



Town of *Kiawah Island*

Mayor

John. D. Labriola

Council Members

F. Daniel Prickett
Maryanne Connelly
John Moffitt
Scott M. Parker, MD

Town Administrator

Stephanie Monroe Tillerson

TOWN COUNCIL MEETING

Municipal Center Council Chambers

June 7, 2022; 2:00 PM

AGENDA

- I. Call to Order:
- II. Pledge of Allegiance
- III. Roll Call:
- IV. Approval of Minutes:
 - A. Minutes of the Town Council Meeting of May 3, 2022 [Tab 1]
- V. Mayor's Update:
- VI. Citizens' Comments (Agenda Items Only):
- VII. Proclamation:
 - A. Proclamation Recognizing June as Public Safety Month [Tab 2]
- VIII. Presentation:
 - B. Kiawah Island Parkway Intersection and Corridor Study – Kimley Horn
- IX. Consent:
 - A. To Consider Approval of **Ordinance 2022-02** - An Ordinance to Amend the Town of Kiawah Island Municipal Code Chapter 12 - Land Use Planning and Zoning Ordinance – Article II. – Zoning, Division 2. – Zoning Map/Districts, Section 12-79. Designation of Annexed Territory – **Second and Final Reading** [Tab 3]
 - B. To Consider Approval of **Ordinance 2022-03** - An Ordinance to Amend the Town Of Kiawah Island Municipal Code Chapter 12 – Land Use Planning and Zoning- Article II. – Zoning, Division 5. – General Procedural Requirements, Section 12-159. Planned Development – **Second and Final Reading** [Tab 4]
 - C. To Consider Approval of **Ordinance 2022-04** - An Ordinance to Adopt the Fiscal Year 2021-2022 Budget for the Town of Kiawah Island, South Carolina (7/1/22 Through 6/30/23) – **Second and Final Reading** [Tab 5]
 - D. To Consider Approval of the Proposals for Debris Management and Emergency Response Management and Recovery Services [Tab 6]
 - E. To Consider Approval of the proposal from Duke Construction, LLC for the Kestrel Court Solid Waste Center Improvements Project [Tab 7]
- X. New Business:
 - A. To Consider Approval of **Resolution 2022-02** - A Resolution to Adopt the Town of Kiawah Island Annexation Policy Plan and Procedures Manual [Tab 8]
 - B. To Consider Approval of the Amendment to the Town of Kiawah Island Employee Handbook [Tab 9]
- XI. Town Administrator's Report:
- XII. Council Member:
 - a. Committee Updates
 - b. General Comments
- XIII. Citizens' Comments:
- XIV. Adjournment:



TAB 1

TOWN COUNCIL

Agenda Item

TOWN COUNCIL MEETING

Municipal Center Council Chambers

May 3, 2022; 2:00 PM

Minutes

I. **Call to Order:** *Mayor Labriola called the meeting to order at 2:00 p.m.*

II. **Pledge of Allegiance**

III. **Roll Call:**

Present at Meeting: John D. Labriola, Mayor
Dan Prickett, Mayor Pro Tem
Maryanne Connelly, Councilmember
John Moffitt, Councilmember
Dr. Scott Parker, Councilmember

Also Present: Stephanie Tillerson, Town Administrator
Joe Wilson, Town Attorney
Dorota Szubert, Town Treasurer
John Taylor, Jr., Planning Manager
Petra Reynolds, Town Clerk

IV. **Approval of Minutes:**

A. Minutes of the Town Council Workshop of February 22, 2022

Councilmember Parker made a motion to approve the minutes of the Town Council Workshop of February 22, 2022. Councilmember Moffitt seconded the motion, and it was unanimously approved.

B. Minutes of the Special Call Town Council Meeting of March 28, 2022

Councilmember Parker made a motion to approve the Special Call Town Council meeting minutes of March 28, 2022. Councilmember Connelly seconded the motion, and it was unanimously approved.

C. Minutes of the Town Council Meeting of April 5, 2022

Mayor Pro Tem Prickett made a motion to approve the Town Council meeting minutes of April 5, 2022. Councilmember Parker seconded the motion, and it was unanimously approved.

V. **Mayor's Update:**

Mayor Labriola stated at the April meeting the ARB (Architectural Review Board) addressed some of the issues that were brought forward regarding The Cape. At the conclusion of the presentation and discussion Council asked that the residents and community members in attendance submit any questions to the Town. The questions received were reviewed by staff and forwarded to the ARB.

Mayor Labriola stated that in the past, a potential project raised the subject of the number of dwelling units embedded in the Development Agreement. After a great deal of work by Town staff, an assessment or audit of the number has been released via email and will be presented to Council by Mr. Taylor later in the meeting. Any questions can be submitted to the Town and would go through the same procedure process.

Mayor Pro Tem Prickett provided an update on Segment C of the Main Road Corridor Project. A year and a half ago, Charleston County presented five alternatives for improvements to Segment C. On April 28th, the County announced six alternatives; three were new alternatives, and the others were existing alternatives that were modified and re-presented. The County is hosting two drop-in sessions to educate residents on the implications of all those alternatives. The first one was held on April 28th, and the second will be held on Thursday, May 12th, from 3 to 7 p.m. at the St John's Parrish Church. Also, next Monday, May 9th at two o'clock, he and Mr. Taylor will be hosting a workshop to provide information and discuss all the options.

Mayor Pro Tem Prickett strongly encouraged citizens to provide their comments to the County on the presented alternatives during the public comment period, which closes at the end of the month.

VI. Citizens' Comments (Agenda Items Only):

Andy Capelli – 160 Governors Drive

Mr. Capelli stated that a draft of the text amendments in Ordinance 2022-03 was discussed by the Planning Commission at its last meeting but felt areas in the ordinance language needed further review.

Mr. Capelli provided suggested modifications for Council consideration. He noted the Planning Commission's recommendation that the word "Community" be removed from all the references to "Town of Kiawah Island" was not included in the Town's Annexation Policy and Procedures Manual draft.

VII. Public Hearing

A. To Consider Approval of *Ordinance 2022-02 - An Ordinance to Amend the Town of Kiawah Island Municipal Code Chapter 12 - Land Use Planning and Zoning Ordinance – Article II. – Zoning, Division 2. – Zoning Map/Districts, Section 12-79. Designation of Annexed Territory – Public Hearing and First Reading*

Mayor Pro Tem Prickett made a motion to open the Public Hearing. Councilmember Parker seconded the motion, and it was unanimously approved.

Mr. Taylor stated the zoning text amendment application case #AZ022-000001 for Section 12-79. Designation of Annexed Territory was reviewed and recommended for approval by the Planning Commission at the April 6th meeting.

Mr. Taylor reviewed the request from the community that prompted the revisions and that drafts of the proposed amendments were presented and reviewed at two community workshops.

Mr. Taylor stated the proposed purpose and intent of the amendment is to describe the Town's policies and procedures for the annexation of property located outside of the Town's boundaries and reviewed the key factors of the proposed text amendment:

- provides clarity to the authority of annexation powers.
- clearly affirms that annexation petitions and zoning map amendment applications may be submitted concurrently.
- establishes a base zoning designation for properties requesting annexation that do not declare a specific zoning designation.

Councilmember Moffitt made a motion to close the Public Hearing. Councilmember Parker seconded the motion, and it was unanimously approved.

Councilmember Connelly made a motion to approve the first reading of Ordinance 2022-02 - An Ordinance to Amend the Town of Kiawah Island Municipal Code Chapter 12 - Land Use Planning and Zoning Ordinance – Article II. – Zoning, Division 2. – Zoning Map/Districts, Section 12-79. Designation of Annexed Territory. Councilmember Parker seconded the motion, and it was unanimously approved.

- B. To Consider Approval of Ordinance 2022-03 - An Ordinance to Amend the Town Of Kiawah Island Municipal Code Chapter 12 - Land Use Planning and Zoning – Article II. – Zoning, Division 5. – General Procedural Requirements, Section 12-159. Planned Development – Public Hearing and First Reading**

Councilmember Parker made a motion to open the Public Hearing. Mayor Pro Tem Prickett seconded the motion, and it was unanimously approved.

Mr. Taylor stated that this was the second of the proposed amendments and was also presented and reviewed at the two community workshops. He reviewed the key factors of the proposed text amendments:

- Increases the opportunity for public engagement with Planned Development applications including required community workshop(s).
 - Conceptual Planning Commission review
 - Community workshops
- Provides additional planned development stipulations for analysis and review.
 - Stormwater
 - Approval criteria

Councilmembers discussed the suggested revisions Mr. Capelli described in his comments and asked that staff work with him to make the language revisions for Council review.

Councilmember Moffitt made a motion to close the Public Hearing. Councilmember Parker seconded the motion, and it was unanimously approved.

Councilmember Moffitt made a motion to approve the first reading of Ordinance 2022-03 - An Ordinance to Amend the Town Of Kiawah Island Municipal Code Chapter 12 - Land Use Planning and Zoning – Article II. – Zoning, Division 5. – General Procedural Requirements, Section 12-159. Planned Development. Councilmember Parker seconded the motion, and it was unanimously approved.

VIII. Old Business:

- A. To Consider Approval of Ordinance 2022-01 - An Ordinance of The Town Council of the Town of Kiawah Island Repealing Section 15-306 (Noise) of the Kiawah Island Municipal Code and Adding Chapter 8 –Noise Prohibited – Second Reading**

Councilmember Parker made a motion to approve the second reading of Ordinance 2022-01 - An ordinance of The Town Council of the Town of Kiawah Island repealing Section 15-306 (Noise) of the Kiawah Island Municipal Code and adding Chapter 8 – Noise Prohibited. Councilmember Moffitt seconded the motion, and it was unanimously approved.

IX. New Business:

- A. To Consider Approval of the Fiscal Year 2022/2023 State ATAX Funding Amounts**

Mayor Labriola stated that the recommended funding amounts from the SATAX Committee were reviewed by the Ways and Means Committee and recommended to Council for approval.

Mayor Pro Tem Prickett made a motion to approve the Fiscal Year 2022/2023 State ATAX Funding Amounts. The motion was seconded by Councilmember Parker.

Councilmember Moffitt asked if the information requested by Ways and Means to provide a better understanding of the percentage designated to tourism was available. Ms. Szubert indicated that she had not received all data; however, another meeting will be scheduled with the SATAX Committee for staff to provide a presentation on the tourist to resident percentage.

Council members discussed the SATAX funding and the provision to adjust the reduced amounts following the percentage presentation.

Following the discussion, the motion was unanimously approved.

B. To Consider Approval of Ordinance 2022-03 - An Ordinance to Adopt the Fiscal Year 2021-2022 Budget for the Town of Kiawah Island, South Carolina (7/1/22 Through 6/30/23) – First Reading

Ms. Szubert stated there had been no changes to the budget since the line-by-line review by the Ways and Means Committee. Therefore, the staff is recommending the approval of the proposed budget with a total expenditure of \$11,260,000.00.

Councilmember Connelly made a motion to approve the first reading of Ordinance 2022-03 – An Ordinance to Adopt the Fiscal Year 2022-2023 Budget for the Town of Kiawah Island, SC. The motion was seconded by Councilmember Parker.

Following further discussion, the motion was unanimously approved.

C. Discussion on the Development Agreement Dwelling Unit Cap

Mr. Taylor presented the “Dwelling Unit Cap Assessment” document. The Development Agreement identifies a cap on the total number of new single-family residential lots and multifamily new dwelling units that can be developed after the 2005 Development Agreement. The presentation provided a timeline for the caps in the Development Agreements, an assessment summary, and active developments.

D. To Consider Approval of the Planning Commissioner Appointment

Mr. Taylor stated that Dr. Heidingsfelder, who has served on the noise ordinance workgroup, is being recommended to fill the Planning Commission vacancy.

Councilmember Connelly made a motion to approve the appointment of Dr. Michael Heidingsfelder to the 2022 Planning Commission. Councilmember Moffitt seconded the motion, and it was unanimously approved.

E. To Consider Approval of the Amendment to the existing Arts and Cultural Events Charter

Councilmember Connelly made a motion to approve the amendment to the existing Arts and Cultural Events Charter. Councilmember Parker seconded the motion, and it was unanimously approved.

F. To Consider Approval of the Amendment to the existing Arts Council Board Charter

Mayor Pro Tem Prickett made a motion to approve the amendment to the existing Arts Council Board Charter. Councilmember Parker seconded the motion, and it was unanimously approved.

X. Town Administrator's Report:

Ms. Tillerson reported that the RFP (Request for Proposals) for the Kestral Court improvement project had been released. She noted that the work on the site would be completed, but the new equipment from Carolina Waste is not expected to arrive until August; the current equipment will be used until that time.

XI. Council Member:

- a. Committee Updates
- b. General Comments

Councilmember Moffitt reported that the work on the garage improvements and the Beachwalker bike path project had been completed.

XII. Citizens' Comments:

XIII. Adjournment:

Councilmember Parker made a motion to adjourn the meeting at 4:00 p.m. Councilmember Connelly seconded the motion, and it was unanimously passed.

Submitted by,

Petra S. Reynolds, Town Clerk

Approved by,

John D. Labriola, Mayor

Date



TAB 2

TOWN COUNCIL

Agenda Item

Town of Kiawah Island

Proclamation

WHEREAS: the beautiful barrier island on the Atlantic Ocean represents a world-class luxury resort community located fifteen (15) miles south of the Charleston peninsula; and

WHEREAS: emergencies can occur at any time that require fire, emergency medical service, or police; and

WHEREAS: Charlestonians and visitors alike are drawn to Kiawah's 10-mile inland beach by thousands every year for beach activities, entertainment, live events; and

WHEREAS: during an emergency, the prompt response of public safety workers is critical to the protection of life and preservation of property; and

WHEREAS: the barrier island community has dangers that can be effectively managed through public awareness and the vigilance of public safety professionals; and

WHEREAS: increased public awareness and preparedness planning have shown to reduce the number of injuries and fatalities from severe weather events, even as the population rises; and

WHEREAS: for reasons of public safety awareness, an annual reminder of the ecstasies and vulnerabilities associated with Kiawah Island is appropriate at the commencement of the peak summer beach season; and

WHEREAS: the Town of Kiawah Island is committed to informing community members and visitors about safety and severe weather preparedness procedures and providing them with the tools necessary to be prepared in the event of an emergency.

WHEREAS: *Charlestonians* and visitors alike must remember to adhere to all safety/emergency signage, never leave valuable items unattended, report any suspicious activities; and

NOW, THEREFORE, I, John D. Labriola, Mayor of the Town of Kiawah Island, do hereby proclaim the month of **June** as,

“PUBLIC SAFETY AWARENESS MONTH”

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Kiawah Island South Carolina to be affixed here this 7th day of June 2022.

John D. Labriola, Mayor
Town of Kiawah Island, South Carolina



TAB 3

TOWN COUNCIL

Agenda Item

TOWN OF KIAWAH ISLAND

ORDINANCE 2022-02

**AN ORDINANCE TO AMEND THE TOWN OF KIAWAH ISLAND MUNICIPAL CODE CHAPTER 12
- LAND USE PLANNING AND ZONING ORDINANCE – ARTICLE II. – ZONING, DIVISION 2. –
ZONING MAP/DISTRICTS, SECTION 12-79. DESIGNATION OF ANNEXED TERRITORY.**

WHEREAS, the Town of Kiawah Island Municipal Code currently contains *Chapter 12 - Land Use Planning and Zoning*; and

WHEREAS, the Town of Kiawah Island now finds that, upon further review, it is in the public interest to amend the *Town of Kiawah Island Land Use Planning and Zoning Ordinance, Sec. 12- 79. Designation of Annexed Territory* to provide additional clarity on the process by which annexation and rezoning specifically planned development applications may run succinctly and to provide more opportunity for public input within this process; and

WHEREAS, the text amendment would be consistent with the purposes and intent of the adopted Comprehensive Plan and would not be detrimental to the public health, safety, and welfare of the Town of Kiawah Island; and

WHEREAS, the Town of Kiawah Island held multiple public workshops on February 8, 2022 and February 22, 2022, providing the public an opportunity to comment on the proposed amendment; and

WHEREAS, the Planning Commission held a meeting on April 6, 2022, at which time a presentation was made by staff, and an opportunity was given for the public to comment on the text amendment request; and

WHEREAS, the Planning Commission, after consideration of the staff report, subsequently voted to recommend to Town Council that the subject request be approved; and

WHEREAS, Town Council held a Public Hearing on May 3, 2022, providing the public an opportunity to comment on the proposed amendment.

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 the Town of Kiawah Island Municipal Code, Chapter 12 - Land Use Planning and Zoning - Section 12-79 . Designation of Annexed Territory to provide additional clarity on the process by which annexation and rezoning specifically planned development applications may run succinctly and to provide more opportunity for public input within this process.

Section 2 Ordinance Amendment

Section 12-79. Designation of Annexed Territory shall be amended as follows:

- (a) *Purpose and intent.* This section describes the Town's policies and procedures for annexation of property located outside of the Town's boundaries.
- (b) *Authority.* Changing the corporate limits of a municipality is authorized by S.C. Code Ann.§ 5-3-10 through 5- 3-315, as amended.

- (c) *Annexation Policy.* Applications for annexation of territory located outside of Town's corporate limits shall follow the Town's Annexation Policy Plan and Procedures Manual adopted by resolution as of June 7, 2022 and as periodically amended.
- (d) *Zoning Designation.* Zoning of the proposed annexation is an important factor in the review and analysis of an annexation petition.
 - (i) A Zoning Map Amendment application requesting the permanent zoning district(s) for the annexation area may be submitted concurrently with the annexation petition pursuant to Section 12- 158.
 - (ii) No permit applications including zoning, building, administrative, site plan or other permits as determined by the Planning Director shall be filed until proceedings to designate permanent zoning for the newly annexed territory pursuant to Section 12-158 or Section 12-159 as applicable have been completed.
 - (iii) If a zoning map amendment application requesting a specific zoning designation does not accompany the annexation petition, the territory shall be subject to the R-1, Residential Zoning District designation at the time of annexation.

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 the Town Council for the Town of Kiawah Island.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF KIAWAH ISLAND
ON THIS 7TH DAY OF JUNE 2022.**

John D. Labriola, Mayor

Petra S. Reynolds, Town Clerk

First Reading: May 3, 2022

Public Hearing: May 3, 2022

Second Reading: June 7, 2022

Sec. 12-79. Designation of annexed territory.

- (a) *Purpose and intent.* This section describes the Town's policies and procedures for annexation of property located outside of the Town's boundaries.
- (b) *Authority.* Changing the corporate limits of a municipality is authorized by S.C. Code Ann. § 5-3-10 through 5-3-315, as amended.
- (c) *Annexation Policy.* Applications for annexation of territory located outside of Town's corporate limits shall follow the Town's Annexation Policy Plan and Procedures Manual adopted by resolution as of June 7, 2022 and as periodically amended.
- (d). *Zoning Designation.* Zoning of the proposed annexation is an important factor in the review and analysis of an annexation petition.
 - (i) A Zoning Map Amendment application requesting the permanent zoning district(s) for the annexation area may be submitted concurrently with the annexation petition pursuant to Section 12-158.
 - (ii) No permit applications including zoning, building, administrative, site plan or other permits as determined by the Planning Director shall be filed until proceedings to designate permanent zoning for the newly annexed territory pursuant to Section 12-158 or Section 12-159 as applicable have been completed.
 - (iii) If a zoning map amendment application requesting a specific zoning designation does not accompany the annexation petition, the territory shall be subject to the R-1, Residential Zoning District designation at the time of annexation.

(Code 1993, § 12A-220; Ord. No. 94-12, § 2(12A-206), 9-26-1994; Ord. No. 2005-08, § 12A-220, 10-12-2005)



TAB 4

TOWN COUNCIL

Agenda Item

TOWN OF KIAWAH ISLAND

ORDINANCE 2022-03

**AN ORDINANCE TO AMEND THE TOWN OF KIAWAH ISLAND MUNICIPAL CODE CHAPTER 12
- LAND USE PLANNING AND ZONING – ARTICLE II. – ZONING, DIVISION 5. – GENERAL
PROCEDURAL REQUIREMENTS, SECTION 12-159. PLANNED DEVELOPMENT.**

WHEREAS, the Town of Kiawah Island Municipal Code currently contains *Chapter 12 - Land Use Planning and Zoning*; and

WHEREAS, the Town of Kiawah Island now finds that, upon further review, it is in the public interest to amend the *Town of Kiawah Island Land Use Planning and Zoning Ordinance, Sec. 12- 159. Planned Development* to increase the opportunity for public engagement with Planned Development applications including required community workshops and to provide additional planned development stipulations for analysis and review; and

WHEREAS, the text amendment would be consistent with the purposes and intent of the adopted Comprehensive Plan and would not be detrimental to the public health, safety, and welfare of the Town of Kiawah Island; and

WHEREAS, the Town of Kiawah Island held multiple public workshops on February 8, 2022 and February 22, 2022, providing the public an opportunity to comment on the proposed amendment; and

WHEREAS, the Planning Commission held a meeting on April 6, 2022, at which time a presentation was made by staff, and an opportunity was given for the public to comment on the text amendment request; and

WHEREAS, the Planning Commission, after consideration of the staff report, subsequently voted to recommend to Town Council that the subject request be approved; and

WHEREAS, Town Council held a Public Hearing on May 3, 2022, providing the public an opportunity to comment on the proposed amendment.

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 the Town of Kiawah Island Municipal Code, Chapter 12 - Land Use Planning and Zoning Ordinance - Section 12-159. Planned Development.

Section 2 **Ordinance Amendment**

Section 12-159. Planned Development of the Town of Kiawah Island Land Use and Planning Zoning Ordinance, be, and the same hereby amended as follows in “Attachment A.”

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 the Town Council for the Town of Kiawah Island.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF KIAWAH ISLAND
ON THIS 7TH DAY OF JUNE 2022.**

John D. Labriola, Mayor

Petra S. Reynolds, Town Clerk

First Reading: May 3, 2022

Public Hearing: May 3, 2022

Second Reading: June 7, 2022

Sec. 12-159. Planned development.

- (a) *Definition.* The term "planned development," is as defined by the South Carolina Local Government Comprehensive Planning Enabling Act of 1994, as amended, S.C. Code 1976, § 6-29-740, and is a type of zoning district (PD, Planned Development District) and a type of development plan. PD zoning districts are inextricably linked to planned development plans, in that no rights of development apply to a PD zoning designation other than those of the approved planned development plan.
- (b) *Purpose and intent.* These Planned Development provisions are intended to encourage innovative site planning for residential, commercial and institutional developments within Planned Development Districts. Planned Development Districts may provide for variations from other ordinances and the regulations of other established zoning districts established within the Town concerning use, setbacks, lot size, density, bulk, and other requirements to accommodate flexibility in the arrangement of uses for the general purpose of promoting and protecting the interests of the Town of Kiawah Island, public health, safety, and general welfare. The PD, Planned Development District regulations of this article are intended to encourage achievement of the goals of the Town of Kiawah Island Comprehensive Plan and to allow flexibility in development that will result in improved design, character, and quality of new mixed use developments and preserve natural and scenic features of open spaces. The following objectives may be attained through the use of the planned development process:
 - (1) A maximum choice in the types of environments available to the public by allowing a development that would not be possible under the strict application of the standards of this article that were designated primarily for development on individual lots;
 - (2) A greater freedom in selecting the means to provide access, light, open space and design amenities;
 - (3) Quality design and environmentally sensitive development by allowing development to take advantage of special site characteristics, locations and land use arrangements;
 - (4) A development pattern in harmony with the land use density, transportation facilities and community facilities objectives of the Comprehensive Plan;
 - (5) The permanent preservation of common open space, recreation areas and facilities;
 - (6) An efficient use of the land resulting in more economical networks of utilities, streets, public grounds and buildings, and other facilities;
 - (7) A creative approach to the use of land and related physical facilities that results in better development and design and the construction of amenities; and
 - (8) A development pattern that incorporates adequate public safety and transportation-related measures in its design and complements the developed properties in the vicinity and the natural features of the site.
- (c) *Applicability.* The Town's zoning district designation of PD, Planned Development District shall apply to areas shown as such on the Town Zoning Map as planned development. Areas designated as Planned Development may also be incorporated into any zoning district subject to planned development criteria and containing a minimum lot size of four acres. Areas within approved PD Development Plan(s) shall be indicated on the Town Zoning Map by way of amendment to the Zoning Map. The review and approval of a PD Development Plan shall be subject to the PD, Planned Development District regulations of this article. Planned development applications may be submitted along with annexation petitions for properties that are the subject of petition for annexation into the Town and such annexation petition and Planned Development Applications shall adhere to the provisions of this article and the Town's Annexation Policy Plan & Procedures Manual as of June 7, 2022 and as periodically amended.

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- (d) *Development standards.* Development standards pertaining to density, lot size, location, and arrangement of buildings and structures, lot dimensions, and landscaping shall be defined in Planned Development districts. The development standards set forth in this subsection, those in the approved planned development stipulations, and any in the approved planned development sketch plans shall apply the following standards outlined below. The development standards of existing zoning districts in which a subject property(ies) was located at the time of submission of the application to rezone to the Planned Development District may be altered pursuant to this Article, only if the Town Council determines that the development will serve the public interest and or a public safety concern. Applicants shall not propose alteration of the following standards except where the Planning Director determines that the proposed standards of the development are compatible with the standards of development on adjacent properties and or the community standards.
- (1) *Dimensional standards.* Each lot located on the perimeter of the planned development shall maintain the rear yard setback requirements and any buffer requirements of the adjacent zoning district.
 - (2) *Architectural standards.* Architectural design shall comply with all other requirements of this article or other ordinances of the Town of Kiawah Island.
 - (3) *Lots to abut upon common open space.* Residential properties shall maximize exposure to common open space or similar areas.
 - (4) *Access.*
 - (i) Areas between structures shall be covered by easements where necessary for access and to provide for maintenance and utility service.
 - (ii) Primary vehicular access to commercial development shall be through limited access roads.
 - (5) *Commercial areas.*
 - (i) Commercial areas and adjacent residential areas shall be directly connected through paved sidewalks, trails or other pedestrian infrastructure.
 - (ii) Commercial areas shall be planned as groups having common parking areas and common ingress and egress points.
 - (6) *Signs.* Signs shall comply with the Architectural Review Board standards.
 - (7) *Parking.* Parking shall be provided in accordance with the standards of this article. Modifications to the parking standards may be proposed in a planned development request where the Town Council determines that the amount of parking proposed, and its location is sufficient for the uses proposed.
 - (8) *Resource areas.* Planned developments shall protect any resources determined significant by the Town Council including, but not limited to, wetlands, mature trees, scenic views, water access and shoreline buffers, and habitat of species designated as of Federal, State or Local concern.
- (e) *Common open space.* A proposed development that is applying for a higher density than the base zoning district allows shall designate a minimum amount of the usable land area as common open space. This common open space shall be located to preserve any significant resources. Where common open space is designated, the following standards apply:
- (1) The common open space area shall be detailed on each sketch plan and recorded with the final plat or separate instrument.
 - (2) The proposed common open space shall be usable and appropriate to the size of the development and to the new residents of the planned development. The purpose of common open space is to permit areas, which could otherwise be developed into buildable lots or otherwise sold individually, to provide a significant amenity to the residents who will interact with the open space on a daily basis. It is not the purpose of common open space to permit open space for land that is otherwise unusable on a daily basis by residents. Common open space may include unimproved land, landscaped areas, improved recreation areas, recreational buildings and structures totally accessory
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- to recreational uses, as well as freshwater wetland areas and water surfaces, all located within the development. Natural landscapes, such as wetlands, may also be considered as open space if preserved intact and if they include a recreation component (e.g., trails, etc.). The term "usable" means the open space includes uses or facilities that are adaptable to recreational or leisure use and are accessible to the residents of the proposed development or the general public, such as seating areas, picnic shelter, community garden, pedestrian and bicycle trail access to a designated greenway, public square, swimming pools, playing fields, or a new playground. The use or facility must be approved by Town Council in accordance with the approval and conveyance procedures in subsection (8)c.6 of this section.
- (3) Land designated as common open space shall not be occupied by streets, drives, parking areas or structures, other than recreational structures.
 - (4) All property owners in the planned development shall have access to the open space by means of a public or private street or walkway in an easement a minimum of 20 feet in width.
 - (5) Common open space shall be provided within each phase of the planned development in sufficient amounts to serve the expected population of that phase.
 - (6) The applicant must have proof of commitment from the entity that will be responsible for the common open space prior to the Planning Commission Meeting for which the case is scheduled. The common open space shall be conveyed prior to recording the final plat, in accordance with one of the following methods:
 - (i) By dedication to the Town or its designee as publicly owned open space. Parks, open space, and recreation facilities proposed for dedication to the Town must be acceptable to the Town Council with regard to the size, shape, location, improvement, environmental condition (i.e., the applicant may be required to provide an environmental assessment), and budgetary and maintenance terms.
 - (ii) By leasing or conveying title (including beneficial ownership) to a corporation, homeowner's association or other legal entity. The terms of such lease or other instrument of conveyance must restrict the use of the area to open space/recreational uses.
- (f.) *Planned development procedure.* This procedure involves a preapplication meeting and approval of a PD Development Plan and PD Zoning Map amendment.
- (1) *Pre-application Meeting.* Before submitting a PD Development Plan for a planned development, the applicant shall confer with the Planning Director and any other officials designated by the Planning Director. The purpose of this pre-application meeting is to discuss the proposal and the applicable development review and approval procedures.
 - (2). *Interested Parties Workshop.* After the pre-application meeting, the applicant shall hold at least one interested parties workshop prior to formal application submittal. The Planning Director may recommend additional workshops, as necessary before a formal application is to be considered by the Planning Commission. The purpose of an interested parties workshop is to:
 - (i) Allows for early citizen participation in an informal forum, in conjunction with the development applications; and
 - (ii) Provide an applicant the opportunity to understand any impacts an application may have on an affected community.
 - (iii) An interested parties workshop is open to any citizen having interest in the proposed planned development.
 - (iv) An interested parties workshop is not intended to produce complete consensus on all applications, but to encourage engagement between an applicant and neighbors.
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- (v) It shall be the responsibility of the applicant to provide neighbors and parties in interest notice of the workshop with the following notice details:

Indicate the date, time, and place of the public hearing or date of action that is the subject of the notice;

Describe the property involved in the application by street address and, if required, by legal description;

Describe the nature, scope, and purpose of the application or proposal; and

Indicate where additional information on the matter can be obtained.

