



TOWN OF *Kiawah Island*®

Mayor

Craig E. Weaver

Council Members

Maryanne Connelly

Daniel Prickett

Klaus Said

Chris Widuch

Town Administrator

Stephanie Monroe Tillerson

TOWN OF KIAWAH ISLAND TOWN COUNCIL MEETING

Via Live Streaming
July 7, 2020; 2:00 PM

AGENDA

- I. **Call to Order:**
- II. **Approval of Minutes:**
 - A. Minutes of the Special Call Town Council Meeting of June 1, 2020 [Tab 1]
 - B. Minutes of the Town Council Meeting of June 2, 2020 [Tab 2]
 - C. Minutes of the Special Call Town Council Meeting of June 9, 2020 [Tab 3]
 - D. Minutes of the Special Call Town Council Meeting of June 15, 2020 [Tab 4]
- III. **Mayor's Update:**
- IV. **Presentations:**
 - A. Status update on the Groundwater Table and Marsh Vulnerability Studies by Lee Bundrick, Kiawah Conservancy [Tab 5]
- V. **Old Business:**
 - A. Status update on the OCRM 2016-2018 lines by Jim Jordan, Town Biologist
 - B. Bobcat/Rodenticide Update by Jim Jordan, Town Biologist
 - C. Sea Level Rise "Resiliency/Adaptive Management" Plan Discussion
- VI. **New Business:**
 - A. To Consider Approval of the Contract for Janitorial Services [Tab 6]
 - B. To Consider Approval of the Proposed Changes to the Finance Department Accounting Policies and Procedures [Tab 7]
 - C. To Consider Approval of Proposed Changes to the Short-Term Rental Ordinance [Tab 8]
- VII. **Town Administrator's Report:**
- VIII. **Council Member:**
 - a. Committee Updates
 - b. General Comments
- IX. **Adjournment:**



Tab | **1**

TOWN COUNCIL

Agenda Item

Town of Kiawah Island
TOWN COUNCIL MEETING
Via Teleconference
June 1, 2020; 4:30 PM

Special Call Meeting

MINUTES

I. Call to Order: Mayor Weaver called the meeting to order at 4:38 pm.

Present at the meeting: Craig Weaver, Mayor
Chris Widuch, Mayor Pro Tem
Dan Prickett, Councilmember
Klaus Said, Councilmember

Absent: Maryanne Connelly, Councilmember

Also Present: Stephanie Tillerson, Town Administrator
Joe Wilson, Town Attorney
Stephanie Braswell Edgerton, Town Communications Manager
Petra Reynolds, Town Clerk

II. New Business:

A. To Consider Adopting the Charleston County State of Emergency Declaration

Mayor Weaver stated he would be recommending and asking for Council feedback on putting in place a curfew from 9:00 pm on June 1, ending at 6:00 am on June 2. He explained that in response to the recent events, Charleston County had issued curfews for the past two evenings, which included Kiawah, as part of the County. In anticipation of a curfew for the evening of Monday, June 1, 2020, Mayor Weaver discussed with Jenny Honeycutt, Kiawah's County Council Representative, the need for the Town to be included in this curfew. With the absence of significant public safety issues, he conveyed his preference for Kiawah not to be included or be given additional latitude on the curfew hours.

Mayor Weaver indicated that at a Charleston County Council meeting earlier today County Council voted to establish a curfew for the unincorporated area from 6:00 pm on June 1, ending at 6:00 am on June 2. The City of Charleston, North Charleston, and Mt. Pleasant have issued the same curfew, leaving other municipalities with the option of issuing a curfew. He reviewed options taken by other local municipalities noting that Seabrook Island did (or do?) not intend to put a curfew place.

Mayor Weaver indicated that it was his intention for Kiawah not to have a curfew. Still, after speaking to Freshfields, who have a peaceful protest going on, they are very supportive of a curfew being put in place but beginning at 9:00 pm. The later curfew would allow businesses in Freshfields to serve their patrons, and after closure, would be covered and protected by the curfew. Mayor Weaver pointed out that most of the other island restaurant operations close by 9:00 pm with the proposed curfew having a minimal impact on businesses and residents. He suggested imposing the 9:00 pm curfew making sure to communicate that outside of Kiawah the 6:00 pm is in place.

Councilmembers discussed curfew expectations and areas encompassed, communication to residents, and a continued deputy presence at Freshfields from 6:00 pm to 9:00 pm. Councilmembers agreed to adopt the Charleston County State of Emergency Declaration and the implementation of a curfew from 9:00 pm on June 1, 2020, ending at 6:00 am on June 2, 2020.

III. Adjournment:

Mayor Weaver adjourned to meeting at 5:02 pm.

Submitted by,

Petra S. Reynolds, Town Clerk

Approved by,

Craig E. Weaver, Mayor

Date

DRAFT



Tab | 2

TOWN COUNCIL

Agenda Item

Town of Kiawah Island
TOWN COUNCIL MEETING
Municipal Center Council Chambers
June 2, 2020; 2:00 PM

MINUTES

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

Present at the meeting: Craig Weaver, Mayor
Chris Widuch, Mayor Pro Tem
Maryanne Connelly, Councilmember
Dan Prickett, Councilmember
Klaus Said, Councilmember

Also Present: Stephanie Tillerson, Town Administrator
Joe Wilson, Town Attorney
Stephanie Braswell Edgerton, Town Communications Manager
Jim Jordan, Town Biologist
Petra Reynolds, Town Clerk

II. Approval of Minutes:

A. Minutes of the Town Council Meeting of May 5, 2020

Mayor Pro Tem Widuch made a motion to approve the minutes of the May 5, 2020, Town Council Meeting. The motion was seconded by Councilmember Said, and the minutes were unanimously approved.

B. Minutes of the Special Call Town Council Meeting of May 14, 2020

Mayor Pro Tem Widuch made a motion to approve the minutes of the May 14, 2020, Town Council Meeting. The motion was seconded by Councilmember Connelly, and the minutes were unanimously approved.

III. Mayor's Update:

Mayor Weaver stated while everyone is glad to see businesses come back, it needs to be recognized that the health crisis is not over, evident from recent South Carolina statistics for showing a rise in new cases and deaths. For many residents and property owners, the focus has not changed from preventing exposure at all costs by continuing to follow the recommended practices of social distancing and appropriate personal hygiene.

While returning to more normal activity, the responsibility for managing exposure, through what could be the rest of the summer, has returned to each individual. The Town, as part of its Emergency Ordinance, still has in place several orders concerning occupancy limits and requirements in retail establishments along with limitations on the size of group gatherings. With the Ordinance expiration nearing, Mayor Weaver indicated that he would defer asking Council to decide on extending any orders until it is clear what actions the governor takes on rescinding his previous orders.

Mayor Weaver reported on COVID-19 antibody testing, performed by MUSC (Medical University of South Carolina) over three days. The testing program was well-received, and it is anticipated that 1,441 individuals participated with the following estimated results;

- Kiawah full-time residents - approximately 1000 tests performed – 0.8% positive
- Non-resident - approximately 440 tests performed – between 2.5% and 3.0% positive

Mayor Weaver indicated that some residents might have suspected that they were exposed or suffered a mild case, but never sought testing. This testing provided every participant with a greater degree of certainty about whether they had been exposed. It also provided the information that Kiawah, as a community, carries little or no immunity and is still largely susceptible to the future spread of the virus. Follow-up testing will depend on if there are new outbreaks or continuing concerns of another wave in the fall.

On behalf of Town Council, Mayor Weaver expressed distress with the events that have taken place in Minneapolis and are equally disturbed with what occurred in the aftermath around the country and in Charleston. Each member supports peaceful protests, agreed they are important and should occur, but are alarmed at what has precipitated from the protests over the past three nights.

IV. Old Business:

- A. To Consider Approval of **Ordinance 2020-04** - An Ordinance to Amend the Municipal Code of the Town of Kiawah Island, South Carolina, Article 15 - General Offenses, CHAPTER 3 – Offenses Against Public Safety, Sec. 15-306. - Prohibited Noise – **Second Reading**

Councilmember Connelly made a motion to approve the second reading of Ordinance 2020-04 - to amend the Municipal Code of the Town of Kiawah Island, South Carolina, Article 15 - General Offenses, Chapter 3 – Offenses Against Public Safety, Sec. 15-306. - Prohibited Noise. The motion was seconded by Mayor Pro Tem Widuch.

Mayor Weaver stated that the approval of the second reading of Ordinance 2020-04 at last month's Town Council meeting was deferred. There were concerns that there had not been enough communication to residents and property owners surrounding the language change and the addition of a decibel level impacting the hours of 7 pm to 7 am. He explained that the change was brought about to deal with a very specific issue, not to rewrite or create a new ordinance. The few comments that were received were not directly related to the specific change being made.

Following further discussion, the motion was unanimously passed.

V. New Business:

- A. To Consider Approval of **Ordinance 2020-05** – An Ordinance to Adopt the Fiscal Year 2020-2021 Budget for the Town of Kiawah Island, South Carolina (7/1/20 through 6/30/21) - **Public Hearing and First Reading**

Mayor Weaver indicated **Ordinance 2020-05** was discussed and recommended for approval by the Ways and Means Committee.

Ms. Szubert gave a brief review of the FY 20-21 budget, stating that there were changes from the budget presented at the Ways and Means Committee meeting, noting that providing a balanced budget was challenging because of the many assumptions.

Ms. Szubert began by stating that revenues had been budgeted about 7% less than the current year based on the assumption that next year the first-quarter revenues are 50% of what was received last year, the second quarter 75% and the third and fourth quarter are at 100%. The projection for the past year's fourth quarter is at 10% of what was budgeted. She highlighted individual revenue sources, pointing out the decreases and assumptions for the reductions. In the expenditures, she noted a 22% decrease from the previous year with line items showing no enhancements, most projects put on hold, and no capital expenditures other than the Parkway landscaping.

Discussion included indicators of the revenues for the upcoming quarters, presentation of revenues monthly, status, and options on potential garage repairs. Mayor Weaver pointed out that the Town imposes no property taxes; therefore has no stable revenue source. The strong economic environment in past years has produced significant revenues. Still, the Town's revenue stream is very much tied to the economic and business activity which generate accommodation taxes, building permit and licensing fees. He noted that this year's budget for revenues is about \$2.4 million less than budgeted in the last year.

Mayor Weaver opened the Public Hearing for any comments on the approval of Ordinance 2020-05, the FY 20-21 Budget.

In the current meeting arrangement, there is not an opportunity for individuals to call-in questions or comments on the budget. Still, people were encouraged to write prior to the meeting. With no public comments, Mayor Weaver closed the Public Hearing.

Mayor Pro Tem Widuch made a motion to approve the first reading of Ordinance 2020-05 – An Ordinance to Adopt the Fiscal Year 2020-2021 Budget for the Town of Kiawah Island, South Carolina (7/1/20 through 6/30/21). The motion was seconded by Councilmember Said.

Following further comments, the motion was unanimously passed.

B. To Consider Approval of the Contract Renewal with All South Consulting Engineers

Mayor Weaver stated the Contract Renewal with All South Consulting Engineers was discussed and recommended for approval by the Ways and Means Committee. He indicated the contract provides for the post-hurricane emergency debris monitoring and management.

Mayor Pro Tem Widuch made a motion to approve the Contract Renewal with All South Consulting Engineers. The motion was seconded by Councilmember Said and was unanimously passed.

C. To Consider Approval of the FY 2020-2021 State ATAX Funding Amounts

Mayor Weaver stated The State Accommodations Tax Committee (SATAX) met on May 21. Chaired by Mayor Pro Tem Widuch, the SATAX Committee reviewed the submitted applications and recommended funding allocation amounts to the Ways and Means Committee.

Mayor Pro Tem Widuch made a motion to approve the recommended FY 2020-2021 State ATAX funding amounts. The motion was seconded by Councilmember Prickett.

Town of Kiawah Island SATAX Funding Recommendations FY 2020-2021								
Category #	Project	Applicant Sponsor	2018/2019 Funded Amount	2019/2020 Funded Amount	2020/2021 Application Request	SATAX Committee Funding Recommendation	Ways & Means Funding Recommendation	Percentage Funding Recommendation
2	Events Promotion	Freshfields Village	\$ 15,000	\$ 15,000	\$ 20,000	11,357	11,357	25%
1	Marketing & Advertising Promoting Tourism	Freshfields Village	\$ 35,000	\$ 33,000	\$ 55,000	32,071	32,071	45%
1	Public Access Events	Kiawah Island Golf Resort	\$ 435,000	\$ 435,000	\$ 435,000	332,143	332,143	45%
6	2021 PGA Championship	Professional Golfer's Association of America	\$ 120,000	\$ 120,000	\$ 120,000	120,000	120,000	16%
4	Beach Patrol	Town of Kiawah Island	\$ 100,000	\$ 100,000	\$ 50,000	48,429	48,429	7%
4	Charleston County Sheriff Deputies	Town of Kiawah Island	\$ 385,000	\$ 382,000	\$ 191,000	186,000	186,000	25%
	Cars of Kiawah	Kiawah Island Motoring Retreat	\$ 10,000	\$ 15,000	\$ -	-	-	-
	Totals for Year Ending		\$ 1,100,000	\$ 1,100,000	\$ 871,000	730,000	730,000	100%
Total Available for Funding			\$ 860,000	\$ 730,000	\$ 730,000	730,000	\$ -	-
Anticipated 2019/2020 Reduction in Funding Amount for the Kiawah Island Golf Resort				\$ (107,000)				
Total in excess of Funding			\$ (133,000)	\$ (141,000)	\$ -	\$ -	\$ -	-

Mayor Pro Tem Widuch explained that the presented allocation recommendations included a dollar figure along with a percentage distribution, which would authorize the distribution of SATAX funds up to the dollar figure consistent with a percentage of the SATAX funds collected by the Town. He

explained that during the FY 2020 funding year, the dollar amount budgeted and allocated was greater than the total amount of SATAX revenues generated on the island and received by the Town. He recommended the development, approval, and implementation of a policy incorporating a percentage allocation is considered at a future meeting as a control mechanism going forward.

Mayor Pro Tem Widuch amended his motion to include the approval of the percentage funding recommendations up to the recommended FY 2020-2021 State ATAX dollar figure funding amounts with any excess fund to be used in the following fiscal year. The motion was seconded by Councilmember Connelly and was unanimously passed.

D. To Consider Approval of the of the Kiawah Island Parkway Landscape Project

Mayor Weaver stated the Parkway landscape project was reviewed by the Ways and Means Committee, who recommended to award the project contract to Artiques with an amount not to exceed \$500,000.00. After discussing the project, which was broken down into four segments, the committee asked staff to define better the spending recommendation and priority provided for each segment.

Mr. Jordan presented the landscaping pricing scenarios for each of the four areas, including pricing of the full project as bid, pricing of the staff recommendation to the Ways and Means Committee, revised pricing based on committee discussion, and the pricing of the staff recommendation to Town Council.

Pricing Scenarios	Area 1	Area 2	Area 3	Area 4	Total
Full Project	\$140,545.25	\$281,209.85	\$96,753.25	\$98,252.35	\$616,760.70
Staff Recommendation to Ways and Means 5/26	\$30,000.00	\$281,209.85	\$87,033.25	\$98,252.35	\$496,495.45
Ways and Means Recommendation to Town Council w. only required trees, sod and irrigation in Area 2	\$30,000.00	\$222,000.00	\$87,033.25	\$98,252.35	\$437,285.60
Staff Recommendation to Town Council	\$30,000.00	\$263,209.85	\$87,033.25	\$98,252.35	\$478,495.45

Mr. Jordan stated;

- The staff recommendation to the Ways and Means Committee was to complete the work in all areas with a reduction of the work done in Area One to landscaping of the four islands and trimming of vegetation in the round-about along with the removal of the Plantation Mix Pathway in Area Three, for a project cost of \$496,495.45.
- Following discussion, the Ways and Means Committee requested that staff price Area Two with only the landscaping required to restore damage from the repaving project, only sod, trees, and irrigation, reducing the project cost to \$437,285.60. He noted that the additional request to remove the cost of the plantings on private properties is approximately \$18,000.00
- The staff recommendation to Town Council is to complete the project in Areas One, Three, and Four as recommended to the Ways and Means Committee. Mr. Jordan indicated that with the cost of replacing only the sod, trees, and irrigation, and the loos?? [not sure] of projected savings, it was his recommendation to complete Area Two as designed with the reduction of the plantings on private properties, for a total project cost of \$478,495.45.

Councilmembers engaged in conversation of the project areas discussing the specifics of what work would be included.

Mayor Pro Tem Widuch made a motion to award the bid for the Kiawah Island Parkway Landscape Project to Artiques Landscape & Maintenance with a not to exceed amount of \$500,000.00. The motion was seconded by Councilmember Prickett and was unanimously passed.

Mayor Pro Tem Widuch made a motion to approve the staff recommendation to Town Council for the Kiawah Island Parkway Landscape design in Area One (1) for an amount up to \$30,000.00. The motion was seconded by Councilmember Said and was unanimously passed.

Councilmember Prickett made a motion to approve the staff recommendation to Town Council for the Kiawah Island Parkway Landscape design in Area Two (2) for an amount up to \$263,209.85. The motion was seconded by Councilmember Connelly.

Mayor Pro Tem Widuch expressed his opposition to the expenditure of the \$263,209.85 in Area Two but did agree with the expenditure of the \$222,000.00.

Mr. Jordan clarified that included in the \$222,000.00 was the installation of sod, repair of the irrigation system, and all the trees required for restoration to pre-construction conditions. The \$263,000.00 is to complete the work in Area Two as designed by Outdoor Spatial Design with the exclusion of the plantings on private properties.

Mayor Pro Tem Widuch stated that when considering the current budgetary issues and the potential problems developing, the \$41,000.00 in additional plantings could be added later if deemed necessary.

Councilmember Prickett spoke in support of the expenditure of the \$41,000.00 stating it would provide consistency with Areas Three and Four, and to install the restoration items and replace them at a later time may be more costly. Councilmember Connelly and Councilmember Said also supported the expenditure.

Mayor Weaver indicated he had supported Areas Three and Four specifically as priorities, with Area Two as one needing less work and minimal spending.

Mayor Weaver asked for a roll call vote to be taken on the motion to approve the staff recommendation to Town Council for the Kiawah Island Parkway Landscape design in Area Two (2) for an amount up to \$263,209.85

Mayor Pro Tem Widuch	voted “No”
Councilmember Connelly	voted “Yes”
Councilmember Prickett	voted “Yes”
Councilmember Said	voted “Yes”
Mayor Weaver	voted “No”

The motion was passed by a 3 to 2 vote.

Mayor Pro Tem Widuch made a motion to approve the staff recommendation to Town Council for the Kiawah Island Parkway Landscape design in Area Three (3) for an amount up to \$87,033.25. The motion was seconded by Councilmember Prickett and was unanimously passed.

Mayor Pro Tem Widuch made a motion to approve the staff recommendation to Town Council for the Kiawah Island Parkway Landscape design in Area Four (4) for an amount up to \$98,252.35. The motion was seconded by Councilmember Said and was unanimously passed.

VI. Town Administrator’s Report:

Mr. Gottshalk stated the completion of the Parkway Project had been delayed due to permitting issues as well as bad weather but was in the last phase with the construction of the turn lanes taking place at this time. He reported that two recent rain events exposed some vulnerability in the current storm drainage system evidenced by the standing water in the area of the future turn lane and bike path. An investigation of the cause revealed a series of reductions in the size of the drainage pipe, impeding the flow of the water, causing the backup. While a search for a new path for the water to travel, the

contractor and engineer uncovered an existing manhole buried for unknown years and not recorded on the original survey. Tying a new pipe to the manhole will provide for an additional exit and storage during larger rain events and will not completely alleviate standing water in the turn lane. He clarified the engineer has assured that the turn lane will continue to meet the DOT (Department of Transportation) standards and that the thru lane of travel along with the bike path will have no standing water in the heavier storm events. Mr. Gottshalk stated the engineer and contractor recommended the proposed repair as the quickest, most inexpensive option that will keep the timeline. He indicated the cost of the additional earthwork would be a project change order in an amount not to exceed \$5,000.00.

Councilmembers discussed the proposed repair option along with a repair solution that would completely alleviate any standing water. The repair solution would involve the relocation of existing underground utilities, the installation of a new pipe requiring cutting the road just repaved, along with approximately six months of extra time and a cost upwards of \$100,00.00.

VII. Council Member:

- a. Committee Updates
- b. General Comments

Councilmember Prickett reviewed the highlights of the 2020 Kiawah Arts & Cultural Events Council first quarter of events;



Councilmember Prickett stated that going forward, the Arts & Cultural Events Council will be faced with the challenges of a more limited budget in the upcoming year, along with restrictions against large gatherings that prevent live performances from being held. Arts & Cultural Events Council activities are well received by the Town and will hopefully come back as a more normal environment returns.

Councilmember Connelly gave an update on alligator safety. She stated that last year a Workgroup which included representatives from the Town, Community Association, and the Resort met to review alligator proposals and systems for alligator management on the island. The focus was on reviewing and evaluating awareness efforts, employee training, and training adequacy, along with intervention protocols in use to educate and inform residents and visitors about alligator safety.

Councilmember Connelly's report included areas of investigation and improvements made:

- **Signage:** Alerts visitors and residents
 - KICA - + 50 signs
 - Docks & Bridges – new signage ordered

- Leisure Trails – Design phase
- Andell Inn overlook
- River Course
- Small placards
- **Communications:** Increase Awareness
 - Visitor passes
 - Business licenses
 - Resort visitor guides
 - Town communications
 - Conservancy video
 - Rental package
 - Training video
- **Separating Alligators from People:** Avoiding Encounters
 - Leisure Trails
 - Fencing and vegetation –
 - Wooden fencing – 4 locations
- **Alligator Population Management:**
 - Alligator population of approximately 700 changes little from year to year with alligators self-regulate their population.
 - Nuisance alligators, those that exhibit aggressive behavior or have been domesticated by being fed, are removed immediately and disposed of.
 - A large alligator can be 50 – 60 years old, provide a sense of order among the population, balance the Eco-system, and impact countless other species. Removal could be more disruptive then realized.

Councilmember Connelly indicated that over 50 nuisance alligator calls were received over the past four weeks by the Town and the Community Association, resulting in 15 alligators being removed and euthanized.

Mayor Weaver stated that the recent event involving an alligator prompted a follow-up on the recommendation and reassessment of the need for additional actions to promote responsible behavior around alligators. He stated the most common questions he received from residents is on controlling the island's alligator population. Even though scientific information indicates that larger alligators do not inherently pose a higher risk, they are a constant concern to residents;

- Is it safe to have the very largest alligators in the ponds
- Should it be a policy that after certain size alligators are culled across the island or reduced in areas with a large public exposure
- If the alligator population should be reduced regardless of size across the island or in public areas.

Councilmember Connelly provided information from DNR (Department of Natural Resources), responsible for the state's American alligator activities, stating that they only provide two programs for harvesting alligators. One is a very short hunting season, providing 1000 tags per year. The second is a private lands alligator harvesting program for properties having a significant excess of alligators, providing only one tag per fifty acres. Kiawah would only receive seven to eight tags per year.

Councilmember Said asked Mr. Jordan if he was aware of any communities with policies that require the culling of alligators after they reached a certain size and asked his opinion on if any advantages of self-regulation would be eliminated.

Mr. Jordan stated that DNR was not aware of any community in the state with that policy but acknowledged there are communities in which efforts are made to keep specific lakes and ponds free of alligators. He gave a brief overview of alligator behavior, pointing out that with the way alligators move from place to place, the elimination of the larger alligators would be difficult. Councilmember Connelly added that alligators are territorial and cannot be relocated because they will make their way back to their original home.

Mr. Jordan explained the internal protocol for evaluating and determining if an alligator has become a nuisance, loses its fear of humans, and must be removed. He noted that the number of alligators removed directly correlates to the number of calls received. With the number of ponds and pond edges in a residential setting, there is no way to monitor all areas. Mr. Jordan stated that problem locations are checked annually, but he relies heavily on residents and others to report unusual alligator behavior to be investigated. In a typical year (March to October), there are twenty-five to thirty calls. In the past four weeks, fifty calls been received and investigated showing from their behavior that many of the alligators have been fed and lost their fear of humans.

Mayor Weaver added that with the large number of people and alligators on the island, along with resident concerns, continual monitoring of alligator issues is essential along with ensuring that policy is evaluated to consider the science as well as public safety.

Mr. Jordan, in answer to Councilmember Connelly's question, stated that there had been twenty alligator attacks in the state of South Carolina over the past fifty years. Three of the attacks were fatalities, all taking place in the past four years.

Mayor Weaver thanked Mr. Roger Warren and The Resort's West Beach Conference Center facility for graciously hosting the MUSC (Medical University of South Carolina) COVID testing. Mayor Pro Tem Widuch added that Mayor Weaver was the individual responsible for coordinating the testing.

Mayor Weaver also thanked all the members of the Town's CERT (Citizens' Emergency Response Team). They managed the entrance to the COVID testing by setting expectations and make sure that social distancing was followed.

VIII. Executive Session:

IX. Adjournment:

Councilmember Said motioned to adjourn the meeting at 3:33 pm. The motion was seconded by Councilmember Connelly and carried unanimously.

Submitted by,

Petra S. Reynolds, Town Clerk

Approved by,

Craig E. Weaver, Mayor

Date



Tab | 3

TOWN COUNCIL

Agenda Item

Town of Kiawah Island
TOWN COUNCIL MEETING
Municipal Center Council Chambers
June 9, 2020; 10:00 AM

Special Call Meeting

MINUTES

I. Call to Order: Mayor Weaver called the meeting to order at 10:00 am.

Present at the meeting: Craig Weaver, Mayor
Chris Widuch, Mayor Pro Tem
Maryanne Connelly, Councilmember
Dan Prickett, Councilmember
Klaus Said, Councilmember

Also Present: Stephanie Tillerson, Town Administrator
Joe Wilson, Town Attorney
Stephanie Braswell Edgerton, Town Communications Manager
Petra Reynolds, Town Clerk

II. New Business:

A. Ordinance 2020-05 – An Ordinance to Adopt the Fiscal Year 2020-2021 Budget for the Town of Kiawah Island, South Carolina (7/1/20 through 6/30/21) – **Second Reading**

Mayor Weaver stated the Town's Fiscal Year 20-21 Budget was discussed and recommended for approval by the Way and Means Committee followed by a Public Hearing and Town Council approval of the ordinance on its first reading at the June 2nd Council Meeting.

With the second reading of the ordinance, Mayor Weaver stressed that like many other communities whose budgets are impacted by the Coronavirus, pointed out that the Town's revenue stream is very much tied to the economic and business activity. Kiawah does not impose property taxes; therefore, revenues are predominantly derived from business licensing and permitting or from taxes generated through tourism. He stated the Town has benefited from a strong economic environment, which produced significant revenues over the past years. Still, as shown in the proposed budget, the Town is vulnerable when moving into an economic environment with a significant downside to economic and business activity.

Mayor Weaver highlighted several key numbers in the proposed budget;

- A projected 19.4% or \$2 million reduction in the revenues budgeted for FY19-20
- A FY 19-20 budget of a \$2.5 million surplus to a \$1.5 million deficit driven by the movement of the road project from FY 20-21 to FY19-20
- A 25% or \$2.63 million reduction in revenues incorporated in the proposed FY 20-21 Budget

Mayor Weaver stated that the proposed FY 20-21 Budget has relatively few reductions in spending. The movement from a financial environment with a surplus to one with no surplus has allowed for the funding of most activities but reflects a significantly different situation. He stated there is a great deal of uncertainty in future revenues with the proposed budget, including assumptions of a drop in business activities along with the impact of the Coronavirus on tourism. He noted that while early signs suggest the impact on tourism revenues could be less dire than first anticipated, there are any number of future events that can suspend tourism.

Councilmember Said made a motion to approve the second reading of Ordinance 2020-05 – An Ordinance to Adopt the Fiscal Year 2020-2021 Budget for the Town of Kiawah Island, South Carolina (7/1/20 through 6/30/21). The motion was seconded by Councilmember Connelly.

Councilmember Connelly questioned if money leftover in the existing Wildlife budget can be carried over to the next years' budget. Mayor Weaver indicated that monies do not carry over and spoke to the emails received by Council expressing concern with the reduction in funding for one of the Town's Wildlife projects.

Councilmember Connelly stated she felt funding of the dolphin strand feeding program was very important, and in the past three years, the project has communicated with and educated over 10,000 people. She noted that Kiawah is a unique sanctuary for sea turtles, bobcat, and dolphins and considers providing an educational program extremely important. She asked if an additional \$3,000.00 could be found in the budget to fund the program.

Council discussed the amount requested by Councilmember Connelly requiring clarification on the request. Ms. Tillerson stated the amount of the original request for the project was \$9,000.00 with Councilmember Connelly's requesting one-third of the funding. Ms. Tillerson indicated that in an email from Ms. Rust, the project director, to Mr. Jim Jordan that the project is currently funded until the end of this calendar year. Following the Town's fiscal year, Ms. Rust submitted a revised budget indicating funding of the project from January 1 to June 30 to be \$4,400.00.

Mayor Weaver stated that members could take the approach to make a recommendation to restore in the budget, funding for the project, along with identifying the offsetting reduction. The second approach is to agree to put the project funding request on the agenda for the November Town Council meeting and agree to reconsider the request after a review of the budget and revenue activity.

Councilmember Connelly made a motion that the Dolphin Strand Feeding funding request be placed on the agenda for the November Town Council meeting budget discussion. The motion was seconded by Councilmember Said.

Councilmember discussion included consideration of funding the project while looking ahead to a budget with a 20% reduction in revenues, the Town's commitment to the project, and the prospect that more budget adjustments could be made in November. The members agreed with the approach to putting the request on the November Town Council agenda, with some members taking issue with singling out a project for reconsideration based on public comment. It was suggested to consider a reevaluation of the entire budget as an item on the November agenda.

Mr. Scott Nelson, a Kiawah resident, stated that he has been involved with the dolphin program since its inception and pointed out in the budget, the program was cut in its entirety where others were cut partially. He asked that Council consider the proposal submitted as an effort to restore some funding to the program.

Following the discussion, the motion was passed by a 3 to 2 vote with Mayor Pro Tem Widuch and Councilmember Said voting "No."

Councilmember Said made a motion that a formal review of the budget is included as an item on the November Town Council agenda. The motion was seconded by Mayor Pro Tem Widuch and was unanimously passed.

