



TOWN OF *Kiawah Island*

Mayor

John D. Labriola

Council Members

F. Daniel Prickett

Maryanne Connelly

John Moffitt

Scott M. Parker, MD

Town Administrator

Stephanie Monroe Tillerson

WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

August 25, 2021; 3:00 pm

AGENDA

- I. **Call to Order:**
- II. **Pledge of Allegiance**
- III. **Roll Call:**
- IV. **Approval of Minutes:**
 - A. Ways and Means Committee Meeting of July 26, 2021 [Tab 1]
 - B. Special Call Ways and Means Committee Meeting of August 19, 2021 [Tab 2]
- V. **Citizens' Comments: (Agenda Items only)**
- VI. **Old Business:**

None
- VII. **New Business:**
 - A. Review and Recommendation to Town Council for Approval of the Kiawah Island Intersection and Corridor Study Updated Agreement [Tab 3]
 - B. Review and Recommendation to Town Council for two new Kiawah Island signs on the Parkway [Tab 4]
 - C. Recommendation to Town Council a cost for Salary Adjustment for Town Personnel [Tab 5]
- VIII. **Chairman's Report:**
- IX. **Treasurer's Report:**
 - A. Budget Report for the Fiscal Year Ended 6/30/2021 [Tab 6]
- X. **Citizen Comments:**
- XI. **Committee Member's Comments:**
- XII. **Adjournment:**



Tab | 1

WAYS AND MEANS

Agenda Item

WAYS & MEANS COMMITTEE MEETING

Kiawah Island Municipal Center

Council Chambers

July 26, 2021; 3:00 pm

Minutes

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

II. **Pledge of Allegiance**

III. **Roll Call:**

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

Also Present: Stephanie Tillerson, *Town Administrator*
Dorota Szubert, *Town Treasurer*
Petra Reynolds, *Town Clerk*
Brian Gottshalk, *Public Works Director*
Evan Brandon, *Outdoor Spatial Design*
George Schneidmuller, *Outdoor Spatial Design*

IV. **Approval of Minutes:**

A. Ways and Means Committee Meeting of July 6, 2021

Chairman Prickett pointed out an error in the minutes.

Committee Member Parker made a motion to approve the minutes of the May 24, 2021 Ways and Means Committee meeting. The motion was seconded by Committee Member Connelly, and the minutes were unanimously approved as amended.

V. **Citizens' Comments: (Agenda Items only)**

None

VI. **Old Business:**

None

VII. **New Business:**

A. Review and Recommendation to Town Council of the Outdoor Spatial Design Municipal Center Landscape Improvements

Mr. Gottshalk stated the Town Municipal Center sees considerable traffic between public meetings, visitors inquiring, and business transactions. Because of this, the complex must maintain the highest standard for the look and feel of the island, which is achieved specifically through the landscaping. He stressed the importance of making sure that the complex was safe for motorists and walkers and that the current landscape design had some areas that obstruct line of sight for cars driving through the complex, along with areas where plants were either not performing or dead.

The Town contracted with Outdoor Spatial Design (OSD) to identify the areas on the complex that pose a threat to safety and areas that can be enhanced with thriving plant material. Their analysis is broken down into three categories with respective square footage and estimated cost for each area:

Vehicular Safety:	11,700 sq ft	\$46,800
Dead/Dying Plant Material:	13,500 sq ft	\$54,000
Suffering/Poor Performing:	13,500 sq ft	\$54,000

Mr. Gottshalk stated that Staff is requesting that the Ways and Means Committee recommend to Town Council the approval to put out an RFP for landscape improvements based on the analysis from OSD. The total cost would not exceed \$154,800.00 and would be funding from the General Fund.

Committee Member Moffit questioned if the intent was to replace the plant material in each category. Mr. Schneidmuller with OSD confirmed that the recommendation was to replace all the dead or dying plant material in each category and the poorly performing plant material and replace the plantings that obstruct the line of sight with a more appropriate plant.

Committee Members engaged in an in-depth discussion of the presented graphic of the existing plant condition inventory that included if the current condition were an issue of poor plant selection in the design or poor maintenance, more maintenance of the existing plants rather than replacement, square foot cost, and alternatives to mitigate costs.

Chairman Prickett suggested the Committee consider bidding the replacement of the dead/dying plant material and the vehicular safety improvements to see where the cost comes in before agreeing to replace the suffering/poor performing plants. Committee Member Moffitt commented that not all dead/dying plant material has to be replaced under trees where pine straw can be used.

Committee Member Parker made a motion to recommend to Town Council to send out an RFP (Request for Proposals) to replace plant material for vehicular safety improvements and dead/dying plant material with placement approval. Committee Member Connelly seconded the motion.

Discussion included a further clarification of the recommendation to Town Council and the amount of funds budgeted for the improvement project. Mr. Jordan stated that with the guidance from the Committee, OSD would prepare a full set of planting plans on the selected areas to go out to bid. From the bids received, the selection of a contractor will be submitted to the Committee for recommendation to Council for approval.

Following the discussion, the motion was unanimously passed.

VIII. Chairman's Report:
None

IX. Treasurer's Report:

Ms. Szubert stated that the fiscal ended June 20, 2021. While there are still receivables and payables accruing, the amended budget will be showing a deficit of approximately \$1.4 million due primarily to the \$2 million GO Bond repayment, but an actual positive of approximately \$700,000.00.

Ms. Szubert stated the auditors are scheduled to start the FY 20/21 audit in September with the presentation of the Budget Report at the November Town Council meeting. She noted that she would have audited statements prepared for the August Ways and Means meeting.

A. Update on American Rescue Plan Act of 2021

Ms. Szubert stated that the American Rescue Plan Act was a \$1.9 trillion COVID-19 relief package signed into law on March 11, 2021. The plan included several programs with the Town qualifying for the \$350 billion - Coronavirus State and Local Fiscal Recovery Fund, of which \$130.2B is designated for local governments to be equally divided between cities and counties based on population.

