive any additional documentation or information verifying insurance coverage as the Town deems necessary. The Town may contact the successful offeror's insurance agent(s) or carrier(s) directly concerning any insurance issues. The Town of Kiawah Island must be advised immediately of any changes in required coverage(s).

- A.** The Contractor shall carry and maintain Workman's Compensation insurance in statutory amounts for his employees. Contractor must provide Town with certification of this coverage.
- B.** Contractor shall carry a comprehensive general liability policy of at least one million dollars (\$1,000,000) per occurrence (combined single limit of liability) to cover operations, equipment and contractual liability. The policy shall name Town of Kiawah Island as an additional insured. Contractor must provide Town with copies of this policy.
- C.** The Contractor shall maintain automobile insurance liability policies on all "Beach Patrol and Code Enforcement" vehicles with at least five hundred thousand/one million dollars (\$500,000/\$1,000,000) coverage. Contractor shall provide Town with copies of these policies.
- D.** The Contractor shall defend, indemnify, and hold harmless the Town of Kiawah Island, its elected officials, and employees from and against any and all actions, costs, claims, losses, expenses and/or damages arising out of performance of the work by the employees of Contractor.

19. Indemnification

Except for expenses or liabilities arising from the negligence of the Town, the offeror hereby expressly agrees to indemnify and hold the Town of Kiawah Island harmless against any and all expenses and liabilities arising out of performance or default of any resulting contract as follows: The offeror expressly agrees to the extent that there is a casual relationship between its negligent, reckless or intentionally wrongful action or inaction, or the negligent, reckless or intentionally wrongful action or inaction of any of its employees or any person, firm or corporation directly or indirectly employed by the offeror, and any damage, liability, injury, loss or expense (whether in connection with bodily injury or death or property damage or loss) that is suffered by the Town and its employees or any member of the public, to indemnify and save the Town and its employees harmless against any and all liabilities, penalties, demands, claims, lawsuits, losses, damages, costs, and expenses arising out of the performance or default of any resulting contract from this RFP. Such costs are to include defense, settlement, and reasonable attorneys' fees incurred by the Town or its employees. This promise to indemnify shall include bodily injuries or death occurring to offeror's employees and any person directly or indirectly employed by the offeror (including without limitation any employee of any subcontractor), the Town's employees, the employees of any other independent contractors, or occurring to any member of the public. When the Town submits notice, offeror shall promptly defend any aforementioned action. This obligation shall survive the suspension or termination of this Agreement. The limits of insurance coverage required herein shall not serve to limit this indemnity obligation. The recovery of costs and fees shall extend to those incurred in the enforcement of this indemnity.

20. Suspension of Work

The Town may order the successful offeror in writing to suspend, delay, or interrupt all or any part of the work for such period of time as the Town may determine to be appropriate for the convenience of the Town of Kiawah Island, or for noncompliance with the contract requirements.

21. Termination for Convenience of the Town of Kiawah Island

The Town of Kiawah Island by written notice may terminate any contract resulting from this RFP, in whole or in part, when it is in the best interest of the Town of Kiawah Island, or for noncompliance with the contract requirements.

22. Contractor use of Site and Premises

- A.** Successful offeror shall cooperate with and accommodate related work performed by the Town, or any work performed under separate contract by another contractor or subcontractor, on site during the contract period. It shall be the successful offeror's responsibility to coordinate its work on site.
- B.** All work shall be coordinated through the Town's authorized representative.

23. Non-Discrimination

The contractor shall not discriminate against any individuals based upon age, sex, race, disability or religion and shall abide by the requirements contained in Federal Executive Order Number 11246, as amended, including specifically the provisions of the equal opportunity clause.

24. Drug-Free Workplace

Contractor shall comply with the South Carolina Drug-Free Workplace Act, Section 44-107-10 et seq., South Carolina Code of Laws (1796, as amended).

25. Compliance with Legal Requirements

All applicable Federal, State and Local laws, ordinances, and rules and regulations of any authorities (including but not limited to any laws, ordinances, or regulations relating to the S.C. Department of Revenue or the S.C. Board of General and Mechanical Contractors) shall be binding upon the successful offeror throughout the pendency of this project. The successful offeror shall be responsible for compliance with any such law, ordinance, rule, or regulation, and shall hold the Town harmless and indemnify it in the event of non-compliance.

26. Incorporation by Reference

The contents of this RFP, including all drawings, attachments, specifications, and any addenda, will become part of the contract for this project.

27. Rejection of Proposals

The Town of Kiawah Island reserves the right to reject or otherwise disregard, in whole or in part, any ambiguous proposals, or proposals which are uncertain as to terms, delivery, quantity, or compliance with specifications.

SPECIFIC REQUIREMENTS

I. Special Instructions/Terms and Conditions

A. General Description of Services

The Town of Kiawah Island, South Carolina is requesting proposals from qualified firms to provide code enforcement and beach patrol services to the Kiawah Island residents and visitors.

B. Proposal Submittal Deadline

To be considered, the sealed proposal containing two (2) originals must be received by the Town Clerk, Petra Reynolds, at the Kiawah Island Municipal Center, 4475 Betsy Kerrison Parkway, Kiawah Island, SC, 29455 by **2:00 p.m. on January 14, 2021**. Proposals may be hand delivered or mailed. If the proposal is sent by mail or commercial express service, the Offeror shall be responsible for the actual delivery of the proposal to the Municipal Center before the deadline. All proposals become the property of the Town of Kiawah Island.

C. Written Questions Deadline

Offeror may ask procedural questions seeking clarification of the submittal process orally. However, substantive questions involving issues such as the scope of work, contract terms, etc. should be submitted in writing. The deadline for written questions is **5:00 p.m. on January 10, 2022**. Written questions should be mailed, e-mailed, or hand delivered to Stephanie Tillerson.

Substantive requests for information received prior to the deadline for questions may be responded to in writing by the Town in the form of an addendum to this RFP. If an Offeror finds any inconsistency in this RFP, the Offeror should contact the Town for resolution of the issue. Any clarification given may become an addendum.

D. Term of Agreement

A three-year contract with two one-year renewal options is contemplated, subject to an annual review, the satisfactory negotiation of terms (including a price acceptable to the Town of Kiawah Island), and the annual availability of an appropriation.

E. Proposal Selection/Evaluation Factors

The requirements identified in the RFP are intended to provide the Town of Kiawah Island with the ability to select the most advantageous, responsive, and responsible proposal resulting in the best value to the Town, price and other factors considered. The proposals will be reviewed by the Town staff and a recommendation will be forward to the Town's Ways and Means

Committee and the Town Council shall make the final selection by using factors provided herein as well as any other factors it deems necessary.

Town staff will evaluate individual proposals. Any firm determined to be technically unqualified, or whose proposal is deemed unresponsive, will not be considered further.

Town staff will evaluate each proposal and rank each firm on the basis of the following. The Town reserves the right to request a limited number of firms to appear for oral interviews in order to further evaluate qualifications. Firms will be evaluated based on the following criteria: (Note: these criteria are not necessarily listed in order of importance.)

F. Evaluation Criteria

In addition to cost, proposals will be evaluated using the following criteria.

1. The ability, capacity, and skill of the bidder to provide the service;
2. Whether the bidder can provide the service promptly, or within the time specified, without delay or interference;
3. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
4. The quality of performance of previous contracts or services;
5. The previous and existing compliance by the bidder with laws and ordinances relating to the service;
6. The sufficiency of the financial resources and the ability of the bidder to provide the service;
7. The quality, availability, and adaptability of contractual services to the particular use require; and
8. The number and scope of conditions attached to the bid.

II. Proposal Requirements

A. General Requirements

Inquiries concerning the request for proposals and the subject of the request for proposals should be made to:

Craig Harris, Public Safety Director
Town of Kiawah Island
4475 Betsy Kerrison Parkway
Kiawah Island, SC 29455
(843) 768-9166
charris@kiawahisland.org

1. Submission of Proposals:

The following material is required to be received by **2:00 PM on January 14, 2022**, for a proposing firm to be considered. Two (2) originals are required.

- a. *Title Page* showing the request for proposals subject (Beach Patrol and Code Enforcement); the firm's name; the name, address, telephone, and email address of the contact person; and the date of the proposal.

- b. *Transmittal Letter*: A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be the best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer for sixty days.
- c. *Submittal Form* (Appendix A)

B. Technical Proposal

2. General Requirements

A complete Submittal Form (Appendix A) shall address the technical aspects of the proposals.

3. Firm Qualifications and Experience

The proposer should state the size of the firm, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time and part-time basis. If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve, as the principal should be noted, if applicable.

4. Supervisory and Staff Qualifications and Experience

The firm should identify the principal supervisor and management staff who would be assigned to the contract and indicate any special skills, education, training and experience that would be applicable to this contract. Staff may be changed if those personnel leave the firm, are promoted, or are otherwise assigned. Those personnel may also be changed for other reasons with the express prior written permission of the Town of Kiawah Island.

5. Equipment

Provide a list of the type and amount of equipment that will be committed to the Town for this contract. Note where equipment will be stored.