The Town's Planning Director where feasible may assist the applicant in coordinating the workshop to ensure parties of interest are properly notified of the workshop.

- (3) *Formal Submittal.* Upon receiving input from Staff at the pre-application meeting, the applicant shall submit the planned development and required submittal materials where the Planning Director will review the submission for completeness.
- (4) *Conceptual PD Development Plan Presentation.* At least one time after the formal application submittal, Planned Development applicants shall present their Conceptual PD Development Plan to the Town of Kiawah Island Planning Commission at a Planning Commission Workshop. This presentation shall be for discussion and feedback purposes only and no action shall be taken on the PD Development Plan at the workshop.
- (i) At least 20 days prior to the Planning Commission workshop, the applicant shall submit a memo and presentation describing the proposed PD Development Plan.
- (ii) This requirement applies to Planned Developments that contain 50 or more dwelling units and/or 5 or more acres of nonresidential development.
- (iii) The Planning Commission or Planning Director may require applicants for Planned Developments that do not meet the thresholds in sub-section ii, above, to present the proposed Development at a Planning Commission Workshop prior to Planning Commission taking action on a formal application.
- (iv) The Planning Director may also recommend additional workshops, as necessary before a formal application is to be considered by the Planning Commission.
- (5) *Planned development plan.*
- (i) *Application.* After the required pre-application meeting and interested parties workshop, a complete application for PD development plan approval must be submitted to the Planning Director on a form established by the Planning Director including an approved and recorded plat showing the current property lines of the property/properties to be included in the planned development, a current recorded deed and applicable fees. The PD development plan application shall include the requested planned development stipulations and sketch plan. The sketch plan shall be drawn to scale.
- (ii) *Planned development stipulations.* The following shall be included in the requested planned development stipulations:
- A. The name of the planned development, not duplicating the name of any other planned development or subdivision, the final plat of which has been recorded in Charleston County, South Carolina;
- B. A statement of objectives of the proposed development;

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- C. The total acreage of the planned development, broken down into total acreage, total highland acreage, total freshwater wetland acreage and total critical line wetland or marsh acreage;
 - D. A table of proposed land uses including:
 - i. A table of proposed maximum and average residential densities for each residential use;
 - ii. The maximum total acreage of each residential use;
 - iii. The maximum allowable number of each type of residential unit requested;
 - iv. The maximum proposed floor area ratios (percent of lot in relation to building floor area), and the maximum building/lot coverage for each nonresidential use;
 - v. All dimensional and lot standards requested, including waterfront development standards where applicable, for each land use type designated;
 - E. An analysis of the impact of the proposed development on existing public facilities and services (e.g., roads and streets, water, sewer, etc.). Any proposed future improvements to these facilities and services to be made as part of the planned development shall also be included;
 - F. A traffic study for planned developments that:
 - i. Contain 50 or more units; or
 - ii. Are comprised of five or more acres;
 - G. A development schedule with a generalized phasing schedule, if appropriate. The phasing schedule shall include the number of dwelling units, total acreage of each residential use, total gross floor area of each nonresidential use, and percentage of common open space to be included in each phase;
 - H. A statement indicating how any common open space/recreation areas will be owned or managed;
 - I. A statement defining proposed stormwater system design approach and system integration within the proposed plan and how the system will be owned and maintained. Statement should include conceptual stormwater system design configuration including site specific natural and man-made features (e.g. wetland, ditches, canals, rivers, water bodies) incorporated within the stormwater management system.
 - J. A statement indicating how all roads will be owned and maintained;
 - K. A statement of inclusion and compliance with processes included in this chapter that are not mentioned in the planned development stipulations;
 - L. A statement of agreement to proceed with proposed development in accordance with the provisions of these zoning regulations, applicable provisions of the Town of Kiawah Island Comprehensive Plan, and with such conditions as may be attached to any rezoning to the applicable PD district;
 - M. A statement that the provisions of section 12-163, variances, shall not apply to the planned development and that all major changes to the planned development must be approved by Town Council. The Planning Director shall determine whether a proposed modification affecting one or more Parcels in a previously approved PD Development Plan is considered a minor or major modification;
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- i. Minor modifications are categorized as:
 - a. Increase in Common Open Space area;
 - b. Decrease in residential Density or number of Dwelling Units;
 - c. Increase in Setbacks;
 - d. Increase in the area, dimensions, and/or Density of Landscape Buffers;
 - e. Decrease in Building Floor Area;
 - f. Decrease in the number or size of Signs;
 - g. Minor shifts in the layout of the land uses in the Sketch Plan; and
 - h. Minor shifts in the location of access points or internal Roadways necessary to resolve regulatory (e.g., SCDOT) permitting issues;
 - ii. Any modification not considered “minor” pursuant to section i., above, is considered a major modification. Major modifications require an amendment to the PD Development Plan, in accordance with the procedure specified in this Article;
- N. Letters of coordination from all agencies from which the applicant must either:
- i. Obtain permits; or
 - ii. Obtain services and/or facilities;
- O. Any other information that the Planning Director determines is necessary to determine whether the application complies with the standards established in this section.
- (iii) *Sketch plan.* Multiple sketch plans may be submitted and the sketch plans shall be drawn to scale. The following shall be included on the requested sketch plan:
- A. The general location and amount of land proposed for each land use including single-family residential, multifamily residential, institutional, office, commercial, industrial, common open space/recreation, street use, etc.;
 - B. Conceptual lot lines;
 - C. Pedestrian and motor traffic circulation;
 - D. Location, acreage, and type (freshwater or critical line/marsh) of all wetlands as they exist prior to development. The location and acreage of all freshwater wetlands to be developed upon shall be indicated;
 - E. Architectural elevations for each type of residential and nonresidential unit;
 - F. The general location, size and capacity of all existing and proposed water and sewer lines;
 - G. Areas to be included in each phase of development, including the location of all common open space areas;
 - H. The location of all construction entrances;
 - I. A landscaping sketch plan, including the location and composition of all screening and buffering materials;
 - J. A utility sketch plan with the location of any on-site natural areas, buffers, trees and sidewalks that may be impacted by utility facilities including existing and proposed location of any easements or rights-of-way;
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- K. Any other information that the Planning Director determines is necessary to determine whether the application complies with the standards established in this section.
- (iv) *Planning Director review and report.* Once an application is deemed complete and to contain all information required herein by the Planning Director, the application will be scheduled for a Planning Commission meeting and the applicant and other interested parties will be notified in accordance with this article. The Planning Director shall prepare a staff report that reviews the PD development plan application in light of the underlying zoning district standards contained in division 2 of this article, and all other applicable development standards and planning policies.
- (v) *Planning Commission review and recommendation.* The Planning Commission shall review the proposed PD development plan and adopt a resolution recommending that the Town Council approve, approve with conditions or deny the proposed development plan. The Planning Commission's recommendation shall be based on the approval criteria set forth in subsection (8)d.2(vii) of this section. The Planning Commission shall submit its recommendation to the Town Council within 30 calendar days of the Planning Commission meeting at which the PD development plan was introduced. At any time prior to action by the Planning Commission, the applicant may request that the Planning Commission enter mediation. When mediation is requested, the Planning Commission shall assign one of its members as a representative in mediation proceedings and the Planning Director shall represent the planning staff. A majority vote of the entire Planning Commission membership in a public meeting shall be required to accept any mediated settlement. An accepted mediated settlement cannot waive the standards of this article. Prior to beginning talks, applicable time limits for review and action on complete applications must be extended by mutual agreement of the applicant and Planning Commission.
- (vi) *Town council hearing and decision.* After receiving the recommendation of the Planning Commission, the Town Council shall hold at least one public hearing, and any time after the close of the public hearing, take action to approve, approve with conditions or deny the proposed PD development plan based on the approval criteria set forth in subsection (8)d.2(vii) of this section. If the Town Council takes action to approve the PD development plan, it shall establish required timeframes for development of the entire planned development and its individual phases, if any. Within ten working days of approval by Town Council of a planned development, the applicant shall submit three copies of the approved planned development guidelines and sketch plan to the department. This plan shall contain all changes and conditions approved by Town Council.
- (vii) *Approval criteria.* Applications for PD development plan approval may be approved only if the Town Council determines that the following criteria are met:
- A. The PD development plan complies with the standards contained in this article;
 - B. The development is consistent with the comprehensive plan and other adopted policy documents; and
 - C. The Town and other applicable agencies will be able to provide necessary public services, facilities, and programs to serve the development proposed, at the time the property is developed.
- Town Council will also consider:
- A. The development's impact on health, safety, and general welfare of the public;
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- B. The development's potential adverse impact on the natural environment, including air, water, noise, stormwater management, wildlife and vegetation;
 - C. The development's potential adverse impact on existing infrastructure including potential cost of construction, land acquisition or any other necessary infrastructure improvements to support the proposed development; and
 - D. Any other factors that the Town Council deems appropriate to consider.
- (viii) *Identification of zoning maps.* Approved planned developments shall be indicated on the official zoning map.
- (ix) *Compliance with other regulations.* Unless expressly stated in this section or approved at the time of a planned development approval, all applicable standards of this article and other law shall apply to development within a planned development. Planned developments may provide for variations from other ordinances and the regulations of other established zoning districts concerning use, setbacks, lot area, density, bulk and other requirements to accommodate flexibility in the arrangement of uses for the general purpose of promoting and protecting the public health, safety, and general welfare.
- (x) *Subdivision of land located within approved planned developments.* All subdivision of land located within approved planned developments shall be consistent with the stipulations approved by Town Council, and shall satisfy the requirements of this article.
- (Code 1993, § 12A-505; Ord. No. 94-12, § 2(12A-508), 9-26-1994; Ord. No. 2005-08, § 12A-505, 10-12-2005)



TAB 5

TOWN COUNCIL

Agenda Item

TOWN OF KIAWAH ISLAND
ORDINANCE 2022-04

**AN ORDINANCE TO ADOPT THE FISCAL YEAR 2021-2022 BUDGET FOR
THE TOWN OF KIAWAH ISLAND, SOUTH CAROLINA
(7/1/22 THROUGH 6/30/23)**

WHEREAS, the Town of Kiawah Island requires a budget to guide and direct its receipt and expenditure of revenues during Fiscal Year 2022-2023; and

WHEREAS, Section 5-7-260 of the South Carolina Code of Laws, 1976, as amended, requires that certain acts by municipal councils be done by ordinance, including the adoption of a budget; and

WHEREAS, the annual budget shall be based upon estimated revenues and shall provide appropriations for Town operations and debt service for all Town departments; and

WHEREAS, South Carolina law requires that a duly noticed public hearing be held prior to the adoption of a municipal budget; and

WHEREAS, this duly noticed public hearing was held on the 25th of May 2022, the public an opportunity to comment on the proposed budget; and

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

This Ordinance is adopted to provide the Town of Kiawah Island with an operating budget for Fiscal Year 2022-2023.

Section 2 Creation of the Fiscal Year 2022-2023 Budget for the Town of Kiawah Island, South Carolina

By passage of this Ordinance, the Town of Kiawah Island adopts as its budget for Fiscal Year 2022-2023 “**Exhibit A**,” incorporated fully herein by reference, said budget subject to all terms and restrictions pursuant to Ordinances 93-6 and 98-7 (ordinances establishing budget preparation and administrative procedures).

Section 3 Budget Amendment

Council reserves the right to amend and alter any appropriation contained herein.

Section 4 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 part had not been included. If said Ordinance, or any provision thereof, is held to be inapplicable to any person, group of persons, property, kind of property, circumstances, or set of circumstances, such holding shall not affect the applicability thereof to any other persons, property, or circumstances.

Section 5 Effective Date and Duration

This Ordinance shall be effective from July 1, 2022, to June 30, 2023.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF KIAWAH ISLAND
ON THIS 7th DAY OF JUNE 2022.

John D. Labriola, Mayor

Petra S. Reynolds, Town Clerk

First Reading: May 3, 2022

Public Hearing: May 23, 2022

Second Reading: June 7, 2022

Changes from the First Draft of FY2023 Budget presented at TC meeting on 5.4.2022

1. Addition of \$38K for KI Conservancy. This additional cost is offset by the reduction of \$25k in the Kiawah Island Parkway intersection placeholder and \$13K for Bird Banding interns housing included in Environmental Research/Tourism and Recreation. The KI Conservancy will cover the \$13K.
2. Addition of \$7.5K for adding multifactor authentication (MFA) support.
3. Addition of \$150K for solid waste drop off site improvements at Kestrel Court. Assuming 75% of the construction will be performed in the budgeted fiscal year.

NARRATIVE HIGHLIGHTS

REVENUES

For past few years, we have been in challenging fiscal environment, facing high levels of uncertainty. The Town's reliance on tourism and business activity on the Island as its only revenue generators, is very sensitive. Despite that, thanks to effective financial planning, the Town continues to maintain a stable fiscal position. In the past, in preparation of the revenue projections we have used historical trends, running averages, and economic conditions, however the pandemic has presented relatively new dynamics which are difficult to quantify. Our current year annualized revenues of \$12.9M are anticipated to exceed budgeted revenues of \$9.3M by 38%, or \$3.6M.

As we start to prepare next year budget there is still very high level of uncertainty, to be conservative, yet consider latest dynamics on the Island we are budgeting the majority of the revenues less than the current year, but still higher than the historic averages. Overall, the total budgeted revenues FY2023 of \$12M are 6%, or \$823K lower than current year projections and the total expenditures of \$11.3M are 13% , or \$1.3M higher than current year projections.

The comparisons below are made to FY2022 annualized.

- ✓ Building Permits revenue is estimated to decrease 20%, or \$300k, mostly due to a slowdown in new construction activity on the Island. We are also expecting one-time permit revenue from Seafields project and the final phase of the Cape development.
- ✓ Business Licenses revenue is budgeted with no change.
- ✓ Franchise Fees with Berkley Electric Company, Beach Services and Other Franchise fees are estimated with no change.
- ✓ Local Option Sales Tax is budgeted with no change.
- ✓ State Accommodation Tax revenue is projected to decrease 10%, or \$225K. We are predicting tourism related revenues having a momentum in the current fiscal year and slightly decreasing in the next year, however still exceeding pre-pandemic levels.
- ✓ Local Accommodation Tax revenue is budgeted with 19%, or 247K decrease.
- ✓ County Accommodation Tax revenue is budgeted to decrease 19%, or \$99K.
- ✓ Hospitality Tax revenue is budgeted to decrease 20%, or \$149K.
- ✓ Solid Waste revenue is budgeted with no change.
- ✓ Interest Revenue is budgeted with no change.
- ✓ Other revenues include the following sources:
 1. Aid to Subdivision - \$44K, 25%, or \$9K increase
 2. Planning Fees - \$10K, no change.
 3. Court Fees & Fines - \$30K, 20%, or \$5K increase
 4. Beverage Permits revenue - \$45K, no change.
 5. Victim's Assistance Fees - \$10K, no change.
 6. Miscellaneous revenue - \$35K, no change.

EXPENDITURES

- ✓ The personnel cost shows a 26%, or \$562K increase compared to FY2022 projections. This increase is attributable to the following items:
 1. The draft includes an aggregated total of 8%, or \$140K for salary increases, included in the Administration department
 2. The budget includes funding for 24 regular, full-time employees compared to 23 employees in FY22, with 4 of 22 starting mid-year and 1 projected to start in May. It includes a request for 1 new position – Planner I/ Environmental Specialist (\$55K). It also has a request for PT help with deer surveys (\$4K).
 3. The budget includes a 1%, or \$31K increase in SC Retirement System, effective July 1, 2022.
 4. This budget includes an 18%, or \$45K increase in Town's health insurance contributions effective January 1, 2023.
 5. The budget includes \$5K request for tuition reimbursement.
 6. The budget includes \$50K request for an employee gas supplement.
- ✓ This budget includes continued funding for law enforcement coverage on the Island. The cost for off-duty deputies shows a 16%, or 72K increase, attributable to a \$10 hourly rate increase effective January 1, 2022. For deputies contracted with Charleston County on the first shift, we anticipate a 24%, or 85K increase related to replacing 2 vehicles (assuming trade-in value of \$25K each) with the equipment and a 2% payroll increase.
- ✓ STR Code Enforcement is budgeted with no change. However, this contract expires in February 2023, and we will likely see an increase. At this time, the staff is also assessing the level of services needed for after-hours code enforcement.
- ✓ The cost for beach patrol shows an increase of 50%, or 195K, due to the contract cost increase.
- ✓ Utilities and Supplies show an increase of 1%, or \$2K and consist of the following line items:
 1. Utilities are budgeted with no change.
 2. Supplies show a 1%, or \$700 increase.
 3. Minor Assets show a 7%, or \$1.6K increase.
- ✓ Communication cost increases 2%, or \$1.4K, compared to FY2022 projections.
- ✓ Waste management is budgeted with 9%, or \$100K increase to account for CPI adjustment proposed by Carolina Waste.
- ✓ Insurance cost increases 11%, or \$17K attributable to an addition of pollution policy at Kestrel Court and an estimated 10% increase in premiums.
- ✓ Professional Services are budgeted with no change and include the following:
 1. \$100K for Town Attorney (\$90K -contract and \$10k for additional services not covered under contract)
 2. \$10K for the Town Prosecutor
 3. \$27K for annual audit
 4. \$10K for Misc.
- ✓ Consultant cost shows a 26%, or \$71K increase. Under the line-item Consultants, funding was budgeted for various services, including:
 1. \$21K for annual actuarial evaluation and miscellaneous consulting services
 2. \$16K for deer removal/ processing
 3. \$46K for marsh management plan (the contract was approved in February 2022, assuming 75% billed in FY23)

4. \$50k placeholder for a feasibility study for a cultural and community center
 5. \$16k for website design (assuming 33% billed in FY23)
 6. \$100k placeholder for comprehensive plan consultant
 7. \$6K for stenographers
 8. \$30k for structural consultants to be used for upcoming commercial projects
 9. \$15K for documents management
 10. \$45K for KI Parkway and Beachwalker intersection improvements design (contract with Kimley Horn was approved in February 2022, assuming 50% billed in FY23)
- ✓ Maintenance cost shows 5%, or \$25K increase when compared to FY2022 projections and consists of the following:
 1. Software Maintenance shows a 10%, or \$18K increase, compared to current year projections related to upgrades to digital building codes and MFA support.
 2. Building and Vehicle Maintenance shows a 36%, or \$27K increase related to the Town's fleet and garage workshop.
 3. Landscaping Maintenance shows a 5%, or \$20K decrease, attributable to most of the MC landscaping modifications being done in the current year. However, the draft includes a request for an additional \$20k to enhance the landscaping around the town hall.
 - ✓ Travel & Training shows a 61%, or approximately \$25K increase, compared to current year projections. The increase relates to the rise in the number of Town's employees.
 - ✓ Rental cost for the copiers and postage machine shows a 7%, or \$3k increase.
 - ✓ Tourism & Recreation shows an 8%, or approximately \$180K decrease compared to the current year projections. The line item consists of funding for the following items:

<u>Funding Sources:</u>	<u>GF</u>	<u>SATAX</u>	<u>CATAX</u>	<u>LATAX</u>	<u>HTAX</u>	<u>Total</u>
Arts & Cultural	\$115,000			\$140,000	\$22,000	\$297,000
Same as current year						
Promotional Fund		\$604,500				\$604,500
A decrease of \$398k when compared to current year projections.						
SATAX Applicants*		\$751,192				\$751,192
A decrease of \$337K when compared to current year projections.						
Beach monitoring			\$50,000			\$50,000
An increase of \$10K when compared to current year projections.						
Wildlife			\$137,900	\$6,000		\$143,900
An increase of \$15K when compared to current year projections.						
KI Conservancy			\$73,000			\$73,000
An increase of \$23K when compared to current year projections.						

* Total for SATAX applicants does not include funding for deputies and beach patrol as included in other cost categories. We are, assuming 80% of the total cost for beach patrol and \$700k for deputies cost, as recommended by SATAX Committee, will be funded from SATAX; therefore, SATAX applicants included in the Tourism and Recreation line item is reduced for those 2 applications...

- ✓ Other Cost line item shows a 10%, or \$38k increase and includes banking and credit card cost, printing, catering, community activities and outreach, dues and subscriptions, contingency, and miscellaneous expenditures. The increase is primarily attributable to increased banking costs and credit card processing fees.
- ✓ The budget reflects requests for the following capital expenditures:
 1. \$900K- placeholder for KI Parkway and Beachwalker Dr intersection improvements
 2. \$120K -2vehicles:
 - \$60K new- for the Building Department (new position)
 - \$60K-new- for the Wildlife Department
 3. \$70K- sound equipment

✓ The budget includes the following interfund transfers:

1. \$168,000 from GF to AC -\$118,000 for Arts Council event-\$50,000 for feasibility study for Cultural and Community Center
2. \$226,181 from LATAx to AC for cultural events and partial salaries
3. \$210,000 from LATAx to Capital Fund for future beach renourishment
4. \$210,000 from LATAx to Capital Fund to an emergency fund
5. \$226,181 from LATAx to GF for 45% of the cost for Beachwalker Dr and Kiawah Island Parkway intersection improvements
6. \$50,000 from Beverage Tax Fund to Capital Fund for future infrastructure repairs
7. \$22,000 from Hospitality Tax Fund to AC for cultural events
8. \$120,000 from Hospitality Tax Fund to Capital Fund for future infrastructure repairs
9. \$120,000 from Hospitality Tax Fund to Capital to emergency fund
10. \$388,000 from Hospitality Tax Fund to GF for 40% of the cost for Beachwalker Dr and Kiawah Island Parkway intersection improvements

Town of Kiawah Island
Budget FY2023 to Annualized Budget FY2022
All Funds Consolidated
Cash Basis

	Budgeted Sources & Uses												
	Actuals FY 2021		Budgeted FY2022		Annualized FY2022		Budget FY2023		FY2022 Annualized Variance \$	FY2022 Annualized Variance %	FY2021 Actuals Variance \$	FY2021 Actuals Variance %	
Revenues*:	\$		\$		\$		\$		\$		\$		
Building Permits		1,217,867		900,000		1,500,000		1,200,000		(300,000)		(17,867)	-1%
Building Permits/Special Projects		322,051		100,000		305,197		500,000		194,803		177,949	55%
Business Licenses		3,386,599		2,695,000		3,200,000		3,200,000		-		(186,599)	-6%
Franchisee Fees		964,496		860,000		970,000		970,000		-		5,504	1%
Local Option tax		760,172		597,453		768,382		768,382		-		8,210	1%
State ATAX		2,802,651		1,617,505		2,324,696		2,100,000		(224,696)		(702,651)	-25%
Local ATAX		1,384,691		986,392		1,296,920		1,050,000		(246,920)		(334,691)	-24%
County ATAX		484,000		200,000		518,768		420,000		(98,768)		(64,000)	-13%
Hospitality Tax		667,602		576,884		748,857		600,000		(148,857)		(67,602)	-10%
Solid Waste Fees		596,087		610,000		610,000		610,000		-		13,913	2%
Interest		38,087		34,000		35,000		35,000		-		(3,087)	-8%
Other		160,585		160,000		174,000		187,000		13,000		26,415	16%
One Time -ARP Funding		-		-		440,343		440,343		-		440,343	N/A
Total Revenues	\$	12,784,888	\$	9,337,234	\$	12,892,163	\$	12,080,725	\$	(811,438)	\$	(1,144,506)	-9%
Expenses:													
Salaries		1,292,561		1,390,994		1,570,690		1,901,847		331,157		609,286	47%
Overtime		2,046		3,867		3,300		4,400		1,100		2,354	115%
Benefits		344,480		437,968		490,342		634,830		144,489		290,350	84%
Payroll Tax		116,480		131,063		139,236		174,879		35,643		58,399	50%
Employee Subtotal		1,755,567		1,963,891		2,203,568		2,715,957		512,389		960,390	55%
Public Safety/Payroll and Related Cost/ Off Duty Deputies		430,561		439,631		439,631		511,202		71,571		80,641	19%
Public Safety/CCSO Contract		384,217		356,624		356,624		441,808		85,184		57,591	15%
STR Code Enforcement		299,018		288,580		288,580		288,580		-		(10,438)	-3%
Beach Patrol		325,699		327,674		388,687		584,000		195,313		258,301	79%
Utilities & Supplies		232,497		251,400		244,707		248,000		3,293		15,503	7%
Communications		59,797		68,320		74,577		76,360		1,783		16,563	28%
Waste Management		1,084,601		1,053,000		1,103,000		1,203,000		100,000		118,399	11%
Insurance		138,781		150,824		155,936		172,769		16,833		33,988	24%
Professional Services		152,464		141,000		146,900		146,900		-		(5,564)	-4%
Consultants		170,224		211,000		274,966		345,665		70,699		175,441	103%
Maintenance		435,529		471,800		503,724		528,350		24,626		92,821	21%
Travel & Training		33,607		54,000		41,900		112,270		70,370		78,663	234%
Rentals		38,458		45,000		42,000		45,000		3,000		6,542	17%
Tourism & Recreations		1,670,920		2,032,283		2,181,273		2,001,200		(180,073)		330,280	20%
Contributions		150,023		200,000		201,800		200,000		(1,800)		49,977	33%
Other		261,191		341,434		367,175		404,920		37,745		143,729	55%
Capital Outlay:													
Building		-		150,000		276,984		150,000		(126,984)		150,000	N/A
Infrastructure and Landscaping		704,079		100,000		330,000		900,000		570,000		195,921	28%
Vehicles		35,839		90,000		99,491		120,000		20,509		84,161	235%
Other		66,972		40,000		50,000		70,000		20,000		3,028	5%
MUSC Pledge		-		-		200,000		200,000		-		200,000	N/A
Total Expenses		8,430,044		8,776,462		9,971,523		11,465,980		1,494,457		3,035,936	36%
Net Changes in Fund Balance	\$	4,354,844	\$	560,772	\$	2,920,640	\$	614,745	\$	(2,305,896)	\$	(3,740,099)	-86%

TOWN OF KIAWAH ISLAND
BUDGET FOR YEAR ENDED 6/30/23
ALL FUNDS

	2022-2023 Budget										
	General Fund Budget	State Accom Tax Fund Budget	County Accom Tax Fund Budget	Local Accom Tax Fund Budget	Beverage Tax Fund Budget	Hospitality Tax Fund Budget	Victims Assist Fund Budget	Arts and Cultural Events	Capital Fund Budget	Emergency Fund Budget	Total Funds Budget
Revenues & Other Sources :											
Accommodations Tax	\$ 85,000	\$ 2,015,000	\$ 420,000	\$ 1,050,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,570,000
Hospitality Tax	-	-	-	-	-	600,000	-	-	-	-	600,000
Aid to subdivisions	47,000	-	-	-	-	-	-	-	-	-	47,000
Zoning Permits	10,000	-	-	-	-	-	-	-	-	-	10,000
Business License Revenue	3,200,000	-	-	-	-	-	-	-	-	-	3,200,000
Building Permits	1,200,000	-	-	-	-	-	-	-	-	-	1,200,000
Building Permits/Special Projects	500,000	-	-	-	-	-	-	-	-	-	500,000
Local Option Sales Tax	768,382	-	-	-	-	-	-	-	-	-	768,382
Franchise Fee - Electric	430,000	-	-	-	-	-	-	-	-	-	430,000
Franchise Fee -Beach	400,000	-	-	-	-	-	-	-	-	-	400,000
Franchise Fee - Other	140,000	-	-	-	-	-	-	-	-	-	140,000
Fines & Forfeitures	30,000	-	-	-	-	-	10,000	-	-	-	40,000
Interest Revenue	10,000	2,000	2,000	6,000	-	5,000	-	-	9,000	1,000	35,000
Solid Waste Collections	610,000	-	-	-	-	-	-	-	-	-	610,000
Beverage Tax / Permits	-	-	-	-	45,000	-	-	-	-	-	45,000
Miscellaneous Revenue	35,000	-	-	-	-	-	-	10,000	-	-	45,000
One-Time APR Funding	440,343	-	-	-	-	-	-	-	-	-	440,343
Transfers In	-	-	-	-	-	-	-	416,181	380,000	330,000	1,126,181
Total Revenues & Other Sources	7,905,725	2,017,000	422,000	1,056,000	45,000	605,000	10,000	426,181	389,000	331,000	13,206,906
Expenditures & Uses :											
Salary and Benefits/Regular Employees	2,419,053	-	-	223,723	-	-	-	73,181	-	-	2,715,957
Salary and Benefits/Deputies	56,280	387,358	-	67,564	-	-	-	-	-	-	511,202
Public Safety/CCSO Contract	66,271	312,642	-	62,894	-	-	-	-	-	-	441,808
STR Code Enforcement	288,580	-	-	-	-	-	-	-	-	-	288,580
Beach Patrol	-	467,200	116,800	-	-	-	-	-	-	-	584,000
Utilities & Supplies	134,500	-	35,000	2,500	-	73,000	-	3,000	-	-	248,000
Communication	76,360	-	-	-	-	-	-	-	-	-	76,360
Waste Management	1,120,000	-	30,000	53,000	-	-	-	-	-	-	1,203,000
Professional Services	146,900	-	-	-	-	-	-	-	-	-	146,900
Consulting	295,665	-	-	-	-	-	-	50,000	-	-	345,665
Maintenance	368,050	-	26,900	-	-	133,400	-	-	-	-	528,350
Insurance	172,769	-	-	-	-	-	-	-	-	-	172,769
Travel & Training	112,270	-	-	-	-	-	-	-	-	-	112,270
Rentals	45,000	-	-	-	-	-	-	-	-	-	45,000
Tourism Related Cost	-	1,437,300	260,900	6,000	-	-	-	297,000	-	-	2,001,200
Contributions	200,000	-	-	-	-	-	-	-	-	-	200,000
Capital Outlay	406,750	-	-	455,250	-	378,000	-	-	-	-	1,240,000
Other	491,920	-	-	-	-	-	10,000	3,000	-	-	504,920
Contingency	100,000	-	-	-	-	-	-	-	-	-	100,000
Transfers Out	168,000	-	-	646,181	50,000	262,000	-	-	-	-	1,126,181
Total Expenditures & Uses	6,668,368	2,604,500	469,600	1,517,112	50,000	846,400	10,000	426,181	-	-	12,592,161
Change in Fund Balance	\$ 1,237,356	\$ (587,500)	\$ (47,600)	\$ (461,112)	\$ (5,000)	\$ (241,400)	\$ -	\$ -	\$ 389,000	\$ 331,000	\$ 614,744