Mayor Weaver gave a brief summary by stating that the budget approved was the original

recommendation by the Ways and Means Committee, approved by Town Council with a public hearing, two readings, and presented at this meeting. Council has also agreed that the November agenda will include an item to conduct a formal review of the budget looking at the specific line item for the funding for the Dolphin Strand Feeding Program.

Mayor Weaver thanked Mayor Pro Tem Widuch, Ms. Tillerson, Ms. Szubert, and staff involved in the hard work invested in the completion of a very challenging budget.

III. Adjournment:

Councilmember Said motioned to adjourn the meeting at 10:33 am. The motion was seconded by Councilmember Connelly and carried unanimously.

Submitted by,

Petra S. Reynolds, Town Clerk

Approved by,

Craig E. Weaver, Mayor

Date



Tab | 4

TOWN COUNCIL

Agenda Item

**TOWN OF KIAWAH ISLAND
TOWN COUNCIL MEETING
Municipal Center Council Chambers
June 15, 2020, 10:00 AM**

Special Call Meeting

Minutes

I. Call to Order: Mayor Weaver called the meeting to order at 10:00 am.

Present at the meeting: Craig Weaver, Mayor
Chris Widuch, Mayor Pro Tem
Maryanne Connelly, Councilmember
Dan Prickett, Councilmember

Absent: Klaus Said, Councilmember

Also Present: Stephanie Tillerson, Town Administrator
Joe Wilson, Town Attorney
Stephanie Braswell Edgerton, Town Communications Manager
Petra Reynolds, Town Clerk

II. New Business:

A. To Consider Approval of *Ordinance 2020-03* – An Emergency Ordinance of the Town Council of the Town of Kiawah Island Regarding Restrictions on Essential Businesses That Serve Prepared Food

Mayor Weaver began the discussion on the draft ordinance by stating that over the past months, the Town's Emergency Ordinances, for the most part, were requirements to either support or to build on what the Governor put in place. Any additional actions taken were considered important to Kiawah but still supported by or not inconsistent with anything the Governor ordered.

The Governor is now in the process of rescinding the thirty to thirty-five COVID related orders, including recently removing the capacity limitation restrictions on non-essential businesses (retail stores). These actions have confused local businesses and citizens who are now questioning what restrictions would still be in place for the holiday if the Town let the current ordinance elapse on July 5. It was decided that reconciling the Town's Emergency Ordinances with what has been rescinded will give better clarity.

Mayor Waver stated that Section One of the draft ordinance basically removes all restrictions put in place the 2020-01 and 2020-02 Ordinances unless they continue to be valid under a Governor's order. He noted that it would eliminate the restriction on groups exceeding ten unrelated people along with occupancy constraints for non-essential retail stores.

Mr. Wilson pointed out that the Governor's Executive Order 2020-21, Section 1(i) had not been rescinded, was still in effect, and mandated occupancy constraints, social distancing practices, and

sanitation requirements for essential business. He defined non-essential businesses as those that had to close and were allowed to reopen under voluntary guidelines. Essential businesses were defined as those that did not shut down like grocery stores, pharmacies, banks, and gas stations that are still subject to the mandatory restrictions.

Councilmembers engaged in an in-depth discussion of the grocery store in Freshfields as an area of great concern and, as an essential business, must comply with the occupancy constraints, social distancing practices, and sanitation requirements as ordered in the draft ordinance. Also was discussed was enforceability, voluntary compliance by essential businesses, and that the limited ability to use discretion when shopping for groceries on the island requires the Town to keep an extraordinary measure in place for public safety.

In the discussion of the elimination of the restriction on groups unrelated people in excess of 10, Mayor Weaver stated that the opening of restaurants and businesses in no way is limiting things to ten people, the restriction would be inconsistent, and unable to enforce. Councilmembers agreed with Mayor Weaver.

Mayor Weaver began a discussion of the requests that the Town considers putting in place an order mandating masks. He noted that while the effectiveness of masks is debated and does appear effective in reducing the contagion, the Governor has made it clear that he has no intent to require masks. Mayor Weaver indicated that a mask requirement was not included in the draft ordinance because it would not have emanated from a Governor's order, the Governor has explicitly told businesses to operate based on the guidelines for that business, and there has been no basis found for the Town to require masks.

Councilmember Connelly stated she felt wearing a mask is a personal responsibility noting that many stores require patrons to wear masks. Kiawah has been very fortunate because residents have taken personal responsibility and followed recommendations, but still reminders to stay vigilant with the influx of vacationers. She asked that Town messaging to the public continue to reinforce social distancing and sanitation practices.

Councilmember Prickett stated that like a lot of people, he thought by June or July, the virus would have been at the tail end, but clearly, it is nowhere near that. He stated that the ordinance presented makes great sense and encouraged the mayor to communicate the ordinance to the public and citizens, along with guidelines on wearing masks when appropriate.

Mayor Weaver stated the ordinance was somewhat confusing to some because of the wording "That Serve Prepared Food," which can be interpreted as meaning restaurants. He suggested that those words be removed from the title of motion.

Mayor Pro Tem Widuch made a motion to approve Ordinance 2020-03 – An Emergency Ordinance of the Town Council of the Town of Kiawah Island Regarding Restrictions on Essential Businesses. The motion was seconded by Councilmember Connelly.

Following an additional comment, the motion unanimously passed.

III. Adjournment:

Councilmember Prickett motioned to adjourn the meeting at 11:00 am. The motion was seconded by Councilmember Connelly and carried unanimously.

Submitted by,

Petra S. Reynolds, Town Clerk

Approved by,

Craig E. Weaver, Mayor

Date

DRAFT



Tab | 5

TOWN COUNCIL

Agenda Item



Environmental Research Projects Status Update

M. Lee Bundrick
Land Preservation Coordinator
Kiawah Conservancy

Kiawah Conservancy Research Projects

Town of Kiawah Island - FY 2019-2020

Groundwater Table Study

Begin investigating groundwater table depth and groundwater salinity on Kiawah Island and establish a long-term monitoring effort. Cooperative effort with Dr. Tim Callahan, Chair, College of Charleston's Geology Department.

Marsh Vulnerability Study

Investigate changes in marsh vegetated shoreline position over time, investigate natural features in the marsh, and catalog built infrastructure affecting marshlands. Cooperative effort with Dr. Norm Levine, Director, College of Charleston's Santee Cooper GIS and Lowcountry Hazards Lab.

Groundwater Table Study

Background



Groundwater Table Study

Objectives

- Understand groundwater elevation and fluctuation
- Investigate freshwater lens and indicate any saltwater intrusion
- Establish initial long-term water table monitoring effort
- Identify areas for stormwater runoff storage (recharge) and to reduce potential for subsurface salt water intrusion



Groundwater Table Study

Methods

- **Install water table monitoring wells** into ecologically important groundwater (0-15 feet below soil surface). Siting based on:
 - Soil conditions
 - Region
 - Elevation
- **Deploy monitoring equipment** to log data on salinity, temperature, and water elevation (pressure).





Soil auger

Soil Baler

Eijkelkamp Borer Casing
Apparatus

- Clamp
- Platform
- Casing
- Bore head





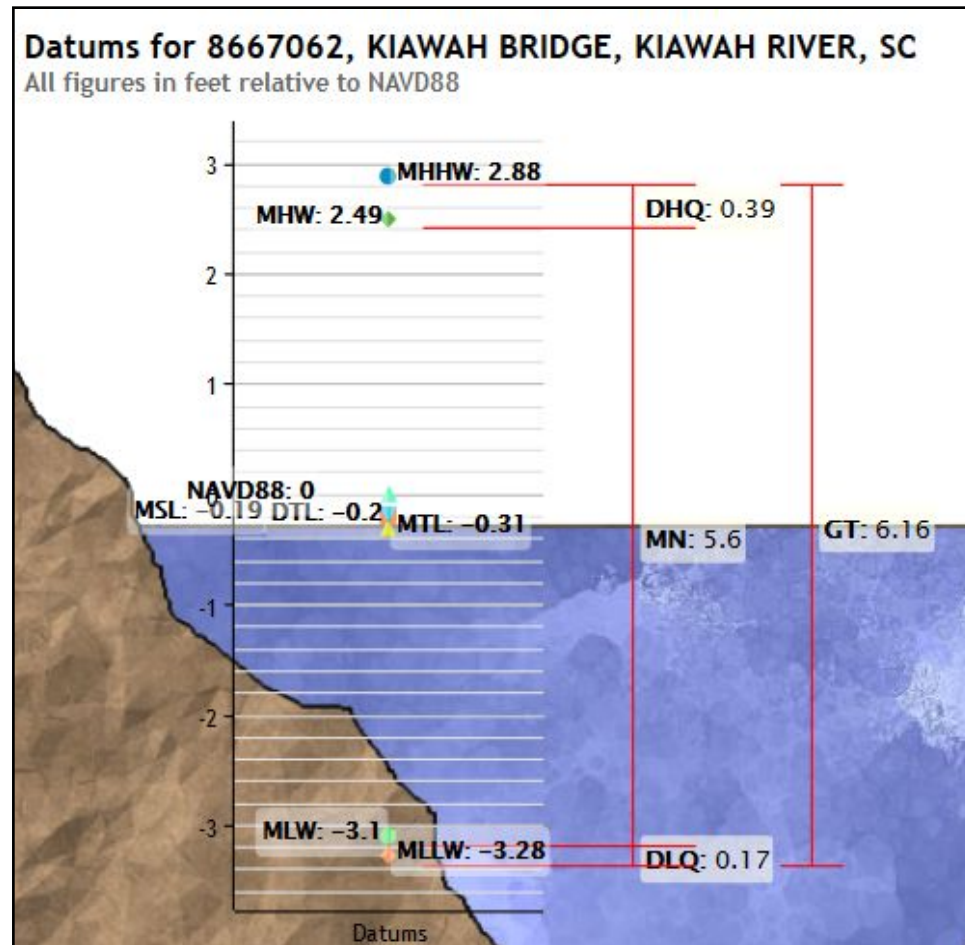
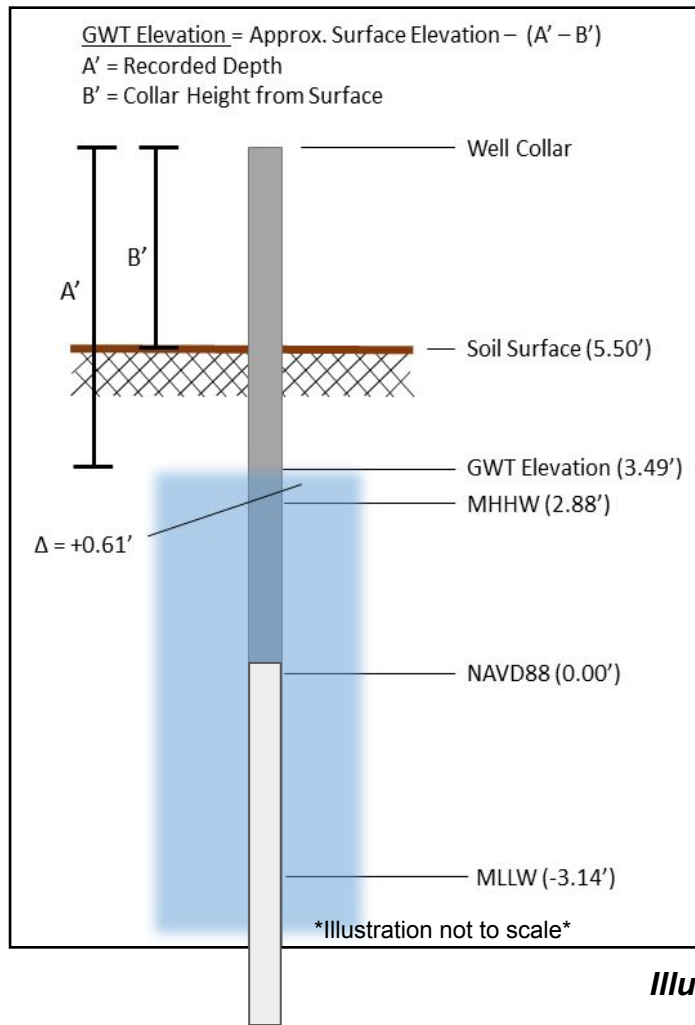
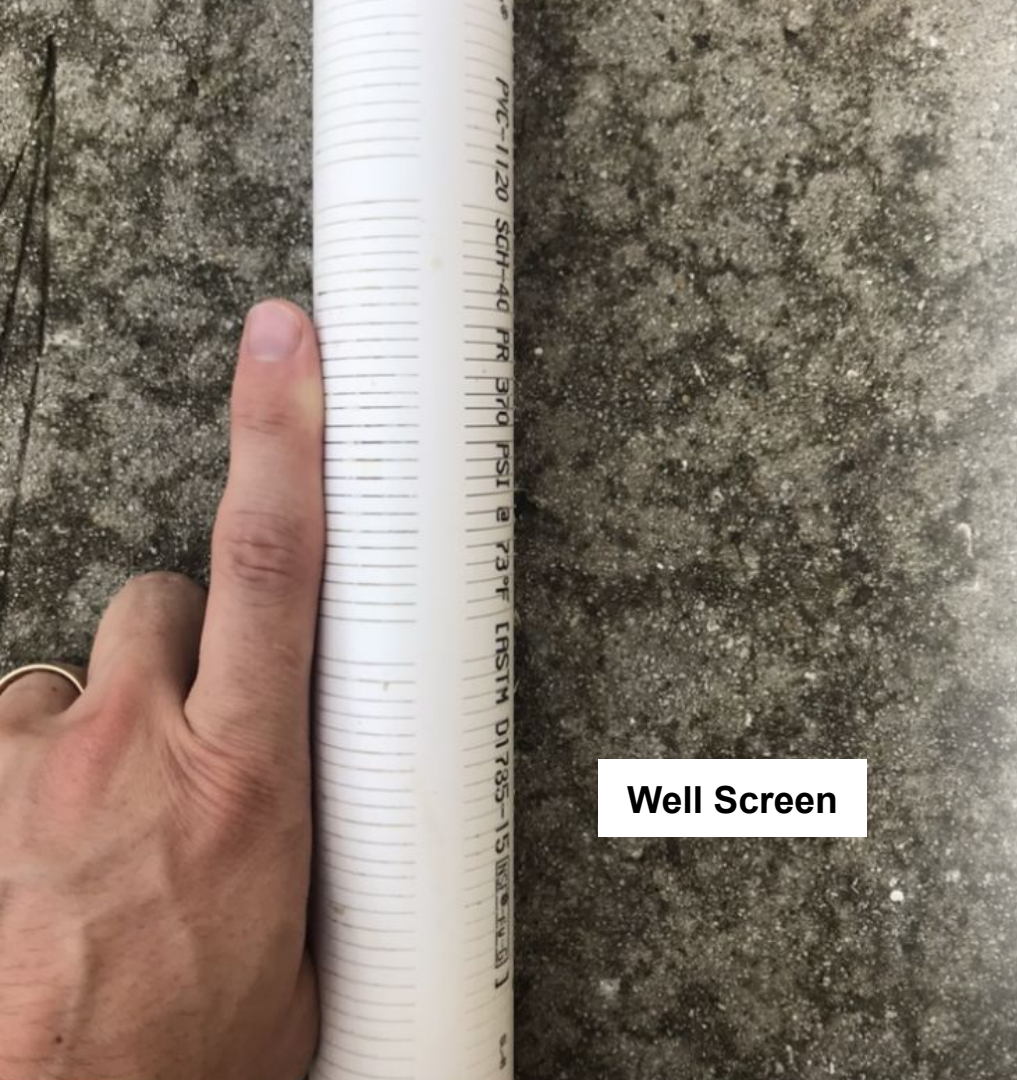


Illustration 2

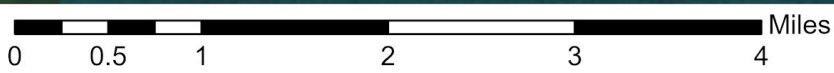
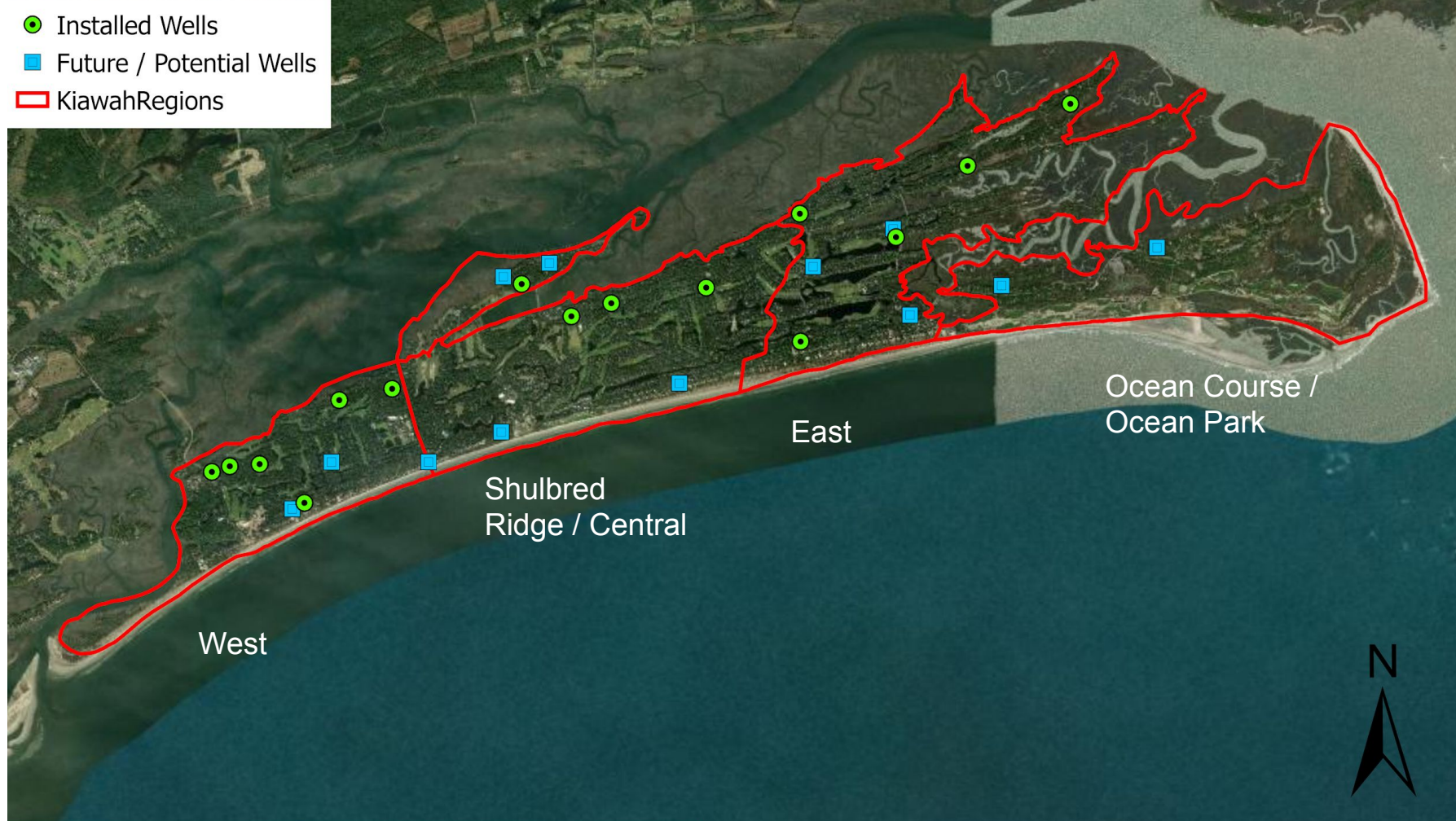


Well Screen



Monitoring Security

- Installed Wells
- Future / Potential Wells
- ▭ KiawahRegions



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community





**Solinst Levellogger
Edge 3001 LTC and
WLT models**

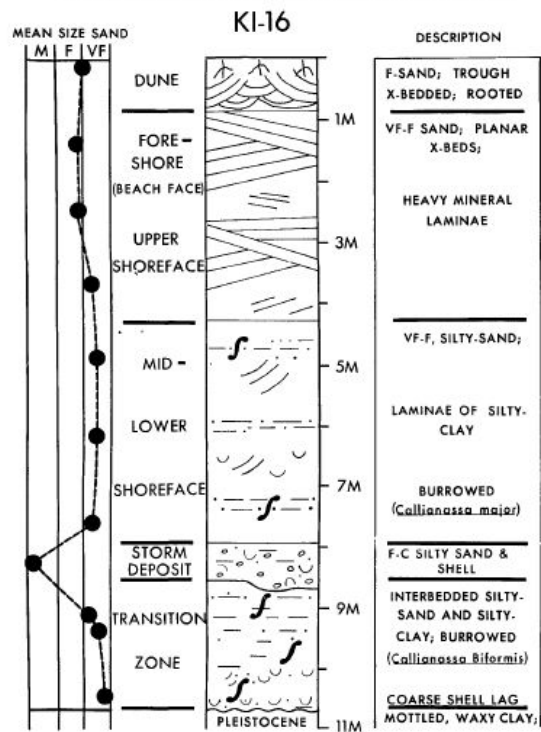


Solinst 107 TLC

Groundwater Table Study

Preliminary Results

PROGRADING BARRIER SEQUENCE



From Moslow (1980)

Figure 39. Vertical sequence of sediments from core hole KI-16. A description of primary sedimentary structures and textures for each Holocene barrier unit is given in the right hand column. Mean grain size is shown on the left. An overall coarsening upward trend in grain size and an upward increase in preserved physical sedimentary structures are present in the core.



Well	Date	Elev(m)	Elev(ft)	Screen	GWT	SurfDepth	GWTele	GWTdepth	Cond	Temp	SpecCond	Rt	SalPSU
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	0	1263	19.9	1406	0.02942	0.76
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	1	1272	19.9	1416	0.02963	0.76
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	2	1279	19.8	1427	0.02992	0.77
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	3	1291	19.4	1454	0.03073	0.79
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	4	1304	18.8	1489	0.03188	0.82
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	5	1375	18.8	1570	0.03361	0.87
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	6	1481	18.6	1698	0.03653	0.95
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	7	1547	18.5	1778	0.03833	1.00
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	8	1560	18.5	1793	0.03865	1.01
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	9	1573	18.5	1808	0.03897	1.01
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	10	1608	18.5	1848	0.03984	1.04
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	11	1655	18.5	1902	0.04100	1.07
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	12	1778	18.6	2039	0.04385	1.15
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	13	2069	18.7	2367	0.05080	1.34

Well	Date	Elev(m)	Elev(ft)	Screen	GWT	SurfDepth	GWTele	GWTdepth	Cond	Temp	SpecCond	Rt	SalPSU
12GW	8-May	1.76	5.8	1.8	3.8	-2	3.8	0	4958	20.2	5485	0.11398	3.18
12GW	8-May	1.76	5.8	1.8	3.8	-2	3.8	1	5000	20	5556	0.11595	3.24
12GW	8-May	1.76	5.8	1.8	3.8	-2	3.8	2	5104	19.9	5684	0.11888	3.33
12GW	8-May	1.76	5.8	1.8	3.8	-2	3.8	3	5173	19.5	5812	0.12261	3.44
12GW	8-May	1.76	5.8	1.8	3.8	-2	3.8	4	5223	19.3	5895	0.12489	3.51
12GW	8-May	1.76	5.8	1.8	3.8	-2	3.8	5	5282	19.1	5989	0.12741	3.59
12GW	8-May	1.76	5.8	1.8	3.8	-2	3.8	6	5611	19	6376	0.13595	3.85
12GW	8-May	1.76	5.8	1.8	3.8	-2	3.8	7	6655	19	7563	0.16125	4.63
12GW	8-May	1.76	5.8	1.8	3.8	-2	3.8	8	6135	19	6972	0.14865	4.24

Table 3a & Table 3c

Water table elevation above sea level (feet)

Location	April 16	May 6	May 8	May 14	May 19
133 Conifer Lane	4.6	4.3	4.3	3.9	3.5
579 Oyster Rake	5.1	4.7	4.6	4.2	4.0
6 Eugenia	-	5.2	4.8	4.7	5.5
10 Kiawah Island Parkway	4.5*	4.6	4.6	4.1	3.9
25 Arrowhead Hall	2.8	3.1	3.0	2.7	2.7
168 Bluebill Court	4.5	4.1	3.4	3.2	2.7
77 New Settlement	3.6	4.2	4.0	3.7	3.3
765 Curlew Court	3.3	2.5	2.4	2.0	1.8
74 Blue Heron Pond	4.8	2.5	2.5	2.4	1.8
12 Grey Widgeon	3.7	3.9	3.8	3.5	3.5
107 Marsh Elder	4.0	3.6	3.6	3.3	-
Osprey Point Nature Area	-	2.9	2.8	2.7	2.4

Table 4. Groundwater table elevation (GWTele_v) by location and date. Elevation of the well site is height above NAVD88 datum, as determined through the 2017 SCDNR DEM in meters.

Groundwater Table Study

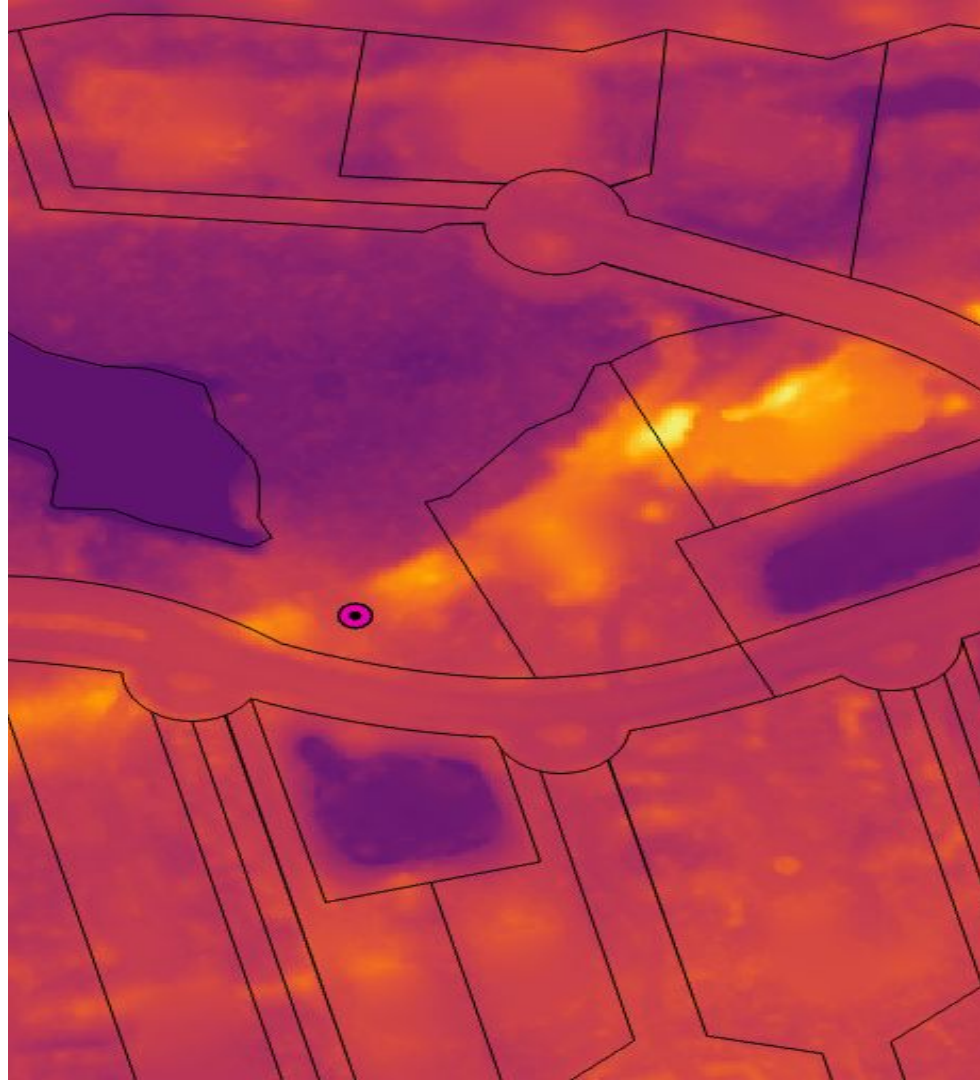
Next Steps

Deploy levelloggers and well security equipment (*equipment acquired in mid-June*)

Begin creating map layers depicting seasonal groundwater table

Complete last set of wells (*materials acquired in June*)

Investigate hydrological cycle and environmental water budgets



Marsh Vulnerability Study

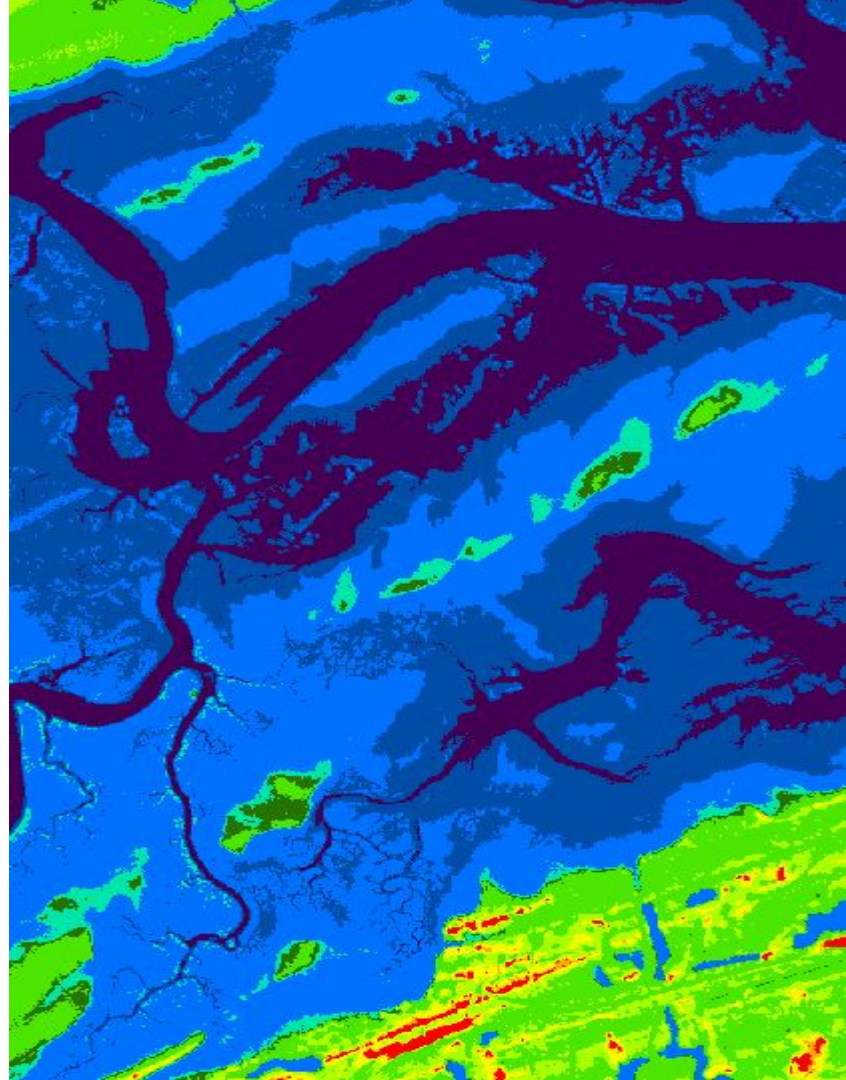
Background



Marsh Vulnerability

Objectives

- *Map changes in marsh vegetated shoreline position over time*
- *Catalog built infrastructure affecting marshlands*
- *Investigate natural features and land cover changes in the marsh*

