

MAYOR:
Bradley D. Belt

TOWN ADMINISTRATOR:
Stephanie Tillerson

TOWN ATTORNEY:
Stafford J. McQuillin III



MAYOR PRO TEMPORE:
Russell A. Berner

COUNCIL MEMBERS:
E. Luke Farrell
Madeleine Kaye
Lance Spencer

WAYS & MEANS COMMITTEE MEETING
Municipal Center Council Chambers
May 6, 2025, 10:00 am

AGENDA

- I. **Call to Order:**
- II. **Roll Call:**
- III. **Approval of Minutes:**
 - A. Minutes of the Ways and Means Committee Meeting of April 1, 2025 [Tab 1]
- IV. **Citizens' Comments (Agenda Items Only):**
- V. **Old Business:**

None
- VI. **New Business:**
 - A. Review and Recommendation to Town Council for Approval of the Fiscal Year 2025/2026 Budget [Tab 2]
 - B. Review and Recommendation to the Town Council of the Proposal for Comprehensive Landscape Maintenance and Related Services [Tab 3]
 - C. Review and Recommendation to the Town Council of the Proposal from IMS Solutions Group (IT Contractor) [Tab 4]
 - D. Review and Recommendation to the Town Council for Approval of the Architectural Design Competition for a Proposed Town Hall Wing Addition
- VII. **Chairman's Report:**
- VIII. **Treasurer's Report:**
 - A. Monthly Budget Report [Tab 5]
- IX. **Citizens' Comments:**
- X. **Committee Member's Comments:**
- XI. **Adjournment:**



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WAYS AND MEANS

Agenda Item

WAYS & MEANS COMMITTEE MEETING
Municipal Center Council Chambers
April 1, 2025, 10:00 am

Minutes

I. Call to Order: *Chairman Farrell called the meeting to order at 10:00 am.*

II. Roll Call:

Present at the Meeting: Luke Farrell, *Chairman*
Brad Belt, *Mayor*
Lance Spencer, *Committee Member*

Also Present: Stephanie Tillerson, *Town Administrator*
Dorota Szubert, *Finance Director*
Keith Davis, *AirMedCare Network*

III. Approval of Minutes:

A. Minutes of the Ways and Means Committee Meeting of March 4, 2025

Chairman Farrell inquired whether there were any edits or additions to the Ways and Means Committee meeting minutes held on March 4, 2025. No edits or additions were made, so the minutes were approved as presented.

IV. Citizens' Comments (Agenda Items Only):

None

V. Old Business:

A. Fiscal Year 2025-2026 Budget Discussion

The Ways & Means Committee Members discussed potential cost savings by using cell phones instead of radios for communication with emergency services.

Ms. Tillerson stated that the radios allow scanning of more than just Kiawah. If cell phones can achieve the functional objective of communicating with the sheriff's office, fire department, and dispatch, then cost savings in transitioning from radio to cell phone communication should be explored. She mentioned a meeting with the Barrier Island Ocean Rescue to ensure all Beach Patrol and code enforcement could communicate effectively with other services if they switch to cell phone service.

Mayor Belt stated that even when considering the necessary electronics involved, he felt that the cost would be well under \$12,000, noting that the cost of a top-end cell phone versus this radio is potentially fairly substantial. Chairman Farrell agreed with cost savings but emphasized the importance of keeping the same operational effectiveness.

Committee Member Spencer and Ms. Szubert clarified that the cell phones provided by FirstNet are inexpensive and have a \$45 monthly service fee, with no capital cost. Members agreed that this sounded like a better solution and will receive further information over the next month.

Budget Allocation and Capital Reserves

Ms. Szubert stated that an overview of the budget was provided at the last Ways and Means Committee meeting. With the members having had a chance to take a closer look, she would answer any questions they had.

Chairman Farrell began by questioning the rationale behind funding capital costs from the operating budget instead of the capital budget.

The Members discussed funding capital projects from operating reserves versus a capital budget. Mayor Belt explained that up to now, the Town has taken a very conservative approach to budgeting to build up reserves. Substantial reserves allow the funding of capital projects from operating revenues.

Ms. Szubert added that the Town reports on an accrual modified basis, in which capital expenditures are shown on the financial statement, similar to cash expenditures. She also mentioned her intent to conduct a reserve study to establish or define reserve levels.

Mayor Belt discussed utilizing the accumulated reserves for projects that benefit the community, such as acquiring property for conservation purposes and capital projects such as repaving the Parkway and Beachwalker Drive. He also mentioned the substantial capital project of adding a new wing to the building, noting it could be paid out of State Accommodations Tax (SATAX) funds.