TOWN OF KIAWAH ISLAND
BUDGET FOR YEAR ENDED 6/30/2022
ALL FUNDS

	General Fund	State Accom Tax	County Accom Tax	Local Accom Tax	Beverage Tax	Hospitality Tax	Victims Assist	Arts and Cultural	Capital Fund	Emergency Fund	Consolidated
BEGINNING FUND BALANCE - 6/30/21 AUDITED	\$ 12,756,419	\$ 1,095,313	\$ 1,316,464	\$ 807,426	\$ 9,674	\$ 1,071,464	\$ 21,150	\$ -	\$ 5,371,752	\$ 410,459	\$ 22,860,121
SOURCES:											
REVENUES	8,049,820	2,176,196	519,768	1,302,920	45,000	751,357	10,000	10,000	4,000	1,000	12,870,061
TRANSFERS IN	-	-	-	-	-	-	-	356,809	459,155	409,155	1,225,120
TOTAL	8,049,820	2,176,196	519,768	1,302,920	45,000	751,357	10,000	366,809	463,155	410,155	13,685,025
USES:											
EXPENDITURES	5,281,964	2,178,173	621,987	493,119	-	205,609	10,000	358,931	-	-	9,149,782
CAPITAL OUTLAY	475,975	-	-	148,500	-	132,000	-	-	-	-	756,475
TRANSFERS OUT	118,000	-	-	735,577	50,000	321,543	-	-	-	-	1,225,120
TOTAL	5,875,939	2,178,173	621,987	1,377,196	50,000	659,152	10,000	358,931	-	-	11,131,377
ENDING FUND BALANCE - 6/30/22 PROJECTED	14,930,300	1,093,336	1,214,245	733,150	4,674	1,163,669	21,150	-	5,834,907	820,614	25,413,769
SOURCES:											
REVENUES	7,907,725	2,017,000	422,000	1,056,000	45,000	605,000	10,000	10,000	9,000	1,000	12,082,725
TRANSFERS IN	-	-	-	-	-	-	-	416,181	380,000	330,000	1,126,181
TOTAL	7,907,725	2,017,000	422,000	1,056,000	45,000	605,000	10,000	426,181	389,000	331,000	12,877,906
USES:											
EXPENDITURES	6,095,619	2,604,500	469,600	415,681	-	206,400	10,000	426,181	-	-	10,227,981
CAPITAL OUTLAY	406,750	-	-	455,250	-	378,000	-	-	-	-	1,240,000
TRANSFERS OUT	168,000	-	-	646,181	50,000	262,000	-	-	-	-	1,126,181
TOTAL	6,670,369	2,604,500	469,600	1,517,112	50,000	846,400	10,000	426,181	-	-	12,594,162
NET CHANGE	1,237,356	(587,500)	(47,600)	(461,112)	(5,000)	(241,400)	-	0	389,000	331,000	614,745
ENDING FUND BALANCE - 6/30/23 BUDGETED	\$ 16,167,656	\$ 505,836	\$ 1,166,645	\$ 272,038	\$ (329)	\$ 922,269	\$ 21,150	\$ -	\$ 6,223,907	\$ 1,151,614	\$ 26,028,514

Town of Kiawah Island
Five Year Projections

Revenues:	Budgeted FY2022	Annualized FY2022	Budgeted FY2023	Projected FY2024	Projected FY2025	Projected FY2026	Projected FY2027
Building Permits	\$ 900,000	\$ 1,500,000	\$ 1,200,000	\$ 1,200,000	\$ 1,000,000	\$ 800,000	\$ 600,000
Building Permits/Special Projects	100,000	305,197	500,000	-	-	-	-
Business Licenses	2,295,000	2,800,000	2,800,000	2,500,000	2,500,000	2,200,000	2,200,000
STR Application Fees	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Franchisee Fees	860,000	970,000	970,000	970,000	970,000	970,000	970,000
Local Option Tax	597,453	768,382	768,382	776,065	783,826	791,664	799,581
State ATAX	1,617,505	2,324,696	2,100,000	2,121,000	2,142,210	2,163,632	2,185,268
Local ATAX	986,392	1,296,920	1,050,000	1,060,500	1,071,105	1,081,816	1,092,634
County ATAX	200,000	518,768	420,000	424,200	428,442	432,726	437,054
Hospitality Tax	576,884	748,857	600,000	606,000	612,060	618,181	624,362
Solid Waste Fee	610,000	610,000	610,000	610,000	610,000	610,000	610,000
Inte	34,000	35,000	35,000	50,000	90,000	90,000	90,000
Other	160,000	174,000	187,000	187,000	187,000	160,000	160,000
One Time -ARP Funding	-	440,343	440,343	-	-	-	-
Total Revenue	\$ 9,337,234	\$ 12,892,163	\$ 12,080,725	\$ 10,904,765	\$ 10,794,643	\$ 10,318,020	\$ 10,168,900
Expenses*:							
Salaries	1,390,994	1,570,690	1,901,847	1,996,939	2,096,786	2,201,626	2,311,707
Overtime	3,867	3,300	4,400	5,000	5,000	5,000	5,000
Benefits	437,968	490,342	634,830	666,572	699,901	734,896	771,640
Payroll Tax	131,063	139,236	174,879	179,770	187,259	195,122	203,378
Employee Subtotal	1,963,891	2,203,568	2,715,957	2,848,282	2,988,946	3,136,643	3,291,725
Public Safety/Payroll and Related Cost/ Off Duty Deputies	439,631	439,631	511,202	520,000	520,000	520,000	520,000
Public Safety/CCSO Contract	356,624	356,624	441,808	416,832	373,559	379,432	397,763
In House Police Department	-	-	-	-	-	-	-
STR Code Enforcement	288,580	288,580	288,580	600,000	600,000	600,000	600,000
Beach Patrol	327,674	388,687	584,000	584,000	584,000	584,000	584,000
Utilities & Supplies	251,400	244,707	248,000	250,000	262,500	275,625	289,406
Communications	68,320	74,577	76,360	80,000	80,000	80,000	80,000
Waste Management	1,053,000	1,103,000	1,203,000	1,500,000	1,500,000	1,500,000	1,500,000
Insurance	150,824	155,936	172,769	190,046	209,050	229,955	252,951
Professional Services	141,000	146,900	146,900	150,000	150,000	150,000	150,000
Consultants	211,000	274,966	345,665	200,000	200,000	200,000	200,000
Maintenance	471,800	503,724	528,350	510,000	535,500	562,275	590,389
Travel & Training	54,000	41,900	112,270	65,000	68,250	71,663	75,246
Rentals	45,000	42,000	45,000	50,000	50,000	50,000	50,000
Tourism & Recreations	2,032,283	2,181,273	2,001,200	1,500,000	1,500,000	1,500,000	1,500,000
Contributions	200,000	201,800	200,000	200,000	200,000	200,000	200,000
Other	341,434	367,175	404,920	400,000	400,000	400,000	400,000
Capital Outlay							
Buildings	150,000	276,984	150,000	-	-	-	-
Infrastructure	100,000	330,000	900,000	-	-	-	-
Vehicles	90,000	99,491	120,000	40,000	40,000	40,000	40,000
Other	40,000	50,000	70,000	30,000	-	-	-
MUSC Pledge	-	200,000	200,000	200,000	400,000		-
Total Expenses	8,776,462	9,971,523	11,465,980	10,334,160	10,661,805	10,479,593	10,721,480
Revenue Less Expenses	\$ 560,772	\$ 2,920,640	\$ 614,745	\$ 570,606	\$ 132,838	\$ (161,573)	\$ (552,580)

Town of Kiawah Island
Five Year Projections

Revenues:	Budgeted FY2022	Annualized FY2022	Budgeted FY2023	Projected FY2024	Projected FY2025	Projected FY2026	Projected FY2027
Building Permits	\$ 900,000	\$ 1,500,000	\$ 1,200,000	\$ 1,200,000	\$ 1,000,000	\$ 800,000	\$ 600,000
Building Permits/Special Projects	100,000	305,197	500,000	-	-	-	-
Business Licenses	2,295,000	2,800,000	2,800,000	2,500,000	2,500,000	2,200,000	2,200,000
STR Application Fees	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Franchisee Fees	860,000	970,000	970,000	970,000	970,000	970,000	970,000
Local Option Tax	597,453	768,382	768,382	776,065	783,826	791,664	799,581
State ATAX	1,617,505	2,324,696	2,100,000	2,121,000	2,142,210	2,163,632	2,185,268
Local ATAX	986,392	1,296,920	1,050,000	1,060,500	1,071,105	1,081,816	1,092,634
County ATAX	200,000	518,768	420,000	424,200	428,442	432,726	437,054
Hospitality Tax	576,884	748,857	600,000	606,000	612,060	618,181	624,362
Solid Waste Fee	610,000	610,000	610,000	610,000	610,000	610,000	610,000
Inte	34,000	35,000	35,000	50,000	90,000	90,000	90,000
Other	160,000	174,000	187,000	187,000	187,000	160,000	160,000
One Time -ARP Funding	-	440,343	440,343	-	-	-	-
Total Revenue	\$ 9,337,234	\$ 12,892,163	\$ 12,080,725	\$ 10,904,765	\$ 10,794,643	\$ 10,318,020	\$ 10,168,900
Expenses*:							
Salaries	1,390,994	1,570,690	1,901,847	1,996,939	2,096,786	2,201,626	2,311,707
Overtime	3,867	3,300	4,400	5,000	5,000	5,000	5,000
Benefits	437,968	490,342	634,830	666,572	699,901	734,896	771,640
Payroll Tax	131,063	139,236	174,879	179,770	187,259	195,122	203,378
Employee Subtotal	1,963,891	2,203,568	2,715,957	2,848,282	2,988,946	3,136,643	3,291,725
Public Safety/Payroll and Related Cost/ Off Duty Deputies	439,631	439,631	511,202	285,114	285,114	-	-
Public Safety/CCSO Contract	356,624	356,624	441,808	-	-	-	-
In House Police Department	-	-	-	1,070,303	1,035,103	1,457,727	1,566,161
STR Code Enforcement	288,580	288,580	288,580	-	-	-	-
Beach Patrol	327,674	388,687	584,000	584,000	584,000	584,000	584,000
Utilities & Supplies	251,400	244,707	248,000	250,000	262,500	275,625	289,406
Communications	68,320	74,577	76,360	80,000	80,000	80,000	80,000
Waste Management	1,053,000	1,103,000	1,203,000	1,500,000	1,500,000	1,500,000	1,500,000
Insurance	150,824	155,936	172,769	190,046	209,050	229,955	252,951
Professional Services	141,000	146,900	146,900	150,000	150,000	150,000	150,000
Consultants	211,000	274,966	345,665	200,000	200,000	200,000	200,000
Maintenance	471,800	503,724	528,350	510,000	535,500	562,275	590,389
Travel & Training	54,000	41,900	112,270	65,000	68,250	71,663	75,246
Rentals	45,000	42,000	45,000	50,000	50,000	50,000	50,000
Tourism & Recreations	2,032,283	2,181,273	2,001,200	1,500,000	1,500,000	1,500,000	1,500,000
Contributions	200,000	201,800	200,000	200,000	200,000	200,000	200,000
Other	341,434	367,175	404,920	400,000	400,000	400,000	400,000
Capital Outlay							
Buildings	150,000	276,984	150,000	-	-	-	-
Infrastructure	100,000	330,000	900,000	-	-	-	-
Vehicles	90,000	99,491	120,000	40,000	40,000	40,000	40,000
Other	40,000	50,000	70,000	30,000	-	-	-
MUSC Pledge	-	200,000	200,000	200,000	400,000		-
Total Expenses	8,776,462	9,971,523	11,465,980	10,152,745	10,488,463	10,437,888	10,769,877
Revenue Less Expenses	\$ 560,772	\$ 2,920,640	\$ 614,745	\$ 752,021	\$ 306,180	\$ (119,869)	\$ (600,978)

Town Of Kiawah Island Projected Departmental Expenses

	Annualized FY 2022	Budget FY 2023	Change	%
Administration	\$782,137	\$989,560	\$ 207,423	27%
Communications	266,670	373,543	106,873	40%
Community Development Services	549,304	646,081	96,777	18%
Council	12,667	16,000	3,333	26%
Court	27,815	27,909	95	0%
Environmental	556,720	620,245	63,525	11%
Finance	727,936	753,413	25,477	3%
Infrastructure, CERT	488,153	994,468	506,315	104%
Operations	2,920,049	3,135,981	215,932	7%
Planning	136,308	349,285	212,977	156%
Deputies	820,255	977,010	156,755	19%
Public Safety	255,493	336,727	81,234	32%
Public Works	142,543	171,958	29,415	21%
	\$7,686,050	\$9,392,180	\$ 1,706,130	22%

TOWN OF KIAWAH ISLAND
BUDGET DRAFT FOR YEAR ENDED 6/30/23
GENERAL FUND

	2021-2022 Budget	Actuals thru 1/31/2022	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	FY 22 Annualized \$ Change	FY 22 Annualized % Change	Justifications/Notes
GENERAL FUND									
REVENUES:									
BUSINESS LICENSE REVENUE	\$ 2,295,000	\$ 327,122	\$ 2,800,000	2,800,000	\$ 505,000	22%	\$ -	0%	Based on FY2019-FY21 averages
STR APPLICATION FEES	400,000	26,253	400,000	400,000	-	0%	-	0%	Based on current year actuals
STATE ACCOMMODATIONS TAX	85,000	83,150	150,000	85,000	-	0%	(65,000)	-43%	First \$25K plus 5% of SATAX
AID TO SUBDIVISION	35,000	11,232	44,000	47,000	12,000	34%	3,000	7%	Based on estimates from the State
SOLID WASTE REVENUE	610,000	601,436	610,000	610,000	-	0%	-	0%	Based on number of subscribers for different service types
PLANNING FEES	10,000	6,800	10,000	10,000	-	0%	-	0%	Based on current year actuals
BUILDING PERMITS	900,000	1,067,983	1,500,000	1,200,000	300,000	33%	(300,000)	-20%	Based on prior year averages
BUILDING PERMITS/SPECIAL PROJECTS	100,000	305,197	305,197	500,000	400,000	400%	194,803	64%	Permitting for Seafields and final phase of the Cape
LOCAL OPTIONS SALES TAX	597,453	484,486	768,382	768,382	170,929	29%	-	0%	Based on FY2019-FY21 averages
FRANCHISE FEE - ELECTRIC	420,000	-	430,000	430,000	10,000	2%	-	0%	Based on current year actuals
FRANCHISE FEE - BEACH SERVICE	300,000	236,575	400,000	400,000	100,000	33%	-	0%	\$300k or 30% of Island Beach Services gross receipts
FRANCHISE FEES - OTHER	140,000	76,053	140,000	140,000	-	0%	-	0%	Based on the contracts with AT&T, Comcast, KIGR
COURT FEES, FINES & FORF	25,000	18,629	30,000	30,000	5,000	20%	-	0%	Based on CY actuals
INTEREST REVENUE	10,000	4,995	10,000	10,000	-	0%	-	0%	Approximately 0.02% rate of return on investments
MISCELLANEOUS REVENUE	35,000	18,617	35,000	35,000	-	0%	-	0%	Based on CY actuals
ONE TIME -APR FUNDING	-	440,343	440,343	440,343	440,343	-100%	-	0%	ARP Payment in CY
TOTAL REVENUES	\$ 5,962,453	\$ 3,708,871	\$ 8,072,922	\$ 7,905,725	\$ 1,943,272	33%	(167,197)	-2%	
	2021-2022 Budget	Actuals thru 1/31/2022	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	FY 22 Annualized \$ Change	FY 22 Annualized % Change	Justifications/Notes
EXPENDITURES:									
SALARIES	1,390,994	873,712	1,570,690	1,901,847	510,853	37%	331,157	21%	Salaries for 23 current employees plus 1 new position
OVERTIME	3,867	2,043	3,300	4,400	533	14%	1,100	33%	
BENEFITS	437,968	251,973	490,342	634,830	196,863	45%	144,489	29%	
PAYROLL TAXES	131,063	73,164	139,236	174,879	43,816	33%	35,643	26%	
SALARIES, PR TAXES & BENEF/DEPUTIES	439,631	274,119	439,631	511,202	71,571	16%	71,571	16%	Salaries for off duty deputies.
DEPUTIES CONTRACTED WITH CCSO	356,624	244,758	356,624	441,808	85,184	24%	85,184	24%	Deputies contracted with CCSO
STR CODE ENFORCEMENT	288,580	232,237	288,580	288,580	-	0%	-	0%	Contract with Island Services for after hours code enforcement
BEACH PATROL	327,674	133,652	388,687	584,000	256,326	78%	195,313	50%	Contract with Island Services for beach patrol
UTILITIES & SUPPLIES:					-		-		
UTILITIES	150,000	55,940	150,000	150,000	-	0%	-	0%	Based on current year actuals and increase for new landscaping
GENERAL	65,400	44,001	71,707	72,400	7,000	11%	693	1%	Estimate for supplies, uniforms based on current year actuals
MINOR ASSETS	36,000	16,465	23,000	25,600	(10,400)	-29%	2,600	11%	Estimate for sound equipment in Council chambers, upgrades to security system
ADVERTISING	14,100	3,572	14,900	14,900	800	6%	-	0%	Based on current year actuals
COMMUNICATION					-		-		
CELL PHONES & IPADS	14,320	13,109	20,577	22,360	8,040	56%	1,783	9%	Based on current year actuals for Town's employees
REGULAR PHONES	54,000	35,291	54,000	54,000	-	0%	-	0%	Cost for landline, internet and cable
WASTE MANAGEMENT	1,053,000	646,670	1,103,000	1,203,000	150,000	14%	100,000	9%	Based on Carolina Waste contract
PRINTING	47,700	18,518	36,200	47,200	(500)	-1%	11,000	30%	Based on current year actuals
PROFESSIONAL SERVICES	141,000	125,275	146,900	146,900	5,900	4%	-	0%	Town Attorney, Prosecutor and annual audit
CONSULTING	211,000	105,415	274,966	345,665	134,665	64%	70,699	26%	Estimate for various consulting work
MAINTENANCE					-		-		Building maint., Island wide landscaping and road maint., and software maint.
SOFTWARE	170,300	120,328	178,000	195,850	25,550	15%	17,850	10%	
BUILDING & VEHICLES	80,500	43,420	74,500	101,500	21,000	26%	27,000	36%	
LANDSCAPING	221,000	137,678	251,224	231,000	10,000	5%	(20,224)	-8%	
INSURANCE	150,824	154,514	155,936	172,769	21,945	15%	16,833	11%	
TRAVEL & TRAINING	54,000	18,108	41,900	112,270	58,270	108%	70,370	168%	Based on current year actuals
RENTALS	45,000	23,252	42,000	45,000	-	0%	3,000	7%	Based on contracts.
TOURISM & RECREATIONS	229,100	105,147	219,100	266,900	37,800	16%	47,800	22%	
CONTRIBUTIONS	200,000	1,800	201,800	200,000	-	0%	(1,800)	-1%	
CAPITAL OUTLAY	380,000	268,734	756,475	1,240,000	860,000	226%	483,525	64%	
OTHER	145,984	85,198	174,075	197,820	51,836	36%	23,745	14%	Based on current year actuals
MUSC PLEDGE	-	200,000	200,000	200,000	200,000	N/A	-	0%	MUSC Pledge of \$1M
CONTINGENCY	100,000	100,000	100,000	100,000	-	0%	-	NA	
TOTAL EXPENDITURES	6,939,629	4,408,093	7,967,350	9,686,680	2,755,552	40%	2,231,719	28%	
ALLOCATION TO SATAX	485,000	-	523,000	1,167,200	682,200	141%	644,200	123%	Consolidated amount for various departments
ALLOCATION TO COUNTY ATAX	577,674	371,940	607,320	469,600	(108,074)	-19%	(137,720)	-23%	Consolidated amount for various departments
ALLOCATION TO LOCAL ATAX	554,939	110,129	766,387	868,431	313,492	56%	102,044	13%	Consolidated amount for various departments
ALLOCATION TO HOSPITALITY TAX	286,750	151,917	381,609	584,400	297,650	104%	202,791	53%	Consolidated amount for various departments
ALLOCATION TO ARTS & CULTURAL EVENTS	73,538	5,587	45,931	123,181	49,643	68%	77,250	168%	
TOTAL NET EXPENDITURES	4,961,728	3,774,107	5,689,035	6,473,868	1,234,911	25%	784,833	14%	
OTHER FINANCING USES/SOURCES:									
TRANSFER TO ARTS & CULTURAL EVENTS	118,000	-	118,000	168,000	50,000	42%	50,000	42%	
EXCESS OF REVENUES OVER EXPENDITURES	882,725	-	2,265,887	1,263,857	381,132	43%	(1,002,030)	-44%	
TOTAL OTHER FINANCING USES/ SOURCES	1,000,725	-	2,383,887	1,431,857	431,132	43%	(952,030)	-40%	
TOTAL EXPENDITURES & OTHER USES	\$ 5,962,453	\$ 3,774,107	\$ 8,072,922	\$ 7,905,724	\$ 1,943,272	33%	\$ (167,198)	-2%	

TOWN OF KIAWAH ISLAND
BUDGET FOR YEAR ENDED 6/30/22
GENERAL FUND

	2021-2022 Budget	Actuals thru 1/31/2022	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	FY 22 Annualized \$ Change	FY 22 Annualized % Change	Justifications/Notes
Department: 40200 - ADMINISTRATION									
TOWN ADMINISTRATION									
SALARIES - REGULAR EMPLOYEES	\$ 249,625	\$ 163,990	\$ 249,512	\$ 369,797	\$ 120,172	48%	\$ 120,285	48%	Salaries for Town Administrator, clerk and 8% aggregated total for salary adjustments
OVERTIME	1,200	87	100	1,200	-	0%	1,100	1100%	
BONUS	5,000	7,530	8,000	5,000	-	0%	(3,000)	-38%	
EMPLOYEE BENEFITS	18,000	5,856	5,856	20,000	2,000	11%	14,144	242%	\$5K Christmas Gifts, \$3K annually EAP Cost, Employee Appreciation Events - \$10K
INSURANCE - MEDICAL	10,783	15,929	10,322	11,256	473	4%	934	9%	
FICA ER MATCH	19,230	8,085	19,078	28,289	9,059	47%	9,212	48%	
RETIREMENT MATCH	47,628	15,367	50,014	73,818	26,190	55%	23,803	48%	
TUITION REIMBURSEMENT	-	-	-	5,000	5,000	100%	5,000	100%	50% tuition reimbursement
WORKERS COMPENSATION COSTS	30,000	15,594	20,000	30,000	-	0%	10,000	50%	
CATERING COSTS	20,000	14,624	10,255	20,000	-	0%	9,745	95%	Christmas Dinner - \$20K
PROFESSIONAL SERVICES	115,000	99,375	120,000	120,000	5,000	4%	-	0%	Town Attorney - \$90K + \$10K additional legal services not covered under Town Attorney contract, Town Prosecutor - \$10K, \$5K misc professional services
CONSULTANTS	10,000	10,313	15,000	10,000	-	0%	(5,000)	-33%	Other consultant work - \$10K
TELEPHONE-CELL	2,400	2,381	3,200	3,200	800	33%	-	0%	Based on cost for 1 cell phone , iPads and mifi
TRAVEL & TRAINING	12,000	6,937	5,000	12,000	-	0%	7,000	140%	Estimate SCAPA, ICMA,SCCCMA (Stephanie T)
DUES	4,000	300	4,000	4,000	-	0%	-	0%	Estimate SCAPA, ICMA, SCCCMA, ULI (Stephanie T) & training for Petra (Clerk Institute)
SUBSCRIPTIONS	1,000	449	1,000	1,000	-	0%	-	0%	Based on current year actuals
ADVERTISING COSTS	4,000	2,161	4,000	4,000	-	0%	-	0%	Estimate for advertising
COMMUNITY ACTIVITIES	19,000	275	5,000	19,000	-	0%	14,000	280%	Disaster Awareness Day - \$7K, Volunteer Appreciation Event - \$7K; and \$5K other community activites
COMMUNITY OUTREACH	200,000	1,800	201,800	200,000	-	0%	(1,800)	-1%	Charitable contributions
SUPPLIES - OFFICE	15,000	7,590	15,000	15,000	-	0%	-	0%	Based on current year actuals
SUPPLIES - OTHER	15,000	14,169	15,000	15,000	-	0%	-	0%	Estimate for coffee supplies, water, pop, medicine supply, and misc.
BOOKS & PERIODICALS	2,000	810	2,000	2,000	-	0%	-	0%	Muni code
MISCELLANEOUS EXPEND	15,000	7,167	15,000	15,000	-	0%	-	0%	Include Medicare cost
COMPUTER & SOFTWARE MINOR	5,000	2,151	3,000	5,000	-	0%	2,000	67%	
	820,865	402,940	782,137	989,560	168,695	21%	207,423	27%	
COUNCIL DEPARTMENT									
SALARIES	24,000	1,667	1,667	-	(24,000)	-100%	(1,667)	-100%	
CELL PHONE	-	4,975	6,000	6,000	6,000	N/A	-	0%	
RENTAL FACILITIES & MEETING COST	5,000	1,389	2,000	5,000	-	0%	3,000	150%	
TRAVEL & TRAINING	4,000	175	1,000	4,000	-	0%	3,000	300%	Mainly HLAD and MASC Annual Meeting
SUPPLIES - OFFICE	1,000	1,900	2,000	1,000	-	0%	(1,000)	-50%	Town Council Retreat Expense
	34,000	10,106	12,667	16,000	(18,000)	-53%	(12,667)	-100%	
TOTAL ADMINISTRATION	\$ 854,865	\$ 413,046	\$ 794,804	\$ 1,005,560	\$ 150,695	18%	(794,804)	-100%	

TOWN OF KIAWAH ISLAND
BUDGET FOR YEAR ENDED 6/30/22
GENERAL FUND

	2021-2022 Budget	Actuals thru 1/31/2022	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	FY 22 Annualized \$ Change	FY 22 Annualized % Change	Justifications/Notes
Department: 40100 - ENVIRONMENTAL									
SALARIES - REGULAR EMPLOYEES	\$ 162,940	\$ 88,134	\$ 182,831	182,831	\$ 19,891	12%	\$ -	0%	Salaries for Town's biologist and an assistant
SALARIES - TEMPORARY	4,000	-	-	4,000	-	0%	4,000	N/A	P/T help with deer surveys
FICA ER MATCH	12,465	6,369	13,987	13,987	1,522	12%	-	0%	
INSURANCE - MEDICAL	27,291	18,541	27,415	29,896	2,604	10%	2,481	9%	
RETIREMENT MATCH	29,983	18,231	38,105	36,933	6,951	23%	(1,172)	-3%	
PROFESSIONAL SERVICES	16,000	-	16,000	16,000	-	0%	-	0%	Deer Processing
CONSULTANTS	65,000	-	43,633	45,998	(19,002)	-29%	2,366	5%	Marsh management plan-75% billed in FY23
TELEPHONE-CELL	3,000	640	1,200	1,200	(1,800)	-60%	-	0%	Based on cost for 2 cell phones
REPAIR AND MAINTENANCE - SOFTWARE	4,000	104	4,000	4,000	-	0%	-	0%	ArcGIS, Adobe
DUES	500	10	500	500	-	0%	-	0%	
SUBSCRIPTIONS	1,000	199	500	500	(500)	-50%	-	0%	
TRAVEL & TRAINING	3,500	714	1,000	3,500	-	0%	2,500	250%	
TURTLE PATROL EXPENDITURES	6,000	2,325	6,000	6,000	-	0%	-	0%	
BEACH MONITORING & REPAIRS	50,000	16,177	40,000	50,000	-	0%	10,000	25%	CSE Contract
RESEARCH	94,100	26,339	94,100	108,900	14,800	16%	14,800	16%	Bobcat GPS, Bird Banding, Toxicology, Clemson Study (\$50k)
COMMUNITY OUTREACH	3,000	-	2,500	3,000	-	0%	500	20%	School Environmental Programs
PROGRAMS	20,000	9,236	20,000	20,000	-	0%	-	0%	Grow Native, Dolphin Stewardship, Bluebird Boxes, TBD
KI CONSERVANCY	50,000	50,000	50,000	73,000	23,000	46%	23,000	46%	Projects TBD
FISH STUDIES & EQUIPMENT	4,000	-	4,000	4,000	-	0%	-	0%	Tissue Testing, Pond Stocking
POND MANAGEMENT	5,000	1,070	5,000	5,000	-	0%	-	0%	KICA Pond Maintenance contract, herbicide control
SUPPLIES - OFFICE	600	372	1,000	2,500	1,900	317%	1,500	150%	
SUPPLIES OTHER	1,000	605	1,000	1,000	-	0%	-	0%	
UNIFORMS	1,200	874	1,500	1,500	300	25%	-	0%	
BOOKS & PERIODICALS	300	-	150	500	200	67%	350	233%	
EQUIPMENT - MINOR	4,000	-	1,500	4,000	-	0%	2,500	167%	Deer removal equipment
COMPUTER & SOFTWARE - MINOR	1,000	756	800	1,500	500	50%	700	88%	
TOTAL DEPARTMENT EXPENDITURES	569,879	240,696	556,720	620,245	50,366	9%	63,525	11%	
ALLOCATION TO LOCAL ATAX:									
60% OF SALARIES, PR TAXES, AND BENEFITS	139,608	78,765	157,402	158,188	18,580	13%	786	0%	
TURTLE PATROL COST	6,000	2,325	6,000	6,000	-	0%	-	0%	
	145,608	81,090	163,402	164,188	18,580	13%	786	0%	
ALLOCATION TO COUNTY ATAX	258,100	102,822	226,733	260,900	2,800	-38%	34,167	- (0)	
ALLOCATION TO COUNTY ATAX									
RESEARCH	94,100	26,339	94,100	108,900	14,800	16%	14,800	16%	
CONSULTING	35,000	-	13,633	-	(35,000)	-100%	(13,633)	-100%	
BEACH MONITORING & REPAIRS	50,000	16,177	40,000	50,000	-	0%	10,000	25%	
KI CONSERVANCY	50,000	50,000	50,000	73,000	23,000	46%	23,000	46%	
PROGRAMS	20,000	9,236	20,000	20,000	-	0%	-	0%	
FISH STUDIES & EQUIPMENT	4,000	-	4,000	4,000	-	0%	-	0%	
POND MANAGEMENT	5,000	1,070	5,000	5,000	-	0%	-	0%	
	258,100	102,822	226,733	260,900	2,800	1%	34,167	15%	
TOTAL NET EXPENDITURES	\$ 166,172	\$ 56,784	\$ 166,585	\$ 195,157	\$ 45,785	31%	\$ 28,572	17%	