6. Similar Engagements with other Government Entities

List other related contracts (maximum of 5) performed in the last five (5) years that are similar to the engagement described in this request for proposals. Indicate the scope of the work, date, and the name and telephone number of the principal client contract.

C. Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing Beach Patrol and Code Enforcement contract as described in this request for proposal. The total all-inclusive price of bid is to contain all direct and indirect costs including all out-of-pocket expenses. The Town will not be responsible for expenses incurred in

preparing and submitting the proposal. Such costs should not be included in the proposal.

III. Nature of Services Required

A. General

The Contractor shall furnish services to provide for Beach Patrol and Code Enforcement, specifically highlighting the need for ocean rescue, rapid medical response, and for the enforcement of Town Ordinances for the Town of Kiawah Island. Employees of Contractor shall provide this service. Generally, the contractor shall:

1. Render assistance to those in need;
2. Coordinate responses as necessary with other local, state, and federal emergency responders;
3. Conduct continuous patrols within the jurisdiction of the Town during the hours as defined below;
4. Respond and attempt to immediately resolve any calls for service;
5. Create a chain of communication and accountability between Property Managers, Property Owners, and the Town to enforce the Town's Short-Term Rental Ordinance;
6. Enforce other Town ordinances as required;
7. Assist the Town with special projects, including but not limited to stocking and maintenance of mitt boxes, relocating trash boxes and signposts, and assisting in litter pickups; and
8. Establish a 24-hour presence on the island as representatives of the Town of Kiawah Island.

B. Scope of Work to be Performed

The physical limits of the Work will be within the Town Limits of Kiawah Island, including the area seaward of the OCRM 40-year setback line and from the mean low-water mark one mile out into the Atlantic Ocean (hereinafter "Beach") and not to exclude calls for service in the other navigable waterways surrounding the Town.

C. Vehicles and Equipment:

1. Contractor employees shall patrol using a Contractor owned and maintained vehicles. The vehicles will be outfitted to carry the necessary equipment and shall be uniform in appearance with approved identifying decals. At least one of the vehicles must have the ability to transport medical emergencies off the beach with the aid of a backboard. A minimum of five vehicles are required during the peak summer season.
2. Contractor employees shall have the ability to patrol and respond to water emergencies by operating a Contractor owned and maintained watercrafts equipped with equipment for water rescue.
3. The Contractor shall have at a minimum two cell phones with a dedicated number for Beach Patrol and the Town's After-Hours Enforcement Numbers.

4. The Contractor shall provide all related safety, rescue, and medical equipment to perform the job requirements and in accordance with USLA requirements. South Carolina Department of Health and Environmental Control (SC DHEC) BLS Rapid Responder agency certification, but additional points will be given to those that are SC DHEC BLS certified.
5. The Town shall provide the Contractor employees with 800 mHz radios suitable for communication with Charleston County Dispatch and other Emergency Services for each on duty employee, supervisory staff, and medical director. The Contractor will assure the proper operation and maintenance of the portable radios while they are in the possession of their employees. The cost of damage to the radios due to abuse or misuse by the Contractor will be paid by the Contractor.
6. The Contractor employees shall bury dead marine life on the beach after following the established protocol for such burial, as directed by authorized Town personnel.
7. Employees of the Contractor must know and comply with all ordinances of the Town. Employees of the Contractor are responsible for informing patrons not observing Town beach ordinances of their responsibility to do so.
8. The Contractor shall maintain a daily beach activity log and submit such information to the Town. Incident reports of significant events should be submitted to the Town within 24 hours of the event.
9. Contractor is responsible for maintenance and storage of all vehicles and equipment.

D. Certifications:

1. The Contractor shall maintain the minimum requirements for open water beach patrol and lifeguard agencies in accordance with nationally accepted standards set forth by the United States Lifesaving Association (USLA).
2. If BLS Certified, the Contractor shall maintain the minimum requirements for BLS Rapid Responder Agencies as set forth in the SC DHEC Regulation: 61-7 "Emergency Medical Services."

E. Schedules of Work:

1. Supervisory Staff

a. Year-round coverage

- i. Minimum of one supervisor on duty 24 hours per day, year-round.
- ii. Oversight of Beach operations during daylight hours.
- iii. Island-wide Code Enforcement patrol and response after-hours.
- iv. Island-wide response during the day on weekends in the off-season.

2. Daily Beach Patrol Staff

a. Off-Season (remainder of the year)

- i. Minimum of one patrol officer available during the day, not including the supervisor.

b. Peak Season (Friday before Easter through Labor Day)

- i. Minimum staffing of five (5) personnel per day during the peak season with staffing levels increasing in the spring and tapering in the fall to ensure adequate response and patrol as dictated by seasonal fluctuations in beach activity.

3. After-hours Code Enforcement Staff

a. Year-round

- One Code Enforcement Officer on duty from 1700-0000 hours daily

b. Peak Season (Friday before Easter through Labor Day)

- One additional Code Enforcement Officer on duty from 1600-0000 hours daily.
- One additional Code Enforcement Officer on duty from 0800-1600 hours on weekends.

F. Uniform:

On-duty employees will wear matching uniforms with markings pre-approved by the Town.

G. Appearance:

Employees shall maintain a professional appearance while on duty.

H. Record Keeping:

- a. Each employee will submit a daily shift log maintained by the Contractor.
- b. Code enforcement activity shall be logged utilizing the Town of Kiawah Island's CitizenServe Software.
- c. Patient care reports for medical calls will be documented in accordance with DHEC requirements.
- d. Beach activity will be recorded for required USLA reporting annually.
- e. Beach Patrol and Code Enforcement activity will be available to the Town upon request.

I. Qualifications:

1. Each employee shall possess and keep current the following:

a. Patrol Staff:

- i. Maintain USLA prescribed physical fitness and skills requirements.
- ii. CPR/AED for the Healthcare Provider (BLS).
- iii. Medical certification to the Emergency Medical Responder level or greater.
- iv. Current driver's license
- v. Background check performed by contractor and submitted to Town as requested.

b. Supervisors:

- i. Must meet all qualifications listed above
- ii. Must hold certification to the NREMT-B level or greater
- iii. Shall be trained and designated as a Code Enforcement Officer
- iv. Will be available and on-duty 24 hours a day, year-round.



New Business – A

WAYS AND MEANS

Agenda Item

RFP Proposal –

Barrier Island Ocean Rescue

Proposal for Beach Patrol and Code Enforcement

14 January, 2022



Robert Edgerton
843-478-9583
Robert.Edgerton@iCloud.com

32 Sora Rail Road
Kiawah Island, SC 29455
info@BeachPatrolSC.org
www.BeachPatrolSC.org

Michael Sosnowski
843-817-7208
Michael.Sosnowski@gmail.com

Barrier Island Ocean Rescue

32 Sora Rail Road
Kiawah Island, SC 29455
www.BeachPatrolSC.org



14 January, 2022

Town of Kiawah Island
4475 Betsy Kerrison Parkway
Kiawah Island, SC 29455

Dear Members of Council,

Thank you for the opportunity to continue to conduct business with the Town of Kiawah Island. Island Beach Services, LLC dba Barrier Island Ocean Rescue (BIOR) would like to submit the enclosed bid for Beach Patrol and Code Enforcement Services. Having provided Beach Patrol for the Town of Kiawah since 2009, and Code Enforcement since 2020, BIOR has an intimate understanding of the needs and responsibilities associated with this role, and is fully prepared to begin and sustain operations immediately upon execution of the contract. BIOR and its employees have worked diligently over the last 12 years to create a strong relationship with Town staff and to build a reputation of both reliability and professionalism as representatives of the Town of Kiawah Island.

This RFP requires that peak season staffing begin before Easter, and BIOR agrees that this is a justified need on pace with Kiawah Island's growth. In consideration of this earlier staffing increase, challenges are anticipated in finding enough qualified applicants available so early in the spring due to widespread labor shortages, as well as meeting the training hours required by USLA and DHEC certifications before employees are eligible to work independently.

To this end, BIOR would like to ask the Town for flexibility with minimum staffing requirements during the initial 2022 spring (peak) season, should the need arise, to allow for the time necessary to meet the need of the increased services as additional staff are hired and trained.

The enclosed offer of services is firm and irrevocable for 60 days from the date of this letter.

Very Respectfully,

Robert Edgerton

A handwritten signature in blue ink, appearing to read "Robert N. Edgerton".

Michael Sosnowski

A handwritten signature in blue ink, appearing to read "Michael Sosnowski".