- Direct recipients - over 50K in population receive funding directly from the government
- Indirect recipients - under 50k in population - Town of Kiawah falls under the designation of Non-Entitlement Units (NEUs)

Ms. Szubert reviewed the funding of NEUs:

- Funds flow through the States
- States cannot further restrict the use of funds beyond guidance from the Treasury
- NEUs will receive their money within 30 days of the State receiving the funds
- Funds are “available” 3/31/2021 until 12/31/2024, “expended” by 12/31/2026
- South Carolina has not requested the funds yet
- The initial allocation for the Town of Kiawah is ~\$880k
- Funding is subject to special reporting requirements and single audit guidelines

Ms. Szubert reviewed the eligible uses:

- Response to COVID-19 and its Negative Impact
 - Vaccine programs, PPE, medical expenses, capital investments to meet pandemic operational needs
 - Respond to economic harms to impacted industries (tourism, travel, and hospitality) and small business support (loans, grants, in-kind)
- Premium Pay for Essential Workers
- Loss of Revenue
 - Use funds to provide government services to the extent of the reduction in revenue experienced due to pandemic
- Water, Sewer and Broadband Infrastructure
 - Aligned with Environmental Protection Agency projects categories for Clean Water and Drinking State Revolving Plan (including projects that address the impact of climate change)
 - Focus on households and businesses without access to broadband and those with connections that do not provide minimally acceptable speeds

Ms. Szubert gave a detailed review of the Loss of Revenue use and ARPA Revenue Replacement Calculator. She noted that based on the Treasury’s guidelines and calculation format, the Town shortfall exceeds the amount allocated and would be able to use the funds received on normal operations.

Ms. Szubert reported on the Business License Stabilization Act. She indicated that the ordinance is completed and will be presented in the near future and that work continued with the State to complete the payment portal.

X. Citizen Comments:

None

XI. Committee Member’s Comments:

Committee Member Parker questioned the status of the signage replacement that was deferred to after the PGA. MR. Gottshalk stated that he intended to have the information at the next Ways and Means meeting for consideration.

Committee Member Parker also questioned the status of the lighting on the signs. Mr. Gottshalk stated he had been in contact with an electrical contractor who has determined a number of issues in the wiring may require a complete replacement.

XII. Adjournment:

Committee Member Parker made a motion to adjourn the meeting at 3:46 pm. Committee Member Connelly seconded the motion and was unanimously passed.

Submitted by,

Petra S. Reynolds, Town Clerk

Approved by,

F. Daniel Prickett, Chairman

Date



Tab | 2

WAYS AND MEANS

Agenda Item

WAYS & MEANS COMMITTEE SPECIAL CALL MEETING

Kiawah Island Municipal Center

Council Chambers

August 19, 2021; 9:00 am

AGENDA

I. Call to Order: *Chairman Prickett called the meeting to order at 9:00 am.*

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

Absent: Maryanne Connelly, *Committee Member*

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

Committee Member Parker made a motion to move into Executive Session to discuss the Evergreen Solutions Compensation Study. The motion was seconded by Committee Member Moffitt and was unanimously approved.

II. Executive Session:

A. Executive Session Pursuant to Section 3-4-70 (a) (1) Related to the Evergreen Solutions, LLC Compensation Study

Committee Member Parker made a motion to conclude the Executive Session. The motion was seconded by Committee Member Moffitt and was unanimously approved.

Chairman Prickett stated that no decisions were made during the Executive Session.

III. Adjournment:

Committee Member Parker made a motion to adjourn the meeting at 10:25 am. Committee Member Moffitt seconded the motion and was unanimously passed.

Submitted by,

Petra S. Reynolds, Town Clerk

Approved by,

F. Daniel Prickett, Chairman

Date



Tab | 3

WAYS AND MEANS

Agenda Item



Request for Ways and Means Committee Action

TO: Ways and Means Committee Members

FROM: John Taylor, Jr., Planning Manager

SUBJECT: Kiawah Island Parkway Intersection and Corridor Study

DATE: August 25, 2021

BACKGROUND:

The Kiawah Island Parkway serves as the gateway to the island. It is the Town's responsibility to maintain not only the beauty of the Kiawah Island Parkway as the gateway but also ensure the safe and efficient mobility of residents, businesses and visitors. Several development projects both within and beyond the Town's municipal boundaries have been permitted or anticipated in the future. These developments collectively may impact the traffic pattern in the area, particularly along the Kiawah Island Parkway. In addition to the known development projects, large tracts of undeveloped lands with development entitlements have access to the Kiawah Island Parkway. While the Kiawah and surrounding community continue to experience development, it is important for the Town to have clarity on how collectively both planned and unplanned potential developments could impact the Town's primary road asset. The Town should position itself to better understand traffic volumes along the Parkway, and capture a long-term picture of recommended and or necessary transportation improvements to the Parkway or other area improvements to better deliver safe and efficient mobility of residents, businesses, and visitors.

ANALYSIS:

The Town has previously contracted with Kimley-Horn to provide transportation improvement recommendations for improved compatibility among roadways and land use patterns. These previous studies include Duneside Road and Parcel 13 as well as Beachwalker Drive Bicycle and Pedestrian improvements. The proposed study of the Kiawah Island Parkway would analyze the intersection and future roadway operations of the Kiawah Island Parkway, including segments of Seabrook Island Road and Betsy Kerrison Parkway. The proposed study will utilize traffic data, site plans, future development plans, and future land use plans to determine the operations at study area intersections and the future roadway volumes along Kiawah Island Parkway.

ACTION REQUESTED:

Town staff requests that the Ways and Means Committee recommend to Town Council the approval of the contract with Kimley-Horn conducting the study of the Kiawah Island Parkway and Corridor.

BUDGET & FINANCIAL DATA:

The cost for this proposal is \$55,650. A portion of the cost will come from restricted funds.



Betsy Kerrison Pkwy

Kiawah Island
Municipal Center

Bohicket Marina

Seabrook Island Road

MUSC Health

Kiawah
Senior Living

Freshfields
Village

Kiawah Island Parkway

Cassique



August 11, 2021

Ms. Petra Reynolds
Town of Kiawah Island
4475 Betsy Kerrison Parkway
Kiawah Island, South Carolina

Re: ***Kiawah Island Parkway Intersection and Corridor Study***

Dear Ms. Reynolds,

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") is pleased to submit this letter agreement (the "Agreement") to The Town of Kiawah ("Client") for providing civil engineering planning services related to the Kiawah Island Intersection and Corridor Study located in Kiawah Island, South Carolina.

Project Understanding

It is our understanding that the Town of Kiawah Island desires to study the intersection and future roadway operations along Kiawah Island Parkway. This study will utilize site plans, future development plans, and future land use plans to determine the operations at study area intersections and the future roadway volumes along Kiawah Island Parkway.

SCOPE OF SERVICES

Kimley-Horn will provide the services specifically set forth below.

Task 1 – Background Data Collection

One site visit to observe traffic operations and collect background information will be performed, consisting of photographs, intersection laneage, posted speed limits, and traffic control operations. Available average daily traffic (ADT) data will be obtained from SCDOT and the Town of Kiawah Island Parkway.

We will obtain publicly available planning studies and information related to published TIP projects on the adjacent roadway network.

