

**MAYOR:**

John Labriola

**TOWN ADMINISTRATOR:**

Stephanie Monroe Tillerson

**TOWN ATTORNEY:**

Joseph Wilson

**TOWN OF**



**TOWN COUNCIL MEMBERS:**

John Moffitt

Bradley D. Belt

Michael Heidingsfelder

Russell A. Berner

**WAYS & MEANS COMMITTEE MEETING**

**Kiawah Island Municipal Center**

**Council Chambers**

**March 27, 2023; 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 January 23, 2023** [Tab 1]
- V. Citizens' Comments: (Agenda Items only)**
- VI. Old Business:**

None
- VII. New Business:**
  - A. Review and Recommendation to Town Council for Approval of the Beach Services Franchise Agreement with Island Beach Services** [Tab 2]
  - B. Review and Recommendation to Town Council for Approval of the Landscape Proposal from Outdoor Spatial Design** [Tab 3]
  - C. Review and Recommendation to Town Council for Approval of the AirMedCare Contract Renewal** [Tab 4]
- VIII. Chairman's Report:**
- IX. Treasurer's Report:**
  - A. Monthly Budget Report** [Tab 5]
  - B. Fiscal Year 2023-2024 Budget Discussion - Expenses** [Tab 6]
- X. Citizen Comments:**
- XI. Committee Member's Comments:**
- XII. Adjournment:**



Tab | 1

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## **WAYS AND MEANS**

### **Agenda Item**

# **WORK IN PROGRESS**

The minutes for Tab 1 are have not been finalized. They will be sent via email and added to the Ways & Means Agenda and Materials when reviewed.



Tab | 2

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## **WAYS AND MEANS**

### **Agenda Item**





# Request for Ways and Means Committee Action

**TO:** Ways and Means Chairman and Committee Members

**FROM:** Brian Gottshalk, Public Works Manager

**SUBJECT:** Beach Service Franchise Agreement

**DATE:** 27 March, 2023

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## **BACKGROUND:**

Having a chair and umbrella rental company operate on the beach not only helps enhance the resident and guest experience, but also helps keep the beach in a more organized and orderly set up. The Town of Kiawah has had a franchise agreement in place for chair and umbrella rental services on the beach since the late 1980's. The first franchise agreement was awarded to Butch Neal of Island Beach Service, and they have provided uninterrupted service on Kiawah Island since this time.

## **ANALYSIS:**

Town staff released a Request for Proposals as an invitation for companies to bid on the services listed in the scope of work. The RFP was posted publicly on the Town's website and in the Post and Courier. Town staff received one inquiry from a company based out of Georgia, and only one bid was submitted. This bid comes from the current franchise holder, Island Beach Service, Inc D.B.A. Barrier Island Beach Service, LLC.

The proposed Franchise Fee from Barrier Island Beach Service is \$330,000 or 30% of sales, whichever is greater.

## **ACTION REQUESTED:**

Town staff is requesting that the Ways and Means Committee recommend to Town Council to award the Beach Franchise Agreement to Island Beach Services, Inc. D.B.A Barrier Island Beach Service, LLC. For the fee and scope set forth in the proposal that was submitted.

## **BUDGET & FINANCIAL DATA:**

If awarded, the Town would receive the proposed franchise fee of \$330,000 or 30% of sales annually.

**BEACH FRANCHISE PROPOSAL**  
**FOR THE TOWN OF**  
**KIAWAH ISLAND**



Submitted by  
**ISLAND BEACH SERVICE, INC.**  
D.B.A Barrier Island Beach Service, LLC

# BEACH FRANCHISE AGREEMENT

EXHIBIT B

<p style="text-align: center;"><u>SUBMITTAL FORM</u> <u>Offeror to complete all blanks</u></p>
----------------------------------------------------------------------------------------------------

DATE:: March 2, 2023

## ORGANIZATIONAL Information

NAME OF OFFEROR: Island Beach Service, Inc. D.B.A Barrier Island Beach Service, LLC

BUSINESS ADDRESS: 4011 Betsy Kerrison Pkwy  
Johns Island, SC 29455

### BY SUBMITTING THIS PROPOSAL, THE UNDERSIGNED OFFEROR REPRESENTS:

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

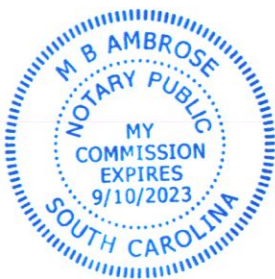
## NON-COLLUSION OATH

COUNTY OF: Charleston

STATE OF: South Carolina

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

SWORN TO BEFORE ME THIS 28<sup>th</sup> DAY OF February, 2023.



L. K. (Butch) Neal  
Authorized Signature for Offeror

Please print Offeror's name and address:

L. K (Butch) NEAL  
3192 DOWNWELL/CANE  
JOHNS ISLAND, S.C.  
29455

M. B. Ambrose

PRINT NAME: M. B. Ambrose

NOTARY PUBLIC FOR THE STATE OF South Carolina

My Commission Expires: 9/10/2023



INSURANCE COMPANY 18147  
6101 ANACAPRI BLVD, LANSING, MI 48917-3968  
517-323-1321

AGENCY ASSURED PARTNERS OF SOUTH CAROLINA LLC  
16-0277-00 MKT TERR 106 (843) 569-1888

INSURED BARRIER ISLAND BEACH SERVICE LLC

ADDRESS PO BOX 771  
JOHNS ISLAND, SC 29457-0771

## WORKERS COMPENSATION & EMPLOYERS LIABILITY INFORMATION PAGE-RENEWAL AGREEMENT

Renewal Effective 02-13-2023

POLICY NUMBER A106-575-844

Company Use 36-17-SC-0223

Company Bill	POLICY PERIOD	
	12:01 A.M. 02-13-2023	12:01 A.M. to 02-13-2024

ITEM 1. **INSURED:** BARRIER ISLAND BEACH SERVICE LLC  
4011 BETSY KERRISON PKWY  
JOHNS ISLAND, SC 29455-7111

**INSURED IS:** Limited Liability Company

ITEM 2. **POLICY PERIOD:** 02-13-2023 (12:01 A.M.) to 02-13-2024 (12:01 A.M.)  
(Based on the insured's address shown in Item 1.)

ITEM 3. **A. WORKERS COMPENSATION INSURANCE:** Part One of the policy applies to Workers Compensation Law of the states listed here: SC

**B. EMPLOYERS LIABILITY INSURANCE:** Part Two of the policy applies to work in each state listed in ITEM 3.A. The limits of our liability under Part Two are:

Bodily Injury by Accident	\$500,000	Each Accident
Bodily Injury by Disease	\$500,000	Each Employee
Bodily Injury by Disease	\$500,000	Policy Limit

**C. OTHER STATES INSURANCE:** Part Three of the policy applies to the states, if any, listed here: All states and U.S. territories except monopolistic states (Ohio, Washington, Wyoming & North Dakota), Puerto Rico, the U.S. Virgin Islands, and the states designated in ITEM 3.A. of the Information Page.

ITEM 4. The premium for this policy will be determined by our manuals of rules, classifications, rates and rating plans. All information required below is subject to verification and change by audit.

CLASSIFICATION OF OPERATIONS		PREMIUM BASIS		RATES	
		CLASS CODE	ESTIMATED ANNUAL REMUNERATION	RATE PER \$100	ESTIMATED ANNUAL PREMIUM
STATE OF SOUTH CAROLINA	DESC 001				
See LOC NUM 001					
STORE - RETAIL NOC		8017	385,848	1.31	5,055
SOUTH CAROLINA PREMIUM SUMMARY					
			TOTAL		5,055
			Increased Limits 3 B	40	5,095
			Increased Limits Min Premium Diff	35	5,130
			Premium Discount	237-	4,893
			TOTAL STATE ESTIMATED ANNUAL PREMIUM		4,893
POLICY PREMIUM SUMMARY					
			Expense Constant	260	5,153
			Terrorism - See Form 27317	31	5,184
			Catastrophe (other than Certified Acts of Terrorism)	62	5,246



AUTO-OWNERS INS. CO.

Issued 12-29-2015

AGENCY ASSURED NEACE LUKENS INS AGENCY INC  
16-0277-00 MKT TERR 081Company POLICY NUMBER 072316-36126093-16  
Bill

INSURED ISLAND BEACH SERVICES INC

Term 02-13-2016 to 02-13-2017

55040 (11-87)

**COMMERCIAL GENERAL LIABILITY COVERAGE**

COVERAGE	LIMITS OF INSURANCE
General Aggregate (Other Than Products-Completed Operations)	\$2,000,000
Products-Completed Operations Aggregate	\$2,000,000
Personal Injury And Advertising Injury	\$1,000,000
Each Occurrence	\$1,000,000
<b>COMMERCIAL GENERAL LIABILITY PLUS ENDORSEMENT</b>	
Damage to Premises Rented to You (Fire, Lightning, Explosion, Smoke or Water Damage)	\$300,000 Any One Premises
Medical Payments	\$10,000 Any One Person
Hired Auto & Non-Owned Auto	\$1,000,000 Each Occurrence
Expanded Coverage Details See Form:	
Extended Watercraft	
Personal Injury Extension	
Broadened Supplementary Payments	
Broadened Knowledge Of Occurrence	
Additional Products-Completed Operations Aggregate	
Blanket Additional Insured - Lessor of Leased Equipment	
Blanket Additional Insured - Managers or Lessors of Premises	
Newly Formed or Acquired Organizations Extension	
Blanket Waiver of Subrogation	

Twice the "General Aggregate Limit", shown above, is provided at no additional charge for each 12 month period in accordance with form 55300.

AUDIT TYPE: Annual Audit

Forms that apply to this coverage:

55405 (07-08)	59351 (01-15)	55146 (06-04)	55300 (07-05)	IL0017 (11-85)
IL0249 (10-07)	55202 (12-04)	55091 (10-08)	55296 (09-09)	55526 (07-11)
IL0021 (07-02)	55513 (11-11)	55592 (02-14)	59392 (01-15)	



**COMMERCIAL GENERAL LIABILITY  
55202 (12-04)**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED EXCLUSION - PRODUCTS-COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

### **SCHEDULE**

**Name of Person or Organization (Additional Insured):**

TOWN OF KIAWAH ISLAND

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

- A. Under SECTION I - COVERAGES, COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY, 2. Exclusions, the following exclusion is added:**

**2. Exclusions**

This insurance does not apply to:

The Additional Insured for the "products-completed operations hazard".

- B. Under SECTION II - WHO IS AN INSURED, the following is added:**

The person or organization shown in the above Schedule is an Additional Insured, but only with respect to liability arising out of "your work" for that insured by or for you.

- C. Under SECTION III - LIMITS OF INSURANCE, the following is added:**

The limits of liability for the Additional Insured are those specified in the written contract or agreement between the insured and the owner, lessee or contractor, not to exceed the limits provided in this policy. These limits are inclusive of and not in addition to the limits of insurance shown in the Declarations.

- D. Under SECTION IV - COMMERCIAL GENERAL LIABILITY CONDITIONS, 4. Other Insurance, the following is added:**

This insurance is primary for the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that person or organization by or for you. Other insurance available to the person or organization shown in the Schedule will apply as excess insurance and not contribute as primary insurance to the insurance provided by this endorsement.

**BUSINESS LICENSE CERTIFICATE****TOWN OF KIAWAH ISLAND**

4475 BETSY KERRISON PKWY  
KIAWAH ISLAND, SC 29455  
Phone: (843) 768-9166 FAX (843) 768-4764

**ISLAND BEACH SERVICES, INC DBA  
BARRIER ISLAND BEACH SERVICE LLC  
PO BOX 771  
JOHNS ISLAND, SC 294570000**

**2023****BUSINESS NAME:**

ISLAND BEACH SERVICES, INC DBA BARRIER  
ISLAND BEACH SERVICE LLC

**BUSINESS DESCRIPTION:**

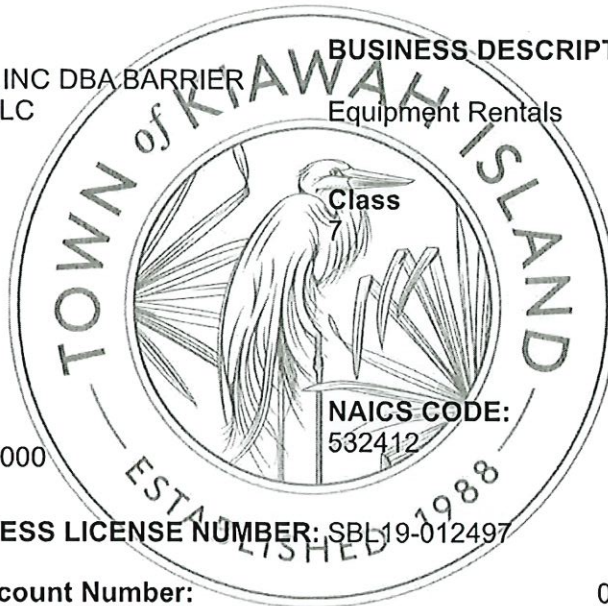
Equipment Rentals

**BUSINESS OWNER:**

BUTCH NEAL

**BUSINESS LOCATION:**

PO BOX 771  
JOHNS ISLAND, SC 294570000



**BUSINESS LICENSE NUMBER:** SBL19-012497

**Account Number:**

001820

**Business License Number:**

SBL19-012497

**Effective Date:**

02/27/2023

**Expiration Date:**

04/30/2024

**RESIDENT BUSINESS MUST POST IN A CONSPICUOUS PLACE. NON RESIDENT BUSINESS MUST KEEP IN POSSESSION. NOTIFY THE BUSINESS LICENSE OFFICE OF ANY CHANGES IN LOCATION OR OWNERSHIP.**



**BUSINESS LICENSE:**

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

Does your business have a valid **Town of Kiawah Island** Business License?

☒ Yes ☐ No If yes, list the number SBL 19-012497

Contact (843) 768-9166 with any questions. If no, a business license must be obtained upon award of the contract.

**INSURANCE:**

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

GENERAL LIABILITY: \$1,000,000 combined single limit per occurrence for bodily injury, property damage, and personal injury with a \$2,000,000 general aggregate limit.

AUTOMOBILE LIABILITY: \$1,000,000 combined single limit per accident for bodily injury and property damage.

WORKERS' COMPENSATION: Statutory limits are required by South Carolina state law, and employer's liability limits of \$100,000 per accident.

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

The Town of Kiawah Island must be advised immediately of any changes in required coverage(s).

## INDEMNIFICATION

Except for expenses or liabilities arising from the negligence of the Town, the offeror hereby expressly agrees to indemnify and hold the Town of Kiawah Island harmless against any and all expenses and liabilities arising out of performance or default of any resulting contract as follows:

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

### MINORITY/WOMEN-OWNED ENTERPRISE:

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

If so, are you certified? ☐ Yes ☐ No

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



# **BEACH FRANCHISE AGREEMENT ORGANIZATION**

To: TOWN of KIAWAH ISLAND  
RE: BEACH FRANCHISE AGREEMENT

DEAR MAYOR LABRIOLA and TOWN COUNCIL

## **Firm description, background, size and legal status**

Island Beach Service, Inc. DBA Barrier Island Beach Service, LLC was incorporated in April of 1987. BIBS has operated from that date as an "S" Corporation on Kiawah Island,

The President and General Manager is Butch Neal. Before being awarded the first umbrella/ chair Franchise on Kiawah Island, Butch had already obtained twenty (20) years experience on Myrtle Beach and Hilton Head Island, supervising beach services.

BIBS and Butch have operated its beach service on Kiawah for the last thirty-five 35 years without interruption. BIBS first worked with the Resort owns, before the Town incorporated. The first Mayor, Bo Turner asked Butch to draft the first "Beach Service Operations Manual" and BIBS has operated The Umbrella/Chair Franchise since. During that period, the Town has produced several "RFP's" that included evaluation processes. BIBS has outscored its competition each time

For the past fifteen (15) years BIBS has employed four (4) full-time supervisors. One supervisor on the west beach and east beach area respectfully. A third supervisor was added for the Flyway area and a fourth for BW40 to Ocean Park area. Those supervisors are mobile and equipped with cell phones at all times. Two of the supervisors have been employed with BIBS for over nineteen (19) years and the other two over ten (10) years.

# **BEACH FRANCHISE AGREEMENT**

## **Personnel List**

### **Quality of Service**

Having operated for over forty (40) years on two gated resorts, ( Sea Pines on Hilton Head Island and Kiawah Island), the owner of BIBS knows the intricacies and diplomacy it takes to fulfill the needs of a "higher end" clientele. In this day of appropriate authority concerning the lack of service they might receive. Operating on Kiawah Island and its owner having all those years of experience, BIBS is well known as a leader in the beach service business. BIBS knows the importance of training and keeping personnel over the years for greater continuity of its operation. BIBS does not hire an hourly employee to just sit on the beach, but has always paid a commission and bonus to its employees to maintain a higher standard of service to its guest and their families. Supervisor bonuses depend on the quality of service that the attendants that work under them exemplify. BIBS services hundreds of returning guests and dozens of Kiawah "home owners", therefore, quality of service and quality of equipment must be "topnotch". BIBS purchases 200 new setups yearly. Rental agencies or guests, themselves, can call the reservation line and BIBS can have them set up in 30 minutes. Supervisors attend to rentals during the remaining year, on request, weather permitting. BIBS also expresses to its employees how fragile and important the beach is to any community and schools its employees on trash pick-up, turtle nesting, etc. in their respective areas. BIBS attendants keep these areas attended from early March through October, seven (7) days a week, from 8:30 to 5:30.

### **Level of service, proposed staffing, and equipment availability**

BIBS being the only beach service that has operated on the entire beach of Kiawah, has great insight on staffing levels and amounts of equipment needed. This would be a tremendous disadvantage to any entity not knowing how the season flows. There is a tremendous learning curve to be able to fill reservations over the phone from guests that don't have accommodations directly on the beach (several blocks away). Which boardwalk do you lead them to? BIBS employees have earned this only by the experience they have gained servicing these areas and working with Rental Agencies for many years. BIBS has operated during those years, as the business has grown, with the following number of attendants, equipment, and years of experience on Kiawah Island. These are actual numbers!



# BEACH FRANCHISE AGREEMENT PERSONNEL

## General Manager

Buch Neal  
Over 50 years experience  
35 years on Kiawah Island

<b>Board Walks</b>	<b>Attendants</b>	<b>Leadig Experience</b>	<b>Maximum Equipment</b>
BW 1-BW 16	1 Supervisor 4 attendants	Brian Chadwell-15 yrs. Kiawah Andrew Thomai -6 yrs. Kiawah Charlie Thomai - 5 yrs. Kiawah Doscher Hill - 4 yrs. Kiawah John Thomai - 5 yrs. Kiawah	220 sets(1umb, 2 chrs)
BW17-BW 22	1 Supervisor 3 Attendants	Trevor Cyralik- 28 yrs. Kiawah Colin Harris- 4 yrs. Kiawah McGuire Weekley- 4 yrs. Kiawah Harry Buice 4 yrs. Kiawah	220 Sets
BW 27-BW 28	1 Supervisor	Trevor Cyralik 28 yrs Kiawah	100-150 sets
BW 29- BW 30	1 Supervisor 2 Attendants	Trevor Cyralik 28 yrs Kiawah Charles McQueeny- 9 yrs. Kiawah Graham Williams - 4 yrs. Kiawah	100-150 sets
BW 31- BW36	1 Mobile Supervisor 1 Attendant	Scott Young 19 yrs. Kiawah Ned Walpole 2 yrs Kiawah	100-110 sets
BW 37-Ocean Park	1 Mobile Supervisor 1 Attendant	Scott Watson 10yrs Kiawah Jack Trask 2 years Kiawah	100-110 sets

Additional attendants "fill in" each day. During the heart of the summer BIBS employs around 25 on payroll.

## BEACH FRANCHISE AGREEMENT PERSONNEL

L.K. (Butch) Neal  
1518 Royal Colony Rd.  
Johns Is, SC 29455  
(843) 343-7435

Education: University of South Carolina, Columbia, SC  
Bachelor of Arts, 1972  
Graduated

Winthrop University, Rock Hill, SC  
Master of Arts in Teaching 1983  
Received

### Beach Related Experience:

Lifeguard and beach rental attendant for Johns Beach Service,  
Myrtle Beach, SC 1964-1974

Supervisor of Lifeguards for J.B.S 1975-1978

Supervisor of Lifeguards for Shore Enterprises, Hilton Head Island.  
1984-1986

Owner and Manager of Island Beach Service, Kiawah Island, SC 1987-2014

### Other Experience:

Taught High school Algebra and Geometry at Wilson Hall, Hilton Head Prep.,  
and at Sea Island Academy  
1978-1994

Fifty years as a Beach Attendant or Owner/Operator.

Thirty five years as an Employee an Owner/Operator on Kiawah's  
Beach.

## **BEACH FRANCHISE AGREEMENT PERSONNEL**

Trevor Martin Cyrulik  
2546 North Castle Lane  
Charleston, SC 29414  
(843) 532-9617 cell  
(843) 813-4126 work

Education: The Citadel (3 years), Charleston, SC

### **Beach Related Experience:**

Full-time lifeguard for Kiawah Island Resort, Kiawah Island, SC  
1991-1993 (seasonal)

Full-time Beach Attendant for Island Beach Service, Kiawah Island, SC  
1994-2000 (seasonal) and full-time manager (year round) 2000-2023

Twenty eight (28) years as an Employee and Attendant/Supervisor on Kiawah's  
Beach

## **BEACH FRANCHISE AGREEMENT PERSONNEL**

Brian Chadwell  
2575 Daniel Fludd Road  
Johns Island SC 29455  
(843) 742-4511

Education: Coastal Carolina University  
Graduated

### **Beach Related Experience:**

Beach Service Attendant and Beach Patrol Officer on Kiawah's Beach, 2007

Beach Service Attendant on Kiawah's Beach, 2008-2023

Fifteen years as Beach Attendant on Kiawah's Beach

### **Other Experience**

Have taught school for the last fifteen (15) years.



## **BEACH FRANCHISE AGREEMENT PERSONNEL**

Scott Young  
475 Lindberg Street  
Charleston, SC 29412

Education: University of South Carolina  
Graduated 2005

### Beach Related Experience:

Beach Service Attendant or Island Beach Service, Kiawah Island, SC from 2004 to 2007 and as a Supervisor from 2008- 2023  
Nineteen years as an Employee and Beach Attendant/Supervisor on Kiawah Beach

\*Other Beach Attendants have been with BIBS for many years and continue to be employed.

All of these attendants work on the beach 100% of their time and are not in food and beverage, recreation or involved in other activities. This has evolved from a summer job for them to their livelihoods.

# **BEACH FRANCHISE AGREEMENT PERSONNEL**

## **Scope of Work**

As you can see by the level of staffing section BIBS has the capacity to take of requested rentals at all forty one (41) board walks. Most of this activity takes place during March through October, 8:30 - 5:30 weather permitting. Attendants are located at those boardwalks deemed appropriate for the convenience of Kiawah's guests as an area of operation. Storage boxes and chair racks are placed at each attendants station so that equipment is more organized and quicker to set up, as to NOT keep the guest waiting. During the hours of operation the attendant will place an office umbrella (red in color) out In front of these locations. Within reasonable proximity to each attendant's station, setups (blue umbrella and chairs) shall be placed along the beach in a uniform straight-line fashioned about 20 feet from each boardwalk access. Guests, visitors, property owners, or other persons may reserve these setups with cash, checks, or credit card for designated periods of time. Most of these "setups" are pre-reserved through our "reservation line" or through our "on-line" process. Reservations of these setups are recorded in a receipt book and names placed in order on a chart in the book. Set ups are tagged by name and placed within proximity of each attendant's station or in front of various homes during the hours of operation. Additional non-reserved, "for rent" setups are placed close to the attendant's station for rental that day for immediate walkup traffic. Attendants walk their umbrella line throughout the day meeting and getting to know their customers by name, and making sure everyone is comfortable. All setups are removed at the end of the work day. BIBS and their attendants understand that the beach is public ad any visitor, guest, property owner or other persons have priority on the use of the beach. At no time will the attendants request any person to move or relocate unless such person is using the equipment without authorization. Most of our attendants, being from the area or having many years of experience on Kiawah's beach, have a general knowledge of Kiawah and do often answer questions concerning the Island, the water, and tides, restaurants, etc. BIBS would alter it's operation at the request of the Town if any interference arises. As mentioned earlier one of three employees in a mobile unit would setup Reservations from November -February. BIBS keeps its reservation line and online reservations manned year round. BIBS attendants will show concern for health, safety, and general welfare of the guests and residents on the beach. All employees will adhere to all the laws and codes on Kiawah Island to help assist in the awareness of these codes and laws with visitors. Each supervisor ad attendant will be outfitted in a distinctive logoed uniform (shit and shorts) which will identify the employee. Uniforms must be worn at all times while on duty and must be clean and neat. The uniform will be approved by the Town. BIBS employees are prohibited from consuming alcohol or smoking while on duty during the designated hours of operation. Supervisors and attendants will instruct all customers regarding the safe use of equipment.