TOWN OF KIAWAH ISLAND
BUDGET DRAFT FOR YEAR ENDED 6/30/22
GENERAL FUND

	2021-2022 Budget	Actuals thru 1/31/2022	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	FY 22 Annualized \$ Change	FY 22 Annualized % Change	Justifications/Notes
Department: 40300 - FINANCE									
SALARIES - REGULAR EMPLOYEES	\$ 265,715	\$ 152,450	\$ 303,238	303,238	\$ 37,523	14%	\$ -	0%	Salaries for 5 employees
OVERTIME	2,000	1,624	2,000	2,000	-	0%	-	0%	
INSURANCE - MEDICAL	35,617	16,890	35,346	38,545	2,929	8%	3,199	9%	
FICA ER MATCH	20,327	9,035	23,198	23,198	2,871	14%	-	0%	
RETIREMENT MATCH	56,002	25,495	65,249	68,281	12,279	22%	3,032	5%	
AUDITING COSTS	26,000	25,900	26,900	26,900	900	3%	-	0%	Based on the contract
CONSULTANTS	6,000	1,500	6,000	6,000	-	0%	-	0%	Estimate for investment analysis, actuarial evaluation and legal cost
TELEPHONE-CELL	1,000	875	1,500	2,040	1,040	104%	540	36%	2 cell phones
REPAIR AND MAINTENANCE - SOFTWARE	155,000	113,008	155,000	170,000	15,000	10%	15,000	10%	Cost for ADP-\$48K, Incode10- \$33K, Integral Solution-\$60K , VC3 web hosting-\$1K, citizenserve -\$23K, Misc-\$5K
TRAVEL & TRAINING	8,000	1,330	7,000	10,000	2,000	25%	3,000	43%	Estimate for registration fees and travel to attend conferences and courses /Additional \$1k for Jan to attend BL training
DUES	1,000	760	1,000	1,000	-	0%	-	0%	Cost for membership to MASC and GFOA
PRINTING COSTS	6,000	5,480	6,000	6,000	-	0%	-	0%	Printing for utility billing and business license applications and decals
SUPPLIES - OFFICE	4,000	3,406	4,000	4,000	-	0%	-	0%	Based on current year actuals
SUPPLIES - POSTAGE	8,000	3,832	8,000	8,000	-	0%	-	0%	Postage for day to day business, business license and utility billing mailing, magnets for renters-\$2.5K
SUPPLIES - OTHER	1,500	1,315	1,500	1,500	-	0%	-	0%	Based on current year actuals
BOOKS & PERIODICALS	500	185	500	500	-	0%	-	0%	Estimate for periodicals
BANK COSTS	55,000	38,067	100,000	100,000	45,000	82%	-	0%	Cost for WF cc terminals, bank fees & check processing -\$35K,merchant fees-\$65K (Increase related to increase in credit card fees, majority of transactions are done on line now)
COMPUTER & SOFTWARE - MINOR	2,000	872	1,000	2,000	-	0%	1,000	100%	Ipad for Jan and placeholder if someone needs new pc
MISCELLANEOUS EXPEND	1,000	183	1,000	1,000	-	0%	-	0%	Dropbox, Log me in
TOTAL DEPARTMENT EXPENDITURES	654,661	402,207	748,431	774,202	119,541	18%	25,771	3%	
ALLOCATION TO COURT DEPARTMENT	18,763	9,677	20,495	20,789	2,026	11%	295	1%	30% of Salaries, payroll taxes and benefits for finance clerk allocated to the Court Department
TOTAL NET EXPENDITURES	\$ 635,897	\$ 392,530	\$ 727,936	\$ 753,413	\$ 117,516	18%	\$ 25,477	3%	
	2021-2022 Budget	Actuals thru 1/31/2022	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	FY 22 Annualized \$ Change	FY 22 Annualized % Change	Justifications/Notes
Department: 40500 - COMMUNICATIONS									
SALARIES - REGULAR EMPLOYEES	\$ 120,520	\$ 72,669	\$ 129,711	162,000	\$ 41,480	34%	32,289	25%	Salaries for 3 employees
OVERTIME	500	9	500	500	-	0%	-	0%	
SALARIES_TEMPORARY	2,500	-	2,500	-	(2,500)	-100%	(2,500)	NA	
INSURANCE - MEDICAL	13,335	8,327	17,096	28,767	15,431	116%	11,671	68%	
FICA ER MATCH	9,055	4,582	9,923	12,393	3,338	37%	2,470	25%	
RETIREMENT MATCH	20,218	6,671	22,777	31,367	11,149	55%	8,590	38%	
TELEPHONE-CELL	720	681	630	2,000	1,280	178%	1,370	217%	Cost for 3 cell phones and Ipad
CONSULTANTS	70,000	-	33,333	71,667	1,667	2%	38,333	115%	Feasibility study for a Cultural and Community Center and 1/3 of website design
REPAIR AND MAINTENANCE - SOFTWARE	11,000	7,072	13,500	14,150	3,150	29%	650	5%	Adobe creative suite-\$2K. Constant contact - \$2300 , Amazon annual media hosting for website-\$300, TownApp software annual maint-\$3K, Survey Monkey Subscription -\$1K, Misc-\$4.9K , \$650-Hootsuite
PUBLISHING & PROMOTIONS	9,000	1,411	8,500	8,500	(500)	-6%	-	0%	Artwork iStock 150 credit package-\$1250, Facebook Campaigns-\$400, P&C Beach Publication advertising-\$1200, Grammarly-\$360
PRINTING - TOWN NOTES	32,700	11,627	21,700	32,700	-	0%	11,000	51%	Promotional Video/Printing Projects-Est. \$6K
TRAVEL & TRAINING	3,000	149	3,500	5,000	2,000	67%	1,500	43%	Newsletter & Envelope Printing, mailing servicesfor Town Notes- \$22,200, Graphic Design Assistance from printer-\$4K annually, Digital publishing software Joomag -\$950 annually
SUPPLIES - OFFICE	800	634	800	1,000	200	25%	200	25%	Professional organization memberships and continuing education platforms
SUPPLIES - OTHER	1,000	-	-	1,000	-	0%	1,000	N/A	Estimate for office supplies
COMPUTER & SOFTWARE - MINOR	-	2,200	2,200	2,500	2,500	N/A	300	14%	Estimate for pod cast
TOTAL DEPARTMENT EXPENDITURES	294,349	116,032	266,670	373,543	79,195	27%	106,873	40%	
ALLOCATION TO ARTS & CULTURAL FUND	73,538	5,587	45,931	123,181	49,643	68%	77,250	168%	Salaries, payroll taxes and benefits of Arts Council Coordinator and 10% of Com Manager and consultant for feasibility study
TOTAL NET EXPENDITURES	220,811	110,445	220,739	250,363	29,552	13%	29,623	13%	
	2021-2022 Budget	Actuals thru 1/31/2022	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	FY 22 Annualized \$ Change	FY 22 Annualized % Change	Justifications/Notes
Department: 40600 - COURT DEPARTMENT									
SALARIES - JUDGE	4,000	333	4,000	4,000	-	0%	-	0%	Judge's stipend
SALARIES - REGULAR EMPLOYEES	13,963	6,803	15,101	15,101	1,138	8%	-	0%	30% of clerk of court salary
INSURANCE - MEDICAL	1,586	797	1,587	1,730	144	9%	144	9%	
FICA ER MATCH	1,068	595	1,155	1,155	87	8%	-	0%	
RETIREMENT MATCH	2,147	952	2,652	2,803	656	31%	151	6%	
TELEPHONE-CELL	1,200	-	1,200	1,200	-	0%	-	0%	Cost for 1 cell phone
TRAVEL & TRAINING	1,500	919	1,500	1,500	-	0%	-	0%	Estimate for registration fees and travel to attend conferences for the Judge
DUES	120	65	120	120	-	0%	-	0%	Based on current year actuals
SUPPLIES-OFFICE	300	349	500	300	-	0%	(200)	-40%	
	\$ 25,883	\$ 10,813	\$ 27,815	\$ 27,909	\$ 2,026	8%	\$ 95	0%	

TOWN OF KIAWAH ISLAND
BUDGET FOR YEAR ENDED 6/30/22
GENERAL FUND

	2021-2022 Budget	Actuals thru 1/31/2022	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	FY 22 Annualized \$ Change	FY 22 Annualized % Change	Justifications/Notes
Department: 40900 - DEPUTIES									
SALARIES - DEPUTIES	\$ 324,841	\$ 202,309	\$ 324,841	386,392	\$ 61,551	19%	\$ 61,551	19%	Based on the current contract for 2nd and 3rd shift -70% coverage
OVERTIME	20,000	18,107	20,000	20,000	-	0%	-	0%	
FICA ER MATCH	32,437	16,652	32,437	36,089	3,652	11%	3,652	11%	
RETIREMENT MATCH	62,353	37,051	62,353	68,721	6,368	10%	6,368	10%	Based on current contract -\$10 per deputy per shift
COUNTY DEPUTY VEHICLE FEES	9,000	6,020	9,000	9,000	-	0%	-	0%	
COUNTY RADIO COSTS	8,664	10,602	15,000	15,000	6,336	73%	-	0%	
CCSO CONTRACT	356,624	244,758	356,624	441,808	85,184	24%	85,184	24%	1st shift is contracted with CCSU (4 deputies)/replacement of 2 vehicles (\$11.5K net)
TOTAL DEPARTMENT EXPENDITURES	813,919	535,499	820,255	977,010	163,090	20%	156,755	19%	
ALLOCATION TO STATE ATAX	385,000	-	423,000	700,000	315,000	82%	277,000	65%	Assuming 80%funding
ALLOCATION TO LOCAL ATAX	306,831	-	274,217	130,458	(176,373)	-57%	(143,759)	-52%	Assuming 85%funding -Remaining from SATAX
TOTAL NET EXPENDITURES	122,088	535,499	\$ 123,038	\$ 146,551	\$ 24,464	20%	\$ 23,513	19%	
Department: 40950 - PUBLIC SAFETY									
SALARIES	111,071	28,250	170,368	215,368	104,297	94%	45,000	26%	Salaries for 3 employees
OVERTIME	333	-	200	200	(133)	-40%	-	0%	
INSURANCE - MEDICAL	15,997	7,676	22,788	32,091	16,094	101%	9,303	41%	
FICA ER MATCH	8,497	2,124	13,033	16,476	7,979	94%	3,443	26%	3 cell phones and Ipad
RETIREMENT MATCH	20,698	5,289	34,087	47,142	26,444	128%	13,056	38%	
TELEPHONE-CELL	1,143	358	2,160	2,160	1,017	89%	-	0%	
TRAVEL & TRAINING	3,800	357	8,000	11,190	7,390	194%	3,190	40%	Flight, Rooms, & Dues
VEHICLE	-	-	-	-	-	N/A	-	N/A	
SUPPLIES - OFFICE	629	1,228	2,000	1,000	371	59%	(1,000)	-50%	
SUPPLIES - OTHER	286	-	286	-	(286)	-100%	(286)	-100%	2 new laptops with mounts, traffic and security software
UNIFORMS	571	168	571	1,000	429	75%	429	75%	
COMPUTER & SOFTWARE - MINOR	2,000	1,883	2,000	10,100	8,100	405%	8,100	405%	
TOTAL DEPARTMENT EXPENDITURES	165,025	47,333	255,493	336,727	171,702	104%	81,234	32%	
ALLOCATION TO LOCAL ATAX	-	-	32,767	65,535	65,535	N/A	32,767	100%	50% of P'S Director allocated to LAI AX
TOTAL NET EXPENDITURES	\$ 165,025	\$ 47,333	\$ 222,726	\$ 271,192	\$ 106,167	64%	\$ 48,466	22%	
Department: 40800 - PUBLIC WORKS									
SALARIES	77,874	28,250	93,850	112,600	34,726	45%	18,750	20%	Salary for 2 employees
OVERTIME	-	-	200	200	200	N/A	-	0%	
INSURANCE - MEDICAL	24,726	7,676	16,099	20,316	(4,410)	-18%	4,217	26%	
FICA ER MATCH	3,280	2,124	6,893	8,614	5,334	163%	1,721	25%	2 cell phones
RETIREMENT MATCH	13,496	5,289	16,422	22,149	8,653	64%	5,727	35%	
TELEPHONE-CELL	2,000	358	1,080	1,080	(920)	-46%	-	0%	
TRAVEL & TRAINING	8,000	357	4,000	5,000	(3,000)	-38%	1,000	25%	Accounting for training events and joining organizations for new Public Works manager
VEHICLE	-	-	-	-	-	N/A	-	N/A	
SUPPLIES - OFFICE	1,000	795	1,000	1,000	-	0%	-	0%	
UNIFORMS	1,000	168	1,000	1,000	-	0%	-	0%	
COMPUTER & SOFTWARE - MINOR	1,500	1,920	2,000	-	(1,500)	-100%	(2,000)	-100%	
	\$ 132,875	\$ 46,937	\$ 142,543	\$ 171,958	\$ 39,083	29%	29,415	21%	

TOWN OF KIAWAH ISLAND
BUDGET FOR YEAR ENDED 6/30/22
GENERAL FUND

	2021-2022 Budget	Actuals thru 1/31/2022	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	FY 22 Annualized \$ Change	FY 22 Annualized % Change	Justifications/Notes
Department: 40850 - PLANNING									
SALARIES	60,980	28,250	80,000	135,000	74,020	121%	55,000	69%	Salary for 2 employees, new position-Planner I/ Environmental Specialist
SALARIES-TEMPORARY	12,000	-	12,000	-	(12,000)	-100%	(12,000)	-100%	
INSURANCE - MEDICAL	5,046	7,676	5,033	19,969	14,923	296%	14,936	297%	
FICA ER MATCH	4,665	2,124	6,120	10,328	5,663	121%	4,208	69%	
RETIREMENT MATCH	11,298	5,289	15,248	16,048	4,750	42%	800	5%	
STENOGRAPHER COST	6,000	255	6,000	6,000	-	0%	-	0%	Transcript for BZA cases (avg 1-2 case per month)
CONSULTANTS	-	-	-	100,000	100,000	N/A	100,000	N/A	Comprehensive Plan Consultant - Long range ideologies for Kiawah have shifted. Limited staff time resources
TELEPHONE-CELL	-	792	1,207	540	540	N/A	(667)	-55%	2 cell phones
TRAVEL & TRAINING	1,800	357	2,500	50,000	48,200	2678%	47,500	1900%	Travel and training includes additional staff
DUES	475	-	500	1,000	525	111%	500	100%	Includes additional staff
ADVERTISING	1,100	-	2,400	2,400	1,300	118%	-	0%	Text count based BZA Ads 1-2 cases month; 12 months(approx. \$200/month)
SUPPLIES - OFFICE	314	-	1,000	1,000	686	218%	-	0%	
SUPPLIES - OTHER	143	-	1,000	1,000	857	599%	-	0%	
UNIFORMS	286	168	300	1,000	714	250%	700	233%	Includes additional staff
COMPUTER & SOFTWARE - MINOR	1,500	-	3,000	5,000	3,500	233%	2,000	67%	Additional Computer & software for staff (Bluebeam REVU Approx. \$350/ ArcGIS \$1/00) to assist with map creation, data analysis and plan review)
	<u>\$ 105,607</u>	<u>\$ 44,911</u>	<u>\$ 136,308</u>	<u>\$ 349,285</u>	<u>\$ 243,678</u>	<u>231%</u>	<u>212,977</u>	<u>156%</u>	

	2021-2022 Budget	Actuals thru 1/31/2022	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	FY 22 Annualized \$ Change	FY 22 Annualized % Change	Justifications/Notes
Department: 41500 - COMMUNITY DEVELOPMENT SERVICES									
SALARIES	\$ 307,769	\$ 309,719	\$ 353,013	413,013	\$ 105,244	34%	\$ 60,000	17%	Salaries for Community Dev. Services- 5employees (new employee)
OVERTIME	167	323	500	500	333	199%	-	0%	
SALARIES_TEMPORARY	-	-	-	-	-	#DIV/0!	-	NA	
INSURANCE - MEDICAL	27,977	32,525	30,586	43,887	15,910	57%	13,301	43%	
FICA ER MATCH	23,544	23,127	27,005	31,595	8,051	34%	4,590	17%	
RETIREMENT MATCH	54,873	41,716	69,899	84,365	29,492	54%	14,466	21%	
TUITION REIMBURSEMENT	-	-	-	-	-	#DIV/0!	-	#DIV/0!	
ADVERTISING COSTS	-	-	-	-	-	#DIV/0!	-	#DIV/0!	
STENOGRAPHER COST	-	-	-	-	-	#DIV/0!	-	#DIV/0!	
PROFESSIONAL SERVICES	15,000	13,829	15,000	15,000	-	0%	-	0%	Duncan & Parnell document services
CONSULTING	13,000	22,000	30,000	30,000	17,000	131%	-	0%	Upcoming commercial projects will require 3rd party structural review
REPAIR AND MAINT - SOFTWARE	300	-	300	300	-	0%	-	0%	Estimate for Adobe pro, MS Office software for computers
TELEPHONE-CELL	2,857	2,049	2,400	2,940	83	3%	540	23%	Cost for 4 cell phones
DUES	1,900	1,301	1,900	1,900	-	0%	-	0%	Certification renewals
TRAVEL & TRAINING	8,400	6,813	8,400	10,080	1,680	20%	1,680	20%	Estimate for registration fees and travel to attend conferences and courses
SUPPLIES - OFFICE	1,257	1,675	2,000	2,000	743	59%	-	0%	Including departmental copies, and supplies
SUPPLIES - OTHER	571	287	1,000	1,000	429	75%	-	0%	Based on current year actuals
UNIFORMS	1,143	-	1,600	1,600	457	40%	-	0%	5-staff members uniforms
MISCELLANEOUS	-	-	-	-	-	#DIV/0!	-	#DIV/0!	Plate and registration check
VEHICLES	-	-	-	-	-	#DIV/0!	-	NA	New vehicle for new employee
EQUIPMENT MINOR	500	-	500	500	-	0%	-	0%	
COMPUTER & SOFTWARE - MINOR	-	144	5,200	7,400	7,400	N/A	2,200	42%	Moving to digital building codes-\$4,630 for 5 users
	<u>\$ 459,258</u>	<u>\$ 455,508</u>	<u>\$ 549,304</u>	<u>\$ 646,081</u>	<u>\$ 186,823</u>	<u>41%</u>	<u>96,777</u>	<u>18%</u>	

TOWN OF KIAWAH ISLAND
BUDGET FOR YEAR ENDED 6/30/22
GENERAL FUND

	2021-2022 Budget	Actuals thru 1/31/2022	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	FY 22 Annualized \$ Change	FY 22 Annualized % Change	Justifications/Notes
Department: 41000 - OPERATIONS									
WATER & SEWAGE	\$ 100,000	\$ 37,084	\$ 100,000	\$ 100,000	\$ -	0%	\$ -	0%	Based on CY projections
SOLID WASTE DISPOSAL	1,000,000	612,299	1,050,000	1,150,000	150,000	15%	100,000	10%	Contract with CW (beach excluded) with 10% CPI , Chas recycling fee-\$35k plus \$10k misc.
CUSTODIAL COSTS	27,000	17,977	27,000	27,000	-	0%	-	0%	Office cleaning contract , monthly cleaning supplies-3.6K, windows cleaning -\$2.4k, misc-\$4K
LANDSCAPING COSTS - MINOR	210,000	126,454	240,000	220,000	10,000	5%	(20,000)	-8%	Based on the Artigues contract \$189K , and misc projects/repairs-11K plus \$20k place holder for MC landscaping
STR CODE ENFORCEMENT	288,580	232,237	288,580	288,580	-	0%	-	0%	Based on the contract with Island Services for after hours code enforcement
BEACH PATROL COSTS	327,674	133,652	388,687	584,000	256,326	78%	195,313	50%	Based on the contract with Island Services
BEACH UPKEEP	53,000	34,371	53,000	53,000	-	0%	-	0%	Based on the contract with Carolina Waste , plus \$10k misc cleanup
RECYCLING CENTER	-	-	90,000	150,000	150,000	N/A	60,000	67%	Duke Construction -75% in FY2023
GARAGE RENOVATIONS	150,000	186,984	186,984	-	(150,000)	-100%	(186,984)	-100%	
REPAIR & MAINT - BUILDING	25,000	13,673	25,000	33,000	8,000	32%	8,000	32%	HVAC, generator annual service , \$8k for garage workshop
REPAIR & MAINT - VEHICLES	22,000	7,444	16,000	30,000	8,000	36%	14,000	88%	We have more vehicles and gas prices have increased
REPAIR AND MAINT - EQUIPMENT	6,500	4,326	6,500	6,500	-	0%	-	0%	Misc equipment repairs
PEST CONTROL COSTS	5,800	2,219	5,800	5,800	-	0%	-	0%	Pest and mosquito control and termite bond
RENTAL - EQUIPMENT	40,000	21,863	40,000	40,000	-	0%	-	0%	Estimate for copier leases , based on current year actuals
INSURANCE - VEHICLES	8,278	7,078	8,500	9,700	1,422	17%	1,200	14%	Insurance for 12 vehicles
INSURANCE - DATA PRO	546	546	546	601	55	10%	55	10%	10% increase
INSURANCE - LIAB/TOR	45,000	59,133	59,133	65,000	20,000	44%	5,867	10%	Adding new employees to the policy and pollution policy
INSURANCE - BUILDING & PERSONAL PROPERTY	20,000	13,843	13,843	15,000	(5,000)	-25%	1,157	8%	Increase for to recent appraisal and creating offices in the garage
INSURANCE - D&O	37,000	30,761	30,761	35,000	(2,000)	-5%	4,239	14%	Adding new employees to the policy
TELEPHONE - REGULAR	42,000	28,607	42,000	42,000	-	0%	-	0%	Contract for phone service (SEGRA)-\$32K, internet and cable (Comcast) -\$8K and back up internet-ATT-\$2k
EMERGENCY COMMUNICATION COST	12,000	6,684	12,000	12,000	-	0%	-	0%	Monthly charges for satellite phones and Code Red
SECURITY SYSTEM COSTS	5,800	5,345	8,000	5,800	-	0%	(2,200)	-28%	Estimate for building and surveillance cameras
SUPPLIES - OFFICE	3,000	250	3,000	3,000	-	0%	-	0%	Based on current year actuals
SUPPLIES - OTHER	4,000	3,221	4,000	4,000	-	0%	-	0%	Based on current year actuals
CHRISTMAS DECORATIONS	11,000	11,224	11,224	11,000	-	0%	(224)	-2%	Based on current year actuals
ELECTRICITY COSTS	50,000	18,856	50,000	50,000	-	0%	-	0%	Based on CY projections
VEHICLES	90,000	-	99,491	120,000	30,000	33%	20,509	21%	2 new vehicles for new inspector and Aaron
SIGNS	40,000	48,720	50,000	5,000	(35,000)	-88%	(45,000)	-90%	Maintenance for the signs
EQUIPMENT	20,000	6,683	10,000	70,000	50,000	250%	60,000	600%	Estimate for sound equipment in the chambers-\$70k
	<u>2,644,178</u>	<u>1,671,534</u>	<u>2,920,049</u>	<u>3,135,981</u>	<u>491,803</u>	<u>19%</u>	<u>215,932</u>	<u>7%</u>	
ALLOCATION TO STATE ATAX	100,000	-	100,000	467,200	367,200	367%	367,200	367%	Assuming 80% of beach patrol cost funded from SATAX
ALLOCATION TO COUNTY ATAX	319,574	269,118	380,587	208,700	(110,874)	-35%	(171,887)	-45%	
ALLOCATION TO LOCAL ATAX	53,000	29,039	98,000	83,000	30,000	57%	(15,000)	-15%	Beach upkeep
ALLOCATION TO HOSPITALITY ATAX	242,750	151,917	205,609	206,400	(36,350)	-15%	791	0%	
TOTAL NET EXPENDITURES	<u>\$ 1,928,854</u>	<u>\$ 1,221,460</u>	<u>\$ 2,135,853</u>	<u>\$ 2,170,681</u>	<u>\$ 249,976</u>	<u>13%</u>	<u>\$ 181,104</u>	<u>8%</u>	
	2021-2022 Budget	Actuals thru 1/31/2022	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	FY 22 Annualized \$ Change	FY 22 Annualized % Change	Justifications/Notes
Department: 40400 - ROADS AND BRIDGE									
REPAIR AND MAINT ROADS	\$ 100,000	\$ 26,347	\$ 330,000	900,000	\$ 800,000	800%	\$ 570,000	173%	Place holder for KIP and Beachwalker intersection
GENERAL INSURANCE - BRIDGE	40,000	43,153	43,153	47,468	7,468	19%	4,315	10%	Estimate for bridge insurance -10% increase
PROFESSIONAL SERVICES	10,000	57,518	110,000	45,000	35,000	350%	(65,000)	-59%	Kimley Horn contract -50%in Fy22 , 50% in FY23
MISCELLANEOUS EXPEND	1,000	1,050	2,000	2,000	1,000	100%	-	0%	Estimate for misc.
	<u>151,000</u>	<u>128,068</u>	<u>485,153</u>	<u>994,468</u>	<u>843,468</u>	<u>559%</u>	<u>509,315</u>	<u>105%</u>	
ALLOCATION TO LOCAL ATAX	49,500	-	198,000	425,250	375,750	759%	227,250	115%	Allocate 45%
ALLOCATION TO HOSPITALITY TAX	44,000	-	176,000	378,000	334,000	759%	202,000	115%	Allocate 40%
TOTAL NET EXPENDITURES	<u>\$ 57,500</u>	<u>\$ 128,068</u>	<u>\$ 111,153</u>	<u>191,218</u>	<u>\$ 133,718</u>	<u>233%</u>	<u>\$ 80,065</u>	<u>72%</u>	
Department: 41400 - CERT TEAM									
CERT TEAM	3,000	2,356	3,000	3,000	-	0%	-	0%	
	<u>\$ 3,000</u>	<u>\$ 2,356</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>-</u>	<u>0%</u>	<u>-</u>	<u>0%</u>	

TOWN OF KIAWAH ISLAND
BUDGET DRAFT FOR YEAR ENDED 6/30/23
STATE ACCOMMODATION TAX FUND

	2021-2022 Budget	Actuals thru 1/31/2022	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	FY 22 Annualized \$ Change	FY 22 Annualized % Change	Justifications/Notes
STATE ACCOMMODATIONS TAX REVENUE	\$ 1,532,505	\$ 1,104,845	\$ 2,174,696	\$ 2,015,000	\$ 482,495	31%	\$ (159,696)	-7%	Based on Fy19-21 averages
INTEREST REVENUE	<u>2,000</u>	<u>625</u>	<u>1,500</u>	<u>2,000</u>	<u>-</u>	<u>0%</u>	<u>500</u>	<u>33%</u>	Rate of return -0.05%
	1,534,505	1,104,845	2,176,196	2,017,000	482,495	31%	(159,696)	-7%	
EXPENDITURES:									
PROMOTIONAL FUND	459,751	504,760	652,409	604,500	144,749	31%	(47,909)	-7%	30% of SATAX
SATAX CURRENT YEAR FUNDING	<u>1,531,432</u>	<u>53,407</u>	<u>1,525,764</u>	<u>2,000,000</u>	<u>468,568</u>	<u>31%</u>	<u>474,236</u>	<u>31%</u>	
TOTAL STATE ACCOMMODATION TAX EXPENDITURES	1,991,183	558,167	2,178,173	2,604,500	613,317	31%	426,327	20%	
NET INCREASE/(DECREASE) IN FUND BALANCE	<u>\$ (456,678)</u>	<u>\$ 546,678</u>	<u>\$ (1,977)</u>	<u>\$ (587,500)</u>	<u>\$ (130,822)</u>	<u>29%</u>	<u>\$ (586,023)</u>	<u>29648%</u>	

TOWN OF KIAWAH ISLAND
BUDGET DRAFT FOR YEAR ENDED 6/30/23
COUNTY ACCOMMODATION TAX FUND

	2021-2022 Budget	Actuals thru 1/31/2022	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	FY 22 Annualized \$ Change	FY 22 Annualized % Change	Justifications/Notes
REVENUES:									
COUNTY ACCOMMODATION TAX	\$ 200,000	\$ 270,794	\$ 518,768	\$ 420,000	\$ 220,000	110%	\$ (98,768)	-19%	
INTEREST REVENUE	<u>5,000</u>	<u>624</u>	<u>1,000</u>	<u>2,000</u>	<u>(3,000)</u>	<u>-60%</u>	<u>1,000</u>	<u>100%</u>	Rate of return -0.05%
TOTAL CATAX REVENUES	205,000	271,418	519,768	422,000	217,000	103%	(97,768)	-19%	
EXPENDITURES :									
WATER & SEWAGE	20,000	900	20,000	20,000	-	0%	-	0%	allocation from GF
SOLID WASTE DISPOSAL	25,000	4,999	25,000	25,000	-	0%	-	0%	allocation from GF
CUSTODIAL COSTS	5,000	-	5,000	5,000	-	0%	-	0%	allocation from GF
LANDSCAPING COSTS - MINOR	20,000	6,723	20,000	20,000	-	0%	-	0%	allocation from GF
REPAIR & MAINT - BUILDING	1,000	1,200	1,000	1,000	-	0%	-	0%	allocation from GF
PEST CONTROL COSTS	500	320	500	500	-	0%	-	0%	allocation from GF
TELEPHONE - REGULAR	5,200	-	5,200	5,200	-	0%	-	0%	allocation from GF
SECURITY SYSTEM COSTS	200	-	200	200	-	0%	-	0%	allocation from GF
BEACH PATROL COSTS	327,674	242,687	388,687	- 584,000	256,326	78%	195,313	50%	Beach Patrol new contract
CONSULTING	35,000	-	28,300	-	(35,000)	-100%	(28,300)	NA	
BEACH MONITORING & REPAIRS	50,000	132	40,000	- 50,000	-	0%	10,000	25%	Beach Mitigation, Annual beach survey and report (CSE)
KI CONSERVANCY	50,000	-	50,000	- 73,000	23,000	46%	23,000	46%	
ENVIRONMENTAL RESEARCH	94,100	33,901	94,100	- 108,900	14,800	16%	14,800	16%	Bobcat GPS, Bird Banding, Toxicology, Clemson Study (\$50k)
EDUCATIONAL PROGRAMS	20,000	9,236	20,000	- 20,000	-	0%	-	0%	Grow Native, Dolphin Stewardship, Bluebird Boxes
FISH STUDIES & EQUIPMENT	4,000	108	4,000	- 4,000	-	0%	-	0%	Estimate for fish tissue testing and stocking
POND MANAGEMENT	5,000	1,010	5,000	- 5,000	-	0%	-	0%	
ELECTRICITY COSTS	<u>15,000</u>	<u>12,289</u>	<u>15,000</u>	<u>15,000</u>	<u>-</u>	<u>0%</u>	<u>-</u>	<u>0%</u>	50% allocation from GF
TOTAL CATAX EXPENDITURES	677,674	313,505	721,987	936,800	259,126	38%	214,813	30%	
FUND ALLOCATIONS TO OTHER FUNDS :									
ALLOCATE FROM SATAX	<u>(100,000)</u>	<u>-</u>	<u>(100,000)</u>	<u>(467,200)</u>	<u>(367,200)</u>	<u>367%</u>	<u>(367,200)</u>	<u>367%</u>	Assuming 80% of beach patrol cost funded from SATAX
TOTAL CATAX FUND EXPEND, ALLOCATIONS	577,674	313,505	621,987	469,600	(108,074)	-19%	(152,387)	-25%	
NET INCREASE/(DECREASE) IN FUND BALANCE	\$ (372,674)	\$ (42,087)	\$ (102,219)	\$ (47,600)	\$ 325,074	-87%	\$ 54,619	-53%	