SUBMITTAL FORM
(Offeror to complete all blanks)

DATE: 14 January, 2022

ORGANIZATIONAL INFORMATION

NAME OF OFFEROR: Island Beach Service, LLC dba Barrier Island Ocean Rescue

BUSINESS ADDRESS: Barrier Island Ocean Rescue
32 Sora Rail Road
Kiawah Island, SC 29455

BY SUBMITTING THIS PROPOSAL, THE UNDERSIGNED OFFEROR REPRESENTS:

1. that the offeror has carefully examined specifications for the Services;
2. that the offeror is familiar with all the conditions surrounding the performance of the Services;
3. that, if awarded the Contract, the offeror will provide all labor, material, supplies and equipment necessary to execute the Services in accordance with the Contract Documents;
4. that the offeror understands that the Owner reserves the right to reject any or all responses which does not meet the proposal requirements, or all proposals in the event that the Project is canceled, postponed, or if it is in the best interest of Town of Kiawah Island;
5. that, if awarded the Contract, the offeror will enter and execute a contract as required in the Request for Proposals (RFP);
6. that the Offeror is legally able to enter into and perform a contract, if awarded;
7. that the Offeror is current on all taxes and fees owed to the Town.

SUBMITTAL FORM

Page Two

I. EQUIPMENT:

Provide a list of the type and amount of equipment that will be committed to the Town for the Beach Patrol Contract.

II. PERSONNEL:

Provide a list of personnel that will be committed to this engagement and their job function. Please include the name and contact information for the Contact Person who will be charged with the administration of this contract.

III. EXPERIENCE:

At least three (3) references are required, however, you may provide as many as desired in excess of the three (3) required.

1. COMPANY NAME: Town of Seabrook Island
Contract Title: Beach Patrol Services
Contract Period: From May 2017 To 31 March, 2023
Geographic Area Served Town of Seabrook Island Beach and Navigable Waterways
Scope of Work: Beach Patrol Service and Beach Trash Service
Contracting Office: Seabrook Island Town Hall
Contact Name: Joe Cronin
Title: Town Administrator
Address: 2001 Seabrook Island Road
City: Seabrook Island State: SC, 29455
Telephone: 843-768-9121
Email: jcronin@townofseabrookisland.org

IV. **EXPERIENCE (Continued):**

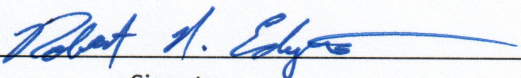
2. COMPANY NAME: Town of Kiawah Island
Contract Title: Beach Patrol Services
Contract Period: From 23 October, 2009 To 6 February, 2022
Geographic Area Served Town of Kiawah Island Beach and Navigable Waterways
Scope of Work: Beach Patrol Services
Contracting Office: Kiawah Island Town Hall
Contact Name: Stephanie Tillerson
Title: Town Administrator
Address: 4475 Betsy Kerrison Parkway
City: Kiawah Island State: SC, 29455
Telephone: 843-768-9166
Email: stillerson@kiawahisland.org
3. COMPANY NAME: Town of Kiawah Island
Contract Title: Code Enforcement Services
Contract Period: From 1 January, 2020 To 1 February, 2022
Geographic Area Served Town of Kiawah Island
Scope of Work: After-Hours Code Enforcement Services
Contracting Office: Kiawah Island Town Hall
Contact Name: Stephanie Tillerson
Title: Town Administrator
Address: 4475 Betsy Kerrison Parkway
City: Kiawah Island State: SC, 29455
Telephone: 843-768-9166
Email: stillerson@kiawahisland.org

SUBMITTAL FORM
Page Four

IV. **COST:** \$ **1,195,280.04**

In Compliance with Request for Proposals, the undersigned hereby proposes to provide all materials, equipment, and labor for the Beach Patrol Contract at the following cost (all prices shall include applicable sales taxes):

NAME OF COMPANY: **Island Beach Service, LLC dba Barrier Island Ocean Rescue**

By: 
Signature

Robert N. Edgerton
Print Name

Title: **Owner** (i.e., Owner, Partner, Corporate Officer, etc.)

Address: **32 Sora Rail Road**

City: **Kiawah Island** State: **SC** Zip: **29455**

Telephone Number: **843-478-9583** Business Fax Number: **N/A**

Is your firm a **X** Corporation, _____ Sole Proprietorship, or _____ Partnership?

If incorporated, please list state of incorporation: **South Carolina**

BUSINESS LICENSE:

The Offeror is not required to have valid business licenses to submit a Proposal. However, Offerors must possess a valid Business License for business undertaken within the corporate limits of the Town of Kiawah Island.

Does your business have a valid **Town of Kiawah Island** Business License? ☒ Yes ☐ No If yes, list the number **SBL19-012496**. Contact (843) 768-9166 with any questions.

MINORITY/WOMEN-OWNED ENTERPRISE:

Are you a Minority or Woman-Owned business? ☐ Yes ☒ No

If so, are you certified? ☐ Yes ☐ No

If you are certified, you must furnish a copy of your certificate with your submittal.

NON-COLLUSION OATH

COUNTY OF: Charleston

STATE OF: South Carolina

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared Robert N. Edgerton and made oath that the Offeror herein, his or her agents, servants, and/or employees, to the best of his knowledge and belief, have not in any way colluded with anyone for and on behalf of the Offeror, or themselves, to obtain information that would give the Offeror an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Offeror, or themselves, to gain any favoritism in the award of the contract herein.

SWORN TO BEFORE ME THIS

12th DAY OF January, 2022

Robert N. Edgerton
Authorized Signature for Offeror

NOTARY PUBLIC FOR THE

STATE OF South Carolina

My Commission Expires: 01-29-2023

Print Name: Petra S Reynolds

Address: 4475 Betsy Harrison Parkway
Kiawah Island, SC 29445

Please print Offeror's name and address:

Island Beach Service, LLC dba
Barrier Island Ocean Rescue

32 Sora Rail Road

Kiawah Island, SC 29455

(Note: Notary seal required for foreign Offeror)



1. Transmittal Letter – Above

2. Submittal Form – Attached

3. Firm Qualifications and Experience

Island Beach Services, LLC dba Barrier Island Ocean Rescue (BIOR) is a small business classified as an S-Corp located in and operating from our headquarters at 32 Sora Rail Road, Kiawah Island, SC 29455. The principal members of the firm are Robert Edgerton and Michael Sosnowski.

BIOR incorporated in 2007 and has been continuously providing Beach Patrol and Code Enforcement Services for the Town of Kiawah Island since 2009, and for the Town of Seabrook Island since 2017.

As stated in the most recent Public Safety Study by Public Safety Solutions, Inc., Island Beach Services, LLC is reported to be “well-equipped, well trained, and customer service oriented, [taking] pride in their profession, continually train[ing], and plan[ning] for how they can better serve the Town of Kiawah Island.”

Always striving for excellence, BIOR first became accredited by the United States Lifesaving Association (USLA) in 2015, and achieved the USLA Advanced Agency designation in 2018. Over the course of 2020, BIOR invested in achieving an accreditation as a Rapid Responder Basic Life Support Agency through the South Carolina Department of Health and Environmental Control:

- Streamlining communication through 911 dispatch,
- Increasing the level of care from Emergency Medical Responder to Emergency Medical Technician for at least 80% of calls,
- Providing more advanced medical and rescue equipment carried in every vehicle, including, but not limited to, AEDs and airway management tools, and
- Enhancing continuity of care by utilizing an electronic patient care charting platform integrated into the prehospital continuum of care.

4. Supervisory Staff Qualifications and Experience

The operational management and medical control functions for Barrier Island Ocean Rescue are performed by:

Robert Edgerton - 19 years of Beach Patrol and Code Enforcement experience. He is certified as a Paramedic and holds multiple instructor certifications in CPR/AED, First Aid, Emergency Medical Responder, EMT-Basic, and Lifeguarding, amongst others.

Michael Sosnowski – 18 years of Beach Patrol and Code Enforcement Experience. He has several years of Public and Non-Profit Management education and experience, is an EMT-Basic, and holds instructor certifications in CPR/AED, Water Safety, First Aid, and USLA training.

Keith Borg, MD – graduated from Macalester College in St. Paul, MN with his BA in Biology. He received his MD and his PhD (Microbiology and Immunology) from the Medical University of South Carolina. Dr. Borg completed his Emergency Medicine (EM) Residency at the University of Cincinnati. He currently holds the academic title of Professor, Departments of Pediatrics and Emergency Medicine.

5. Equipment

- a.** Seven four-wheel-drive trucks equipped with lights, sirens, and markings as required by SC DHEC
- b.** Two all-terrain vehicles (ATVs)
- c.** One rescue watercraft – including all necessary boating and safety equipment - i.e. trailers, PFDs, drybags, helmets, etc.
- d.** One rescue sled
- e.** Seven rescue boards with tie downs
- f.** Seven DHEC approved first-responder emergency medical kits
- g.** Two desktop computers
- h.** Five cellular equipped iPads
- i.** Seven AEDs with associated pads and batteries
- j.** Seven sets of binoculars
- k.** Three high power flashlights
- l.** Two BodyCam style cameras
- m.** Fourteen rescue cans (buoys)
- n.** Seven backboard devices
- o.** All necessary equipment for off-road driving - i.e. tow straps, shovels, shackles etc.
- p.** Seven fire extinguishers
- q.** One dedicated Beach Patrol cell phone
- r.** One dedicated Code Enforcement cell phone
- s.** One VHF radio for ship to shore communications
- t.** Sixteen variable size wetsuits for cold water rescue
- u.** Snorkel/Mask/Fin for each employee
- v.** Seven marker buoys and anchors
- w.** Ten buckets with liners suitable for treating stingray stings
- x.** Hand sanitizer and other Personal Protective Equipment as needed

All equipment is stored at the Sora Rail Headquarters.