BIBS would like to continue to use the concession vehicle for the customer convenience. It is supplied with a freezer, cooler, and a trash can within the bed of the truck. It will offer chips, beverages, drinks, ice-cream, and water to those within the franchise area. They will also police their area of the beach. The same two school teachers have operated this for fourteen (14) seasons.



# BEACH FRANCHISE AGREEMENT

## References

1. COMPANY NAME: The Town of Kiawah

Contract Title: Beach Franchise

Contract Period: From: 1989 To: 2008

Scope of Work: Provided umbrellas, chairs, etc. for rent to guests on the beach of Kiawah Island

Contact Name: Steve Orban

Title: Mayor

Address: 21 Beachwalker Dr. Kiawah Island, SC 29455

Telephone: (843) 768-9166

Email: sorban@kiawahisland.org

2. COMPANY NAME: The Town of Kiawah

Contract Title: Beach Franchise

Contract Period: From: 2008 To: 2014

Scope of Work: Provided umbrellas, chairs, etc. for rent to guests on the beach of Kiawah Island

Contact Name: Charles Lipuma

Title: Mayor

Address: 21 Beachwalker Dr. Kiawah Island, SC 29455

Telephone: (843) 768-9166

Email: clipuma@kiawah.org

# BEACH FRANCHISE AGREEMENT

## References

3.  
COMPANY NAME: Kiawah Development Partners  
Contract Title: Beach Franchise  
Contract Period: From: 1987 To: 1988 From: 1993 To: 1996  
Scope of Work: Provided umbrellas, chairs, etc. for rent to guests on the beach of Kiawah Island  
Contact Name: Townsend Clarkson  
Title: C.O.B Kiawah Partners  
Address: 345 Freshfield Dr. Suite 200 Kiawah Island, SC 29455  
Telephone: (843) 768-3430  
Email: www.kiawahpartnets.com
4.  
COMPANY NAME: The Town of Kiawah  
Contract Title: Beach Franchise  
Contract Period: From: 2015 To: 2019  
Scope of Work: Provided umbrellas, chairs, etc. for rent to guests on the beach of Kiawah Island  
Contact Name: Charles Lipuma and Craig Weaver  
Title: Mayor  
Address: 21 Beachwalker Dr. Kiawah Island SC 29455  
Telephone: (843) 768-9166  
Email: preynolds@kiawahisland.org
5.  
COMPANY NAME: The Town of Kiawah  
Contract Title: Beach Franchise  
Contract Period: From: 2020 To: Present  
Scope of Work: Provided umbrellas, chairs, etc. for rent to guests on the beach of Kiawah Island  
Contact Name: John Labriola  
Title: Mayor  
Address: 4475 Betsy Kerrison Parkway Johns Island SC 29455  
Telephone: (843) 768-9166  
Email: preynolds@kiawahisland.org

# BEACH FRANCHISE AGREEMENT

## RATES

Because so many of IBS's rentals are repeat customers and so many are homewoners, and because of the relationships it has formed with these customers, BIBS has tried to keep its rates are fair market price within minimum increases. These prices continue to be less than other beaches such as Myrtle Beach and Hilton Head.

The current prices are as follows:

Setup (one umbrella and two chairs).....	\$37.20 per day \$157.50 4 to 7 days
Single Chair.....	\$9.25 per day \$46.25 per week
Single Umbrella.....	\$13.90 per day \$55.50 per week
Boogie Boards.....	\$9.30 per day \$46.25 per week

\*Prices do not include tax\*

# BEACH FRANCHISE AGREEMENT

## Proposed Franchise Fee

\$330,000.00 or 30% whichever is greater

NAME OF COMPANY: Island Beach Service, Inc.DBA Barrier Island Beach Service LLC

By: L. K. Neal  
Signature

L. K. NEAL  
Print Name

Title: Owner/Operator , C.O. (i.e., Owner Partner, Corporate Officer, etc.)

Address: 3192 Donnelly Lane

City: Johns Island State: SC Zip: 29455

Telephone: Number: (843) 819-4334 Business Fax Number: (843) 559-4334

Is your firm a X Corporation, \_\_\_\_\_ Sole Proprietorship, or \_\_\_\_\_ Partnership?

If incorporated, please list state of incorporation: South Carolina

FEIN or SSN: 87-3737234



# BEACH FRANCHISE AGREEMENT REFERENCES

## Cooperative partnerships to enhance visitors experience on the beach

Having been involved with the meetings of Shore Enterprises Beach Service with the Town of Hilton Head upon its incorporation, the owner of BIBS knew he should go to the town to continue its business when the Town of Kiawah Island Incorporated. From those meetings BIBS was granted the first beach franchise by Mayor Bo Turner. BIBS has worked hard and diplomatically over the years going beyond what was simply required to make sure each mayor and council and town administrator was pleased with how it operated its business. We are humbled to have been able to operate all these years on this beautiful island and with the Town of Kiawah. Hopefully, that continues today, because BIBS is very grateful for this opportunity. During those first few years the beach service actually doubled as the Beach Patrol using town-supplied radios to find lost kids and use first aid when necessary. In doing this, it seems as though now, the attendants and supervisors are the first contacts when something goes wrong on the beach. They in turn contact the Beach Patrol. This presents a good working relationship with both the beach service and Beach Patrol as we are able to answer questions for them. The Supervisors and some attendants are cross trained to substitute in for Beach Patrol in case of an emergency.

Early on, BIBS became involved with the rental entities on the island. BIBS handled beach service reservations for the Kiawah Island Inn and began handling those reservations for the Villa check-in and continues to take of their reservations in BIBS's area of the beach today. Also, in those early years, BIBS contacted what was Ravenel Associates and is now Windham Vacation Rentals to take care of their guest requests for reserved umbrellas and chairs. That also continues to the present. The same arrangement also exists with Pam Harrington Exclusives, Beach Walker Rentals, Sweetgrass Properties and more recently with Exclusive Resorts. Most of the rental agencies umbrella/chair reservations are made ahead of time during the year, through BIB's "reservation line" or "on-line" website. If they or the guest waits to the last minute, with our telephone system, we can have them setup and tagged by the time they get to the beach. A majority of these guests are repeat customers and employees know them by name as well as them knowing the employees by name. In areas of the beach that we call "out of bounds" because those areas are along our residential sections. BIBS has many repeat homeowners that rent umbrellas and chairs on a long term or seasonal basis. The supervisors know when to set up the equipment and when to discontinue the setup and collect it. All of these relationships have made us very proud to wear the logos uniform oof BIBS and as you can see, the employees of BIBS are more than just hourly employees. BIBS and its owner feel as if they are a part of the makeup of the whole island because of the experience they provide. We think the beach is probably the biggest asset of Kiawah Island.

# **BEACH FRANCHISE AGREEMENT**

## **Financial Stability**

The financial stability of BIBS has continued to remain strong through its years of operation on Kiawah. BIBS has continued to have an increase each year in gross rentals with minimal price increases. Revenues have grown from \$6000,000 at the end of 2011 to over \$1, 000,000 for the 2022 season. That's an average increase of over \$50,000 each year. BIBS has absolutely no debt and has never carried a debt in its 35 years of operation. Major expenditures have always been paid by check as new equipment and vehicles have been added each year. The Town of Kiawah has always received the Franchise check many months before it is due each year. The corporation is small by industry standards, but this may be a reason as to how we can set the bar as high as we do. With equipment, vehicles, property, and a building, BIBS has total assets of over one million five hundred thousand dollars \$1,500,000. BIBS has grown over the years and continues to use Wells Fargo as its banking partner for its business account .



**Pam Harrington Exclusives  
Incorporated**

4343 Betsy Kerrison Parkway  
Johns Island, SC 29455

Rentals - (843) 768-0273  
(800) 845-6966

Sales - (843) 768-3635  
Fax (843) 768-7311

December 5, 2017

Butch Neal  
Island Beach Services  
PO Box 771  
Johns Island, SC

Dear Butch,

From time to time it's nice to receive unsolicited "kudos" from those we work for and with. I can't tell you how many of our guests sing your praises- it's such a great reflection on you- and us! As we try to provide very personalized and special services to our visitors, there is never a hesitation to refer our guests to your fine and so reliable "beach" services.

Your consistency and reliability are impeccable!

As we approach 2018 and a new season, we will once again rely on you for all our beach chairs, umbrellas, and beach gear!!!

Thanks again for all you do,



Pam



# WYNDHAM

VACATION RENTALS®

December 5, 2017

Mayor Lipuma & Town Council Members  
Town of Kiawah Island  
2 Beachwalker Dr.  
Kiawah Island, SC 29455

RE: Island Beach Services

Dear Mayor Lipuma & Members of the Council:

Wyndham Vacation Rentals understands the Beach Services' contract is coming up for bid and vote by the Kiawah Island Town Council. It is Wyndham Vacation Rentals' understanding that multiple bids will be received including a bid for the entire beach from the Kiawah Island Golf Resort. Wyndham Vacation Rentals requests the Town Council strongly consider renewing IBS (Island Beach Services) contract for at least the same portion of beach if not expanding their services. Wyndham Vacation Rentals believes competition for business is good for Kiawah Island and its Guests. IBS has been providing great rate integrity and customer service for many years now with reputable business practices.

Wyndham Vacation Rentals has worked with Butch Neal, owner of IBS (Island Beach Services) for over 25 years. The Service to Wyndham Vacation Rentals' Guests and visiting Property Owners....from delivery, setup, coordination and teardown of Beach Chair & Umbrella orders, through to accounting functions, has been reputable and consistent year over year. We believe that the best way to ensure consistent, quality service for all guests and owners regardless of affiliation, is to continue to employ a third party vendor to perform this service.

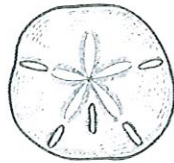
IBS (Island Beach Services) is the only fully-staffed Beach Equipment Rental Service operating on Kiawah Island's Beach. IBS always has an employee on the Beach during hours the Beach Chairs and Umbrellas are offered for rent. Wyndham Vacation Rentals Guests have commented on their appreciation of this great customer service and this type of above & beyond service is what helps bring back Guests and Owners to the Island.

Wyndham Vacation Rentals Kiawah Island requests that the Kiawah Island Town Council vote to renew Island Beach Services (Owned by Butch Neal), contract to provide Beach Chairs and Umbrella Equipment Rentals continually.

Thank you for your consideration.

Sincerely,

  
Stacy Charlton,  
General Manager



# BEACHWALKER RENTALS

KIAWAH & SEABROOK ISLAND VACATIONS

December 5, 2017

Butch Neal  
Island Beach Service, Inc.  
4011 Betsy Kerrison Parkway  
Johns Island, SC 29455

Dear Butch:

Beachwalker Rentals has had the pleasure of doing business with Island Beach Service for over a decade. Our guests appreciate the value and service you offer during their Kiawah Island vacation.

As a fellow small business, Beachwalker is proud to recommend your company to our guests, knowing they will be given quality service from a member of our community. Beachwalker also appreciates offering an alternative to the Kiawah Island Resort to our guests, as services offered may also shift their focus for vacation rentals away from independent companies such as ours.

We appreciate the service you offer to guests and to Kiawah Island, and we look forward to continuing our working relationship together for years to come.

Sincerely,

Emily Vandall  
Director of Operations

Kiawah Island Getaways  
<HaveFun@KiawahIslandGetaways.com>  
To: Shawn Lawson  
Island Beach Service

March 10, 2015 10:23 PM



Dear Mayor Lipuma and Town Council Members,

We are writing in support of *Island Beach Service* for the superb job they have been doing with the beach chairs and umbrella rentals for so many years now. Many of our guests rent their equipment and we have heard only good comments from them about the prompt, attentive, and polite service they receive from Butch Neal's crew. We can't imagine any other company could do a better job especially considering the many years of experience *Island Beach Service* has on Kiawah.

It has come to our attention that the *Kiawah Island Golf Resort* is vying for the beach chair and umbrella rental service. We have deep concerns about a conflict of interest should the contract be awarded to the *Golf Resort*. We compete with the *Golf Resort* for villa, cottage and home rentals as do all the other rental companies operating on Kiawah. We feel the *Golf Resort* personnel working on the beach would be in a position to sway our guests to stay with the *Golf Resort* in the future. Furthermore they may even treat the *Golf Resort* guests with priority or offer discounts on equipment to further entice guests of ours and other rental companies to stay in their accommodations. Butch Neal and his *Island Beach Service* crew have no such conflict of interest.

For these two very important reasons, we recommend the Town, once again, award the beach equipment rental contract to *Island Beach Service*.

Thank you.

Sincerely,

Shawn & Jeanette Lawson  
Owners, Kiawah Island Getaways



11/20/2017

Sweetgrass Vacation Rentals

To Whom It May Concern,

We, Sweetgrass Properties, have been using Island Beach Services for our rental guests to be able to rent umbrellas and beach chairs for their stay. We have never had a complaint from a guest about this company, and we would like to continue to use their services for our guests.

If it is possible that a company is bidding against Island Beach Services, we would like to continue to use this company rather than have our guests work with another rental agency for their services.

If you have any questions or concerns, feel free to call us at 843-768-0055 and we would be happy to discuss.

A handwritten signature in black ink, appearing to read 'Whitney Mustoe', with a stylized flourish at the end.

Whitney Mustoe

Office Manager

Sweetgrass Properties



RENTALS AND MANAGEMENT

October 31, 2011

Mayor Steven Orban  
Town of Kiawah Island  
21 Beachwalker Drive  
Kiawah Island, SC 29455

Dear Mayor Orban,

The beach is one of Kiawah Island's most valuable assets. I think as a Rental and Management company, that guidelines should be established. Whereas, working together to keep Kiawah special is our main goal and your top concern as well. One company that we have had the privilege and honor to work with is Island Beach Service.

Island Beach Service is an independent equipment rental company with economic motivation to give fair and non- preferential treatment to all rental management companies. They have a long history of providing professional service, good equipment, and fair pricing to everyone. Safeguarding the quality of recreational opportunities to all rental companies, owners, and guests. The general Welfare Island Beach Service has provided to all people using the Towns Beaches is superior to all others. With orders already set up for the next season and Island Beach Service safeguarding with professionalism and coordination ensures our company peace and harmony.

With that being said, I will ask you to please consider Island Beach Service to continue to provide great service to our beach and for the Town of Kiawah. I will also ask you to consider the impact, analyzing each point of view thoroughly and openly to establish the best solution for Kiawah's owners, guests, and rental companies.

Let's keep Kiawah Island as the Premier resort and retirement community on the East Coast.

Kenneth Tyler



**Carolina Waste Services, LLC**

Commercial, Industrial, Residential,  
C&D Waste Collection Services  
5264 B International Blvd., Suite 200  
North Charleston, SC 29418  
(843) 576-1100 office  
(843) 576-0684 fax

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November 28, 2017

To whom it may concern:

It is with great pleasure that I write this recommendation letter for Island Beach Services. Island Beach Services cares about Kiawah Island and the people they service. They have been our first call on the beach should a problem arise. Trevor and his team have interacted with us at Carolina Waste & Recycling on numerous occasions and have always provided extraordinary assistance. Their customer service is a great example why they have kept so many satisfied customers over the years.

I would recommend Island Beach Services for Kiawah Island beach services. If you need any further information, please feel free to contact me at (843) 576-1100 ext 510.

Sincerely,



Logan Bland  
Operations Manager



U.S. Department of Homeland Security  
UNITED STATES SECRET SERVICE

Trevor Cyrulik  
Island Beach Service  
4100 Betsy Kerrison Pkwy  
Johns island, SC 29455

December 2, 2017

Dear Trevor,

I would like to take this opportunity to thank you and your team at Island Beach Service for the assistance that you have offered the US Secret Service over the years.

As you know we have had numerous protective visits to Kiawah Island, and your company has always stood ready to assist us with logistical support.

We here in the Charleston Resident office have come to rely upon your excellent service and attention to detail.

Please extend my thanks and appreciation to your team for a job well done.

Sincerely,

A handwritten signature in black ink, appearing to read "John C. Kenney".

John C. Kenney  
Resident Agent in Charge  
US Secret Service  
Charleston, SC Resident Office

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Charleston Resident Office  
1671 Belle Isle Ave., Suite 225  
Mount Pleasant, SC 29464



**Town of Kiawah Island**

# **Beach Franchise Services**

**REQUEST FOR PROPOSALS**



**2023**

## **TOWN OF KIAWAH ISLAND**

### **REQUEST FOR PROPOSALS - BEACH FRANCHISE SERVICES**

The Town of Kiawah Island is seeking a qualified firm for the purpose of providing commercial activity on the beach, including but not limited to the rental of beach chairs and umbrellas.

To obtain more information, contact Brian Gottshalk at (843) 768-9166 or bgottshalk@kiawahisland.org. Please submit 2 copies of the complete proposal and 1 electronic copy to the Town on or before 2:00 pm on March 6, 2023.

#### **GENERAL OVERVIEW**

The town of Kiawah Island is a residential community with a resort (current population of over 1400 full-time residents) located on the southeastern coast of South Carolina. The Town is located approximately 30 miles southwest of Charleston. The Town is 12 square miles and has approximately 10 miles of beach. The Town averages approximately 15,000 visitors daily during peak tourist season (March to October). These beachgoers include property owners, renters, and hotel guests.

#### **OPERATING AREAS:**

The Franchisee shall provide commercial beach services in the areas represented on the attached map, **Exhibit A**, and identified as “Franchise Area” in blue. *The other areas are excluded.* Your proposal should address coverage of the entire “Franchise Area” as marked.

#### **SCOPE OF WORK:**

The franchisee must demonstrate the ability to interface with visitors, rental agencies, Beach Patrol, and Town Officials in a professional manner to deliver quality services.

- (a) The franchisee shall provide commercial beach services in the designated area along the beach but shall not extend into the dunes.
- (b) The franchisee may conduct activities within the beach area seven (7) days per week between the hours of 8:00 a.m. and 7:00 p.m.
- (c) The franchisee must have the ability to take reservations by phone and/or e-mail and the ability to accept payments on the beach.
- (d) Season begins in March and extends through October or farther, weather permitting.
- (e) The designated beach area has 13 approved rental location stations, which include three (3) supervisor stations. During the peak tourist season, each station is to be staffed with a minimum of (1) attendant, along with three (3) supervisors to oversee stations in their areas.
- (f) At the start of the season, the franchisee must have, at a minimum, the equipment supplies available to accommodate the peak season demand. This equipment must be available at the time the contract is awarded or paper showing that the equipment was purchased at the time the contract is awarded.
  - a. 900 Umbrellas/Cabanas
  - b. 1800 Chairs/Lounges
  - c. Four (4) 4-wheel drive trucks for supervisor staff

The additional items listed below may be leased for use on the beach and ocean include:

- Back-Rests
- Floats/Body Boards
- Surf Kayaks
- Handicap equipment

Further, food and snack items may be sold and delivered to the beach from a licensed establishment or via a mobile concession equipped vehicle . No alcoholic beverages may be sold on the beach. Only plastic containers are allowed on the beach. The franchisee is responsible for all litter and debris monitoring and removal of those items sold. Franchisee must comply with all Town Ordinances and beach regulations.

### **APPROACH TO WORK:**

In awarding the beach franchise, the Town shall consider the comparative value of the competing proposals, including the consideration of:

- Description of the firm, background, size, and legal status.
- Quality of service to be provided.
- Level of service to be provided. (proposed staffing levels and equipment available)
- Proposed cooperative partnerships to enhance visitor’s experience on the beach.
- Rates charged to the public for services or products provided.
- The financial stability of the responding firm.
- The proposed franchise fee payable to the Town (minimum 30% of gross sales or \$300,000, whichever is greater). The **proposed franchise agreement fee** should include a percentage and dollar amount equal to or greater than the above-stated minimums.
- Experience in providing commercial beach activities.
  - **Experience:** Provide past experience and record of reputation in providing the beach services requested. Include the resumes and professional experience of all key personnel or management level personnel that would be assigned to this contract.
- Provide at least three (3) references giving the following information:

Company name  
Contract title  
Contract period  
Scope of work  
Contact name  
Title  
Address  
Telephone number

Explain how your firm will meet the requirements of the requested **scope of work**. Prepare a detailed work plan of how your firm proposes to address the criteria noted in the **approach to work** section, which will be used in evaluating the proposals. Also, provide any additional information that you believe would be helpful in evaluating your proposal.



## **EVALUATION FACTORS**

A point assessment evaluation process will be used to evaluate the respondents' proposals in the following categories:

<b><u>Evaluation</u></b>	<b><u>Maximum Raw Points</u></b>
1. Professional Experience	30
2. Competitiveness of Proposed Franchise Fee	25
3. Previous References	20
4. Rates charged to the Public for Service	5
5. Technical Capabilities	10
6. Staff Beach Setup Experience	10
<b><u>Maximum Total Raw Points</u></b>	<b><u>100</u></b>

The undersigned attests to their authority to submit this proposal and bind the firm named to perform as per agreement. If the Town selects the firm, the undersigned certifies that he/she will negotiate in good faith to establish an agreement to provide Beach Franchise Services according to the requirements of this RFP.

- EXHIBIT A:** Beach Franchise Map  
**EXHIBIT B:** General Terms and Conditions  
**EXHIBIT C:** Offeror's Checklist





# EXHIBIT A

Map of Kiawah Island, South Carolina showing the location of beach franchise areas. (Yellow number labels designate the location of markers placed on the beach to delineate boundaries, GPS coordinates found in table to far right.)

## LEGEND

- Beachwalker County Park
- Kiawah Island Golf Resort
- Beach Club
- Beach Franchise Area

Point	Longitude	Latitude
1	-80.13825	32.58098
2	-80.13079	32.58568
3	-80.12928	32.58647
4	-80.09598	32.59889
5	-80.08987	32.60047
6	-80.04472	32.60836
7	-80.04286	32.60866
8	-80.02168	32.61097

Beachwalker  
County  
Park

Windswept  
Highrise

The  
Sanctuary

Beach  
Club

0 1,000 2,000 3,000 4,000





**GENERAL TERMS AND CONDITIONS****1. General Information**

The term of the agreement will be three (3) years with an option to renew for a maximum of two (2) additional two-year periods, subject to mutual agreement.

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

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

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

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

**2. Submissions And Withdrawal Of Proposals**

Proposals are to be submitted in sealed envelopes, marked, and addressed as directed in this RFP. Failure to do so may result in premature opening of, or a failure to open, such proposals.

Sealed proposals shall be submitted by mail to Petra Reynolds, Town Clerk for the Town of Kiawah Island at 4475 Betsy Kerrison Parkway, Kiawah Island, SC, 29455. Please submit 2 copies of the complete proposal and 1 electronic copy to the Town on or before 2:00pm on March 6, 2023. Proposals submitted by fax or email **will not** be accepted for consideration.

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

If erasures or other changes appear on the document, the person signing the proposal must initial each erasure or change.



Proposals may be withdrawn by written request received from the Offeror prior to the submittal deadline.

**3. Preparation of Proposal**

- (a) All proposals should be complete and carefully worded and must convey **all** of the information requested by the Town of Kiawah Island. If errors or exceptions are found in the Offeror's proposal, or if the proposal fails to conform to the requirements of the RFP, the Town will be the sole judge as to whether that variance is significant enough to reject the proposal.
- (b) The Offeror is solely responsible for all costs and expenses associated with the preparation of the proposal and of any supplementary presentation (including any oral presentation) requested by the Town.
- (c) Proposals must be made in the official name of the individual, firm, or corporation under which the business is conducted (showing official business address) and must be signed in ink by a person duly authorized to legally bind the business entity submitting the proposal.
- (d) The Town prefers a single, qualified company or entity to be responsible for providing services described herein.

**4. NON-COLLUSION OATH**

Every Proposal must be accompanied by a notarized affidavit of non-collusion, executed by the Offeror or in the case of a corporation, by a duly authorized representative of said corporation. The Non-Collusion Oath is provided herein. (See Submittal Forms).

**5. GRATUITIES AND KICKBACKS**

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

## **6. ADDENDA/CHANGES**

Any additions, deletions, modifications, or changes made to this RFP shall be processed through the Town's Administrator. Any deviations from this procedure may result in the disqualification of the proposal or the cancellation of any contract resulting from this RFP.

Requests for interpretation of this RFP and any other questions concerning the RFP shall be made in writing, and addressed to the Town of Kiawah Island, ATTN: Brian Gottshalk, 4475 Betsy Kerrison Parkway, Kiawah Island, South Carolina, 29455. Questions may be emailed to [bgottshalk@kiawahisland.org](mailto:bgottshalk@kiawahisland.org); but it shall be the responsibility of the sender to confirm receipt by the Town.