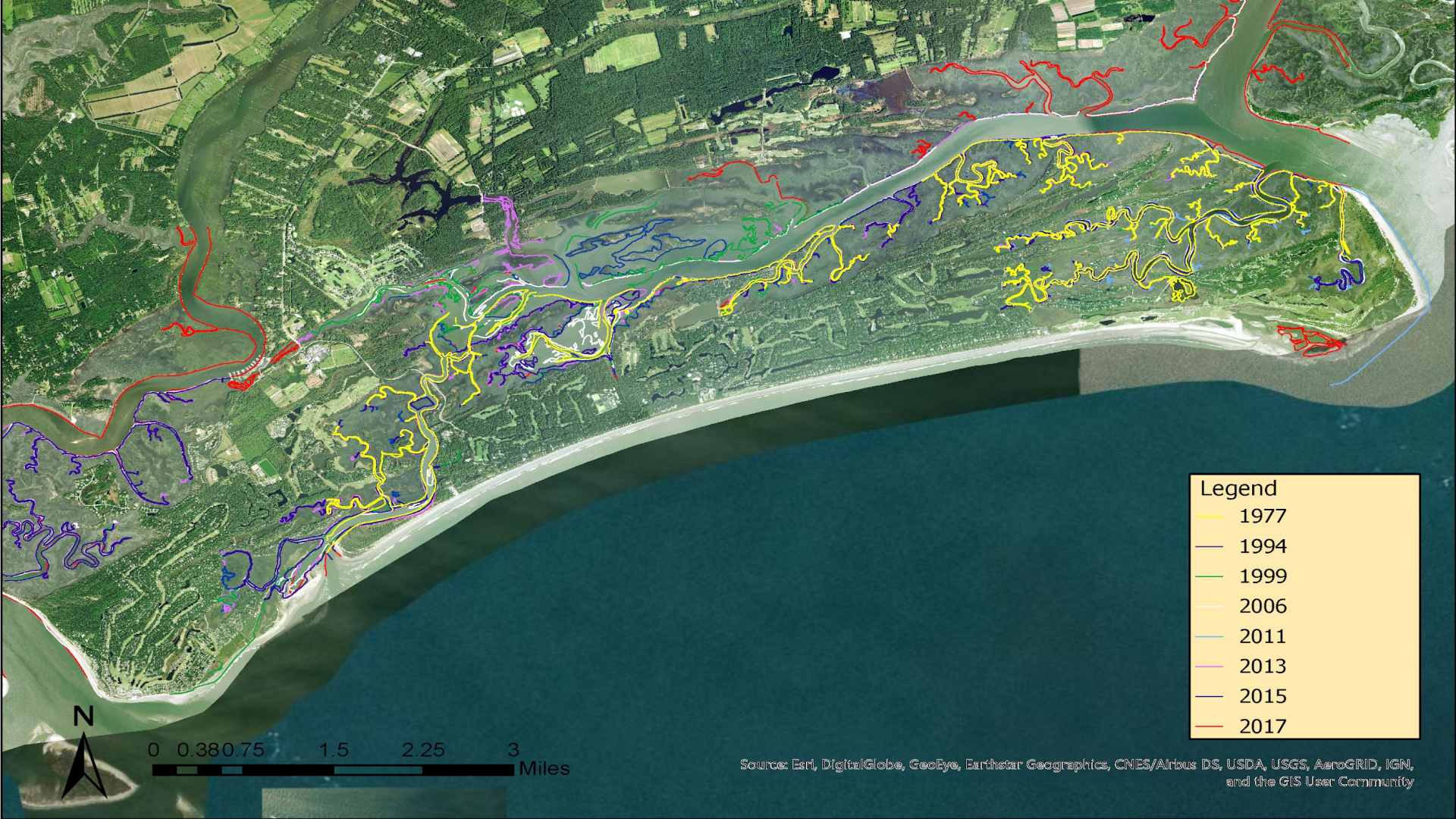


Marsh Vulnerability

Methods

- Use of advanced mapping software (i.e., ArcGIS Pro and R Studio)
- Drawn shorelines based on historical aerial imagery, mostly USDA NAIP Imagery
- Procure map layer illustrating docks, bulkheads, revetments, bridges, etc...





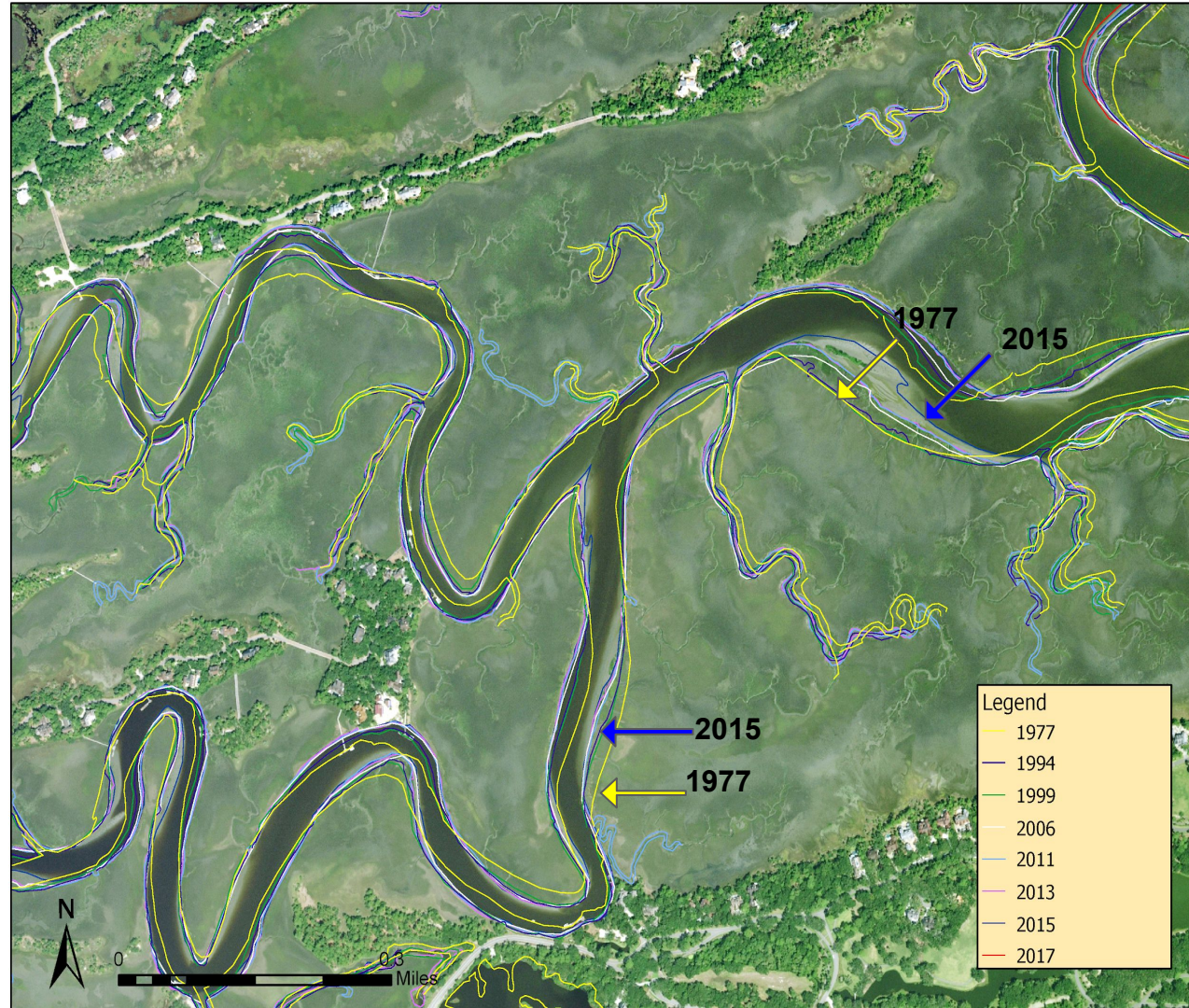
Legend

- 1977
- 1994
- 1999
- 2006
- 2011
- 2013
- 2015
- 2017

Sources: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

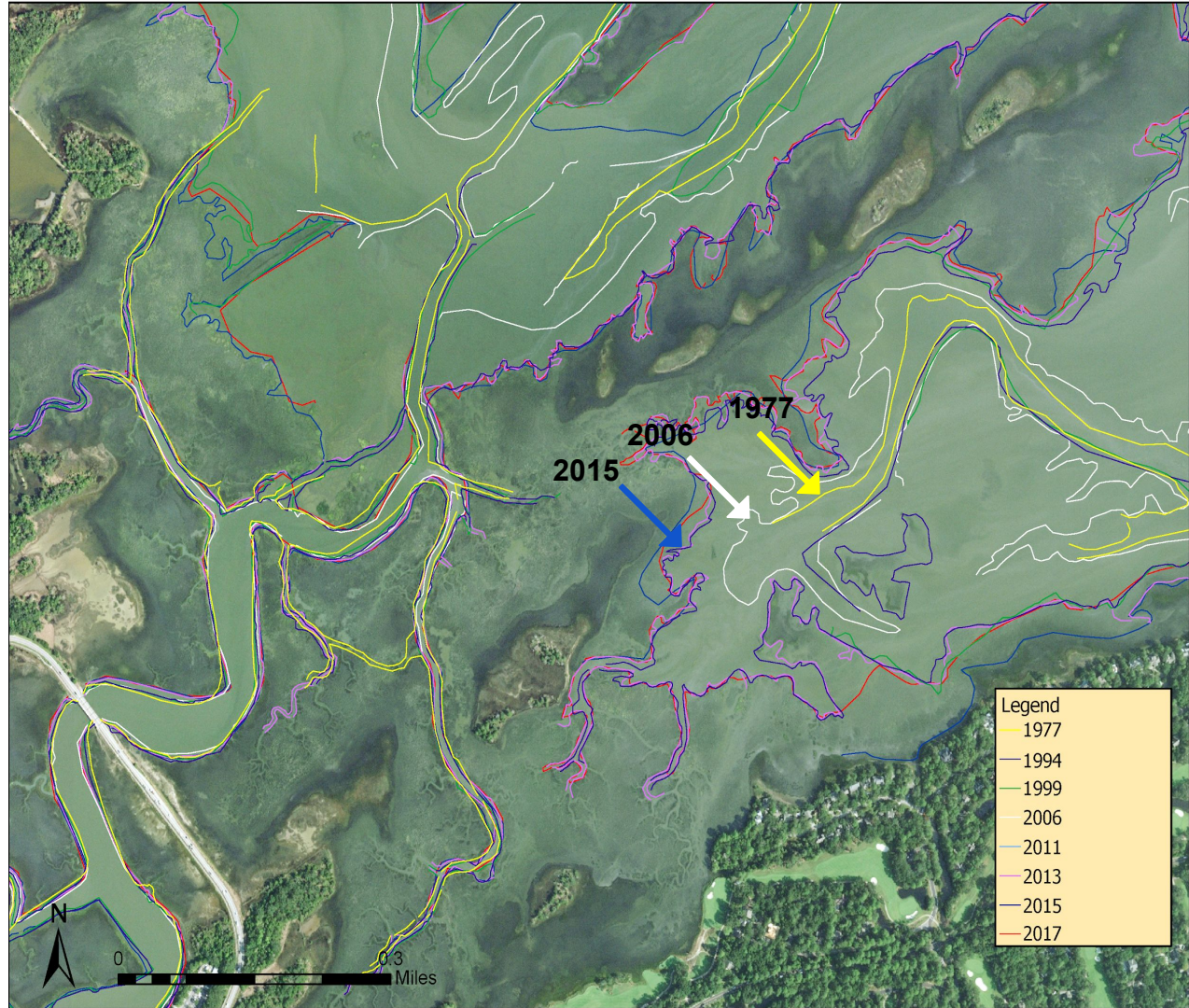
Confluence of Bass Creek and Cinder Creek

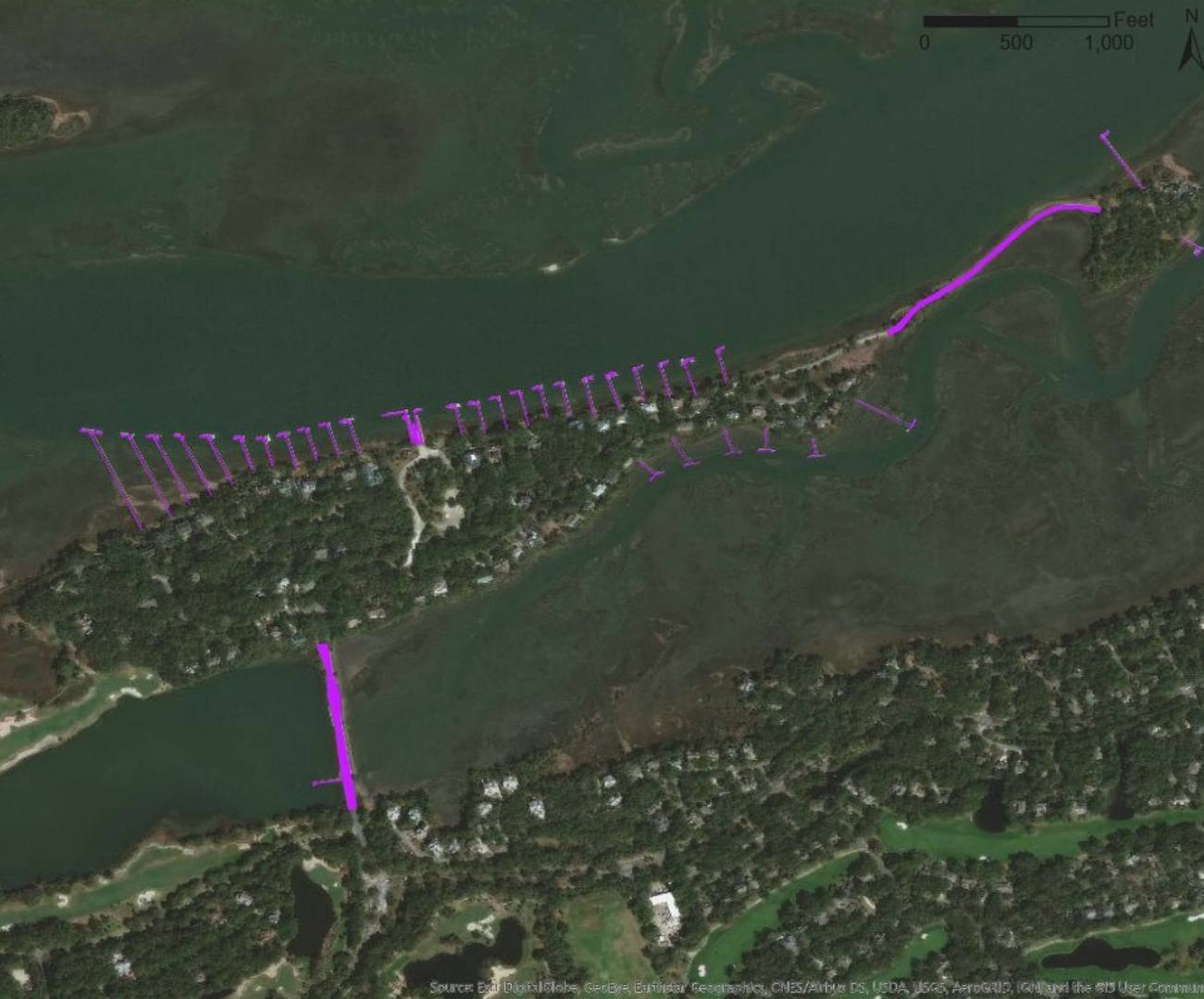
*North of Ocean Park
South of the Preserve*



Kiawah West End Marsh

East of Kiawah River Bridge





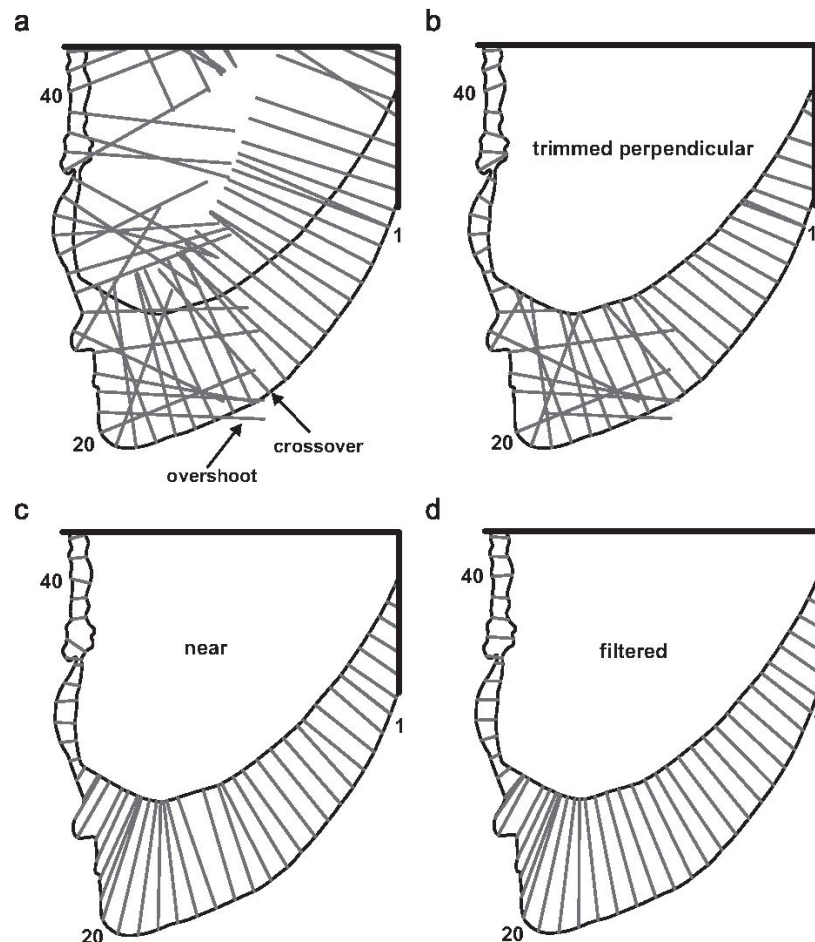
Marsh Infrastructure

Rhett's Bluff

Marsh Vulnerability

Updates and Next Steps

- *Learning With Lee* Groundwater Episode
- Provide the Town of Kiawah Island with infrastructure and shoreline position map layers
- Complete additional shorelines with QA/QC (2005, 2008, 2019) *in progress*
- Run shorelines through AMBUR analysis to illustrate/quantify shoreline change over time



Jackson et al., 2012 (figure 2) AMBUR transect construction



Special Thanks

Town of Kiawah Island

Department of Geology and Environmental
Geosciences, College of Charleston

Projects Advisory Committee

S.C Sea Grant Consortium

Kiawah Island Community Association Land
and Lakes Department

Volunteers

Sources

Jackson, C.W., Alexander, C.R., & Bush, D.M. (2012). Application of the AMBUR R package for spatio-temporal analysis of shoreline change: Jekyll Island, Georgia, USA. *Comput. Geosci.*, 41, 199-207.

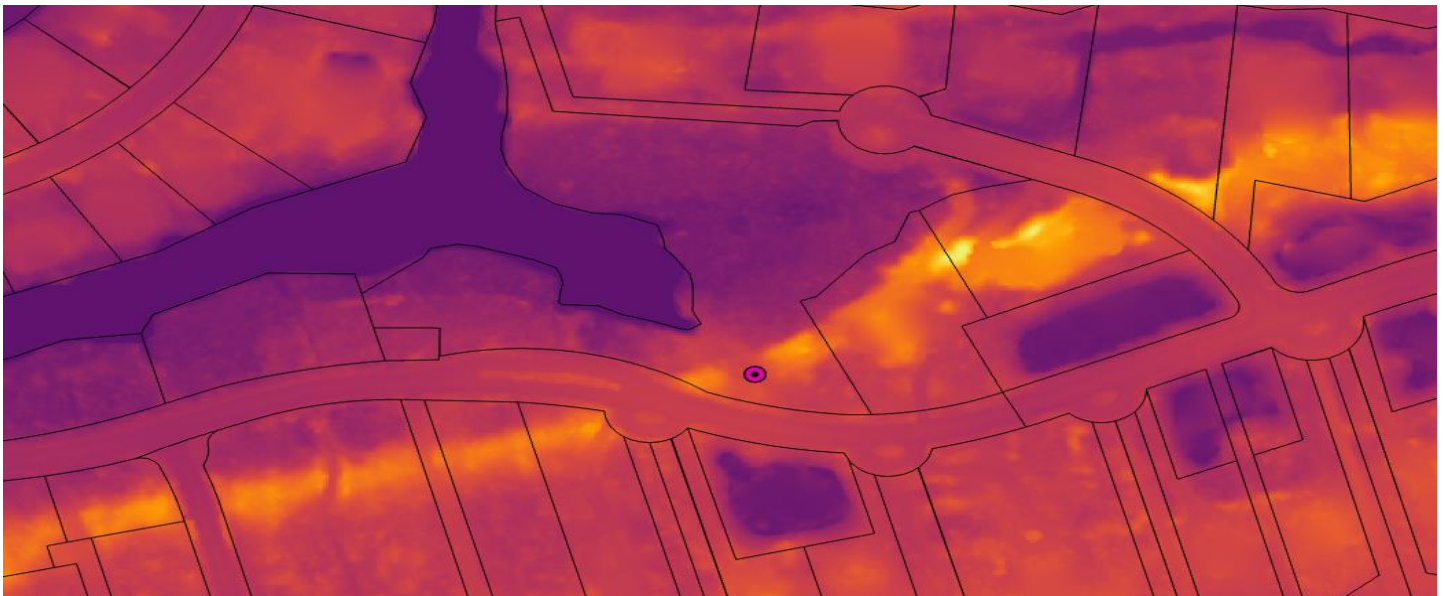
Moslow, T. F. (1980). Stratigraphy of Mesotidal Barrier Islands. Doctoral Dissertation, University of South Carolina.





Groundwater Table and Marsh Vulnerability Studies Joint Interim Report

June 2020



Prepared in collaboration with
The College of Charleston, Kiawah Conservancy, and South Carolina Sea Grant Consortium
For the Town of Kiawah Island Environmental Committee

This interim report is to provide updates to the Town of Kiawah Island's Environmental Committee on the Groundwater Table and Marsh Vulnerability Studies, as recommended by the Projects Advisory Committee in April of 2020.

Both the Groundwater Table Study and Marsh Vulnerability Study are enlisting the assistance and expertise of the College of Charleston in conjunction and support from the Kiawah Conservancy. Contracts for both projects were completed in December 2019 with an official start date of January 15, 2020. Information provided herein is up to date as of May 29, 2020. All information included within this report is preliminary data to inform of project status.

Groundwater Study (Page 2)

Marsh Vulnerability Study (Page 16)

Groundwater Table Study

Project Team

Project Coordinator	Lee Bundrick, <i>Kiawah Conservancy</i>
Principal Investigator	Tim Callahan, <i>College of Charleston</i>
S.C. Sea Grant Liaison	Landon Knapp, <i>S.C. Sea Grant Consortium</i>
Graduate Researcher	Dedrick “DJ” Moulton, <i>College of Charleston</i>

Projects Advisory Committee

Jim Jordan, *Town of Kiawah Island*
Jane Ellis, *Kiawah Conservancy*
John Leffler, *Environmental Committee, Town of Kiawah Island*
Lucas Hernandez, *Kiawah Island Community Association*

Introduction

The integrity of terrestrial ecosystems on barrier islands is dependent on the thickness of the vadose zone and groundwater salinity (Masterson et al. 2014; Town of Kiawah Island, 2018). Groundwater on a barrier island is characterized by a freshwater lens that “floats” on deeper saltwater. The reason this freshwater lens “floats” is because the freshwater aquifer is less dense than seawater. Seawater surrounding the island infiltrates the sub-surface and displaces freshwater from the aquifer into a thin layer which lies below the vadose layer. Typically, freshwater is more abundant toward the middle of the island, which creates the convex shape typical of a lens. The actual shape of the lens will be influenced by the geomorphology of the island. Depending on the hydrological elements of the soil, the groundwater salinity may exhibit a subtle gradient or sharp changes with defined boundaries.

Sources of groundwater replenishment for Kiawah Island are precipitation, water pumped in from Johns Island for irrigation, and several wells on the island, including a 2,130-ft well in Canvasback pond (pond 75) which draws freshwater from the Middendorf aquifer (SCDNR, personal communication, 2019). Saltwater inundation during storms, king-tide events, and eventually sea level rise causes saltwater to slowly infiltrate and threaten the quality of groundwater by increasing salinity. Freshwater could also accumulate on the surface for long periods of time due to saturated soils and poor drainage, resulting in the die-off of maritime forest vegetation. These conditions could potentially lead to the transition of maritime forests into ghost forests (Kirwan and Gedan, 2019). This will greatly impact wildlife dependent on native vegetation found on the island. Studying the groundwater and mapping Kiawah’s freshwater lens will provide crucial information about the current and potential conditions of such saltwater intrusion and provide better insight into the perceived impacts on the plant community of the island.

Information about the groundwater will provide insight into the influence of Kiawah's extensive pond system on the freshwater lens. Understanding the groundwater dynamics and potential impacts on native vegetation can give decision-makers objective authority for policies regarding the drainage of island ponds. The groundwater table also fluctuates based on tidal influences and climatic conditions between seasons. Monitoring these fluctuations over time could help identify seasons and weather conditions during which the groundwater table is closest to the surface, making the island more susceptible to flooding. This would also help provide information about siting for green-infrastructure projects (e.g., rain gardens and bioretention areas), implementation of Low Impact Development (LID) practices, and restoration projects that will help to improve the island's resilience to flooding while also enhancing areas with a diminishing freshwater lens.

In summary, studying the groundwater will provide valuable information vital to developing proactive approaches to mitigate vegetative die-back of major forest species, guiding policies regarding the island's drainage infrastructure, promoting native landscape plantings, and siting landscape low impact development practices (e.g., rain gardens, constructed wetlands, permeable walking surfaces).

Project Methodology

The current phase of the project is focused on gathering exploratory data on the groundwater table. To gather relevant data, the project team planned on installing monitoring stations ("wells") in various areas across Kiawah Island. The siting of the monitoring stations was based on specific geological conditions which provide the most valuable data towards enhancing our understanding of the Island's groundwater dynamics. Site selection of the wells followed a "binning" approach, which dictates the sampling of sites with differences in their environmental conditions. This method allows interpolation from sampled sites to non-sampled locations that possess similar conditions, resulting in a continuous map of groundwater conditions over the entire island. The wells would then be monitored with various equipment to gather groundwater conditions. The initial monitoring would take place over a period of 6-12 months to provide seasonal changes to the water table.

For the Town projects, an advisory committee was formed to review project progress and provide advice on various project related matters. This group met on several occasions to provide feedback and make recommendations on how to move forward.

Well Siting

In November 2019, the project's advisory committee developed a list of proposed environmental conditions that would be used for siting wells. This list was reviewed and discussed by the committee in January 2020. The discussion concluded with the recommendation of enlisting the advice of other regional geologists familiar with Kiawah Island and other barrier islands in South Carolina, including Scott Harris (College of Charleston), Brooke Czwartacki (SCDNR, S.C. Geological Survey), and Katie Luciano (SCDNR, S.C. Geological Survey).

These geologists were consulted through in-person interviews and provided feedback. It was also suggested to review a doctoral dissertation written in 1980 by Moslow titled “Stratigraphy of Mesotidal Barrier Islands” conducted on Kiawah and Seabrook Islands. Following the interviews and literature review by Conservancy staff, it was suggested that the following conditions be considered for the siting of wells:

1) Geomorphology / Elevation

- High ground (relict dune ridges)
- Low ground (interdune areas and depressional areas)

2) Geographic Spread:

- Western
- Center/Rhetts Bluff
- East fingers

3) Hydrologic Soil Group (as applicable):

- Group A
- Group B
- Group D
- Group A/D

Note: 1) Derived from the soil horizons commonly encountered on Kiawah Island and related to the historical development of barrier islands (see Moslow, 1980). Elevation for site selection is determined by overlaying GPS location on SCDNR’s 2017 digital elevation model. 2) Western and Center sections bisected by pond 30 outlet and easternmost boardwalk access along Eugenia Avenue. Center and Eastern Finger sections bisected adjacent to the delineation of the 12-Digit HUC watershed boundaries found on Kiawah Island (roughly from Marsh Island Park to Jackstay Court. 3) Based on SSURGO mapping data provided by USDA-NRCS. Not all hydrologic groups are available and/or evenly spread throughout the island in each geographic section.

These criteria helped to develop a list of potential sites to install monitoring wells across Kiawah Island. It was mentioned by regional geologists that too many wells could produce conflicting data that would be counterintuitive to project needs. Based on these suggestions, the number of monitoring wells was decided to be lowered to around 16 wells. Additional wells would be installed for either management purposes or get localized information about specific land features (pond edges, construction fill, etc.). Mapping information was created for all categories for well siting, all proposed wells, and all installed wells for use in ESRI mapping products (i.e., ArcMap and ArcGIS Pro).