6. Similar Engagements with Other Government Entities

BIOR is currently under contract to provide similar Beach Patrol services for the Town of Seabrook Island.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/13/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Affinity Insurance Services, Inc 1100 Virginia Drive, Suite 250 Fort Washington, PA 19034	CONTACT NAME:	
	PHONE (A/C, No, Ext): 877-738-3714	FAX (A/C, No): 847-953-2700
INSURED Island Beach Services, LLC dba Barrier Island Ocean Rescue 32 Sora Rail Road Kiawah Island, SC 29455	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Beazley / Syndicate 2623/623 at Lloyd's	
	INSURER B :	
	INSURER C :	
	INSURER D :	
INSURER E :		
INSURER F :		
NAIC #		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			W1D01F210601	11/01/2021	11/01/2022	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ Included
							GENERAL AGGREGATE	\$ 3,000,000
							PRODUCTS - COMP/OP AGG	\$ 3,000,000
								\$
								\$
								\$
								\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
								\$
								\$
								\$
								\$
								\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
								\$
	DED							\$
	RETENTION \$							\$
								\$
								\$
								\$
								\$
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			W1D01F210601	11/01/2021	11/01/2022	PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / <input type="checkbox"/> N	N / A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
								\$
								\$
								\$
								\$
								\$
								\$
A	Professional Liability			W1D01F210601	11/01/2021	11/01/2022	Each Claim	\$1,000,000
	Policy Form: Claims Made						Aggregate	\$3,000,000
	Retroactive Date: 11/01/2016							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Sexual/Physical Misconduct : \$100,000 Each Claim / Aggregate \$300,000

CERTIFICATE HOLDER

Evidence of Insurance

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon / Affinity Insurance Services, Inc

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Worker's Compensation and Employer's Liability Policy
National Liability & Fire Insurance Company - A Stock Co.
Policy Number V9WC222314
Renewal of V9WC135899
NCCI No. [19054]

Policy Information Page

[1] Named Insured and Mailing Address

Island Beach Services LLC
32 Sora Rail Rd
Kiawah Island, SC 29455

Agency

V3 INSURANCE PARTNERS LLC
1 Edgeview Drive
Unit 1C
Hackettstown, NJ 07840
Agency Code: PAVTHR20

Federal Employer's ID XX-XXX3593

Insured is Limited Liability Co. (LLC)

Locations on Policy

(L2) 4011 Betsy Kerrison Pkwy , Johns Island, SC 29455-7111
(06/10/2021 - 06/10/2022)

[2] Policy Period

From June 10, 2021 to June 10, 2022, 12:01 AM, standard time at the insured's mailing address.

[3] Coverage

- A. Workers' Compensation Insurance - **Part One** of this policy applies to the Workers' Compensation Law of the following states: South Carolina
- B. Employer's Liability Insurance - **Part Two** of this policy applies to work in each of the states listed in item [3]A. The limits of our liability under Part Two are:
- | | |
|---|-----------|
| Bodily Injury by Accident - each accident | \$500,000 |
| Bodily Injury by Disease - each employee | \$500,000 |
| Bodily Injury by Disease - policy limit | \$500,000 |
- C. Other States Insurance - Part Three of this policy applies to all states, except any state listed in item [3]A. and the states of North Dakota, Ohio, Washington, and Wyoming.
- D. This policy includes these endorsements and schedules:
See Extension of Information Page - Schedule of Forms

[4] Premium

The Premium Basis and, therefore, the premium will be determined by our Manual of Rules, Classifications, Rates, and Rating Plans. All required information is subject to verification and change by audit. (Continued on another page)

Total Estimated Policy Premium	\$	4,845
Total Surcharges/Assessments	\$	0.00
Total Estimated Cost	\$	\$4,845.00

INTERNAL USE 12804
MGA : V9WC222314
Date : 06/07/2021

Page - 1 -

Information Page
WC 000001A

Issuing Office: 100 First Stamford Place, P.O. Box 113247, Stamford, CT 06911-3247 • www.nlf-info.com

South Carolina Farm Bureau Mutual Insurance Company

Automobile Change Request Form

DATE TIME

- ☐ Reinstate Entire Policy With a Lapse
☐ Reinstate Entire Policy With Continuous Coverage
☐ Reinstate Only Vehicles Listed in Comments With A Lapse
☐ Reinstate Only Vehicles Listed in Comments With Continuous Coverage
☐ Policy Change
☐ Outstanding Debt Payment Only

State Office Use:

Cash _____ Cash Memo _____

County Office (please indicate)

Payment Plan: Yes _____ No _____

Amount for this policy _____

Named Insured and Address:

Island Beach Services, LLC
 32 Sora Rail Rd
 Johns Island, SC 29455-5648

Agent: 0105

Dec Amend 8.000

January 11, 2022

Commercial

Policy: AU 1169613

Membership: 000162503

County: 05 Bamberg

Effective: 9/26/2021 To 3/26/2022

Policy Endorsements/Discounts

None

(Explain change below)

Excluded Drivers

None

Location Change

Mailing Address Only

Change Effective Date: September 26, 2021

Unit	Year	Make	Model	Body Type	Vehicle ID Number	Symbol	Points	Rate
9	2021	TOYT	Tacoma Double Cab / Sr / Sr5 /	PK	3TMCZ5AN2MM417018	18	0	1-1

Class: 6CA1 Territory: 4 Garaged County: 10 Gal Cap: 0
 Engine Size: 214 Cost new: \$36,000.00 Customization: \$0.00

	BIPD LIMITS	UM LIMITS	UI LIMITS	MED LIMIT	COMP DED	COLL DED	
	1,000/1,000/500	1,000/1,000/500	1,000/1,000/500	None	\$500	\$500	
Premium	\$404.30	\$52.14	\$93.66	None	\$272.77	\$279.60	
Recoupment	None	None	None	None	None	None	
TOTAL	\$404.30	\$52.14	\$93.66	None	\$272.77	\$279.60	
Unit Total:	\$1,102.47	Policy Total:	\$9,931.59	Policy Endorsement Premium:	\$0.00	Vehicle Endorsement Premium:	\$0.00

Lienholders/Additional Interests

None

Drivers assigned to this unit

None

Vehicle Endorsements/Discounts: Automobile Insurance Amendatory Endorsement, OFAC Amendatory Endorsement

Do you own your primary residence? [] Yes [] No

Is there a Homeowners policy in force and who is the insurer? [] Yes [] No

HO Legacy Discount?

Parent's Membership # _____

Is the House or Condominium older than 45 years old? [] Yes [] No

Is the HO Coverage A < \$75,000 or Condo Coverage C < \$40,000? [] Yes [] No

COMMENTS:

I understand these changes and I certify the foregoing is correct.

Insured's Signature

Date

I have personally verified and recommend these changes.

Agent's Signature

Date

F013 (01/2013)



CURRICULUM VITAE

Robert Edgerton

Mobile No: (001) - 843 - 478 - 9583

Home Address: 109 Oyster Point Row, Charleston, SC, 29412, USA

E-Mail Address: Robert.Edgerton@iCloud.com

PERSONAL DETAILS

Age : 38 years old
Date of Birth : May 7, 1983
Place of Birth : Charleston, South Carolina
Citizenship : American
Marital Status : Married
Religion : Christian
Languages : English
Hobbies/Interest : Aquatic Sports

SUMMARY

I have a background in both Emergency Medical Services (EMS) and Lifeguarding. My EMS experience has been in 911 Third Service and Volunteer College systems. I have served as the Supervisor and then Director of a volunteer Collegiate EMS system and functioned as an independent paramedic and relief supervisor in a 911 service. I currently serve as the EMS Director and Training Officer for a SC state-licensed BLS Rapid Response Agency. I have lifeguarded at pool venues and in open water environments. I have negotiated government contracts to provide Beach Patrol services to local municipalities, and I have managed all aspects of that service. Honesty, integrity, and discipline are my most valuable traits. I have strong leadership qualities and a passion for teaching, managing, and empowering people so they are equipped to achieve their goals.