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

## **7. OWNERSHIP OF DOCUMENTS**

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

## **8. SELECTION PROCESS**

(a) A selection/evaluation Committee, set up by the Town Administrator, will review and analyze all submittals in order to rate the firms and make a recommendation to the Ways and Means Committee and Council. The selection shall be made in order of preference, based on the criteria included in this RFP.

(b) The Town of Kiawah Island may request oral presentations or discussions with any or all Offerors for the purpose of clarification or to amplify the material presented in any part of the proposal. However, Offerors are cautioned that this provision is not mandatory; therefore, all proposal sections, both cost and technical, should be complete, concise and reflect the most favorable terms available from the offeror.

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

(c) Any or all submittals may be rejected in whole or in part as may be specified in this RFP, when it is in the best interest of the Town.

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

9. **AWARD**

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

10. **NOTICE OF AWARD OF CONTRACT**

(a) A written Notice of Award of Contract will notify the successful offeror of acceptance of its proposal. The successful offeror shall not undertake any work, and the Town will not be responsible for payment of any work whatsoever undertaken by the successful offeror prior to issuance of the Notice to Proceed.

(b) The successful offeror shall be required to execute a formal contract before work can proceed.

11. **NOTICE TO PROCEED**

A “**Notice to Proceed**” will be issued only after the successful offeror has executed the contract and has submitted acceptable Insurance Certificate(s) and Endorsement(s), as well as other submittals specified herein as required to be delivered before the Notice to Proceed is issued.

The successful offeror shall not deliver any equipment to the work site or commence work until it has received a written Notice to Proceed from the Town.

12. **STATE AND LOCAL TAXES**

(a) Except as otherwise provided, contract prices shall *include* all applicable state and local taxes.

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

13. **PERMITS AND LICENSES**

(a) Offerors are responsible at all times for obtaining applicable licenses to include but not limited to appropriate **business licenses**.

14. **OFFEROR REPRESENTATIONS**

By submitting a proposal, each offeror represents that:



- (a) The offeror has read and understands this RFP (including all specifications and attachments) and that his proposal is made in accordance therewith.
- (b) The offeror has reviewed the RFP, has become familiar with the local conditions under which the work is to be performed, and has correlated personal observations with requirements of the proposal.
- (c) The proposal is based on the terms, materials, systems, and equipment required by this RFP, without variance.
- (d) The offeror is qualified to provide the services and equipment required under this RFP and, if awarded the contract, will do so in a professional, timely manner using successful offeror's best skill and attention.
- (e) The offeror has fully acquainted itself with conditions relating to the scope and restrictions attending the execution of the services under the conditions of the RFP.

The failure or omission of the offeror to acquaint itself with existing conditions shall in no way relieve it of any obligation with respect to the proposal submitted by the offeror or to any contract arising out of this RFP.

**15. EQUIPMENT AND STAFFING**

- (a) If equipment, materials and supplies are to be a part of the service provided, all equipment, materials, and supplies incorporated in the work covered by the RFP and provided by the successful offeror are to be new and of the most suitable grade for the purpose intended. When requested, the successful offeror shall furnish to the Town for approval the name of the manufacturer, the model number, and other identifying data and information respecting the performance, capacity, nature, and rating of the equipment.
- (b) By signing its proposal, the successful offeror will be deemed to have represented that its staff is knowledgeable about and experienced in performing the work required in this RFP and warrants that it will use best skill and attention to provide the above described work in a professional, timely manner.
- (c) The Town may, in writing, require that the successful offeror remove from the work any employee the Town deems incompetent, careless or otherwise objectionable.

**16. INDEPENDENT CONTRACTORS**

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

**17. INSURANCE REQUIREMENTS**

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

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

The Town of Kiawah Island must be advised immediately of any changes in required coverage(s).

**18. SUSPENSION OF WORK**

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

**19. TERMINATION FOR CONVENIENCE OF THE TOWN OF KIAWAH ISLAND**

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

**20. CONTRACTOR USE OF SITE AND PREMISES**

(a) Successful offeror shall cooperate with and accommodate related work performed by the Town, or any work performed under separate contract by another contractor or subcontractor, on site during the contract period. It shall be the successful offeror's responsibility to coordinate its work on site.

(b) All work shall be coordinated through the Town's authorized representative.

**21. NON-DISCRIMINATION**

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

**22. DRUG-FREE WORKPLACE**

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

**23. INCORPORATION BY REFERENCE**

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

**24. REJECTION OF PROPOSALS**

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

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



## BEACH FRANCHISE AGREEMENT

**WHEREAS**, the Franchisee, which maintains a business address at Post Office Box 771, Johns Island, South Carolina, 29457, desires to enter into a non-exclusive franchise agreement with the Town for the purpose of conducting, within the defined beach area, as depicted in Exhibit "A" certain commercial activities, specifically, the leasing only of those items listed in Exhibit "B" and sale of those items listed in Exhibit "C" to this agreement.

1. **TERM:**

**2. HOURS OF OPERATION:**

### 3. VEHICLES:

4. **AREAS OF OPERATION:**

1/9/2018

commercial activities within the Town of Kiawah Island, provided the Franchisee's operations do not extend into the dunes or on any land located within the area twenty (20) feet seaward of the toe of the primary dune, in the following areas depicted in the herein incorporated Exhibit "A."

**5. CONDUCT OF OPERATION:**

- A.** The Franchisee and its employees shall at all times evidence a due concern for the preservation and enhancement of the health, safety and general welfare of all beachgoers and also for the preservation and enhancement of the beach ecology by strict adherence to the Municipal Code of the Town of Kiawah Island, as amended. In that regard, such employees shall assist beach users to be aware of and adhere to Town Beach Ordinances.
- B.** Franchisee shall provide all employees with a distinctive uniform (shirts and pants) which identifies the employee with the Franchisee. Employees must also wear name tags at all times. Uniforms must be worn at all times while on duty and must be clean and neat in appearance. The uniform must be approved by the Town.
- C.** Franchisee and employees are prohibited from consuming alcoholic beverages while on duty during the designated hours of operation.
- D.** Franchisee and employees shall thoroughly instruct any potential customers regarding the safe use of any leased water sports equipment.
- E.** Franchisee and its employees shall provide its services in the following manner subject to the specified conditions:
  - (1) At the start of the season, the Franchisee must have, at a minimum, the equipment supply available to accommodate the peak season demand:
    - 800 Umbrellas/Cabanas
    - 1600 Chairs/Lounges
    - Three (3) 4-wheel drive trucks for supervisor staff
  - (2) Attendants shall be located at those boardwalk accesses deemed appropriate by the Franchisee within the Franchisee's area of operation as defined in Paragraph 4 of this Agreement.
  - (3) Storage boxes and chair racks shall be placed at each attendant's station by the Franchisee. At no time shall any equipment, storage boxes and/or chair racks be placed in the dunes for overnight storage. During the hours

of operation, the attendant may place the Franchisee's office umbrella in front of these locations.

- (4) A setup is defined as a beach umbrella and two chairs.
- (5) The franchisee must have the ability to takes reservations by phone and/or e-mail, and the ability to accept payments on the beach.
- (6) Guests, visitors, property owners, or other persons may reserve setups at each attendant's station for designated time periods within the discretion of the Franchisee. Reservation of setups shall be dutifully recorded by the attendant.
- (7) Reserved setups shall be in place by 10:00 a.m. on each day in which the Franchisee operates.
- (8) Reserved setups may be placed by the Franchisee's employees within proximity to each attendant's station, or at other various places within the Franchisees' area of operation during the hours of operation. Additional non-reserved setups may be placed only within reasonable proximity to an attendant's station.
- (9) Setups shall be placed in a uniform, straight-line fashion. Setups shall be appropriately spaced so as to allow at least five (5) feet between each setup. The first setup of the attendant's line of setups shall be distanced approximately twenty (20) feet from each boardwalk access.
- (10) Franchisee and its employees understand that the beach is public and any guests, visitors, property owners, or other persons have priority on the use of the beach over the Franchisee's interest in placing setups. At no time will the Franchisee and its employees request any person on the beach to move or relocate for the sake of its operation, unless such persons are using the Franchisee's services or facilities without authorization.
- (11) Other equipment may be leased in accordance with Exhibit B and other items may be sold in accordance with Exhibit C.

- F. Franchisee and its employees shall strive to avoid interfering with the enjoyment of guests, visitors, property owners, or other persons of the public beach areas within the Town of Kiawah Island. At the request of the Town, Franchisee shall alter or amend its operations whenever the Town determines a substantial interference arises between the private enjoyment of persons on the beach and



Franchisee's services.

**6. FRANCHISE CONSIDERATION:**

During the term of this agreement, including any renewal term, a franchise fee of Three Hundred Thousand (\$300,000) Dollars or 30%, whichever is greater, shall be paid by the Franchisee annually to the Town. Said payments shall be made no later than December 31<sup>st</sup> of each franchise year.

**7. INSURANCE:**

Franchisee shall carry and maintain Worker's Compensation insurance in statutory amounts, comprehensive general liability insurance endorsed to include product and completed operations and contractual liability in a minimum amount of \$1,000,000.00 combined single limit and automobile liability insurance with minimum limits of \$500,000.00/\$1,000,000.00 (or \$1,000,000.00 combined single limit). Each policy shall provide that it may not be canceled or changed without at least ten (10) days prior notice to the Town. The Town of Kiawah Island shall be included as a named insured on the comprehensive general liability policy, and the Franchisee shall deliver to the Town a copy of the policy and any endorsements thereto.

**8. INDEMNIFICATION:**

- A.** Franchisee shall defend, indemnify and hold harmless the Town, its officers, directors, agents and employees from and against any and all actions, costs, claims, losses, expenses and/or damages, including attorney's fees, whether incurred prior to the institution of litigation, during litigation or on appeal arising out of or resulting from the conduct of any commercial activity hereby authorized or the performance of any requirement imposed pursuant by this agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Town.
- B.** Franchisee shall further indemnify the Town, its officers, directors, agents and employees from and against any and all actions, costs, claims, losses, expenses and/or damage including attorney's fees, whether incurred prior to the institution of litigation, during litigation or on appeal, for or arising out of any bodily injuries to or the death of any of Franchisee's employees working at the specified location of operation during the specified hours of operation which may occur, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Town.

9. **NO AGENCY CREATED:**

The parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by this agreement. Nothing contained herein creates any relationship between Island Beach Service, Inc., and the Town of Kiawah Island, South Carolina, other than that which is expressly stated herein. The Town of Kiawah Island, South Carolina, is interested only in the results to be achieved through this grant of franchise. The conduct and control of the agents and employees of Island Beach Service, Inc., and the methods utilized by Island Beach Service, Inc., in fulfilling its obligations hereunder shall lie solely and exclusively with the corporation and its agents, officers, and directors. Franchisee's employees shall not be considered agents or employees of the Town of Kiawah Island, South Carolina for any purpose. No person employed by Island Beach Service, Inc., shall have any benefit, status or right of employment with the Town of Kiawah Island, South Carolina.

10. **ASSIGNMENT:**

Franchisee may assign or transfer its franchise to another entity or person subject to a sixty (60) day notification to the Town Administrator and upon approval in writing from the Town Council.

**IN WITNESS WHEREOF** the parties hereto have executed this agreement as of the date and year first above written.

**WITNESSES:**

Stephanie Braswell

Marilyn Feuell

Paul S. Rogers

Rusty Lamm

**TOWN OF KIAWAH ISLAND**

Craig Weaver

By: Craig Weaver

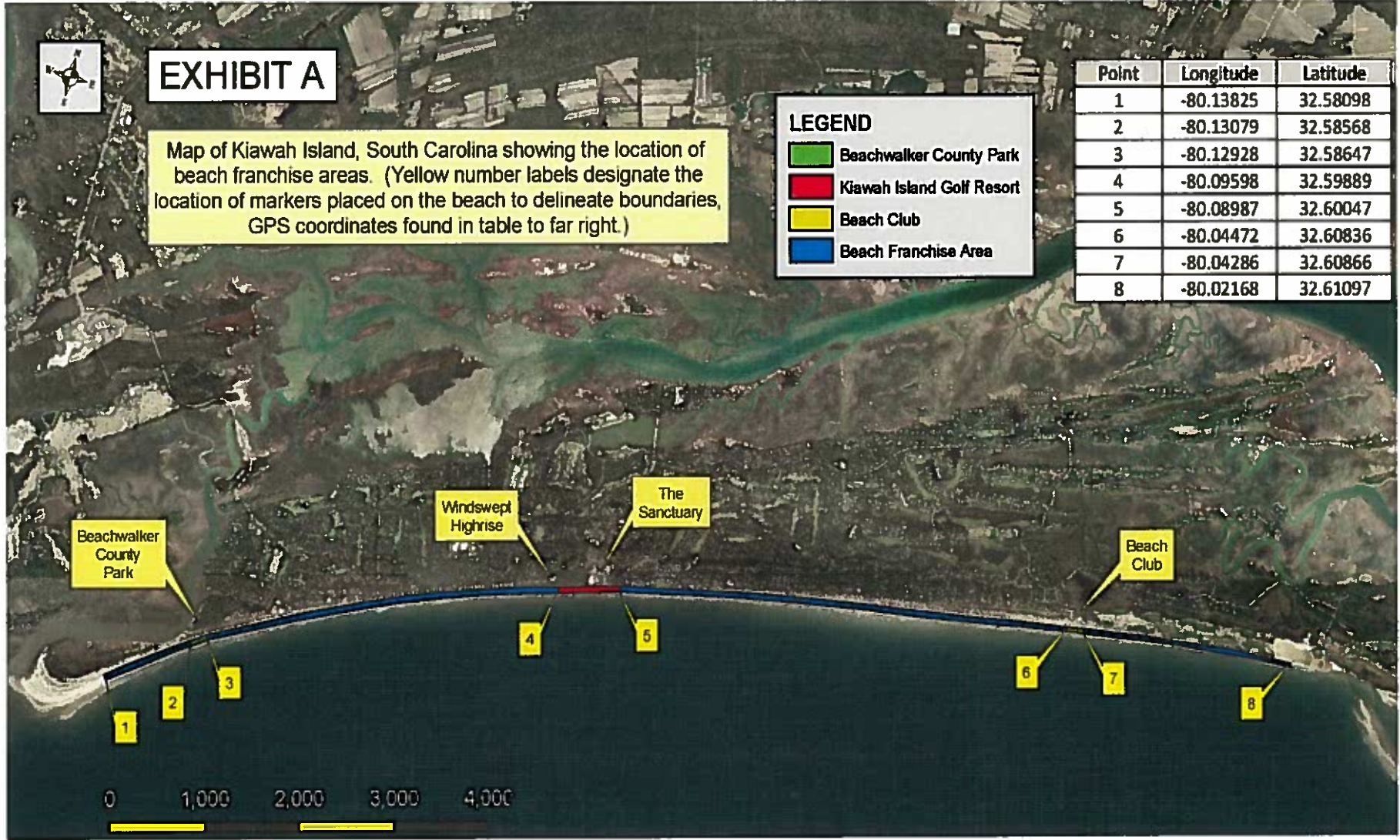
Its: Mayor

**ISLAND BEACH SERVICE, INC.**

C. K. Neal (Butch)

By: C. K. Butch Neal

Its: President



## **EXHIBIT "B" TO FRANCHISE AGREEMENT**

The following is a list of products leased on the beach and in the ocean by the Franchisee.

Umbrellas/Cabanas

Chairs/Lounges

Back-Rests

Floats/Body Boards

Surf Kayaks

Handicap Equipment

The Franchisee shall take all appropriate and necessary steps to ensure that customers using the above referenced equipment shall utilize the same in a safe manner. The Town must give approval to the quantity and location of rental of surf kayaks.



## EXHIBIT "C" TO FRANCHISE AGREEMENT

The following is a list of products that may be sold on the beach by the Franchisee. The area of sales is restricted to the areas of operation defined in Paragraph 4. Vehicles used to perform the service will only be allowed to access the franchise area through the beach accesses.

Non-Alcoholic Beverages  
Snack Foods (e.g. crackers, chips, etc.)  
Ice Cream Products

Food and snack items may be sold and delivered to the beach either from a licensed establishment or via a mobile concession equipped vehicle. The Franchisee shall take all appropriate and necessary steps to ensure that any beverages or food items sold meet applicable public health standards and must comply with all Town Ordinances and beach regulations.

- No alcoholic beverages may be sold on the beach.
- Only plastic/metal containers are allowed on the beach. The use of glass containers is strictly prohibited.

The Franchisee is responsible for all monitoring and removal of debris materials from those items sold and that no used beverage containers remain on the beach.



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## **WAYS AND MEANS**

### **Agenda Item**



# Request for Ways and Means Committee Action

**TO:** Ways and Means Chairman and Committee Members

**FROM:** Brian Gottshalk, Public Works Manager

**SUBJECT:** Outdoor Spatial Design Landscape Improvements

**DATE:** 27 March, 2023

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## **BACKGROUND:**

The Town originally entered into a contract with Outdoor Spatial Design (OSD) for landscape architect services along the Kiawah Island Parkway following the road resurfacing project. Since then, OSD has helped the Town on various projects to increase safety and help the town showcase native plant landscapes. The Town has asked OSD to provide a proposal for design services for the Municipal Center, the Kiawah Island Parkway, and Beachwalker Drive.

## **ANALYSIS:**

OSD originally submitted a proposal that was presented to the Council at the Council Retreat in February. It was determined by the Council that some adjustments needed to be made, particularly to Beachwalker Drive, as there is potential development to portions of this road that could damage or change the landscape. OSD has submitted a new proposal with the comments from the Council Retreat included. The new cost in the proposal is \$29,500.

## **ACTION REQUESTED:**

Town staff requests that the Ways and Means Committee recommend to Town Council to approve the proposal from OSD for landscape architect services as described in the proposal.

## **BUDGET & FINANCIAL DATA:**

If awarded, the Town would enter into a contract with OSD for \$29,500. 70% of the Kiawah Island Parkway and Beachwalker Drive will be funded from local accommodations tax. The rest will be funded from the General Fund.

1060 E. Montague Ave. Ste. 315  
N. Charleston, SC 29405  
843.718.5554  
osdla.com  
Email: [evan@osdla.com](mailto:evan@osdla.com)

February 13, 2023

Stephanie Monroe Tillerson  
Town Administrator  
4475 Betsy Kerrison Parkway  
Kiawah Island, SC

RE: Landscape Design Proposal - Landscape Enhancements for KIP, BWD and Town Hall

Outdoor Spatial Design, LLC (OSD) is pleased to submit this proposal to you, the Town of Kiawah Island (Client), for landscape architectural services for an overall Landscape Enhancement Plan for Kiawah Island Parkway and Beachwalker Drive. Below you will find our understanding of the project as well as a detailed list of our proposed scope and fee.

## **TASK 1: KIAWAH ISLAND PARKWAY COMPREHENSIVE LANDSCAPE ENHANCEMENT PLAN**

As a follow up review of the previously installed landscape at Kiawah Island Parkway, OSD shall provide a plan view drawing highlighting possible improvements that were not incorporated in the the first landscape design of the parkway. Drawings may include additional landscape elements such as planting enhancements, furniture and signage.

OSD will work with a local landscape contractor to provide budget pricing for the potential landscape areas of improvement.

OSD will present these recommendations to the Town and revise the comprehensive plan to incorporate feedback. One revision is included in this scope of work. Other revisions shall be billed hourly as requested.

**\*\*Detailed construction drawings are not included in this task.**

## **TASK 2: KIAWAH ISLAND TOWN HALL RAIN GARDEN AND THE KIAWAH ISLAND GROW NATIVE TRAIL (KIGNT)**

Based on previous meetings with the Town of Kiawah, OSD shall provide one (1) plan view drawing and two (2) digitally enhanced images showing a complete restoration of the



KIGNT. In addition, we will look at possible ways to enhance the existing amphitheater and surrounding landscape behind the building. Improvements may include additional landscape elements such as planting, furniture and signage. Upon request, OSD will coordinate with the Nature Conservancy to provide input and support in the develop of the rain garden and how it connects to the overall landscape around Town Hall.

OSD will work with a local landscape contractor to provide budget pricing for the potential landscape areas of improvement.

OSD will present these recommendations to the Town and revise the conceptual design as needed. One revision is included in this scope of work. Other revisions shall be billed hourly as requested.

**\*\*Detailed construction drawings are not included in this task.**

### **TASK 3: BEACHWALKER DRIVE LANDSCAPE ENHANCEMENTS**

#### **A: CONSULTATION FOR LANDSCAPE IMPROVEMENTS**

**Kickoff Meeting with the Client (1 meeting):** OSD will meet with the Client and all appropriate staff to discuss the areas along Beachwalker that are in need of improvement.

**Field Visit:** OSD will visit the site with the landscape maintenance company to collect field information and photograph the existing conditions to help aid in the design process. OSD will discuss with the contractor the areas that need to be improved and determine the most efficient ways to enhance the landscape with minimum financial investment from the town.

**Diagrammatic and Written Report:** OSD will prepare a diagrammatic landscape improvement strategy and written report describing what can be done to improve the landscape along one side of Beachwalker.

The landscape contractor will develop a cost estimate to discuss budget requirements of the suggested report.

**\*\*Detailed construction drawings are not included in this task.**

### **TASK 4: CONSTRUCTION OBSERVATION (FOR TASK 3 ONLY)**

OSD will assist the Client in Construction Observation. We will be available to both the Client and contractor for questions and review shop drawings throughout construction. For the purposes of this proposal, OSD has assumed three (3) meetings throughout construction as follows:

1. One (1) Pre-Construction Meeting: We will facilitate this meeting including the contractor(s), sub-contractor(s) and the Client prior to construction. OSD will produce meeting notes and distribute accordingly
2. One (1) on-site construction coordination meeting to review and approve plant layout, quality, location, stake bed lines and tree locations. OSD will produce meeting notes and distribute accordingly.

3. One (1) on-site “punch list” inspection at substantial completion of all landscape and site construction. OSD will produce meeting notes and distribute accordingly.

**DESIGN FEES:**

Task	Task Name	Fee
1	KIAWAH ISLAND PARKWAY COMPREHENSIVE LANDSCAPE ENHANCEMENT PLAN	\$7,500.00
2	KIAWAH ISLAND TOWN HALL RAIN GARDEN AND THE KIAWAH ISLAND GROW NATIVE TRAIL	\$7,500.00
3	BEACHWALKER DR. LANDSCAPE ENHANCEMENTS	\$9,500.00
4	CONSTRUCTION OBSERVATION (TASK 3 ONLY)	\$5,000.00
	<b>TOTAL FEE PROPOSAL</b>	<b>\$29,500.00</b>

**SCHEDULE OF RATES:**

<u>Personnel</u>	<u>Hourly Rate</u>
Principal	\$175.00
Landscape Architect	\$150.00
Project Manager	\$135.00
Landscape Designer	\$100.00

**REIMBURSABLE EXPENSES**

OSD will consult with and gain approval by Client before proceeding with any reimbursable expenses not listed in the scope above.

Large Format Color Prints	\$8/sq ft
Large Format Black and White Prints	\$2/sq ft
11x17 Color Prints	\$3.50 ea
11x17 Black Prints	\$0.50 ea
Subcontract Services	Cost + 10%
Mileage	Subject to Federal Guidelines

**ADDITIONAL SERVICES / OUT OF SCOPE**

1. Detailed irrigation design. OSD will include design files provided by Simmon’s Irrigation in the construction documents.
2. Plan preparation for and construction observation of portions of the project let on a segregated bid basis or to be phased during construction.
3. Site visits and meetings over and above the number stated in this contract.
4. Revisions to the drawings over and above the number stated in this contract.
5. Detailed grading and drainage plans.

6. The preparation of public agency documents other than those specified in this proposal, or meetings/ negotiations with regulatory agencies.
7. Revisions to approved drawings and the preparation of alternates or deductive change orders requested by the Client.
8. Visits to plant nurseries to select plant material.
9. Detailed signage design.
10. Services required as a result of the default or insolvency of contractor.
11. Preparation of as-built, record drawings or of measured drawings of existing conditions.
12. Providing prolonged construction observation should the construction time be substantially extended through no fault of OSD.
13. Design changes if budget is adjusted by +/- 10%

Again, thank you for the opportunity to submit or proposal to you for this project. If you accept the terms of this proposal, please sign at the bottom and return (1) copy as acceptance of conditions stated herein. If you have any questions regarding the terms of this agreement, please do not hesitate to call.