Peak hour turning movement counts will be performed during the AM (7:00 AM – 9:00 AM) and PM (4:00 PM – 6:00 PM) peak hours at the intersections of:

- Kiawah Island Parkway at Betsy Kerrison Parkway
- Betsy Kerrison Parkway at the Town of Kiawah Island Town Hall
- Betsy Kerrison Parkway at Andell's Bluff

- Betsy Kerrison Parkway at Resurrection Road
- Betsy Kerrison Parkway at Camp Care Road
- Kiawah Island Parkway at Freshfields Drive
- Kiawah Island Parkway at Old Cedar Lane
- Kiawah Island Parkway at Mingo Point
- Kiawah Island Parkway at Little Rabbit Lane
- Kiawah Island Parkway at Kiawah Island Club and Real Estate Office
- Kiawah Island Parkway at Beachwalker Drive
- Seabrook Island Road at Andell Bluff Boulevard

Pneumatic tube counts will be placed at up to four locations to collect daily (24-hour) traffic volumes along Betsy Kerrison Parkway and Kiawah Island Parkway.

Task 2- Traffic Volume Development

Trip generation analysis will be performed based on conceptual site plans, future development plans, and future land use plans provided by the Client. Traffic generation rates will be based on data provided by the Institute of Transportation Engineers' (ITE) Trip Generation, 10th Edition. Modifications made to the conceptual site plans, future development plans, and future land use plans after the trip generation analysis has been performed will result in additional services.

One final overall/external trip distribution and assignment will be determined based on coordination with the Client.

The study area will include the following intersections:

- Kiawah Island Parkway at Betsy Kerrison Parkway
- Betsy Kerrison Parkway at the Town of Kiawah Island Town Hall
- Betsy Kerrison Parkway at Andell's Bluff
- Betsy Kerrison Parkway at Resurrection Road
- Betsy Kerrison Parkway at Camp Care Road
- Kiawah Island Parkway at Freshfields Drive
- Kiawah Island Parkway at Old Cedar Lane
- Kiawah Island Parkway at Mingo Point
- Kiawah Island Parkway at Little Rabbit Lane
- Kiawah Island Parkway at Kiawah Island Club and Real Estate Office
- Kiawah Island Parkway at Beachwalker Drive
- Seabrook Island Road at Andell Bluff Boulevard
- Up to seven (7) future access points for development

Traffic volume projections will be developed at the study intersections for the following scenarios:

- 2021 Existing Conditions
- Short-Term Horizon Year Background Conditions
- Short-Term Horizon Year Build-Out Conditions
- Long-Term Horizon Year Background Conditions
- Long-Term Horizon Year Build-Out Conditions

Total peak-hour traffic volume projections will be developed for future background (without proposed development) and build-out (with proposed development) conditions by adding the proposed development traffic, approved development traffic, and historical traffic based on the traffic counts.

Task 3 – Capacity Analysis

Utilizing the collected volumes, approved development traffic and the proposed site traffic, a detailed traffic engineering capacity analysis will be prepared for the following weekday AM peak-hour and weekday PM peak-hour scenarios:

- 2021 Existing Conditions
- Short-Term Horizon Year Background Conditions
- Short-Term Horizon Year Build-Out Conditions
- Long-Term Horizon Year Background Conditions
- Long-Term Horizon Year Build-Out Conditions

Analysis will be performed for the following intersections:

- Kiawah Island Parkway at Betsy Kerrison Parkway
- Betsy Kerrison Parkway at the Town of Kiawah Island Town Hall
- Betsy Kerrison Parkway at Andell's Bluff
- Betsy Kerrison Parkway at Resurrection Road
- Betsy Kerrison Parkway at Camp Care Road
- Kiawah Island Parkway at Freshfields Drive
- Kiawah Island Parkway at Old Cedar Lane
- Kiawah Island Parkway at Mingo Point
- Kiawah Island Parkway at Little Rabbit Lane
- Kiawah Island Parkway at Kiawah Island Club and Real Estate Office
- Kiawah Island Parkway at Beachwalker Drive
- Seabrook Island Road at Andell Bluff Boulevard

- Up to seven (7) future access points for development

Based on the results of the detailed capacity analyses and review of SCDOT turn lane warrants (at unsignalized intersections), general recommendations for needed roadway and operational improvements will be developed for the study area identified above. These recommendations will be coordinated with the Client prior to finalization. Figures will be developed to help convey the results of the analysis.

Kimley-Horn will review the future anticipated average annual daily traffic volumes (AADT) with and without the proposed developments within the study area. Kimley-Horn will utilize traffic engineering datasets to determine the level-of-service for Kiawah Island Parkway under existing and future conditions. Recommendations to the Kiawah Island Parkway cross-section will be made

Task 4 – Traffic Impact Memorandum

Kimley-Horn will prepare a draft Traffic Impact Memorandum report summarizing the findings in Tasks 3 as well as the study approach and methodology in Tasks 1-2 for submittal to the Client. Kimley-Horn will address up to one round comments from the Client. The report will be distributed electronically.

Task 5 – Concept Designs

To supplement the capacity analysis and recommendations in Task 3, Kimley-Horn will analyze the potential geometric improvements to the study area. Kimley-Horn will develop up to 10 (ten) conceptual horizontal concepts for improvements based on current available GIS data and/or survey at the intersection provided by the Town of Kiawah Island. These concepts will include considerations to sight distance, pedestrian and bicycle access, pedestrian and bicycle safety, and necessary geometric modifications along the study area. The concept exhibits will include:

- Lane lines
- Storage Lines
- Sidewalk/Bike Lanes
- Median modifications
- Access modifications
- Sight distance improvement suggestions

Task 6 – Project Meetings & Coordination

Kimley- Horn will attend up to four (4) meetings with the Client. The meetings with the Client could be for council, planning commission, and/or public meetings. Any meeting(s) above the four (4) scoped in this task, will be billed on an hourly basis according to the attached rate schedule.

ADDITIONAL SERVICES

Any services not specifically provided for in Tasks 1-5, as directed by the Client, will be performed on an hourly basis according to the attached rate schedule. Additional services may include services such as:

- Additional intersections required to be studied by agencies
- Additional analysis
- Additional meetings and coordination
- Driveway permits/right-of-way encroachment
- Sight distance studies
- Signal warrant analysis
- Design Services

Information Provided By Client

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives.