EDUCATION

Dates	Degree	Location
2001-2005	Undergraduate Studies, Non-Degree	College of Charleston, Charleston, SC, USA
Nov. 2005	Certificate of Proficiency in Emergency Medical Technician - Paramedic	Emergency Training Concepts, LLC- North Charleston, SC, USA

HISTORY OF EMPLOYMENT

NOVEMBER 2018 - PRESENT

Charleston County Lifesaving Association
1 Tudor Place
Charleston, SC, 29407, USA

Founding President

- 501(c)(3) organization providing and promoting professional lifesaving in the local aquatic environment
- Uphold programs and initiatives that advance and promote public safety awareness and response in open water environments

OCTOBER 2007 - PRESENT

Island Beach Services, LLC
dba Barrier Island Ocean Rescue
32 Sora Rail Road
Kiawah Island, SC, 29455, USA

Owner

- Negotiated a proposal and secured the contract to run Town of Kiawah Island Beach Patrol.
- Negotiated a proposal and secured the contract to run Town of Seabrook Island Beach Patrol.
- Negotiated a proposal and secured the contract to provide Code Enforcement Services for the Town of Kiawah Island.
- Recruit and train staff for Beach Patrol and Code Enforcement Positions.
- Developed and teach the Safe Operations of Beach Vehicles Course for the Town of Kiawah Island.
- Purchase and maintain company equipment.
- Manage all aspects of company operations.
- Successfully completed certification as United States Lifesaving Association (USLA) Agency.
- Serve as a Code Enforcement Officer for the Town of Kiawah Island and for the Town of Seabrook Island.
- Successfully obtained licensure through South Carolina Department of Health and Environmental Control (SC DHEC) as a BLS Rapid Response EMS Agency.
- Serve as the EMS Director.
- Serve as the EMS Training Officer.

JANUARY 2006 - PRESENT

Coastal Training Basics, LLC
109 Oyster Point Row
Charleston, SC, 29412, USA

Owner

- Own, and am sole operator, of the company specializing in Lifeguard, CPR, 1st Aid, EMR, and EMT training and consulting services.
- I solicit customers from local businesses, government agencies, and private individuals.
- Manage the medical training program for Charleston County Parks and Recreation Commission.
- Adhere to the current standards and maintain instructorships with American Red Cross, American Heart Association, and American Safety Health Institute.
- Subcontract as an adjunct instructor.
- Role player for the FBI Hostage Response Team task force training scenarios.
- Provide consulting services and expert witness testimony for prehospital patient care.

MAY 2005 - APRIL 2020

Charleston County Emergency Medical Services
4045 Bridgeview Drive
North Charleston, SC, 29405, USA

Paramedic

- Work as a Paramedic on an Advanced Life Support unit in a 911 setting.
- Maintain the rank of Captain, and am responsible for my station, ambulance, partner and other crews at my station.
- Review patient care documentation for quality assurance.
- Duties include lifesaving interventions, Physical assessments, Cardiac monitoring, Assisting with the treatment and transport of the sick and injured.
- Competed in the Carolina Paramedic Competition.
- Assist in teaching lectures during in-service training and run skills stations as assigned.
- Certified as a HazMat Technician.
- Participated in the HazMat Team and Bike Team.
- Participated with the SC National Guard Weapons of Mass Destruction Regional Response Team-Charleston.
- Participate with the Tactical EMS Team.
- Actively assist with community awareness programs such as the High School Injury Prevention Coalition.
- Field Training Officer.
- Participate with the EMS Marine Team with the Charleston Metro Marine Unit.

- Successfully completed the Supervisor Training Course.
- Successfully completed the Behavioral Interview Course.
- Eligible as an Independent Duty Paramedic on a Quick Response Vehicle.
- Serve on the Deployment Strategy Workgroup.

JUNE 2004 – DECEMBER 2015

Town of Kiawah Island, SC
4475 Betsy Kerrison Parkway
Kiawah Island, SC, 29455, USA

Code Enforcement Officer (Seasonal)

- Selected for a pilot program as the first night-time law enforcement for the Town of Kiawah.
- Assisted with the development of this branch of the Public Safety Department.
- Tasked with scheduling, recruiting, and training new personnel.
- Enforce town ordinances.
- Worked in cooperation with the local law enforcement and private security entities of the Island.
- Ensure the safety of all visitors and residents of the Island.

APRIL 2003 – MAY 2007

Island Products, Inc.
John's Island, SC, 29455, USA

Supervisor: Beach Patrolman/Lifeguard

- Ensured safety of beach patrons and enforced beach ordinances and regulations.
- Trained personnel in lifeguarding and BLS skills.
- I supervised daily agency operations and was responsible for scheduling.

JANUARY 2003 – DECEMBER 2006

College of Charleston First Responder Unit
College of Charleston, SC, 29403, USA

Student Department Director (Volunteer)

- Provided care and treatment of the sick and injured on campus and in the surrounding community.
- Involved in recruiting and training new personnel.
- Supervised daily shift operations and crews.
- I was elected to serve as the Student Director of the Unit.

ADDITIONAL TEACHING EXPERIENCES

JANUARY 2009 – PRESENT

Lowcountry Regional EMS Council
237 Oakland Drive
Walterboro, SC, 29488, USA

Instructor (Part – Time)

- Preceptor for National Registry of EMT testing boards for Basic, Advanced, and Paramedic Practical Exams.
- Adjunct EMT Instructor.

JUNE 2004 – DECEMBER 2009

Emergency Training Concepts, LLC
Mount Pleasant, SC, 29464, USA

Instructor (Part - Time)

- Lead instructor for the AHA BLS classes.
- Lead First Responder Instructor.
- Honed leadership and teaching skills.

PRESENTATIONS - INTERNATIONAL

Links in the Chain – Simulation to improve care for patients with aquatic emergencies, a four year experience. World Conference on Drowning Prevention. Durban, South Africa. October 8-10, 2019.

VOLUNTEER POSITIONS

DECEMBER 2019 - PRESENT**United States Lifesaving Association****Public Education Committee- Vice Chairman**

- Allocate educational grant funding for qualified applicants.
- Assist with educational and public awareness initiatives for open water environments.

Ways and Means Committee- Vice Chairman

- Manage annual membership dues.
- Assist with financial bookkeeping.

JANUARY 2020 - PRESENT**South Atlantic Lifesaving Association****Vice President**

- Support regional member open-water lifeguard agencies with aquatic and educational initiatives.
- Represent regional member open-water lifeguard agencies on the national level at bi-annual USLA meetings.
- Assist with officiating regional and national lifeguard competitions.

MEMBERSHIPS, LICENCES AND CERTIFICATIONS

Title	License/Membership/ Certification Number
▪ National Registry – Paramedic	Certification # P8012504
▪ South Carolina DHEC EMT-Paramedic	Certification #SC005792
▪ South Carolina DHEC EMT-Instructor	Certification #SC005792
▪ Certified Hazardous Materials Technician	
▪ American Heart Association Advanced Life Support (ACLS) Instructor	
▪ American Heart Association Basic Life Support (BLS) Instructor	
▪ American Heart Association Pediatric Advanced Life Support Instructor (PALS)	
▪ American Heart Association Heartsaver First Aid Instructor	

<ul style="list-style-type: none"> American Red Cross First Aid, CPR, AED Instructor American Red Cross Lifeguard/Waterfront Lifeguard Instructor American Safety & Health Institute (ASHI) Instructor- Level 8 American Safety & Health Institute Basic Life Support Instructor American Safety & Health Institute Advanced Life Support Instructor MEDIC First Aid, CPR, AED Instructor International Trauma Life Support (ITLS) Provider United States Lifesaving Association Member United States Lifesaving Association Trainer South Carolina Concealed Weapons Permit PADI Open Water Diver National Association of Safe Boating Law Administrators (NASBLA) Boat Crew Member NASBLA Boat Operator Search and Rescue (BOSAR) Course K38 Open Water Rescue Water Craft Operator Town of Kiawah Island Beach Vehicle Operations Instructor 	<p>Instructor # 2254644</p> <p>Instructor # 2254644</p> <p>Member #10222428</p> <p>CWP#000169579</p> <p>Diver #0902082729</p> <p>Student ID # K38-OWRWCC-02-31920-14-06</p>
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REFERENCES

1. Brian Gottshalk

Town of Kiawah Island
4475 Betsy Kerrison Parkway
Kiawah Island, South Carolina, 29455

Cell Phone (843) 901-4183
Office Phone (843) 768-9166
Email: BGOTTSHALK@KIAWAHISLAND.ORG

2. Dr. T. Keith Borg, MD, PhD

Medical University of South Carolina
96 Jonathan Lucas St.
Charleston, SC 29425

Cell Phone (843) 437-2557
Email: BorgK@MUSC.edu

3. Greig Samuelson

Charleston County Emergency Medical Services
Lonnie Hamilton Building
4045 Bridgeview Drive, Suite B309
North Charleston, South Carolina, 29405

Cell Phone (843) 810-2552
Email: GreigSamuelson@gmail.com

4. Todd McGeorge

Charleston County Emergency Medical Services
Lonnie Hamilton Building

Cell Phone (843) 693-6762

4045 Bridgeview Drive, Suite B309
North Charleston, South Carolina 29405

Office Phone (843) 202-6711
Email: TMcGeorge@charlestoncounty.org

5. **Nikki Bowie**
Charleston County Parks and Recreation Commission
861 Riverland Drive
Charleston, South Carolina 29412

Office Phone (843) 762-8114
Email: NBowie@CCPRC.com

6. **Butch Neal**
Island Products, Inc.
3192 Donnelly Lane
John's Island, South Carolina, 29455

Office Phone (843) 819-4334
Email: BeachBusiness1@Comcast.net

7. **B. L. Bost**
Emergency Training Concepts, LLC
Mount Pleasant, South Carolina, 29464