Thank you,



Evan Brandon, PLA, ASLA  
Principal

1060 E. Montague Ave. Ste. 315  
N. Charleston, SC 29405  
843.718.5554  
[osdla.com](http://osdla.com)

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

## STANDARD TERMS & CONDITIONS

Landscape Architectural Services will be subject to the following Standard Conditions:

- A. This Agreement is to be signed and returned to Outdoor Spatial Design, LLC within 30 days in order to proceed with the described services. Otherwise, the offer to perform the described services may, in Outdoor Spatial Design, LLC's sole discretion, be withdrawn and be null and void.
- B. Upon not less than seven days written notice, Outdoor Spatial Design, LLC shall suspend all services including access to drawing files if the client fails to pay in full within 60 days for services rendered or expenses incurred and for nonpayment of outstanding invoices. Outdoor Spatial Design, LLC shall have no liability because of such suspension of services or termination due to Client's nonpayment.
- C. Invoices will be submitted monthly or after services are rendered and are payable within seven (7) days of receipt. Accounts with balances extending over 30 days will be assessed a finance charge that will be calculated at the rate of 1.50% per month for an annual rate of 18.0%.
- D. Either Client or Landscape Architect may terminate this Agreement upon seven days written notice. If terminated by Client, Client agrees to pay Landscape Architect for all Basic and Additional Services rendered and Reimbursable Expenses incurred in accordance and conditions of this agreement, up to the date of termination.
- E. Outdoor Spatial Design, LLC shall not be responsible for delay caused by circumstances beyond its reasonable control.
- F. Outdoor Spatial Design, LLC assumes no liability for the accuracy of surveys and survey information and may rely on the accuracy of survey information provided.
- G. Client acknowledges and agrees that proper project maintenance is required after the project is complete. A lack of or improper maintenance may result in damage to property or persons. Client further acknowledges and agrees that, as between the parties to this Agreement, Client is solely responsible for the results of any lack of or improper maintenance.





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## **WAYS AND MEANS**

### **Agenda Item**



# Request for Ways and Means Action

**TO:** Chairman and Committee Members

**FROM:** Craig A. Harris Sr., Director of Public Safety

**SUBJECT:** Meducare (AirMedCare Network) Municipal Site Membership

**DATE:** March 27, 2023

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## **BACKGROUND:**

On April 20, 2016, the Town entered a one-year contract with AirMedCare Network (Meducare) to provide air medical transport services for Kiawah Island residents. Each additional year thereafter was renewed for one year. The current contract expires at the end of April 2023. While the Town had a few air medical transport services during our five-year contract period, to our knowledge those individuals airlifted to the hospital were not Town residents. Therefore, the Municipal Site Membership plan was not activated.

In 2018, Mr. McAden notified us that AirMedCare Network stopped offering the Business Plan to new subscribers effective January 1, 2018, due to the continued decline in insurance rate reimbursement and the reduction of larger employers in the AirMedCare Network. The Municipal Site membership falls under the Business Plan, and therefore it was eliminated as well. However, those with an active Business/Municipal Site membership plan are grandfathered in with the option of renewing. If the contract lapse, the membership plan option we now participate in will no longer be available.

The Public Safety Committee considered the renewal at its March 15, 2023, regularly scheduled meeting. After discussion, the Committee made a motion to recommend to the Ways and Means Committee that the AirMedCare Municipal Site Plan Membership be renewed for another year at the same cost of \$8,163.00 (annual).

## **ANALYSIS:**

The Municipal Site Membership will cover transport that originates out of Charleston County. There is no cost to residents with medical insurance. A resident can upgrade to a full coverage membership for \$35.00 (annual) that will give them coverage in over 220 locations across 32 states. **Coverage also applies to renters, provided that it is their primary residence.**

## **Resident Defined:**

Any individual who owns a home on the island, regardless of whether it is their primary residence, would be considered a "resident" and eligible for coverage under the Municipal Site Plan (MSP). For example, John Q Taxpayer's primary residence is in Columbia, SC, and as such, he is considered part of that tax base. He owns a second home on Kiawah that he lives in for just three months out of the year. For purposes of the Municipal Site Plan, he would be considered a "resident" of Kiawah, covered by the plan and eligible to upgrade to a full membership for just \$45.00. That being said, if John lets Nephew Tim and his family use his beach house for a week during the summer, they would not be covered by the Municipal Site Plans.

## **Coverage:**

The MSP will provide coverage for all **insured** household residents from a pickup location originating anywhere in Charleston County (this allows for coverage both on and off the island) and all subsequent flights. (For example, the

patient is airlifted to MUSC and then transported to the burn unit in Augusta, GA. In this situation, the membership would cover both flights.)

If a member resident is **uninsured** at the time of transport, Med-Trans Medical transport will bill the member the "Medicare Allowable Rate." The uninsured member resident may elect to pay \$35.00 to upgrade to a "Full Membership" and receive no bill along with gaining coverage across a 32-state service area

**\*\*\*Any member resident may elect to obtain a "Full Membership" for \$35.00 per year. Again, this will provide full coverage across a 32-state service area and for the uninsured.**

**ACTION REQUESTED:**

Recommend to Town Council the approval of the request to renew the annual agreement with AirMedCare for Municipal Site Plan Membership services at an annual rate of \$8,163.00. It comes as a recommendation from the Public Safety Committee.

**BUDGET & FINANCIAL DATA:** If approved, the cost will be included in the FY 2023-2024 Budget.



Plan Code: 10228

**AirMedCare Network Municipal Site Membership  
For Town of Kiawah Island, SC**

**Organization:** Town of Kiawah Island, SC  
**Physical Address:** 4475 Betsy Kerrison Parkway  
Kiawah Island, SC 29456  
**Mailing Address:**  
**Contact:** Petra Reynolds  
**Phone:** 843-768-5101  
**Email:** [Preynolds@kiawahisland.org](mailto:Preynolds@kiawahisland.org)  
**County:** Charleston

**Membership Sales Manager/Base:** Wes McAden/Strategic Partnerships

**Covered Individuals and Transports:**

Any individual who resides within the boundaries of Kiawah Island, SC when transported for medical necessity by Med-Trans Co (or any AirMedCare Network Provider) will be covered under the standard terms and conditions for an AirMedCare Network membership (attached), except:

- Transport must be from a pickup location in Charleston County, SC; and
- If the covered individual transported is uninsured at the time of transport, Med-Trans Corporation will bill the covered individual at the "Medicare Allowable Rate" for the transport.

**Fees:**

Kiawah Island, SC will pay to AirMedCare Network a total of \$8,163.00 annual.

**Upgrade Benefit to Covered Individuals:**

Any individual who resides within the boundaries of Kiawah Island, SC may elect to obtain a full household membership (which eliminates the exceptions listed above) by completing an application and paying the following fees:

Standard Annual Rate	*Senior Annual Rate
\$55	\$45
<i>*Senior rate is available to the primary and secondary household member if they are 60 years of age or older.</i>	

**Duration:**

This agreement will be effective upon AirMedCare Network's receipt of (a) this agreement signed by the participating Organization AND (b) payment of the amount as provided above. This agreement will be effective for one (1) year, and will be evaluated by both parties for renewal at least thirty (30) days prior to the end of the one (1) year term.





## Terms and Conditions

AirMedCare Network (“**AMCN**”) is an alliance of affiliated emergency air ambulance providers\* (each a **Provider**). Your AMCN membership automatically enrolls you as a member in each Provider’s membership program. Membership ensures that you will have no out-of-pocket flight expenses if flown by a Provider by providing prepaid protection against a Provider’s air ambulance costs that are not covered by any insurance, benefits, or third-party responsibility available to you, subject to the following terms and conditions:

1. Patient transport will be to the closest appropriate medical facility for medical conditions that are deemed by the AMCN Provider attending medical professionals to be life- or limb-threatening, or that could lead to permanent disability, and which require emergency air ambulance transport. A patient’s medical condition, not membership status, will dictate whether or not air transportation is appropriate and required. Under all circumstances, an AMCN Provider retains the sole right and responsibility to determine whether or not a patient is flown. Emergent ground ambulance transport of a member by an AMCN Provider, in connection with an emergent air ambulance transport by a Provider, will be covered under these same terms and conditions.

2. AMCN Provider air ambulance services may not be available when requested due to factors beyond the Provider’s control, such as use of the appropriate aircraft by another patient or other circumstances governed by operational requirements or restrictions including, but not limited to, equipment manufacturer limitations, governmental regulations, maintenance requirements, patient condition, age or size, or weather conditions. FAA restrictions prohibit most AMCN Provider aircraft from flying in inclement weather conditions. The primary determinant of whether to accept a flight is always the safety of the patient and medical flight crews.

3. Members who have any insurance or other benefits available to them, or third party responsibility (or liability) claims, that cover in any way the cost of ambulance services are financially liable for the cost of AMCN Provider services up to the limit of any such available coverage or recovery. In return for payment of the membership fee, the AMCN Provider will consider its air ambulance costs that are not covered by any insurance, benefits or other third-party responsibility available to the member to have been fully prepaid. “**Insurance**” or “**benefits**” means any and all types of insurance or benefits without any limitation. By way of example only, such “insurance” or “benefits” include medical benefits available under health insurance, automobile insurance, homeowners insurance, workers compensation, and government insurance or benefits programs. Further, the terms “insurance” or “benefits” include any insurance or benefits that are owned by a member (or that are written or held in a member’s name), as well as any insurance or benefits owned by someone else (or that are written or held in someone else’s name) that provide coverage, to any extent, for the services provided by the AMCN Provider to a member. “Third-party responsibility” means any amounts that any third-party is required to pay to a member because of or related to the AMCN Provider’s services rendered to the member. The AMCN Provider reserves the right to seek payment directly from any available insurance, benefits provider, or third party for services rendered to a member (to the same extent it could do so for any non-member patient), and members authorize all available insurers, benefits providers, and responsible third parties to pay any covered amounts directly to the AMCN Provider.

4. Members agree to remit to the AMCN Provider any payment received from any insurance, benefit providers, or any third party for any services provided by the AMCN Provider, not to exceed the amount charged by the AMCN Provider, including (but not limited to) instances in which payment for an AMCN Provider’s services is made via settlement with any insurers, benefit providers, or third parties found responsible for a member’s injury or condition leading to the air medical services provided by the AMCN Provider. Remitting such payments are not member out-of-pocket expenses because such payments originated from third parties only because of the air medical services provided to the member. Failure by a member to remit such payments constitutes a material breach of these terms and conditions and authorizes the Provider to seek full payment for its services from the member.



5. Neither the Providers nor AMCN is an insurance company. Membership is not an insurance policy and cannot be considered as a secondary insurance coverage or a supplement to any insurance coverage. **Neither the Providers nor AMCN will be responsible for payment for services provided by another ambulance service.**

6. Membership starts 15 days after AMCN receives a complete application with full payment; however, the waiting period will be waived for unforeseen events occurring during such time. Members must be natural persons. Memberships are non-refundable and non-transferable.

7. Some state laws prohibit Medicaid beneficiaries from being offered membership or being accepted into membership programs. By applying, members certify to the Providers that they are not Medicaid beneficiaries.

8. **LIMITATION OF LIABILITY.** THE LIABILITY OF AMCN AND THE PROVIDERS, AND THE DAMAGES AVAILABLE TO A MEMBER, FOR BREACH OF THESE TERMS AND CONDITIONS IS LIMITED TO ACTUAL DAMAGES IN AN AMOUNT NOT TO EXCEED (A) ANY AMOUNT ACTUALLY RECEIVED BY AMCN OR ANY PROVIDER IN VIOLATION OF THESE TERMS AND CONDITIONS AND (B) THE MEMBERSHIP FEE PAID BY THE MEMBER FOR THE APPLICABLE MEMBERSHIP TERM. IN NO EVENT SHALL AMCN OR ANY PROVIDER BE LIABLE TO A MEMBER UNDER THESE TERMS AND CONDITIONS PURSUANT TO ANY CONTRACT, NEGLIGENCE, STRICT LIABILITY, TORT, OR OTHER LEGAL OR EQUITABLE THEORY FOR ANY INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES OF ANY NATURE WHATSOEVER, ARISING OUT OF OR IN CONNECTION WITH THE MEMBERSHIP PROGRAM OR THESE TERMS AND CONDITIONS, EVEN IF AMCN OR A PROVIDER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE MEMBER ACKNOWLEDGES AND AGREES THAT THE LIMITATIONS OF LIABILITY SET FORTH IN THESE TERMS AND CONDITIONS REFLECT AN ALLOCATION OF RISK SET FORTH IN THESE TERMS AND CONDITIONS AND THAT, IN THE ABSENCE OF SUCH LIMITATIONS, THESE TERMS AND CONDITIONS WOULD BE SUBSTANTIALLY DIFFERENT.

9. Any and all matters arising out of or relating to the AMCN membership program, these terms and conditions, and/or the subject matter hereof shall be governed by, construed, and enforced in accordance with the laws of the United States of America (including without limitation, the Federal Arbitration Act) and, to the extent not preempted by Federal law, the laws of the State of Missouri without regard to conflicts or choice of law principles, regardless of the legal theory upon which such matter is asserted. Outside of these terms and conditions, Federal law preempts state and local laws, regulations, and other provisions, including common law duties that relate to rates, routes, or services of an air carrier. To the extent a state or political subdivision thereof makes the incorporation of common law duties or state law in contracts optional, the Providers and you agree that this contract does not incorporate any such common law duties or state laws.

10. **ARBITRATION AGREEMENT.** Any controversy or claim arising out of or relating to the AMCN membership program, these terms and conditions, and/or the subject matter hereof shall be resolved by binding arbitration by a single arbitrator pursuant to the Consumer Arbitration Rules of the American Arbitration Association ("**Rules**"), as modified by these terms and conditions. The place of arbitration will be St. Louis, Missouri. The judgment on any award rendered by the arbitrator may be entered in any court having jurisdiction thereof. **THERE SHALL BE NO RIGHT OR AUTHORITY FOR ANY CLAIMS TO BE ARBITRATED ON A CLASS ACTION, JOINT OR CONSOLIDATED BASIS OR ON BASES INVOLVING CLAIMS BROUGHT IN A PURPORTED REPRESENTATIVE CAPACITY ON BEHALF OF OTHER MEMBERS OR OTHER PERSONS. THE ARBITRATOR MAY AWARD RELIEF ONLY IN FAVOR OF THE INDIVIDUAL PARTY SEEKING RELIEF AND ONLY TO THE EXTENT NECESSARY TO PROVIDE RELIEF WARRANTED BY THAT INDIVIDUAL PARTY'S CLAIM. The arbitrator is not authorized to award attorney's fees and costs or equitable relief.** In the event the prohibition on class arbitration or any other provision in this arbitration agreement is deemed invalid or unenforceable, then the remaining provisions of these terms and conditions will remain in full force and effect. In the event of any dispute between the parties, you agree to first contact the Provider or AMCN and make a good faith effort to resolve the dispute before resorting to arbitration under these terms and conditions.



11. These terms and conditions supersede all previous terms and conditions between a member and the Providers or AMCN, including any other writings, or verbal representations, relating to the terms and conditions of membership. These terms and conditions may be modified or amended only in writing signed by the President or a Vice President of AMCN or a Provider, and may not be modified or amended orally, by trade usage or by course of conduct or dealing.

\*Air Evac EMS, Inc. / Guardian Flight, LLC / Med-Trans Corporation / REACH Air Medical Services, LLC -- These terms and conditions apply to all AMCN participating provider membership programs, regardless of which participating provider transports you.

Agreed to by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Matt Muse**  
\_\_\_\_\_  
Printed Name

**Executive Director of Membership**  
\_\_\_\_\_  
Title

**Membership**  
\_\_\_\_\_  
Division

\_\_\_\_\_  
Date





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## **WAYS AND MEANS**

### **Agenda Item**



# Memorandum

**TO:** Chair and Members of Ways and Means Committee

**FROM:** Dorota Szubert, Finance Director

**SUBJECT:** Budget Report for the First Eight Months Ended 2.28.2023

**DATE:** March 27, 2023

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## Overview:

Overall, for the first eight months the Town's consolidated revenues of \$9M are slightly higher, \$831K, or 10% when compared to YTD for last fiscal year FY2022 and 75% of total budgeted revenues for the current year.

At the end of February 2023, the expenditures are \$980K, or 18% higher than for fiscal year FY2022 and 56% of the current year budget. The major contributors of the variances when compared to last year are as follow:

1. Personnel cost- the higher cost in the current year is mostly related to an increase in the staffing. FY2022, the equivalent of the full-time employee at February 28,2022 was 18.8 compared to 22.7 in the current year. Respectively, the benefits and payroll taxes are higher in the fiscal year FY2023.
2. Beach Patrol cost is higher in the current year as the new contract approved by Town Council in in February 2022 increased by \$251K annually.
3. Waste Management- the higher cost in the current fiscal year relates to 9% CPI adjustment effective 7/1/2022.



Town of Kiawah Island  
Balance Sheet - Governmental Funds  
Unaudited  
Modified Cash Basis  
December 31, 2022

	GENERAL FUND	SPECIAL FUNDS COMBINED	CAPITAL FUND	TOTAL FUNDS
<b>ASSETS</b>				
Cash and Cash Equivalents	\$ 16,101,927		\$ -	\$ 16,101,927
Cash and Cash Equivalents, Restricted	-	6,656,381	6,819,679	13,476,060
Accounts Receivable	80,028	-	-	80,028
Prepaid Item	-	-	-	-
<b>TOTAL ASSETS</b>	<b>16,181,955</b>	<b>6,656,381</b>	<b>6,819,679</b>	<b>29,658,014</b>
<b>LIABILITIES</b>				
Accounts Payable and Accrued Liabilities	111,992	14,993	-	126,985
Municipal Court Fines and Assessments Payable	-	-	-	-
Unearned Revenue	12,834	-	-	12,834
<b>TOTAL LIABILITIES</b>	<b>124,826</b>	<b>14,993</b>	<b>-</b>	<b>139,819</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Unavailable Revenue	101,118	-	-	101,118
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	<b>101,118</b>	<b>-</b>	<b>-</b>	<b>101,118</b>
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</b>	<b>225,944</b>	<b>14,993</b>	<b>-</b>	<b>240,937</b>
<b>FUND BALANCES</b>				
Restricted:				
Tourism Related Expenditures & Capital Improvements	-	6,618,562	6,819,679	13,438,240
Victims' Assistance	-	22,826	-	22,826
Unrestricted	15,956,011	-	-	15,956,011
<b>TOTAL FUND BALANCES</b>	<b>15,956,011</b>	<b>6,641,388</b>	<b>6,819,679</b>	<b>29,417,077</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>	<b>\$ 16,181,955</b>	<b>\$ 6,656,381</b>	<b>\$ 6,819,679</b>	<b>\$ 29,658,014</b>

Town of Kiawah Island  
Budget to Actuals  
For the Eight Months Ended 2/28/23  
Modified Cash Basis /Unaudited

	Fiscal 2023				FY2023 VS FY2022		
	Y-T-D ACTUALS	TOTAL BUDGET	VARIANCE	% OF BUDGET	FY2022 Y-T-D	\$ VARIANCE	% VARIANCE
<b>Revenue:</b>							
Building Permits	\$ 1,254,561	\$ 1,200,000	\$ 54,561	105%	\$ 1,300,461	\$ (45,900)	-4%
Building Permits-Special Projects	623,908	500,000	123,908	125%	578,008	45,900	8%
Business Licenses	594,816	2,800,000	(2,205,184)	21%	907,299	(312,483)	-34%
STR Application Fees	140,400	400,000	(259,600)	35%	26,253	114,147	435%
Franchisee Fees	760,563	970,000	(209,437)	78%	744,731	15,832	2%
Local Option Tax	594,364	768,382	(174,018)	77%	422,169	172,195	41%
State ATAX	1,671,942	2,100,000	(428,058)	80%	1,707,532	(35,590)	-2%
Local ATAX	994,748	1,050,000	(55,252)	95%	873,038	121,710	14%
County ATAX	-	420,000	(420,000)	0%	-	-	-
Hospitality Tax	496,623	600,000	(103,377)	83%	482,101	14,522	3%
Environmental Services	651,511	610,000	41,511	107%	619,799	31,712	5%
Interest	615,711	35,000	580,711	1759%	13,283	602,428	4535%
Other	193,332	187,000	6,332	103%	86,190	107,142	124%
One Time -ARP Funding	440,343	440,343	-	100%	440,343	-	0%
<b>Total Revenue</b>	<b>9,032,822</b>	<b>12,080,725</b>	<b>(3,047,903)</b>	<b>75%</b>	<b>8,201,207</b>	<b>831,615</b>	<b>10%</b>
<b>Expenses:</b>							
Salaries/Regular Employees	1,213,501	1,901,847	(688,346)	64%	1,035,480	178,021	17%
Overtime	5,943	4,400	1,543	135%	382	5,561	1456%
Benefits	400,242	634,830	(234,588)	63%	277,458	122,784	44%
Payroll Tax	102,246	174,879	(72,633)	58%	91,203	11,043	12%
<b>Employee Subtotal</b>	<b>1,721,932</b>	<b>2,715,957</b>	<b>(994,025)</b>	<b>63%</b>	<b>1,404,523</b>	<b>317,409</b>	<b>155%</b>
Public Safety/Payroll and Related/ Off Duty Deputies	279,771	511,202	(231,431)	55%	204,153	75,618	37%
Public Safety/CCSO Contract	-	441,808	(441,808)	0%	88,065	(88,065)	-100%
STR Code Enforcement	168,338	288,580	(120,242)	58%	168,338	-	0%
Beach Patrol	340,666	584,000	(243,334)	58%	242,687	97,979	62%
Utilities & Supplies	159,779	248,000	(88,221)	64%	158,721	1,058	2%
Communications	57,564	76,360	(18,796)	75%	49,616	7,948	1%
Waste Management	718,874	1,203,000	(484,126)	60%	668,366	50,508	8%
Insurance	172,664	172,769	(105)	100%	154,801	17,863	12%
Professional Services	149,058	146,900	2,158	101%	118,775	30,283	25%
Consultants	222,820	345,665	(122,845)	64%	166,107	56,713	34%
Maintenance	369,864	528,350	(158,486)	70%	364,628	5,236	1%
Travel	30,293	112,270	(81,977)	27%	24,803	5,490	22%
Rentals	25,118	45,000	(19,882)	56%	26,716	(1,598)	-6%
Tourism & Recreations	1,205,896	2,001,200	(795,304)	60%	917,867	288,029	31%
Contributions	-	200,000	(200,000)	0%	-	-	-
Other	208,192	404,920	(196,728)	51%	221,826	(13,634)	-6%
Capital Outlay:							
Building	202,596	150,000	52,596	135%	179,501	23,095	13%
Infrastructure	-	900,000	(900,000)	0%	-	-	-
Vehicles	154,837	120,000	34,837	129%	-	154,837	-
Other	-	70,000	(70,000)	0%	48,716	(48,716)	-100%
MUSC Pledge	200,000	200,000	-	100%	200,000	-	0%
<b>Total Expenses</b>	<b>6,388,262</b>	<b>11,465,980</b>	<b>(5,077,718)</b>	<b>56%</b>	<b>5,408,209</b>	<b>980,053</b>	<b>18%</b>
<b>Net Changes in Fund Balance</b>	<b>\$ 2,644,560</b>	<b>\$ 614,745</b>	<b>\$ 2,029,815</b>		<b>\$ 2,792,998</b>	<b>\$ (148,438)</b>	



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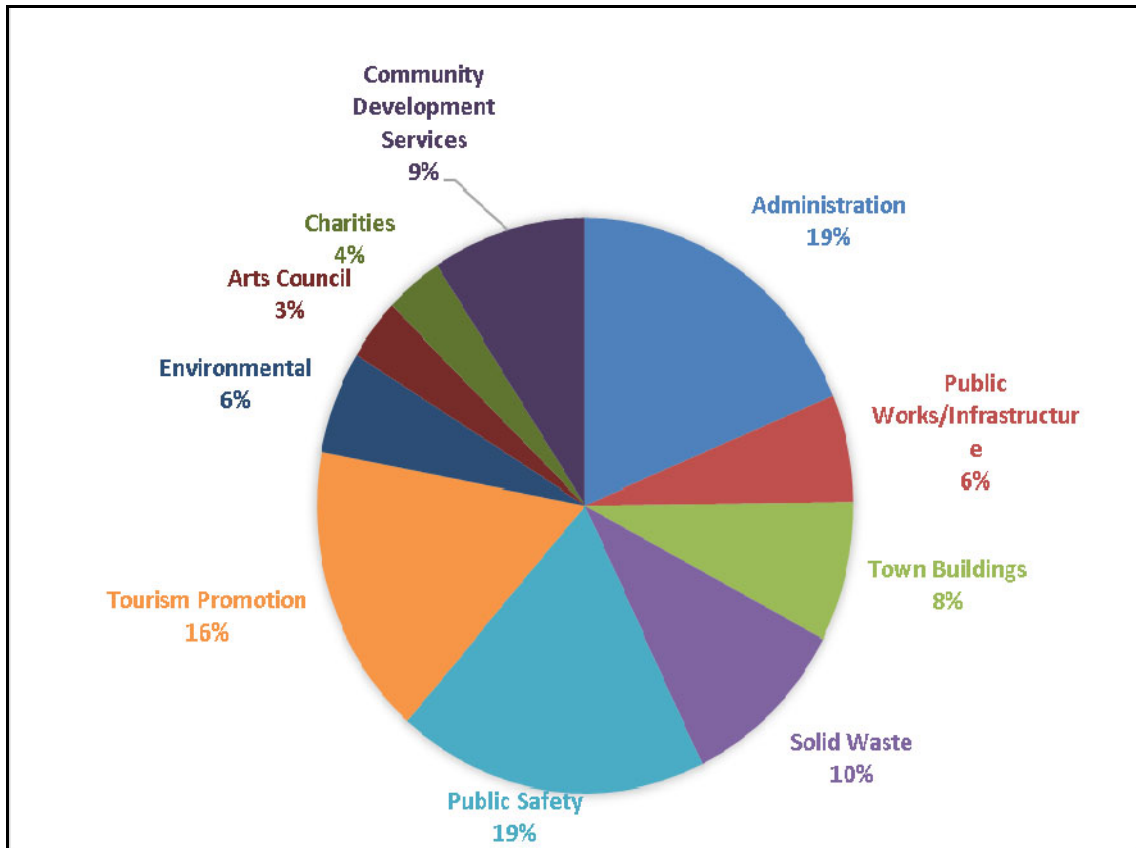
## **WAYS AND MEANS**

### **Agenda Item**

## NARRATIVE HIGHLIGHTS

### EXPENDITURES

Overall, the total budgeted expenditures of \$11.5M are 12%, or \$1.2M higher when compared to current year and 18%, or \$1.8M higher than FY2022 expenditures. The following chart presents total budgeted FY2024 expenditure by function.