TOWN OF KIAWAH ISLAND
BUDGET DRAFT FOR YEAR ENDED 6/30/23
LOCAL ACCOMMODATION TAX FUND

	2021-2022 Budget	Actuals thru 1/31/2022	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	FY 22 Annualized \$ Change	FY 22 Annualized % Change	Justifications/Notes
REVENUES:									
LOCAL ACCOMMODATION TAX	\$ 986,392	\$ 799,830	\$ 1,296,920	\$ 1,050,000	\$ 63,608	6%	\$ (246,920)	-19%	Based on FY2019-FY21 averages
INTEREST REVENUE	<u>6,000</u>	<u>2,497</u>	<u>6,000</u>	<u>6,000</u>	<u>-</u>	<u>0%</u>	<u>-</u>	<u>0%</u>	Rate of return -0.05%
TOTAL LATAX REVENUES	992,392	802,327	1,302,920	1,056,000	63,608	7%	(246,920)	-19%	
EXPENDITURES :									
SALARIES - REGULAR EMPLOYEES	97,764	57,084	109,699	154,699	56,934	58%	45,000	41%	60% of the biologists payrolland 50% of PS director
FICA ER MATCH	7,479	3,821	8,392	11,834	4,355	58%	3,443	41%	
INSURANCE - MEDICAL	16,375	11,125	16,449	25,178	8,803	54%	8,729	53%	
RETIREMENT MATCH	17,990	10,939	22,863	32,012	14,022	78%	9,149	40%	
DEPUTIES COST	306,831	325,611	274,217	130,458	(176,373)	-57%	(143,759)	-52%	
BEACH UPKEEP	53,000	29,039	53,000 -	53,000 -	-	0%	-	0%	Contract with CW
TURTLE PATROL	6,000	2,287	6,000 -	6,000	-	0%	-	0%	
RECYCLING CENTER	-	-	45,000 -	30,000	30,000	N/A	(15,000)	-33%	50% allocated from GF
EQUIPMENT	-	-	-	-	-	N/A	-	#DIV/0!	
BEACH SUPPLIES COSTS	<u>2,500</u>	<u>-</u>	<u>2,500</u>	<u>2,500</u>	<u>-</u>	<u>0%</u>	<u>-</u>	<u>0%</u>	
TOTAL LATAX EXPENDITURES	507,939	439,906	538,119	445,681	(62,258)	-12%	(92,438)	-17%	
FUND TRANSFERS AND ALLOCATIONS TO OTHER FUNDS:									
TRANSFER TO ARTS & CULTURAL FUND	236,538	216,538	216,809	226,181	(10,357)	-4%	9,372	4%	
TRANSFER TO GENERAL FUND	49,500	-	198,000	425,250	375,750	759%	227,250	115%	Transfer to GF for 45% cost of Beachwalker Dr improvements
TRANSFER TO CAPITAL FUND	<u>394,557</u>	<u>-</u>	<u>518,768</u>	<u>420,000</u>	<u>25,443</u>	<u>6%</u>	<u>(98,768)</u>	<u>-19%</u>	Future Beach Renurishment -20% of LATAX revenue, Emergency Fund-20%
TOTAL LATAX FUND EXPEND, TRANSFERS & ALLOCATIONS	1,188,534	656,443	1,471,696	1,517,112	328,578	28%	137,854	9%	
NET INCREASE/(DECREASE) IN FUND BALANCE	<u>\$ (196,142)</u>	<u>\$ 145,884</u>	<u>\$ (168,776)</u>	<u>\$ (461,112)</u>	<u>\$ (264,970)</u>	<u>135%</u>	<u>\$ 1,083,528</u>	<u>-642%</u>	

TOWN OF KIAWAH ISLAND
BUDGET DRAFT FOR YEAR ENDED 6/30/23
BEVERAGE PERMITS FUND

	2021-2022 Budget	Actuals thru 1/31/2022	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	FY 22 Annualized \$ Change	FY 22 Annualized % Change	Justifications/Notes
REVENUES:									
BEVERAGE TAX REVENUE	\$ 45,000	\$ -	\$ 45,000	\$ 45,000	\$ -	0%	\$ -	0%	\$3k per alcoholic beverage permit (15 entities)
	45,000	-	45,000	45,000	-	0%	-	0%	
FUND TRANSFERS TO OTHER FUNDS :									
TRANSFER TO CAPITAL FUND	50,000	-	50,000	50,000	-	0%	-	0%	
	50,000	-	50,000	50,000	-	0%	-	0%	
NET INCREASE/(DECREASE) IN FUND BALANCE	\$ (5,000)	\$ -	\$ (5,000)	\$ (5,000)	\$ -	\$ -	\$ -	\$ -	

TOWN OF KIAWAH ISLAND
BUDGET DRAFT FOR YEAR ENDED 6/30/23
HOSPITALITY TAX FUND

	2021-2022 Budget	Actuals thru 1/31/2022	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	FY 22 Annualized \$ Change	FY 22 Annualized % Change	Justifications/Notes
REVENUES:									
HOSPITALITY TAX	\$ 576,884	\$ 452,772	\$ 748,857	\$ 600,000	\$ 23,116	4%	\$ (148,857)	-20%	Based on FY2019-FY21 averages
INTEREST REVENUE	<u>6,000</u>	<u>1,873</u>	<u>2,500</u>	<u>5,000</u>	<u>(1,000)</u>	-17%	<u>2,500</u>	<u>100%</u>	Rate of return -0.05%
TOTAL HOSPITALITY TAX REVENUES	582,884	454,645	751,357	605,000	22,116	5%	(146,357)	-19%	
EXPENDITURES :									
WATER & SEWAGE	88,750	33,858	70,000	70,000	(18,750)	-21%	-	0%	Irrigation for KI Parkway, roundabout, Beachwalker Dr and Betsy Kerrison Parkway
LANDSCAPING COSTS - MINOR	140,000	106,691	122,400	122,400	(17,600)	-13%	-	0%	Contract for maintenance of KI Parkway, roundabout, Beach Walker Dr and Betsy Kerrison Parkway
CHRISTMAS DECORATIONS	11,000	10,209	10,209	11,000	-	0%	791	8%	Estimate for Christmas decorations
ELECTRICITY COSTS	<u>3,000</u>	<u>1,159</u>	<u>3,000</u>	<u>3,000</u>	<u>-</u>	<u>0%</u>	<u>-</u>	<u>0%</u>	Electricity for roundabout lights
TOTAL EXPENDITURES	242,750	151,917	205,609	206,400	(36,350)	-15%	791	0%	
FUND TRANSFERS TO OTHER FUNDS :									
TRANSFER TO ARTS & CULTURAL FUND	22,000	22,000	22,000	22,000	-	0%	-	0%	
TRANSFER TO GENERAL FUND	44,000	-	176,000	378,000	334,000	759%	202,000	115%	Transfer to GF for 40% cost of Beachwalker Dr and KI Parkway intersection improvements
TRANSFER TO CAPITAL FUND	<u>230,754</u>	<u>-</u>	<u>299,543</u>	<u>240,000</u>	<u>9,246</u>	<u>4%</u>	<u>(59,543)</u>	<u>-20%</u>	20% of Hospitality tax revenue for future projects on tourism related infrastructure , 20% -Emergency Fund
TOTAL HOSPITALITY FUND EXPEND & TRANSFERS	539,504	173,917	703,152	846,400	306,896	57%	143,248	20%	
NET INCREASE/(DECREASE) IN FUND BALANCE	<u>\$ 43,380</u>	<u>\$ 280,728</u>	<u>\$ 48,205</u>	<u>\$ (241,400)</u>	<u>\$ (284,780)</u>	<u>-656%</u>	<u>\$ (289,605)</u>	<u>-601%</u>	

TOWN OF KIAWAH ISLAND
BUDGET DRAFT FOR YEAR ENDED 6/30/23
ARTS & CULTURAL FUND

	2021-2022 Budget	Actuals thru 1/31/2022	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	Justifications/Notes
SOURCES :							
TRANSFER FROM LATAX FUND	\$ 236,538	\$ -	\$ 216,809	\$ 226,181	(10,357)	-4%	
TRANSFER FROM HOSPITALITY TAX FUND	22,000		22,000	22,000	-	0%	
TRANSFER FROM GENERAL FUND	118,000	-	118,000	168,000	50,000	0%	
TICKET SALES	<u>-</u>	<u>9,753</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>N/A</u>	
TOTAL SOURCES	376,538	9,753	366,809	426,181	49,643	13%	
EXPENDITURES:							
PAYROLL & RELATED EXPENSES	73,538	73,538	45,931	73,181	(357)	0%	
CONSULTING	-	-	-	50,000	50,000	N/A	
OFFICE/PRINTING EXPENSES	3,000	882	3,000	3,000	-	0%	
ARTS COUNCIL	115,000	82,862	115,000	115,000	-	0%	
ADMINISTRATIVE COST	3,000	560	3,000	3,000	-	0%	
CULTURAL EVENTS	<u>182,000</u>	<u>170,502</u>	<u>192,000</u>	<u>182,000</u>	<u>-</u>	<u>0%</u>	
TOTAL EXPENDITURES	376,538	253,924	358,931	426,181	49,643	13%	
NET INCREASE/(DECREASE) IN FUND BALANCE	\$ <u>-</u>	\$ <u>(244,171)</u>	\$ <u>7,878</u>	\$ <u>0</u>	<u>-</u>	<u>0%</u>	

TOWN OF KIAWAH ISLAND
BUDGET DRAFT FOR YEAR ENDED 6/30/23
VICTIMS ASSISTANCE FUND

	2021-2022 Budget	Actuals thru 1/31/2022	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	FY 22 Annualized \$ Change	Justifications/Notes
SOURCES :								
VICTIMS ASSISTANCE FEES	10,000	8,468	10,000	10,000	0%	-	0%	
TOTAL SOURCES	10,000	8,468	10,000	10,000	0%	-	0%	
EXPENDITURES:								
CONTRIBUTIONS TO VICTIMS PROGRAMS	10,000	7,645	10,000	10,000	100%	-	0%	
TOTAL EXPENDITURES	10,000	7,645	10,000	10,000	100%	-	0%	
NET INCREASE/(DECREASE) IN FUND BALANCE	\$ -	\$ 823	\$ -	\$ -	-100%	\$ -	0%	

TOWN OF KIAWAH ISLAND
BUDGET DRAFT FOR YEAR ENDED 6/30/23
CAPITAL & EMERGENCY FUND

	2021-2022 Budget	Annualized 2021-2022	2022-2023 Proposed Budget	FY 22 Budget \$ Change	FY 22 Budget % Change	FY 22 Annualized \$ Change	FY 22 Annualized % Change	Justifications/Notes
REVENUES & SOURCES :								
TRANSFER FROM GENERAL FUND	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	N/A	
TRANSFER FROM LOCAL ACCOMMODATION FUND	394,557	518,768	420,000	25,443	6%	(98,768)	-19%	
TRANSFER FROM BEVERAGE FUND	50,000	50,000	50,000	-	0%	-	0%	
TRANSFER FROM HOSPITALITY TAX FUND	230,754	299,543	240,000	9,246	4%	(59,543)	-20%	
INTEREST	<u>5,000</u>	<u>5,000</u>	<u>10,000</u>	<u>5,000</u>	<u>100%</u>	<u>5,000</u>	<u>100%</u>	
TOTAL REVENUES & SOURCES	680,311	873,311	720,000	39,689	- 1%	(158,311)	-18%	
NET INCREASE/(DECREASE) IN FUND BALANCE	<u>\$ 680,311</u>	<u>\$ 873,311</u>	<u>\$ 720,000</u>	<u>\$ 39,689</u>	<u>6%</u>	<u>\$ (158,311)</u>	<u>-18%</u>	

Town of Kiawah Island
Five Year Capital Improvements Plan

Capital Expenditures	Annualized FY2022	Budget FY2023	Projected FY2024	Projected FY2025	Projected FY2026	Projected FY2027
Beach Renourishment	-	-	-	-	-	-
Wet Trash/Recycling Center	90,000	150,000	-	-	-	-
Safety Improvements on Beachwalker Dr-Soft Cost	39,214	-	-	-	-	-
Safety Improvements on Beachwalker Dr-Construction	300,000	-	-	-	-	-
Improvements to Beachwalker Dr and KI Parkway Intersection -Design	45,000	45,000	-	-	-	-
Improvements to Beachwalker Dr and KI Parkway Intersection -Construction	-	900,000	-	-	-	-
Municipal Center Landscaping	60,000	20,000	-	-	-	-
Municipal Center Garage/Car Wash Station	186,984	-	-	-	-	-
Signs	50,000	-	30,000	-	-	-
Equipment	-	170,000	-	-	-	-
Vehicles	-	-	-	-	-	-
· Administration	-	-	-	-	-	-
· Building Department	-	60,000	40,000	-	-	-
· Public Safety	45,277	-	-	40,000	-	40,000
· Public Works	54,214	-	-	-	-	-
·Wildlife	-	60,000	-	-	40,000	-
Total Capital Expenditures	\$ 870,689	\$ 1,405,000	\$ 70,000	\$ 40,000	\$ 40,000	\$ 40,000



TAB 6

TOWN COUNCIL

Agenda Item



Request for Town Council Action

TO: Mayor and Council Members

FROM: Brian Gottshalk, Public Works Director

SUBJECT: Request to Recommend Emergency Debris Management Contractors

DATE: June 7, 2022

BACKGROUND:

With the recurring threat of natural disasters, it is important that The Town is always ready to respond. This response comes with the help of third party contractors that are highly trained in debris management and recovery services. The Town has had a contract with Phillips and Jordan to help in the recovery effort should the island be significantly impacted by a disaster. More than just disaster recovery, Phillips and Jordan has helped The Town throughout the contract with preparedness and recovery training and keeping us up to date with the latest Public Assistance guidelines from FEMA.

ANALYSIS:

Town staff publicly posted an RFP for contractors to bid on disaster recovery and debris management services. The RFP was posted for 3 weeks, during which time town staff fielded a handful of questions from potential offerors. The Town received bids back from the following contractors:

Phillips and Jordan
Looks Good Services
TFR
Southern Disaster Recovery
DRC

All bids were thoroughly reviewed and compared. After very careful consideration, Town Staff feels that the best selection based off of bids received are Phillips and Jordan and Southern Disaster Recovery to be the debris management and emergency recovery contractors for The Town. The Town has always just had one contract with one contractor, however, it is beneficial and very common among municipalities to have contracts with multiple firms for this work. This is why Town Staff will be recommending two firms to hold contracts with The Town for Debris Management and Emergency Recovery Services.

ACTION REQUESTED:

Town Staff requests that Town Council approves awarding this contract for debris management and emergency recovery services to Phillips and Jordan and Southern Disaster Recovery.

BUDGET & FINANCIAL DATA:

These contracts are stand-by contracts. No transactions will be made until The Town issues a Notice to Proceed and the contractor mobilizes equipment and personnel.



PROPOSAL FOR DEBRIS MANAGEMENT AND EMERGENCY RESPONSE AND RECOVERY SERVICES

Town of Kiawah Island

10142 Parkside Drive
Suite 500
Knoxville, TN 37922
pandj.com

Contact:
Tommy Webster
disasterservices@pandj.com
865.688.8342



The complete Proposal can be found with
the materials on the Town's Website

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

DUE: April 18, 2022 @ 2:00 PM EST



ELECTRONIC

PROPOSAL IN RESPONSE TO

Debris Management Contract Bid 2022

**Town of Kiawah Island, SC
Attn: Petra Reynolds, Town Clerk
4475 Betsy Kerrison Parkway
Kiawah Island, SC 29455**

Friday, April 15, 2022 2:00 pm



CONTACT INFO:

† Chip Patterson

🏠 109 White Oak Rd.
Greenville, SC 29609
(Corporate Office)

☎ (864)469-9776

📠 (864)469-9642

✉ chip@southerndr.com



The complete Proposal can be found with
the materials on the Town's Website

GREENVILLE CO. SC BUSINESS LICENSE # 047393



TAB 7

TOWN COUNCIL

Agenda Item



Request for Town Council Action

TO: Mayor and Council Members

FROM: Brian Gottshalk, Public Works Director

SUBJECT: Request to Recommend Contractor for Kestrel Court Solid Waste Center

DATE: June 7, 2022

BACKGROUND:

In the past few years, The Town has seen tremendous growth on the island. This growth has directly impacted the amount of solid waste on the island. The Town has a public solid waste drop off center located on Kestrel Court. This site has seen increased stress over the past few years and needs to be improved.

ANALYSIS:

The Town contracted with LS3P to work with Carolina Waste in coming up with a design that will be more conducive for users, as well as increase the capacity of waste that can be handled at this site. The construction design was posted publicly for contractors to review and bid. The Town received three bids back:

Duke Construction, LLC:	\$179,310.00
Truluck Construction:	\$187,247.50
Insistenza Group, LLC:	\$1,395,601.00

ACTION REQUESTED:

Town Staff requests that Town Council approves awarding this project to Duke Commercial Construction.

BUDGET & FINANCIAL DATA:

This project will be funded through the General Fund.

	Cost
Site Prep	\$18,800.00
Concrete Slab	\$102,960.00
Tree and Vegetation Removal	\$13,200.00
Access Gate Relocation	\$11,800.00
Electrical Work	\$32,550.00
Total Cost	\$179,310.00

TIMELINE:

Should the offeror be awarded this contract on the 7th of June, 20212, please provide a timeline for this project (start date, completion date, milestones, etc.):

06.07.2022 - GC to mobilize and begin site prep. We anticipate this project taking about 6 weeks.

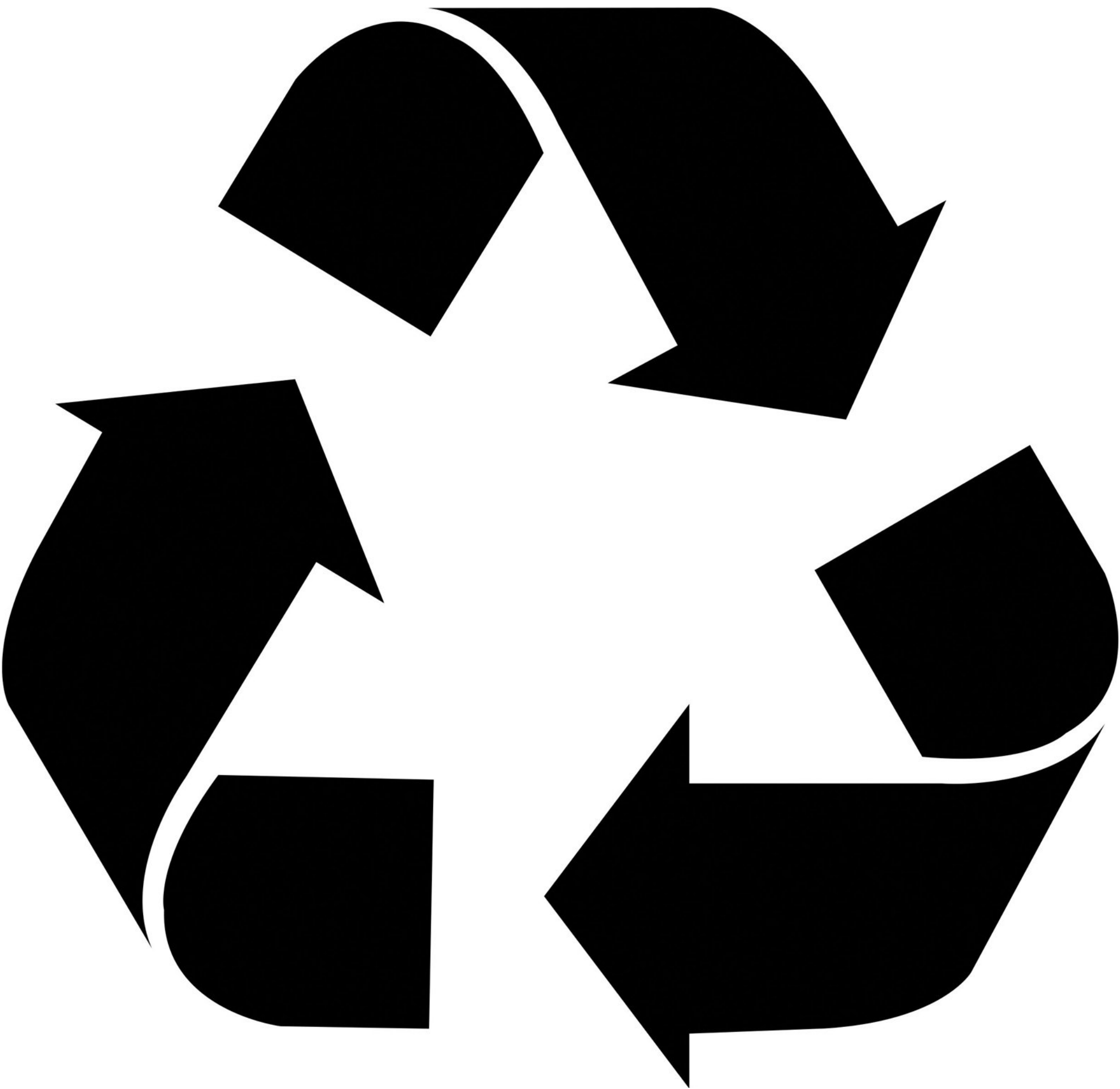
Note, in order to confirm, GC to provide schedule for clients review and approval.

Depending on lead time on material and schedule of inspections, project may be completed sooner. Also, dependent on summer weather.

Kiawah Recycling Center

LS3P: 1701-210530

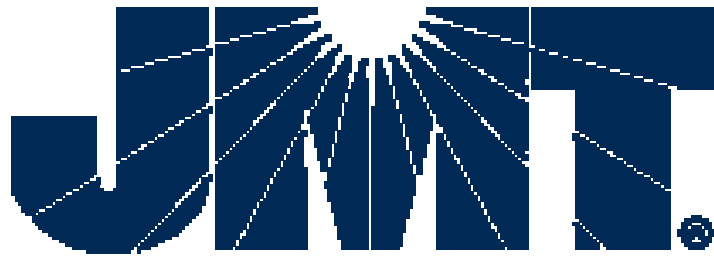
KESTREL COURT



CURRENT ISSUE: 2022.04.29_CONSTRUCTION DOCS



Buford Goff & Associates



ARCHITECT
LS3P ASSOCIATES LTD

105 1/2 KING STREET
CHARLESTON, SC 29401
843.577.4444

ELECTRICAL
BUFORD GOFF & ASSOCIATES

1331 ELMWOOD AVE, STE 200
COLUMBIA, SC 29201
803.254.6302

STRUCTURAL
JOHNSON, MIRMIRAN & THOMPSON

15720 BRIXHAM HILL AVE, STE 300
CHARLOTTE, NC 28277
704.926.6579

DESIGN NOTES
IBC 2015 INTERNATIONAL BUILDING CODE W/ SC MODIFICATIONS
ASCE 7-10 MINIMUM DESIGN LOADS FOR BUILDINGS AND OTHER STRUCTURES
ACI 318-14 MANUAL FOR CONCRETE CONSTRUCTION

PROJECT LOADS
TRUCK LOADS HS-20 & SHV LOADS 17 KIP @ 4FT OC

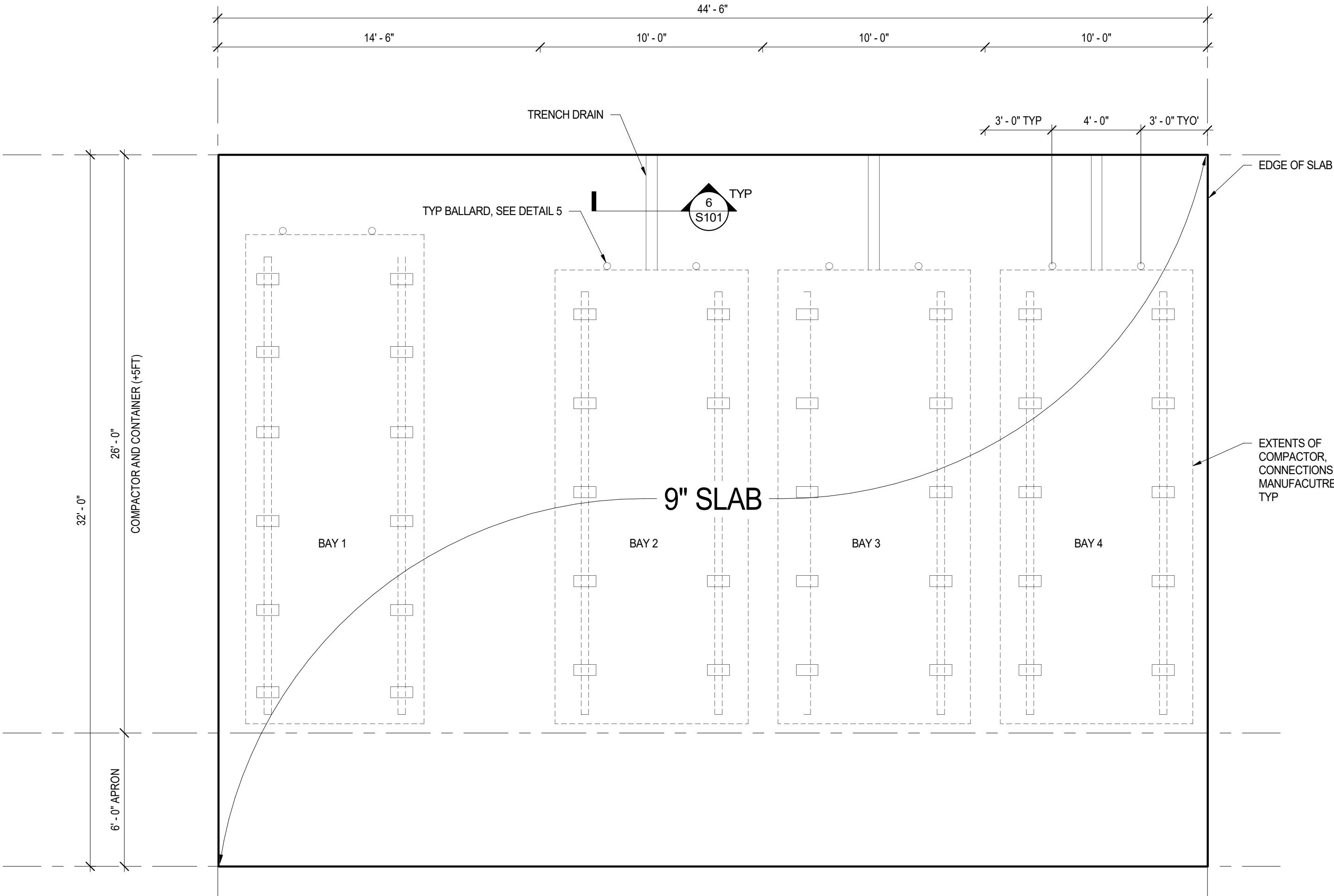
SEISMIC DESIGN CRITERIA
SEISMIC RESISTING SYSTEMS: GROUND STRUCTURE

WIND LOAD PER ASCE 7-16

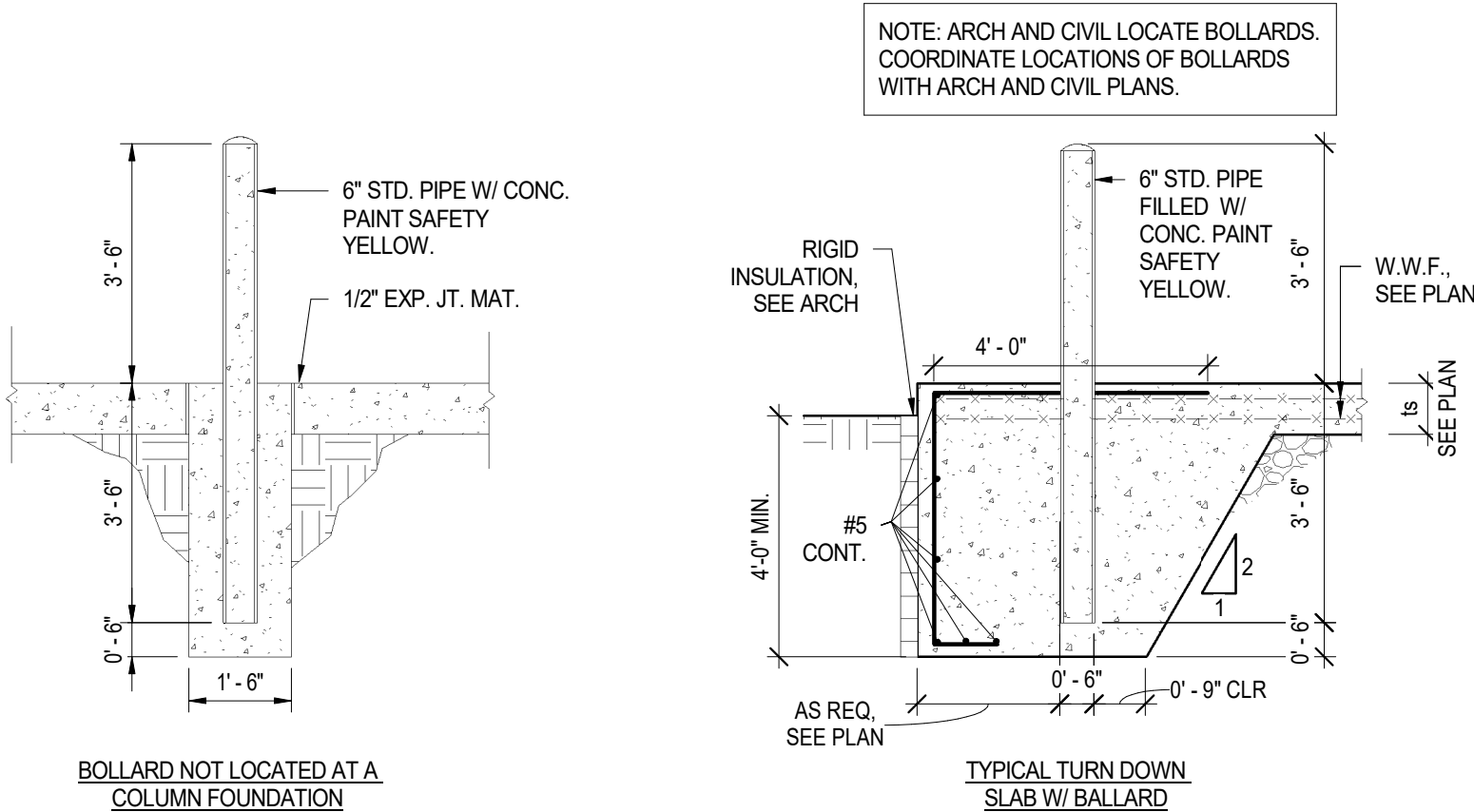
WIND BORN DEBRIS: APPLICABLE
BUILDING RISK CAT: II
DESIGN WIND (VULT): 147 MPH
DIRECTIONALITY FACTOR (Kd): 0.85
WIND EXPOSURE: B
TOPOGRAPHIC FACTOR (Kzt): 1.0