*A/D (“A over D”) or similar refers to the Hydrologic Soil Group classification for the drained vs. natural (undrained) condition. A drained soil of HSG A condition has a sufficiently coarse texture (sand, or loamy sand) that was previously D condition because of consistently shallow water table position before ditching or other drainage infrastructure were installed.

There are additional proposed well sites located in other areas. The projects advisory committee met to discuss this in mid-April and decided on 10 additional sites to be installed at a later date. Due to the installation of wells needing a crew of 2-3 people, the project team placed on a hiatus in Mid-March to resume at a later date to prevent the spread of Coronavirus. While installation has halted, the Conservancy is purchasing the materials needed for installing the last set of wells.

Well Installation & Soil Data Collection

Monitoring well sites were chosen based on specific environmental conditions which have a major influence on the status of the groundwater. Three wells were installed in the first few weeks of the project to allow the project team to become familiar with using the equipment and investigate common soil conditions on Kiawah Island. These monitoring wells were installed using boring equipment made by Eijkelkamp (Netherlands), used to bore holes for the purposes of agricultural research. It consists of a hand augering kit that is used to dig through the vadose zone. Once the water table was reached, a series of casings were deployed to preserve the bore hole while bailing sediment below the groundwater table. During this process of boring, a bailer attached with rod extensions was plunged into the casings towards the bottom of the bore hole and manually thrustured to collect sediment at the bottom of the well. The bailer was then brought to the surface and emptied to remove sediments. This process was repeated until all five casings, except a portion of the last casing, were underground.



Pictured above is an installed groundwater monitoring well

Digging the borehole would take around 2 hours, also accounting for time spent on making observations on items encountered while digging and soil color. Within the first 5-6 feet below the soil surface, soil color was recorded using a Munsell color chart. At further depths, the installation crew only recorded anomalies and/or drastic changes in soil color since the soil remained mostly homogenous in these regions. It was not uncommon to encounter shell hash deposited on ancient shorelines. In a few areas on the northern portions of Kiawah Island the project team encountered sandy-clay soils from ancient marshlands which resembled modern day pluff mud.

After the hole was dug and soil data was collected, the well would be installed. First, the PVC pipe apparatus that would serve as the well would be placed in the hole. The apparatus includes a 10' section of 1-1/4" well screen pipe attached to a 10' section of 1-1/4" conduit or irrigation pipe. The well screen would be fully submerged below the soil surface while the remaining pipe section remained above and cut to maintain a low profile. Total well depths ranged from around 12-17 feet below the surface. A pipe cap was placed on top to prevent sediment from entering well when removing the casing. Pool screen sand was added to the bore hole as the casing was progressively removed from the ground. When the final casing is removed, additional pool screen sand was placed in the well to around 3' below the surface. Bentonite clay was then placed in the well and water added to create a seal. Native soil was then placed on top of the bentonite seal. In total, fully installing a well typically took around 3 hours with a crew of 2-4 people.

Groundwater Monitoring

To allow for data collection from installed wells, a period of one week was given to allow conditions within the well to stabilize or settle. Following this week of settling, information was then taken on the depth of the groundwater from the surface. The College of Charleston provided a Solinst 101 depth meter for this purpose. Wells were also bailed with a metal rod to flush the well and introduce native groundwater that surrounds the wells. After bailing, the salinity was recorded throughout the well profiles at 1-foot increments. The Kiawah Conservancy purchased a Solinst 107 TLC 100' probe for this purpose. This probe allows the project group to gather temperature (T), depth (L), and conductivity (C) measurements.

The meter's tape measure reaches up to 100 feet and is accurate to 1/100 foot. Groundwater temperature can be measured between -15°C to +50°C (23°F to 122°F) with temperature accuracy being +/- 0.2°C (+/- 0.4°F). Temperature allows for the research team to accurately convert conductivity measurements to determine specific conductivity and Rt factors that are used to calculate salinity. Conductivity for the meter can measure between 0-80,000 microsiemens per centimeter with accuracy between 5% or 100 microsiemens per centimeter ($\mu\text{S}/\text{cm}$), whichever correction is greatest. Microsiemens per centimeter ($\mu\text{S}/\text{cm}$) will then be converted to practical salinity units (PSU; equivalent to parts per thousand) to compare the salinity to open marine waters (Wagner et al., 2006). Because of the accuracy of the meter, the probe can be lowered at incremental depths to gather data on the salinity gradient of the groundwater (Wagner et al., 2006; Masterson et al., 2014). Monitoring of groundwater conditions with the wells began following the purchase of the Solinst 107 TLC probe. It is now occurring at frequency of twice a week.

The project advisory committee and project team also recommended the purchase of in-situ monitoring equipment to collect data remotely in the field. A combination of Solinst Leveloggers was determined to be the best fit for the needs of the project: 20x Solinst Levellogger Junior, 5x Solinst 3001 Levellogger Edge TLC, and 1x Solinst Barologger Edge. Solinst Levelloggers (model 3001) can be deployed to provide continuous collection of water level and salinity data at predetermined time increments ranging from 0.125 seconds to 99 hours. These will be deployed in the existing groundwater wells to collect data. Levellogger Juniors will gather data on depth and temperature, while Levellogger TLCs will gather data on depth, temperature, and salinity. The Geology Department at the College of Charleston has loaned two Solinst Levellogger Edge Gold LTC

probes in groundwater wells and provided a Solinst Barologger Edge to the Kiawah Conservancy to begin collecting data.

It was recommended that the Solinst 107 TLC tape measure probe be the primary equipment to capture salinity since it can provide a glimpse of the salinity gradient. Data will be physically downloaded onto a computer with Solinst software to compile information on groundwater conditions over time. This equipment was purchased in May from Forestry Suppliers. Collected monitoring data will be analyzed using an algorithm that converts conductivity and temperature into practical salinity units (psu). This equation calculates specific conductivity (conductivity at 25 degrees Celsius), Rt (conversion factor), and salinity consecutively.

Adjustments Due to Coronavirus (COVID-19)

The State of South Carolina announced a stay-at-home order on Sunday, March 15, 2020 that included the suspension of non-essential work in the state and restrictions on in-person meetings. Because well installation requires a crew which could not practice social distancing, an executive decision was made to place a hiatus on the installation of wells until further notice. No additional wells have been installed since the stay-at-home order. The project team later came to the consensus that data collection in the field so long collection was done in isolation and the collector practiced social distancing. It was also determined that equipment and materials can be purchased before June 30th in preparation of installing the final set of wells. The project team concluded that 10 additional wells would be installed, which would result in 25 functioning groundwater monitoring wells.

These changes were presented to the Projects Advisory Committee on April 22, 2020 and agreed to the proposed adjustments. Negotiations for proposed well sites not on Kiawah Conservancy preserved properties are currently underway.

Current Status and Preliminary Results

The project team began installing wells on January 16 until March 16 when installation was placed on hiatus. 15 groundwater monitoring wells were installed in this time period with assistance provided by the Kiawah Island Community Association Land and Lakes Department. In **Table 1** and in **Illustration 1**, are details of the sites of installed wells on Kiawah Island to date and the respective site classifications.

On March 25, Conservancy staff tested the use of the newly purchased Solinst 107 TLC probe at 10 Kiawah Island Parkway (10KIP). Measurements were taken at 6" or 0.5-foot increments to determine the change in salinity throughout the well profile. Collar height was recorded as the exposed length of the well above the soil surface to subtract from depth measurements recorded with the tape measure. Collar height for 10KIP is 2.9' with a field recorded depth of 3.91', reflecting a groundwater table depth of -2.01' below the soil surface at the site.

Site	Hydrologic Soil Group	Elevation	Area
133 Conifer Lane	A/D* (Dawhoo)	Low	West
77 New Settlement Road	A (Wando)	High	Center / Rhett's Bluff
25 Arrowhead Hall	A/D (Kiawah)	Low	Center
579 Oyster Rake	A (Wando)	High	West
132 Halona Lane	B (Seabrook)	Low	Center
10 Kiawah Island Parkway	A/D (Kiawah)	Low	West
765 Curlew Court	A or A/D (Crevasse)	High	East Fingers
523 Ruddy Turnstone	A (Wando)	Low	West
168 Bluebill Court	A/D (Kiawah)	High	Center
107 Marsh Elder Court	A or A/D (Crevasse)	High	Center
6 Eugenia Avenue	A (Wando)	High	West
74 Blue Heron Pond Road	A or A/D (Crevasse)	High	East Fingers
12 Grey Widgeon	A or A/D (Crevasse)	Low	East Fingers
Osprey Point Nature Area	A or A/D (Crevasse)	High	East Fingers
225 Sea Marsh Drive	A (Wando)	High	West

Table 1. Groundwater monitoring well information



Illustration 1. Regional delineations and approximate location of project groundwater monitoring wells.

Surface Depth (- Feet)	GWT Depth (- Feet)	Temperature (Celcius)	Conductivity (microS/cm)	Specific Conductivity (microS/cm @ 25 C)	Rt Factor	Salinity (psu/ppt)
4.0	0.1	18.3	1433	1655	0.0358	0.97
4.5	0.6	18.0	1404	1633	0.0356	0.96
5.0	1.1	17.7	1374	1609	0.0353	0.96
5.5	1.6	17.5	1365	1606	0.0354	0.96
6.0	2.1	17.2	1359	1610	0.0357	0.97
6.5	2.6	17.1	1361	1616	0.0359	0.97
7.0	3.1	17.1	1355	1609	0.0358	0.97
7.5	3.6	17.0	1376	1638	0.0365	0.99
8.0	4.1	17.2	1385	1641	0.0364	0.99
8.5	4.6	17.3	1395	1649	0.0365	0.99
9.0	5.1	17.4	1397	1647	0.0364	0.99
9.5	5.6	17.3	1392	1645	0.0364	0.99
10.0	6.1	17.5	1392	1638	0.0361	0.98
10.5	6.6	17.5	1390	1635	0.0360	0.98
11.0	7.1	17.5	1388	1633	0.0360	0.97
11.5	7.6	17.6	1390	1631	0.0359	0.97
12.0	8.1	17.7	1390	1628	0.0357	0.97
12.5	8.6	17.9	1407	1640	0.0358	0.97
13.0	9.1	18.0	1520	1767	0.0385	1.05
13.5	9.6	18.0	1543	1794	0.0391	1.06
14.0	10.1	18.1	1582	1835	0.0399	1.09
14.5	10.6	18.1	1607	1864	0.0405	1.10
15.0	11.1	18.2	1738	2012	0.0436	1.19
15.5	11.6	18.3	1767	2040	0.0442	1.21
16.0	12.1	18.3	1786	2062	0.0446	1.22
16.5	12.6	18.6	2402	2755	0.0592	1.65
16.78	12.9	-	-	-	-	-

Table 2. Test data gathered from 10 Kiawah Island Parkway on March 25, 2020. Table shows conversion of field data to specific conductivity (microSiemens/cm at 25 degrees Celsius), Rt factor, and salinity taken at 0.5 feet increments within the well.

It was later determined that measurements at 1-foot increments would be used to capture data within the wells. On April 16, the project resumed with an adjusted work plan which primarily focused on collecting groundwater data on salinity, temperature, and depth. A routine was established for data collection for each of the monitoring wells which have been bailed. As of May 30, there are 12 suitable monitoring wells with 5-6 days of consistent data collection. In total there are a cumulative 663 data points from data collection efforts. The following tables are three examples of this data from various wells taken on the same date.

Well	Date	Elev(m)	Elev(ft)	Screen	GWT	SurfDepth	GWTele	GWTdepth	Cond	Temp	SpecCond	Rt	SalPSU
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	0	1263	19.9	1406	0.02942	0.76
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	1	1272	19.9	1416	0.02963	0.76
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	2	1279	19.8	1427	0.02992	0.77
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	3	1291	19.4	1454	0.03073	0.79
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	4	1304	18.8	1489	0.03188	0.82
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	5	1375	18.8	1570	0.03361	0.87
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	6	1481	18.6	1698	0.03653	0.95
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	7	1547	18.5	1778	0.03833	1.00
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	8	1560	18.5	1793	0.03865	1.01
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	9	1573	18.5	1808	0.03897	1.01
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	10	1608	18.5	1848	0.03984	1.04
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	11	1655	18.5	1902	0.04100	1.07
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	12	1778	18.6	2039	0.04385	1.15
10KIP	8-May	1.68	5.5	3.8	2.9	-0.9	4.6	13	2069	18.7	2367	0.05080	1.34

Well	Date	Elev(m)	Elev(ft)	Screen	GWT	SurfDepth	GWTele	GWTdepth	Cond	Temp	SpecCond	Rt	SalPSU
77NS	8-May	2.36	7.7	3.1	6.8	-3.7	4.0	0	595	21.0	647	0.01322	0.33
77NS	8-May	2.36	7.7	3.1	6.8	-3.7	4.0	1	597	20.8	652	0.01338	0.34
77NS	8-May	2.36	7.7	3.1	6.8	-3.7	4.0	2	688	20.4	758	0.01568	0.40
77NS	8-May	2.36	7.7	3.1	6.8	-3.7	4.0	3	1744	19.9	1942	0.04062	1.06
77NS	8-May	2.36	7.7	3.1	6.8	-3.7	4.0	4	3581	19.8	3997	0.08377	2.29
77NS	8-May	2.36	7.7	3.1	6.8	-3.7	4.0	5	4572	19.4	5149	0.10884	3.03
77NS	8-May	2.36	7.7	3.1	6.8	-3.7	4.0	6	4824	19.3	5445	0.11534	3.22
77NS	8-May	2.36	7.7	3.1	6.8	-3.7	4.0	7	5098	19.0	5793	0.12352	3.47
77NS	8-May	2.36	7.7	3.1	6.8	-3.7	4.0	8	5148	19.0	5850	0.12473	3.51
77NS	8-May	2.36	7.7	3.1	6.8	-3.7	4.0	9	5182	19.0	5889	0.12556	3.53

Well	Date	Elev(m)	Elev(ft)	Screen	GWT	SurfDepth	GWTele	GWTdepth	Cond	Temp	SpecCond	Rt	SalPSU
12GW	8-May	1.76	5.8	1.8	3.8	-2	3.8	0	4958	20.2	5485	0.11398	3.18
12GW	8-May	1.76	5.8	1.8	3.8	-2	3.8	1	5000	20	5556	0.11595	3.24
12GW	8-May	1.76	5.8	1.8	3.8	-2	3.8	2	5104	19.9	5684	0.11888	3.33
12GW	8-May	1.76	5.8	1.8	3.8	-2	3.8	3	5173	19.5	5812	0.12261	3.44
12GW	8-May	1.76	5.8	1.8	3.8	-2	3.8	4	5223	19.3	5895	0.12489	3.51
12GW	8-May	1.76	5.8	1.8	3.8	-2	3.8	5	5282	19.1	5989	0.12741	3.59
12GW	8-May	1.76	5.8	1.8	3.8	-2	3.8	6	5611	19	6376	0.13595	3.85
12GW	8-May	1.76	5.8	1.8	3.8	-2	3.8	7	6655	19	7563	0.16125	4.63
12GW	8-May	1.76	5.8	1.8	3.8	-2	3.8	8	6135	19	6972	0.14865	4.24

Table 3. Groundwater monitoring information from May 8, 2020; a) for 10 Kiawah Island Parkway, b) for 77 New Settlement, and c) for 12 Grey Widgeon.

Groundwater elevation was calculated based on the NAVD88 datum (see table 4). For 10KIP, the approximate elevation of the well site respective to the NAVD88 datum is 5.5' according to the 2017 SCDNR DEM. With a groundwater table surface depth of 2.01' below the soil surface, this suggests the actual elevation water table is at an elevation of 3.49'. For reference, NOAA's tide information the Kiawah River Bridge Tidal Station (#8667062), the mean higher high water (MHHW) line is 2.88' above the NAVD88 datum. The groundwater elevation at this site in March is +0.61' above the MHHW line (see **Illustration 2**).

Shallow groundwater table monitoring has revealed the depth to the water table is variable across the island. These levels remain at a fairly consistent level in terms of daily fluctuation. Fluctuations in the water table will remain minute with a general trend downwards, barring storm events, until seasons begin to change. Shown in the data is the transition from the wet season into the growing season when vegetative productivity is increased and results in lower groundwater elevations.

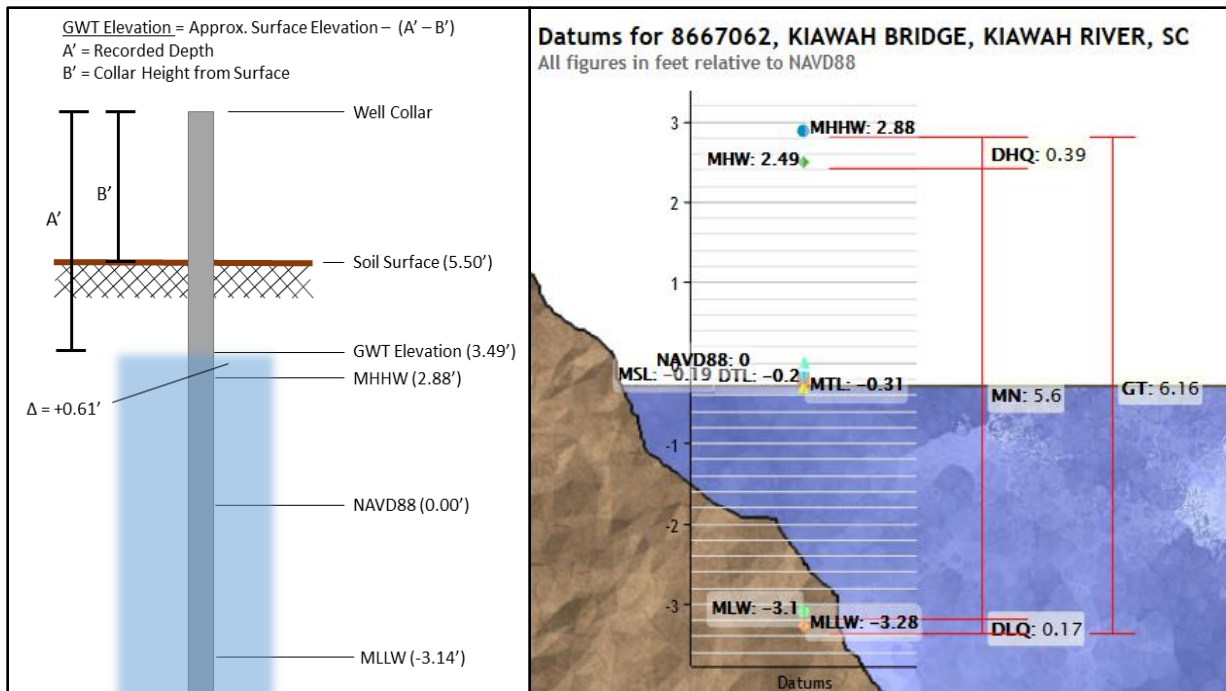


Illustration 2. (Left) Schematic of well depth calculations and datum references. (Right) Datum information from NOAA/NOS/CO-OPS for the Kiawah River Bridge Tidal Station #8667062

Location	April 16	May 6	May 8	May 14	May 19
133 Conifer Lane	4.6	4.3	4.3	3.9	3.5
579 Oyster Rake	5.1	4.7	4.6	4.2	4.0
6 Eugenia	-	5.2	4.8	4.7	5.5
10 Kiawah Island Parkway	4.5*	4.6	4.6	4.1	3.9
25 Arrowhead Hall	2.8	3.1	3.0	2.7	2.7
168 Bluebill Court	4.5	4.1	3.4	3.2	2.7
77 New Settlement	3.6	4.2	4.0	3.7	3.3
765 Curlew Court	3.3	2.5	2.4	2.0	1.8
74 Blue Heron Pond	4.8	2.5	2.5	2.4	1.8
12 Grey Widgeon	3.7	3.9	3.8	3.5	3.5
107 Marsh Elder	4.0	3.6	3.6	3.3	-
Osprey Point Nature Area	-	2.9	2.8	2.7	2.4

Table 4. Groundwater table elevation (GWTElev) by location and date. Elevation of the well site is height above NAVD88 datum, as determined through the 2017 SCDNR DEM in meters, which was converted to feet. Groundwater table depth below the soil surface was then subtracted to determine the groundwater surface above the NAVD88 datum. The above data are split into three sections, with top being western region, center being the central region, and bottom as eastern region of Kiawah Island. * - denotes information recorded on March 25, 2020, provided for reference

Measurements for salinity were calculated with conductivity and temperature data gathered in the field with the Solinst 107 TLC. Ranges of calculated salinity levels are included in **Table 5**, along with groundwater table elevation levels. Groundwater typically has low salinity towards the surface and increases in conductivity at greater depths below the surface.

For reference, potable water has a specific electrical conductivity of 2800 $\mu\text{S}/\text{cm}$ at 25 degrees Celsius, or 1.39 practical salinity units (=1.39 ppt). Of the measured wells 6 of the 12 contained water that would be considered safe for consumption. The mean electrical conductivity for monitoring wells measured on May 6th was 2884 $\mu\text{S}/\text{cm}$. The highest average level of electrical conductivity was along Blue Heron Pond and Marsh Elder. Blue Heron Ponds close proximity to the saltmarsh provides a degree of certainty of the cause of high electrical conductivities at depth. Further investigation must be done to determine the cause of elevated electrical conductivity on Marsh Elder.

Location, elevation (ft)	Depth to water table range (ft)	Salinity range (psu)	Probe
133 Conifer Lane, 6.5	1.9 - 3.0	0.11 - 0.56	Levellogger LT
579 Oyster Rake, 8.8	3.7 - 4.8	0.04 - 1.29	Levellogger LT
6 Eugenia, 7.3	4.7 - 5.5	0.13 - 0.30	Levellogger TLC
10 Kiawah Island Parkway, 5.5	3.9 - 4.6	0.69 - 1.65	Levellogger LT
25 Arrowhead Hall*, 5.7	2.7 - 3.1	0.18 - 2.16	Levellogger TLC
168 Bluebill Court, 8.0	3.2 - 4.5	0.19 - 1.98	Levellogger LT
77 New Settlement, 7.7	3.3 - 4.2	0.30 - 3.92	Levellogger TLC
765 Curlew Court, 8.7	1.8 - 3.1	0.06 - 2.27	Levellogger LT
74 Blue Heron Pond, 7.0	1.8 - 4.8	0.43 - 21.85	Levellogger LT
12 Grey Widgeon*, 5.8	3.5 - 3.9	0.83 - 5.23	Levellogger TLC
107 Marsh Elder, 9.8	3.3 - 4.0	0.10 - 23.78	Levellogger LT
Osprey Point Nature Area, 8.4	2.4 - 2.9	0.21 - 0.41	Levellogger LT

Table 5. Calculated elevation and salinity ranges of groundwater table wells between April 16, 2020 and May 19, 2020. Final column denotes what monitoring equipment will be deployed once within the well. * - denotes wells currently outfitted with monitoring probes on loan with the College of Charleston.

Groundwater flow direction modeling and contour mapping will help illuminate the way both surface and groundwater moves through the watershed. Groundwater flow direction will be measured by comparing the height of nearby expressions of the water table, i.e. ponds, to the groundwater height in wells. Groundwater flow paths mathematically calculate the way that a particle moves through a system. For the purposes of this project it can be used to approximate the direction of flow for saltwater, runoff, and storm surge.

74 Blue Heron Pond	Screen (1.65)	DTW 6.1	
Depth (ft.)	Electrical Conductivity (microSiemens/cm)	Temperature (C)	Salinity (psu)
0	737	20.1	0.43
1	1100	19.6	0.66
2	12200	19.4	8.80
3	16500	19.4	12.29
4	35000	19.4	NA
5	75100	19.6	NA

Table 6. Data for a well located on the coast of the “East Fingers” region of the island. This area is a part of the youngest aquifer on Kiawah. With its sea adjacent proximity, expressions of saltwater with depth are anticipated. Also, potentially of note is the soil layer found atop the saline portion of the aquifer. The top layer of the aquifer is fill dirt used during construction.

107 Marsh Elder	Screen (0.90)	DTW 7.1	
Depth (ft.)	Electrical Conductivity	Temperature C	Salinity (psu)
0	155	19	0.10
1	169	18.8	0.11
2	303	18.7	0.19
3	522	18.6	0.33
4	506	18.5	0.32
5	525	18.5	0.33
6	529	18.6	0.33
7	545	18.5	0.34
8	545	18.6	0.34
9	28800	18.7	23.78

Table 7. This well is a local highpoint in the “East Fingers” region. While the system appears homogenous, multiple recordings have shown extremely high salinity near the base of the well.

Observations

Generally, the groundwater table was encountered fairly quickly during the installation of several wells. Depending on the elevation, the groundwater table would be observed within 2-6 feet below the soil surface. This has been noted historically in the 1800's where it was common knowledge that digging 4 feet below the surface in the Charleston Area would result in reaching potable freshwater. People would often dig a hole and place a barrel in it to maintain access to the water.

The first well installed was at 77 New Settlement and several anomalies were noted during the dig. The soils contained mostly coarse, sandy soils with occasional occurrences of shell hash deposits, which are remnants from ancient shorelines on Kiawah Island. Shell hash was observed during the majority of the well installations. According to Moslow, older shells are found deeper and in areas further away from the present shoreline, approximately in the NNW direction (1980). Rhetts Bluff, or Shulbred Ridge, contains the oldest shell hash deposits on Kiawah Island that have been dated to 4,500 years before present (Moslow, 1980). At depths of 10 feet during the installation, the project team encountered calcirudite lime nodules before reaching a greyish, clayey soil. This clayey soil was identified as ancient marsh soil, with similar consistency and color. This was also observed in 1980 by Moslow in Rhetts Bluff, generally towards the boat landing. This clayey soil was also found at a depth of 13.4 feet in the 10 Kiawah Island Parkway well located across from the Real Estate Office. Ancient marsh found at shallow levels was not catalogued as a geologic feature in the West End prior to the study. Moslow noted in 1980 that digging of wells did not occur in the West End of the island due to development at the time.

A majority of the wells produce clear water produced when bailing. However, a few wells (i.e., 25 Arrowhead) were observed to have a brown color resembling brewed tea which remained after bailing 3 gallons of water. This was attributed to the soils containing humic acid caused by influences from the nearby pond, being underneath a stand of pine trees, and generally not being well drained following persistent rainfall events. Humic acid accumulation in the soils potentially increases the electrical conductivity within the subsurface groundwater. This was observed at 25 Arrowhead which exhibited above average levels of electrical conductivity on occasion.

Another observation from the well at 25 Arrowhead were the landscape features and their responses to rainfall. The day following an intense rainfall event, the well at 25 Arrowhead was visited to bail water. Water was observed pooling above the surface in the areas surrounding the well while the groundwater table within the well was observed to be lower. This suggests that the surface horizons of the soils on Kiawah Island have high runoff potential and/or low drainage capacity. It should also be noted that levels within the wells stabilize quickly, as noted when native groundwater was removed during bailing and when distilled water was added. This observation shows that soil horizons on Kiawah Island potentially have varying levels of runoff potential due to particle size and permeability.

Permeability / hydraulic conductivity (K) is a key factor in determining run-off potential and comparison to data on rainfall over time. If the rainfall intensity is greater than the permeability of the soil, this causes the pooling of water at the surface that manifests as stormwater runoff. With a longer-time scale effect, when total rainfall exceeds the specific yield, or drainage porosity, of the groundwater table relative to the observed depths, the result is groundwater flooding. For reference, soils with a specific yield of 0.1 will cause the groundwater table to rise 10 inches in a 1-

inch rainfall event. Soils on Kiawah Island have specific yield (Sy) values between 0.08 and 0.20, suggesting a 1-inch rainfall event would cause the groundwater table to rise 12.5 and 5 inches, respectively. Understanding the permeability of specific areas and soils could provide further insight into managing stormwater and the implementation of green-infrastructure measures.

Marsh Vulnerability Study

Project Team

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Jane Ellis, *Kiawah Conservancy*
John Leffler, *Environmental Committee, Town of Kiawah Island*
Lucas Hernandez, *Kiawah Island Community Association*

Introduction

Sea-level rise and stormwater have the potential to greatly impact the health of salt marshes and present negative impacts on coastal communities. If salt marshes cannot accrete sediment quickly enough along their stream banks, or if the marshes' migration landward is blocked by physical barriers, rising water elevations will cause marsh vegetation to drown and convert to mud flats. These changes would lead to cascading impacts to wildlife within the ecosystem and increase marsh edge shoreline erosion by reducing the wave buffering effect which occurs in healthy marshes. Increased flow of stormwater into the marshlands from pond outflows also impacts the marshland. Drainage from impervious surfaces introduces pollutants (e.g., polycyclic aromatic hydrocarbons (PAHs), heavy metals) that impact marshland wildlife and vegetation downstream. Stormwater drainage runoff also increases the volumetric flow within tidal creeks that potentially contribute to erosion and accretion within the estuarine system. Other coastal infrastructure used as erosion control devices (i.e., bulkheads and seawalls) can impede the migration of marshland onto higher ground and exacerbate erosion on adjacent areas of higher ground.

Studying the historical progression of marshland vegetation, geological features, and human influences on the marsh will provide useful evidence regarding the future status of the marsh over time. This would also help identify areas of vulnerability within the marsh to prioritize wetland vegetation and oyster reef restoration efforts to enhance Kiawah's resilience to natural hazards, (i.e., sea-level rise and flooding) as well as reverse the unintended consequences of human actions. Information from this study can also be used to model, or better understand, future impacts caused by sea-level rise, flooding, and introduction of freshwater from pond outflows. Information from this project can be incorporated into the Town of Kiawah Island's Marsh Management Plan and by the Conservancy for identifying vulnerable areas to prioritize conservation efforts.

Methodology

Research on marshes is being conducted with the use of Geographic Information Systems (i.e., ESRI ArcGIS Pro). The primary objective for this project is to analyze marsh vegetative shoreline movement over time and to catalog various infrastructure within or adjacent to the local tidal salt marsh surrounding Kiawah Island. The resulting database of shoreline information would illustrate the current status of marshland and built infrastructure which influence the marsh. This would provide a visual representation of areas where the loss of vegetated wetlands is likely occurring to deploy mitigation efforts to prevent or remediate wetland impacts. This would also assist in tracking the progression of human influences on the marshland (e.g., drainage outfalls, bulkheads, docks, bridges). Information from this project would be used by the Town of Kiawah Island staff to produce the first draft of the Marsh Management Plan.