Chairman Farrell suggested having better control and discipline in terms of the movement of funds for capital projects, and that documenting money movements may provide better transparency, and proposed a 10-year capital expenditure plan to improve visibility and planning. Mayor Belt mentioned that the requirement for a capital improvement plan is part of the comprehensive plan, also discussing the Town's unusual financial position.

Accommodation Tax Allocations

Chairman Farrell inquired about the philosophical approach to allocating salary expenditures from the Local Accommodation Tax (LATAX) Fund. Ms. Szubert explained the Town's past policy of partially funding the Public Safety Director's salary and Arts Council expenses from LATAX funds. The current policy will fund 100% of the Arts Council expenses from SATAX funds and the Public Safety Director's salary from the General Fund. Mayor Belt further clarified that salaries can be partially funded from accommodations taxes if those additional costs are directly related to tourist activity. The policy change is more consistent with guidance regarding the allocation of accommodation taxes.

Chairman Farrell asked about transferring LATAX funds to the capital fund and the rationale behind specific allocations. Ms. Szubert explained that any beautification or enhancements on Beachwalker Drive or the Parkway can be justified as being done for the tourist experience and, therefore, can be paid from accommodation taxes. She also explained that the policy established by the Council years ago specified that 20% of Hospitality Tax and LATAX revenues were automatically transferred to capital and emergency funds.

Chairman Farrell questioned moving the allocation of Beach Patrol costs out of the County Accommodation Tax (CATAX) Fund. Ms. Szubert explained that in the past, 70% was allocated from SATAX funds and the remaining 30% from CATAX funds. Currently, the remaining 30% is being allocated from the General Fund.

Mayor Belt indicated that the changes can be characterized as a more expansive view of how dollars can be allocated from some of these funds than has been the case in the past.

Arts Council and Cultural Events Funding

Chairman Farrell questioned an Arts Council line item and a Cultural Events line item in the Arts Council Fund, noting no details for either expense. Ms. Szubert explained the distinction between Arts Council and Cultural events, both under the Arts and Cultural Events Council. In the past, events bringing visitors to the island were funded from tourism-related revenues, and smaller, more

organized events for the residents were funded from the General Fund. Currently, the full cost of the Arts Council events is allocated to SATAX funds. Mayor Belt added that anyone whose primary home is more than 50 miles away, including homeowners, is defined as a visitor under the State Accommodations Tax statute.

VI. New Business:

A. Review and Approval of 2025 AirMedCare Contract Extension

Ms. Tillerson stated that the extension of the Air Med Care contract for 2025 comes as a recommendation from the Public Safety Committee.

Mayor Belt made a motion to approve the 2025 AirMedCare contract extension as recommended by the Public Safety Committee. Committee Member Spencer seconded the motion.

Mayor Belt commended the representative from Air Med Care and staff for working through the contract details. He noted that he was unaware of a strong uptake in Kiawah Island residents taking part in the additional extended coverage. He indicated that the information provided on the Town's website had been confusing as to what you were signing up for and what the cost associated with that was, but recent changes have provided a lot more clarity.

Mr. Davis from AirMedCare Network explained the coverage options, the process for residents to extend their coverage, and the importance of declaring a primary residence for coverage. Also clarified was that under the Town's current Municipal Site Plan, full-time residents and family members living at that address are covered. Any additional family members would have to purchase their own membership to be covered. Part-time residents are covered under the Municipal Site Plan while on the island, but visitors and vacationers are not covered.

Mayor Belt added that there are two components: the first is that the Town provides one level of coverage at no cost to residents, and the second is the opportunity for residents to obtain low-cost nationwide coverage, lower than would otherwise be entailed by full membership costs.

Chairman Farrell and Committee Member Spencer asked questions about the service's coverage details and operational aspects, including the criteria used to dispatch a helicopter evacuation, predetermined landing zones, and transportation to the helicopter.

Following the discussion, the motion to approve the AirMedCare contract extension was unanimously approved.

VII. Chairman's Report:

None

VIII. Treasurer's Report:

A. Monthly Budget Report

Ms. Szubert provided an overview of the Town's Budget-to-Actual Report for the first eight months ending 2/28/2025. The Budget-to-Actual Report is compiled on a modified cash basis, and all the funds are consolidated.