The following table shows efficiency ratios and 3-Year averages for the past 5 years.

	FY2019	FY2020	FY2021	FY2022	FY2023	Budget FY2024
<b>Revenues</b>	10,324,097	9,486,025	12,784,888	15,451,884	15,305,153	14,594,151
<b>Expenditures</b>	7,446,234	10,254,897	10,450,225	9,705,930	10,285,774	11,482,074
<b>Efficiency Ratio</b>	<b>72%</b>	<b>108%</b>	<b>82%</b>	<b>63%</b>	<b>67%</b>	<b>79%</b>
	<b>FY17-FY19</b>	<b>FY18-FY20</b>	<b>FY19-FY21</b>	<b>FY20-FY22</b>	<b>FY21-FY23</b>	<b>FY22-FY24</b>
<b>3-Year Revenue Average</b>	9,721,115	9,792,772	10,865,003	12,574,266	14,513,975	15,117,063
<b>% Change</b>		1%	11%	16%	15%	4%
<b>3-Year Expenditure Average</b>	8,233,844	9,206,710	9,383,785	10,137,017	10,147,310	10,491,259
<b>% Change</b>		12%	2%	8%	0%	3%

- ✓ The personnel cost shows a 14%, or \$328K increase compared to FY2023 projected. This increase is attributable to the following items:
  1. The draft includes an aggregated total of 8%, or \$150K for salary increases, included in the Administration department.
  2. The budget includes funding for 24 regular, full-time employees and an intern for Planning Department, compared to 23 employees in FY23.

3. The budget includes a 1%, or \$28K increase in SC Retirement System, effective July 1, 2023.
4. This budget includes a 3.7%, or \$39K increase in Town's health insurance contributions effective January 1, 2024.
5. The budget includes a request for an increase for tuition reimbursement from \$5K to \$10K.

The following chart shows history of Town's employee's salaries for 5 years.

	FY20	FY21	FY22	FY23	FY24
<b>Total salaries</b>	1,228,786	1,392,561	1,646,923	1,822,912	2,020,809
<b>FTE</b>	18	19	20	23	24
<b>Average \$ per FTE</b>	70,216	73,293	82,346	79,257	84,200
<b>Average % change per FTE</b>		4%	12%	-4%	6%

- ✓ The Public Safety cost is budgeted with no change.
- ✓ STR Code Enforcement shows 188%, or \$59K due to the contract increase in February 2023.
- ✓ Beach Patrol is budgeted with no change; new 3-year contract was signed in February 2022.
- ✓ Utilities and Supplies show an increase of 6%, or \$14K and consist of the following line items:
  1. Utilities are budgeted with no change.
  2. Supplies show an 11%, or \$9k decrease.
  3. Minor Assets show a 160%, or \$23K increase mostly related to requests for laptop replacements.
- ✓ Communication cost is budgeted with no change.
- ✓ Waste management cost is budgeted with no change.
- ✓ Insurance cost is estimated to increase 10%, or \$17K.
- ✓ Professional Services are budgeted to decrease 11%, or \$22K and include the following:
  1. \$130K for Town Attorney (\$120K -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 14%, or \$70K decrease. Under the line-item Consultants, funding was budgeted for various services, including:
  1. \$45K for comprehensive plan (the contract was approved in FY 2023, remaining balance)
  2. \$150k placeholder for Zoning Code update with Municipal Code review
  3. \$50k for traffic engineering
  4. \$30k for structural consultants to be used for upcoming commercial projects.
  5. \$80k for public safety study
  6. \$43.5K for annual actuarial evaluation, and miscellaneous consulting services
  7. \$8.5K for deer removal/ processing
  8. \$15k for tallow tree control
  9. \$6K for stenographers
  10. \$10K for documents management
- ✓ Maintenance cost shows 3%, or \$13K decrease.
- ✓ Travel & Training shows a 26%, or approximately \$15K increase, compared to current year



projections. The increase relates to the rise in the number of Town's employees.

- ✓ Rentals are budgeted with 10%, or \$4K increase.
- ✓ Tourism & Recreation shows a 29%, or approximately \$561K increase 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>
<b>Arts &amp; Cultural</b>	\$115,000			\$140,000	\$22,000	\$297,000
Same as current year						
<b>Promotional Fund</b>		\$827,630				\$827,630
An increase of \$16k when compared to current year projections.						
<b>SATAX Applicants*</b>		\$1,058,833				\$1,058,833
An increase of \$380K when compared to current year projections.						
<b>Beach monitoring</b>			\$50,000			\$50,000
An increase of \$10K when compared to current year projections.						
<b>Wildlife</b>			\$150,600	\$7,000		\$157,600
An increase of \$14K when compared to current year projections.						
<b>KI Conservancy</b>			\$125,000			\$125,000
An increase of \$52K when compared to current year projections. The increase relates to \$75k for land acquisition.						

\* Total for SATAX applicants does not include funding for deputies and beach patrol as included in other cost categories. We are, assuming 70% of the total cost for the deputies and beach patrol will be funded from SATAX; therefore, SATAX applicants included in the Tourism and Recreation line item is reduced for those 2 applications.

- ✓ Charitable Contributions are budgeted with no change.
- ✓ Other Cost line item shows a 50%, or \$118k increase and includes the following:
  1. Contingency-\$100K
  2. Advertising-\$16K
  3. Printing-\$18K
  4. Catering-\$40K (includes Christmas party and 35<sup>th</sup> Town's Anniversary)
  5. Community Activities- \$19K (includes Disaster Awareness and Volunteer Appreciation Events)
  6. Bank Cost-\$75K (includes banking and merchant fees)
  7. Deputies' vehicles and radio cost-\$24K
  8. Airmedcare cost-\$10k
  9. Dues & Subscriptions-\$11K
  10. Miscellaneous-\$41K
- ✓ The budget reflects requests for the following capital expenditures:
  1. \$200K for landscaping enhancements on KIP and Beachwalker Dr
  2. \$115 K (net of trade in value) to replace 3 vehicles and purchase UTV:
    - Admin 2013 4Runner (38,045 miles)
    - Public Works 2017 Toyota Tundra (61,012 miles)
    - Building Department 2016 Toyota Tacoma (49,395 miles)
  3. Other- 2 dual port charging stations for the Town's fleet (\$110K ), parking lot expansion (\$140K)
- ✓ The budget includes the following interfund transfers:
  1. \$118,000 from GF to AC -\$118,000 for Arts Council event
  2. \$209,920 from LATAX to AC for cultural events and partial salaries
  3. \$295,432 from LATAX to Capital Fund for future beach renourishment

4. \$295,432 from LATAX to Capital Fund for an emergency fund
5. \$105,000 from LATAX to GF for 35% of the cost for Beachwalker Dr and Kiawah Island Parkway landscaping enhancements
6. \$45,000 from Beverage Tax Fund to Capital Fund for future infrastructure repairs
7. \$22,000 from Hospitality Tax Fund to AC for cultural events
8. \$165,836 from Hospitality Tax Fund to Capital Fund for future infrastructure repairs
9. \$165,836 from Hospitality Tax Fund to Capital to emergency fund
10. \$105,000 from Hospitality Tax Fund to GF for GF for 35% of the cost for Beachwalker Drive and Kiawah Island Parkway landscaping enhancements

Town of Kiawah Island  
Budget Draft FY2024  
All Funds Consolidated  
Cash Basis

	Actuals FY 2022	% of Total	Budgeted FY2023	% of Total	Projected FY2023	% of Total	Budget FY2024	% of Total	FY2023 Budget Variance \$	FY2023 Budget Variance %	FY2023 Annualized Variance \$	FY2023 Annualized Variance %	FY2022 Actual Variance \$	FY2022 Actual Variance %
Revenues*:														
Building Permits	\$ 1,900,907	12%	\$ 1,200,000	10%	\$ 1,500,000	10%	\$ 1,200,000	8%	\$ -	0%	\$ (300,000)	-20%	\$ (700,907)	-37%
Building Permits/Special Projects	305,197	2%	500,000	4%	500,000	3%	300,000	2%	(200,000)	-40%	(200,000)	-40%	(5,197)	-2%
Business Licenses	3,958,450	26%	3,200,000	26%	3,400,000	22%	3,500,000	24%	300,000	9%	100,000	3%	(458,450)	-12%
Franchisee Fees	916,492	6%	970,000	8%	970,000	6%	970,000	7%	-	0%	-	0%	53,508	6%
Local Option tax	894,993	6%	768,382	6%	877,665	6%	891,347	6%	122,965	16%	13,681	2%	(3,646)	0%
State ATAX	3,173,262	21%	2,100,000	17%	2,878,681	19%	2,936,510	20%	836,510	40%	57,829	2%	(236,752)	-7%
Local ATAX	1,519,444	10%	1,050,000	9%	1,452,340	9%	1,477,158	10%	427,158	41%	24,818	2%	(42,286)	-3%
County ATAX	609,937	4%	420,000	3%	420,000	3%	450,000	3%	30,000	7%	30,000	7%	(159,937)	-26%
Hospitality Tax	898,462	6%	600,000	5%	816,465	5%	829,177	6%	229,177	38%	12,711	2%	(69,285)	-8%
Solid Waste Fees	631,445	4%	610,000	5%	640,000	4%	640,000	4%	30,000	5%	-	0%	8,555	1%
Interest	59,829	0%	35,000	0%	1,172,482	8%	1,175,424	8%	1,140,424	3258%	2,942	0%	1,115,595	1865%
Other	143,123	1%	187,000	2%	237,177	2%	224,536	2%	37,536	20%	(12,641)	-5%	81,413	57%
One Time -ARP Funding	440,343	3%	440,343	4%	440,343	3%	-	0%	(440,343)	-100%	(440,343)	-100%	(440,343)	-100%
Total Revenues	15,451,884	100%	12,080,725	100%	15,305,153	100%	14,594,151	100%	2,513,427	21%	(711,002)	-5%	(857,733)	-6%
Expenses:														
Salaries	1,646,923	17%	1,901,847	17%	1,822,912	18%	2,030,719	18%	128,872	7%	207,808	11%	383,796	23%
Overtime	2,374	0%	4,400	0%	7,300	0%	8,000	0%	3,600	82%	700	10%	5,626	237%
Benefits	509,216	5%	634,830	6%	610,339	6%	714,590	6%	79,760	13%	104,251	17%	205,374	40%
Payroll Tax	132,351	1%	174,879	2%	153,410	1%	169,592	1%	(5,287)	-3%	16,182	11%	37,241	28%
Employee Subtotal	2,290,864	24%	2,715,957	24%	2,593,961	25%	2,922,901	25%	206,944	8%	328,941	13%	632,037	28%
Public Safety	704,148	7%	953,010	8%	736,080	7%	736,569	6%	(216,441)	-23%	489	0%	32,421	5%
STR Code Enforcement	288,580	3%	288,580	3%	330,576	3%	389,376	3%	100,796	35%	58,800	18%	100,796	35%
Beach Patrol	437,455	5%	584,000	5%	584,000	6%	584,000	5%	-	0%	-	0%	146,545	33%
Utilities & Supplies	250,399	3%	237,400	2%	223,238	2%	237,440	2%	40	0%	14,202	6%	(12,959)	-5%
Communications	72,840	1%	76,360	1%	77,652	1%	77,460	1%	1,100	1%	(192)	0%	4,620	6%
Waste Management	1,121,267	12%	1,203,000	10%	1,218,880	12%	1,218,000	11%	15,000	1%	(880)	0%	96,733	9%
Insurance	154,869	2%	173,369	2%	172,887	2%	190,176	2%	16,807	10%	17,289	10%	35,307	23%
Professional Services	193,022	2%	146,900	1%	194,900	2%	176,900	2%	30,000	20%	(18,000)	-9%	(16,122)	-8%
Consultants	188,363	2%	345,665	3%	507,553	5%	438,000	4%	92,335	27%	(69,553)	-14%	249,637	133%
Maintenance	476,451	5%	528,350	5%	519,290	5%	506,000	4%	(22,350)	-4%	(13,290)	-3%	29,549	6%
Travel & Training	53,918	1%	112,270	1%	59,000	1%	74,300	1%	(37,970)	-34%	15,300	26%	20,382	38%
Rentals	41,478	0%	45,000	0%	42,000	0%	46,000	0%	1,000	2%	4,000	10%	4,522	11%
Tourism & Recreations	2,117,455	22%	2,001,200	17%	1,955,001	19%	2,516,032	22%	514,832	26%	561,031	29%	398,577	19%
Contributions	200,171	2%	200,000	2%	209,401	2%	200,000	2%	-	0%	(9,401)	-4%	(171)	0%
Other	122,618	1%	415,520	4%	236,216	2%	353,920	3%	(61,600)	-15%	117,704	50%	231,302	189%
Capital Outlay:		0%		0%										
Building	276,984	3%	150,000	1%	202,596	2%	-	0%	(150,000)	-100%	(202,596)	-100%	(276,984)	-100%
Infrastructure & Landscaping	330,000	3%	900,000	8%	30,000	0%	250,000	2%	(650,000)	-72%	220,000	733%	(80,000)	-24%
Vehicles	99,491	1%	120,000	1%	105,543	1%	115,000	1%	(5,000)	-4%	9,457	9%	15,509	16%
Other	85,557	1%	70,000	1%	87,000	1%	250,000	2%	180,000	257%	163,000	187%	164,443	192%
MUSC Pledge	200,000	2%	200,000	2%	200,000	2%	200,000	2%	-	0%	-	0%	-	0%
Total Expenses	9,705,930	100%	11,466,580	100%	10,285,774	100%	11,482,074	100%	15,494	0%	1,196,300	12%	1,776,144	18%
Net Changes in Fund Balance	\$ 5,745,954		\$ 614,144		\$ 5,019,380		\$ 3,112,077		\$ 2,497,933		\$ (1,907,302)		\$ (2,633,877)	

TOWN OF KIAWAH ISLAND  
BUDGET FOR YEAR ENDED 6/30/24  
ALL FUNDS

	2023-2024 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
<b><u>Revenues &amp; Other Sources :</u></b>											
Accommodations Tax	\$ 177,741	\$ 2,758,768	\$ 450,000	\$ 1,477,158	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,863,668
Hospitality Tax	-	-	-	-	-	829,177	-	-	-	-	829,177
Aid to subdivisions	49,536	-	-	-	-	-	-	-	-	-	49,536
Zoning Permits	10,000	-	-	-	-	-	-	-	-	-	10,000
Business License Revenue	3,500,000	-	-	-	-	-	-	-	-	-	3,500,000
Building Permits	1,200,000	-	-	-	-	-	-	-	-	-	1,200,000
Building Permits/Special Projects	300,000	-	-	-	-	-	-	-	-	-	300,000
Local Option Sales Tax	891,347	-	-	-	-	-	-	-	-	-	891,347
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	502,842	40,000	65,887	173,781	-	107,505	-	-	284,409	1,000	1,175,424
Solid Waste Collections	640,000	-	-	-	-	-	-	-	-	-	640,000
Beverage Tax / Permits	-	-	-	-	45,000	-	-	-	-	-	45,000
Miscellaneous Revenue	35,000	-	-	-	-	-	-	45,000	-	-	80,000
One-Time APR Funding	-	-	-	-	-	-	-	-	-	-	-
Transfers In	-	-	-	-	-	-	-	349,920	506,267	461,267	1,317,454
<b>Total Revenues &amp; Other Sources</b>	<b>8,306,466</b>	<b>2,798,768</b>	<b>515,887</b>	<b>1,650,939</b>	<b>45,000</b>	<b>936,682</b>	<b>10,000</b>	<b>394,920</b>	<b>790,676</b>	<b>462,267</b>	<b>15,911,605</b>
<b><u>Expenditures &amp; Uses :</u></b>											
Salary and Benefits/Regular Employees	2,595,626	-	-	237,895	-	-	-	89,380	-	-	2,922,901
Salary and Benefits/Deputies	204,171	532,398	-	-	-	-	-	-	-	-	736,569
STR Code Enforcement	389,376	-	-	-	-	-	-	-	-	-	389,376
Beach Patrol	-	408,800	175,200	-	-	-	-	-	-	-	584,000
Utilities & Supplies	160,440	-	35,000	2,500	-	35,500	-	4,000	-	-	237,440
Communication	76,920	-	-	-	-	-	-	540	-	-	77,460
Waste Management	1,130,000	-	30,000	58,000	-	-	-	-	-	-	1,218,000
Professional Services	176,900	-	-	-	-	-	-	-	-	-	176,900
Consulting	438,000	-	-	-	-	-	-	-	-	-	438,000
Maintenance	348,100	-	26,900	-	-	131,000	-	-	-	-	506,000
Insurance	190,176	-	-	-	-	-	-	-	-	-	190,176
Travel & Training	71,300	-	-	-	-	-	-	3,000	-	-	74,300
Rentals	46,000	-	-	-	-	-	-	-	-	-	46,000
Tourism Related Cost	-	1,886,432	325,600	7,000	-	-	-	297,000	-	-	2,516,032
Contributions	200,000	-	-	-	-	-	-	-	-	-	200,000
Capital Outlay	405,000	-	-	105,000	-	105,000	-	-	-	-	615,000
Other	442,920	-	-	-	-	-	10,000	1,000	-	-	453,920
Contingency	100,000	-	-	-	-	-	-	-	-	-	100,000
Transfers Out	118,000	-	-	800,783	45,000	353,671	-	-	-	-	1,317,454
<b>Total Expenditures &amp; Uses</b>	<b>7,092,928</b>	<b>2,827,630</b>	<b>592,700</b>	<b>1,211,178</b>	<b>45,000</b>	<b>625,171</b>	<b>10,000</b>	<b>394,920</b>	<b>-</b>	<b>-</b>	<b>12,799,528</b>
<b>Change in Fund Balance</b>	<b>\$ 1,213,538</b>	<b>\$ (28,862)</b>	<b>\$ (76,813)</b>	<b>\$ 439,761</b>	<b>\$ -</b>	<b>\$ 311,511</b>	<b>\$ -</b>	<b>\$ (0)</b>	<b>\$ 790,676</b>	<b>\$ 462,267</b>	<b>\$ 3,112,077</b>

TOWN OF KIAWAH ISLAND  
BUDGET FOR YEAR ENDED 6/30/2023  
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 - 6/30/22 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
<u>SOURCES:</u>											
REVENUES	9,082,583	2,778,016	510,785	1,623,530	45,000	926,692	10,000	45,000	255,008	28,541	15,305,153
TRANSFERS IN	-	-	-	-	-	-	-	447,845	503,761	453,761	1,405,367
TOTAL	9,082,583	2,778,016	510,785	1,623,530	45,000	926,692	10,000	492,845	758,769	482,302	16,228,218
<u>USES :</u>											
EXPENDITURES	5,517,774	2,878,201	459,000	305,597	-	197,218	10,000	492,845	-	-	9,860,635
CAPITAL OUTLAY	326,407	-	-	98,733	-	-	-	-	-	-	425,139
TRANSFERS OUT	189,307	-	-	817,474	50,000	348,586	-	-	-	-	1,405,367
TOTAL	6,033,487	2,878,201	459,000	1,221,804	50,000	545,804	10,000	492,845	-	-	11,691,141
ENDING FUND BALANCE - 6/30/23 PROJECTED	15,805,515	995,127	1,368,249	1,209,152	4,674	1,452,351	21,150	-	6,130,521	892,761	27,397,198
<u>SOURCES:</u>											
REVENUES	8,308,466	2,798,768	515,887	1,650,939	45,000	936,682	10,000	45,000	284,409	1,000	14,596,151
TRANSFERS IN	-	-	-	-	-	-	-	349,920	506,267	461,267	1,317,454
TOTAL	8,308,466	2,798,768	515,887	1,650,939	45,000	936,682	10,000	394,920	790,676	462,267	15,451,338
<u>USES :</u>											
EXPENDITURES	6,571,929	2,827,630	592,700	305,395	-	166,500	10,000	394,920	-	-	10,869,075
CAPITAL OUTLAY	405,000	-	-	105,000	-	105,000	-	-	-	-	615,000
TRANSFERS OUT	118,000	-	-	800,783	45,000	353,671	-	-	-	-	1,317,454
TOTAL	7,094,929	2,827,630	592,700	1,211,178	45,000	625,171	10,000	394,920	-	-	12,801,529
NET CHANGE	1,213,538	(28,862)	(76,813)	439,761	-	311,511	-	(0)	790,676	462,267	3,112,077
ENDING FUND BALANCE - 6/30/24 BUDGETED	\$ 17,019,052	\$ 966,265	\$ 1,291,436	\$ 1,648,913	\$ 4,671	\$ 1,763,862	\$ 21,150	\$ -	\$ 6,921,197	\$ 1,355,028	\$ 30,509,275