Adjustments Due to Coronavirus (COVID-19)

The State of South Carolina announced a stay-at-home order on Sunday, March 15, 2020 that included the suspension of non-essential work in the state and restrictions on in-person meetings. Following this, adjustments were made to provide the project team with access to ArcGIS Pro software on their personal computers to continue working on the project remotely. Data would then be compiled into the cloud to be made available to the entire project team.

These changes were presented to the Projects Advisory Committee on April 22, 2020 and agreed to the proposed adjustments.

Shoreline Analysis

Researchers are using ESRI ArcGIS Pro mapping software to analyze and manage data for the project. Historical orthoimagery was compiled from the USDA's National Agricultural Imagery Program (USDA NAIP), which compiles aerial imagery across the United States during the annual growing season. The project team sifted through previous aerial imagery from this program to vet imagery to use for the project. In general, imagery taken at periods of low-tide were chosen based on the ability to easily find contrast between vegetation, exposed soil, and open water while digitizing the shorelines. 8 individual years of aerial imagery were chosen for the project ranging from 1977 and 2017.

After the imagery was chosen, the project team began drawing the shorelines by manually clicking on the vegetative boundaries (aka "digitizing") for each set of imagery. The resulting digitized shorelines will then be combined and analyzed for temporal-spatial changes to the marsh shorelines over time. Similar work has been conducted by S.C. Department of Health and Environmental Control Office of Ocean & Coastal Resource Management (SCDHEC-OCRM) through a Shoreline Vulnerability Assessment, using the AMBUR modeling approach (Jackson et al., 2012; Jackson 2017). However, the information from the study is coarse and lacks the specificity needed to identify vulnerable areas within Kiawah's marshlands. This study will build off of that AMBUR dataset by capturing shoreline changes in finer detail while also filling in data gaps with additional datasets.

Shoreline Status

Currently, eight (=8) individual shorelines have been digitized by the project team at the Santee Cooper GIS / Lowcountry Hazards Laboratory [SCGIS/LHL] at the College of Charleston. The data are based on USDA-NAIP imagery from the years 1977, 1994, 1999, 2006, 2011, 2013, 2015, and 2017. After the shorelines were digitized, they are uploaded to ArcGIS Online to compile the data. These shorelines would then be reviewed for quality assurance and quality control measures by making any detailed and/or fine-tuned adjustments. Seven (=7) of these shorelines have been subjected to these QA/QC measures.

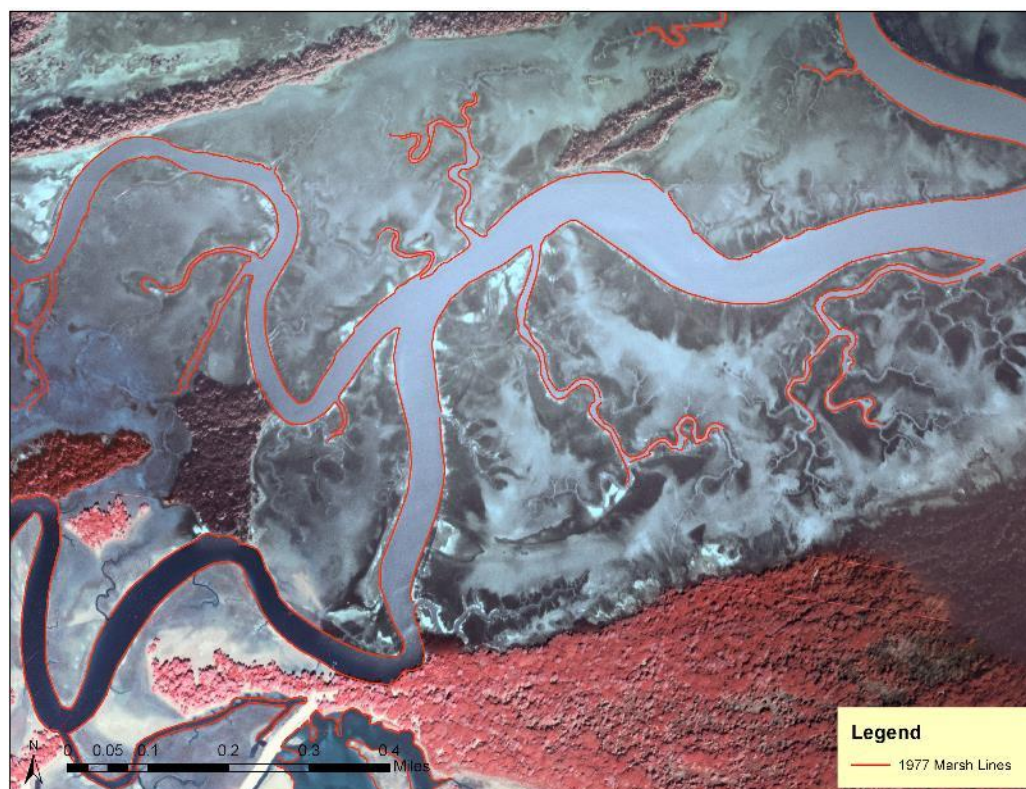


Map 2. Overview of project shorelines surrounding Kiawah Island with 2017 NAIP orthoimagery

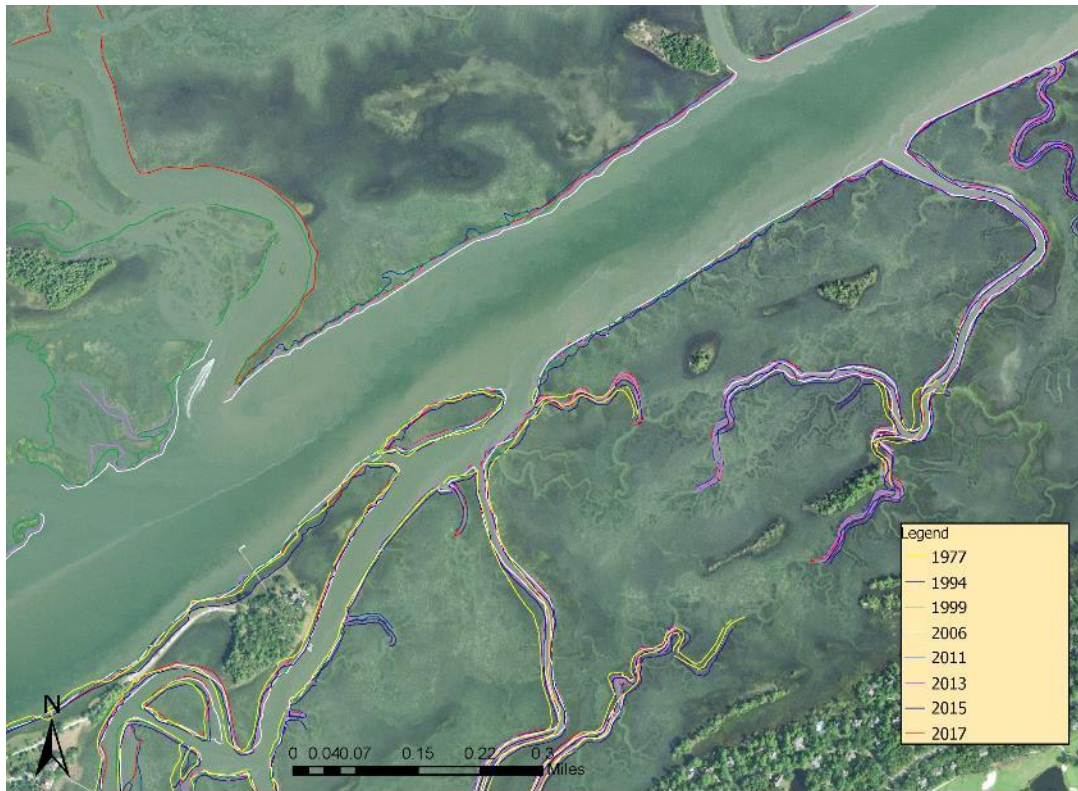
Provided below are maps illustrating the compiled shorelines and a representative example of one year's shorelines at three different regions within Kiawah Island's marsh habitats. The first set (**Map 3 & Map 4**) is the marsh north of Ocean Park and south of the Preserve. The second set (**Map 5 & Map 6**) is the northern marsh located on the east of the island, also known as the Kiawah East End Marsh Conservation Easement. The third set (**Map 7 & Map 8**) is the marsh located east of the Kiawah River Bridge that contains the Kiawah West End Marsh Conservation Easement (Kiawah Conservancy) and the Kiawah River Marshlands Conservation Easement (Lowcountry Land Trust).



Map 3. Cumulative marsh shorelines at the Bass Creek and Cinder Creek confluence



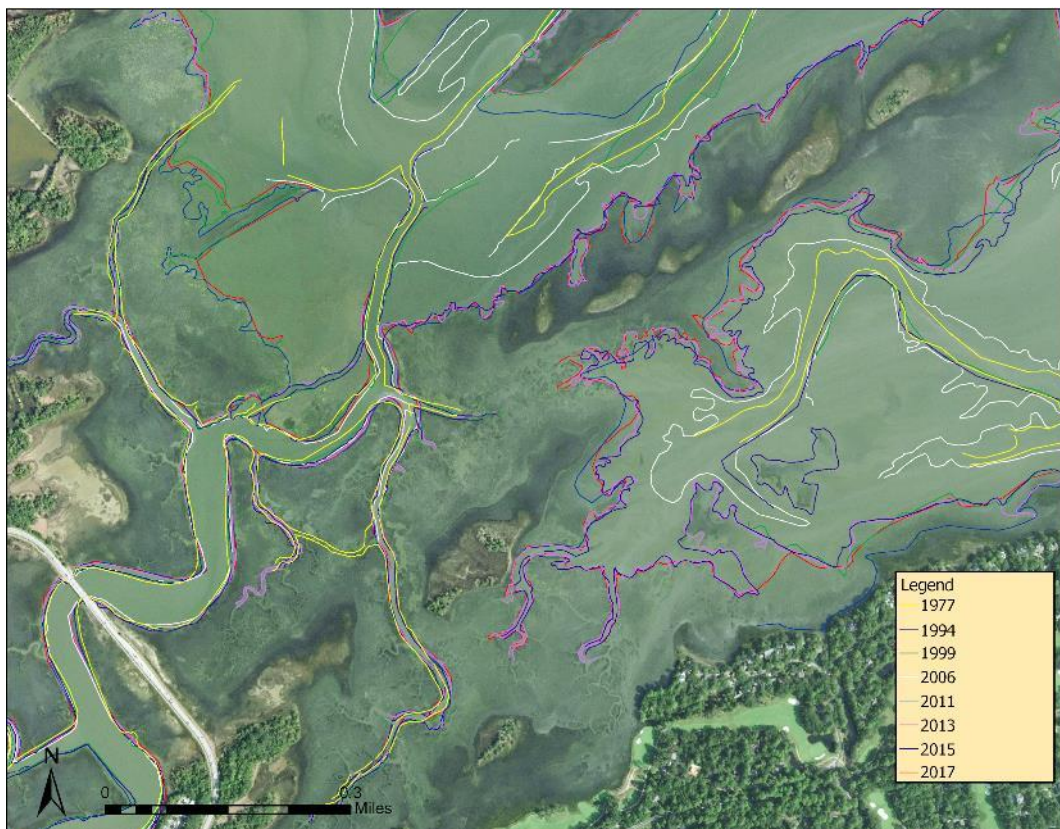
Map 4. Representative marsh shorelines from 1977 imagery at Bass Creek and Cinder Creek confluence



Map 5. Cumulative marsh shorelines along the east end of the Kiawah River



Map 6. Representative marsh shorelines from 2015 imagery along the east end of the Kiawah River

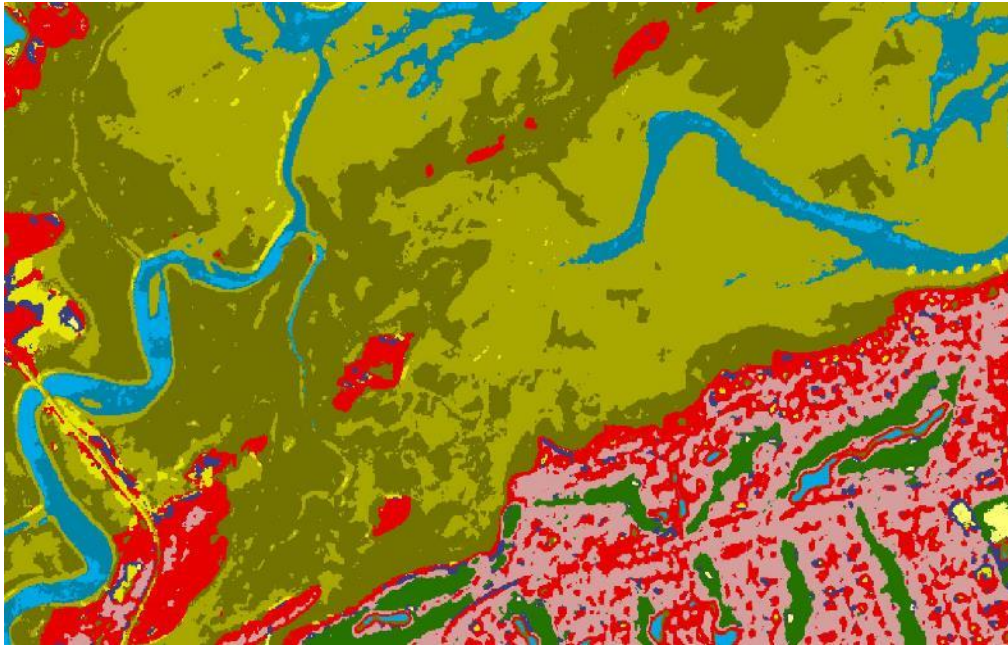


Map 7. Cumulative marsh shorelines east of the Kiawah River Bridge

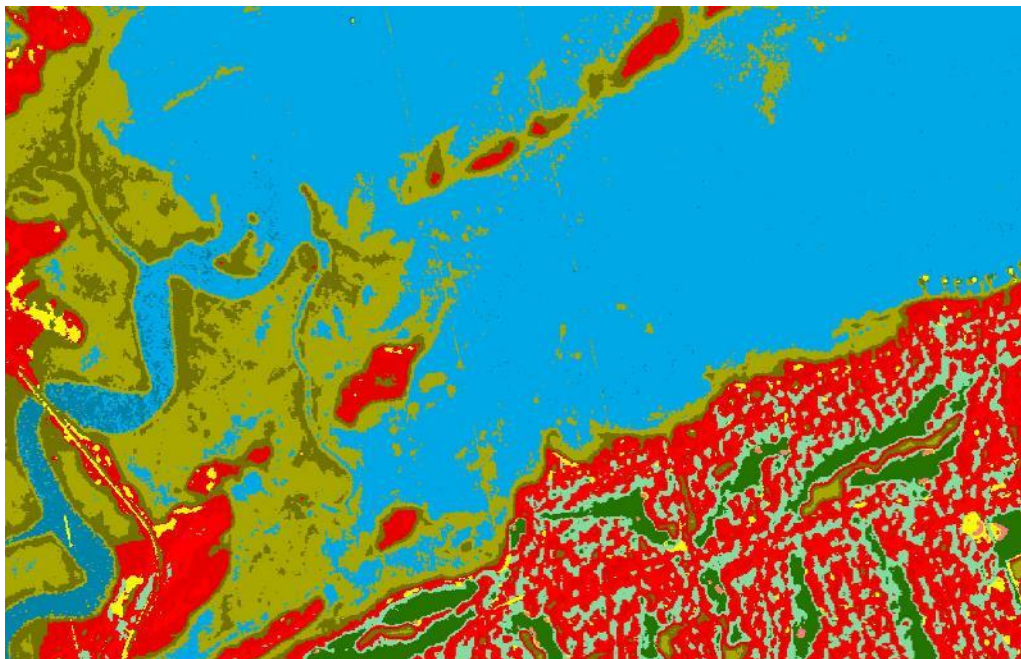


Map 8. Representative marsh shorelines from 2015 imagery east of the Kiawah River Bridge

Providing some further information on the tidal fluctuations in the marsh, the College of Charleston has also provided data analysis of land cover at low and high tide marks. Two sets of orthorectified imagery with a resolution of 3 meters were taken on May 5, 2020 and May 7, 2020. Analysis was conducted on the land cover at these specific times based on analysis of the colors within the imagery. This would illustrate areas covered by water and areas with specific vegetation given.



Map 9. Land cover classifications from 3m resolution orthoimagery taken on May 5, 2020 at low tide



Map 10. Land cover classifications from 3m resolution orthoimagery taken on May 7, 2020 at high tide, which is during the timeframe of the monthly King Tide

What we can determine from this spatial information is where the marsh grass edge is and the extent of marsh that is not fully submerged by high tides, thus identifying areas which are protected from erosion. This also shows marsh grass not submerged during high tide that would contribute to the attenuation of wave action. The images show that over 1,600 acres of marsh are inundated (submerged) during this high tide event.

AMBUR Analysis on Kiawah Island

Digitized marsh line positions will be analyzed using the **Analyzing Moving Boundaries Using R** (AMBUR) package for the R Statistical software environment. AMBUR is an open access tool developed out of Georgia Southern University by Dr. Chester Jackson to analyze and visualize historical shoreline change. As opposed to longer-tenured tools such as the Digital Shoreline Analysis System (DSAS), AMBUR was designed specifically for the analysis of spatially complex estuarine and inlet shorelines of the southeast region.

Multiple aspects of shoreline change will be analyzed including spatial and temporal patterns of shoreline accretion/erosion across the study area to determine areas most vulnerable to erosion and changing shoreline dynamics. Researchers will cast shore perpendicular transects at set intervals along the estuarine shoreline to calculate the linear regression rate of shoreline change across the selected time periods. AMBUR possesses several tools that allow researchers to clean and correct digital transects and shoreline data to ensure there is no overlap of transects or that a single transect does not intersect a single line year multiple times.

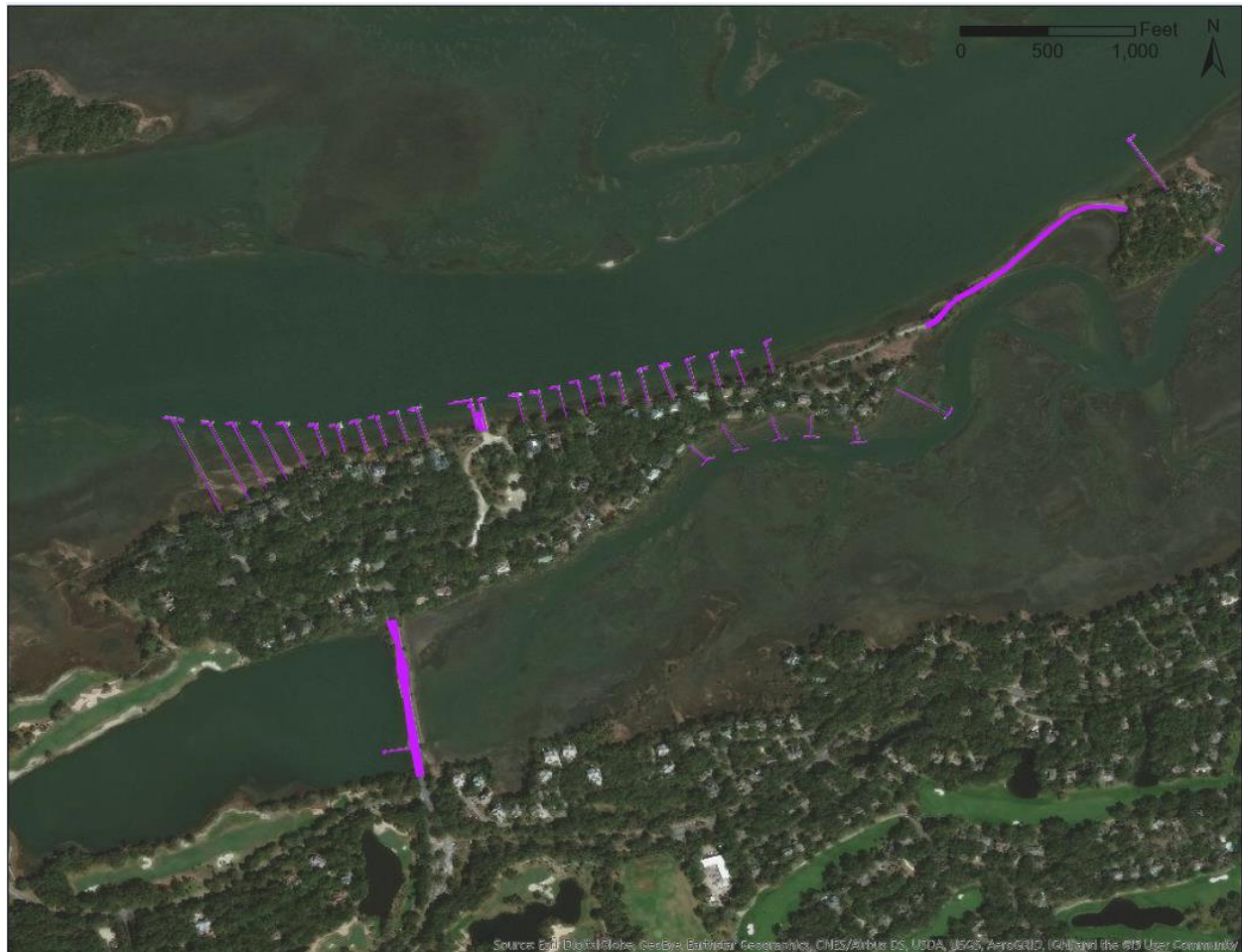
After iterating through the transect creation process to a point deemed acceptable by the project leads, the researchers will perform calculations in the R Statistical package which will result in the accretion/erosion rates at each transect as well as metrics on the temporal variability of shoreline position. Researchers will identify hot spots of erosion where the long-term rates of change are highest and will also identify areas where long-term rates may be negligible, while the oscillation of the shoreline between line years is exceedingly high (temporal variability). Additional calculations of interest will be determined with lead investigators and may include constraining the input data sets to specific time periods of interest.

Additionally, the spacing of transects will be determined by lead investigators during the transect generation process as is deemed appropriate. These new calculations performed in AMBUR will improve upon previous runs by SCDHEC OCRM where the spatial specificity of the data were poor (marsh) or where the analysis focused solely on areas outside of our study area (beachfront). For more information on AMBUR, see [Jackson et al. \(2012\)](#).

Built Infrastructure

Built infrastructure within and adjacent to the marsh would be cataloged based on information provided by SCDHEC-OCRM and the SCGIS/LHL at the College of Charleston. This would be compiled into a data layer that would be provided to the Town of Kiawah Island that would provide the foundation for tracking built infrastructure that influences the marsh. SCDHEC-OCRM has provided these data to the project team at the SCGIS/LHL to be available for use on this project.

The information within these data include spatial representations of flood control structures, docks, bridges, roads, revetments, and dikes, similar to the data provided to the City of Folly Beach for their Marsh Management Plan released in July 2019.



Overview of built infrastructure surrounding the Rhett's Bluff Neighborhood (SCDHEC-OCRM)

Resources

Condon, L. E., & Maxwell, R. M. (2015). Evaluating the relationship between topography and groundwater using outputs from a continental-scale integrated hydrology model. *Water Resources Research*, 51(8), 6602-6621.

Jackson Jr, C. W., Alexander, C. R., & Bush, D. M. (2012). Application of the AMBUR R package for spatio-temporal analysis of shoreline change: Jekyll Island, Georgia, USA. *Computers & Geosciences*, 41, 199-207.

Masterson, J. P., Fienen, M. N., Thieler, E. R., Gesch, D. B., Gutierrez, B. T., & Plant, N. G. (2014). Effects of sea-level rise on barrier island groundwater system dynamics–ecohydrological implications. *Ecohydrology*, 7(3), 1064-1071.

Moslow, T. F. (1980). Stratigraphy of Mesotidal Barrier Islands.

SCDHEC Bureau of Water (2018). Trident Capacity Use Area Groundwater Evaluation For Permitting Year 2018.

Town of Kiawah Island (2018). Sea Level Rise and Flood Mitigation Report. The Flood Mitigation and Sea Level Rise Adaptation Subcommittee of the Town of Kiawah Island's Environmental Committee. September 8, 2018.

Wagner, R.J., Boulger, R.W., Jr., Oblinger, C.J., and Smith, B.A. (2006). Guidelines and standard procedures for continuous water-quality monitors—Station operation, record computation, and data reporting: U.S. Geological Survey Techniques and Methods 1-D3, 51 p. + 8 attachments; accessed April 10, 2006, at <http://pubs.water.usgs.gov/tm1d3>



Tab | 6

TOWN COUNCIL

Agenda Item



Request for Town Council Action

TO: Mayor and Council Members

FROM: Brian Gottshalk, Public Works/ Facilities Manager

SUBJECT: Janitorial Services Contract for Town Hall

DATE: 07 July, 2020

BACKGROUND:

Maintaining a clean and sanitary work environment has always been of high importance to Town staff. During this time especially, there is a heightened need to maintain an exceptional level of cleanliness and sanitation where we work. The Town currently holds a contract for janitorial services with Summit Cleaning to maintain the cleaning inside the Municipal Building. The extensions for this contract have been exhausted, and the contract for Janitorial Services has gone back out for bid. The RFP was posted on The Town's website, as well as in the Post and Courier.

ANALYSIS:

The Town received five bids back from the invitation that was posted. The bids are as follows:

Cleaning with Class, LLC	\$2,117.00/Month	
Elite Properties of Charleston	\$2,800.00/Month	
Jan-Pro Cleaning Systems*	\$975.00/Month	Option A
	\$1,478.00/Month	Option B (Recommended by Jan-Pro)
Melissa Wigger	\$5,200/Month	
Summit Building Services	\$579.00/Month	

***Option A** is based off the Scope of Work as solicited. **Option B** is based off of an adjusted scope recommended by the company that calls for more disinfecting and sanitizing due to the pandemic.

ACTION REQUESTED:

Town Staff requests that Town Council approves award the Municipal Center janitorial services contract to Jan-Pro Cleaning Systems based on the Option B Cleaning Schedule as set forth by Jan-Pro Cleaning Systems. We would like to have this contract last for three (3) years with the option for two (2) one (1) year extensions.

BUDGET & FINANCIAL DATA:

Using Jan-Pro's Option B cleaning schedule will be a monthly recurring cost of \$1,478.00 along with an initial deep clean cost of \$395.00. The monthly recurring costs come out to \$17,736.00 annually.

DATE: June 25, 2020

ORGANIZATIONAL INFORMATION

NAME OF OFFEROR: Jan-Pro Cleaning Systems of SC/GA Coast

BUSINESS ADDRESS: 1321 Chuck Dawley Blvd, Suite 102

Mount Pleasant, SC 29464

BY SUBMITTING HIS PROPOSAL, THE UNDERSIGNED OFFEROR REPRESENTS:

1. that he has carefully examined specifications for the Services;
2. that he is familiar with all the conditions surrounding the performance of the Services;
3. that, if awarded the Contract, he will provide all labor, material, supplies and equipment necessary to execute the Services in accordance with the Contract Documents;
4. that he understands that the Town 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, he will enter and execute a contract as required in the Invitation to Bid;
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.
8. that the Offeror has provided proof of insurance as required by the Town.

I. **COST:**

In Compliance with Request for Proposals, the undersigned hereby proposes to provide all materials, equipment, and labor, except noted as provided by the Town, for the Janitorial Services agreement for the following cost (all prices shall include applicable sales taxes):

All-inclusive Services Cost - Monthly

Janitorial Services:

\$ 975 - for Option A

\$1,478 for Option B

Initial Deep Clean

\$295 for Option A

\$395 for Option B

Other Pricing for Services as Requested:

Carpet Cleaning Administration Area:

\$ 1,175 per occurrence

Carpet Cleaning Council Chambers:

\$ 495 per occurrence

Outdoor Window Cleaning:

\$ TBD

NAME OF COMPANY: Jan-Pro Cleaning Systems of SC/GA CoastBy: Harper Robert Woods, IV

Signature

Print Name

Title: Owner (i.e., Owner, Partner, Corporate Officer, etc.)Address: 1321 Chuck Dawley BlvdCity: Mount Pleasant State: SC Zip: 29464Telephone Number: 843-388-6535 Business Fax Number: 843-388-6532Is your firm a _____ Corporation, _____ Sole Proprietorship, or _____ Partnership? X - S-Corp

If incorporated, please list state of incorporation: _____

FEIN or SSN: 20-5415782

COMMERCIAL CLEANING WITH A DIFFERENCE



A commercial cleaning proposal for:

TOWN OF
Kiawah Island®

Municipal Center

June 26, 2020

Submitted by:

Sundae Sisco Johnson

Jan-Pro Cleaning Systems of SC/GA Coast

1321 Chuck Dawley Blvd, Suite 102

Mt. Pleasant, SC 29464



Measurable Cleaning. Guaranteed Results.®

Option B JAN-PRO'S RECOMMENDED CLEANING SCHEDULE

Kiawah Island Municipal Center



YOUR CLEANING SCHEDULE

A Customized Cleaning Schedule for Town of Kiawah

Jan-Pro Cleaning Systems of SC/GA Coast has prepared this customized scope of work, specifically for Town of Kiawah.

ITEMS TO BE PERFORMED EACH VISIT

On Tuesdays and Thursdays after 5:00 pm

Lobby's – Reception Areas – Open Administration Office Area – Private Offices – Conference Rooms – Hallways – Council Chambers

- Surface dust horizontal surfaces of desks and tables.
* Do not move paperwork.
- Dust and disinfect coffee tables, side tables, and counter tops.
- Spot clean horizontal surfaces for removal of spillage, marks, and rings.
- Disinfect water coolers and/or water fountains.
- Clean inside and outside of entry glass doors.
- Clean, disinfect and polish door push plates.
- Spot clean all interior glass partitions to remove fingerprints and smudges, up to 7 feet. (A glass partition is defined as a glass panel that is within the facility and faces an interior room. Anything that faces outside is considered a window.)
- Clean and disinfect Conference Room table.
- Neatly arrange the Conference Room chairs around the table.
- Empty trash receptacles.
- Consolidate the recycling and place in appropriate collection point.
- Spot clean the inside of receptacles as needed to remove any leakage.
- Replace trash liners.
- Remove all trash to the appropriate collection point outside.
- Thoroughly sweep all hard surface floors.
- Spot mop all hard surface floors to remove any visible spillage.
- Vacuum all carpeted area walkways.
- Spot vacuum all other carpeted areas.
- Sweep or vacuum walk off mats.