Cell Phone (843) 696-4141
Email: sgtmaj104@comcast.net

8. **Amanda Reeves**
Dorchester County Emergency Medical Services
821 West 5th North Street
Summerville, South Carolina 29483

Office Phone (843) 832-0025
Email: eb.kjnmedic@gmail.com

MICHAEL SOSNOWSKI, CFRE

1 Town Creek Drive Charleston, SC 29407 - 843.817.7208 - michael.sosnowski@gmail.com

EXPERIENCE

2007 to Present - Island Beach Services, LLC

dba Barrier Island Ocean Rescue

Kiawah Island, SC

Owner

Created and promoted Company specific to Municipal Public Safety

Seasonally Employ 25-30 Beach Patrol Officers

Draft Proposals - Monitor and Manage Budget

Create and Promote Business Development Opportunities

Meet and Maintain State and National Training Standards

2018 to Present - Anchored Up, LLC

Kiawah Island, SC

Owner

Own and operate 46 unit storage facility on Kiawah Island

Maintain 100% occupancy rate

Manage all leasing, marketing, and operational functions

Provide storage solutions for commercial entities on Kiawah Island, including
Barrier Island Ocean Rescue

Constructing 55 additional units to be complete Spring 2021

2019 to Present - Charleston County Lifesaving Association Charleston, SC

Founding Member - Executive Secretary

501(c)(3) organization providing and promoting professional lifesaving in the
local aquatic environment

Uphold programs and initiatives that promote public safety awareness and
response in open water environments

2017 to 2020 – Water Mission,

North Charleston, SC

Director of Stewardship

Maintain a portfolio of major donors and strategic partners

Co-managed a team of 6 Regional Stewardship Officers

Grew portfolio from \$600k to \$2M in first 12 months

Planned and led Stewardship visits to international project sites

Identification and qualification of new donor prospects

2015 to 2017 – The Nature Conservancy of SC

Mt. Pleasant, SC

Donor Relations Manager

Maintain a portfolio of 75-120 middle and major donors

Reach an annual cash goal of \$250K with an additional campaign goal of \$1M

Raised approx. \$13M in planned giving commitments over 18 months

Identification and qualification of new donor prospects

Writing and submitting grant proposals for government entities and foundations

2012 to 2015 - Charleston Collegiate School

Johns Island, SC

Assistant Head of School for Advancement/Director of Admission

Increased Admission Applications 700%

Increased Overall Student Enrollment by 30%

Coordinated/Assisted in Raising \$5 Million Dollars Over 16 Months

Directed Annual Fund Campaign (\$175K) and Scholarship Program (\$250K)

Branding/Marketing/Advertising Creation and Execution

Maintain a Tour to Application rate of 93%

2012 to Present – CMG Marketing and Events, LLC

Johns Island, SC

Event Host

Coordinate 24 International Corporations for SHOT Show - Industry Day at the Range

Sell Advertising and Sponsorships Specific to Industry Day

Maintain a Working Knowledge of the Outdoor Sporting Industry

2005 to Present – Sosnowski Properties, LLC

Wadmalaw Island, SC

Co – Owner

Experience Working With the Lowcountry Open Land Trust as a Land Donor

Land Management as Related to LOLT Property Easement

2006 to Present – Town of Kiawah Island

Kiawah Island, SC

Code Enforcement Officer

2010 to Present – Coastal Training Basics, LLC Johns Island, SC

Associate Instructor

2008 to 2012 – Roper St. Francis LifeLink Charleston, SC

Critical Care Transport EMT

2004 to 2006 – Island Products, Inc. Kiawah Island, SC

Beach Patrol Officer, Kiawah and Seabrook Supervisor

2004 to 2008 – University of Richmond Richmond, VA

Master Carpenter – Theater Department

EDUCATION

2004-2008 University of Richmond Richmond, VA

- Bachelor of Arts in English
- Minors in Business Administration and History

2012-2013 The Lily School of Philanthropy, IUPUI Indianapolis, IN

- Certificate Degree in Fundraising Management
- Emphasis on Interpersonal Communication and the Basics of Deferred Giving

2016-Present The University of Charleston Charleston, SC

- Master of Public Administration
- Focus on Non-Profit Management and Fundraising

SPECIAL SKILLS AND ABILITIES

Verbal and Written Communication, Conflict Resolution, and Team Management

Preliminary Donor Development, i.e. Setting Up the Ask As First Contact

Marketing for Non-Profits - Major Giving, Planned Giving, and Annual Fund

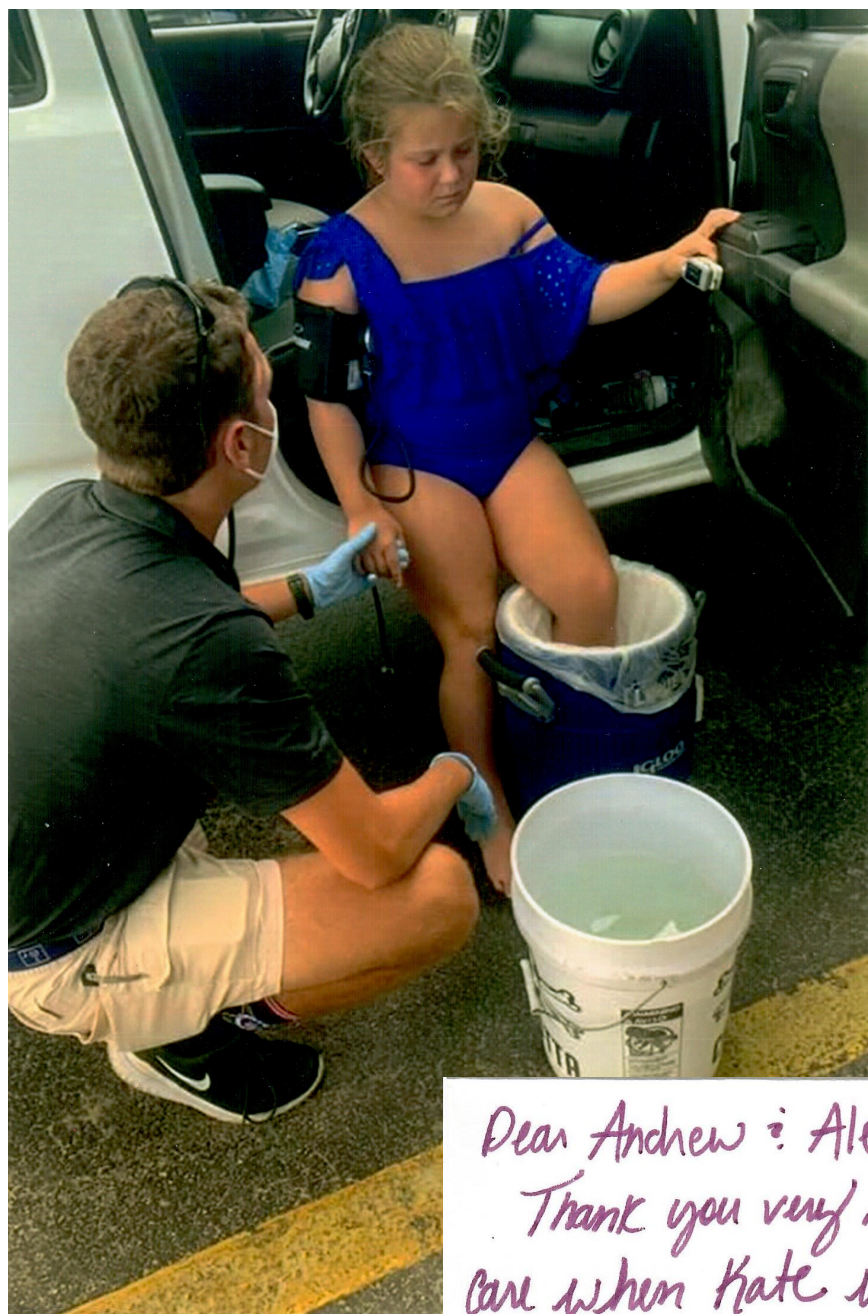
Experience with RFP and Bidding Process on the Community Level

Working with Municipal Government on Policies and Procedures related to Public Safety

Experience with BlackBaud Products: Raiser's Edge, Education Edge, and WhippleHill CMS

Volunteer Fundraising Consulting for 2 Anglican Parishes

Certifications: NREMT-B, Water Safety Instructor, ACA Level II Instructor, USLA Trainer, AHA Instructor, Challenge by Choice Facilitator, BVOPS Instructor.



Dear Andrew & Alex,
Thank you very much for your wonderful care when Kate was stung by a sting ray barb. We were extremely thankful that you knew how to best handle the situation. Your care, compassion, knowledge, and professionalism did not go unnoticed. Kiawah Beach Patrol & Rescue is lucky to have you both. Thank you again for all that you did for our family, especially Kate! ^{♥ The Uppinhouse Family}

Second Wind
Captain and crew -
Manny and Kim,
Graddy and Hadass

Dear Jet ski recovery team of
Kiawah -

We wanted to extend our
deepest appreciation and gratitude
for you both to travel so long
in the middle of the night to get
us out of a very (literally) stuck
situation. Despite getting wet
and having a little midnight "swim"
we are very thankful we are all
safe and are not drifting out to
see like our sailboat.