TOWN OF KIAWAH ISLAND  
BUDGET DRAFT FOR YEAR ENDED 6/30/24  
GENERAL FUND

	Actuals FY 2022	2022-2023 Budget	Actuals thru 1/31/2023	Projected 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	FY 22 Actuals \$ Change	FY 22 Actuals % Change	Justifications/Notes
<b>GENERAL FUND</b>												
<b>REVENUES:</b>												
BUSINESS LICENSE REVENUE	\$ 3,527,142	\$ 2,800,000	\$ 221,717	\$ 3,000,000	3,100,000	\$ 300,000	11%	\$ 100,000	3%	\$ (427,142)	-12%	Based on FY2020-FY22 averages
STR APPLICATION FEES	431,308	400,000	13,861	400,000	400,000	-	0%	-	0%	(31,308)	-7%	Based on 2022 number of issued licenses
STATE ACCOMMODATIONS TAX	195,522	85,000	107,347	172,683	177,741	92,741	109%	5,058	3%	(17,781)	-9%	First \$25K plus 5% of SATAX
AID TO SUBDIVISION	45,603	47,000	23,587	47,177	49,536	2,536	5%	2,359	5%	3,933	9%	Based on estimates from the State
SOLID WASTE REVENUE	631,445	610,000	639,185	640,000	640,000	30,000	5%	-	0%	8,555	1%	Based on number of subscribers for different service types
PLANNING FEES	16,078	10,000	6,180	10,000	10,000	-	0%	-	0%	(6,078)	-38%	Based on current year actuals
BUILDING PERMITS	1,885,129	1,200,000	1,014,602	1,500,000	1,200,000	-	0%	(300,000)	-20%	(685,129)	-36%	Based on FY20-22 averages
BUILDING PERMITS/SPECIAL PROJECTS	305,197	500,000	45,900	500,000	300,000	(200,000)	-40%	(200,000)	-40%	(5,197)	-2%	Permitting for Beachwalker Commons, Bechwalker Lot 1, and Nighr Heron phase 2
LOCAL OPTIONS SALES TAX	894,993	768,382	526,362	877,665	891,347	122,965	16%	13,681	2%	(3,646)	0%	Based on FY21-23 averages
FRANCHISE FEE - ELECTRIC	432,102	430,000	-	430,000	430,000	-	0%	-	0%	(2,102)	0%	Based on current year actuals
FRANCHISE FEE - BEACH SERVICE	336,575	400,000	264,770	400,000	400,000	-	0%	-	0%	63,425	19%	\$300k or 30% of Island Beach Services gross receipts
FRANCHISE FEES - OTHER	147,815	140,000	78,745	140,000	140,000	-	0%	-	0%	(7,815)	-5%	Based on the contracts with AT&T, Comcast, KIGR
COURT FEES, FINES & FORF	25,784	30,000	22,072	30,000	30,000	-	0%	-	0%	4,216	16%	Based on CY actuals
INTEREST REVENUE	24,189	10,000	181,292	444,921	502,842	492,842	4928%	57,921	13%	478,653	1979%	Rate of return -4%
MISCELLANEOUS REVENUE	25,462	35,000	45,721	50,000	35,000	-	0%	(15,000)	-30%	9,538	37%	Based on CY actuals
ONE TIME -APR FUNDING	440,343	440,343	440,343	440,343	-	(440,343)	-100%	(440,343)	-100%	(440,343)	-100%	ARP Payment in CY
<b>TOTAL REVENUES</b>	<b>9,364,687</b>	<b>7,905,725</b>	<b>3,631,684</b>	<b>9,082,790</b>	<b>8,306,466</b>	<b>400,742</b>	<b>5%</b>	<b>(776,323)</b>	<b>-9%</b>	<b>(1,058,221)</b>	<b>-11%</b>	
	Actuals FY 2022	2022-2023 Budget	Actuals thru 1/31/2023	Projected 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	FY 22 Actuals \$ Change	FY 22 Actuals % Change	Justifications/Notes
<b>EXPENDITURES:</b>												
SALARIES	1,646,923	1,901,847	1,071,779	1,822,912	2,030,719	128,872	7%	207,808	11%	383,796	23%	Salaries for 24 current employees
OVERTIME	2,374	4,400	3,244	7,300	8,000	3,600	82%	700	10%	5,626	237%	
BENEFITS	509,216	634,830	340,454	610,339	694,590	59,760	9%	84,251	14%	185,374	36%	
PAYROLL TAXES	132,351	174,879	91,463	153,410	169,592	(5,287)	-3%	16,182	11%	37,241	28%	
TUITION REIMBURSEMENT	-	-	-	10,000	20,000	20,000	-	10,000	-	20,000	-	
SALARIES, PR TAXES & BENEF/DEPUTIES	358,198	511,202	274,119	390,130	390,619	(120,583)	-24%	489	0%	32,421	9%	Salaries for off duty deputies.
DEPUTIES CONTRACTED WITH CCSO	345,950	441,808	244,758	345,950	345,950	(95,858)	-22%	-	0%	-	0%	Deputies contracted with CCSO
STR CODE ENFORCEMENT	288,580	288,580	168,338	330,576	389,376	100,796	35%	58,800	18%	100,796	35%	Contract with Island Services for after hours code enforcement
BEACH PATROL	437,455	584,000	340,667	584,000	584,000	-	0%	-	0%	146,545	33%	Contract with Island Services for beach patrol
UTILITIES & SUPPLIES:												
UTILITIES	109,201	150,000	75,428	125,000	125,000	(25,000)	-17%	-	0%	15,799	14%	Based on current year actuals
GENERAL	75,644	72,400	46,115	83,788	74,940	2,540	4%	(8,848)	-11%	(704)	-1%	Estimate for supplies, uniforms
MINOR ASSETS	65,554	15,000	13,586	14,450	37,500	22,500	150%	23,050	160%	(28,054)	-43%	Estimate for computers replacement and small equipment
ADVERTISING	6,808	25,500	9,663	14,900	16,400	(9,100)	-36%	1,500	10%	9,592	141%	Based on current year actuals
COMMUNICATION												
CELL PHONES & IPADS	23,210	22,360	15,375	23,652	23,460	1,100	5%	(192)	-1%	250	1%	Based on current year actuals for Town's employees
REGULAR PHONES	49,630	54,000	36,340	54,000	54,000	-	0%	-	0%	4,370	9%	Cost for landline, internet and cable
WASTE MANAGEMENT	1,121,267	1,203,000	718,874	1,218,880	1,218,000	15,000	1%	(880)	0%	96,733	9%	Based on Carolina Waste contract
PRINTING	13,535	47,200	12,622	36,200	18,000	(29,200)	-62%	(18,200)	-50%	4,465	33%	Printing UB invoices, business license and contractors decals
PROFESSIONAL SERVICES	193,022	146,900	147,309	194,900	176,900	30,000	20%	(18,000)	-9%	(16,122)	-8%	Town Attorney, Prosecutor and annual audit
CONSULTING	188,363	345,665	206,913	507,553	438,000	92,335	27%	(69,553)	-14%	249,637	133%	Estimate for various consulting work
MAINTENANCE												Building maint., Island wide landscaping and road maint., and software maint
SOFTWARE	160,653	196,650	139,103	193,290	178,000	(18,650)	-9%	(15,290)	-8%	17,347	11%	
BUILDING & VEHICLES	91,083	101,500	80,229	115,000	117,000	15,500	15%	2,000	2%	25,917	28%	
LANDSCAPING	224,715	230,200	135,601	211,000	211,000	(19,200)	-8%	-	0%	(13,715)	-6%	
INSURANCE	154,869	173,369	172,887	172,887	190,176	16,807	10%	17,289	10%	35,307	23%	
TRAVEL & TRAINING	53,918	112,270	32,729	59,000	74,300	(37,970)	-34%	15,300	26%	20,382	38%	Travel and professional development
RENTALS	41,478	45,000	26,507	42,000	46,000	1,000	2%	4,000	10%	4,522	11%	Based on contracts.
TOURISM & RECREATIONS	207,268	266,900	46,327	244,000	332,600	65,700	25%	88,600	36%	125,332	60%	
CONTRIBUTIONS	200,171	200,000	9,401	209,401	200,000	-	0%	(9,401)	-4%	(171)	0%	
CAPITAL OUTLAY	785,224	1,240,000	341,287	425,139	615,000	(625,000)	-50%	189,861	45%	(170,224)	-22%	
OTHER	122,618	197,820	95,111	185,116	219,520	21,700	11%	34,404	19%	96,902	79%	Based on current year actuals
MUSC PLEDGE	200,000	200,000	200,000	200,000	200,000	-	0%	-	0%	-	0%	MUSC Pledge of \$1M
CONTINGENCY	-	100,000	-	-	100,000	-	0%	100,000	-	100,000	-	
<b>TOTAL EXPENDITURES</b>	<b>7,809,278</b>	<b>9,687,280</b>	<b>5,096,229</b>	<b>8,584,773</b>	<b>9,298,642</b>	<b>(388,639)</b>	<b>-4%</b>	<b>1,032,810</b>	<b>12%</b>	<b>1,489,364</b>	<b>19%</b>	
ALLOCATION TO SATAX	523,000	1,167,200	-	1,167,200	941,198	(226,002)	-19%	(226,002)	-19%	418,198	80%	Consolidated amount for various departments
ALLOCATION TO COUNTY ATAX	590,952	469,600	45,077	447,200	592,700	123,100	26%	145,500	33%	1,748	0%	Consolidated amount for various departments
ALLOCATION TO LOCAL ATAX	589,900	868,431	97,359	444,280	411,195	(457,236)	-53%	(33,085)	-7%	(178,706)	-30%	Consolidated amount for various departments
ALLOCATION TO HOSPITALITY TAX	440,474	584,400	-	238,168	271,500	(312,900)	-54%	33,332	14%	(168,974)	-38%	Consolidated amount for various departments
ALLOCATION TO ARTS & CULTURAL EVENTS	62,467	123,181	5,587	156,880	94,920	(28,261)	-23%	(61,960)	-39%	32,453	52%	
<b>TOTAL NET EXPENDITURES</b>	<b>5,602,485</b>	<b>6,474,468</b>	<b>4,953,793</b>	<b>6,131,044</b>	<b>6,987,128</b>	<b>(901,299)</b>	<b>-14%</b>	<b>856,084</b>	<b>14%</b>	<b>1,384,644</b>	<b>25%</b>	
<b>OTHER FINANCING USES/SOURCES:</b>												
TRANSFER TO ARTS & CULTURAL EVENTS	118,000	168,000	-	189,307	118,000	(50,000)	-30%	(71,307)	-38%	-	0%	
EXCESS OF REVENUES OVER EXPENDITURES	3,629,508	1,318,656	-	2,762,439	1,201,339	(117,317)	-9%	(1,561,100)	-	(2,428,169)	-67%	
<b>TOTAL OTHER FINANCING USES/ SOURCES</b>	<b>3,747,508</b>	<b>1,486,656</b>	<b>-</b>	<b>2,951,746</b>	<b>1,319,339</b>	<b>(167,317)</b>	<b>-11%</b>	<b>(1,632,407)</b>	<b>-55%</b>	<b>(2,428,169)</b>	<b>-65%</b>	
<b>TOTAL EXPENDITURES &amp; OTHER USES</b>	<b>\$ 9,349,993</b>	<b>\$ 7,961,125</b>	<b>\$ 4,953,793</b>	<b>\$ 9,082,790</b>	<b>\$ 8,306,466</b>	<b>\$ 345,342</b>	<b>4%</b>	<b>\$ (776,323)</b>	<b>-9%</b>	<b>\$ (1,043,526)</b>	<b>-11%</b>	

TOWN OF KIAWAH ISLAND  
BUDGET FOR YEAR ENDED 6/30/24  
GENERAL FUND

	Actuals FY 2022	2022-2023 Budget	Actuals thru 1/31/2023	Projected 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	FY 22 Actuals \$ Change	FY 22 Actuals % Change	Justifications/Notes
Department: 40200 - ADMINISTRATION												
TOWN ADMINISTRATION												
SALARIES - REGULAR EMPLOYEES	\$ 241,660	\$ 369,797	\$ 143,880	\$ 246,223	\$ 396,223	\$ 26,426	7%	\$ 150,000	61%	\$ 154,563	64%	Salaries for Town Administrator, clerk and 8% aggregated total for salary adjustments
OVERTIME	161	1,200	93	500	1,200	-	0%	700	140%	1,039	645%	
BONUS	7,530	5,000	8,464	8,646	5,000	-	0%	(3,646)	-42%	(2,530)	-34%	
EMPLOYEE BENEFITS	22,472	20,000	23,987	25,000	20,000	-	0%	(5,000)	-20%	(2,472)	-11%	\$5K Christmas Gifts, \$3K annually EAP Cost, Employee Appreciation Events - \$10K
INSURANCE - MEDICAL	10,783	11,256	11,415	12,265	12,265	1,009	9%	-	0%	1,482	14%	
FICA ER MATCH	19,886	28,289	9,588	18,836	30,287	1,998	7%	11,451	61%	10,401	52%	
RETIREMENT MATCH	47,761	73,818	26,816	51,699	79,481	5,664	8%	27,782	54%	31,720	66%	
TUITION REIMBURSEMENT	-	5,000	-	5,000	10,000	5,000	100%	5,000	100%	10,000	-	50% tuition reimbursement
WORKERS COMPENSATION COSTS	15,594	30,000	13,200	13,200	15,000	(15,000)	-50%	1,800	14%	(594)	-4%	
CATERING COSTS	20,206	20,000	13,042	20,000	40,000	20,000	100%	20,000	100%	19,794	98%	Christmas Dinner - \$20K & 35th Anniversary
PROFESSIONAL SERVICES	166,122	120,000	119,409	165,000	150,000	30,000	25%	(15,000)	-9%	(16,122)	-10%	Town Attorney - \$120k + \$10K additional legal services not covered under Town Attorney contract, Town
CONSULTANTS	78,983	10,000	61,466	91,466	10,000	-	0%	(81,466)	-89%	(68,983)	-87%	Other consultant work - \$10K
TELEPHONE-CELL	2,708	3,200	1,612	3,597	3,200	-	0%	(397)	-11%	492	18%	Based on cost for 1 cell phone , iPads and mifi
TRAVEL & TRAINING	11,049	12,000	9,532	12,000	12,000	-	0%	-	0%	951	9%	Estimate SCAPA, ICMA,SCCCMA (Stephanie T)
DUES	3,857	4,000	2,350	4,000	4,000	-	0%	-	0%	143	4%	Estimate SCAPA, ICMA, SCCCMA, ULI (Stephanie T) & training for Petra (Clerk Institute)
SUBSCRIPTIONS	449	1,000	1,980	2,000	2,000	1,000	100%	-	0%	1,551	345%	Based on current year actuals
ADVERTISING COSTS	3,929	4,000	2,466	4,000	4,000	-	0%	-	0%	71	2%	Estimate for advertising
COMMUNITY ACTIVITIES	3,936	19,000	9,513	19,000	19,000	-	0%	-	0%	15,064	383%	Disaster Awareness Day - \$7K, Volunteer Appreciation Event - \$7K; and \$5K other community activites
COMMUNITY OUTREACH	200,171	200,000	9,401	209,401	200,000	-	0%	(9,401)	-4%	(171)	0%	Charitable contributions
SUPPLIES - OFFICE	14,340	15,000	4,932	15,000	15,000	-	0%	-	0%	660	5%	Based on current year actuals
SUPPLIES - OTHER	19,909	15,000	16,492	20,000	15,000	-	0%	(5,000)	-25%	(4,909)	-25%	Estimate for coffee supplies, water, pop, medicine supply, and misc
BOOKS & PERIODICALS	3,384	2,000	810	2,000	2,000	-	0%	-	0%	(1,384)	-41%	Muni code
MISCELLANEOUS EXPEND	19,421	15,000	13,844	15,000	15,000	-	0%	-	0%	(4,421)	-23%	
COMPUTER & SOFTWARE MINOR	407	5,000	2,259	5,000	5,000	-	0%	-	0%	4,593	1129%	
	<u>914,920</u>	<u>989,560</u>	<u>506,551</u>	<u>968,833</u>	<u>1,065,657</u>	<u>76,097</u>	<u>8%</u>	<u>96,824</u>	<u>10%</u>	<u>150,737</u>	<u>16%</u>	
COUNCIL DEPARTMENT												
SALARIES	1,667	-	-	-	-	-	-	-	-	(1,667)	-100%	
CELL PHONE	8,077	6,000	4,975	6,000	6,000	-	0%	-	0%	(2,077)	-26%	
RENTAL FACILITIES & MEETING COST	1,389	5,000	1,389	2,000	6,000	1,000	20%	4,000	200%	4,611	332%	Costs for the Town's annual retreat
TRAVEL & TRAINING	225	4,000	175	1,000	4,000	-	0%	3,000	300%	3,775	1678%	Mainly HLAD and MASC Annual Meeting
SUPPLIES - OFFICE	270	1,000	1,900	2,000	1,000	-	0%	(1,000)	-50%	730	270%	Town Council Retreat Expense
	<u>11,628</u>	<u>16,000</u>	<u>8,439</u>	<u>11,000</u>	<u>17,000</u>	<u>1,000</u>	<u>6%</u>	<u>(11,000)</u>	<u>-100%</u>	<u>5,372</u>	<u>46%</u>	
TOTAL ADMINISTRATION	<u>\$ 926,548</u>	<u>\$ 1,005,560</u>	<u>\$ 514,990</u>	<u>\$ 979,833</u>	<u>\$ 1,082,657</u>	<u>\$ 77,097</u>	<u>8%</u>	<u>\$ (979,833)</u>	<u>-100%</u>	<u>\$ 156,109</u>	<u>17%</u>	

TOWN OF KIAWAH ISLAND  
BUDGET FOR YEAR ENDED 6/30/24  
GENERAL FUND

	Actuals FY 2022	2022-2023 Budget	Actuals thru 1/31/2023	Projected 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	FY 22 Actuals \$ Change	FY 22 Actuals % Change	Justifications/Notes
Department: 40100 - ENVIRONMENTAL												
SALARIES - REGULAR EMPLOYEES	\$ 184,489	\$ 182,831	\$ 114,906	\$ 196,982	196,982	\$ 14,151	8%	\$ -	0%	\$ 12,493	7%	Salaries for Town's biologist and an assistant
SALARIES - TEMPORARY	2,000	4,000	3,000	3,000	4,000	-	0%	1,000	33%	2,000	100%	P/T help with deer surveys
FICA ER MATCH	13,499	13,987	8,465	15,069	15,069	1,083	8%	-	0%	1,570	12%	
INSURANCE - MEDICAL	27,292	29,896	16,200	31,326	32,485	2,589	9%	1,159	4%	5,193	19%	
RETIREMENT MATCH	38,277	36,933	20,611	39,560	39,560	2,626	7%	-	0%	1,283	3%	
PROFESSIONAL SERVICES	17,000	16,000	-	10,000	23,500	7,500	47%	13,500	135%	6,500	38%	Deer Processing (\$8.5k), Tallow Tree Control (\$15k)
CONSULTANTS	-	45,998	44,267	44,267	-	(45,998)	-100%	(44,267)	-100%	-	-	Marsh management plan completed in CY
TELEPHONE-CELL	971	1,200	935	1,200	1,200	-	0%	-	0%	229	24%	Based on cost for 2 cell phones
REPAIR AND MAINTENANCE - SOFTWARE	2,784	4,000	572	3,500	4,000	-	0%	500	14%	1,216	44%	ArcGIS, Adobe
DUES	-	500	-	200	500	-	0%	300	150%	500	-	
SUBSCRIPTIONS	-	500	-	500	500	-	0%	-	0%	500	-	
TRAVEL & TRAINING	280	3,500	-	1,500	3,500	-	0%	2,000	133%	3,220	1150%	
TURTLE PATROL EXPENDITURES	5,944	6,000	1,250	5,500	7,000	1,000	17%	1,500	27%	1,056	18%	
BEACH MONITORING & REPAIRS	26,635	50,000	-	40,000	50,000	-	0%	10,000	25%	23,365	88%	CSE Contract
RESEARCH	101,166	108,900	30,557	105,000	117,100	8,200	8%	12,100	12%	15,934	16%	Bobcat GPS, Bird Banding, Toxicology, Clemson Study (\$50k)
COMMUNITY OUTREACH	-	3,000	-	-	3,000	-	0%	3,000	-	3,000	-	School Environmental Programs
PROGRAMS	10,423	20,000	9,943	15,000	25,000	5,000	25%	10,000	67%	14,577	140%	Grow Native, Dolphin Stewardship, Bluebird Boxes, TBD
KI CONSERVANCY -PROJECTS	43,257	73,000	2,707	73,000	125,000	52,000	71%	52,000	71%	81,743	189%	Projects TBD &\$75k for land acquisition
KI CONSERVANCY	-	-	-	-	-	-	-	-	-	-	-	
FISH STUDIES & EQUIPMENT	163	4,000	-	2,000	3,500	(500)	-13%	1,500	75%	3,337	2047%	Tissue Testing, Pond Stocking
POND MANAGEMENT	3,180	5,000	1,870	3,500	5,000	-	0%	1,500	43%	1,820	57%	KICA Pond Maintenance contract, herbicide contro
ARIAL PHOTOGRAPHY	16,500	-	-	-	-	-	-	-	-	(16,500)	-100%	
SUPPLIES - OFFICE	897	2,500	305	1,000	2,000	(500)	-20%	1,000	100%	1,103	123%	
SUPPLIES OTHER	804	1,000	105	6,000	1,000	-	0%	(5,000)	-83%	196	24%	
UNIFORMS	788	1,500	293	1,000	1,500	-	0%	500	50%	712	90%	
BOOKS & PERIODICALS	123	500	171	250	500	-	0%	250	100%	377	307%	
EQUIPMENT - MINOR	5,169	4,000	3,005	3,500	3,500	(500)	-13%	-	0%	(1,669)	-32%	Deer removal equipment: Treestands, safety harnesses, ammunition, batteries, flashlights, sandbags, etc.
COMPUTER & SOFTWARE - MINOR	1,641	1,500	-	750	1,500	-	0%	750	100%	(141)	-9%	
TOTAL DEPARTMENT EXPENDITURES	503,282	620,245	259,162	603,604	666,896	46,651	8%	63,292	10%	163,614	33%	
ALLOCATION TO LOCAL ATAX:												
60% OF SALARIES, PR TAXES, AND BENEFITS	158,134	158,188	96,109	169,762	170,457	12,269	8%	695	0%	12,323	8%	
TURTLE PATROL COST	5,944	6,000	1,250	5,500	7,000	1,000	17%	1,500	27%	1,056	18%	
	164,078	164,188	97,359	175,262	177,457	13,269	8%	2,195	1%	13,379	8%	
ALLOCATION TO COUNTY ATAX												
RESEARCH	101,166	108,900	30,557	105,000	117,100	8,200	8%	12,100	12%	15,934	16%	
BEACH MONITORING & REPAIRS	26,635	50,000	-	40,000	50,000	-	0%	10,000	25%	23,365	88%	
KI CONSERVANCY	43,257	73,000	2,707	73,000	125,000	52,000	71%	52,000	71%	81,743	189%	
PROGRAMS	10,423	20,000	9,943	15,000	25,000	5,000	25%	10,000	67%	14,577	140%	
FISH STUDIES & EQUIPMENT	163	4,000	-	2,000	3,500	(500)	-13%	1,500	75%	3,337	2047%	
POND MANAGEMENT	3,180	5,000	1,870	3,500	5,000	-	0%	1,500	43%	1,820	57%	
ARIAL PHOTOGRAPHY	16,500	-	-	-	-	-	-	-	-	(16,500)	-100%	
	201,324	260,900	45,077	238,500	325,600	64,700	25%	87,100	37%	124,276	62%	
TOTAL NET EXPENDITURES	\$ 137,880	\$ 195,157	\$ 116,726	\$ 189,842	\$ 182,717	\$ 20,358	13%	\$ (7,125)	-4%	\$ 44,837	33%	

TOWN OF KIAWAH ISLAND  
BUDGET DRAFT FOR YEAR ENDED 6/30/24  
GENERAL FUND

	Actuals FY 2022	2022-2023 Budget	Actuals thru 1/31/2023	Projected 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	FY 22 Actuals \$ Change	FY 22 Actuals % Change	Justifications/Notes
Department: 40300 - FINANCE												
SALARIES - REGULAR EMPLOYEES	\$ 307,747	\$ 303,238	\$ 191,096	\$ 326,397	\$ 326,397	\$ 23,159	8%	\$ -	0%	\$ 18,650	6%	Salaries for 5 employees
OVERTIME	856	2,000	615	2,000	2,000	-	0%	-	0%	1,144	134%	
INSURANCE - MEDICAL	40,617	38,545	21,588	40,313	41,805	3,260	8%	1,492	4%	1,188	3%	
FICA ER MATCH	22,646	23,198	14,256	24,969	24,969	1,772	8%	-	0%	2,323	10%	
RETIREMENT MATCH	61,929	68,281	36,302	72,579	72,579	4,298	6%	-	0%	10,650	17%	
AUDITING COSTS	26,900	26,900	27,900	29,900	26,900	-	0%	(3,000)	-10%	-	0%	Based on the contract
CONSULTANTS	5,000	6,000	13,500	13,500	13,500	7,500	125%	-	0%	8,500	170%	Estimate for banking RFP and actuarial evaluation for the annual audit.
TELEPHONE-CELL	1,002	2,040	2,580	3,460	3,500	1,460	72%	40	1%	2,498	249%	5 cell phones and Ipad
REPAIR AND MAINTENANCE - SOFTWARE	150,537	170,000	129,720	170,000	170,000	-	0%	-	0%	19,463	13%	Cost for ADP-\$50K, Incode10- \$31K, Integral Solution-\$65K , citizenserve -\$24K.
TRAVEL & TRAINING	6,769	10,000	1,762	10,000	15,000	5,000	50%	5,000	50%	8,231	122%	Estimate for registration fees and travel to attend conferences, courses and Chas Leadership program
DUES	620	1,000	620	1,000	1,000	-	0%	-	0%	380	61%	Cost for membership to MASC and GFOA
PRINTING COSTS	3,812	6,000	3,812	6,000	6,000	-	0%	-	0%	2,188	57%	Printing for utility billing and business license applications and decals
SUPPLIES - OFFICE	4,607	4,000	2,778	4,000	4,000	-	0%	-	0%	(607)	-13%	Based on current year actuals
SUPPLIES - POSTAGE	5,460	8,000	4,682	6,000	6,000	(2,000)	-25%	-	0%	540	10%	Postage for day to day business, business license and utility billing mailing, magnets for renters-\$2.5K
SUPPLIES - OTHER	3,568	2,000	119	1,500	1,500	(500)	-25%	-	0%	(2,068)	-58%	Based on current year actuals
BANK COSTS	53,818	100,000	31,970	75,000	75,000	(25,000)	-25%	-	0%	21,182	39%	Cost for WF cc terminals, bank fees & check processing -\$35K,merchant fees-\$40K
COMPUTER & SOFTWARE - MINOR	872	2,000	988	3,000	4,500	2,500	125%	1,500	50%	3,628	416%	3 pc replacements
MISCELLANEOUS EXPEND	-	1,000	183	1,000	1,000	-	0%	-	0%	1,000	-	Dropbox, Log me in
TOTAL DEPARTMENT EXPENDITURES	696,760	774,202	484,471	790,619	795,651	21,449	3%	5,032	1%	98,891	14%	
ALLOCATION TO COURT DEPARTMENT	19,491	20,789	9,147	22,396	22,239	1,450	7%	(157)	-1%	2,748	14%	30% of Salaries, payroll taxes and benefits for finance clerk allocated to the Court Department
TOTAL NET EXPENDITURES	677,269	753,413	475,324	768,223	773,412	19,999	3%	5,189	1%	96,143	14%	
	Actuals FY 2022	2022-2023 Budget	Actuals thru 1/31/2023	Projected 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	FY 22 Actuals \$ Change	FY 22 Actuals % Change	Justifications/Notes
Department: 40600 - COURT DEPARTMENT												
SALARIES - JUDGE	4,000	4,000	333	4,000	4,000	-	0%	-	0%	-	0%	Judge's stipend
SALARIES - REGULAR EMPLOYEES	15,104	15,101	6,803	16,309	16,309	1,208	8%	-	0%	1,205	8%	30% of clerk of court salary
INSURANCE - MEDICAL	1,586	1,730	797	1,812	1,879	149	9%	67	4%	293	19%	
FICA ER MATCH	276	1,155	595	1,248	1,248	92	8%	-	0%	972	352%	
RETIREMENT MATCH	2,525	2,803	952	3,027	2,803	-	0%	(224)	-7%	278	11%	
TELEPHONE-CELL	-	1,200	-	-	-	(1,200)	-100%	-	-	-	-	Cost for 1 cell phone
TRAVEL & TRAINING	1,373	1,500	919	1,500	1,500	-	0%	-	0%	127	9%	Estimate for registration fees and travel to attend conferences for the Judge
DUES	-	120	65	120	120	-	0%	-	0%	120	-	Based on current year actuals
SUPPLIES-OFFICE	349	300	349	500	500	200	67%	-	0%	151	43%	
	\$ 25,213	\$ 27,909	\$ 10,813	\$ 28,516	\$ 28,359	\$ 450	2%	\$ (157)	-1%	\$ 3,146	12%	