YOUR CLEANING SCHEDULE

A Customized Cleaning Schedule for Town of Kiawah

Jan-Pro Cleaning Systems of SC/GA Coast has prepared this customized scope of work, specifically for Town of Kiawah.

ITEMS TO BE PERFORMED EACH VISIT

On Tuesdays and Thursdays after 5:00 pm

Kitchen

- Wipe down all counters, chairs, and tables with a disinfectant.
- Clean, disinfect and polish sinks and backsplash areas.
- Clean interior and exterior of microwave.
- Restock paper towels and hand soap.
- Disinfect refrigerator handles, microwave handles, cabinet door handles and drawer pulls.
- Empty trash receptacles.
- Spot clean the inside of receptacles as needed to remove any leakage.
- Replace trash liners.
- Remove all trash to the appropriate collection point outside.
- Spot clean trashcans and walls around trashcans as needed to remove food particles.
- Thoroughly dust mop and/or sweep all hard surface flooring to remove loose debris.
- Thoroughly damp mop all hard surface flooring to remove soil and spills.
- Vacuum all carpet or rugs, if applicable.



YOUR CLEANING SCHEDULE

A Customized Cleaning Schedule for Town of Kiawah

ITEMS TO BE PERFORMED EACH VISIT

On Tuesdays and Thursdays after 5:00 pm

Restrooms

- Clean and disinfect sinks and countertops.
- Disinfect door handles, partition handles, and light switches.
- Clean all dispensers, mirrors, and fixtures.
- Restock all paper products and hand soap.
- Make sure Restroom stall has additional rolls of toilet paper.
- Clean and disinfect toilets fixtures, toilet seats, and toilet bowls.
- Spot clean walls and partitions to remove smudges and marks.
- Empty trash receptacles.
- Replace trash liners.
- Replace trash liners.
- Remove all trash to the appropriate collection point outside.
- Thoroughly sweep and mop floor with disinfectant.

Hospital Grade Disinfectants

The objective of our cleaning process is not only to clean well, but also to clean for improved health. All JAN-PRO cleaning teams use hospital grade disinfectants.



YOUR CLEANING SCHEDULE

A Customized Cleaning Schedule for Town of Kiawah

ITEMS TO BE PERFORMED EACH VISIT

On Tuesdays and Thursdays after 5:00 pm

Store Rooms / Janitors' Closets

- Maintain appropriate SDS.
- Maintain properly labeled chemical bottles belonging to Jan-Pro.
- Remove trash from area.
- Maintain an orderly arrangement of all janitorial supplies and paper products in the storage rooms and janitorial closets.
- Maintain an orderly arrangement of all equipment stored in these areas such as mops, buckets, brooms, vacuum cleaners, scrubbers, etc.
- Properly dispose of any dirty mop water. Remove any dirty cleaning cloths or mop pads.
- Clean and disinfect service sinks, if applicable.
- Deodorize and disinfect as required.
- Sweep storeroom floors.



Miscellaneous Tasks

- Report all maintenance problems to Briab Gottschalk, Facilities Manager
- Turn off designated lights, if applicable.
- Check and lock all doors, if applicable.
- Arm alarm, if applicable.

YOUR CLEANING SCHEDULE

A Customized Cleaning Schedule for Town of Kiawah

ITEMS TO BE PERFORMED EACH WEEK

On Thursdays after 5:00 pm

Lobby's – Reception Areas – Open Administration Office Area – Private Offices – Conference Rooms – Hallways – Council Chambers

- Surface dust horizontal surfaces of cabinets and white filing cabinets in each cubicle.
* Do not move paperwork.
- Thoroughly dust all horizontal surfaces of computer monitors, keyboards, tops of cubicles, windowsills, and wall mounted pictures or plaques.
- Clean and disinfect the podium in the Council Chamber.
- Dust lamps, TVs, and chair railings.
- Dust wall sconces.
- Clean and polish mirrors.
- Clean disinfect and polish the countertop and sink in the Conference Room.
- Carefully dry dust office equipment.
- Thoroughly clean all glass partitions up to 7 feet. (A glass partition is defined as a glass panel that is within the facility and faces an interior room. Anything that faces outside is considered a window.)
- Wipe clean all telephone receivers and dust the bases.
- Vacuum all carpeted areas wall to wall, making certain to get under desks and behind doors.
- Thoroughly mop all hard surface floors.
- Disinfect all door handles and light switches.

Kitchen

- Clean and polish any hand soap and/or paper towel dispensers.
- Clean crevices around sinks, faucets, and drains.
- Thoroughly clean counter tops behind any easy to move appliances.
- Wipe down table bases and chair bases, if applicable.
- Wipe front of refrigerators/vending machines and dust on top.
- Wipe down kitchen cabinet doors to remove drips and smudges.
- Spot clean walls, doors, doorframes, and kick plates.
- Dust any horizontal surfaces 6 feet down not previously addressed within the items performed each visit.
- Move the kitchen trash can and sweep and mop floors underneath.

YOUR CLEANING SCHEDULE

A Customized Cleaning Schedule for Town of Kiawah

ITEMS TO BE PERFORMED EACH WEEK

On Thursdays after 5:00 pm

Store Rooms/Janitors' Closets

- Damp mop all floors in storerooms.
- Flush any sinks or floor drains, if applicable.

Restrooms

- Dust any tables, artwork, or windowsills, if applicable.
- Dust vanity lights/wall sconces.
- Go inside each restroom stall, shut the door, and thoroughly sweep and mop from the inside all the way to the door and remove cobwebs.
- Crevice clean around faucets, sinks, and drains.
- Polish all bright work.
- Clean and sanitize the outside of trash receptacles.
- Clean and sanitize restroom partitions/stalls and walls around toilets/toilet fixtures.
- Clean and disinfect behind/underneath toilet fixtures.
- High dust tops of doors, partitions, and mirrors up to 12 feet.
- Vacuum exhaust fans.



YOUR CLEANING SCHEDULE

A Customized Cleaning Schedule for Town of Kiawah

ITEMS TO BE PERFORMED EACH MONTH

Once per month after 5:00 pm

Lobby's – Reception Areas – Open Administration Office Area – Private Offices – Conference Rooms – Hallways – Council Chambers – Kitchen – Restrooms

- Thoroughly dust all vertical surfaces of office furniture, including desks, tables, file cabinets, etc.
- Clean picture glass.
- Clean the frosted glass on tops of cubicles.
- Clean chair bases and arms
- Dust hanging lights.
- Dust the brown wooden slats in the Main Lobby.
- Wipe down leather chairs and/or vacuum upholstered furniture to remove dust and lint.
- High dusting of accessible air vents, ceiling fans, and ceiling corners up to 12 feet.
- High and low dust corners of walls and floors to ensure there are no cobwebs. High dusting is up to 12 feet.
- Dust both sides of window blinds.
- Remove smudges from doors and doorframes.
- Dust all baseboards.
- Clean and polish door kick plates.
- Dust fire extinguisher boxes.
- Vacuum carpet corners as well as carpet edges along walls and furniture.

ITEMS TO BE PERFORMED QUARTERLY

*Provided on the first weekend of the following months:
March, June, September, and December*

- Clean inside of exterior windows, from 10 feet down.

SPECIAL INSTRUCTIONS

Customized for Town of Kiawah

- In the Restroom make sure to go inside each restroom stall, shut the door, and thoroughly sweep and mop from the inside all the way to the door and remove cobwebs.
- Cleaning is to be on Tuesday and Thursday after 5:00 pm.
- Client would like to see additional attention added to the following areas: dusting of chair railings and ledges, dusting of clear areas on desks, thoroughly vacuuming all of the floors once a week including getting underneath desks, dusting of tops of tall cabinets, mopping underneath the kitchen trash can, placing additional rolls of toilet paper in each stall, and sweeping and mopping the edges of floors as well as to Lobby furniture.
- No cleaning will be done in any locked office, but trash may be placed in the hallway.
- Please note it is Jan-Pro's policy that absolutely no children are to be brought into the facility with the cleaning team.
- Please do not leave any cleaning supplies, vacuum cleaners, or extension cords in the middle of the floor.





Additional Services Pricing Page

Client: Town of Kiawah Cleaning location: Kiawah Island Municipal Center 4475 Betsy Kerrison Parkway, Kiawah Island, SC 29455

Description and Price:	Cleaning Carpets In Administration Area	\$1,175
	Cleaning Carpets In Council Chambers	\$495



Tab | 7

TOWN COUNCIL

Agenda Item



REQUEST FOR TOWN COUNCIL ACTION

TO: Mayor and Council Members
FROM: Dorota Szubert Town Treasurer
SUBJECT: Revisions to Accounting Policies and Procedures
DATE: July 7, 2020

BACKGROUND:

Accounting Policies and Procedures was approved by Town Council in July 2017. Since then the TC has developed and approved some new policies that are formalized and included in the revised document:

1. Emergency Fund and Capital Improvement Fund policies, page 16.
2. State Accommodation Tax funds allocation and disbursement policy, page 11.

ACTION REQUESTED:

To approve proposed changes to Accounting Policies and Procedures document.

BUDGET & FINANCIAL DATA:

N/A

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INTRODUCTION AND PURPOSE

This Accounting Manual provides means for formalized, systematic documentation and communication of accounting policies and procedures established by the Town of Kiawah Island Finance Office. This manual provides guidance on how to record, maintain, monitor, and report on Town's assets and liabilities, as well as revenue collection, and disbursements. This manual also demonstrates the Town's commitment to strong financial operations and to maintain controls providing for efficient and secure financial management of the Town in accordance with State Law, the Town of Kiawah Island Code of Ordinances Generally Accepted Accounting Principles (GAAP), and the standards set by the Governmental Accounting Standards Board (GASB).

This manual has been divided into multiple sections representing the key financial processes/classes of transaction, with specific policies and procedures developed for each.

The purpose of this manual is to provide comprehensive but simple instructions to all Town employees in their day-to-day duties. It should be used to ensure employee understanding and compliance with Town's finance policies and procedures. The Town's employees shall:

- 1) Perform their duties in accordance with the appropriate recognized ethical and legal standards and comply with Town's Code of Ethics;
- 2) Practice honesty and integrity in all aspects of their work;
- 3) Exhibit professionalism in the workplace, and conduct themselves in a way that will continue to promote the public's confidence in the integrity of the Town;
- 4) Fulfill their assigned responsibilities, and be proactive in developing the skills necessary to provide high job performance;
- 5) Exercise fiduciary responsibility with respect to safeguarding the Town's assets;
- 6) Exercise custodial responsibility with respect to the use of Town's property and resources;
- 7) Comply with Federal and State laws and regulations and Town's policies and procedures.

GENERAL GOVERNMENT ORGANIZATIONAL STRUCTURE

Town Administrator, appointed by Town Council, is responsible for the overall administration of the Town. The Administrator is responsible to Town Council for maintenance of all affairs of the Town of Kiawah Island. All Department Heads report to the Town Administrator.

Town Clerk, appointed by Town Council, performs a variety of routine and complex clerical, secretarial, and administrative work in keeping official records, providing administrative support to staff, elected officials and committees, assisting in the administration of the standard operating policies and procedures of the Town.

Town Treasurer, appointed by the Town Council, directs all aspects, activities, and functions on matters related to the management of the Town funds.

Accountant 1 performs complex and routine clerical, bookkeeping, and administrative work in accounts receivable, payroll, and general administration.

Accountant 2/Clerk of Court performs complex and routine clerical, bookkeeping, administrative, and data processing work in the billing of Municipal Court, accounts payable and utility operations.

Town Receptionist/Finance Assistant performs routine clerical and administrative work in answering phone calls, receiving the public and providing customer assistance and information, as necessary.

Short Term Rental Compliance Clerk performs a variety of complex clerical and administrative work in the compliance of short-term rental properties in the Kiawah Island.

Community Services Director performs a variety of routine and complex administrative, supervisory, and technical work in administrating and enforcing building and related codes.

Building Inspector performs a variety of routine and complex work in the interpretation and enforcement of adapted codes and related rules and regulations.

Planning Director performs variety of routine and complex work in land use planning.

Plans Examiner performs variety of routine and complex technical work in the review and approval of building plans.

Permit Clerk performs a variety of complex clerical, administrative, and technical work in the processing and issuance of permits.

Communication Manager performs a variety of complex administrative, technical, and professional work in Town's communications and performing special assigned projects for the Town.

Communication Specialist performs a variety of complex administrative, technical and

professional work in crating copy, brochures, newsletters and other communication materials.

Wildlife Biologist manages, promotes, and maintains the Town's natural resources through research, monitoring, management, and public education.

Assistant Wildlife Biologist is responsible for studying the life process of animals and their environment.

Public Works Manger performs variety of duties related to public works solid waste, public safety, emergency preparedness and fleet management .

Code Enforcement Officer 1 performs variety of semi-skilled maintenance work and operates variety of equipment in maintenance of equipment and performing duties for the daily operations for the Town.

Code Enforcement Officer performs variety of semi-skilled maintenance work, operates variety of equipment in maintenance of equipment and performing duties for the daily operations for the Town, and is responsible for ongoing preventive maintenance of the Town's vehicles.

FINANCIAL MANAGEMENT SYSTEM

General Principles

In order to assure consistent and uniform accountability and to maintain compliance with the laws and regulations which govern the Town's finances, the Town adheres to federal, state, and local principles and standards as they apply to its operations.

A governmental accounting system must make it possible to: present fairly and with full disclosure the financial position and results of financial operations of the funds and account groups of the governmental unit in conformity with generally accepted accounting principles, determine and demonstrate compliance with finance-related legal and contractual provisions, and maintain adequate internal controls to ensure proper accountability of public funds.

The Town's financial management system adheres to generally accepted accounting principles (GAAP) and the prescribed standards by recording transactions and preparing basic financial statements in conformity with GAAP and using supporting schedules to demonstrate compliance with other legal and contractual provisions. Uniform application of these standards is achieved by recording and reporting similar transactions in a consistent manner from period to period. Finally, per adopted and codified Town Ordinances and Finance Department implemented policies and procedures, the Town maintains accurate accountability and assures proper authorization in the use of public funds.

Basis of Accounting

All Town Governmental fund revenues and expenditures should be recognized on the modified accrual basis. Revenues should be recognized in the accounting period in which the Town becomes entitled and are measurable. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures should be recognized in the accounting period in which the fund liability is incurred, if measurable, with the exception of accrued interest on general long-term debt, which should be recognized when due.

Fund Accounting

Governmental accounting systems should be organized and operated on a fund basis. A *fund* is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and change therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

The primary purpose of governmental fund accounting is to reflect revenues and expenditures relative to their sources and categorize their uses of financial resources and those designated assets, related liabilities, and net financial resources which are available for subsequent appropriation and expenditure.

The Town's resources are allocated to and accounted for in separate funds and account groups based upon the purposes for which they are to be spent and the means by which their activities are controlled. The types of funds and account groups discussed in this section are limited to those usually utilized by the Town.

FUNDS AND ACCOUNT GROUPS

All of the Town's accounts are identified in accordance with the Town's chart of accounts. The first three digits represent the fund, the next five digits represent the department and the next five represent the object or account name. The combination of all twelve digits provides a specific account name for a particular department in the particular fund. The following fund types and account groups are those primarily in use by the Town:

•**100 General Fund** is used to account for all financial resources and related expenditures applicable to Town's general operations. Funding basis is mostly business licenses, building permits, franchise fees and other receipts that are not allocated by law to other funds, or have not been restricted, committed or assigned to other funds are accounted for in the General Fund. General operating expenditures and the capital improvement cost that are not paid through other funds are paid from General Fund. Accounting for this type of fund centers on control of resource flows rather than on matching revenues with expenditures. Actual inflows and outflows are compared with budgeted amounts in order to determine compliance with regulations and restrictions governing the use of the fund resources.

•**200 State Accommodation Tax Fund** is used to account for financial resources received and distributed related to the Town's portion of the 2% accommodation taxes levied by State of South Carolina and remitted to the Town that are legally restricted to tourism related expenditures, such as advertising and promotion.

•**230 County Accommodation Fund** is used to account for financial resources received and distributed related to the allocation of 2% of the Charleston County Accommodation Fees received that are legally restricted to tourism related expenditures, such as advertising and promotion.

•**240 Local Accommodation Fund** is used to account for financial resources received and distributed related to 1% fee imposed on the rental of any accommodation within the Town that are legally restricted to tourism related expenditures, such as advertising and promotion.

•**250 Beverage Tax Fund** is used to account for financial resources received and distributed related to fee imposed by the State of South Carolina on Sunday liquor sales that are legally restricted to tourism related expenditures, such as advertising and promotion.

•**300 Hospitality Tax Fund** is used to account for financial resources received and distributed related to 2% tax imposed on food and beverage sales within the Town that are legally restricted to tourism related expenditures, such as advertising and promotion.

•**310 Arts & Cultural Fund** is used to account for ticket sales and expenditures related to cultural performances throughout the year.

•**400 Victims' Assistance Fund** is used to account for financial resources received and distributed from the fees from court fines that are restricted for victims' assistance programs.

•**600 Capital Projects Fund** is used to account and report for the financial resources that are restricted for expenditures for certain capital outlays, infrastructure improvements and acquisition of capital assets in reporting year.

•**800 Fixed Assets Fund** is used to establish control and accountability for the Town's fixed assets. Fixed assets are defined as land, improvements to land, buildings, building improvements, vehicles,

machinery, equipment, infrastructure, and various tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. The terms capital assets and fixed assets are used interchangeably. The administration of the Town follows GAAP guidelines for recording and depreciating fixed assets in its funds. Capital assets will be accounted for at historical cost or, if the cost is not practicably determinable, at estimated cost. The historical cost will include the cost of any subsequent additions or improvements but exclude the cost of normal maintenance and repairs unless such is determined to either extend the useful life of the asset or enhance the asset's functionality, effectiveness, or efficiency. Donated fixed assets should be recorded at their estimated acquisition value (as estimated by the Town) at the time received.

Fixed assets are not included in the General Fund, as they do not represent financial resources available for expenditure. Since they are not assets of any fund but rather of the entity as a whole, their inclusion in the financial statements of the General Fund would overstate the fund balance, which is the residual equity of net current assets and liabilities. However, fixed assets are shown within governmental activities on the government-wide statements within the Town's financial statements. Therefore, their accountability should be maintained.

All Town capital assets are recorded and tracked on a spreadsheet sub-ledger maintained by the Treasurer containing descriptions for all fixed assets acquired and are depreciated thereon per the schedule shown below:

- 10-40 years for Buildings and Building Improvements

- 20-50 years for Infrastructure

- 3-5 years for Vehicles

- 10-15 years for Signs

- 3-5 years for Equipment

- 3 years for Computers and Software

New capital assets will only be assessed if it can be demonstrated that they are distinctly new items and not the repair of existing items to similar capacity and function. Depreciation on capital assets is calculated annually on a straight-line basis. The Town wide asset capitalization minimum threshold is \$1,000 per item. Periodically the Finance Department conducts an inventory of all fixed assets. Discrepancies are investigated and adjusted. The inventory serves two purposes: to ensure the accuracy of fixed asset information reported for the annual financial report and for insurance purposes.

Chart of Accounts

All of the Town's accounts are comprised of segments that designate the source of the charge. The first three digits represent the fund, the next five digits represent the department and the next five represent the object or account name. The combination of all twelve digits provides a specific account name for a particular department in the particular fund. The detail listing of Accounts for the Town of Kiawah is included in **Appendix A**.

BUDGETING AND BUDGETARY CONTROLS

Requirements

The South Carolina Constitution requires all municipal governments establish budgetary system and approve annual operating budgets. The Mayor and Council annually adopt an operating budget and appropriate funds for the general, special revenues, and capital funds. In accordance with the Town's Code of Ordinances, Section 4-105 (b), the budget is adopted by ordinance requiring two readings. Also incorporated in the process is compliance with the State Code of Laws requiring the advertisement of the budget and a Public Hearing on the budget prior to the budget's adoption by the Council.

The adopted budget may be amended at any time during the fiscal year, with the Ways and Means Committee recommendations, after two readings of the revised budget at separate regularly scheduled Town Council meetings.

Budget Process

The first step in the budgeting process is the establishment of a budget calendar in January of each year. A proposed budget calendar is developed by the Town Administrator in consultation with the Town Treasurer. The proposed calendar is reviewed by the Ways and Means and then presented to Committee and Town Council for concurrence. The Budget Calendar serves as a guide to ensure necessary processes are completed in order to adopt a budget prior to the beginning of the fiscal year. The Town of Kiawah Island operates on a July 1 to June 30 of the fiscal year. As such, the establishment and adoption of a budget should be complete before July 1 of every year.

The sample calendar summarizing the general budgetary timeline for the Town of Kiawah Island is presented in **Appendix B**.

As a part of Town's budget process, once the budget calendar is established, the Department Heads are then aware of the timeline for departmental requests to come forward to the Town Administrator and Town Treasurer for inclusion in the document.

Making projections for the revenue budget is one of the more difficult tasks of the budgeting process. The process may determine whether or not the Town will be able to provide the services desired by the community. The process may involve the reduction in expenses, the reassignment of expenses, and deferral of some expenses in order to balance revenues and expenses. State Law regulates many of the sources of revenue received by the Town and the allocation of revenues. Resources and tools used to make revenue projections include factors like construction growth, business openings, and closings. Projections related to franchise fees are typically made based upon prior years' revenues and considerations regarding any implications which might affect those revenues either up or down. Tourism revenue projections are developed based upon prior years' performance and economic influences which might affect vacation travel choices. These funds include State Accommodations Tax, County and Local Accommodations Tax, and Hospitality Tax. Each of these funds has specific legislative regulation governing the types of expenditures allowable with the funds. Consideration is given to the expenses anticipated in the budget process, specifically those expenses anticipated in the budget that may be allowable under those funds.

The State Accommodations Tax fund budget requires a review and input from the Town's State

Accommodations Tax Committee as governed by South Carolina Code of Laws, Chapter 4, Section 6-4-10. Recommendations from this Committee are only advisory in nature and are communicated to the Ways and Means Committee and the Town Council for their consideration. Town Council may accept the recommendation, not accept it, or modify it. The allocation of the tourism-related expenditures fund should be based on the percentages approved by the Town Council up to the amounts awarded for the current fiscal year. The disbursement of funds awarded to each organization should be contingent on the receipt of the detailed accounting on how the funds were spent. Payments made in quarterly installments should be based on the approved percentages not to exceed the amount collected by the Town in that quarter.

To budget operating expenditures the Town uses prior year audits, prior year financial statements, the budget-to-actual performance in prior and current years, changes in the economy affecting such line items as fuel expense, changes in personnel, and legislative regulation changes that may mandate actions for which there is a corresponding expense in order to comply. During the budgeting for operating expenses, the Town also evaluates potential cost savings opportunities that may be achieved by consolidations of purchasing or elimination of duties and actions that may be outdated, unnecessary and replaced by more efficient processes.

The Town also maintains a **Five Year Capital Improvements Plan** that projects future capital needs. The plan provides life span to all major capital assets to determine when the items need to be replaced. The estimated cost to replace is then entered into the plan at the appropriate year. Additionally, if the Town has special projects identified and prioritized by the Mayor and Council to be accomplished, i.e., infrastructure or facility renovations, beach repairs; these items are reflected in the plan. Further, the annual review and update of the Five Year Capital Plan allows items to be removed or added as needed.

Throughout the year, a file is maintained in the Town Treasurer's office, when something occurs that may affect the budget in a subsequent year, a note is placed in that file as a reminder to consider the expense or the savings in the following year's budget process. Such items might be capital items that were not considered in the capital planning process, or new endeavors approved by Town Council that are to be implemented in a subsequent year.

Throughout the fiscal year, the budget document serves as the work plan for the Town for the year in which it is adopted. The Town Treasurer is responsible for preparing monthly budget variance reports in a timely manner and its distribution to key staff. The Department Heads are responsible to monitor expenditures in an effort to stay within budgetary guidelines and monitor progress on the goals set by Town Council in the adoption of the budget. If over the course of the fiscal year, the Town Council identifies a new goal not covered under the adopted budget but for which funding can be identified, then this action requires a vote of Ways and Means and Town Council authorizing the source and the use of those funds. If an activity is not completed or undertaken within a budget year, it may be deemed unnecessary or it may be re-budgeted in a subsequent year.

FINANCIAL REPORTING

Prior to issuing financial reports, the account balances in General Ledger must be brought up to date, reconciled with supporting documents, and critically reviewed for completeness to ensure all transactions have been accounted for and were properly recorded, and that all costs and revenues have been correctly determined and allocated to the appropriate cost objectives.

The monthly closing process starts the first week of the month and includes following procedures:

- 1) Accountant 1 ensures all the daily deposits are posted and reconciles copies of the deposits and Wells Fargo and merchant company (Open Edge) statements with General Ledger and Bank Statement.
- 2) Accountant 1 makes sure all the monthly ACH payments are recorded and gives the journal entry with the supporting documentation to the Treasurer for review and approval prior to posting.
- 3) Treasurer records individual entries, such as investment interest allocation between different funds, operating expenses allocation as budgeted, correction of miscoded items, and transfers between funds.
- 4) Treasurer then performs bank reconciliation utilizing Tyler software and provides the Town Administrator with the complete reconciled Bank Statement Report for a review. Signed copies of these statements along with bank statements are kept in the binder in the Treasurer's office.

Monthly Reporting

The Treasurer shall prepare monthly Budget to Actual Reports and distribute to each Department Head to inform them of their current budget execution status and review for any irregularities and needed adjustments.

Quarterly Reporting

Per Town Ordinance, Sec. 4-105 (f), the Town Treasurer shall prepare a quarterly report showing up to date line item information for revenues and expenditures for all funds. The Treasurer's report shall then be reviewed by the Audit Committee, Ways and Means Chairperson, and presented before the Town Council. Following its acceptance, it shall become a public record. Appropriate interim financial statements and reports should show detail of the Town's current financial position as compared to budgetary estimates and limitations, operating results, and other pertinent information to facilitate the administration's current evaluation of the Town's financial status and results of operation, plan future operations and enable legislative oversight.

Annual Audit

Per Town Ordinance Sec. 4-103 (a) Audit, the Town Council shall provide for an independent annual audit of all Town financial records and transactions. The audit, completed in accordance with GASB shall be made by a certified public accountant or firm of accountants who have no personal interest direct or indirect, in the fiscal affairs of the municipal government or any of its officers. The report of the audit shall be filed in the office of the Treasurer as a public record and shall be made available for

public inspection. This audit is performed in accordance with federal audit guidelines and with generally accepted auditing standards covering financial and compliance audits. Copies of the auditor's report are submitted to all requiring governing bodies, Council Members, Mayor, and agencies that have a direct interest in the financial results of the Town's operations.

Annual Reporting

A comprehensive annual financial report should be prepared and published, covering all funds and account groups of the primary government and providing an overview of all discretely presented component units of the reporting entity. The comprehensive annual financial report should include Management Discussion and Analysis, supplementary information as required by Governmental accounting Standard Board GASB. General-purpose financial statements of the reporting entity may be issued separately from the comprehensive annual financial report. Such statements should include the basic financial statements and notes to the financial statements that are essential to fair presentation of financial position and results of operations and cash flows of those fund types and discretely presented component units that use proprietary fund accounting. These statements may also be required to be accompanied by necessary supplementary information, essential to the completeness of their financial reporting.

Outside Financial Reporting

As a multi-funded agency, the Town must provide specific financial information to a variety of grantor agencies, and also comply with federal and state laws. The timing and content of these fiscal reports is varied, and the Town's financial management system must be able to accommodate all reporting requirements as they arise. Therefore, the Town's financial management system is a consolidated system of accounts and related records which provide current and year-to-date financial data from which specific information relating to a particular type of fund or account group, or a specific program area, can be extracted at any given time. A list of these includes, but is not limited to:

- 1) South Carolina Local Government Debt Annual Survey
- 2) South Carolina Annual Municipal Financial Report
- 3) South Carolina Department of Health and Environmental Control Solid Waste Management Services Annual Report
- 4) South Carolina Court Administration Annual Judicial Survey
- 5) Annual Summary of Accommodations Tax Funding Report to Accommodations Tax Expenditure Review Committee
- 6) Annual Statement of Economic Interest Report
- 7) Annual Wage and Tax Statement (Form W-2) and Transmittal of Wage and Tax Statements (Form W-3)
- 8) Annual Summary and Transmittal of US Information Returns (Forms 1096 and 1099-Misc,)
- 9) Quarterly South Carolina State Sales & Use Tax Filing (Forms ST-3, ST-14)

- 10) Quarterly Employer Contribution and Wage Report (Forms UCE-120, UCE-101)
- 11) Quarterly Employer's Federal Tax Return (Form 941)
- 12) Quarterly South Carolina Withholding Tax Return (Form WH-1605)) and Annual Withholding Reconciliation (Form WH-1606)
- 13) Monthly Deposit of Retirement Contributions (Form 1244) and Quarterly Contribution Report Summary (Form 1246)

FUND BALANCES & RESERVE POLICIES

The Town of Kiawah Island believes that sound financial management principles require that sufficient funds be retained by the Town to provide a stable financial base at all times. To retain this stable financial base, the Town needs to maintain a General Fund Balance sufficient to fund all cash flows of the Town, to provide financial reserves for unanticipated expenditures and/or revenue shortfalls of an emergency nature, and to provide funds for all existing encumbrances.

The Town established the following policies on its Unrestricted Fund Balance:

- 1) Unrestricted, Designated** for Fiscal Stability – The Town will maintain a fund balance designation for fiscal cash liquidity purposes (i.e. fiscal reserve) that will provide for sufficient cash flow to minimize the potential of short-term tax anticipation borrowing. This amount shall be equal to not less than 30% of the combined budgeted expenditures of the Town General Fund.
- 2) Unrestricted, Undesignated** Fund Balance - Funds not otherwise reserved or designated as required above represent balances available for appropriation at the discretion of the Town Council. However, the Town Council will make every effort to use these undesignated funds for the following purposes:
 - Increase Unrestricted, Designated Fund Balances as deemed necessary.
 - Transfer to the Capital Projects Fund.
 - Use as beginning cash balance in support of annual budget

The Town Council recognizes that any such funds should be appropriated for non-recurring expenditures as they represent prior year surpluses that may or may not materialize in subsequent fiscal years.