CONCRETE NOTES

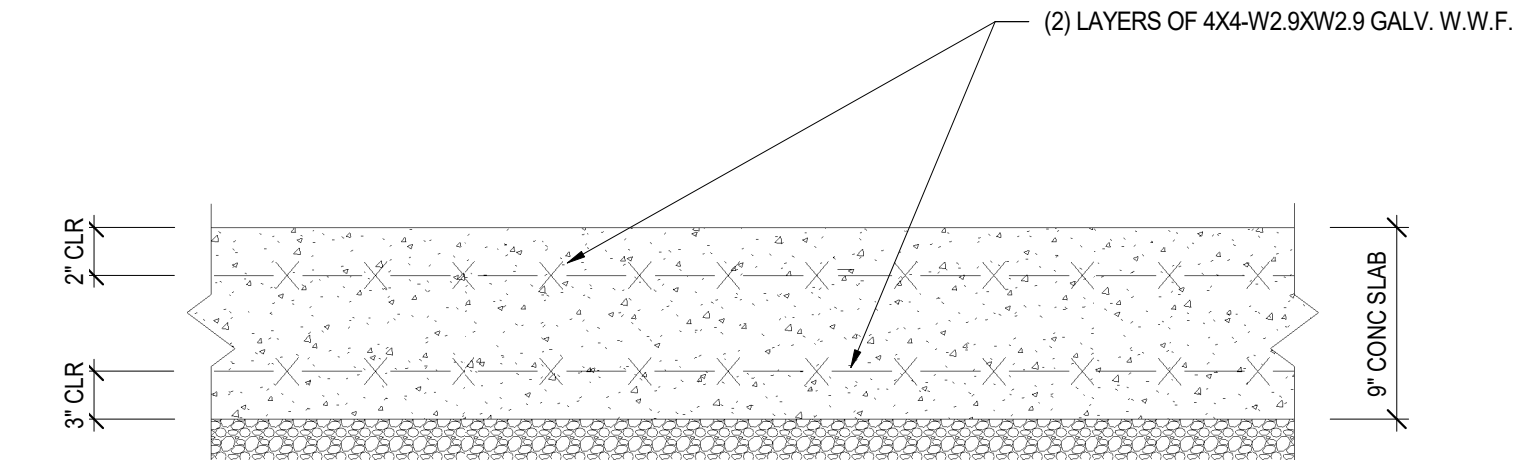
- ALL CONCRETE DESIGN AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH ACI 318-14 AND 301, LATEST EDITION.
EXPOSURE CATAGORIES F1,S1,C1,P1
- UNLESS NOTED OTHERWISE, PROVIDE CONCRETE SHALL DEVELOP A MINIMUM COMPRESSIVE STRENGTH OF 4000 PSI IN 28 DAYS.
- CONCRETE SLUMP SHALL NOT EXCEED 4 INCHES, UNLESS OTHERWISE NOTED ON AN APPROVED MIX DESIGN.
- DEFORMED REINFORCING SHALL BE NEW BILLET STEEL CONFORMING TO ASTM A615, LATEST REVISION, GRADE 60.
- UNLESS OTHERWISE NOTED, DETAILING, FABRICATION AND PLACING OF REINFORCING STEEL SHALL CONFORM TO THE "MANUAL OF STANDARD PRACTICE FOR DETAILING REINFORCED CONCRETE STRUCTURES"-ACI 315.
- CONCRETE COVER FOR REINFORCING SHALL BE 2" EXCEPT FOR CONCRETE CAST AGAINST THE GROUND. CONCRETE COVER FOR CONCRETE CAST AGAINST GROUND SHALL BE 3 INCHES.
- ALL CONCRETE SHALL BE COMPACTED USING HIGH FREQUENCY, INTERNAL MECHANICAL VIBRATING EQUIPMENT, SUPPLEMENTED BY HAND SPADING AND TAMPING.
- HORIZONTAL WALL REINFORCING AT INTERSECTING WALLS OR BEAMS SHALL TERMINATE WITHIN 3" OF THE FAR FACE OF THE WALL WALL OR BEAM WITH A STANDARD 90° HOOK.
- UNLESS OTHERWISE NOTED CHAMFER EXPOSED CONCRETE CORNERS WITH A 3/4" x 45° CHAMFER.
- LOCATE WELDED WIRE FABRIC IN THE UPPER THIRD OF THE SLAB AND LAP IT A MINIMUM OF 8 INCHES AT SPLICES. PROVIDE FABRIC CONFORMING TO ASTM 185, LATEST EDITION.
- DO NOT BACKFILL AGAINST CONCRETE OR MASONRY WALL UNTIL WALL, FLOOR SLAB AND FOOTING HAVE CURED TO 28 DAY STRENGTH.
- DO NOT WATER TEST CONCRETE UNTIL CONCRETE WITHIN THE STRUCTURE HAS CURED TO 28 DAY STRENGTH.
- REFER TO MEP AND ARCH DRAWINGS FOR PENETRATIONS IN CONCRETE WALL AND FLOORS REQUIRING SLEEVES AND OR OTHER EMBEDDED ITEMS.
- PROVIDE CLASS B LAP SPLICES IN ACCORDANCE WITH ACI UNLESS NOTED OTHERWISE.
- CONTRACTOR TO SUBMIT CONTROL AND CONSTRUCTION JOINT PLAN TO EOR.



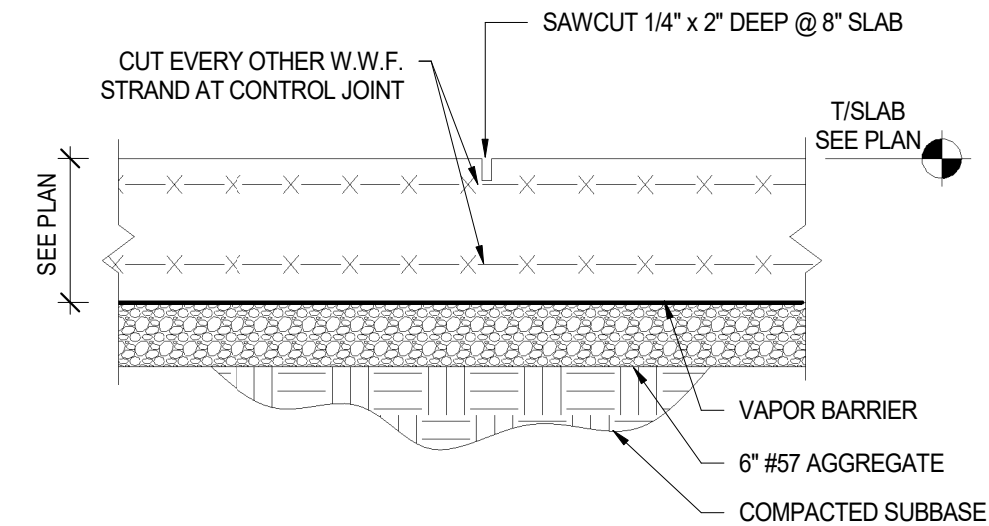
1 STRUCTURAL- FOUNDATION PLAN
S101 1/4" = 1'-0"



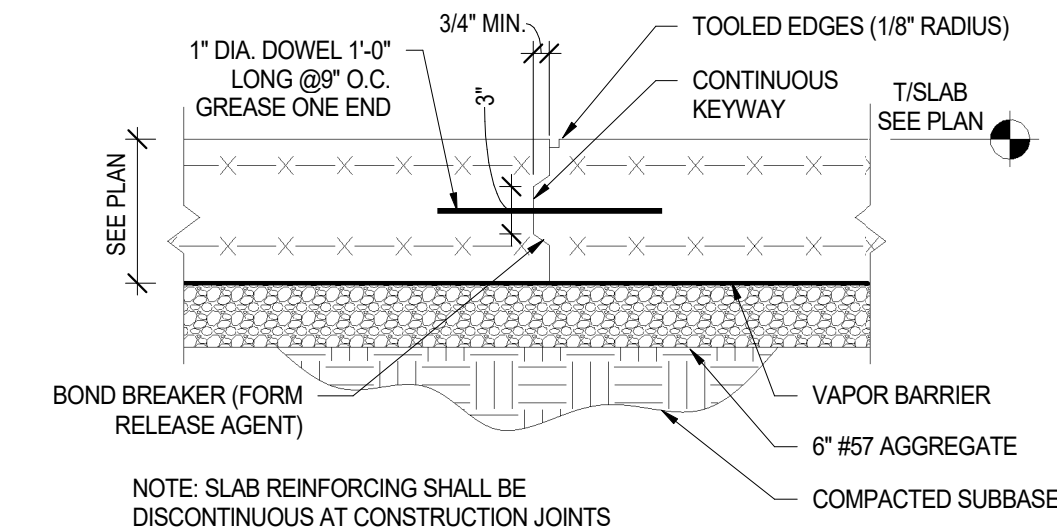
5 FNDN - BOLLARD DETAIL
S101 3/8" = 1'-0"



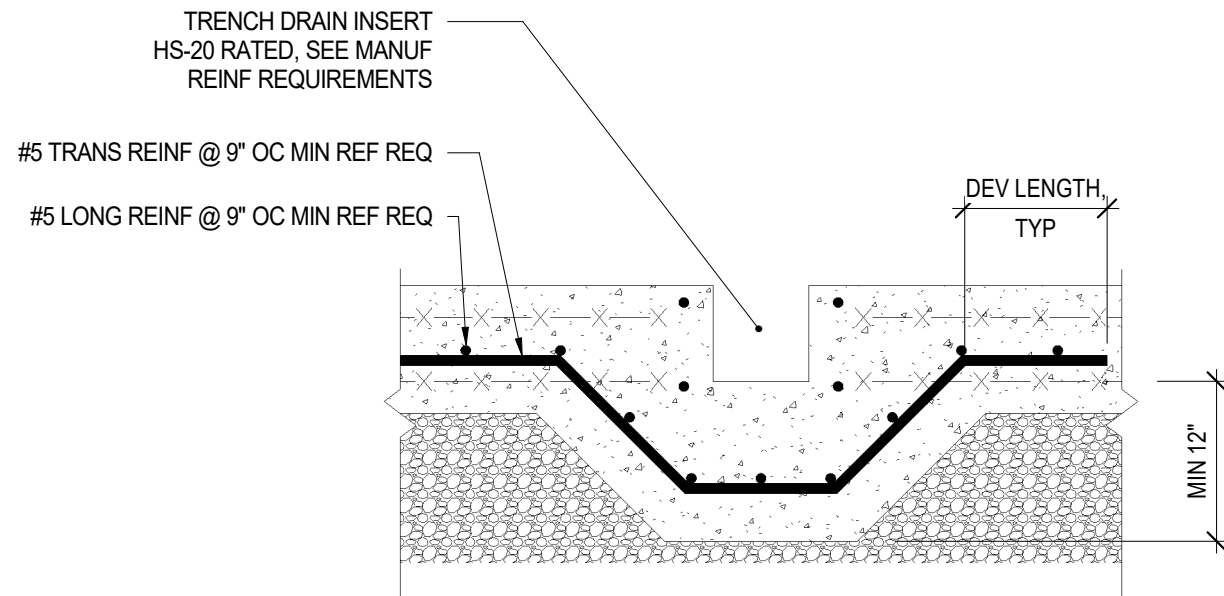
2 9" SLAB
S101 1 1/2" = 1'-0"



3 TYP. 9" SLAB ON GRADE DETAIL - CONTROL JOINT
S101 1" = 1'-0"



4 TYP. 9" SLAB ON GRADE DETAIL - CONST. JOINT
S101 1" = 1'-0"



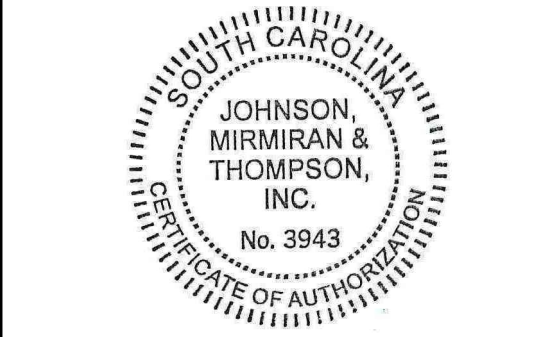
6 TRENCH DRAIN / UNDER CARRIAGE
S101 1" = 1'-0"

JMT
220 ST. CHARLES WAY, SUITE 200 | YORK, PA 17402
P: (717) 741-1600 | F: (717) 741-9100 | www.jmt.com

LS3P

205 1/2 KING STREET
CHARLESTON, SOUTH CAROLINA 29401
TEL. 843.722.4789 FAX. 843.577.4444
WWW.LS3P.COM

SEAL:



REVISIONS

NO.	DATE	DESCRIPTION
0	04/29/22	PERMIT DOCUMENTS

PROJECT:

KIAWAH RECYCLING
CENTER

PROJECT NUMBER:

1701-151810

DATE:

04/29/22

SCALE:

PLAN SET:

PERMIT SET

DRAWING TITLE:

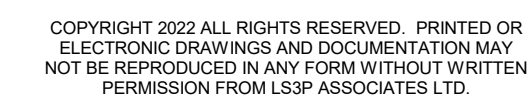
SLAB PLAN & DETAILS

DRAWING NUMBER:

S101

A

5



S3B BPO IECT-1701 210530

SHEET: **A-101**

THE LINE SHOWN ABOVE IS EXACTLY
ONE INCLUDING ALL THIS SHEETS
ORIGINAL FILE SIZE

D

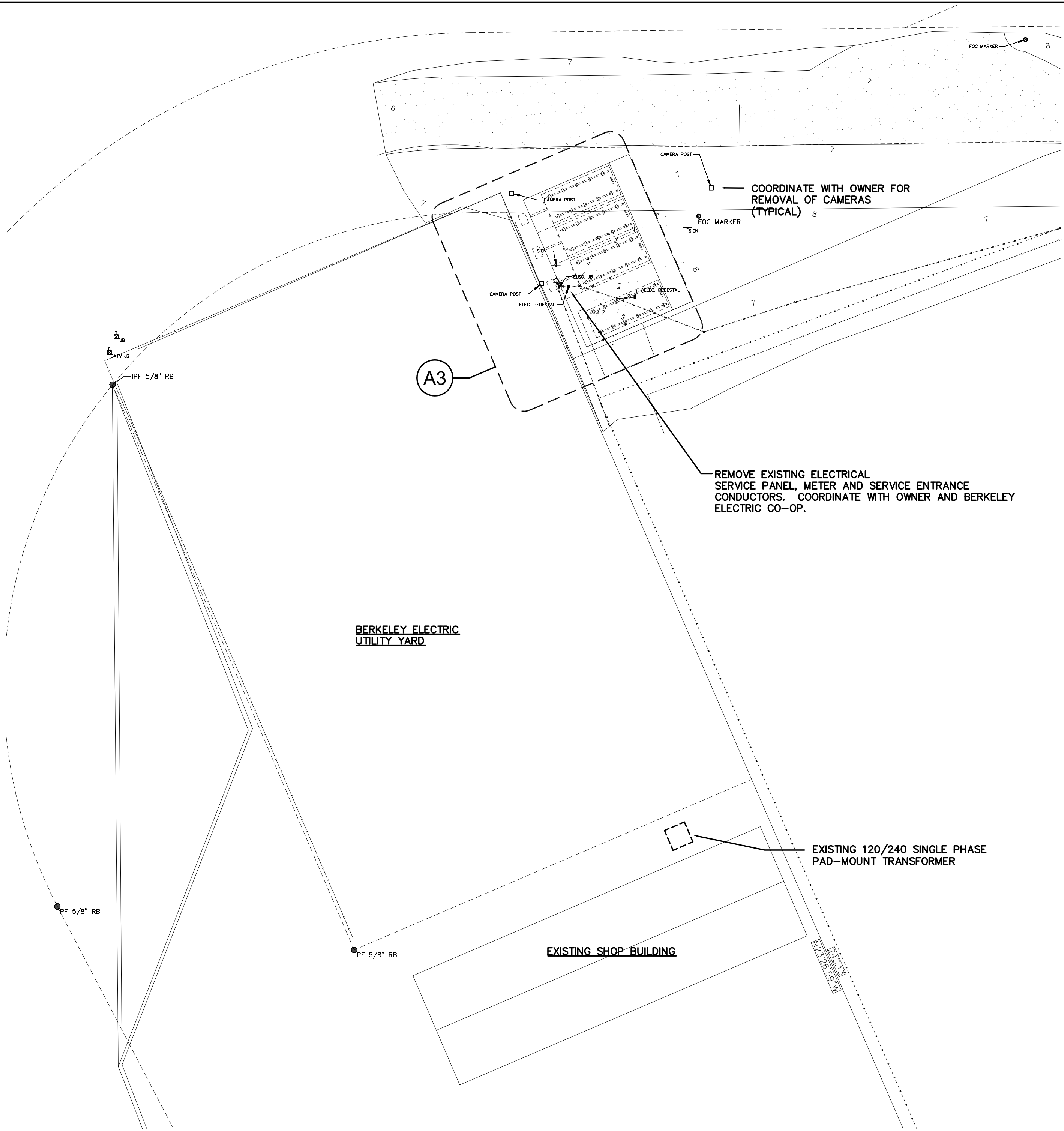
C

B

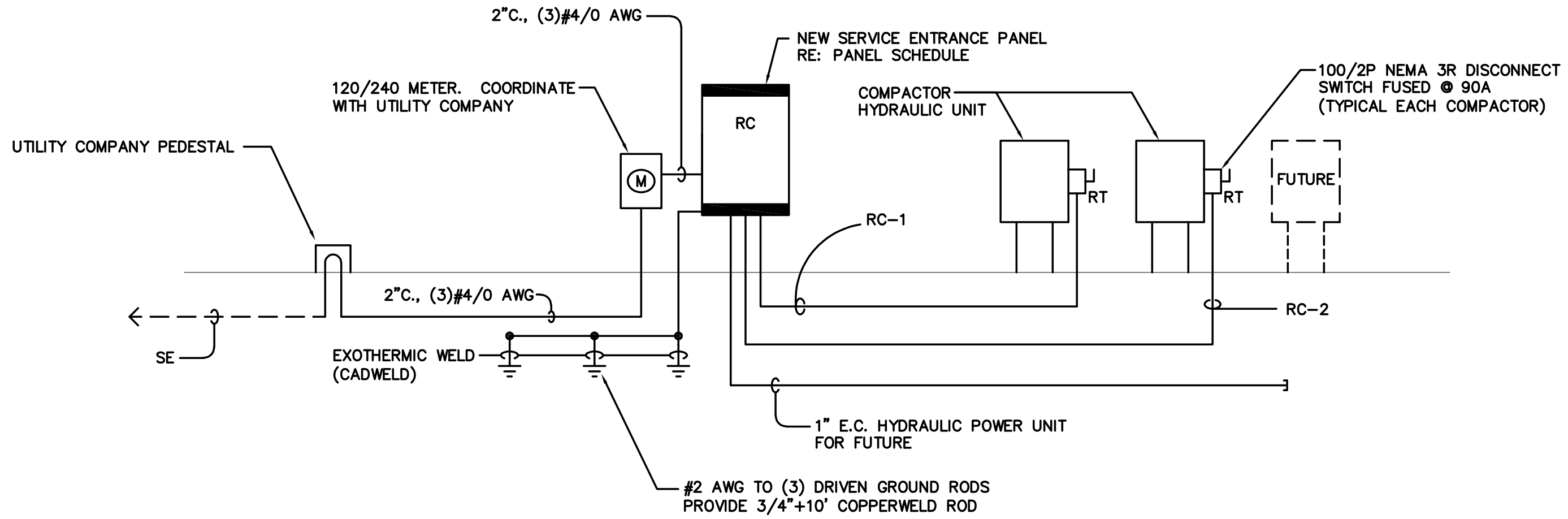
A

4/19/2022 10:18:23 AM

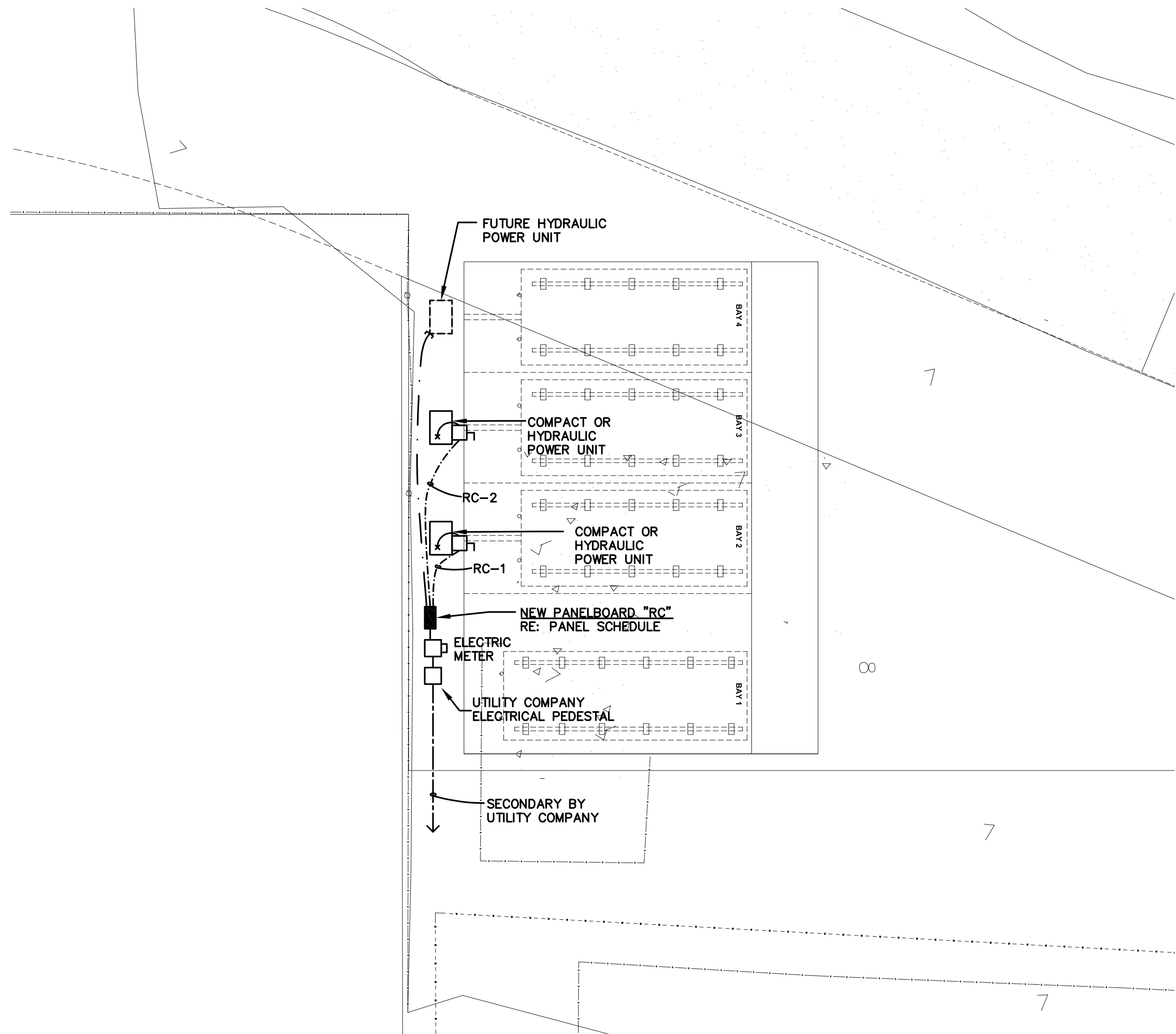
Panel: RC											AIC (symm amperes): 22,000					
Mains: 225A MCB											Mounting: NEMA 3R					
Voltage: 240/120 1 Phase 3 Wire																
DESCRIPTION	CON	Ø	N	G	TRIP	POLES	#	Ø	#	POLES	TRIP	CON	Ø	N	G	DESCRIPTION
COMPACTOR #2	1"	4	--	6	125	2P	1	L1	2	2P	125	1"	4	--	6	COMPACTOR #3
--	--	4	--	--	125	--	3	L2	4	--	125	--	4	--	--	--
FUTURE #4	1"	--	--	--	125	2P	5	L1	6	1P						SPACE
--	--	--	--	--	125	--	7	L2	8	1P						SPACE
SPARE					20	1P	9	L1	10	1P						SPACE
RECEPTACLES	1/2"	12	12	12	20	1P	11	L2	12	1P						SPACE
REMARKS: PROVIDE SQUARE D NQ SERIES WITH SURGELOGIC SPD SURGE PROTECTIVE DEVICE																



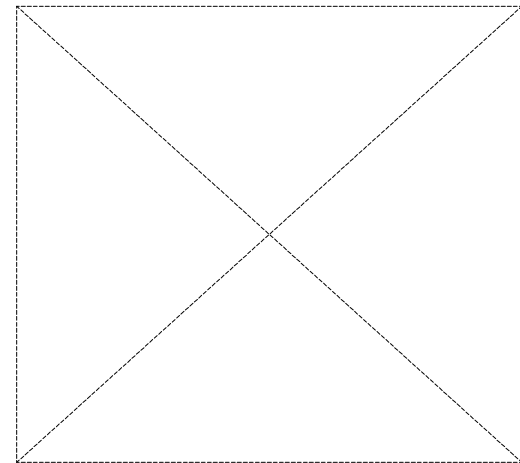
A1 PARTIAL SITE PLAN - ELECTRICAL
1" = 20'-0"



C3 POWER RISER DIAGRAM
NOT TO SCALE

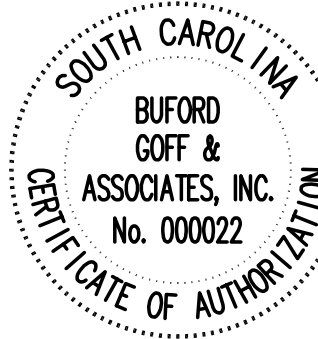


A3 ENLARGED PLAN - ELECTRICAL
1/8" = 1'-0"



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Kiawah Recycling
Center

Δ	DATE	DESCRIPTION

SHEET NAME:
FLOOR PLANS -
ELECTRICAL

ORIG
SUBMISSION: 2022.04.29

SHEET:
E-001

LS3P PROJECT:1701-210530

THE LINE SHOWN ABOVE IS EXACTLY
ONE FOOT LONG AT THIS SHEET
CORNER. PLS. USE

D

C

B

A

4/19/2022 10:18:23 AM

1

2

3

4

5

260500 GENERAL

The work covered under these sections of the specifications consists of furnishing all labor, equipment, supplies and materials, and of performing all operations, including cutting, channeling, chasing, excavating and backfilling necessary for the installation of complete wiring systems, raceways, wiring, and electrical equipment.

Contractors shall submit all items necessary to obtain all required permits to the appropriate Regulatory Agencies, obtain all required permits, and pay all required fees.

All work shall conform to the National Electrical Code (NEC-2017) and the 2018 South Carolina Building Code (International Building Code with South Carolina modifications)

Products included in the specifications and drawings indicate a basis-of-design. Substitutions may be considered provided that adequate information is provided to demonstrate compliance with the design intent of the specifications and drawings.

260501 ELECTRICAL COORDINATION

The drawings of necessity utilize symbols and schematic diagrams to indicate various items of work. Neither of these have any dimensional significance nor do they delineate every item required for the intended installations. The work shall be installed, in accordance with the intent diagrammatically expressed on the drawings, and in conformity with the dimensions indicated on final architectural and structural working drawings and on equipment shop drawings. No interpretation shall be made from the limitations of symbols and diagrams that any elements necessary for complete work are excluded.

EXISTING CONDITIONS: The Contractor shall visit the premises and thoroughly familiarize himself with all details of the work, working conditions, verify all dimensions in the field, advise the Architect/Engineer of any discrepancy, and submit shop drawings of any changes he proposes to make, in quadruplicate for approval, before starting the work. Contractor shall install all equipment in a manner to avoid building interference.

SHOP DRAWINGS: Prior to assembling or installing the work, prepare and submit shop drawings for the following items electrical equipment as specified in subsequent sections. The Contractor shall not purchase any materials or equipment prior to receipt of approved shop drawings.

AS-BUILT DRAWINGS: The Contractor shall keep a record set of drawings on the job and, as construction progresses, shall show the actual installed location of all items, material, and equipment on these job drawings.

INSTALLATION: Install all equipment in accordance with the manufacturer's recommendations and the shop drawings approved by the Engineer.

EXCAVATING, TRENCHING, BACKFILLING AND RESURFACING: Perform work as required, indicated, and in compliance with site work. All excavation depths indicated are below finished grade.

Do not excavate below required depth except as necessary for removal of unstable soil.

Repair the excavated area to original pre-excavation condition. Repair and replace sidewalks, roadways, etc.