Thank you again for your service
and willingness to help with
such great spirits and friendliness!

This is to say "thank you" to the great
Beach Patrol guys who helped me with a
stingray sting recently. Special thanks
to Luke and Matt. I really appreciate
all you did!
Best-Sue Bennett

331817829904-1

CHERRY MOON FARMS®

From: no-reply@parastorage.com
Subject: New message via your website, from tonymaasnc@gmail.com
Date: May 23, 2018 at 2:48 PM
To: info@beachpatrolsc.org

You have a new message:

Via: <http://www.beachpatrolsc.org/>

Message Details:

Name Tony Maas

Email tonymaasnc@gmail.com

Subject Beach Patrol Guard named Tucker

Message Hello, I was in Kiawah this weekend with my family and my son Alex (3 yrs old) was so intrigued with the life guards. One guard named Tucker (didn't get his last name) was so great with him and Alex has been talking about him non-stop since. You guys took some pictures of us and Alex was absolutely thrilled. Especially when you had a scenario that we got to experience. I just wanted to say thank you for your time and let you know how much I appreciated it. Stay safe and thanks again, Tony Maas

Sent on: 23 May, 2018

Thank you!

Andrew,
You helped my friend Tracy
the last week of June after
being stung by a stingray
at Kiawah on West Beach.
I wanted to take the time to
formally thank you again for
all your care. You made her
feel at ease with the whole
process. I'm sure you'll go far with
your plans to pursue military
nursing. If you ever need a letter
of recommendation, please feel free
to reach out!

Enjoy the rest of your
summer!

Olivia Perkins

From: Deb Cardin reply-to+c91c72003b2e@crm.wix.com
Subject: [Beach Patrol] Feedback Form - new submission
Date: June 30, 2021 at 3:29 PM
To: info@beachpatrolsc.org

Deb Cardin just submitted your form: Feedback Form
on [Beach Patrol](#)

Message Details:

First Name: Deb

Last Name: Cardin

Email: debcardin@comcast.net

Phone: 4235067623

Experience: Excellent

Tell us more: Maleah was patrolling the beach on 6/20 when my 6 yo grandson excitedly flagged her down to tell her about "the pirate's treasure" he found on the beach. When I caught up with him, Maleah was telling him the beats time to hunt for treasure and looking at what he found. She went way beyond kindness to my grandson. She is definitely an asset to your organization and just a pleasure to talk to.

Date Field: Jun 20, 2021

Short Text Field: Maleah on Kiawah Island

If you think this submission is spam, [report it as spam](#).

To edit your email settings go to your inbox on the left

Ascend BY WIX

Dear Max,


I just wanted to thank you again for coming to our, and our dog Roddy's, rescue on Saturday. It's comforting to know there is someone to call when needed. We have quarantined Roddy to the house for now, until we can train her to come when called, even when distracted by birds! Hopefully we can get her back out on the beach again soon as she truly loves it.

I wanted your superiors to know what

a good job you did and how much we appreciate you coming to our rescue. I am enclosing a small check made out to Kiawah Island Beach Patrol to recognize you in the hopes that you can get something for the department or make a donation to COVID-19 relief or whatever you choose.

Thank you again!

Lora Boniface
Roddy

From: Elanore Fuller no-reply+81873612807c@crm.wix.com 
Subject: [Beach Patrol] Feedback Form - new submission
Date: July 8, 2020 at 2:38 PM
To: info@beachpatrolsc.org



Elanore Fuller just submitted your form: Feedback Form
on [Beach Patrol](#)

Message Details:

First Name: Elanore

Last Name: Fuller

Email: elanorefuller@gmail.com

Phone: 12024137054

Experience: Excellent

Tell us more: I was stung by a stingray and So and Malia were incredibly helpful. So arrived quickly and knew what to do right away, which really put me at ease. They were both calm and reassuring and I can't thank them enough!

Date Field: Jul 2, 2020

Short Text Field: So and Malia

To edit your email settings, go to your Inbox on desktop.

Ascend BY WIX

Dear Rob,

You are a fantastic volunteer!
With your help, the 2018
USLA National Championships
were a big success. I greatly
appreciate your time and
energy as an official.

Thanks again,
Kary

Dear Rob,

Thank you so much for your support of
our Triathlon. Having you involved brings
peace of mind and goes a long way in
keeping our athletes safe - especially in
challenging conditions! We look forward
to continuing to work with you and your
team.

Thank you,

Jana & Liz

From: Christine Barrymore no-reply+bdeed25f4f26@crm.wix.com
Subject: [Beach Patrol] Feedback Form - new submission
Date: September 8, 2020 at 2:19 PM
To: info@beachpatrolsc.org



Christine Barrymore just submitted your form: Feedback Form
on [Beach Patrol](#)

Message Details:

First Name: Christine

Last Name: Barrymore

Email: chris1018@bellsouth.net

Phone: 8284610056

Experience: Excellent

Tell us more: Sting ray encounter, very knowledgeable, helpful and kind.

The hot water worked great! Thank you both for all the care and kindness.

Date Field: Sep 4, 2020

Short Text Field: Charles and Alex

To edit your email settings, go to your Inbox on desktop.

Ascend BY WIX

June 26, 2021

Dear Sir or Madam,


Our daughter was stung by a sting ray on June 16. Thanks to Shannon and Matthew, all worked out well.

They quickly, calmly and professionally handled the situation. They gave instructions clearly, answered all of our questions fully, and succeeded in

Joseph H. Marxer

putting all of our minds at ease. Mary Grace and my wife phoned Shannon later that day with a few more questions, all of which Shannon addressed. Matthew stopped my wife on the beach the next day to ask about Mary Grace. Fantastic service!

Come next summer, Mary Grace may even try the ocean again!
Regards, Joe

From: Charlie Vance CVance@CCPRC.com 
Subject: FW: Thank You
Date: August 12, 2021 at 10:49 AM
To: Zachary LeClerc leclerczachary@gmail.com, Ailish Ward warda23@ashleyhall.org, Calder, Hannah Elizabeth calderh19@students.ecu.edu
Cc: Nikki Bowie NBowie@CCPRC.com, Robert Edgerton robert.edgerton@icloud.com, Lauren Keane LKeane@CCPRC.com, Garrison Prestwood GPrestwood@ccprc.com, swimlmb@gmail.com

Excellent job team!

Rob, thank you and your team for always being there to help and support us!!



Charlie Vance
Beachwalker Park Manager
Charleston County Park & Recreation Commission
Primary: 843-762-9964
CVance@CCPRC.com | CharlestonCountyParks.com

From: Charleston County Park & Recreation Commission
Sent: Thursday, August 12, 2021 10:09 AM
To: Charlie Vance <CVance@CCPRC.com>
Subject: FW: Thank You

Great work guys!



Christina Green
Customer Service Representative
Charleston County Park & Recreation Commission
Primary: 843-762-8107
cgreen@ccprc.com | CharlestonCountyParks.com

From: mtodd@1791.com <mtodd@1791.com>
Sent: Thursday, August 12, 2021 10:00 AM
To: Charleston County Park & Recreation Commission <CustomerService@ccprc.com>
Subject: Thank You

A big Thank You to the lifeguards and Beach Patrol at Beachwalker Park for their response on Monday, August 2.

I had been on the beach for an hour when I got very very hot. I stood up and realized I was too weak to walk off the beach. The people next to me had rented an umbrella & chairs and were leaving, & I asked the man if I could sit in the chair out of the sun. That's when things started going dark, and he got the Lifeguards.

Next thing I know, I'm surrounded by people, a BP cuff is on my arm & ice is on my neck. Two men lifted me into the BeachPatrol truck where I got oxygen & felt the wonderfully cool air of the a/c.

Altho everyone told me their name & credentials, I'm sorry I can't remember any of them. Suffice it to say, all involved were professional. To say I was impressed is an understatement. Please convey to everyone involved my gratitude & respect.

And please convey to the appropriate supervisors what a great group of people you have working at Beachwalker. You should be proud to have such a terrific staff.

Marti Todd
Walterboro, SC

Thank you
so much
for all of your
assistance!

Kayden is much
better - thanks
again!

Kayden &
Paige

From: 'Cheryl Leonard' via iKiawah listserv <ikiawah@googlegroups.com>

Sent: Monday, June 28, 2021 4:16:14 PM

To: ikiawah@googlegroups.com <ikiawah@googlegroups.com>

Subject: [iKiawah] Quick Response for Stingray bite

My husband composed this to thank everyone involved that helped him Wednesday June 23. If anyone knows the doctor in the Wofford hat, please express our gratitude.