Monitoring and Reporting

The Town of Kiawah Island Administrator and Treasurer shall annually prepare a report documenting the status of the fund balance compared with this policy and present to the Town Council in conjunction with the development of the annual budget. Should the report disclose there are unrestricted, undesignated funds available; a recommendation for use of said funds shall be presented to the Town Council in the report.

Replenishment of the Unreserved, Designated for Fiscal Stability Fund Balance

Should the Unrestricted, Designated for Fiscal Stability Fund Balance amount fall below the 30% targeted level, the Town Council must approve and adopt a plan to restore this balance to the target level within 24 months. If restoration of the reserve cannot be accomplished within such period without severe hardship to the Town of Kiawah Island, then the Town Council will establish a different time period.

Reserve Policies in Other Funds

The Town of Kiawah Island created an Emergency Fund and Capital Improvement Fund as part of the Capital Projects Fund to reserve for financial emergencies caused by natural disasters and future capital projects.

- 1) Emergency Fund is funded from Local Accommodation (LATAX) and Hospitality Tax Funds. 20% of revenues derived from LATAX and Hospitality Tax are transferred to Emergency Fund at the end of the fiscal year. The reserves in this fund are dedicated to disaster recovery caused by natural disasters such as hurricane or flooding.
- 2) Capital Improvements Fund is funded from LATAX and Hospitality Tax Funds. 20% of revenues derived from LATAX and Hospitality Tax are transferred to Capital Improvements Fund at the end of the fiscal year. The reserves in this fund should be used for infrastructure improvements and beach renourishment.

INTERNAL CONTROLS

The Town establishes these standards and procedures for the design and operation of the system of internal controls in order to safeguard the Town's assets. Internal controls consist of all steps taken by the organization to:

- 1) Protect its resources against waste, fraud, and inefficiency;
- 2) Ensure accuracy and reliability in accounting data and financial reporting;
- 3) Secure compliance with the policies of the organization as well as compliance with external local, state, and federal laws and regulations.

Administration should identify, analyze, and manage risks related to the Town's objectives. All processes should be evaluated for inherent risks and potential fraud, whether unintentional or an intentional error. The process of identifying and analyzing risk is a continual process and controls modified as changes occur in the operating environment. Town Administration directives are communicated through written policies and procedures. Town Administration, with input from Mayor and Town Council, should assess the effectiveness of its policies and procedures on a regular basis.

Review and Evaluation

Town Administration has the responsibility to review and measure the effectiveness of the controls established for the Town. Policies and procedures will be reviewed on a periodic basis to evaluate effectiveness. Town Administration has the responsibility to make recommendations for improvements in internal control and for responding to and implementing required changes to the internal control system as a result of findings issued by the audit firm in conjunction with the annual financial audit of the Town.

Deficiencies

This condition exists when the internal control design does not allow management to detect or prevent a misstatement on a timely basis. Such control deficiencies may be further classified as either "significant" or "material." A significant deficiency is a control deficiency that adversely affects the municipality's ability to initiate, authorize, record, process, or report financial data in accordance with GAAP. A material weakness is a significant deficiency that results in the likelihood that a material misstatement of the financial statements will not be prevented or detected. The difference between the control deficiency classes, significant deficiency, and a material weakness is the likelihood and magnitude of the misstatement that could potentially occur. Department Heads are responsible for the design, development, implementation, and maintenance of an effective system of internal controls within their respective areas of responsibility. Critical processes should be identified, and objectives established. Written policies and procedures should include documentation of how transactions and events are to be processed. All policies and procedures will be reviewed and approved by the Town Administrator.

Duties and Responsibilities

Town Council sets the standards for the control environment and has ultimate accountability for internal controls and risk management.

The Town Administrator supports the Town's control and risk management activities, is responsible for the effectiveness of internal controls, approves policies and procedures, conducts periodic reviews, and reports to Town Council breaches detected in the internal control system.

The Treasurer:

- 1) Establishes, executes and monitors the adequacy and effectiveness of internal controls and makes recommendations;
- 2) Performs financial operations and reporting;
- 3) Ensures that departments understand the internal control framework as it relates to their department;
- 4) Reports to Town Administrator breaches detected in the system.

Department Heads are:

- 1) Accountable for the operations and their respective departments;
- 2) Responsible for communicating expectations and ensuring employees understand the internal control framework as it relates to their position;
- 3) Responsible for the application of internal controls by employees under their direct supervision;
- 4) Periodically assess the risk and recommend, develop and implement action plans for improvements to the internal control system in their department.

Employees are responsible for performing duties in accordance to the policy and procedure set for their position. In addition, employees are also responsible to communicate any observed breaches in policy and procedures.

CASH MANAGEMENT

Banking

The Town will maintain bank accounts and investment accounts as deemed necessary by the Town Council. The Town Treasurer will oversee the management of all accounts in order to maintain a balance in the operating account adequate to meet cash needs, to meet the minimum requirements of banking agreement, to satisfy requirements of the Town's investment policy, and to minimize bank service fees. Additionally, the Treasurer is designated to monitor compliance with the State Laws requiring public funds to be fully collateralized by either the Federal Deposit Insurance Corporation or eligible government securities.

The Treasurer's responsibilities:

- 1) Ensure that all bank accounts are included on the collateral agreements the Town has with the banking institutions;
- 2) Monitor all collateral agreements on an ongoing basis to ensure compliance and the securities given as collateral by the banking institution are sufficient to cover deposits within the individual institutions;
- 3) As of June 30th of each year, provide to the external auditors a listing showing the status of the collateral at each banking institution compared to actual cash balance.

Currently, the Town maintains its operating account with Wells Fargo bank. When a new bank account is needed, the Treasurer will seek Ways and Means Committee approval. Authorized signatories on operating bank accounts are the following individuals:

- 1) Mayor
- 2) Mayor Pro Temp
- 3) Treasurer

Operating account-checking transaction requires two signatures, one of who must be the Mayor.

The Town's investments are maintained at South Carolina Local Governments Investment Pool (LGIP). All investments must meet the South Carolina State Statutes regarding the investment of public funds and the Town's internal investment policy (Resolution 2009-1). All investments must be made in the name of the Town. Investment transactions and transfers are made by either the Town Administrator or the Treasurer under the authority granted by the Mayor. The Treasurer is responsible for balancing the monthly investment statement to the Town's General Ledger. The Treasurer will allocate interest among the Town's funds proportionally to the invested amounts. The Town Administrator will review monthly reconciliations and sign them.

Cash Handling and Deposits

Cash receipts are received by the Town through various methods as follows:

- 1) Business licenses, and building permits, are received through the mail, through walk-up traffic at the Town Hall, and online payments;
- 2) Insurance and telecommunications license fees collected by the Municipal Association of South Carolina are received by electronic deposit.
- 3) Accommodations, local option sales, hospitality and beverage taxes, franchise fees and

other miscellaneous receipts are received through the mail.

- 4) Court Fees are received during court sessions, or through walk-up traffic at the Town Hall, where the Clerk of Court's office is located.
- 5) Environmental service fees are received through the mail, walk up-traffic at the Town Hall, lockbox, and online payments.

The Town's personnel comply with the following procedures while administering cash receipts:

- 1) Checks received in the mail are opened by the Town Receptionist and logged into Mail Log. The checks are stamped with the "For Deposit Only" stamp and safely kept in the locked moneybag.
- 2) Checks received by the Permit Clerk, Accountants and STR Compliance Clerk from walk-ins for business licenses and building permits are stamped For Deposit Only, kept in the cash bag throughout the day and forwarded to the Accountant 1 at the end of the day.
- 3) Accountant 1 receives checks from the Receptionist and accepts them by initialing in the Mail Log. Before accepting the checks, employee should verify the date, if the signature is present, if amount is correct and the amount indicated matches the written verbiage.
- 4) The Accountant 1 scans checks through bank virtual deposit machine same day as received. Desktop Deposit report from Wells Fargo must be attached to the copy of deposited check. In the absence of Accountant 1, Accountant 2 or Treasurer shall deposit checks daily using the deposit book. Copies of the checks deposited should be made and kept for recording.
- 5) Accountant 1 enters deposits and posts batches to General Ledger. All transactions must be complete and provide for tracing transaction from the source document.
- 6) Monthly, the Treasurer reviews deposits to bank and General Ledger account for correctness.
- 7) The Town also uses a Wells Fargo lockbox system. Payments from environmental services customers are mailed directly to the lockbox and are batched to the file by the date and retrieved via the bank's portal daily by Accountant 1. The batches are then downloaded into Tyler AR module and applied to customer accounts.
- 8) In the event of returned check, the Accountant 1 will again try to redeposit the check. If again returned, the Clerk will notify the department staff that collected the payment. The staff person is responsible for getting repayment.

Change Funds

Two employees within the Town, Accountant 2/Court Clerk and Permit Clerk, use change funds. These funds allow the employees receiving cash payments to be able to make change when required.

The following rules are to be followed in regard to change fund:

- 1) The custodian should ensure the fund has sufficient small bills and change to function properly;
- 2) The fund is to remain at the original balance, currently-\$181. The change is verified, reconciled, and documented by the Accountant 1 weekly.

Cash Disbursements

Purchases will be executed in accordance with the Town's Municipal Code, Chapter 4 Purchasing. All disbursements must be made by check, Town's credit card, or ACH. Each department head is responsible for ensuring that the Town's vendors and contractors are paid in the timely manner. To facilitate this process the following procedures are taken:

Invoice Review

Invoices are normally received through the mail or via email. The Receptionist opens the mail identifies the vendor invoices, stamps them with the date received, logs them in the received Mail log, and forwards them to Accountant 2. Finance distributes the invoices to the appropriate departments for receipting and payment approval. Following validation, via signature of the Department Head, affirming the correctness of the invoice, the documents are provided to the Accountant 2. Each invoice is coded to the appropriate General Ledger account number from which it was previously budgeted and entered into Tyler software. Then, the Accountant 2 prints out Payables Register that is given to the Town Administrator along with the supporting documentation for approval. After that, the Town Treasurer reviews the Payable Register for correctness of coding.

Reconciliation of Major CreditAccounts

For efficiency, the Town maintains few major credit accounts with frequently used vendors which allow for one monthly check to be processed. When authorized purchases are made and charged to these accounts, Department Heads, or their designee must secure a receipt at the time of that purchase. Such receipts are submitted to the Accountant 2 who reconciles the receipts to billing statements when they are received. The Accountant 2 maintains a folder with all the receipts until accounts are reconciled and receipts are attached to the statement. Current active accounts include: Harris Teeter, Ace Hardware, True Value, Lowes, and WexFlex. .

Processing of Checks

Payment of invoices via Town's checks is done weekly to avoid accumulation of unpaid bills and to avoid having to process large volumes of checks at one time. The Town utilizes digital printing by the outside vendor, currently Wells Fargo. After review process is complete the Accountant 2 sends the digital file to Wells Fargo for processing. Once the file is received, Wells Fargo generates a confirmation email to the Accountant 2 and the Treasurer with the total number of checks requested, and total amount on the check run the confirmation is reviewed and signed by the Treasurer. The completed checks are mailed by Wells Fargo. Copies of the checks with the invoices stamped Paid are filed in alphabetical order in Accountant 2 office.

Access to Accounts Payable Module is limited to the Finance Department. Check processing is regularly handled by the Accountant 2; however, in the absence of the person in that position, the Accountant 1 may process checks.

Checks that have been voided for any reason must be marked "Void", retained and filed until completion of the current year's audit. An invoice with proper documentation and authorization is required for disbursement.

The setup of new vendors is restricted within the Accounts Payable module to Accountant 2 and the Treasurer. The Treasurer verifies each vendor setup by review of the submitted vendor W9 form and

by querying Vendor Audit Report within the Accounts Payable module to ensure accuracy and completes of new vendor input.

All contractors are required to provide the Town with the copy of the business's completed IRS form W9, current business license, and the proof of the current's worker compensation insurance before work is commenced or goods are accepted.

Manual Checks

The Town keeps use of manual checks to a minimum. The check stock is secured in the Treasurer's office.

Credit Card Use

The Town has \$100,000 credit line with Wells Fargo Bank divided among the following credit card holders:

- 1) Mayor-\$50,000
- 2) Mayor Pro-Temp-\$39,500
- 3) Town Administrator- \$5,000
- 4) Town Biologist- \$3,000
- 5) Public Works Manger- \$1,500
- 6) Accountant 1- \$1,000

All Town's credit card procedures are subject to all Town's procurement regulations Each cardholder is responsible for ensuring that funding exists within appropriate line item of the budget before the expenditure occurs and the physical control of their individual card. The use of the cards should be limited to travel arrangements, online purchasing and emergency purchases. The following steps are used in the credit card reconciliation process:

- 1) All the receipts/invoices for credit card purchases must be given to Accountant 1.
- 2) Any charge not accounted for is investigated by Accountant 1 to ensure a receipt is submitted for every charge and it is appropriately resolved or reimbursed to the Town.
- 3) The Town Administrator's monthly transactions with the supporting documentation are reviewed and approved by the Mayor and others by the Town Administrator.
- 4) The Accountant 1 gives the monthly statement package to the Treasurer for review and payment approval.
- 5) The Treasurer reviews the statements for all the supporting documents to ensure appropriate approvals are made, General Ledger codes are correct, and approves the payment.
- 6) Accountant 1 makes payment by telephone via ACH payment from Wells Fargo operating account to Wells Fargo credit card account for the current statement balance. Payment is made in full on or before the due date to ensure no finance charges are incurred.
- 7) When the draft has been debited from the bank Accountant 1 records the payment to the Wells Fargo credit card vendor.

PURCHASING AND PROCUREMENT

Informal Purchase Procedures

Where the estimated cost for goods or services will not exceed \$20,000, the procurement may be made on the informal basis, provided those procurement requirements shall not be artificially divided so as to constitute a small purchase. The following procedures shall pertain to small purchases:

- 1) **Under \$1,000.** Town Administrator and Treasurer may purchase items under \$1,000 as they are needed. A purchase requisition must be submitted to the Administrator or Treasurer for all items. Purchase requisitions are not required for routine items, such as utilities and monthly Town Hall maintenance.
- 2) **\$1,000 to under \$10,000.** When the value of purchases of supplies, service, goods, or construction is estimated to be in excess of \$1,000 and less than \$10,000, and the amount of the purchase has been approved in the current fiscal year's budget, not less than three oral or written quotes from qualified vendors shall be obtained by the Department Heads. The quotes should be attached, or the names of the vendors should be listed on the face of the purchase order. If the vendor selected by the Department Head is not the lowest cost, a statement of justification should be provided as to how the selected vendor can provide the most advantageous agreement with the Town. The Department Head shall sign the purchase order and submit along with the supporting documentation for a signature to the Town Administrator.

For the purchases that are not specifically budgeted in excess of \$1 and less than \$5,000 approval is required from the Mayor. If the purchases are between \$5,000 and \$10,000 and are not specifically budgeted, the approval of the Mayor and one Councilmember is required.

- 3) **\$10,000 to under \$20,000.** When the value of the purchase supplies, services, or construction is estimated to be in excess of \$10,000 and less than \$20,000, purchase shall be made by obtaining at least three written quotes from vendors unless the goods and services are available under the state contract. If the three bids are unable to be obtained a statement must be included with the purchase order as to the reason why. The names of the vendors and the solicited quotations shall be listed on the purchase order and submitted to the Town Administrator for review. The quotes and recommended award then should be presented to Ways and Means Committee who will review the results and make recommendations to the Town Council.

Formal Purchasing Procedures

All purchases, contracts and goods or services in excess of \$20,000 shall be made in accordance with following competitive formal bidding procedures, unless the goods or services are available under state contract as awarded by the State Budget and Control Board, Division of Material Management. Theses may be accomplished through the following methods:

- 1) Competitive sealed bidding is the preferred method of formal solicitation and is accomplished through **Invitation for Bids (IFB)**. The Town Administrator and the user department work together to develop bid requirements and specifications to assure adequate

completion can be obtained. Award is made to the lowest responsive and responsible bidder.

- 2) Competitive sealed proposals are used when procurement is highly technical, complex in nature, and does not lend itself to formal competitive sealed bidding. This type of procurement is called a **Request for Proposals (RFP)**. To use a RFP, the Administrator must determine that the use of competitive sealed bidding is not practical or advantageous to the Town. Offerors submit proposals based on the information requested in RFP. The Town Administrator and Department Head evaluate and rank the proposals based on the selection criteria listed in RFP. The Department Head makes a recommendation to the Ways and Means Committee who then makes recommendations to Town Council. An award is made to the most responsive and responsible offeror whose proposal is determined to be most advantageous to the Town.
- 3) In the procurement of architect, engineer, consulting, or other professional firm, firms are requested to submit qualifications and performance data through a solicitation called a **Request for Qualifications (RFQ)**. A selection committee is established to review and rank the firms based on criteria established in the RFQ of which cost is not a factor.

With justifications, the Town Administrator, Mayor, or their designee may authorize purchases on Sole Source/Non-Competitive or Emergency Procurement basis. The following methods of procuring goods/services are available in lieu of the normal competitive process if adequate justifications are furnished to the Town Administrator and the appropriate approvals are given prior to the purchase:

- 1) **Sole Source Procurement** is procurement when a justification can be written stating that any good, service, supply or construction item can only be purchased from one source and normally approved by the Mayor.
- 2) **Non-Competitive Procurement** is procurement where the Town Administrator, Mayor, or their designee, has deemed the purchase of equipment, accessories, services, software, or replacement parts is to be of paramount importance.
- 3) **Emergency Procurement** is a procurement where the Town Administrator, Mayor, or their designee, may make or authorize others to make purchases when there exists a threat to public health, welfare or safety under emergency conditions, or where normal daily operations are substantially affected.

Contracts Administration

Contracts may be established for, but not limited to maintenance contracts on equipment, contracts for janitorial services, security services, landscaping, etc. The Town Clerk serves as the central repository for record keeping on the major Town's leases and contracts, both reoccurring and single events. Department Heads have the responsibility for the oversight of contracts and leases pertaining to their departments.

The Mayor is only authority who is authorized to sign contracts, committing Town's funds for any purpose.

For all the services contracted by the Town, the Department Head will require current certificate of insurance from the contractor, copy of the business's completed IRS form W9, copy of the current business license and proof of current worker's compensation insurance.

Bills or progress payment requests resulting from contracts will be verified by the Department Head before forwarding to the Town Administrator for approval. If retainage is applicable to the contract, the final payment will not be released until the Department Head approved the transaction and all permitting requirements have been satisfied. It is the Department Head's responsibility to inform the Town Administrator if any amount should be withheld for contractor's nonperformance and to advise the Treasurer to release final payment once the nonperformance has been resolved.

Every contract modification, change order, or contract price adjustment under Town Council awarded contract shall be subject to prior approval by the Town Council, after receiving a report from the Town Administrator as to the effect of the contract modification or change order on the total contract budget.

HUMAN RESOURCES AND PAYROLL

The purpose of this section is to address personnel matters with financial implications that are not described in the Town's Employee Handbook. Those matters include new hire procedures, payroll procedures and accounting for employee benefits.

Personnel

Employee selection is conducted by the individual departments. Advertising may be internal or external and is most often electronically based. Small advertisement may appear in the print media to direct interested applicants to locations such the Town's website www.kiawahisland.org where more comprehensive information may be available. Once a selection is made and an offer accepted, the process must occur to enroll the employee in the payroll system, the South Carolina Retirement System, and the Town's Health Plan. These tasks are completed by the Accountant 1 and approved by the Treasurer. The first step is the completion of the "Town of Kiawah Island Notification of Wages to Employees." This two-page document stipulates the employee's position, hire date, salary, whether the employee is exempt from overtime or not, their frequency of compensation, and the reason for the issuance of the form. Such forms are signed by the Town Administrator and the new hire. Upon being hired, the new employee also completes following paperwork:

- 1) W-4 form for employee withholdings;
- 2) State Retirement System forms;
- 3) Group health and life insurance forms;
- 4) Deferred Compensation Program form
- 5) I-9 form for Employment Eligibility Verification
- 6) Direct deposit form.

Information from all these forms is then entered into ADP system by Accountant 1 and is reviewed by the Treasurer. The forms are given to the Town Administrator who keeps them in alphabetically filed in locked cabinet personnel files.

All salary changes must be properly authorized by the Town Administrator and the Mayor via a signed payroll change form. One copy of the form is kept by the Administrator in the personnel files, one is given to the Accountant 1 for updating in ADP system, and one is distributed to the employee for their records. Quarterly, the Treasurer runs Change Report that includes any change made in the system for each employee, which is available for review by the Administrator, the Mayor, and the Council.

Processing of Payroll and Distribution of the Payroll

The payroll system should maintain safeguards that ensure all payroll expenditures are properly recorded and paid timely. Additional safeguards will ensure that all the transactions are accurate and complete. Currently, the Town's payroll is processed through a third party payroll service-ADP. Access to the payroll system is limited to the Treasurer, Accountant 1 for processing, Mayor, Mayor Pro-Temp and Administrator for reporting.

Exempt employees are paid on monthly basis (12 payrolls per year) on the first day of the month, covering payroll period from first to the last day of the preceding month. Non-exempt employees are paid on bi-weekly basis (26 payrolls per year) on Fridays through the previous Friday. All payroll compensation is paid via direct deposit. The Town has currently 17 full time employees and approximately 60 part-time Deputies. To ensure accuracy, payroll process involves multiple following steps:

- 1) Timesheets are kept on “EZ Labor,” an ADP program. There are two time clocks; one in the Town Hall and one in the sheriff’s office in Freshfields. Each time clock interfaces with the server which operates on 24/7. The server is set to pull time at 3 am.
- 2) For any absence, an employee must fill out a form with the hours they are taking off and personal time off, PTO, they wish to use. This can be done electronically on ADP portal or using paper copy attached in the Appendix C. The Department Heads are given responsibility to approve time sheets. They should review the PTO requests against the available time and approve with their signature.
- 3) Every payroll processing, the Accountant 1 prints out Timecard Report that shows any missing punches and overtime which is forwarded to the Department Heads for review and approval.
- 4) After all employees’ hours are verified and approved, the Accountant 1 reprints Timecard Report and forwards both reports to the Treasurer for final review who returns back to the Clerk for processing.
- 5) Once the payroll is processed, the Treasurer reviews Payroll Register Preview for accuracy and approves payroll for that pay period. Then, Accountant 1 submits through ADP to finalize.
- 6) ADP sends the vouchers via FedEx and a CD with a packet of reports that contains a summary of wages and deductions by employee. All the reports generated during payroll process are maintained in files in the Treasurer’s office. All employees are required to have direct deposit with the exception of new hires pending direct deposit.
- 7) The Treasurer uploads payroll entries from ADP portal to Tyler software.

DEBT MANAGEMENT

The Town may enter into debt obligations to finance the construction, upgrade of infrastructure or other capital needs. Additionally, the Town may refinance current debt obligations to obtain better interest rates. The issuance of debt to fund current operating deficits is not permitted. The proceeds of debt obligations will be used as set forth in its enacting legislation. Debt obligations must be approved by the Town Council and adhere to state and federal laws which authorize and govern the issuance of debt, and securities law, which governs disclosure, sale and trading of the debt. Each issuance of the debt will be bid in order to procure the lowest possible cost to the Town. All debt incurred by the Town will be subject to legal limits set by the State of South Carolina.

The function of the debt service repayment is the responsibility of the Town Treasurer who should monitor cash flows to ensure funds are available for payment of outstanding debt. It is a goal of the Town to repay debt in a timely manner so as to avoid penalties and charges. All currently held debt should be reviewed annually to ensure adequate debt service reserves and to monitor adherence to debt limits.

PROPERTY MANAGEMENT AND INSURANCE

The Town Treasurer shall maintain a Capital Assets Register of all property in Town's position. The Register should be kept up to date by recording changes as they occur. The Town's property records include the following information:

- 1) Property decal number
- 2) Description and location
- 3) Manufacturer's serial number if identification number
- 4) Source of funds
- 5) Acquisition cost of capitalized items
- 6) Accumulated depreciation
- 7) Ultimate disposition
- 8) Condition

The accuracy of the inventory records shall be verified annually by an inspection of all Town owned property. After the close of the fiscal year, the Treasurer will verify with each department that the inventory listed on the Capital Asset Register is accurate and that each item is still in the Town's possession.

General Insurance

Currently, the Town has following insurance coverages:

- 1) General Tort Liability
- 2) Inland Marine
- 3) Auto
- 4) Building and Personal Property
- 5) Data Processing
- 6) Crime
- 7) Workers Compensation
- 8) Directors' and Officers' Liability

Policy renewals dates coincide with one another. About two months before renewal, the Treasurer will compile schedules required to obtain renewal rate quotes. The renewal quotes should be reviewed to ensure the coverages are sufficient at the most competitive premiums.

FRAUD POLICY AND FRAUD RISK MANAGEMENT

The Town of Kiawah recognizes the importance of protecting the Town, its citizens, its employees and its assets against financial risks, operational breaches, and unethical activities. Therefore, the management must clearly communicate the fraud prevention policy to both internal and external customers, vendors and employees.

The impact of misconduct and dishonesty may include:

- 1) The actual financial loss incurred
- 2) Damage to the reputation of our Town and our employees
- 3) Negative publicity
- 4) The cost of investigation
- 5) Loss of employees
- 6) Loss of public confidence
- 7) Damaged relationships with our contractors and suppliers
- 8) Litigation

Our goal is to establish and maintain an environment of fairness, ethics, and honesty for our employees, our citizens, our vendors and anyone else with whom we have a relationship. To maintain such an environment requires the active assistance of every employee and Administration in everyday operations.

Our Town is committed to the deterrence, detection, and correction of misconduct and dishonesty. Upon discovery, violations of policy are subject to reporting and documentation of such acts to provide a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal, where appropriate, the referral to law enforcement agencies when warranted by the facts and the recovery of assets.

Zero Tolerance Policy

The Town of Kiawah will adopt a zero tolerance policy regarding fraud. No employee of the Town shall remove any Town's assets from the property, misuse any Town's assets for one's personal gain, or willfully misappropriate any Town's asset. Any evidence supporting fraud, theft, or embezzlement of the Town's assets and equipment may be subject to the following actions including but not limited to: suspension, termination, restitution and criminal charges. Any Town employee who is aware of fraud being committed against the Town by anyone shall report such activity to the Administration, Town Attorney, or non-Council member of the Audit Committee.

Prohibited Acts

Fraud is defined as an intentional deception, misappropriation of resources or the manipulation of data to the advantage or disadvantage of a person or entity. Some examples of fraud include:

- 1) Falsification of expenses and invoices;
- 2) Authorizing or receiving compensation for goods not received or services not performed;

- 3) Theft of cash or fixed assets;
- 4) Alteration or falsification of records;
- 5) Failure to account for monies collected;
- 6) Disclosing confidential or proprietary information to outside parties for financial or other advantage;
- 7) Making a profit from inside knowledge;
- 8) Authorizing or receiving compensation for hours not worked;
- 9) Embezzlement, bribery or conspiracy;
- 10) Abuse of the Town's facilities and assets;

Reporting of Fraud

- 1) Employees shall read and understand this policy. Additionally, suspected or known fraudulent acts by employees shall be reported to their respective Department Head. If the employee has reason to believe that their Department Head may be involved, the employee shall notify the Town Attorney or non-Council member of the Audit Committee directly;
- 2) Department Heads shall a) communicate the provisions of this policy to all staff; b) take no action without consulting Town Administrator; c) recommend appropriate disciplinary action when there is evidence of wrongdoing;
- 3) Department Heads shall communicate any suspected or known fraudulent act to the Town Administrator;
- 4) All participants in the fraud investigation shall keep the details and results of the investigation confidential;
- 5) Any employee reporting an act of fraud; or assisting, testifying or participating in a fraud investigation, acting in accordance with the requirement of this policy, shall not be subject to any adverse employment action unless it is determined the employee is culpable for such action and/or made an allegation knowing it was false. Examples of adverse employment action include, but are not limited to; discipline, suspension, threatening to discipline or suspend, coercion, acts of intimidation and firing.

False Allegations

False allegations of suspected fraud with the intent to disrupt or cause harm to another may be subject to disciplinary action up to and including termination of employment.

Corrective Action

Final determination regarding action against an employee, vendor, recipient, or other person found to have committed fraud or corruption will be made by the Town Council.

Offenders at all levels of the Town will be treated equally regardless of their position or years of service with the Town. Determinations will be made based on a finding of facts in each case, actual or potential damage to the Town, cooperation by the offender and legal requirements.

Depending on the seriousness of the offense and the facts of each individual case, action against an employee can range from written reprimand and a probationary period to legal action-either civil or criminal. In all cases involving monetary losses to the Town, the Town will pursue recovery of losses.

The following are the responsibilities of Town officials, management, and its employees regarding fraud risk management.

Town Council:

- 1) Sets the standards for the control environment;
- 2) Ultimate accountability for internal controls and risk management.

Town Administrator:

- 1) Supports the Town's control and risk management activities;
- 2) Responsible for the effectiveness of internal controls;
- 3) Approves policies and procedures and conducts periodic reviews;
- 4) Ensures that department heads and supervisors understand the internal control framework as it relates to their departments;
- 5) Reports to Town Council breaches detected in the internal control system.

Town Treasurer:

- 1) Establishes, executes, and monitors the adequacy and effectiveness of internal controls and makes recommendations;
- 2) Responsible for financial operations and reporting;
- 3) Ensures that department heads and supervisors understand the internal control framework as it relates to their departments;
- 4) Reports to Town Administrator breaches detected in the system.

Department Heads:

- 1) Accountable for the operations of their respective departments;
- 2) Responsible for communicating expectations and ensuring those employees understand the internal control framework and fraud reporting policies as it relates to their positions;
- 3) Responsible for the application of internal controls under their direct supervision;
- 4) Periodically assess the risks and recommend, develop and implement action plans for improvements to the internal control system in their departments.

Employees:

- 1) Responsible for performing duties in accordance with the policy and procedure set for their positions;
- 2) Communication of any observed breaches in policy and procedure.

Ethical Conduct and Conflict of Interest

Acting in a manner that promotes and maintains the public's trust is a requirement of every employee.

Employees must act at all times in accordance with the highest ethical standards and comply with all State ethics laws. Actions by employees, on and off the job, that represent a conflict of interest with the Town or give the appearance of such, are prohibited and will result in corrective action, possibly including immediate discharge from employment.