CONNECTION OF EQUIPMENT FURNISHED AND INSTALLED UNDER OTHER DIVISIONS OF THE WORK: This Contractor shall rough-in and make final electrical connection to all pieces of equipment requiring electrical connections. Such equipment being furnished and installed under other Divisions of the Work. Installations shall be functional and code complying.

This Contractor shall provide whatever incidental devices are necessary for final connection, such as, but not necessarily limited to outlet boxes, receptacles, connectors, clamps and switches.

260503 ELECTRICAL DEMOLITION

Verify field measurements and circuiting arrangements prior to commencement of work.

Verify that abandoned wiring and equipment serve only abandoned facilities.

Coordinate electrical service outages with Owner.

Remove abandoned wiring to source of supply. Remove exposed abandoned conduits. Cut conduit flush with walls and floors, and patch surfaces and fire stop opening.

Disconnect and remove abandoned panelboards and distribution equipment. Disconnect and remove electrical devices and equipment serving utilization equipment that has been removed.

Repair adjacent construction and finishes damaged during demolition and extension work.

260519 WIRE AND CABLE

CONDUCTORS: Shall be annealed copper and shall be stranded for sizes No. 8 and larger. Sizes No. 10, and smaller shall be solid. Size shall be not less than shown on the drawings. Minimum size shall be No. 12 AWG.

INSULATION: Unless otherwise shown on the drawings, insulation shall be THHN - THWN - Dry, Damp, Wet Locations.

All No. 12 and No. 10 branch circuit conductors shall have solid color compound or solid color coating. No. 8 AWG and larger phase conductors shall have either:

SPICES AND JOINTS: For branch circuits (No. 10 AWG and smaller), connectors shall be solderless, screw-on, pressure cable type, 600 volt, 105 degree C, with integral insulation. They shall be approved for copper conductors, and shall be reusable.

For feeder circuits connectors shall be indent, hex screw, or bolt clamp-type. Material shall be high conductivity and corrosion-resistant.

260526 GROUNDING

GENERAL GROUNDING: Provide electrical grounding systems with assembly of materials, including cables/wires, connectors, terminals, solderless lugs, grounding rod/electrodes, bonding jumper braid and additional accessories needed for complete installation. Where materials or components are not indicated, provide products complying with NEC, UL, IEEE and established industry standards.

GROUNDING CONDUCTORS: Shall be UL and NEC approved types, copper, with insulation color identified green, except where otherwise shown on the drawings, or specified. Wire size shall not be less than #12 AWG and not less than required by the NEC.

GROUND RODS: Ground rods shall be copperclad steel, 3/4 inch diameter by minimum ten feet long. Where ground connections will be permanently concealed, make the connections by the exothermic process to form solid metal joints. Make accessible ground connections with clamp type ground connectors.

FEEDERS AND BRANCH CIRCUIT GROUNDS: Install green insulated equipment grounding conductors with all feeders and branch circuits. Conductors shall be sized in accordance with NEC Article 250.

260533 METALLIC CONDUITS RACEWAYS & FITTINGS

RIGID METAL CONDUIT (RMC OR GRC): Rigid metal steel conduit shall conform to ANSI C80.1 and Underwriter's Laboratories UL-6 specification, ANSI C80.1. Conduit shall be hot-dipped galvanized to provide a corrosion resistant coating.

Fittings: Fittings shall be ANSI/NEMA FB 1 threaded type, hot dipped or electronic plated. Threaded conduit to be secured to boxes, cabinets, etc., by means of galvanized threaded bushings on the inside and bond-type locknuts on the inside and outside of such boxes and cabinets. Fittings shall be watertight and the same material as conduit installed with factory manufactured elbows.

LIQUID TIGHT FLEXIBLE METAL CONDUIT (LFMC): Liquid-tight flexible metal conduit shall consist of flexible galvanized steel tubing over which is extruded a liquid-tight jacket of polyvinyl chloride (PVC). Conduit shall be provided with a continuous copper bonding conductor wound spirally between the convolutions. Fittings used shall be reusable type of malleable iron/steel construction, electro zinc plated inside and outside, furnished with nylon insulated throat and taper threaded hub. Connectors to be galvanized and be suitable for connection to associated boxes and conduits.

RIGID PVC (PVC): Conduit shall be UL rated 90°C and to UL-651. Fittings shall conform to UL-514. Conduit shall be 540 wall thickness made from polyvinyl chloride (recognized by UL) compound which includes inert modifier to improve weatherability and heat distortion.

CONDUIT INSTALLATION SCHEDULE:

Conduits exposed to weather: GRC

Below slabs on grade or underground outside of building: GRC or PVC

MOTORS AND VIBRATING EQUIPMENT: Flexible metal conduit shall be used for connections to motors and other electrical equipment subject to movement, vibration, misalignment, cramped quarters, or noise transmission. Flexible metal conduit shall be liquid-tight when installed in exterior locations, moisture or humidity laden atmosphere. Flexible metal conduit shall be installed with green ground wire.

262726 WIRING DEVICES

General: Provide factory-fabricated wiring devices, in types, colors, and electrical ratings for applications indicated. Unless noted otherwise device color shall be ivory. Wiring devices shall comply with NEMA publications WD1 and WD6. Receptacles shall comply with Federal Spec WC-596.

Type "WP" - Wet Locations: Weatherproof receptacles shall be a weather resistant duplex GFCI receptacles mounted in cast metal outlet box fitted with a gasketed "while-in-use" metal cover, Hubbell WP26E or Pass & Seymour WIUC10-CAGV or approved equal.

262416 PANELBOARDS

GENERAL PANELBOARD CONSTRUCTION:

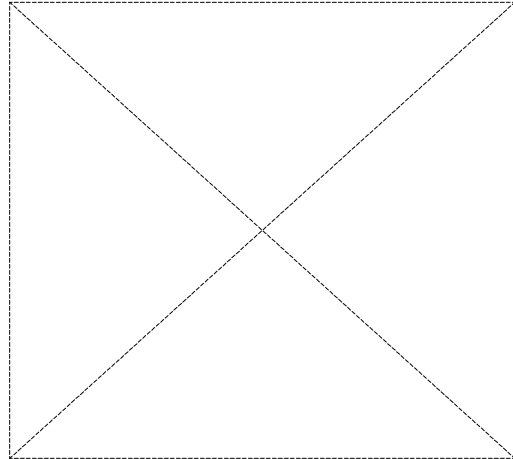
Provide dead-front safety constructed factory assembled circuit breaker type panelboards in sizes and ratings as indicated. Construct with rectangular shaped copper or tin plated aluminum bus bars which are securely mounted and braced, and with lugs bolted to main bus bars.

Branch Circuit Panelboards (120/208 or 120/240 V Operation) shall be Square D NQOD series. Where a specific interrupting rating is indicated on the drawings, panelboards and associated circuit breakers shall be rated for that value as a minimum. Series ratings of equipment is not acceptable.

262816 SAFETY DISCONNECT SWITCHES

SAFETY/DISCONNECT SWITCH FEATURES: Switches shall be NEMA type HD (Heavy Duty) and UL listed.

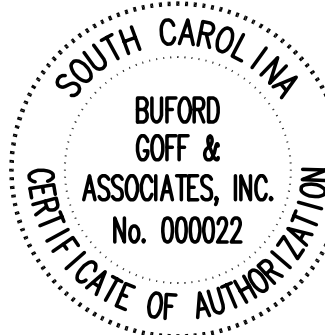
NEMA 1 AND 3R HEAVY DUTY SAFETY/DISCONNECT SWITCHES: Switches shall be Square D and furnished in NEMA 1 general purpose enclosures unless exposed to weather which shall be NEMA 3R. Covers on NEMA 1 enclosures shall be attached with pin type hinges. NEMA 3R covers shall be securable in the open position. NEMA 3R enclosures for switches thru 200 amperes shall have provisions for interchangeable bolt-on hubs. Hubs shall be as indicated on the plans. NEMA 3R enclosures shall be manufactured from galvanized steel. Enclosures shall have a gray baked enamel finish, electrodeposited on cleaned, phosphatized steel.



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LS3P PROJECT: 1701-210530

Δ	DATE	DESCRIPTION

SHEET NAME:
SPECIFICATIONS

ORIG
SUBMISSION: 2022.04.29

SHEET:
E-002



TAB 8

TOWN COUNCIL

Agenda Item

THE TOWN OF KIAWAH ISLAND

RESOLUTION 2022-02

**A RESOLUTION TO ADOPT THE TOWN OF KIAWAH ISLAND
ANNEXATION POLICY PLAN AND PROCEDURES MANUAL**

WHEREAS, the Town wishes to provide additional clarity on the annexation process, and to provide more opportunity for public input within this process; and

WHEREAS, the Town has held public workshops on February 8th and February 22nd to consider staff recommendations and public comments on the Annexation Policy Plan and Procedures Manual; and

WHEREAS, the Planning Commission, subsequently in conjunction with proposed amendments to the Land Use Planning and Zoning Ordinance Sec. 12-79. Designation of Annexed Territory and Sec. 2-159. Planned Development reviewed the Annexation Policy Plan and Procedures Manual; and

WHEREAS, the Town Council has determined that it is appropriate to adopt the Town of Kiawah Island Annexation Policy and Procedures Manual;

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

Section 1 **Resolution**

The Town Council for the Town of Kiawah Island hereby resolves to adopt the Town of Kiawah Island Annexation Policy Plan and Procedures Manual (Attachment “A”).

Section 2 **Effective Date and Duration**

This resolution shall become effective on the date of passage of the resolution.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF KIAWAH ISLAND
ON THIS 7TH DAY OF JUNE 2022.**

John Labriola, Mayor

Petra S. Reynolds, Town Clerk

ANNEXATION POLICY PLAN & PROCEDURES MANUAL



Town of Kiawah Island
Effective Date: June 7, 2022

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CHAPTER 1 | ANNEXATION AUTHORITY AND METHODS

1.1 AUTHORITY

Changing the corporate limits of a municipality is authorized by S.C. Code Ann. §§ 5-3-10 through 5-3-315, as amended.

1.2 TOWN'S COMPREHENSIVE PLAN

The Town of Kiawah Island 2015 Comprehensive Plan, or as amended (the Plan) establishes that the Town of Kiawah Island (Town) "is oriented toward residential, parks, open space, recreation, and limited commercial development to service residents and visitors." The Plan lists five goals to help the Town further realize its Vision when evaluating proposals for change to include thoroughly evaluating any annexation proposals to ensure the protection of environmentally sensitive areas, is consistent with the Town's Vision, the spirit of the Town's Comprehensive Plan, and enhance the character of Kiawah Island.

1.3 INITIATION OF ANNEXATION APPLICATION AND REVIEW BY MUNICIPALITY

An Annexation Application is a request by a private property owner or owners or government entity (the "Applicant") to incorporate their property into the Town pursuant to the terms and processes provided herein. Consistent with the S.C. Code of Laws Title 5, Chapter 3, the Town regards Annexation as a voluntary process and does not initiate annexations except for property owned by the Town.

1.4 ANNEXATION METHODS

Three methods of Annexation for privately owned property are authorized:

- 100 percent property owner petition and ordinance method [S.C. Code Ann. §5-3-150(3)], as amended
- 75 percent freeholder petition and ordinance method [S.C. Code Ann. §5-3-150(1)], as amended
- 25 percent elector petition and election method [S.C. Code Ann. §5-3-300 – 315], as amended

Annexations of corporate, church or publicly owned property are dealt with in several statutes tailored to fit the type of property and body which holds the title. In addition, the Annexation of the following types of property may be accomplished by Petition or consent of the owner and adoption of an ordinance. More information can be found in the S.C. Code Ann. §§ 5-3-10 through 5-3-315. These annexation procedures are treated individually in detail in the following pages.

CHAPTER 2 | ANNEXATION ASSESSMENT

2.1 BEST INTEREST OF THE TOWN OF KIAWAH ISLAND

Annexation is transferring parcels of land from unincorporated areas of Charleston County into the service area and jurisdiction of the Town of Kiawah Island. Annexation and the imposition of land development regulations may also be used as a management tool to implement the Comprehensive Plan.

The Town Council of Kiawah Island is responsible for approving all applications for the proposed Annexation. The Town Council will execute these responsibilities by objectively weighing all relevant factors and making an informed decision on each proposed Application for Annexation.

2.2 FEASIBILITY STUDY AND COST/BENEFIT ANALYSIS

The purpose of a feasibility study and cost/benefit analysis is to review and examine the strengths and weaknesses of any proposed Annexation objectively and rationally. The Town Council requires a Feasibility Study and Cost/Benefit Analysis for all Annexation Applications. Town Staff or an independent consultant may prepare the Feasibility Study. If the Mayor and Town Council determine that an independent consultant be utilized, the cost for the Study will be the applicant's responsibility, and payment for the Study will be due upon selection of a consultant.

The Study will be completed prior to the Planning Commission Public Hearing for presentation at that meeting. The Study should address public services the Town will assume or provide, fees required for those services, an estimate of revenue to the Town, and a timetable for services. In addition, the Study must address to the satisfaction of the Town, but not limited to the following:

- Inventory of existing outside services;
- Identification of the provider of each service, contractual obligations, including the availability of service if desired after Annexation;
- If any part of the area to be annexed is currently served by a special service district, the anticipated cost to the Town of complying with S.C. Code Ann. §§ 5-3-310 through 5-3-315, as amended;
- Identification of efficient service areas and areas which cannot be fully served;
- Determination of the level of additional services needed;
- Determination of the most cost-effective way to provide services to the area;
- Projected timetable for the provision of services;
- Revenues required to support services;
- Estimated revenues from taxes (e.g., accommodation and hospitality), fees, and service charges;
- Comparison of cost to property owners before and after Annexation;
- Identification of burdens and benefits of Annexation;
- Projected level of fees required to support services; and
- Possible environmental impact of the proposed Annexation.

2.3 GUIDING PRINCIPLES FOR ASSESSMENT OF ANNEXATIONS

Annexation should be of mutual benefit to the applicant (s), the Town of Kiawah, and its citizens in terms of cost and services received. Each Annexation Application involves many unique factors and will be reviewed based upon its own individual merits. The Town sets forth the following guiding principles and considerations for assessing Annexation Applications:

- Meets the principles, policies, and procedures outlined in this Manual;

- Annexation of the property is in the best interest of the Town and the citizens;
- Avoids creating new enclaves (or donut holes) in the Town of Kiawah Municipal Boundary;
- Consistency with the recommendations of the Town of Kiawah Comprehensive Plan, including the Future Annexation Map;
- Appropriateness of requested zoning district(s), land use regulations, development standards, and environmental regulations;
- Consider the costs, benefits, and estimated revenues for a proposed annexation before taking action on the Annexation Application.
- Annexation will not create a measurably reduced level of service(s) provided to existing community and property owners;
- The fiscal impact of providing municipal services;
- Consideration of the annexation area's existing condition of utilities, infrastructure, traffic and future needs for expansion improvements;
- The full impact that Annexation will have on law enforcement fire and emergency services and utility services;
- Demonstrates potential for the diversification of the economic base and job opportunities;
- Consideration and utilization of Development Agreements for the proposed annexation area when applicable;
- Applicant's understanding of all potential costs/benefits associated with Annexation; and
- Input provided by the public and affected agencies during the review process.

CHAPTER 3 | ANNEXATION GENERAL PROVISIONS

General state statutory provisions applicable to annexations as they currently stand are described below. Each authorized annexation method is explained individually, including the statutory legal and procedural requirements. A checklist of steps necessary to complete the process and sample forms where appropriate. The applicable state statutes may be amended and reviewed for such amendments.

3.1 CONTIGUITY

Property annexed pursuant to S.C. Code Ann. § 5-3-150 or § 5-3-300 must be "contiguous" to the annexing municipality. "Contiguous" is defined by S.C. Code Ann. § 5-3-305, as amended, and means property that is adjacent to a municipality and shares a continuous border. Contiguity is not established by a road, waterway, right-of-way, easement, railroad track, marshland, or utility line which connects one property to another; however, if the connecting road, waterway, easement, railroad track, marshland, or utility line intervenes between two properties, which but for the intervening connector would be adjacent and share a continuous border, the intervening connector does not destroy continuity.

3.2 PETITIONS

A Petition is required for 75 percent and 25 percent annexations. The Petition must be dated before the first signature is affixed. All necessary signatures must be obtained within six months from the Petition Date. The Petition and all signatures are open for public inspection at any time.

3.3 PROPERTY OWNER

For 100 percent annexations, "property owner" means all persons or entities owning real property.

3.4 FREEHOLDER

For the 100 percent, 75 percent, and 25 percent Annexation Methods, and reduction of municipal boundaries under S.C. Code Ann. § 5-3-280, a "freeholder" is any person at least 18 years of age, and any firm or corporation, who or which owns legal title to a present possessory interest in real estate equal to a life estate or greater (expressly excluding leaseholds, easements, equitable interests, inchoate rights, and future interests) and who owns, at the date of the Petition or of the referendum, at least an undivided one-tenth (1/10) interest in a single tract and whose name appears on the county tax records as an owner of real estate. S.C. Code Ann. § 5-3-240.

A property owner is counted as one (1) freeholder regardless of the number of parcels of land owned by that freeholder in the area to be annexed.

3.5 ELECTOR

For the 25 percent elector method, an "elector" is a registered qualified voter who is a resident in the area proposed for Annexation.

3.6 ZONING

The Zoning of the proposed Annexation is an essential factor in reviewing and analyzing an Annexation Application. Therefore, a Zoning Map Amendment Application requesting the Zoning District(s) for the annexation area shall be submitted concurrently with the Annexation Application.

3.7 CONCURRENT APPLICATIONS

Depending on the requested Zoning of the Annexation, other applications may be required. These applications shall be submitted concurrently with the Annexation Application and Zoning Map

Amendment Applications to allow for a complete and thorough review and consideration. These applications include Development Agreement, Concept Plan, and/or Initial Master Plan as applicable.

3.8 ASSESSED VALUE OF REAL PROPERTY

- 25 Percent Method. The assessed value of the real property of any single freeholder shall not at the time of a proposed annexation exceed 25 percent of the assessed value of real property of the existing area of the municipality. S.C. Code Ann. § 5-3-235. This limitation does not apply to any other methods of Annexation. S.C. Code Ann. § 5-3-300(l) contains opt-out provisions for the owner of 25 percent or more of the assessed value of land in the area to be annexed and for the owner of agricultural property.
- 75 Percent Method. Annexation pursuant to the 75 percent petition and ordinance method in S.C. Code Ann. § 5-3-150(1) requires signatures of owners of 75 percent of freeholders owning at least 75 percent of the assessed value of property in the area to be annexed. When reassessment occurs after the Petition is started, but before it is acted upon, it appears from the definition of freeholder in S.C. Code Ann. § 5-3-240 that the assessed value as of the Petition date should be used.

3.9 PUBLIC PROCESS

Notification and involvement throughout the annexation process are essential parts of the public process. Therefore, Annexation Applications are subject to Public Notice requirements as follows:

- Public Notification. Upon receipt of an application for approval that requires a public hearing, the Town shall fix a reasonable time for the hearing. Public notice of the public hearing must be published at least thirty (30) days prior to the hearing date in a newspaper of general circulation in the community. In addition, public notices shall also be electronically published on the Town website and emailed to those upon request.
- Posting of Property. Where the public hearing will be for a specific site, public notice signs shall be placed on the subject property as per the following method:
 - The Planning Manager or its designee shall post an adequate number of "notice of public hearing" signs on the property at least thirty (30) days prior to the date of the public hearing. All signs shall be removed within thirty (30) days after the public hearing.
 - Only official Town signs shall be posted and shall be placed in conspicuous locations on the subject property(s), with at least one sign placed at a location visible from a public thoroughfare.
- Mailing. To assure adjacent property owners and affected public entities are provided adequate public notice of the Application, no less than thirty (30) days prior to the public hearing, the applicant shall send a public notification to all owners of real property within five hundred (500) feet of the subject property as well as the Charleston County Administrator, St. Johns Fire District, and Public Service providers. A sample public hearing notification letter including a map, complete legal description of the area to be annexed, and an official listing of adjacent property owners and other agencies shall be provided to the Applicant by Town Staff no less than 30 days prior to the public hearing. No less than fifteen (15) days prior to the public hearing, the applicant shall submit a notarized, stamped, and sealed Affidavit of Compliance to the Planning Manager or its designee. The Affidavit must contain a list of all property owners contacted.

- Public Notice Compliance. Failure to comply with the public notice requirements shall result in the removal of the Application from the public hearing agenda.

3.10 ELECTION PRE-CLEARANCE FOR 25 PERCENT METHOD

If the election(s) initiated by 25 percent petition pursuant to S.C. Code Ann. § 5-3-300 will be held on a date which has not already been cleared under § 5 of the Voting Rights Act for a county election, it may be necessary to submit the proposed date to the U.S. Attorney General and/or the Department of Justice before giving public notice of the election.

3.11 ELECTION TIME LIMITATION

Annexations are deemed complete upon the adoption of an ordinance. When an annexation is defeated in an election by voters within the Town or the proposed annexed territory, another annexation election in the territory cannot be initiated within twenty-four (24) months after the election. S.C. Code Ann. § 5-3-210.

3.12 ORDINANCES

Ordinances for the incorporation of annexed property into the Town of Kiawah Island necessarily incorporate the amendment of a zoning map and therefore must follow the procedure set forth in S.C. Code Ann. § 6-29-760 and, therefore, require a public hearing, regardless of annexation method. (Property owned by the Town or adjacent County can be annexed by Resolution, so these provisions are not applicable in that situation. S.C. Code Ann. § 5-3-100) Additionally, no governing body member who owns property or stock in a corporation owning property in the area proposed to be annexed is eligible to vote on the ordinance.

3.13 APPEALS

When the limits of a municipality are ordered extended, no contest thereabout shall be allowed unless the person interested therein files, within sixty (60) days after the result has been published or declared, with both the clerk of the municipality and the clerk of court of the County in which the municipality is located, a notice of his intention to contest the Annexation, nor unless, within ninety (90) days from the time the result has been published or declared, an action is commenced in the Charleston County Court of Common Pleas and the original summons and complaint is filed with the Charleston County Clerk of Court. S.C. Code Ann. § 5-3-270.

CHAPTER 4 | ANNEXATION PETITION APPLICATION

4.1 APPLICATION MINIMUM SUBMITTAL REQUIREMENTS

All Annexation Applicants are required to provide the following upon submittal:

- Completed Annexation Application.
- Completed Annexation Petition (type will depend on the annexation method chosen by the applicant).
- Copy(s) of all documents, recorded with the Charleston County Register of Deeds, including:
 - Deed(s);
 - Plat(s);
 - Covenants and Restriction(s);
 - Easement(s); and
 - Agreement(s).
- Location Map of proposed Annexation Area showing:
 - Existing Structures;
 - Current Charleston County Zoning District(s); and
 - Adjacent Property Owners.
- Annexation Letter of Intent:
 - Reason for annexation request and anticipated benefits;
 - Parcel numbers and acreage of each;
 - Contact information for the property owner(s), applicant, attorney, and any other applicable consultant/firm;
 - Existing structure(s);
 - Current Special Districts (overlay, tax, and/or conservation);
 - Current Charleston County Zoning District(s) and Land Use(s);
 - Proposed Zoning District(s) and Land Use(s);
 - Current versus Proposed Zoning District and Land Use Comparison;
 - Consistency with Comprehensive Plan, Future Annexation Area Map, and Future Land Use Map;
 - Estimate of the current population of Annexation Area; and
 - Current utility service providers.
- Photographs of:
 - Existing Structures and Land Use; and
 - Adjacent Property.
- Parcel History letter from Charleston County providing:
 - Application(s) submitted for the past 10 years and their status; and
 - Any zoning, land development, building, or county code violations for the past 10 years and their status.
- Submittal of Zoning Map Amendment Application.
- Submittal of concurrent applications, as applicable, including:
 - Development Agreement;
 - Concept Plan; and/or
 - Planned Unit Development Master Plan.
- Application Fee made payable to the Town of Kiawah Island.

CHAPTER 5 | ANNEXATION NARRATIVES

The Town recognizes that many Annexation Applications include a proposed change to the Town's Zoning Map. Therefore, any annexation necessarily requires compliance with State laws for amending zoning maps, S.C. Code Ann. § 6-29-760, including notice, a public hearing, and additional requirements. The Procedures set forth herein are intended to incorporate the process for amending zoning maps into the annexation process and comply with State law for both processes.

5.1 100 PERCENT PETITION AND ORDINANCE METHOD

Annexation of any area or property contiguous to the Town may be initiated by filing an Annexation Application signed by all persons or entities owning real estate in the area requesting Annexation. Upon agreement to accept the Petition and annex the area and enactment of an ordinance by Town Council declaring the area annexed, the Annexation is complete. S.C. Code Ann. § 5-3-150(3).

Procedure

Procedure Step 1. Pre-Application Meeting	Applicant & Staff
Prior to filing an Annexation Application, the applicant is required to consult with the Planning Manager or its designee at a Pre-Application Meeting for comments and advice on the appropriate application process and the procedures and specifications necessary and applicable standards required by Town of Kiawah applicable ordinances.	
Step 2. Application Check-In Meeting	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the applicant shall submit the Annexation Application and required submittal materials during a mandatory Application Check-In Meeting where the Planning Manager or its designee will review the submission for completeness.	
Step 3. Review by Planning Manager	Staff
If the Planning Manager determines that the Annexation Application is complete, the Application shall advance as prescribed in the Town of Kiawah Island Annexation Policy and Procedure Manual.	
Step 4. Drafting of Annexation Map	Staff
Staff will assist the applicant in the drafting of the final annexation map.	
Step 5. Town Council Intent to Annex Initial Briefing and Acceptance of Annexation Application	Applicant, Staff & Town Council
Town Council will consider the applicant's "intent to annex" for the annexation petition for an initial briefing or "intent to annex". Town Council discussion items for the initial meeting include development agreement (if applicable) and recommended Zoning. This initial meeting allows Town Council to review the "intent to annex" and to initiate the review process to determine if the Annexation of property into the Town would be mutually beneficial to all. The Mayor may create an Annexation Ad Hoc Committee. If Town Council desires to consider the proposed Annexation, Council may accept for consideration via the review process herein the annexation application by majority vote and forward the request to the Annexation Ad Hoc, if applicable.	
Step 6. Annexation Ad Hoc Committee	Applicant, Staff & Annexation Ad Hoc Committee
If applicable, per Town Council direction, the Annexation Ad Hoc Committee shall conduct meetings until the terms of the development agreement or other negotiations are complete. The Application (s) then proceed to Planning Commission for a workshop followed by Public Hearing and recommendation to Town Council.	
Step 7. Planning Commission Public Workshop	Applicant, Staff & Planning Commission
In order to inform the public of the steps, preliminary costs and benefits, as well as a tentative timetable, Planning Commission will hold a public workshop. This will be a forum for the voicing of any concerns or comments. Staff and Planning Commission will also address the Comprehensive Plan, Future Land Use Map and Zoning Districts.	
Step 8. Drafting of Feasibility Study	Staff
The Town Administrator will initiate the preparation of the Annexation Studies and, if applicable pursuant to Section 2.2, request that bids be submitted for its completion and select a consultant for its preparation.	
Step 9. Public Notification	Applicant & Staff

The applicant sends notification letters to each adjacent property owner and submits the registered mail receipts to the Town no later than thirty (30) days prior to the Planning Commission meeting.	
Step 10. Planning Commission Public Hearing and Recommendation	Applicant, Staff & Planning Commission
The Planning Commission holds a public hearing and makes recommendations to Town Council, which will be forwarded to Town Council for consideration. At this time, the Annexation Studies will be presented to the Planning Commission.	
Step 11. Town Council Public Hearing and 1st Reading	Applicant, Staff & Town Council
Town Council will hold the First Reading of the ordinance for the Annexation Petition, Zoning Map Amendment, and any concurrent applications.	
Step 12. Public Notification	Applicant & Staff
The applicant sends notification letters to each adjacent property owner and submits a copy of the same to the Town no later than thirty (30) days prior to the Town Council meeting.	
Step 13. Town Council 2nd and Final Reading	Applicant, Staff & Town Council
Town Council will hold a Public Hearing and 2nd and Final Reading of the Ordinances for the Annexation Application, Zoning Map Amendment, and any concurrent applications.	
Step 14. Annexation Notifications	Staff
Upon adoption of the Annexation Application by ordinance, the Town shall file written notice in accordance with this Manual.	

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5.2 75 PETITION AND ORDINANCE METHOD

Annexation of any area or property contiguous to the Town may be initiated by filing a petition signed by 75 percent or more of the freeholders owning at least 75 percent of the assessed value of property in the area to be annexed. The Petition must be dated before the first signature is affixed, and all necessary signatures must be obtained within six months from the Petition Date. The Petition and all signatures are open for public inspection at any time. Upon agreement to accept the Petition and annex the area, compliance with required procedures, and enactment of an ordinance by the governing body declaring the area annexed, the Annexation is complete. S.C. Code Ann. § 5-3-150(3) & S.C. Code Ann. § 5-3-150(1).