Cheryl Leonard

325 Low Oak Woods Drive

Stingray attack

Last Wednesday, while surf fishing, I had the unfortunate luck to step on a stingray. To say the least, it wasn't a pleasant encounter as you watch a 3" gash start pumping out blood. From that point on, I received unbelievable care from my friends, wife, beach goers and first responders. First my fishing buddy and my wife applied pressure to the wound. The lady in the ice cream truck called KI Public safety for help. When the beach patrol arrived, I was still losing blood and they applied a tourniquet and pressure bandage, which stopped the bleeding. A retired ER doctor wearing a Wofford hat was of great comfort and consulted with the Beach Patrol.

When EMS arrived, I was transported from the beach to the ambulance. Firemen were also waiting to assist as needed. Once in the ambulance, the EMT's monitored all my vitals, removed the tourniquet, examined and cleaned the wound and applied a fresh pressure bandage.

On arriving at Bon Secours St Francis Hospital ER, I received great medical care from staff, nurses, PA and the ER doctor. I left with steri strips and an antibiotic.

I can't thank everyone enough for all the quality care I received.

Gary Leonard

325 Low Oak Woods

Johns Island, SC 29455

2982 Winners Circle

Charleston, SC 29414

hello

Rob,

Thank you and all the beach patrol staff for all the hard work and dedication to Swim Across America. Your staff professionalism, attention to detail and enthusiasm during the event helped to make this an incredibly successful swim.

Most of all, we appreciate your feedback in making this event safer for everyone involved.

Kiawah Tri one month away!

Liz & Jana

A great big thank
you to the very
nice kids that came to
my rescue when I was
overcome by the heat.



They responded quickly
and efficiently to get me
home safely after
a long day in the
heat on dolphin watch.

Thanks again
for the very
professional
kids!



Patricia
Schaefer





Tab | 4

WAYS AND MEANS

Agenda Item



Memorandum

TO: Chair and Members of Ways and Means Committee

FROM: Dorota Szubert, Finance Director

SUBJECT: Budget Report for the First Six Months Ended 12/31/2021

DATE: 1/24/2022

Overview:

Presented here is the Town's Balance Sheet as of December 31, 2021, and Budget to Actual Report for the first six months. The Budget to Actual Report is compiled on the cash basis and all the funds are consolidated.

As of December 31, 2021, the Town's governmental funds combined have ending fund balance of approximately \$24.9M, an increase of approximately \$2M from June 30, 2021. Of this amount approximately 51%, or \$12.8M is available for spending at the Town's discretion (unassigned fund balance).

Overall, for the first six months, the Town's revenues of \$5.8M are \$3.9M, or 50% higher than budgeted. Due to continuous uncertainties related to COVID-19 pandemic, the Town Council adopted the FY2022 budget with conservative revenue projections based on pre pandemic levels from year FY2019. However, all revenues generated by tourist activity exceeded the budget and these positive variances are projected to carry throughout the year. Additionally, the building permits revenue has spiked this year with the increased number of construction projects. This year, the Building department has issued 1570 permits compared to 1034 for the first six months last fiscal year, and 987 for FY2019.

With 50% of the year lapsed at the end of December, expenditures to date are approximately \$3.8M, or 44% of total budgeted expenditures and approximately \$24K less than budgeted. Majority of expenses are reasonable and in line with the budget. The positive variances relate mostly to timing in billing. Two-line items, salary adjustments and donation to MUSC new facility, were not budgeted and will carry a negative variance throughout the year.

Town of Kiawah Island
Balance Sheet - Governmental Funds
Unaudited
Modified Cash Basis
12/31/2021

	GENERAL FUND	SPECIAL FUNDS COMBINED	CAPITAL FUND	TOTAL FUNDS
ASSETS				
Cash and Cash Equivalents	\$ 12,819,103		\$ -	\$ 12,819,103
Cash and Cash Equivalents, Restricted	-	6,356,303	5,783,223	12,139,526
Accounts Receivable	164,709	-	-	164,709
Prepaid Item	-	-	-	-
TOTAL ASSETS	12,983,812	6,356,303	5,783,223	25,123,337
LIABILITIES				
Accounts Payable and Accrued Liabilities	77,612	37,786	-	115,398
Municipal Court Fines and Assessments Payable	-	-	-	-
Unearned Revenue	11,710	-	-	11,710
TOTAL LIABILITIES	89,322	37,786	-	127,108
DEFERRED INFLOWS OF RESOURCES				
Unavailable Revenue	135,663	-	-	135,663
TOTAL DEFERRED INFLOWS OF RESOURCES	135,663	-	-	135,663
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	224,985	37,786	-	262,771
FUND BALANCES				
Restricted:				
Tourism Related Expenditures & Capital Improvements	-	6,055,409	5,783,223	11,838,631
Victims' Assistance	-	22,765	-	22,765
Unrestricted	12,758,827	240,343	-	12,999,170
TOTAL FUND BALANCES	12,758,827	6,318,517	5,783,223	24,860,566
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	\$ 12,983,812	\$ 6,356,303	\$ 5,783,223	\$ 25,123,337

Town of Kiawah Island
Budget to Actuals
For the Six Months Ended 12/31/2021
Modified Cash Basis /Unaudited

	Quarter			Fiscal YTD			
	ACTUALS	BUDGET	VARIANCE	ACTUALS	BUDGET	VARIANCE	% VARIANCE
Revenue:							
Building Permits	\$ 432,010	\$ 225,000	\$ 207,010	\$ 824,233	\$ 450,000	\$ 374,233	83%
Building Permits-Special Projects	-	-	-	305,197	100,000	205,197	205%
Business Licenses	107,430	100,000	7,430	302,573	300,000	2,573	1%
STR Application Fees	8,853	10,000	(1,147)	26,253	25,000	1,253	5%
Franchisee Fees	120,631	100,000	20,631	270,631	250,000	20,631	8%
Local Option Tax	328,808	149,363	179,445	422,169	298,726	123,443	41%
State ATAX	747,651	404,376	343,275	1,187,994	808,752	379,242	47%
Local ATAX	442,414	246,598	195,816	710,588	493,196	217,392	44%
County ATAX	270,794	200,000	70,794	270,794	200,000	70,794	35%
Hospitality Tax	229,138	144,221	84,917	406,344	288,442	117,902	41%
Environmental Services	55,553	50,000	5,553	611,436	600,000	11,436	2%
Intere	5,406	8,500	(3,094)	10,198	17,000	(6,802)	-40%
Other	29,010	25,000	4,010	50,538	50,000	538	1%
Non-Budgeted (ARP Funding)	440,343	-	440,343	440,343	-	440,343	100%
Total Revenue	3,218,041	1,663,058	1,554,983	5,839,291	3,881,117	1,958,174	50%
Expenses:							
Salaries/Regular Employees	406,363	346,749	(59,614)	756,241	693,497	(62,744)	-9%
Overtime	12	1,050	1,038	57	2,100	2,043	97%
Benefits	112,512	109,746	(2,766)	194,609	219,493	24,884	11%
Payroll Tax	44,938	32,766	(12,172)	70,557	65,532	(5,025)	-8%
Employee Subtotal	563,825	490,311	(73,514)	1,021,464	980,621	(40,843)	-4%
Public Safety/Payroll and Related/ Off Duty Deputies	70,543	109,908	39,365	139,783	219,816	80,033	36%
Public Safety/CCSO Contract	88,065	89,156	1,091	88,065	100,000	11,935	12%
STR Code Enforcement	96,193	72,145	(24,048)	144,290	144,290	-	0%
Utilities & Supplies	22,881	62,725	39,844	74,480	100,000	25,520	26%
Advertising	814	3,500	2,686	1,888	3,500	1,612	46%
Communications	19,347	17,080	(2,267)	37,801	34,160	(3,641)	-11%
Waste Management	295,978	263,250	(32,728)	470,592	500,000	29,408	6%
Insurance	5,261	-	(5,261)	154,799	150,824	(3,975)	-3%
Professional Services	53,610	35,250	(18,360)	91,196	85,500	(5,696)	-7%
Consultants	30,276	32,750	2,474	78,074	90,000	11,926	13%
Maintenance	126,775	117,950	(8,825)	292,684	275,900	(16,784)	-6%
Travel	8,698	13,500	4,802	15,539	27,000	11,461	42%
Rentals	10,318	11,250	932	20,403	22,500	2,097	9%
Tourism & Recreations	620,207	600,000	(20,207)	778,689	829,979	51,290	6%
Contributions	-	-	-	-	-	-	0%
Other	48,379	62,646	14,267	134,808	165,292	30,484	18%
Non-Budgeted (MUSC)	200,000	-	(200,000)	200,000	-	(200,000)	100%
Capital Outlay:							
Building	30,000	30,000	-	30,000	30,000	-	0%
Infrastructure	-	-	-	-	-	-	NA
Vehicles	-	-	-	-	-	-	NA
Other	48,716	40,000	(8,716)	48,716	40,000	(8,716)	-22%
Total Expenses	2,339,886	2,051,420	(288,466)	3,823,271	3,799,381	(23,890)	-1%
Net Changes in Fund Balance	878,155	(388,362)	1,266,517	2,016,020	81,736	1,934,284	2367%