- Existing development plans, future development plans, and land use plans

Fee and Billing

Kimley-Horn will perform the Scope of Services described above on lump sum as follows:

Task	Fee Type	Fee
Task 1- Background Data Collection	Lump Sum	\$6,650
Task 2 – Traffic Volume Development	Lump Sum	\$9,600
Task 3 – Capacity Analysis	Lump Sum	\$13,850
Task 4 – Traffic Impact Memorandum	Lump Sum	\$7,550
Task 5 – Concept Designs	Lump Sum	\$14,600
Task 6 –Project Meetings and Coordination*	Hourly	\$3,400

*Task 6 includes four meetings, any meeting above the four meetings will result in additional services

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Any meeting or meeting time outside of the four meetings scoped in Task 6 will be billed on a labor fee plus expense basis. Labor fee will be billed on an hourly basis according to our then-current rates.

Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, "Consultant" shall refer to Kimley-Horn and Associates, Inc., and "Client" shall refer to **The Town of Kiawah Island**.

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in an Adobe PDF format. We can also provide a paper copy via regular mail if requested. Please include the invoice number and Kimley-Horn project number with all payments. Please provide the following information:

_____ Please email all invoices to _____

_____ Please copy _____

If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute both copies of this Agreement in the spaces provided below, retain one copy, and return the other to Kimley-Horn. Kimley-Horn will commence services only after we have received a fully-executed agreement. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.


To ensure proper set up of your projects so that we can get started, please complete and return with the signed copy of this Agreement the attached Request for Information. Failure to supply this information could result in delay in starting work on your project.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.



By: Jonathan Guy, PE, PTOE, AICP
Vice President



Dillon Turner, PE, PTOE
Project Manager

Attachments – Standard Provisions/ Rate Schedule

Agreed to this day of , _____.

The Town of Kiawah Island

SIGNED: _____

PRINTED NAME: _____

TITLE: _____

Client's Federal Tax ID: _____

Client's Business License No.: _____

Client's Street Address: _____

Request for Information

Please return this information with your signed contract; failure to provide this information could result in delay in starting your project

Client Identification

Full, Legal Name of Client					
Mailing Address for Invoices					
Contact for Billing Inquiries					
Contact's Phone and e-mail					
Client is (check one)	Owner	<input type="checkbox"/>	Agent for Owner	<input type="checkbox"/>	Unrelated to Owner

Property Identification

	Parcel 1	Parcel 2	Parcel 3	Parcel 4
Street Address				
County in which Property is Located				
Tax Assessor's Number(s)				

Property Owner Identification

	Owner 1	Owner 2	Owner 3	Owner 4
Owner(s) Name				
Owner(s) Mailing Address				
Owner's Phone No.				
Owner of Which Parcel #?				

Project Funding Identification – List Funding Sources for the Project

Attach additional sheets if there are more than 4 parcels or more than 4 owners

KIMLEY-HORN AND ASSOCIATES, INC.
STANDARD PROVISIONS

(1) **Consultant's Scope of Services and Additional Services.** The Consultant will perform only the services specifically described in this Agreement. If requested by the Client and agreed to by the Consultant, the Consultant will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay the Consultant for any Additional Services an amount based upon the Consultant's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.15 times cost.

(2) **Client's Responsibilities.** In addition to other responsibilities herein or imposed by law, the Client shall:

- (a) Designate in writing a person to act as its representative, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
- (b) Provide all information and criteria as to the Client's requirements, objectives, and expectations for the project and all standards of development, design, or construction.
- (c) Provide the Consultant all available studies, plans, or other documents pertaining to the project, such as surveys, engineering data, environmental information, etc., all of which the Consultant may rely upon.
- (d) Arrange for access to the site and other property as required for the Consultant to provide its services.
- (e) Review all documents or reports presented by the Consultant and communicate decisions pertaining thereto within a reasonable time so as not to delay the Consultant.
- (f) Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary.
- (g) Obtain any independent accounting, legal, insurance, cost estimating and feasibility services required by Client.
- (h) Give prompt written notice to the Consultant whenever the Client becomes aware of any development that affects the Consultant's services or any defect or noncompliance in any aspect of the project.

(3) **Period of Services.** Unless otherwise stated herein, the Consultant will begin work after receipt of a properly executed copy of this Agreement. This Agreement assumes conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that the Consultant does not control. If such delay or suspension extends for more than six months, Consultant's compensation shall be renegotiated.

(4) **Method of Payment.** Client shall pay Consultant as follows:

- (a) Invoices will be submitted periodically for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. The Client shall also pay any applicable sales tax. All retainers will be held by the Consultant and applied against the final invoice. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due under this or any other agreement within 30 days after the Consultant's transmittal of its invoice, the Consultant may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid.
- (b) If the Client relies on payment or proceeds from a third party to pay Consultant and Client does not pay Consultant's invoice within 60 days of receipt, Consultant may communicate directly with such third party to secure payment.
- (c) If the Client objects to an invoice, it must advise the Consultant in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due.
- (d) If the Consultant initiates legal proceedings to collect payment, it may recover, in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at the Consultant's normal hourly billing rates, of the time devoted to such proceedings by its employees.
- (e) The Client agrees that the payment to the Consultant is not subject to any contingency or condition. The Consultant may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of the Consultant to collect additional amounts from the Client.

(5) **Use of Documents.** All documents and data prepared by the Consultant are related exclusively to the services described in this Agreement, and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use or reuse by the Client or others on extensions of this project or on any other project. Any modifications by the Client to any of the Consultant's documents, or any reuse of the documents without written authorization by the Consultant will be at the Client's sole risk and without liability to the Consultant, and the Client shall indemnify, defend and hold the Consultant harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. The Consultant's electronic files and source code remain the property of the Consultant and shall be provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the

Client, and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the documents prepared by the Consultant, the hardcopy shall govern.

(6) **Opinions of Cost.** Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to the costs of construction and materials, are made solely based on its judgment as a professional familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

(7) **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or upon thirty days' written notice for the convenience of the terminating party. The Consultant shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Consultant as a result of such termination.

(8) **Standard of Care.** The standard of care applicable to Consultant's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by the Consultant's performance of services, and it is agreed that the Consultant is not a fiduciary with respect to the Client.

(9) **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to the Client and the Consultant, the risks are allocated such that, to the fullest extent allowed by law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of the Consultant and the Consultant's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of or in any way related to the services under this Agreement from any causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Consultant or the Consultant's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by the Consultant under this Agreement or \$50,000, whichever is greater. Higher limits of liability may be negotiated for additional fee. This Section 9 is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section 9 shall require the Client to indemnify the Consultant.

(10) **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.

(11) **Construction Costs.** Under no circumstances shall the Consultant be liable for extra costs or other consequences due to unknown conditions or related to the failure of contractors to perform work in accordance with the plans and specifications. Consultant shall have no liability whatsoever for any costs arising out of the Client's decision to obtain bids or proceed with construction before the Consultant has issued final, fully-approved plans and specifications. The Client acknowledges that all preliminary plans are subject to substantial revision until plans are fully approved and all permits obtained.