TOWN OF KIAWAH ISLAND  
BUDGET DRAFT FOR YEAR ENDED 6/30/24  
GENERAL FUND

	Actuals FY 2022	2022-2023 Budget	Actuals thru 1/31/2023	Projected 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	FY 22 Actuals \$ Change	FY 22 Actuals % Change	Justifications/Notes
Department: 40500 - COMMUNICATIONS												
SALARIES - REGULAR EMPLOYEES	\$ 145,274	\$ 162,000	\$ 109,713	\$ 165,010	133,667	\$ (28,333)	-17%	(31,343)	-19%	\$ (11,607)	-8%	Salaries for 2 employees
OVERTIME	588	500	2,330	4,000	1,000	500	100%	(3,000)	-75%	412	70%	
SALARIES_TEMPORARY	2,500	-	-	-	-	-		-		(2,500)	-100%	
INSURANCE - MEDICAL	18,335	28,767	14,072	16,619	22,063	(6,703)	-23%	5,445	33%	3,728	20%	
FICA ER MATCH	9,771	12,393	8,502	13,372	10,226	(2,167)	-17%	(3,147)	-24%	455	5%	
RETIREMENT MATCH	21,023	31,367	17,787	33,743	33,912	2,545	8%	169	1%	12,889	61%	
TUITION REMBURSEMENT	-	-	3,332	5,000	-	-		-		-	-	
TELEPHONE-CELL	4,014	2,000	1,297	2,000	2,000	-	0%	-	0%	(2,014)	-50%	Cost for 2 cell phones and 2 Ipad
CONSULTANTS	36,727	71,667	36,966	110,320	20,000	(51,667)	-72%	(90,320)	-82%	(16,727)	-46%	Placeholder
REPAIR AND MAINTENANCE - SOFTWARE	21,946	14,150	3,888	13,500	4,000	(10,150)	-72%	(9,500)	-70%	(17,946)	-82%	annual software cost for TOKI app
PUBLISHING & PROMOTIONS	2,559	8,500	6,802	8,500	10,000	1,500	18%	1,500	18%	7,441	291%	Include Podcast costs & poss equipment purchases.
PRINTING - TOWN NOTES	7,164	32,700	2,008	21,700	2,000	(30,700)	-94%	(19,700)	-91%	(5,164)	-72%	
TRAVEL & TRAINING	8,050	5,000	10,008	12,000	8,500	3,500	70%	(3,500)	-29%	450	6%	two employees (The Ragan PR & Social Media conference'
DUES	-	-	299	-	-	-		-		-	-	
SUPPLIES - OFFICE	2,922	1,000	531	800	1,000	-	0%	200	25%	(1,922)	-66%	Estimate for office supplies
UNIFORMS	360	-	437	438	500	500		62	14%	140	39%	
SUPPLIES - OTHER	1,677	1,000	-	-	500	(500)	-50%	500	-	(1,177)	-70%	
MISC	-	-	3,499	4,000	2,000	2,000	-	(2,000)	-50%	2,000	-	
COMPUTER & SOFTWARE - MINOR	6,509	2,500	533	2,200	6,000	3,500	140%	3,800	173%	(509)	-8%	two new laptops and constant contact, zoom, canva, etc
TOTAL DEPARTMENT EXPENDITURES	289,419	373,543	222,004	413,202	257,368	(116,175)	-31%	(150,834)	-37%	(32,051)	-11%	
Department: 40500 - ARTS COUNCIL												
SALARIES - REGULAR EMPLOYEES	-	-	-	-	49,050	49,050	-	49,050	-	49,050	-	Salaries for 1 employees
OVERTIME	-	-	-	-	3,000	3,000	-	3,000	-	3,000	-	
SALARIES_TEMPORARY	-	-	-	-	3,000	3,000	-	3,000	-	3,000	-	Additional help for special events
INSURANCE - MEDICAL	-	-	-	-	5,484	5,484	-	5,484	-	5,484	-	
FICA ER MATCH	-	-	-	-	3,752	3,752	-	3,752	-	3,752	-	
RETIREMENT MATCH	-	-	-	-	12,094	12,094	-	12,094	-	12,094	-	AC Coordinator college tuition reimbursement up to \$5K/FY
TUITION REMBURSEMENT	-	-	-	-	10,000	-	-	-	-	10,000	-	
TELEPHONE-CELL	-	-	-	-	540	540	-	540	-	540	-	AC Coordinator reimbursement for cell phone use
ADVERTISING	-	-	-	-	1,000	1,000	-	1,000	-	1,000	-	There were many free ways to market our events. I would recommending budgeting \$1,000 incase
TRAVEL & TRAINING	-	-	-	-	3,000	3,000	-	3,000	-	3,000	-	attendance is poor next season.
SUPPLIES - OFFICE	-	-	-	-	500	500	-	500	-	500	-	AC Coordintor travel and training
SUPPLIES - OTHER	-	-	-	-	500	500	-	500	-	500	-	Estimate for office supplies
COMPUTER & SOFTWARE - MINOR	-	-	-	-	3,000	3,000	=	3,000	=	3,000	=	New laptop, Ruthie, is 2017. Adobe, Ticket Tailor, Fiery,
TOTAL DEPARTMENT EXPENDITURES	-	-	-	-	94,920	84,920	-	84,920	-	94,920	-	
TOTAL DEPARTMENT EXPENDITURES	289,419	373,543	222,004	413,202	352,288	(31,255)	-8%	(65,913)	-16%	62,869	22%	
ALLOCATION TO ARTS & CULTURAL FUND	62,467	123,181	5,587	156,880	94,920	(28,261)	-23%	(61,960)	-39%	32,453	52%	Salaries, payroll taxes and benefits of Arts Council Coordinator and 10% of Com Manager and consultant for
TOTAL NET EXPENDITURES	\$ 226,952	\$ 250,363	\$ 216,417	\$ 256,321	\$ 162,448	\$ (87,915)	-35%	\$ (88,874)	-35%	\$ (64,504)	-28%	feasibility study



**TOWN OF KIAWAH ISLAND  
BUDGET FOR YEAR ENDED 6/30/24  
GENERAL FUND**

	Actuals FY 2022	2022-2023 Budget	Actuals thru 1/31/2023	Projected 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	FY 22 Actuals \$ Change	FY 22 Actuals % Change	Justifications/Notes
Department: 40900 - DEPUTIES												
SALARIES - DEPUTIES	\$ 250,243	\$ 386,392	\$ 202,309	\$ 297,260	\$ 297,260	\$ (89,132)	-23%	\$ -	0%	\$ 47,017	19%	Based on the current contract for 2nd and 3rd shift -70% coverage
OVERTIME	16,774	20,000	18,107	20,000	20,000	-	0%	-	0%	3,226	19%	
FICA ER MATCH	20,002	36,089	16,652	23,998	23,998	(12,091)	-34%	-	0%	3,996	20%	
RETIREMENT MATCH	45,293	68,721	37,051	48,872	49,361	(19,360)	-28%	489	1%	4,068	9%	
COUNTY DEPUTY VEHICLE FEES	11,750	9,000	6,020	13,560	9,000	-	0%	(4,560)	-34%	(2,750)	-23%	Based on current contract -\$10 per deputy per shift
COUNTY RADIO COSTS	14,136	15,000	10,602	14,136	15,000	-	0%	864	6%	864	6%	
CCSO CONTRACT	345,950	441,808	244,758	345,950	345,950	(95,858)	-22%	-	0%	-	0%	
TOTAL DEPARTMENT EXPENDITURES	704,148	977,010	535,499	763,776	760,569	(216,441)	-22%	(3,207)	0%	56,421	8%	
ALLOCATION TO STATE ATAX	423,000	700,000	-	700,000	532,398	(167,602)	-24%	(167,602)	-24%	109,398	26%	Assuming 70%funding
ALLOCATION TO LOCAL ATAX	175,524	130,458	-	-	-	(130,458)	-100%	-	-	(175,524)	-100%	Assuming 70 %funding -Remaining from SATAX
TOTAL NET EXPENDITURES	105,624	146,551	535,499	63,776	228,171	81,619	56%	164,395	258%	122,547	116%	
Department: 40950 - PUBLIC SAFETY												
SALARIES	178,489	215,368	134,889	232,597	232,597	17,229	8%	-	0%	54,108	30%	Salaries for 3 employees
OVERTIME	789	200	951	1,000	1,000	800	400%	-	0%	211	27%	
INSURANCE - MEDICAL	20,997	32,091	17,904	33,920	35,175	3,084	10%	1,255	4%	14,178	68%	
FICA ER MATCH	12,263	16,476	9,681	17,794	17,794	1,318	8%	-	0%	5,531	45%	
RETIREMENT MATCH	30,623	47,142	26,753	50,340	50,340	3,198	7%	-	0%	19,717	64%	Placeholder for public safety study 3 cell phones and Ipad Flight, Rooms
CONSULTING	-	-	-	-	80,000	80,000	#DIV/0!	80,000	-	80,000	-	
TELEPHONE-CELL	2,247	2,160	1,510	2,160	2,160	-	0%	-	0%	(87)	-4%	
TRAVEL & TRAINING	3,877	11,190	3,260	8,000	8,800	(2,390)	800	10%	4,923	127%		
DUES	-	-	-	1,000	1,000	1,000	-21%	-	0%	1,000	-	Traffic and security products Includes cost for Airmedcare
SUPPLIES - OFFICE	2,961	1,000	2,873	3,000	640	(360)	-36%	(2,360)	-79%	(2,321)	-78%	
SUPPLIES - OTHER	-	-	-	1,000	1,000	1,000	-	-	0%	1,000	-	
UNIFORMS	568	1,000	636	2,000	2,000	1,000	100%	-	0%	1,432	252%	
EQUIPMENT_MINOR	-	10,100	9,485	10,000	8,100	(2,000)	-20%	(1,900)	-19%	8,100	-	50% of PS Director allocated to LATAX
MISCELLANEOUS EXPEND	-	-	-	10,000	10,000	-	-	-	-	-	-	
TOTAL DEPARTMENT EXPENDITURES	252,814	336,727	207,942	372,811	440,606	103,879	31%	77,795	21%	187,792	74%	
ALLOCATION TO LOCAL ATAX	-	65,535	-	70,455	70,737	5,202	8%	282	0%	-	-	
TOTAL NET EXPENDITURES	252,814	271,192	207,942	302,355	369,869	98,677	36%	77,513	26%	187,792	74%	
Department: 40800 - PUBLIC WORKS												
SALARIES	106,292	112,600	73,373	126,369	126,369	13,769	12%	-	0%	20,077	19%	Salary for 2 employees
OVERTIME	381	200	167	300	300	100	50%	-	0%	(81)	-21%	
INSURANCE - MEDICAL	24,726	20,316	9,467	16,896	17,521	(2,795)	-14%	625	4%	(7,205)	-29%	
FICA ER MATCH	7,143	8,614	5,482	9,667	9,667	1,053	12%	-	0%	2,524	35%	
RETIREMENT MATCH	20,958	22,149	13,062	24,704	27,054	4,906	22%	2,350	10%	6,096	29%	2 cell phones Additional Conferences
TELEPHONE-CELL	806	1,080	632	1,080	1,080	-	0%	-	0%	274	34%	
TRAVEL & TRAINING	7,095	5,000	-	3,000	8,000	3,000	60%	5,000	167%	905	13%	
SUPPLIES - OFFICE	2,318	1,000	935	1,100	1,200	200	20%	100	9%	(1,118)	-48%	
UNIFORMS	808	1,000	-	300	1,000	-	0%	700	233%	192	24%	-100%
COMPUTER & SOFTWARE - MINOR	1,918	-	-	-	-	-	-	-	-	(1,918)	-	

TOWN OF KIAWAH ISLAND  
BUDGET FOR YEAR ENDED 6/30/24  
GENERAL FUND

	Actuals FY 2022	2022-2023 Budget	Actuals thru 1/31/2023	Projected 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	FY 22 Actuals \$ Change	FY 22 Actuals % Change	Justifications/Notes
Department: 40850 - PLANNING												
SALARIES	\$ 86,667	\$ 135,000	\$ 53,333	\$ 98,900	\$ 135,000	\$ -	0%	\$ 36,100	37%	\$ 48,333	56%	Salary for 2 employees, new position-Planner I/ Environmental Specialist-\$50k Planning Intern from CoC
SALARIES-TEMPORARY	-	-	-	-	12,000	12,000	-	12,000	100%	12,000	100%	
INSURANCE - MEDICAL	5,046	19,969	3,664	7,786	21,799	1,829	9%	14,012	180%	16,753	332%	
FICA ER MATCH	6,558	10,328	3,831	8,110	10,435	107	1%	2,325	29%	3,877	59%	
RETIREMENT MATCH	14,508	16,048	9,296	10,486	26,516	10,468	65%	16,030	153%	12,008	83%	
STENOGRAPHER COST	1,495	6,000	1,930	6,000	6,000	-	0%	-	0%	4,505	301%	Transcript for BZA cases (avg 1-2 case per month)
CONSULTANTS	17,063	100,000	-	95,000	195,000	95,000	95%	100,000	105%	177,937	1043%	Comprehensive Plan Consultant-\$45k balance from CY, \$150K - Zoning Code update
TELEPHONE-CELL	918	540	320	1,275	1,080	540	100%	(195)	-15%	162	18%	2 cell phones
TRAVEL & TRAINING	401	5,000	260	2,500	3,600	(1,400)	-28%	1,100	44%	3,199	798%	Travel and training includes additional staff
DUES	320	1,000	-	500	1,000	-	0%	500	100%	680	213%	Includes additional staff
ADVERTISING	320	2,400	395	2,400	2,400	-	0%	-	0%	2,080	650%	Text count based BZA Ads 1-2 cases month; 12 months(approx. \$200/month)
SUPPLIES - OFFICE	973	1,000	-	1,000	1,000	-	0%	-	0%	27	3%	
SUPPLIES - OTHER	-	1,000	405	1,000	1,000	-	0%	-	0%	1,000	100%	
UNIFORMS	-	1,000	-	300	1,000	-	0%	700	233%	1,000	100%	Includes additional staff
COMPUTER & SOFTWARE - MINOR	2,507	5,000	-	5,000	3,000	(2,000)	-40%	(2,000)	-40%	493	20%	Bluebeam REVU Approx. \$350/ ArcGIS \$1700) to assist with map creation, data analysis and plan review
	<u>136,776</u>	<u>304,285</u>	<u>73,434</u>	<u>240,257</u>	<u>420,829</u>	<u>116,544</u>	<u>38%</u>	<u>180,572</u>	<u>75%</u>	<u>284,053</u>	<u>208%</u>	
	Actuals FY 2022	2022-2023 Budget	Actuals thru 1/31/2023	Projected 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	FY 22 Actuals \$ Change	FY 22 Actuals % Change	Justifications/Notes
Department: 41500 - COMMUNITY DEVELOPMENT SERVICES												
SALARIES	\$ 385,936	\$ 413,013	\$ 247,256	\$ 423,434	423,434	\$ 10,421	3%	\$ -	0%	\$ 37,498	10%	Salaries for 5employees
OVERTIME	388	500	39	500	500	-	0%	-	0%	112	29%	
INSURANCE - MEDICAL	42,753	43,887	16,738	43,157	43,157	(730)	-2%	-	0%	404	1%	
FICA ER MATCH	24,991	31,595	18,458	32,393	32,393	797	3%	-	0%	7,402	30%	
RETIREMENT MATCH	53,586	84,365	46,328	86,299	86,299	1,934	2%	-	0%	32,713	61%	
PROFESSIONAL SERVICES	10,095	15,000	2,816	10,000	10,000	(5,000)	-33%	-	0%	(95)	-1%	Duncan & Parnell document services
CONSULTING	22,000	30,000	-	40,000	30,000	-	0%	(10,000)	-25%	8,000	36%	Upcoming commercial projects will require 3rd party structural review
TELEPHONE-CELL	2,467	2,940	1,514	2,880	2,700	(240)	-8%	(180)	-6%	233	9%	Cost for 5 cell phones
DUES	3,296	1,900	2,185	2,400	2,400	500	26%	-	0%	(896)	-27%	Certification renewals
TRAVEL & TRAINING	14,799	10,080	6,813	7,500	6,400	(3,680)	-37%	(1,100)	-15%	(8,399)	-57%	Estimate for registration fees and travel to attend conferences and courses
SUPPLIES - OFFICE	3,917	2,000	3,215	4,000	4,000	2,000	100%	-	0%	83	2%	Including departmental copies, and supplies
SUPPLIES - OTHER	730	1,000	228	1,000	1,000	-	0%	-	0%	270	37%	Based on current year actuals
UNIFORMS	1,367	1,600	599	1,600	1,600	-	0%	-	0%	233	17%	5-staff members uniforms
COMPUTER & SOFTWARE - MINOR	4,788	8,200	4,923	6,290	4,000	(4,200)	-51%	(2,290)	-36%	(788)	-16%	Place holder in case computer(s) have to be replaced or for software purchase/upgrades
	<u>\$ 573,657</u>	<u>\$ 646,381</u>	<u>\$ 351,112</u>	<u>\$ 661,453</u>	<u>\$ 647,883</u>	<u>\$ 1,502</u>	<u>0%</u>	<u>\$ (13,570)</u>	<u>-2%</u>	<u>\$ 74,226</u>	<u>13%</u>	

TOWN OF KIAWAH ISLAND  
BUDGET FOR YEAR ENDED 6/30/24  
GENERAL FUND

	Actuals FY 2022	2022-2023 Budget	Actuals thru 1/31/2023	Projected 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	FY 22 Actuals \$ Change	FY 22 Actuals % Change	Justifications/Notes
Department: 41000 - OPERATIONS												
WATER & SEWAGE	\$ 67,491	\$ 100,000	\$ 50,079	\$ 75,000	\$ 75,000	\$ (25,000)	-25%	\$ -	0%	\$ 7,509	11%	Based on CY projections
SOLID WASTE DISPOSAL	1,074,549	1,150,000	679,689	1,160,000	1,160,000	10,000	1%	-	0%	85,451	8%	Contract with CW ( beach excluded), Chas recycling fee-\$35k plus \$10k misc.
CUSTODIAL COSTS	24,948	27,000	16,333	27,000	27,000	-	0%	-	0%	2,052	8%	Office cleaning contract , monthly cleaning supplies-3.6K, windows cleaning -\$2.4k, misc-\$4K
LANDSCAPING COSTS	224,715	220,000	133,783	200,000	200,000	(20,000)	-9%	-	0%	(24,715)	-11%	Based on the Artigues contract \$189K , and misc projects/repairs-11K
STR CODE ENFORCEMENT	288,580	288,580	168,338	330,576	389,376	100,796	35%	58,800	18%	100,796	35%	Based on the contract with Island Services for after hours code enforcement
BEACH PATROL COSTS	437,455	584,000	340,667	584,000	584,000	-	0%	-	0%	146,545	33%	Based on the contract with Island Services
BEACH UPKEEP	46,718	53,000	39,185	58,880	58,000	5,000	9%	(880)	-1%	11,282	24%	Based on the contract with Carolina Waste-\$48 , plus \$10k misc. cleanup, cans replacement
RECYCLING CENTER	-	150,000	197,465	197,465	-	(150,000)	-100%	(197,465)	-100%	-	-	Project completed in CY
GARAGE RENOVATIONS	184,623	-	5,131	5,131	-	-	-	(5,131)	-100%	(184,623)	-100%	Project completed in CY
CHARGING STATIONS	-	-	-	-	250,000	250,000	-	250,000	-	250,000	-	Charging stations for thwn fleet and Island wide
REPAIR & MAINT - BUILDING	31,188	33,000	29,573	35,000	35,000	2,000	6%	-	0%	3,812	12%	HVAC, generator annual service ,
REPAIR & MAINT - VEHICLES	26,515	30,000	30,394	45,000	45,000	15,000	50%	-	0%	18,485	70%	11 vehicles, based on CY average monthly cost
REPAIR AND MAINT - EQUIPMENT	8,432	6,500	1,906	3,000	5,000	(1,500)	-23%	2,000	67%	(3,432)	-41%	Misc. equipment repairs
PEST CONTROL COSTS	3,974	5,800	1,311	5,800	5,800	-	0%	-	0%	1,826	46%	Pest and mosquito control and termite bond
RENTAL - EQUIPMENT	40,089	40,000	25,118	40,000	40,000	-	0%	-	0%	(89)	0%	Estimate for copier leases , based on current year actuals
INSURANCE - VEHICLES	6,919	9,700	8,470	8,470	9,317	(383)	-4%	847	10%	2,398	35%	Insurance for 11 vehicles -10%increase
INSURANCE - DATA PRO	545	601	805	805	886	285	47%	81	10%	341	62%	10% increase
INSURANCE - LIAB/TOR	59,133	65,000	74,256	74,256	81,682	16,682	26%	7,426	10%	22,549	38%	10% increase
INSURANCE - BUILDING & PERSONAL PROPERTY	14,358	15,000	20,152	20,152	22,167	7,167	48%	2,015	10%	7,809	54%	10% increase
INSURANCE - D&O	30,761	35,000	38,423	38,423	42,265	7,265	21%	3,842	10%	11,504	37%	10% increase
TELEPHONE - REGULAR	42,287	42,000	29,229	42,000	42,000	-	0%	-	0%	(287)	-1%	Contract for phone service (SEGRA)-\$32K, internet and cable (Comcast) -\$8K and back up internet-ATT.
EMERGENCY COMMUNICATION COST	7,343	12,000	7,111	12,000	12,000	-	0%	-	0%	4,657	63%	Monthly charges for satellite phones and Code Red
SECURITY SYSTEM COSTS	5,776	5,800	3,803	5,800	8,000	2,200	38%	2,200	38%	2,224	39%	Estimate for building and surveillance cameras-Plan to re-bid the contract
SUPPLIES - OFFICE	625	3,000	1,450	3,000	3,000	-	0%	-	0%	2,375	380%	Based on current year actuals
SUPPLIES - OTHER	3,596	4,000	1,870	4,000	4,000	-	0%	-	0%	404	11%	Based on current year actuals
CHRISTMAS DECORATIONS	11,224	11,000	1,818	11,000	11,000	-	0%	-	0%	(224)	-2%	Based on current year actuals
ELECTRICITY COSTS	41,710	50,000	25,349	50,000	50,000	-	0%	-	0%	8,290	20%	Based on CY projections
VEHICLES	45,658	120,000	105,543	105,543	115,000	(5,000)	-4%	9,457	9%	69,342	152%	3 vehicles for admin, PW and building dep and UTV-\$187k, replacemnt value \$78k
SIGNS	48,716	5,000	2,023	5,000	5,000	-	0%	-	0%	(43,716)	-90%	Maintenance for the signs
EQUIPMENT	8,042	70,000	6,801	87,000	10,000	(60,000)	-86%	(77,000)	-89%	1,958	24%	
	<u>2,785,970</u>	<u>3,135,981</u>	<u>2,046,075</u>	<u>3,234,301</u>	<u>3,290,493</u>	<u>154,512</u>	<u>5%</u>	<u>56,192</u>	<u>2%</u>	<u>504,523</u>	<u>18%</u>	
ALLOCATION TO STATE ATAX	100,000	467,200	-	467,200	408,800	(58,400)	-13%	(58,400)	-13%	308,800	309%	Assuming 70% of beach patrol cost funded from SATAx
ALLOCATION TO COUNTY ATAX	389,628	208,700	-	208,700	267,100	58,400	28%	58,400	28%	(122,528)	-31%	
ALLOCATION TO LOCAL ATAX	46,718	83,000	-	157,613	58,000	(25,000)	-30%	(99,613)	-63%	11,282	24%	Beach upkeep
ALLOCATION TO HOSPITALITY ATAX	249,708	206,400	-	197,218	166,500	(39,900)	-19%	(30,718)	-16%	(83,208)	-33%	
TOTAL NET EXPENDITURES	<u>786,054</u>	<u>2,170,681</u>	<u>2,046,075</u>	<u>2,203,571</u>	<u>2,390,093</u>	<u>(64,900)</u>	<u>-3%</u>	<u>(130,331)</u>	<u>-6%</u>	<u>114,346</u>	<u>15%</u>	
	Actuals FY 2022	2022-2023 Budget	Actuals thru 1/31/2023	Projected 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	FY 22 Actuals \$ Change	FY 22 Actuals % Change	Justifications/Notes
Department: 40400 - ROADS AND BRIDGE												
REPAIR AND MAINT ROADS	327,383	900,000	\$ 26,347	\$ 30,000	50,000	\$ (850,000)	-94%	\$ 20,000	67%	(277,383)	-85%	Placeholder for minor repairs
LANDSCAPING		-	-	-	200,000	200,000	-	200,000	-	200,000	-	Placeholder for proposal from OSD for KIP & BWD
GENERAL INSURANCE - BRIDGE	43,153	47,468	30,781	30,781	33,859	(13,609)	-29%	3,078	10%	(9,294)	-22%	Estimate for bridge insurance -10% increase
PROFESSIONAL SERVICES	149,533	45,000	45,968	87,000	50,000	5,000	11%	(37,000)	-43%	(99,533)	-67%	Placeholder for the traffic engineering
MISCELLANEOUS EXPEND	1,005	2,000	1,050	2,000	15,000	13,000	650%	13,000	650%	13,995	1393%	Estimate for Mingo curve repair
	<u>521,074</u>	<u>994,468</u>	<u>104,146</u>	<u>149,781</u>	<u>348,859</u>	<u>(645,609)</u>	<u>-65%</u>	<u>199,078</u>	<u>133%</u>	<u>(172,215)</u>	<u>-33%</u>	
ALLOCATION TO LOCAL ATAX	203,580	425,250	-	40,950	105,000	(320,250)	-75%	64,050	156%	(98,580)	-48%	Allocate 35%
ALLOCATION TO HOSPITALITY TAX	190,766	378,000	-	40,950	105,000	(273,000)	-72%	64,050	156%	(85,766)	-45%	Allocate 35%
TOTAL NET EXPENDITURES	<u>126,728</u>	<u>191,218</u>	<u>104,146</u>	<u>67,881</u>	<u>138,859</u>	<u>(52,359)</u>	<u>-27%</u>	<u>70,978</u>	<u>105%</u>	<u>(184,346)</u>	<u>-145%</u>	
Department: 41400 - CERT TEAM												
CERT TEAM	1,293	3,000	2,356	3,000	3,000	-	0%	-	0%	1,707	132%	
	<u>\$ 3,000</u>	<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>	<u>1,707</u>	<u>132%</u>	