Overall, for the first eight months, the Town's consolidated revenues of \$10.8 million are 4%, or \$424,000 higher when compared to YTD for the last fiscal year, FY2024, and are at 70% of the total budgeted revenues for the current year. Overall, the revenues will be within the budget or exceed the budget with the building permits from the special project that haven't been budgeted, and the number of tourists, more likely, will end the year over budget.

With almost 70% of the year lapsing, the expenditures of \$7.9 million are 20% or \$1.3 million higher than for fiscal year FY2024 and 55% of the current year budget. The majority of the expenditures are reasonable and in line with the budget. Compared to last year, the items that contribute to that negative variance are the personal cost because of the number of full-time equivalents, the deputy cost, and the waste management cost.

Ms. Szubert noted that the Audit Committee would start planning for next year's audit at their upcoming meeting, and a report will be provided at the next Ways and Means Committee meeting.

IX. Citizens' Comments:

None

X. Committee Member's Comments:

Committee Member Spencer thanked everyone for their roles in the meeting and the Town's financial management.

XI. Adjournment:

Chairman Farrell adjourned the meeting at 10:52 am.

Submitted by,

Petra S. Reynolds, Town Clerk



Tab | 2

WAYS AND MEANS

Agenda Item

Changes to the FY26 Budget Draft presented on 4.8.25

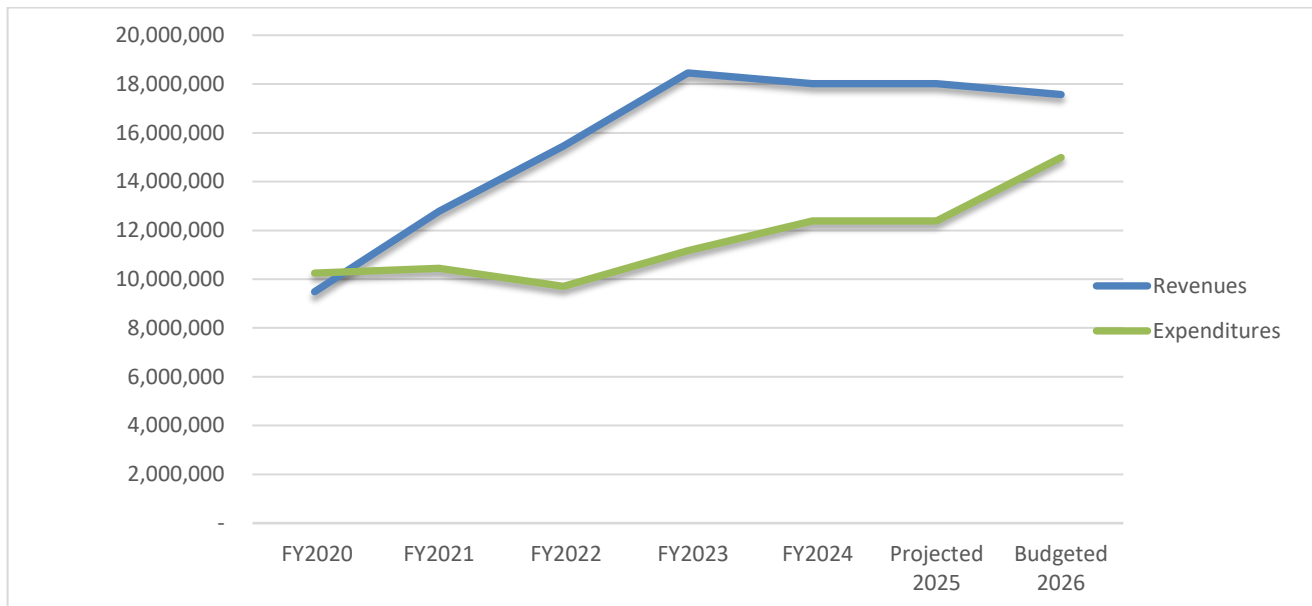
1. Increase of \$30,000 in the Finance department for internal control assessment
2. Increase of \$4,900 in the Community Affairs department for social media archiving services to support digital compliance and record retention
3. Reduction of \$135,000 in the Community Affairs department to remove a placeholder for a new website design. The Town will proceed with upgrading the website using Revize, the existing vendor, as this service is included in the current contract
4. Increase of \$60,000 in Operations as a placeholder for the MC Wing design competition; allocating \$20K per architect for up to 3 participants
5. Increase of \$100,000 in Operations/landscaping to \$400,000 to account for the new landscaping contract- \$ 235,000 and \$165,000 as a placeholder for landscaping enhancements at the Town Hall, roundabout, and vegetation along KIP
6. Increase of \$50,000 in the Infrastructure department as a placeholder for the repairs recommended in the latest bridge inspection
7. Increase of \$19,880 as a placeholder for additional funding to employees' health insurance

NARRATIVE HIGHLIGHTS

The FY2025-2026 Budget reflects the Town's commitment to responsible fiscal planning and prudent spending, ensuring a strong, sustainable financial foundation for future development. This budget has been carefully crafted to maintain services, continue funding environmental initiatives, enhance cultural events and programs, and support improvements to the Municipal Center and roads.