(12) **Certifications.** All requests for the Consultant to execute certificates, lender consents, or other third-party reliance letters must be submitted to the Consultant at least 14 days prior to the requested date of execution. The Consultant shall not be required to execute certificates, consents, or third-party reliance letters that are inaccurate, that relate to facts of which the Consultant does not have actual knowledge, or that would cause the Consultant to violate applicable rules of professional responsibility.

(13) **Dispute Resolution.** All claims by the Client arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.

(14) **Hazardous Substances and Conditions.** Consultant shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Consultant's services will be limited to analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. The Consultant will notify the Client of unanticipated hazardous substances or conditions of which the Consultant actually becomes aware. The Consultant may stop affected portions of its services until the hazardous substance or condition is eliminated.

(15) Construction Phase Services.

(a) If the Consultant prepares construction documents and the Consultant is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against the Consultant in any way connected thereto.

(b) The Consultant shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Consultant have any authority or responsibility to stop or direct the work of any contractor. The Consultant's visits will be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Consultant. Consultant neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.

(c) The Consultant is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and its means and methods; that the contractor shall indemnify the Client and the Consultant for all claims and liability arising out of job site accidents; and that the Client and the Consultant shall be made additional insureds under the contractor's general liability insurance policy.

(16) No Third-Party Beneficiaries; Assignment and Subcontracting. This Agreement gives no rights or benefits to anyone other than the Client and the Consultant, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and the Consultant. The Client shall not assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Consultant, without the written consent of the Consultant. The Consultant reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If the Consultant exercises this right, the Consultant will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.

(17) Confidentiality. The Client consents to the use and dissemination by the Consultant of photographs of the project and to the use by the Consultant of facts, data and information obtained by the Consultant in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, the Consultant shall use reasonable care to maintain the confidentiality of that material.

(18) Miscellaneous Provisions. This Agreement is to be governed by the law of the State where the Project is located. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by the Consultant. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.



Kimley-Horn and Associates, Inc.

Hourly Labor Rate Schedule

Classification	<i>Rate</i>
Analyst	\$130 - \$180
Professional	\$175 - \$225
Senior Professional I	\$220 - \$300
Senior Professional II	\$290 - \$320
Senior Technical Support	\$135 - \$205
Support Staff	\$100 - \$120
Technical Support	\$105 - \$145

Effective through December 31, 2021

Subject to annual adjustment thereafter

Internal Reimbursable Expenses will be charged at 5% of Labor Billings

External Reimbursable Expenses will be charged at 15% mark-up, or per the Contract

Sub-Consultants will be billed per the Contract



Tab | 4

WAYS AND MEANS

Agenda Item



Request for Ways and Means Committee Recommendation

TO: Ways and Means Chairman and Committee Members

FROM: Brian Gottshalk, Public Works Manager

SUBJECT: Request for Recommendation to Install New Kiawah Island Signs

DATE: 25 August, 2021

BACKGROUND:

The current Kiawah Island signs on the Kiawah Island Parkway, at the roundabout and in front of the first gate, have become noticeably weathered and continue to be impacted by natural elements. In light of the upgrades to the rest of the parkway, Town Staff feels the need to upgrade these signs as well, creating a more welcoming entrance to the island for residents and guests.

ANALYSIS:

We procured a master design plan from the Community Association for the new signs that maintain the look and feel of the new signage that has been implemented throughout the island. This design plan was sent out to 7 vendors. Two vendors responded with a quote for the fabrication and installation of the new signs:

Signarama:	\$48,716.10
Southwood:	\$69,360.00

The other vendors that were unresponsive were:

Fast Signs
Charleston Sign and Banner
Lowcountry Signs
Carolina Sign Co
Sign It Quick

ACTION REQUESTED:

Town Staff requests that the Ways and Means Committee recommend to Town Council the approval for Signarama to remove the existing signs and replace them with new upgraded signs.

BUDGET & FINANCIAL DATA:

The cost for this will be \$48,716.10 and would come from the General Fund.



1340 Chuck Dawley Blvd.
Mt. Pleasant, SC 29464
(843) 881-7881

ESTIMATE

EST-7082

www.signarama-charleston.com

Payment Terms: Cash Customer

DESCRIPTION: Roadside Monument Signs

Bill To: Town of Kiawah Island
4475 Betsy Kerrison Parkway
Kiawah Island, SC 29455
US

Pickup At: Signarama Charleston
1340 Chuck Dawley Blvd.
Mt. Pleasant, SC 29464
US

Requested By: Brian Gottshalk
Email: bgottshalk@kiawahisland.org
Work Phone: (843) 768-9166
Cell Phone: (843) 901-4183

Salesperson: Andy Bonner
Email: andy@signarama-charleston.com
Work Phone: 8438817881

PRODUCTS	QTY	UNIT PRICE	TOTALS
1 Custom roadside monument sign (type A1) 11'-6" wide x 45 3/16" tall sign fabricated from S4S smooth finished Western Red Cedar timbers; logo is 1/2" aluminum with lightly brushed finish. Pin mounted with 1-1/2" stainless standoffs. Base is colored textured concrete with stain finish. Includes installation of timbers onto steel tubes directly buried into poured concrete footers. Footer to have concrete pad. Top of pad to be level with finish grade level.	2	\$20,110.85	\$40,221.70
2 Takedown / Removal / Disposal of Existing Signs Includes taking down existing signs including horizontal timbers and vertical posts. All elements of vertical posts will be removed that are above the ground as well as any elements below the ground that interfere with / are in the way of the way of the foundation for the new signs. Care will be taken to minimize any damage to sprinklers and electrical wiring / components that are in the vicinity.	2	\$2,477.50	\$4,955.00
Subtotal:			\$45,176.70
Taxes:			\$3,539.40
Grand Total:			\$48,716.10

Job Name

Kiawah Island

Date:

8/18/21

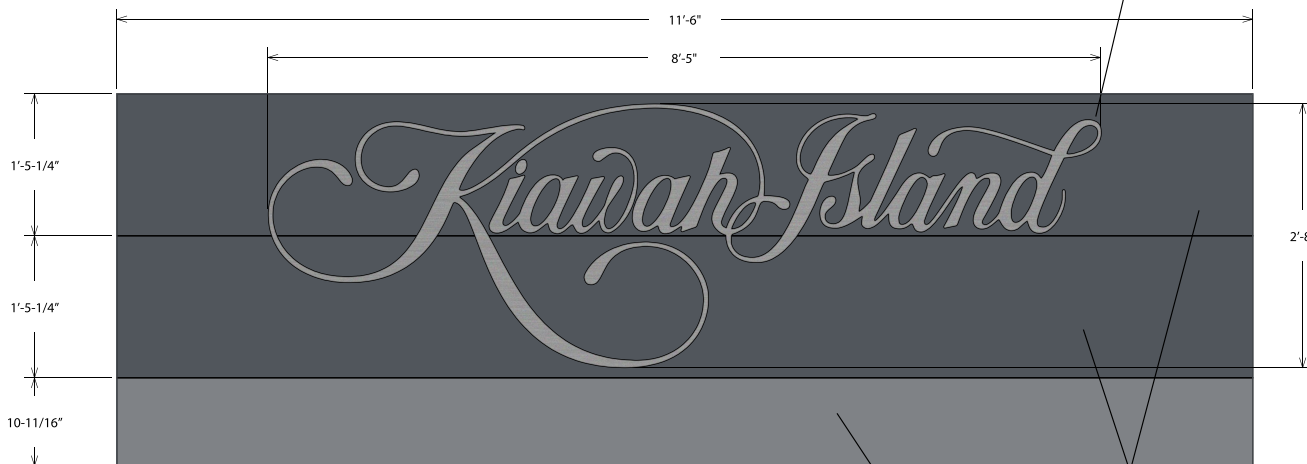
Notes

Materials: Sign fabricated from S4S smooth finished Western Red Cedar timbers; logo is 1/2" aluminum with lightly brushed finish. Pin mounted with 1-1/2" stainless standoffs. Base is colored textured concrete with stain finish.

Installation: Sign is installed onto internal steel tubes directly buried into poured concrete footers. Footer to have concrete pad. Top of pad is to be level with fresh grade level.



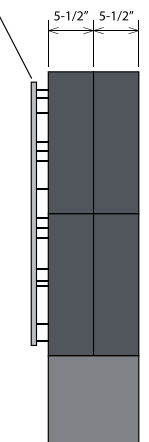
① TOP VIEW



② ELEVATION

CONCRETE BASE, GRAY COLOR, WITH TRAVERTINE TEXTURE FINISH

18" X 18" WESTERN RED CEDAR TIMBERS, STAINED GREY (CLIENT TO SPECIFY COLOR)



③ SIDE VIEW

CUSTOMER'S APPROVAL

- ☐ Approved
☐ Approved With Changes
☐ Revise and Proof Again

Signature _____

Date _____

PROPERTY MANAGER'S APPROVAL

- ☐ Approved
☐ Approved With Changes
☐ Revise and Proof Again

Signature _____

Date _____



Signarama
CHARLESTON



1340 Chuck Dawley Blvd., Mt. Pleasant, SC 29464 • PH 843.881.7881 • Fax 843.881.7883 • Andy@Signarama-Charleston.com • Signarama-Charleston.com

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Job Name

Kiawah Island

Date:

8/18/21

Notes

Materials: Sign fabricated from S4S smooth finished Western Red Cedar timbers; logo is 1/2" aluminum with lightly brushed finish. Pin mounted with 1-1/2" stainless standoffs. Base is colored textured concrete with stain finish

Installation: Sign is installed onto internal steel tubes directly buried into poured concrete footers. Footer to have concrete pad. Top of pad is to be level with fresh grade level

CUSTOMER'S APPROVAL

- ☐ Approved
☐ Approved With Changes
☐ Revise and Proof Again

Signature _____

Date _____

PROPERTY MANAGER'S APPROVAL

- ☐ Approved
☐ Approved With Changes
☐ Revise and Proof Again

Signature _____

Date _____



PHOTO MOCK UP FOR SIGN AT MAIN ENTRANCE



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CHARLESTON



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Job Name

Kiawah Island

Date:

8/18/21

Notes

Materials: Sign fabricated from S4S smooth finished Western Red Cedar timbers; logo is 1/2" aluminum with lightly brushed finish. Pin mounted with 1-1/2" stainless standoffs. Base is colored textured concrete with stain finish

Installation: Sign is installed onto internal steel tubes directly buried into poured concrete footers. Footer to have concrete pad. Top of pad is to be level with fresh grade level



PHOTO MOCK UP FOR SIGN AT ROUNDABOUT

CUSTOMER'S APPROVAL

- ☐ Approved
☐ Approved With Changes
☐ Revise and Proof Again

Signature _____

Date _____

PROPERTY MANAGER'S APPROVAL

- ☐ Approved
☐ Approved With Changes
☐ Revise and Proof Again

Signature _____

Date _____



Signarama
CHARLESTON



1340 Chuck Dawley Blvd., Mt. Pleasant, SC 29464 • PH 843.881.7881 • Fax 843.881.7883 • Andy@Signarama-Charleston.com • Signarama-Charleston.com

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Terms & Conditions:

Changes by the client after proof and / or quote approval may result in a change to the price of the signs.

Cancellation of Orders: Signarama prepares your order according to your specifications. As the signs are custom, your order is non-cancelable after commencement.

Proofing / Approval of Proofs: Vendor does not assume any responsibility for the correctness of copy. Therefore, you must review and approve a proof prior to production of your order. You are solely responsible for the artwork once it has been approved.

Vendor's Liability: Vendor's total liability is hereby expressly limited to the services indicated on the invoice and Vendor will not be liable for any subsequent damages, consequential damages, or otherwise.

Terms of Payment: Upon ordering, you must give Vendor a 50% deposit. Your balance will be due upon pick-up, delivery, shipping, or installation. Vendor may, at its sole discretion, extend credit terms to you upon approval.

Collection Procedures: Invoices are considered delinquent five (5) days from the date that your order is completed. After the fifth day, a late charge of \$25.00, together with interest accruing at the rate of 1.5% per annum, or the maximum rate allowable by law is assessed. You shall be liable for all costs related to collection of delinquent invoices, including court costs and attorney's fees.

Customer's Acceptance of Work: Customer's acceptance, either personal or through his / her agent(s) and/or employee(s) of the work ordered shall be deemed as full acceptance. This means that by accepting delivery of the work, customer affirms that the work substantially conforms to all expectations.

Lost or Substantially Forgotten Work: If customer does not take possession of completed work within thirty (30) days from notification of completion, then the work will be considered lost or forgotten, and vendor will not be responsible for further loss.