TOWN OF KIAWAH ISLAND  
BUDGET DRAFT FOR YEAR ENDED 6/30/24  
STATE ACCOMMODATION TAX FUND

	Actuals FY 2022	2022-2023 Budget	Actuals thru 1/31/2023	Projected 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	Justifications/Notes
STATE ACCOMMODATIONS TAX REVENUE	\$ 2,977,740	\$ 2,015,000	\$ 1,564,595	\$ 2,705,997	\$ 2,758,768	\$ 743,768	37%	\$ 52,771	2%	Based on Fy21-23 averages
INTEREST REVENUE	2,970	2,000	25,203	72,018	40,000	38,000	1900%	(32,018)	-44%	Rate of return -4%
	2,980,710	2,017,000	1,564,595	2,778,016	2,798,768	781,768	37%	52,771	2%	
<b>EXPENDITURES:</b>										
PROMOTIONAL FUND	940,339	604,500	494,082	811,799	827,630	223,130	37%	15,831	2%	30% of SATAX
SATAX CURRENT YEAR FUNDING	1,332,116	2,000,000	276,670	2,066,402	2,000,000	-	0%	(66,402)	-3%	
TOTAL STATE ACCOMMODATION TAX EXPENDITURES	2,272,455	- 2,604,500	770,752	2,878,201	2,827,630	223,130	9%	(50,571)	-2%	
NET INCREASE/(DECREASE) IN FUND BALANCE	\$ 708,255	\$- \$ (587,500)	\$ 793,843	\$ (100,186)	\$ (28,862)	\$ 558,638	-95%	\$ 103,342	-103%	

TOWN OF KIAWAH ISLAND  
BUDGET DRAFT FOR YEAR ENDED 6/30/24  
LOCAL ACCOMMODATION TAX FUND

	Actuals FY 2022	2022-2023 Budget	Actuals thru 1/31/2023	Projected 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	FY 22 Actuals \$ Change	FY 22 Actuals % Change	Justifications/Notes
<b>REVENUES:</b>												
LOCAL ACCOMMODATION TAX	\$ 1,519,444	\$ 1,050,000	\$ 828,639	\$ 1,452,340	\$ 1,477,158	\$ 427,158	41%	\$ 24,818	2%	\$ (42,286)	-3%	Based on Fy21-23 averages Rate of return -0.05%
INTEREST REVENUE	11,880	6,000	74,971	171,190	173,781	167,781	839%	2,591	2%	161,901	1363%	
TOTAL LATAX REVENUES	1,531,324	1,056,000	903,610	1,623,530	1,650,939	594,939	68%	27,409	2%	119,615	8%	
<b>EXPENDITURES :</b>												
SALARIES - REGULAR EMPLOYEES	110,693	154,699	-	166,789	166,789	12,091	8%	-	0%	56,096	51%	60% of the biologists payroll and 50% of PS director
FICA ER MATCH	8,099	11,834	-	12,759	12,759	925	8%	-	0%	4,660	58%	
INSURANCE - MEDICAL	16,375	25,178	-	26,413	27,390	2,212	9%	977	4%	11,015	67%	
RETIREMENT MATCH	19,966	32,012	-	32,756	30,956	(1,056)	-3%	(1,800)	-5%	10,990	55%	
DEPUTIES COST	175,524	130,458	-	-	-	(130,458)	-100%	-	#DIV/0!	(175,524)	-100%	
BEACH UPKEEP	46,718	53,000	39,185	58,880	- 58,000	5,000	9%	(880)	-1%	11,282	24%	Contract with CW
TURTLE PATROL	5,944	6,000	1,255	5,500	- 7,000	1,000	17%	1,500	27%	1,056	18%	
RECYCLING CENTER	-	30,000	-	98,733	-	(30,000)	-100%	(98,733)	-100%	-	-	50% allocated from GF
BEACH SUPPLIES COSTS	-	2,500	-	2,500	2,500	-	0%	-	0%	2,500	-	
TOTAL LATAX EXPENDITURES	383,319	445,681	40,440	404,330	305,395	(140,286)	-31%	(98,935)	-24%	(77,925)	-20%	
<b>FUND TRANSFERS AND ALLOCATIONS TO OTHER FUNDS:</b>												
TRANSFER TO ARTS & CULTURAL FUND	198,967	226,181	-	236,538	209,920	(16,261)	-7%	(26,618)	-11%	10,953	6%	Transfer to GF for 35% cost of road improvements Future Beach Renurishment -20% of LATAX revenue, Emergency Fund-20%
TRANSFER TO GENERAL FUND	-	425,250	-	40,950	105,000	(320,250)	-75%	64,050	156%	105,000	-	
TRANSFER TO CAPITAL FUND	527,126	420,000	-	580,936	590,863	170,863	41%	9,927	2%	63,737	12%	
TOTAL LATAX FUND EXPEND, TRANSFERS & ALL	1,109,412	1,517,112	40,440	1,262,754	1,211,178	(305,934)	-20%	47,359	4%	179,690	16%	
NET INCREASE/(DECREASE) IN FUND BALANCE	\$ 421,912	\$ (461,112)	\$ 863,170	\$ 360,776	\$ 439,761	\$ 900,873	-195%	\$ 553,976	154%	\$ 861,673	204%	



TOWN OF KIAWAH ISLAND  
BUDGET DRAFT FOR YEAR ENDED 6/30/24  
COUNTY ACCOMMODATION TAX FUND

	Actuals FY 2022	2022-2023 Budget	Actuals thru 1/31/2023	Projected 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	FY 22 Actuals \$ Change	FY 22 Actuals % Change	Justifications/Notes
<b>REVENUES:</b>												
COUNTY ACCOMMODATION TAX	\$ 609,937	\$ 420,000	\$ -	\$ 420,000	\$ 450,000	\$ 30,000	7%	\$ 30,000	7%	\$ (159,937)	-26%	Based on Fy21-23 averages
INTEREST REVENUE	<u>5,941</u>	<u>2,000</u>	<u>50,407</u>	<u>90,785</u>	<u>65,887</u>	<u>63,887</u>	<u>3194%</u>	<u>(24,898)</u>	<u>-27%</u>	<u>59,946</u>	<u>1009%</u>	Rate of return -4%
TOTAL CATAX REVENUES	<b>615,878</b>	<b>422,000</b>	<b>50,407</b>	<b>510,785</b>	<b>515,887</b>	<b>93,887</b>	<b>22%</b>	<b>5,102</b>	<b>1%</b>	<b>(99,991)</b>	<b>-19%</b>	
<b>EXPENDITURES:</b>												
WATER & SEWAGE	11,366	20,000	900	20,000	20,000	-	0%	-	0%	8,634	76%	allocation from GF
SOLID WASTE DISPOSAL	10,000	25,000	-	25,000	25,000	-	0%	-	0%	15,000	150%	allocation from GF
CUSTODIAL COSTS	4,620	5,000	-	5,000	5,000	-	0%	-	0%	380	8%	allocation from GF
LANDSCAPING COSTS - MINOR	6,773	20,000	-	20,000	20,000	-	0%	-	0%	13,227	195%	allocation from GF
REPAIR & MAINT - BUILDING	1,000	1,000	-	1,000	1,000	-	0%	-	0%	-	0%	allocation from GF
PEST CONTROL COSTS	500	500	-	500	500	-	0%	-	0%	-	0%	allocation from GF
TELEPHONE - REGULAR	5,200	5,200	-	5,200	5,200	-	0%	-	0%	-	0%	allocation from GF
SECURITY SYSTEM COSTS	200	200	-	200	200	-	0%	-	0%	-	0%	allocation from GF
BEACH PATROL COSTS	437,456	584,000	340,667	584,000	- 584,000	-	0%	-	0%	146,544	33%	Beach Patrol new contract
ARIAL PHOTOGRAPHY	16,500	-	11,800	11,800	-	-	-	(11,800)	NA	(16,500)	-100%	
BEACH MONITORING & REPAIRS	26,480	50,000	-	40,000	- 50,000	-	0%	10,000	25%	23,520	89%	Beach Mitigation, Annual beach survey and report (CSE)
KI CONSERVANCY	43,257	73,000	2,708	73,000	- 125,000	52,000	71%	52,000	71%	81,743	189%	
ENVIRONMENTAL RESEARCH	101,166	108,900	26,611	105,000	- 117,100	8,200	8%	12,100	12%	15,934	16%	Bobcat GPS, Bird Banding, Toxicology, Clemson Study (\$50k)
EDUCATIONAL PROGRAMS	10,423	20,000	9,943	15,000	- 25,000	5,000	25%	10,000	67%	14,577	140%	Grow Native, Dolphin Stewardship, Bluebird Boxes
FISH STUDIES & EQUIPMENT	163	4,000	-	2,000	- 3,500	(500)	-13%	1,500	75%	3,337	2047%	Estimate for fish tissue testing and stocking
POND MANAGEMENT	3,180	5,000	-	3,500	- 5,000	-	0%	1,500	43%	1,820	57%	
ELECTRICITY COSTS	<u>12,513</u>	<u>15,000</u>	<u>10,563</u>	<u>15,000</u>	<u>15,000</u>	<u>-</u>	<u>0%</u>	<u>-</u>	<u>0%</u>	<u>2,487</u>	<u>20%</u>	50% allocation from GF
TOTAL CATAX EXPENDITURES	<b>690,797</b>	<b>936,800</b>	<b>403,192</b>	<b>926,200</b>	<b>1,001,500</b>	<b>64,700</b>	<b>7%</b>	<b>75,300</b>	<b>8%</b>	<b>310,703</b>	<b>45%</b>	
<b>FUND ALLOCATIONS TO OTHER FUNDS :</b>												
ALLOCATE FROM SATAX	<u>(100,000)</u>	<u>(408,800)</u>	<u>-</u>	<u>(467,200)</u>	<u>(408,800)</u>	<u>-</u>	<u>0%</u>	<u>58,400</u>	<u>-13%</u>	<u>(308,800)</u>	<u>309%</u>	Assuming /U% of beach patrol cost funded from SA IAX
TOTAL CATAX FUND EXPEND, ALLOCATIONS	<b>590,797</b>	<b>528,000</b>	<b>403,192</b>	<b>459,000</b>	<b>592,700</b>	<b>64,700</b>	<b>12%</b>	<b>133,700</b>	<b>29%</b>	<b>1,903</b>	<b>0%</b>	
NET INCREASE/(DECREASE) IN FUND BALANCE	<u><b>\$ 25,081</b></u>	<u><b>\$ (106,000)</b></u>	<u><b>\$ (352,785)</b></u>	<u><b>\$ 51,785</b></u>	<u><b>\$ (76,813)</b></u>	<u><b>\$ 29,187</b></u>	<u><b>-28%</b></u>	<u><b>\$ (128,598)</b></u>	<u><b>-248%</b></u>	<u><b>\$ (101,894)</b></u>	<u><b>-406%</b></u>	

TOWN OF KIAWAH ISLAND  
BUDGET DRAFT FOR YEAR ENDED 6/30/24  
BEVERAGE PERMITS FUND

	Actuals FY 2022	2022-2023 Budget	Actuals thru 1/31/2023	Projected 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	FY 22 Actuals \$ Change	FY 22 Actuals % Change	Justifications/Notes
<b>REVENUES:</b>												
BEVERAGE TAX REVENUE	\$ 27,900	\$ 45,000	\$ 18,300	\$ 45,000	\$ 45,000	\$ -	0%	\$ -	0%	\$ 17,100	61%	\$3k per alcoholic beverage permit (15 entities)
	27,900	45,000	- 18,300	45,000	45,000	-	0%	-	0%	17,100	61%	
<b>FUND TRANSFERS TO OTHER FUNDS :</b>												
TRANSFER TO CAPITAL FUND	37,574	50,000	-	50,000	45,000	-	0%	-	0%	7,426	20%	
	37,574	50,000	-	50,000	45,000	-	0%	-	0%	7,426	20%	
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>	<b>\$ (9,674)</b>	<b>\$ (5,000)</b>	<b>\$ 18,300</b>	<b>\$ (5,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,674</b>	<b>-100%</b>	

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

	Actuals FY 2022	2022-2023 Budget	Actuals thru 1/31/2023	Projected 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	FY 22 Actuals \$ Change	FY 22 Actuals % Change	Justifications/Notes
REVENUES:												
HOSPITALITY TAX	\$ 898,462	\$ 600,000	\$ 463,574	\$ 816,465	\$ 829,177	\$ 229,177	38%	\$ 12,711	2%	\$ (69,285)	-8%	Based on Fy21-23 averages
INTEREST REVENUE	8,910	5,000	50,407	110,226	107,505	102,505	2050%	(2,721)	-2%	98,595	1107%	Rate of return -4%
TOTAL HOSPITALITY TAX REVENUES	907,372	605,000	513,981	926,692	936,682	331,682	68%	9,990	1%	29,310	3%	
EXPENDITURES:												
WATER & SEWAGE	50,441	70,000	39,104	70,000	32,500	(37,500)	-54%	(37,500)	-54%	(17,941)	-36%	Irrigation for KI Parkway, roundabout, Beachwalker Dr and Betsy Kerrison Parkway
LANDSCAPING COSTS - MINOR	185,540	122,400	130,230	122,400	120,000	(2,400)	-2%	(2,400)	-2%	(65,540)	-35%	Contract for maintenance of KI Parkway, roundabout, Beach Walker Dr and Betsy Kerrison Parkway
CHRISTMAS DECORATIONS	11,224	11,000	1,818	1,818	11,000	-	0%	9,182	505%	(224)	-2%	Estimate for Christmas decorations
ELECTRICITY COSTS	2,503	3,000	806	3,000	3,000	-	0%	-	0%	497	20%	Electricity for roundabout lights
TOTAL EXPENDITURES	249,708	206,400	171,958	197,218	166,500	(39,900)	-19%	(30,718)	-16%	(83,208)	-33%	
FUND TRANSFERS TO OTHER FUNDS:												
TRANSFER TO ARTS & CULTURAL FUND	22,000	22,000	-	22,000	22,000	-	0%	-	0%	-		
TRANSFER TO GENERAL FUND	394,346	378,000	-	40,950	105,000	(273,000)	-72%	64,050	156%	(289,346)	-1315%	Transfer to GF for 35% cost of Beachwalker Dr and KI Parkway intersection improvements
TRANSFER TO CAPITAL FUND	359,204	240,000	-	326,586	331,671	91,671	38%	5,085	2%	(27,533)	-7%	20% of Hospitality tax revenue for future projects on tourism related infrastructure , 20% -Emergency Fund
TOTAL HOSPITALITY FUND EXPEND & TRANSFERS	1,025,258	846,400	171,958	586,754	625,171	(221,229)	-26%	38,417	7%	(400,087)	-111%	
NET INCREASE/(DECREASE) IN FUND BALANCE	\$ (117,886)	\$ (241,400)	\$ 342,023	\$ 339,937	\$ 311,511	\$ 552,911	-229%	\$ (28,426)	-8%	\$ 429,397	-364%	

TOWN OF KIAWAH ISLAND  
BUDGET DRAFT FOR YEAR ENDED 6/30/24  
ARTS & CULTURAL FUND

	Actuals FY 2022	2022-2023 Budget	Actuals thru 1/31/2023	Annualized 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	FY 22 Actuals \$ Change	FY 22 Actuals % Change	Justifications/Notes
<b>SOURCES :</b>												
TRANSFER FROM LATAX FUND	\$ 198,967	\$ 236,538	\$ -	\$ 236,538	\$ 209,920	\$ (26,618.00)	-11%	\$ (26,618)	-11%	\$ 10,953	6%	
TRANSFER FROM HOSPITALITY TAX FUND	22,000	22,000		22,000	22,000	-	0%	-	0%	-	0%	
TRANSFER FROM GENERAL FUND	118,000	168,000	-	189,307	118,000	(50,000)	-30%	(71,307)	-38%	-	0%	
TICKET SALES	<u>17,687</u>	<u>-</u>	<u>39,854</u>	<u>45,000</u>	<u>45,000</u>	<u>45,000</u>	-	<u>-</u>	<u>0%</u>	<u>27,313</u>	<u>154%</u>	
<b>TOTAL SOURCES</b>	<b>356,654</b>	<b>426,538</b>	<b>39,854</b>	<b>492,845</b>	<b>394,920</b>	<b>(31,618)</b>	<b>-7%</b>	<b>(97,925)</b>	<b>-20%</b>	<b>38,266</b>	<b>11%</b>	
										-		
<b>EXPENDITURES:</b>												
PAYROLL & RELATED EXPENSES	62,467	73,181		67,845	89,380	16,199	22%	21,536	32%	26,913	43%	
CONSULTING	-	50,000	36,966	80,000	-	(50,000)	-100%	(80,000)	-100%	-	-	
ARTS COUNCIL	116,587	116,587	135,325	150,000	118,000	1,413	1%	(32,000)	-21%	1,413	1%	
ADMINISTRATIVE COST	2,712	2,712	1,747	3,000	5,540	2,828	104%	2,540	85%	2,828	104%	
CULTURAL EVENTS	<u>184,547</u>	<u>182,000</u>	<u>151,272</u>	<u>192,000</u>	<u>182,000</u>	<u>-</u>	<u>0%</u>	<u>(10,000)</u>	<u>-5%</u>	<u>(2,547)</u>	<u>-1%</u>	
<b>TOTAL EXPENDITURES</b>	<b>366,313</b>	<b>424,480</b>	<b>288,344</b>	<b>492,845</b>	<b>394,920</b>	<b>(29,560)</b>	<b>-7%</b>	<b>(97,924)</b>	<b>-20%</b>	<b>28,607</b>	<b>8%</b>	
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>	<b><u>\$ (9,659)</u></b>	<b><u>\$ 2,058</u></b>	<b><u>\$ (248,490)</u></b>	<b><u>\$ 0</u></b>	<b><u>\$ (0)</u></b>	<b><u>-</u></b>	<b><u>0%</u></b>	<b><u>(1)</u></b>	<b><u>-203%</u></b>	<b><u>\$ 9,659</u></b>	<b><u>-100%</u></b>	

TOWN OF KIAWAH ISLAND  
BUDGET DRAFT FOR YEAR ENDED 6/30/24  
VICTIMS ASSISTANCE FUND

	Actuals FY 2022	2022-2023 Budget	Actuals thru 1/31/2023	Projected 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	FY 22 Actuals \$ Change	FY 22 Actuals % Change	Justifications/Notes
<b>SOURCES :</b>												
VICTIMS ASSISTANCE FEES	\$ 7,951	\$ 10,000	\$ 8,468	\$ 10,000	\$ 10,000	\$ -	0%	\$ -	0%	\$ 2,049	26%	
TOTAL SOURCES	7,951	10,000	8,468	10,000	10,000	-	0%	-	0%	2,049	26%	
<b>EXPENDITURES:</b>												
CONTRIBUTIONS TO VICTIMS PROGRAMS	7,925	10,000	7,645	10,000	10,000	\$ -	0%	\$ -	0%	2,075	26%	
TOTAL EXPENDITURES	7,925	10,000	7,645	10,000	10,000	\$ -	0%	\$ -	0%	2,075	26%	
NET INCREASE/(DECREASE) IN FUND BALANCE	\$ 26	\$ -	\$ 823	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ (26)	-100%	

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

	Actuals FY 2022	2022-2023 Budget	Projected 2022-2023	2023-2024 Proposed Budget	FY 23 Budget \$ Change	FY 23 Budget % Change	FY 23 Annualized \$ Change	FY 23 Annualized % Change	Justifications/Notes
<b>REVENUES &amp; SOURCES :</b>									
TRANSFER FROM GENERAL FUND	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	
TRANSFER FROM LOCAL ACCOMMODATION FUND	537,224	394,557	580,936	590,863	196,306	50%	9,927	2%	40% of LATAX Revenue
TRANSFER FROM BEVERAGE FUND	37,573	50,000	50,000	45,000	(5,000)	-10%	(5,000)	-10%	
TRANSFER FROM HOSPITALITY TAX FUND	359,204	230,754	326,586	331,671	100,917	44%	5,085	2%	40% of HTAX Revenue
INTEREST	5,940	5,000	283,342	285,409	280,409	5608%	2,067	1%	Rate of return -4%
TOTAL REVENUES & SOURCES	939,941	680,311	1,240,864	1,252,943	572,632	21%	10,012	1%	
<b>EXPENDITURES:</b>									
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	
NET INCREASE/(DECREASE) IN FUND BALANCE	\$ 939,941	\$ 680,311	\$ 1,240,864	\$ 1,252,943	\$ 572,632	21%	\$ 10,012	1%	



Town of Kiawah Island  
Five Year Capital Improvements Plan

Capital Expenditures	Projected FY2023	Budget FY2024	Projected FY2025	Projected FY2026	Projected FY2027	Projected FY2028
Beach Renourishment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wet Trash/Recycling Center	197,465	-	-	-	-	-
Landscaping Enhancements	30,000	200,000	-	-	-	-
Improvements to Beachwalker Dr and KI Parkway Intersection	-	-	-	-	-	-
Municipal Center Garage/Car Wash Station	5,131	-	-	-	-	-
Charging Stations/Town's Fleet	-	250,000	-	-	-	-
Charging Stations/Island Wide		-				
AV Equipment	87,000	-	-	-	-	-
Vehicles	-	-	-	-	-	-
· Administration	-	50,000	-	-	55,000	55,000
· Building Department	-	55,000	-	-	-	-
· Public Safety		-	110,000	-	-	-
· Public Works	55,984	70,000	-	-	70,000	70,000
· Wildlife	49,559		50,000	-	-	55,000
UTV	-	18,000	-	-	-	-
Total Capital Expenditures	\$ 425,139	\$ 643,000	\$ 160,000	\$ -	\$ 125,000	\$ 180,000