Procedure

Procedure Step 1. Pre-Application Meeting	Applicant/Petitioner & Staff
Prior to filing an Annexation Application, the applicant is required to consult with the Planning Manager or its designee at a Pre-Application Meeting for comments and advice on the appropriate application process and the procedures and specifications necessary and applicable standards required by Town of Kiawah Island applicable ordinances.	
Step 2. Application Check-In Meeting	Applicant/Petitioner & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the applicant shall submit the Annexation Application and required submittal materials during a mandatory Application Check-In Meeting. The Planning Manager or its designee will review the submission for completeness.	
Step 3. Review by Planning Manager	Staff
If the Planning Manager determines that the Annexation Application is complete, the Application shall advance as prescribed in the Town of Kiawah Island Annexation Policy Plan and Procedure Manual.	
Step 4. Drafting of the Preliminary Annexation Map	Applicant/Petitioner & Staff
With the input and assistance of the interested parties, Staff will assist in preparing the first draft of the annexation map detailing the parcel(s) under consideration.	
Step 5. Town Council Notification of Annexation Application	Applicant/Petitioner, Staff & Town Council
Staff will notify Town Council of the Annexation Application at the next available Town Council meeting. This notification serves to provide a basic overview of the Application, such as the Annexation Area, current Zoning, and proposed Zoning. Additionally, Staff will outline the next steps leading to the Petition submittal as well as the subsequent adoption process.	
Step 6. Planning Commission 1st Public Workshop	Applicant/Petitioner, Staff & Planning Commission
To inform the public of the steps, initial costs, and benefits, as well as a tentative timetable, the first in a series of public workshops will be held. This will be the first forum to voice any concerns or comments and ensure that all applicable parcels have been included in the subject area. Staff and Planning Commission will also address the Comprehensive Plan, Future Land Use Map, and Zoning Districts.	
Step 7. Drafting of Final Annexation Map and Petition	Applicant/Petitioner & Staff
Staff will assist the Petitioner in drafting the final annexation map and Petition. The documents will be given to those initiating the Annexation with copies available at Town Hall.	
Step 8. Submission of Petition	Applicant/Petitioner & Staff
Once the initiating party has obtained the requisite number of signatures, the completed Petition will be submitted to the Town for verification by the Charleston County Election Commission.	
Step 9. Challenge to Annexation	Applicant/Petitioner & Staff
A suit to challenge the Annexation may be filed by the municipality, any resident of the municipality, or any resident or owner of property in the area to be annexed.	
Step 10. Planning Commission 2nd Public Workshop	Applicant/Petitioner, Staff & Planning Commission

Once the Petition is certified, and all property owners eligible for opt-out have been notified, a public workshop will be held to discuss the remainder of the process. Any changes to the annexation map that may have occurred due to the opt-out provision will be detailed. The public will be informed of the impending feasibility study and the timetable for completion.	
Step 11. Updated Timetable	Staff
The Town, in conjunction with the initiating party, will recommend a new timetable for action on the petition based on the scheduled completion and analysis of the feasibility study and Staff's completion of a land-use survey and recommended Zoning of the subject area.	
Step 12. Town Council 1st Reading	Applicant/Petitioner, Staff & Town Council
Town Council will hold First Reading "intent to annex" for the annexation petition for an initial briefing or "intent to annex". Town Council discussion items for the initial meeting include development agreement (if applicable) and recommended Zoning. This initial meeting allows Town Council to review the "intent to annex" and determine if the Annexation of property into the Town would be mutually beneficial to all. If applicable, the Town Council may also refer the annexation request to the Annexation Ad Hoc Committee.	
Step 13. Drafting of Feasibility Study Scope and Bids	Staff
Dependent on the size and scope of the Annexation, the Town Administrator will initiate a formal cost/benefit analysis or outline the scope of the Study and request that bids be submitted for its completion, as applicable.	
Step 14. Contract for the Completion of Feasibility Study	Staff
Once the Petition is certified by a resolution of Town Council or the Charleston County Election Commission, a contract for the completion of the feasibility study may be enacted.	
Step 15. Annexation Ad Hoc Committee	Applicant/Petitioner, Staff & Annexation Ad Hoc Committee
If applicable, per the Mayor's direction, the Annexation Ad Hoc Committee shall conduct meetings until the terms of the development agreement or other negotiations are complete. The Application (s) then proceed to Planning Commission for Public Hearing and recommendation.	
Step 16. Public Notification	Applicant/Petitioner & Staff
The applicant sends notification letters to each adjacent property owner and submits a copy to the Town no later than thirty (30) days prior to the Planning Commission meeting.	
Step 17. Planning Commission Public Hearing and Recommendation	Applicant/Petitioner, Staff & Planning Commission
The Planning Commission holds a public hearing and makes recommendations to Town Council for each applicable Application (s), including Zoning, land use, and Planned Unit Development Concept Plan and/or Initial Master Plan approval, as appropriate. The Zoning Map Amendment and applicable concurrent applications will be forwarded to Town Council for second and final Reading.	
Step 18. Town Council Public Hearing, Second and Final Reading	Applicant/Petitioner, Staff & Town Council
Not less than thirty days before acting on an annexation petition, the Town must give notice of a public hearing by publication in a newspaper of general circulation in the community, by posting the notice of the public hearing on the municipal website, and by written notification to the taxpayer of record of all properties within the area proposed to be annexed, written notification to the taxpayer of record of all properties within a radius of five hundred (500) feet, to the chief administrative officer of the County, to all public service or special purpose districts, and all fire departments, whether volunteer or full time. This public hearing must include a map of the proposed annexation area, a complete legal description of the proposed annexation area, a statement as to what public services are to be assumed or provided by the municipality, and the fees required for these services. The notice must include a projected timetable for the provision or assumption of these services. Town Council will hold a Public Hearing and 2 nd and Final Reading of the Annexation and Zoning Map Amendment and any concurrent applications.	
Step 19. Annexation Notification	Staff
Upon adoption of the annexation petition by ordinance, the Town shall file written notice in accordance with this Manual.	

5.3 ANNEXATION BY ELECTOR PETITION AND ELECTION 25 PERCENT PETITION AND ELECTION METHOD

The 25 percent petition and election method of Annexation authorized by S.C. Code Ann. § 5-3300 adopted in 1988 was not constitutional prior to the 2000 amendment because the election was initiated by a freeholder petition. The amendment changed this provision to a petition of 25 percent of qualified electors residing in the area to be annexed and makes a third method of Annexation of private property available. The procedure for this method is specified in detail in the statute and must be carefully followed.

It should be noted that the election in the area to be annexed is conducted by the Charleston County Election Commission, but the election within the Town is initiated pursuant to S.C. Code Ann. § 5-3-300(F), (G), and (H) by Petition of 5 percent of municipal electors is a municipal election conducted by the Charleston County Election Commission for the Town of Kiawah Island.

Procedure

Step 1. Pre-Application Meeting	Applicant/Petitioner & Staff
Prior to filing an Annexation Application, the applicant is required to consult with the Planning Manager or its designee at a Pre-Application Meeting for comments and advice on the appropriate application process and the procedures and specifications necessary and applicable standards required by Town of Kiawah Island applicable ordinances.	
Step 2. Application Check-In Meeting	Applicant/Petitioner & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the applicant shall submit the Annexation Application and required submittal materials during a mandatory Application Check-In Meeting. The Planning Manager or its designee will review the submission for completeness.	
Step 3. Review by Planning Manager	Staff
If the Planning Manager determines that the Annexation Application is complete, the Application shall advance as prescribed in the Town of Kiawah Island's Annexation Policy Plan and Procedure Manual.	
Step 4. Drafting of the Preliminary Annexation Map	Applicant/Petitioner & Staff
With the input and assistance of the interested parties, Staff will assist in preparing the first draft of the annexation map detailing the parcel(s) under consideration.	
Step 5. Town Council Notification of Annexation Application	Applicant/Petitioner, Staff & Town Council
Staff will notify Town Council of the Annexation Application at the next available Town Council meeting. This notification serves to provide a basic overview of the Application, such as Annexation Area, current Zoning, and proposed Zoning. Additionally, Staff will outline the next steps leading to the Petition submittal as well as the subsequent adoption process.	
Step 6. Planning Commission 1st Public Workshop	Applicant/Petitioner, Staff & Planning Commission
To inform the public of the steps, preliminary costs, and benefits, as well as a tentative timetable, the first in a series of public workshops will be held. This will be the first forum to voice any concerns or comments and ensure that all applicable parcels have been included in the subject area. Staff will also address the Comprehensive Plan, Future Land Use Map, and Zoning Districts.	
Step 7. Drafting of Final Annexation Map and Petition	Applicant/Petitioner & Staff
Staff will assist the Petitioner in drafting the final annexation map and Petition. The documents will be given to those initiating the Annexation with copies available at Town Hall. Also, during this step, Staff will collect and organize the necessary parcel-based information and determine if anyone landholder meets the 25 percent of the assessed property value opt-out provision.	
Step 8. Drafting of Final Annexation Map and Petition	Applicant/Petitioner & Staff
Once the initiating party has obtained the requisite number of signatures, the completed Petition will be submitted to Town Council for verification. The Petition must contain a description of the area to be annexed,	

the signature of the qualified elector, the address of residence, and the act or code section pursuant to which the proposed Annexation is to be accomplished - § 5-3-300.	
Step 9. Town Council Petition Certification Resolution	Staff & Town Council
If the Council finds the Petition has been signed by 25 percent or more of qualified resident electors, it will certify that fact to the Charleston County Election Commission by Resolution.	
Step 10. Notification of Opt-Out Freeholders	Staff
If applicable, the Town will send written notification via certified return receipt letter to any property owners eligible for the opt-out provision. Those eligible are freeholders owning 25 percent of the assessed value of property to be annexed or freeholders owning 10 acres or more of agricultural real property.	
If the freeholder files a written notice with the municipal clerk objecting to the Annexation, the freeholder's property must be excluded from the annexation area. If the freeholder does not reply at least ten days before the election, the area is included in the area to be annexed.	
Step 11. Planning Commission 2nd Public Workshop	Applicant/Petitioner, Staff & Planning Commission
Once the Petition is certified, and all property owners eligible for opt-out have been notified, a public workshop will be held to discuss the remainder of the process. Any changes to the annexation map that may have occurred due to the opt-out provision will be detailed, and the public will be informed of the impending feasibility study and the timetable for completion.	
Step 12. Updated Timetable	Staff
In conjunction with the initiating party, the Town will recommend a new timetable for action on the Petition based on the scheduled completion and analysis of the feasibility study and Staff's completion of a land-use survey and recommended Zoning of the subject area.	
Step 13. Town Council Public Hearing and 1st Reading	Applicant/Petitioner, Staff & Town Council
A public hearing will be conducted as required for the 25 percent annexation method. The results of the feasibility study will be published and evaluated, and all costs, fees, and public service changes that will be made as a result of the Annexation. Town Council will hold First Reading "intent to annex" for the annexation petition for an initial briefing or "intent to annex". Town Council discussion items for the initial meeting include development agreement (if applicable) and recommended Zoning. This initial meeting allows Town Council to review the "intent to annex" and determine if the Annexation of property into the Town of Kiawah Island would be mutually beneficial to all. If applicable, the Town Council may also refer the annexation request to the Annexation Ad Hoc Committee.	
Step 14. Drafting of Feasibility Study Scope and Bids	Staff
Dependent on the size and scope of the Annexation, the Town Administrator will initiate a formal cost/benefit analysis or outline the scope of the Study and request that bids be submitted for its completion, as applicable.	
Step 15. Contract for the Completion of Feasibility Study	Staff
Once the Petition is certified by a resolution of the Town Council or the Charleston County Election Commission, a contract for the completion of the feasibility study may be enacted.	
Step 16. Annexation Ad Hoc Committee	Applicant/Petitioner, Staff & Annexation Ad Hoc Committee
If applicable, per Town Council direction, the Annexation Ad Hoc Committee shall conduct meetings until the terms of the development agreement or other negotiations are complete. The Application (s) then proceed to Planning Commission for Public Hearing and recommendation.	
Step 17. Planning Commission Public Hearing and Recommendation	Applicant/Petitioner, Staff & Planning Commission
The Planning Commission holds a public hearing and makes recommendations to Town Council for each applicable Application (s), including Zoning, land use, and Planned Unit Development Concept Plan and/or Initial Master Plan approval, as appropriate. The Zoning Map Amendment and applicable concurrent applications will be forwarded to Town Council for Second and Final Reading.	
Step 18. Call for Election	Charleston County Election Commission
Once the Petition is certified, the Charleston County Election Commission will call for a special election to be held within the proposed annexation area under S.C. Code Ann. Title 7 Chap. 13 & 17. The election is for qualified registered electors residing in the proposed annexation area. Furthermore, the election must take place within the subject area. Pre-clearance under § 5 of the Voting Rights Act may be necessary for a date that has not been cleared for a county election.	

The Commission shall give 30 days' newspaper notice in the area to be annexed. Registered qualified electors residing within the area to be annexed vote in the election. Election box or boxes shall be in the area proposed to be annexed. The election commission shall certify the election result to Town Council.	
Step 19. Publishing of Results	Staff
Town Council must publish the election results if a majority of the qualified electors vote in favor of the Petition to annex. However, suppose a majority of all eligible and qualified voters do not vote in favor of the ordinance. In that case, the motion dies and may not be initiated for twenty-four (24) months from the day of the election.	
Step 20. Publishing of Fact	Staff
After the results of the election are made public, Town Council must publish in a newspaper of general circulation a notice containing:	
<ul style="list-style-type: none"> a. A description of the area being annexed; b. The code section under which the proposed area is being annexed; c. A statement that qualified electors in the area voted to be annexed; and d. A statement that Town Council may approve the Petition unless a petition signed by five percent or more of the electors within the municipality is presented to the Town Council within (30) days from the date of the notice requesting an election to be held within the municipality on the question of the Annexation. 	
Step 21. Municipal Election	Charleston County Election Commission
If a five percent petition is received and certified, a municipal election of all qualified voters in the Town of Kiawah (not including those in the annexation subject area) must be called pursuant to S.C. Code Ann. Title Chap. 13 & 17. Town Council must give at least thirty (30) days' notice.	
If a 5 percent petition is presented to Town Council, the Council must delay the final Reading of the annexation ordinance and certify the Petition to the Charleston County Election Commission.	
<ul style="list-style-type: none"> a. The municipal election must be conducted under S.C. Code Ann. Title 7 Chap. 13 and 17. b. The Commission shall give at least 30 days' newspaper notice of the election. c. If a majority of electors of the municipality vote in favor of the Annexation, Council shall give final Reading to the ordinance declaring the area annexed. d. If a majority of votes are opposed the Annexation, Council shall publish the results and table the proposed annexation ordinance. Another annexation election may not be initiated within the territory for 24 months from the date of the vote. S.C. Code Ann. § 5-3-210. 	
If no 5 percent petition is presented to Council, the Annexation may be completed by enacting the ordinance 30 days after publication of the notice.	
Step 22. Town Council Public Hearing, Second and Final Reading	Applicant/Petitioner, Staff & Town Council
Town Council will hold a Public Hearing and 2nd and Final Reading of the Annexation and Zoning Map Amendment and any concurrent applications.	
Step 23. Annexation Notification	Staff
Upon adoption of the annexation petition by ordinance, the Town shall file written notice in accordance with this Manual.	

CHAPTER 6 | APPENDICES

100 PERCENT ANNEXATION FORM

TO THE MAYOR AND COUNCIL OF THE TOWN OF KIAWAH ISLAND:

The undersigned, being 100 percent of the freeholders owning 100 percent of the assessed value of the property in the contiguous territory described below and shown on the attached plat or map, hereby Petition for Annexation of said territory into the Town by ordinance effective as soon hereafter as possible, pursuant to S.C. Code Ann. § 5-3-150(3).

The territory to be annexed is described as follows:

The property is designated as follows on the County tax maps: _____

It is requested that the property be zoned as follows: _____

Signature

Date

Print Name

Street Address, City, Zip

=====
FOR MUNICIPAL USE:

Petition received by _____, Date _____

Description and Ownership verified by _____, Date _____

Recommendation: _____

By: _____, Date _____

75 PERCENT PETITION FORM

TO THE MAYOR AND COUNCIL OF THE TOWN OF KIAWAH ISLAND:

The undersigned, being at least 75 percent of the freeholders owning at least 75 percent of the assessed value of the property in the contiguous territory described below and shown on the attached plat, hereby Petition for Annexation of said territory to the Town by ordinance effective as soon hereafter as possible, pursuant to S.C. Code Ann. § 5-3-150(1).

The territory to be annexed is described as follows:

A plat of the area must be attached.

The property is designated as follows on the County tax maps: _____

It is requested that the property be zoned as follows: _____

The Petition must be dated before the first signature is affixed, and all signatures must be obtained within six months of that date. The first signature was affixed on this Petition on _____.

Signature

Date

Print Name

Street Address, City, Zip

=====

FOR MUNICIPAL USE:

Petition received by _____, Date _____

Description and Ownership verified by _____, Date _____

Recommendation: _____

By: _____, Date _____

NOTICE OF PUBLIC HEARING ON ANNEXATION

The Mayor and Council of the Town of Kiawah Island will conduct a public hearing at Town Hall _____ on _____, 20____, at _____ o'clock_m pursuant to S.C. Code Ann. § 5-3-150(1) on a petition for annexation of the following property:

The following services for the area will be assumed or provided by the Town on the following timetable:

The taxes and fees required for these services are:

DRAFT

The Petition requests that the property be zoned_____.

The Petition is available for public inspection at the Town Clerk's office in Town Hall during normal business hours.

PUBLICATION CHECKLIST - 30 DAYS PRIOR TO HEARING:

- ☐ Publish in a newspaper of general circulation in the community.
- ☐ Post on the municipal website.
- ☐ Mail copy of the notice to taxpayers of record of properties in area to be annexed.
- ☐ Mail to the chief administrative officer of the County.
- ☐ Mail to all public service or special purpose districts in the area to be annexed.
- ☐ Mail to all fire departments, whether volunteer or full time, in the area to be annexed.

25 PERCENT PETITION FORM

TO THE MAYOR AND COUNCIL OF THE TOWN OF KIAWAH ISLAND:

The undersigned qualified elector's resident within the territory described below hereby Petition for an election in said territory pursuant to S.C. Code Ann. § 5-3-300, et seq., on the question of extension of the corporate limits of the municipality by Annexation of the described territory.

The territory to be annexed is described as follows:

The property is designated as follows on the County tax maps: _____

It is requested that the property be zoned as follows: _____

The Petition must be dated before the first signature is affixed, and all signatures must be obtained within six months of that date. The first signature was affixed on this Petition on _____.

Signature

Date

Print Name

Street Address, City, Zip

=====

FOR MUNICIPAL USE:

Petition received by _____, Date _____

Description and Ownership verified by _____, Date _____

Recommendation: _____

By: _____, Date _____

RESOLUTION CERTIFYING 25 PERCENT ANNEXATION PETITION

BE IT RESOLVED by the Mayor and Council of the Town of Kiawah Island, South Carolina, this _____ day of _____, 20____, as follows:

It is hereby certified that the Town of Kiawah Island has received petitions signed by 25 percent or more of the qualified electors residing within the area described below, which is proposed to be annexed into the Town pursuant to S.C. Code Ann. § 5-3-300, et seq., and the Charleston County Election Commission is hereby requested to conduct an election to be held on _____, 20____, within the area proposed to be annexed on the question of extension of the corporate limits of the municipality by Annexation of the following described area:

The Charleston County Election Commission is requested to certify the results of the election to Town Council.

MAYOR:

Attest:

TOWN CLERK

=====

[NOTE: If the election is to be held on a date which has not already been precleared under § 5 of the Voting Rights Act for a county election, it may be necessary to submit the proposed date to the U.S. Attorney General before giving public notice of the election. The attorney general has 60 days in which to respond to a complete submission.]

LETTER TO COUNTY ELECTION COMMISSION REQUESTING ANNEXATION ELECTION

To: Charleston County Commissioners of Election

Ladies and Gentlemen:

We enclose a copy of the Resolution adopted by the Town Council of the Town of Kiawah Island on _____, 20____, certifying that a proper petition has been received asking for annexation of the area described in the resolution generally known as _____ and requesting a special election in the described area on _____, 20____, pursuant to S.C. Code Ann. § 5-3-300, et seq., on the question of the annexation.

The election is not a municipal election, but it is a special county election which must be conducted pursuant to S.C. Code Title 7, Chapters 13 and 17, as provided by S.C. Code Ann. § 5-3-300(D).

We also enclose a Notice of Election for your convenience in giving the necessary notice by newspaper at least 30 days prior to the date set for the election in accordance with S.C. Code Ann. § 5-3-300(D), and a form which you may use to report the results of the election.

Because the proposed election date is not a date already precleared by the U.S. Attorney General under § 5 of the Voting Rights Act for a county election, it was set to allow enough time for a § 5 submission and response.

Yours very truly,

Town Clerk

cc: Municipal Attorney
County Attorney

NOTICE TO OWNERS OF PROPERTY ELIGIBLE FOR EXCLUSION

To: Owners of 25 percent of the assessed value of property to be annexed and (*if applicable*, owners of the agricultural property) in the area to be annexed

Pursuant to S.C. Code Ann. § 5-3-300(I), please take notice that the area described in the enclosed Resolution of the Town Council of the Town of Kiawah Island has been proposed for Annexation to the municipality upon favorable vote of electors in the area in an election to be held on _____, 20____.

You may be a freeholder of property eligible for exclusion from the Annexation. Written notice of your objection to the Annexation of your property must be filed with the undersigned Town Clerk at least ten (10) days prior to the election.

Please refer to S.C. Code Ann. § 5-3-300(I) to determine eligibility for exclusion. A copy is enclosed.

Date mailed _____

Sincerely,

Town Clerk

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

NOTICE TO ANNEXATION ELECTION

Date: _____

In accordance with the certificate of the Town Council of the Town of Kiawah Island, South Carolina, and pursuant to S.C. Code Ann. § 5-3-300, a special election will be held in the territory described below on _____, 20_, for the purpose of determining whether said territory shall be annexed to the Town of Kiawah Island, South Carolina.

The territory proposed to be annexed is described as follows:

Polling places where registered voters residing in the described area may vote are located at:

The polls will be open from 7:00 AM to 7:00 PM.

Sincerely,

_____, Chairman,

Charleston County Election Commission

CERTIFICATION OF ELECTION RESULTS BY COUNTY ELECTION COMMISSION

To: Mayor and Council, Town of Kiawah Island

Re: Annexation Election

Area: _____

Pursuant to S.C. Code Ann. § 5-3-300(D), the results of the annexation election conducted this date in the above area described in the Resolution Certifying the 25 percent Annexation Petition is certified to be as follows:

In favor of annexation _____ votes

Opposed to annexation _____ votes

Contested ballots _____

TOTAL BALLOTS _____

CHARLESTON COUNTY ELECTION COMMISSION

Date: _____

By: _____

RESOLUTION PUBLISHING ELECTION RESULTS

BE IT RESOLVED by the Mayor and Council of the Town of Kiawah Island this _____ day of _____, 20____, as follows:

Pursuant to S.C. Code Ann. § 5-3-300, et seq., an annexation election was held in the area described in the attached notice by the Charleston County Election Commission which has reported the attached results of election which are hereby published.

The Town Clerk is hereby directed to publish the newspaper notice of intent to annex attached hereto as required by S.C. Code Ann. § 5-3-300(E).

MAYOR

Attest:

TOWN CLERK

DRAFT

NOTICE OF INTENT TO ANNEX

Pursuant to S.C. Code Ann. § 5-3-300, et seq., the qualified electors of the area described below voted in an election on _____, 20_, to be annexed to the Town of Kiawah Island. Town Council intends to approve the Annexation by ordinance 30 days hereafter unless a petition signed by five percent or more of the electors within the Town of Kiawah Island is presented to Town Council within 30 days from the date of publication of this notice requesting an election within the Town of Kiawah Island on the question of Annexation of the following area:

DRAFT

[NOTE: This notice must be run in a newspaper of general circulation within the Town after the results of the annexation election are published by written Resolution of Town council. If a petition is received, an election within the Town must be held pursuant to S.C. Code Ann. § 5-3-300(G), and Annexation must be approved by majority vote.]



TAB 9

TOWN COUNCIL

Agenda Item

SECTION VI. HOLIDAYS AND LEAVE POLICIES AND PROCEDURES

6.00 Holidays

The following days are observed as paid holidays for the employees of the Town of Kiawah Island:

New Year's Day

President's Day

Memorial Day

Fourth of July

Labor Day

Veteran's Day

Thanksgiving Day; and the

Day after Thanksgiving

Christmas Eve; and Christmas Day

Two Personal Holidays – Days of your choice

Holidays that fall on Saturday are observed the preceding Friday. Holidays that fall on Sunday are observed the following Monday. If a recognized holiday falls during an eligible employee's paid absence (e.g., PTO, scheduled paid leave), pay will be provided as Holiday instead of the PTO benefit that would otherwise have applied.

6.01 Personal Time Off (PTO)

Paid Time Off (PTO) is an integral part of the overall benefits package and is granted to all eligible employees (see below) of the Town. Paid Time Off is credited on January 1 per calendar year to the employee account. New hires PTO is described below.

We value our employees and recognize the need for time off to be with family and friends and to take a break from the requirements of their job. Employees are expected to take their allowable time off during the calendar year. This PTO schedule also provides for short term absences due to illness or a non-job related accident. Except when due to illness, employees are encouraged to plan their PTO and provide a notice to their supervisor at least two weeks in advance. The Town reserves the right to deny requested paid time off. Additionally, in the case of conflicts, the employee with the most service will determine the schedule for the period of conflict.

New employees are entitled to 5 days/37.5 hours after completing the six months Introductory Period. The effective date for qualifying for an increased level of PTO is January 1 of the ~~year~~ following ~~the anniversary year~~ at a pro-rated rate from your anniversary date to January 1 of the following year.

<u>Length of Continuous Service</u>	<u>Days/Hours credited per calendar year</u>
1 – 9 Years	20 days/150 hours
10 – 20 Years	25 days/187.5 hours
<u>2021</u> + Years	30 days/225 hours

It is intended that employees use all their time off in the calendar year. If an employee has unused PTO at year end, a maximum of 15 days/112.5 hours may be carried over to the following calendar year. An employee's total carryover is limited to 15 days/112.5 hours, and any days more than 15 will be forfeited. If an employee resigns by giving the Town two (2) weeks written notice, employee will be paid for any unused PTO that was credited for the calendar year of termination. If employment ends by any other manner, including termination, employee forfeits their accrued PTO balance.

applicable law, may continue their medical insurance coverage, at their own expense, as stipulated in the COBRA law. Benefits do not accrue during such prolonged leaves and job security is not guaranteed beyond any FMLA rights. If the disability leave, excluding FMLA leave, exceeds three (3) months and the employee is unable to return to work with or without reasonable accommodation, employment is terminated. Upon recovery, the employee may be considered for rehire.

6.04 Jury Duty and Subpoena to Testify

The Town encourages employees to fulfill their civic responsibilities by serving jury duty when required. An employee will be paid for wages lost from scheduled straight time work due to jury service up to a maximum of 80 hours per calendar year. If additional leave is needed beyond 80 hours, the Town Administrator can approve additional paid time to not exceed an additional 80 hours without the Mayor's approval.

To qualify for this payment, an employee called for jury service must:

- a. Give the employee's supervisor notice of such service within two work days of the time the employee is called for such service; and
- b. Report for work when released by the court on any day of jury service, or contact supervisor if released in the afternoon.

Either the Town or the employee may request an excuse from jury duty if, in the Town's judgment, the employee's absence would create serious operational difficulties.

If you are subpoenaed to attend legal proceedings that involve the Town, you will be paid your regular pay during your absence. If you are involved in court proceedings that do not involve the Town, you are to take PTO.

6.05 Military Leave

Employees are entitled to leave of absence and reinstatement upon return from leave of absence for military service (including Reserve and National Guard duty) to the full extent required by the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA").

Employees on military leave will receive paid leave for up to 15 days per military fiscal year for training or call-up. In addition, if an employee is called upon to serve during an emergency the employee will receive paid leave of absence not to exceed 30 additional days.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of PTO accrual and job seniority rights.

6.06 Return to Work

In the event an employee's return to work following an illness or injury may put the employee and/or other employees at risk, the Town Administrator may require the employee to submit a statement from the employee's health care provider indicating that the employee is able to return to work either with or without restrictions. In the event there are restrictions, the Town Administrator in consultation with the appropriate Supervisor will determine whether the employee will be allowed to return to work.

6.07 Maternity/Paternity Leave

Any Employee that is employed fulltime ~~and at least one year~~ with the Town of Kiawah is entitled to up to eight (8) weeks of paid leave during any twelve-month period for the following:

- a. The birth of a child of the employee and in order to care for such child; or

b. The placement of a child with the employee for adoption or foster care.

The entitlement to leave under this section may be taken continuously or intermittently and expires at the end of the twelve-month period beginning on the date of such birth or placement. If the leave is not used by the employee before the end of the twelve-month period to which it relates, it does not accumulate (or rollover to the next year) for subsequent use. If both parents are employees of the Town, only one may access the paid benefits of this policy. Both parents, however, continued to be entitled to FMLA leave (above) if eligible. Leave granted under this section is with pay and is not PTO leave.

payment to be paid by the Town of Kiawah shall be based upon the actual number of years of continuous employment with the Town as follows:

Years of Service with the Town	Employer Share	Retiree Share
Less than 5 Yrs of Service	0%	100%
6-10 Yrs of Service	15%	80%
11-20 Yrs of Service	30%	70%
More than 20 Yrs of Service	50%	50%

The retiree must be in good standing to include no debt owed to the Town to receive the supplementing health insurance benefit offered by the Town. Provisions of the coverage are subject to change according to the decisions of the Town Council. (Adopted 12.5.2017)

7.05 Tuition Reimbursement

All regular, full-time employees are eligible for tuition reimbursement for classes for which the employee earns a grade of "C" or better. Tuition reimbursement is limited up to \$5,000 per FY. Full-time employees may request reimbursement for courses toward an academic degree or professional certification. Prior approval by the Town Administrator is necessary before enrolling in a course. The course taken is to be of relevant value to the Town as determined by the Town Administrator. This reimbursement is fifty percent (50%) of the allowable expenses. Tuition, all course related fees, and the cost of required books are considered allowable expenses.

Tuition reimbursement requests must be forwarded to the Town Administrator with documentation of the completed course, the final grade and tuition costs. To receive this benefit, the employee agrees to work for the Town at least one year after the reimbursement is granted, or reimburse the Town for such expenses at the time of involuntary or voluntary termination.

Allowable expenses do not include the cost of tools and supplies that the employee may retain after completing the course; meals, lodging, or transportation; or education involving sports, games, or hobbies. The educational expenses of spouses and other family members are not qualified for reimbursement under this program.

No time off is allowed to take a course, but schedules may be rearranged, if conditions permit, with the Town Administrator's approval. No other remuneration may be offered or provided to employees in lieu of benefits under this plan.

7.06 Workers' Compensation

The Town carries insurance to cover the cost of work-incurred injury or illness. Benefits may help pay for your medical treatment and part of any income you may lose while recovering. Specific benefits and qualifications for benefits are prescribed by law depending on the circumstances of each case. Report work-related accidents immediately to your supervisor and the Town Administrator for them to file a timely claim. It is expected that all injuries and/or damages, no matter how minor or slight, be reported immediately to your supervisor and/or the Town Administrator and in any case within no more than 24 hours. The Town pays the entire cost of this coverage.

7.07 Employee Assistance Program (EAP)

The Town has contracted with an EAP provider to offer short-term counseling and referral programs at no cost to Town employees. We are all subject to unexpected situations that may require the assistance of a professional counselor. The EAP helps employees and their families

who may be experiencing alcohol abuse, drug abuse, stress, marital and family concerns, depression, and anxiety. Any employee experiencing personal problems that are affecting job performance, family life, personal health, morale, or emotional well-being is encouraged to contact the EAP.