Signature: _____ Date: _____

From: Liz Hill <LizHill@southwoodcorp.com>
Sent: Tuesday, August 24, 2021 1:10 PM
To: Brian Gottshalk <bgottshalk@kiawahisland.org>
Subject: RE: New Signs for Kiawah Island

Hi Brian,

My apologies – the signs quoted are per sign, so it would be \$27,695 per sign.

I've adjusted the installation to reflect removal and installation of two (2) signs.

NTE Pricing Submission

Option 1; A1 Plate Letters = \$27,695 (per sign)

Option 2; A1 Routed = \$24,152 (per sign)

Removal/ Installation of both signs = \$14,000 (includes delivery charges)

**Please note that tax is not included in the above

Total NTE = \$69,390

Our current production lead times are between 8-10 weeks depending on material availability.

This pricing is valid for the next 15 days due to volatility.

Please let me know if you have any additional questions.

Liz

LIZ HILL Project Manager

Mailing: PO Box 38900, Charlotte, NC 28278

Physical: 4700 Westinghouse Blvd, Charlotte, NC 28273

T: | 704.971.0674 704.589.0299

www.southwoodcorp.com



SouthWood
Image, Identity and Signage Specialists





Tab | 5

WAYS AND MEANS

Agenda Item



Request for Ways and Means Committee Action

TO: Ways and Means Chairman and Committee Members

FROM: Stephanie Monroe Tillerson, AICP, Town Administrator

SUBJECT: Compensation Study

DATE: August 25, 2021

BACKGROUND:

As a general rule, employers should examine the overall salary structure at least every three to five years. The review should determine whether the structure is still aligned with the organization's needs and the labor market.

Some Human Resource executives favor conducting an analysis every 18 to 24 months. The rationale is to catch issues before they become large enough to affect employee engagement and the organization's ability to attract and retain talent. Moreover, salary-structure issues are less expensive to address early on. However, once things have gotten to the point where the organization must make significant upward adjustments, the cost of doing so can be considerable.

The Town contracted with the Mercer Group in 2017 to complete a Compensation Study. The study was completed in April of 2018. Again, It was determined that professional assistance is needed to determine industry standards for compensation. Therefore, the Town followed its procurement policy and selected Evergreen Solutions, LLC to complete the 2021 Compensation study.

ANALYSIS:

Implementation & Market Driven Compensation Plan, Eight (8) Percent Minimum Adjustments, and Contractual Adjustment

Number of Employees Impacted – 16

Total Implementation Cost - \$90,814

*FY21 & FY22, budgeted 5 percent (\$60K FY21) & (\$65K FY22) for salary adjustments. Due to COVID, no employee received a salary adjustment in FY21. The Total Implementation Cost is Net of the \$65000 Budget.

Employee Promotions

Number of Employees Impacted – 2

Total Implementation Cost - \$40,123

New Positions

Number of New Employees Impacted – 3

Total Implementation Cost - \$140,000

The Total Implementation Cost reflects the proposed new additions of staff Net of the amount for the Public Works Assistant which was Budgeted.

The Net impact to the 2021 – 2022 Budget is \$270,937 recommended to the Town Council for Approval.

ACTION REQUESTED: Make a recommendation to the Town Council of \$270,937 for Approval.

BUDGET & FINANCIAL DATA: General Fund



Tab | 6

WAYS AND MEANS

Agenda Item



Memorandum

TO: Chair and Members of Ways and Means Committee

FROM: Dorota Szubert, Town Treasurer

SUBJECT: Budget Report for the Fiscal Year Ended 6/30/2021

DATE: 8/25/2021

Overview:

Presented here is the Town's Balance Sheet as of June 30, 2021, and Budget to Actual Report for the fiscal year FY2021. The Budget to Actual Report is presented on the modified accrual basis and all the funds are consolidated. The current year budget has been amended on December 1, 2020; the amended totals are reflected in the attached report.

As of June 30, 2021, the Town's governmental funds combined have ending fund balance of approximately \$22M, an increase of approximately \$1.9M from June 30, 2020. Of this amount approximately 57%, or \$12.8M is available for spending at the Town's discretion (unassigned fund balance).

Due to uncertainties related to COVID-19 pandemic, the Town Council adopted the FY2021 budget with very conservative revenue projections. The first, second and third quarter revenues were projected with the assumption the Town will receive 50% and 75% respectively of the actual collection from the first and second quarters of last year and 100% of the third quarter of fiscal year 2019 in the tourists generated revenue sources. Almost all revenue sources have exceeded our projections. Overall, consolidated revenues for the fiscal year FY2021 are \$12.3M. It is 48%, or \$4M (48%) higher than budgeted and \$2.8M (23%) higher than last year. The only revenue source that falls below the budget is interest revenue.

The total expenditures for the fiscal year 2021 are approximately \$10.5M and about 8%, or \$737K higher than budgeted, and 3%, or approximately \$262K higher than last year. The negative variance when compared to the budget is mostly attributable to Tourism and Recreation line item. State Accommodation tax funding for PGA and payments to promotional fund (Charleston Visitors Bureau). For two years, the Town has deferred funding (\$240K) for one of the State Accommodation Tax recipients, PGA transportation, with the final payout of \$360K in the current year. Additionally, the amount paid to promotional fund (CVB) was approximately \$361K higher than budgeted as the actual collection in that revenue source exceeded the budget. SCDOR mandates the Town to contribute 30% of SATAX to the promotional fund. These negative variances were offset by \$189K positive variance in Arts and Cultural fund related to the cancellation of number of events due to the pandemic.

Other line items contributing to this overage are as follow:

- CCSO Contract is approximately 11%, or 38K over the budget due to the timing in Charleston County billing.
- STR Code Enforcement is 4%, or approximately 10K due to additional engagements to enforce emergency ordinance.

- Advertising cost is 91%, or approximately 4K higher than budgeted due to increased number of adds in local newspaper.
- Communication cost shows 15%, or approximately \$8k negative variance as the budgeted number was based on the contract with the prior phone service provider.
- Waste Management cost is 5%, or approximately \$50k higher due to an increase of user fees by Charleston County and additional debris clean ups after storms.
- Professional Services cost is 37%, or approximately higher than budgeted due to mid-year increase in the Town Attorney's fee, his engagements outside the contract and the Criminal Prosecutor.
- Consultants line item shows 5%, or approximately 9K negative variance related to design of KI Recycling Center and landscaping architects.
- Other cost is 2%, or approximately 6K higher than budgeted due higher merchant fees for increased number of online payments.
- Infrastructure cost shows 100%, or \$202K negative variance related to the timing of the final payments for KI Parkway resurfacing. This project was budgeted in last fiscal year.
- KI Parkway Landscaping cost is 10%, or approximately \$50K higher than budgeted due to irrigation repairs change order.