Town employees are covered by state ethics laws that prohibit public employees from using their public position for their own personal gain or to benefit a family member or business associate. State law also prohibits employees from making governmental decisions on matters in which they, their family, or business associates have an economic interest. Employees must notify their supervisors in writing of any matter in which they, their family or business associates have an economic interest and in which they must act on behalf of the Town. The supervisor must send the notification to the Administrator for review. If the Town determines a potential conflict or appearance of conflict of interest exists, the matter will be reassigned to another employee.

Duty of Disclosure – Employees have an affirmative duty to promptly disclose to their supervisor any action or situation on their part, current or pending, that may constitute a conflict of interest, or reasonably give the appearance of a conflict of interest, or any activity that might reflect negatively on the Town or community. Employees have a similar duty to make their supervisor aware of any action by another employee, elected official, or person or entity doing business with the Town that may constitute a conflict of interest, prohibited activity, or violation of this policy.

APPENDIX A

ACCOUNTS LISTING

The following numbers are assets, liabilities, and departments represented by the first set of five digits in the account number (xxx-xxxxx-xxxxx):

00005	Cash Operating
12300	Wachovia Investments
13100	Interest Receivable
13200	Accounts Receivable
13201	Due from State Agencies
13220	Solid Waste Receivable
13221	Unapplied Cash
13222	Allowances for Solid Waste Receivable
13310	Prepaid Insurance
13320	Prepaid Expenses
15100	Computers & Software
15200	Equipment
15300	Furniture & Fixtures
15400	Land
15500	Municipal Center
15600	Signs & Fences
15700	Vehicles
15800	Infrastructure
16100	Accumulated Depreciation-Computers & Software
16200	Accumulated Depreciation-Equipment
16300	Accumulated Depreciation-Furniture & Fixtures
16500	Accumulated Depreciation-Municipal Center
16600	Accumulated Depreciation-Signs & Fences
16700	Accumulated Depreciation-Vehicles
16800	Accumulated Depreciation-Infrastructure
22200	Benefits Payable
22300	Federal WH Payable
22400	FICA Payable
22420	Medicare Payable
22800	Deferred Compensation Payable
22900	SC Retirement Payable
23600	Court Fines Payable to State
23700	Victims Assistance Payable
23900	Credit Card Payable
24000	Unavailable revenue
25000	Unearned Revenue/Solid Waste
30000	Fund Balance
40100	Conservation Department

40200	Administration Department
40300	Finance Department
40400	Roads and Bridges
40500	Communication Department
40600	Court Department
40700	Building Permits Department
40800	Code Enforcement
40900	Public Safety
41000	Operations
41400	CERT Team
42000	SATAX Expenditures
42300	CATAX Expenditures
42400	LATAX Expenditures
43000	Hospitality Tax Expenditures
43100	Arts & Cultural Expenditures
44000	Victims' Assistance Expenditures

The next five numbers of the account number (xxx-xxxxx-xxxxx) represent the object or line item.
Listed below are the most commonly used numbers:

40000	Business License Revenue
40001	State Accommodation Tax
40005	Aid to Subdivision
40010	Permit Fees
40015	Building Permits
40018	Lease Revenue
40021	Local Option Tax
40031	Franchise Fees-Electric
40032	Franchise Fees-Beach Services
40033	Franchise Fees-Other
40041	Court Fees
40070	Solid Waste Revenue
49000	Interest Revenue
49050	Market to Market Adjustment
49500	Miscellaneous revenue
51100	Salaries
51205	Overtime
52102	Insurance Medical
52201	FICA Match
52202	Medicare Match
52300	Retirement Match
52600	Workers Compensation
52901	Deferred Compensation Match
53100	Deputy Vehicle Fees
53103	Stenographer Cost
53105	Catering Cost

53302	Auditing Cost
53303	Legal Cost
53304	Professional Cost
53404	Graphic Design
53409	Photography Cost
54110	Water & Sewage
54210	Solid Waste Disposal
54230	Custodial Cost
54242	Landscaping Minor
54301	Repairs & Maintenance-Building
54302	Repairs & Maintenance-Vehicle
54303	Repairs & Maintenance-Equipment
54307	Repairs & Maintenance-Software
54309	Pest Control
54411	Rental-Facilities
54421	Rental-Equipment
55211	Insurance-Auto
55212	Insurance-Bridge
55213	Insurance-Data Pro
55215	Insurance-Liability
55216	Insurance-Premises
55217	Insurance-Inland Marine
55218	Insurance-D&O
55300	County Radio Cost
55302	Travel & Training
55304	Cell Phone
55306	Telephone
55308	Dues
55309	Subscriptions
55311	Security
55402	Advertising
55403	Community Activities
55404	Community Outreach
54241	Beach Upkeep
55511	Printing
55555	Turtle Beach Expenditures
55556	CERT Team
55557	Community Outreach
55559	Beach Supplies
56101	Office Supplies
56105	Supplies-Other
56106	Uniforms
56220	Electricity
57310	Signs & Fences
57400	Depreciation

58100	Miscellaneous
70411	Equipment-Minor
70412	Software-Minor
71430	Furniture & Fixtures-Minor
88203	Contingency

APPENDIX B

Budget Calendar **FY XXXX**

Date	Task
January-First Week	Budget Kick-off Discussion
February-First Week	Departmental Budget Packages Distributed
February-Last Week	Department Budget due to Town Administrator for Initial Review
March-First Week	Budgets Due to Finance Department for Budget Integration
March-Last Tuesday	Preliminary Budget Discussion at Ways & Means Committee Meeting
April	State ATAX Committee Meets and Makes Recommendation
April-Second Week	Town Treasurer will finalize Budget Proposal and Staff Requests
April-Last Week	Review and Discuss Budget Proposal at Ways & Means Committee Meeting
May-First Tuesday	Public Hearing FYXX Budget Town Council
May-First Tuesday	First Reading of Budget
June-First Tuesday	Second and Final Reading of Budget



Tab | 8

TOWN COUNCIL

Agenda Item



REQUEST FOR TOWN COUNCIL ACTION

TO: Mayor and Council Members
FROM: Stephanie Monroe Tillerson, AICP, Town Administrator
SUBJECT: Amendment to the Short Term Rental Ordinance
DATE: July 7, 2020

BACKGROUND: Town Council adopted the amended Short Term Rental Ordinance (STR) on November 5, 2019 meeting. The amended STR ordinance became effective on January 1, 2020.

The Town staff did a six-month review of the current STR Ordinance and determined some edits or clarification to the Ordinance is needed. The proposed changes can be reviewed on the attached redlined version of the STR Ordinance.

ACTION REQUESTED: To approve on First Reading the proposed changes to the Amended Short Term Rental Ordinance.

BUDGET & FINANCIAL DATA: N/A

THE TOWN OF KIAWAH ISLAND

ORDINANCE 2020-07

AN ORDINANCE TO AMEND ARTICLE 14 , GENERAL OFFENSES, CHAPTER 8, SHORT-TERM RENTAL PERMIT AND REGULATIONS

WHEREAS, the Town of Kiawah Island Municipal Code currently contains Article 14, General Offenses, Chapter 5, Short-Term Rental Permit and Regulations, Sections 14-501, through 14-510, and;

WHEREAS, the Town Council believes that establishing specific regulations and licensing requirements for short-term rental units is necessary to protect the public health, safety, and welfare; and

WHEREAS, the Town Council wishes to amend the current sections relating to the regulation of short term rentals.

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

Section 1 **Purpose**

The purpose of this Ordinance is to amend Article 14, General Offenses, Chapter 5, Short Term Rental Permit and Regulations by amending Section 14-502, and Section 14-506 in **Attachment “A”**.

Section 2 **Ordinance**

Section 14-502(5) created as follows;

- (5) It is the responsibility of the STR owner to report all gross income generated by each STR property, including gross income generated through a property management company, home-share platforms (such as VRBO, HomeAway, or Airbnb by way of example and not limitation), or any other source, in accord with the requirements of Sections 4-304 and 4-306 of the Town of Kiawah’s Municipal Business License Ordinance. Reporting all gross income can be accomplished a) through the application submitted by a property management company reporting total gross income for the STR property, including income generated by home-share platforms and other sources, or b) if the property management company will only report gross income generated by the property management company, the STR owner must submit a separate business license application reporting gross income that has not been reported by the property management company, such as gross income generated by home-share platforms or other sources. An STR owner’s failure to fully report all gross income, regardless of source, generated by a STR property is a violation of Section 14-507(a)(2) of this Chapter and Section 4-307 of the Town of Kiawah’s Municipal Business License Ordinance.

Section 14-506(f) is hereby amended as follows;

- (f) Bicycles and beach gear shall not be visible from the street side or adjoining properties from dusk to dawn for all single-family dwellings and multi-family dwellings. These articles shall be placed in the appropriate storage location from dusk to dawn and shall not be left in a driveway, yard, or parking lot from dusk to dawn. No articles of clothing, beach towels, or other similar items shall be draped over railings or deck chairs or be visible beyond property lines at any time of day or night.

Section 14-506(h) is hereby created as follows;

- (h) The provisions of Subsections (d), (e), (f), and (g) herein shall apply to the STR property at all times, including when the property in use by the owners, guests, or renters.

Section 3 **Severability**

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

Section 4 **Effective Date and Duration**

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

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF KIAWAH ISLAND ON THIS ____ DAY OF _____, 2020.

Craig Weaver, Mayor

Petra S. Reynolds, Town Clerk

1st Reading: July 7, 2020

2nd Reading:

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Chapter 5 Rental Applications and Regulations

The intent of these regulations is to promote public health, safety, and welfare and to discourage nuisance and behavioral issues associated with short-term rental properties in residential zoning districts, R-1, R-2, and R-3.

Sec. 14-501. – Definitions

The following words and phrases, as used in this Article, shall have the following meanings:

An authorized agent is an owner, the owner's agent, or the owner's designee who is normally available and authorized to respond to any issues arising from a short-term rental unit within two (2) hours and who is authorized to receive written notice on behalf of the owner.

CAPS is the maximum number of properties that may be licensed for short-term rental use, calculated as a percentage of total developed dwelling units and developable lots within each zoning district. Total properties are based on the records of the County Assessor's Office as of December 31 of each preceding year.

Destination or Private Vacation Clubs ("Destination Clubs") are classified as private and/or exclusive membership organizations or commercial businesses primarily engaged in providing short-term overnight accommodations and related services for its club members with non-ownership interest who seek alternative options to standard vacation home rentals. Destination Clubs typically own or lease properties from the owners on a long-term basis, provide those properties in a variety of locations to its members on a short-term basis, and model a membership access structure where its members purchase membership levels granting access to properties and personalized services. Properties offered by Destination Clubs to a member for less than thirty (30) days are considered STRs whether the Destination Club is an owner of record or a lessee. All references to

"owners" in this Chapter apply to Destination Clubs

Non-Conforming Use is a use which was lawfully established and maintained, but which does not comply with the use regulations applicable to new uses in the zoning district in which it is located; the use any of any land, building, or structure which does not conform with currently applicable use regulations, but which complied with use regulations in effect at the time the use was established.

Owner in the context of short-term rental means the record owner of the property or any person or entity that leases from the record owner of the property, who engages in the business of furnishing for lease or for rent, either directly or through a third-party entity, a *short-term rental unit* and who must be licensed both as a business and under this Chapter.

Provisional Lot License (PLL) is a license that provides the owner of a vacant developable lot (hereafter referred to as "lot") the right to obtain a STR License. The PLL is valid for 3 years from issuance and guarantees the owner the right to obtain a Rental Business License upon issuance of a Certificate of Occupancy (CO). In the event construction is in the process, but a CO has not been issued, the PLL holder may appeal the expiration of the PLL to the Town Treasurer for an extension of up to 120 days.

Short-term rental (STR) property means an accommodation, rented or leased for less than thirty (30) consecutive days, used in a manner consistent with the residential character of the dwelling, when the property on which the accommodation is located is assessed, for county property tax purposes, as residential property. **Exceptions:** Rental properties that are available for rent for a period not to exceed 14 calendar days in a calendar year are exempt from the provisions of this Ordinance. Hotels, motels, inns, and bed and breakfasts are not considered STRs.

Any property which is leased from its owner on a long-term lease basis (30 days or greater), then made available by the leasee for short term rental or occupancy to a different party shall be considered a short-term rental and both lessor and leasee are subject to this ordinance. Vacation time-sharing plans are not short-term rentals and are not allowed pursuant to Section 14-201 of this Code.

Sec. 14-502. – Rental Business License Application

The town shall not grant a rental business license for a STR until the following conditions are satisfied:

- (1) An Owner or the Authorized Agent on behalf of the owner is required to obtain an annual Class 7 Rental Business License from the Town for each STR property prior to advertising or renting.
- (2) A Rental Business License application shall be completed for each STR by the owner or its authorized agent. The signed Rental Business License application shall be a legal and binding agreement acknowledging that all town ordinances and rental regulations shall be adhered to for the duration of the Rental Business License. The Rental Business License application shall be submitted, and subject to review, annually.

An owner of a lot within the R1/R2* area (see Table 15-805.1) may apply for a Rental Business License. Upon receipt of a completed application, the Town will issue, based on the availability of such licenses, a PLL.

- (3) The annual application fee for the Rental Business License, including lot applicants, is \$500 for any property in the R1 or R2 zoning districts subject to caps; \$200 for all other properties. In the event a license is not granted due to licenses being capped, the application fee will be suspended until such time that the application is approved, and a license is awarded. A license is nontransferable between owners. A change in ownership of the STR property shall require the new owner or its authorized agent to apply for a new license for the dwelling unit or lot, subject to license availability. The previous owner is responsible for all charges prior to the change of ownership and is responsible for properly closing his/her license with the Town of Kiawah Island.
- (4) If the applicant is someone other than an owner, the applicant shall submit a copy of the owner's written authorization of the applicant's right to apply for the rental business license. Where the property is leased to the applicant, the applicant must attach a copy of the lease.
- (5) It is the responsibility of the STR owner to report all gross income generated by each STR property, including gross income generated through a property management company, home-share platforms (such as VRBO, HomeAway, or Airbnb by way of example and not limitation), or any other source, in accord with the requirements of Sections 4-304 and 4-306 of the Town of Kiawah's Municipal Business License Ordinance. Reporting all gross income can be accomplished a) through the application submitted by a property management company reporting total gross income for the STR property, including income generated by home-share platforms and other sources, or b) if the property management company will only report gross income generated by the property management company, the STR owner must submit a separate business license application reporting gross income that has not been reported by the property management company, such as gross income generated by home-share platforms or other sources. An STR owner's failure to fully report all gross income, regardless of source, generated by a STR property is a violation of Section 14-507(a)(2) of this Chapter and Section 4-307 of the Town of Kiawah's Municipal Business License Ordinance.

Sec. 14-503. – Permit and Operating Requirements

- (a) It shall be the sole responsibility of the STR owner directly or through his or her authorized agent to notify and educate the guests of all applicable STR rules and regulations, including all rules encompassed in Section 15-806.
- (b) No owner or his or her agent may advertise a STR property in any manner that would constitute a violation of this chapter. The property owner and his/her authorized agent shall be jointly responsible for the accuracy of advertising of all STR properties as required in 15-803(c).

- (c) The advertisement of any STR properties must include the rental business license number, the maximum number of vehicles permitted for overnight parking, number of approved bedrooms, and the maximum allowable occupancy
- (d) Prior to the issuance of a STR rental business license, all first-time STR's applying for a license or any property requesting a change in the number of bedrooms or a change in parking capacity are subject to and must pass a rental property inspection pursuant to Section 15-803 (e).
- (e) All rental properties shall remain compliant with the current edition of the International Property Maintenance Code (IPMC). All STR properties are subject at any time, with notice, to inspection for compliance to the IPMC and/or Town ordinances. Inspections will include, but not limited to:
 - (1) Smoke Alarms. Smoke alarms are required in each bedroom and the hall leading to the bedroom.
 - (2) Carbon monoxide detector.
 - (3) Sprinkler System. If the residence has a fire sprinkler system, it shall be the owner's or their authorized agent responsibility to furnish documentation to the code enforcement officer that their sprinkler system received an annual inspection and is in proper working order.
 - (4) Fire Extinguishers. A fire extinguisher meeting the requirements as a 1-A: 10-B:C shall be under the kitchen sink in all rental units.
 - (5) Vehicle Parking Spaces. Verification of the number of vehicle parking spaces permitted on site as set forth in Sec. 15-806 (d).
 - (6) Bedroom Count. Verification of the number of bedrooms within each rental unit as set forth in Sec. 15-806 (c).
 - (7) Structural Elements. Decks, stairs, handrails, and guardrails including boardwalks.
 - (8) Enclosed Trash Receptacles. Trash receptacles shall be enclosed in a garage or approved screened enclosure.
 - (9) Posted Address and Contact Information and Rules and Regulations. Each rental unit shall furnish the property's address, and the owner's or authorized agent's contact information, including all other information required by Section 15-806, inside the unit in a visible place to occupants in the event an emergency.

Sec. 14-504. – Rental Business License

- (a) Article 4 – Finance and Taxation, Chapter 3. - Municipal Business Licenses, regulates all business licenses. The following additional regulations apply specifically to STR business license.

- (b) A short-term Rental Business License expires annually on December 31st. License holders must renew each calendar year and have until February 28th of the following year to renew their license without penalty. As of March 1st, if the holder of an expired license submits a renewal request, one of the following conditions shall apply:
- 1) If the property is in an R1 or R2 zoning district, and the License Cap in Table 15-805.1 has not been reached, the license is renewable subject to a \$1000 late fee, plus all applicable fees.
 - 2) For properties in all other zones, the license is renewable subject to a \$1000 late fee, plus all applicable fees.
 - 3) If the property is in an R1 or R2 zoning district subject to caps, and the Town is unable to issue a STR business license solely due to the percentage Caps established herein, (see 15-805.1), a new application can still be filed, and the applicant will be placed on a waiting list. If a permit becomes available, the Town will notify the applicant who has been on the waiting list the longest and allow him/her 7 business days to provide the Town with any and all information necessary to ensure the application is current and otherwise complies with the ordinance. If the applicant fails to respond and/or provide current information within 7 business days, the Town shall remove the applicant from the waiting list and repeat the process until a STR business license, or PLL, has been issued, or all of the applicants on the waiting list have been notified.
 - 4) Late renewals (after the close of business on Feb 28th), are not permitted for non-conforming use properties previously holding a valid STR business license, including Destination or Vacation Clubs.
- (c) A license holder shall provide proof of accommodation tax payments for the previous year at the time of license renewal. Failure to pay all required accommodation taxes constitutes grounds to not renew a rental business license.
- (d) All fees related to STR business licenses must be paid in full at the time of application. Upon the closing of the license, the licensee is responsible for notifying the Town and properly closing their account.

Sec. 14-505. – Short-term Rental Property Caps

Short term rental Caps are established in the R1 zoning district and identified R2 zoning districts (see Table 15-805.1 for details). The limitations and requirements of this section apply to short-term rental properties in the Town's R1 and R2* zoning districts.

- (1) License Caps. Licenses for rental properties shall be distributed on a first-come, first-serve basis. Active licenses expire annually on December 31 of each year. Applications received after February 28th are subject to late fees as defined in Sec. 15-804(b)(1)(2).
 - a. Properties holding a rental business license will have first preference to renew by February 28th to maintain their license, as long as the license is in good standing with the Town.

- b. Available licenses are subject to the percentage of rental caps allowed within the zoning district, pursuant to Table 15-805.1, Rental Property Zoning Caps.
 - c. If a license cap is reached within the R1/R2* zoning district, the applicant will be placed on a waiting list until a license becomes available, consistent with provisions in Section 15-804 (b)(3).
 - d. STR or PLL licenses are not transferable. In the event of the transfer of property ownership, including the transfer of interests in corporations or partnerships that own a licensed property, the new owner may apply for a new STR or PLL license, subject to Section 15-802 and all other provisions of this ordinance. **Exception:** Intra-family transfers of property can include the transfer of a STR or PLL license.
 - e. A license may be subject to expiration or may not be renewed should an owner report <\$3,000 of annual rental revenue. In the event of annual revenue below \$3,000, an owner will need to demonstrate the short-term rental property was available and advertised for rental throughout the previous year.
- (2) In calculating the number of rental business licenses available in any calendar year, the calculation will be based on the percentages defined in Table 15-805.1

Table 15-805.1: Rental Property Zoning Caps			
Zoning District	R-1 and R-2*	All other R-2	R-3
Maximum % of STR properties allowed	20%	No Limit	No Limit
<p><i>Rental percentages are a ratio of rental licenses (including PLL's) to developed lots within the R1 zoning district, and the specific R2 zoned areas identified below. Developed lot numbers are defined from the County Assessors Office as of December 31 of the prior calendar year.</i></p> <p><i>*R-2 districts include: Indigo Park, Ocean Oaks, Ocean Park, and Silver Moss, Osprey Point (Club Cottage Lane, Marsh Cottage Lane, and Shell Creek Landing)</i></p>			

- (3) Destination Clubs and Private Vacation Clubs are not permitted by the Town's zoning regulations in Residential Zones R1, R2, and R3 unless the Destination Club complies with the following requirements:
- a. The Destination Club obtains a STR business license;
 - b. The Destination Club pays all required State Sales Tax (8%), State (2%), County (2%) and Local Accommodation (1%) Taxes on gross receipts collected from STR's;

- c. The Destination Club complies with all other rules and regulations applicable to STR's;
- d. The Destination Club provides no commercial services on the subject property; and
- e. The owner of the property obtains a business license.

Any applicable properties in R1, R2, or R3 holding a valid STR business license as of the effective date of this ordinance shall be grandfathered and included in calculating the license cap, subject to the following conditions:

- a. Residential Business Licenses expire as of December 31st of each year. The license holder has until February 28th of the following year to renew. Failure to renew by the close of business on February 28th will result in the expiration of the license.
- b. No late renewals will be permitted for non-conforming use properties, including Destination Clubs and Vacation Clubs.
- c. All grandfathered properties shall remain subject to the requirements of this Chapter as STRs.
- d. Destination Clubs and Private Vacations Clubs are permitted in Zones R2/Commercial, R3/Commercial, RST-1, RST-2, RST-1/R3, R-2(DA), R-3(DA), and RST-2(DA) are subject to the approval of uses prescribed in the Zoning Ordinance and the requirements of this Chapter as STRs.

Sec. 14-506. - Notice of Rental Residence Rules and Regulations

- (a) The Town shall promulgate and distribute Rules and Regulations applicable to the rental of residential property to all property management companies and/or the owners. An owner or authorized agent shall furnish a copy of the rules and regulations to each rental guest. In addition, the owner (or authorized agent) shall post a copy of the rules and regulations in a visible location within each rental unit.

- (b) Local Contacts.

- (1) The owner (or authorized agent) who does not reside within the Charleston Metro Area must identify an individual or individuals to serve as local contacts and be authorized and able to respond to emergency conditions or complaints affecting the property and to inquiries from all entities having jurisdiction over the rental property.
- (2) The owner (or authorized agent) must have a 24-hour contact phone number posted in a visible location within each unit
- (3) A local contact designated under subsection (1) must be present within the Charleston Metro Area and be accessible and available to respond within two hours after being notified of an emergency by a guest of the short-term rental, or by a Town employee during any 24-hour period.

- (4) If there is a change to a local contact, the owner or authorized agent must provide updated or new information to the Town of Kiawah Island Business License Department in writing within three business days.

(c) Maximum Occupancy.

The maximum occupancy for all short-term rental properties is two occupants per code-compliant bedroom. Two additional occupants are allowed per dwelling unit. *As an example, a four-bedroom rental property shall have a maximum of ten occupants.* Children under the age of 2 are not included in calculating maximum occupancy.

- (1) The number of bedrooms for purposes of determining occupancy shall be based on Charleston County Property Tax records. Should a rental business license applicant seek to claim more bedrooms than shown on Charleston County records, the owner or its agent shall contact the town code enforcement office for review and determination prior to renting the unit. Such review will consider the additional bedrooms per the building code requirements.
- (2) Temporary conversion of rooms such as dining rooms, living rooms, studies, etc., for use as bedrooms for rental purposes, is not permitted.

(d) Parking and Driveways. The maximum number of vehicles permitted for overnight parking for each single-family dwelling unit shall be in accordance with the number of parking spaces as defined on the rental application.

- (1) Vehicles may only be parked on permanent paved or gravel parking surfaces, as approved by the Town or other entity having jurisdiction. Parking on grass or landscaped areas is prohibited at all times.
- (2) Vehicles must be parked in a manner that permits the free passage of emergency vehicles. Overnight parking in driveways must allow emergency vehicles to within 25 feet of the residence.
- (3) If a garage is utilized to determine allowable parking, access shall be provided at all times that the short-term rental is operational.
- (4) Parking for villa units shall be in parking lots that are integral to the villa complex.
- (5) Pickups greater than one-half ton, and cargo vans greater than 12 passengers, recreation vehicles (RVs), buses, trailers, boats, and other large vehicles are prohibited from parking overnight at residential dwellings. Vehicles shall not be used for sleeping or overnight accommodations.
- (6) STR properties must comply with St. Johns Fire District requirements and applicable Architectural Review Board regulations for residential zoning districts (R-1, R-2, and R-3) which require that driveway clearance for fire trucks be a minimum of ten feet wide for straight drives and have a height clearance of 13.6 feet.

(e) Trash Collection.

- (1) Rental dwelling units shall subscribe to back-door trash collection two times per week, including recycling service. Trash receptacles shall be stored in an enclosed garage or approved screened enclosure whereby the receptacles are not visible from the street.
- (2) Villas shall use provided dumpsters for trash disposal. Dumpster pick-up service shall be sufficiently frequent to avoid trash overflow. Dumpsters shall be stored on an approved screened pad.

(f) Bicycles ~~and beach gear and other personal articles~~ shall not be visible from the street side or adjoining properties ~~from dusk to dawn~~ for all single-family dwellings and multi-family dwellings. These articles shall be placed in the appropriate storage location from ~~dusk to dawn~~ ~~overnight~~ and shall not be left in a driveway, yard, or parking lot ~~from dusk to dawn~~. No articles of clothing, beach towels, or other ~~similar~~ items shall be draped over railings or deck chairs or be visible beyond property lines ~~at any time of day or night~~.

- (1) Villa complexes shall provide adequate bicycle racks for overnight bicycle storage. All other gear shall be stored indoors or in provided storage closets.

(g) All exterior lighting shall comply with Article 16 – Beach Management, Chapter 1. - Beach Lighting, which regulates beach lighting to protect sea turtle hatchlings.

(h) The provisions of Subsections (d), (e), (f), and (g) herein shall apply to the STR property at all times, including when the property is in use by the owners, guests, or renters.

Sec. 14-507. - Violation of Rental Regulations

(a) It shall be a violation of this chapter to:

- (1) Operate a rental property without complying with the requirements of this chapter and the Town code of ordinances;
- (2) Make a misrepresentation on a short term rental business license application;
- (3) Advertise, offer, or otherwise make available, a property as being available as a rental without first complying with the requirements of this chapter; excluding properties exempt from these provisions of the rental program not exceeding 14 calendar days on an annual basis;
- (4) Expand the allowable occupancy or parking of a rental unit without obtaining a new license;
- (5) Advertise a rental property as being available for more overnight occupants than have been permitted pursuant to this chapter;

- (6) Advertise or rent separate guest houses or pool houses as an independent rental unit. Such units can be included under a rental business license issued to a single address, but it cannot be rented as a stand-alone unit;
- (7) Rent out a portion only of the rental or individual rooms of a property, to include detached homes, villas, cottages, and any other property designation. No rental business license will be issued unless the subject property is to be rented in its entirety. Owners are permitted to lock off closets or bedrooms from guest access;
- (8) Operate a commercial business in a STR property. Examples include, but are not limited to catering, telemarketing, or distribution of goods; and
- (9) Prune or otherwise alter vegetation and dunes without the required permits from the Town or other applicable jurisdiction (Kiawah Island Community Association, or the Kiawah Island Architectural Review Board).

Sec. 14-508. – Liability

- (a) Any person violating any provision of this ordinance shall be subject to a fine of up to \$500 plus required statutory assessments or imprisonment for not more than 30 days, or both, upon conviction. Each day of violation shall be considered a separate offense. Punishment for the violation shall not relieve the offender of liability for delinquent taxes, penalties, and any other costs.
- (b) An owner may authorize an agent or property management firm to comply with the requirements of this ordinance on behalf of the owner. However, the owner shall not be relieved from any personal responsibility and personal liability for noncompliance with any applicable law, rule or regulation pertaining to the use and rental of the STR property, regardless of whether such noncompliance was committed by the owner's authorized agent, local contact person, renter or guest of the short-term rental.
- (c) A property management firm or authorized agent shall be jointly and severally liable for any violations occurring on any of its managed STRs in the Town.

Sec. 14-509. – Revocation or Suspension of a Short-term Rental Business License

In addition to applicable fines and penalties:

- (1) The failure of the rental business licensee to comply with any sections of this ordinance shall constitute grounds for the suspension or revocation of the license. Any action to suspend or revoke the license shall be conducted by the Treasurer or designee in accordance with Municipal Code, Chapter 3, Municipal Business License, Section 4-315.
- (2) Any property with three violations of this ordinance during any 12-month rolling period and found guilty by admissions or by the Municipal Judge will be considered cause for license revocation. The owner or agent may reapply for a new STR license no

sooner than twelve months after revocation, subject to all provisions contained herein.

On receipt of notice of revocation or suspension, the owner (or authorized agent) shall immediately stop the operation of the short-term rental establishment. All advertisements for future short term rentals shall immediately cease. If such property is advertised or occupied by short term renters after the revocation or suspension of the STR license, fines shall be levied against the owner and agent.

Sec. 14-510. - Appeals to Town Council

- (a) A person aggrieved by the town's decision to revoke, suspend, or deny a rental business license may appeal the decision to the town council. The appeal must be filed in writing within 30 calendar days with the Town Clerk after the revocation, suspension, or denial and it shall set forth a concise statement of the reasons for the appeal. Timely filing of an appeal shall stay the revocation, suspension, or denial, pending a decision on the appeal by the Town Council.
- (b) The Town Council shall consider the appeal in an open hearing at a regular or special meeting within 30 calendar days after receipt of a request unless otherwise agreed to, in writing, by the town and the aggrieved party.