Town of Kiawah Island

Balance Sheet - Governmental Funds

Unaudited

Modified Accrual Basis/ Unaudited

June 30, 2021

	GENERAL FUND	SPECIAL FUNDS COMBINED	CAPITAL FUND	TOTAL FUNDS
ASSETS				
Cash and Cash Equivalents	\$ 12,586,646		\$ -	\$ 12,586,646
Cash and Cash Equivalents, Restricted	-	2,998,291	5,782,210	8,780,501
Accounts Receivable	523,391	1,529,378	-	2,052,769
Prepaid Item	169,038	-	-	169,038
TOTAL ASSETS	13,279,075	4,527,669	5,782,210	23,588,953
LIABILITIES				
Accounts Payable and Accrued Liabilities	374,011	690,181	-	1,064,192
Municipal Court Fines and Assessments Payable	-	-	-	-
Unearned Revenue	11,710	-	-	11,710
TOTAL LIABILITIES	385,721	690,181	-	1,075,902
DEFERRED INFLOWS OF RESOURCES				
Unavailable Revenue	136,935	-	-	136,935
TOTAL DEFERRED INFLOWS OF RESOURCES	136,935	-	-	136,935
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	522,656	690,181	-	1,212,837
FUND BALANCES				
Restricted:				
Tourism Related Expenditures & Capital Improvements	-	3,816,341	5,782,210	9,598,550
Victims' Assistance	-	21,147	-	21,147
Unrestricted	12,756,419	-	-	12,756,419
TOTAL FUND BALANCES	12,756,419	3,837,488	5,782,210	22,376,116
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	\$ 13,279,075	\$ 4,527,669	\$ 5,782,210	\$ 23,588,953

Town of Kiawah Island
Budget to Actuals
For the Twelve Months Ended 06/30/21
Modified Accrual Basis /Unaudited

	ACTUALS	BUDGET	AMENDED BUDGET	\$ VARIANCE	% VARIANCE	FY2020 ACTUALS	VARIANCE	% VARIANCE
Revenue:								
Building Permits	\$ 1,217,867	\$ 664,493	\$ 664,493	\$ 553,374	83%	\$ 889,009	\$ 328,858	27%
Building Permits/Special Projects	322,100	-	-	322,100	100%	-	322,100	100%
Business Licenses	3,007,564	1,867,184	1,867,184	1,140,380	61%	2,332,935	674,629	22%
STR Application Fees	399,035	400,000	400,000	(965)	0%	363,900	35,135	9%
Franchise Fees	964,496	856,184	856,184	108,312	13%	867,100	97,396	10%
Local Option Tax	760,172	472,073	602,567	157,604	26%	548,356	211,816	28%
State ATAX	2,741,387	1,356,025	1,688,275	1,053,112	62%	1,457,958	1,283,429	47%
Local ATAX	1,384,691	734,510	858,938	525,753	61%	851,050	533,641	39%
County ATAX	-	-	-	-	0%	354,000	(354,000)	-100%
Hospitality Tax	667,602	411,357	457,985	209,617	46%	468,407	199,195	30%
Environmental Services	596,087	600,000	600,000	(3,913)	-1%	596,352	(265)	0%
Interest	39,086	312,500	140,000	(100,914)	-72%	361,789	(322,703)	-826%
Other	213,013	160,000	160,000	53,013	33%	396,892	(183,879)	-86%
Total Revenue	12,313,101	7,834,325	8,295,626	4,017,475	48%	9,487,748	2,825,353	23%
Expenses:								
Salaries/Regular Employees	1,292,561	1,273,140	1,287,140	(5,421)	0%	1,228,905	(63,656)	-5%
Overtime	2,047	3,500	3,500	1,453	42%	4,452	2,405	118%
Benefits	344,480	380,376	390,376	45,896	12%	372,028	27,548	8%
Payroll Tax	116,480	125,543	125,543	9,063	7%	97,417	(19,063)	-16%
Employee Subtotal	1,755,568	1,782,559	1,806,559	50,991	3%	1,702,802	(52,766)	-3%
Public Safety/Payroll and Related/ Off Duty Deputies	430,561	439,014	439,014	8,453	2%	458,490	27,929	6%
Public Safety/CCSO Contract	384,217	345,880	345,880	(38,337)	-11%	670,630	286,413	75%
STR Code Enforcement	299,018	288,580	288,580	(10,438)	-4%	144,289	(154,729)	-52%
Utilities & Supplies	232,497	265,343	265,343	32,846	12%	233,031	534	0%
Advertising	8,617	4,500	4,500	(4,117)	-91%	6,990	(1,627)	-19%
Communications	59,797	51,820	51,820	(7,977)	-15%	51,585	(8,212)	-14%
Waste Management	1,084,601	1,034,080	1,034,080	(50,521)	-5%	1,022,496	(62,105)	-6%
Insurance	138,781	140,556	140,556	1,775	1%	117,745	(21,036)	-15%
Professional Services	152,464	111,000	111,000	(41,464)	-37%	134,439	(18,025)	-12%
Consultants	170,224	61,500	161,500	(8,724)	-5%	132,778	(37,446)	-22%
Maintenance	435,529	453,160	469,145	33,616	7%	384,050	(51,479)	-12%
Travel	33,607	53,300	53,300	19,693	37%	29,273	(4,334)	-13%
Rentals	38,458	41,000	41,000	2,542	6%	36,575	(1,883)	-5%
Tourism & Recreations	1,996,619	1,507,172	1,523,572	(473,047)	-31%	1,636,074	(360,545)	-18%
Contributions	150,023	150,000	150,000	(23)	0%	150,155	132	0%
Other	252,574	246,945	246,945	(5,629)	-2%	161,200	(91,374)	-36%
Capital Outlay:								
Infrastructure	202,376	-	-	(202,376)	-100%	1,974,708	1,772,332	876%
Landscaping	549,759	500,000	500,000	(49,759)	-10%	-	(549,759)	-100%
Vehicles	35,839	-	-	-	0%	35,839	-	0%
Other	66,972	-	66,544	(428)	-1%	21,571	(45,401)	-68%
Debt Service	2,020,181	357,916	2,025,916	5,735	0%	366,854	(1,653,327)	-82%
Unbudgeted /Storm Cleanup	-	-	-	-	0%	765,046	765,046	-100%
Total Expenses	10,462,442	7,834,325	9,725,254	(737,188)	-8%	10,236,620	(261,662)	-3%
Net Changes in Fund Balance	\$ 1,850,659	\$ 0	\$ (1,429,628)	\$ 3,280,287	-229%	\$ (748,872)	\$ 2,599,530	140%