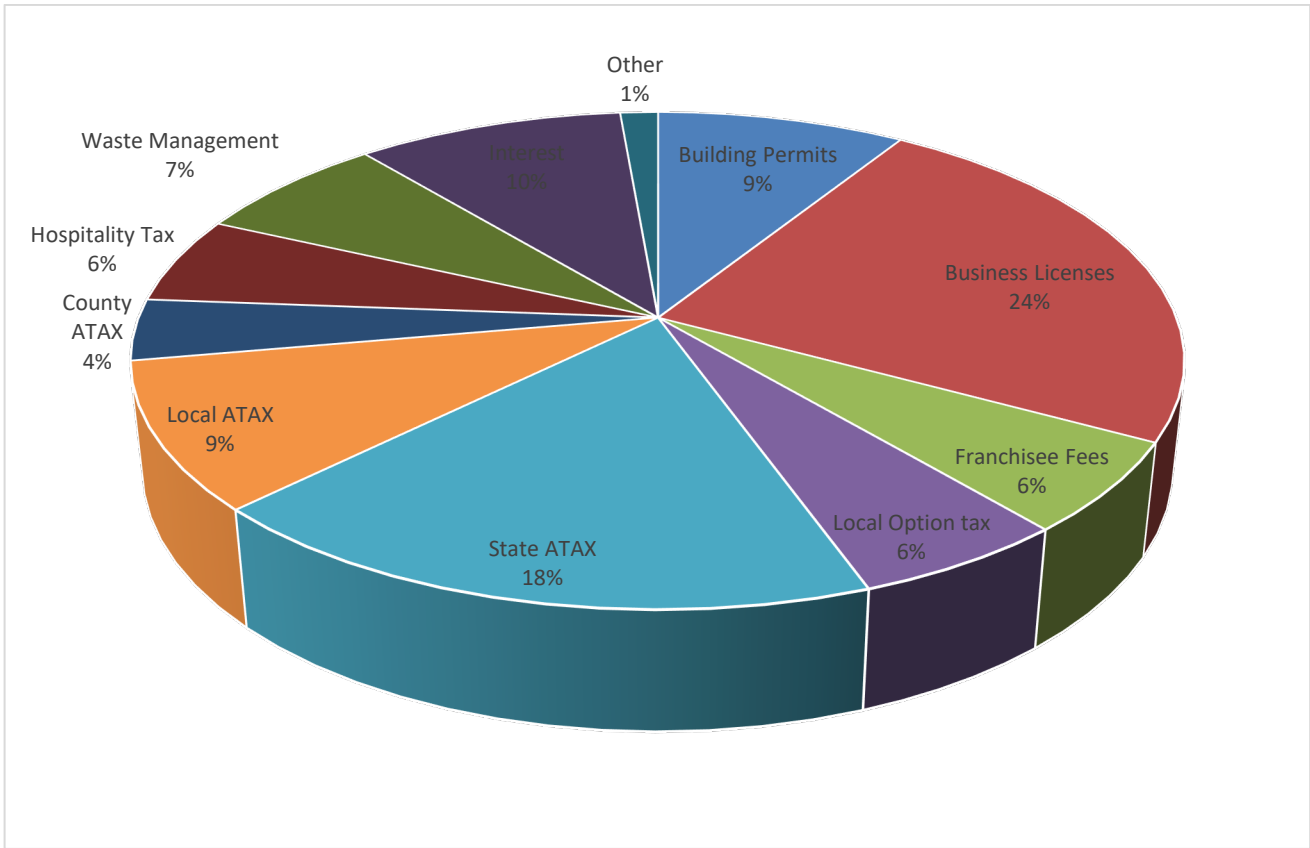
The proposed budget projects \$17.6M in revenues, with \$15M budgeted expenditures, resulting in a \$2.6M surplus in the consolidated fund balance. The total proposed expenditure includes allocations for recurring costs, totaling \$9.8M. That cost covers salaries and benefits (\$3.8M), administration and operations (\$2.2M), waste management (\$2.1M), and contracted public safety (\$1.7M) and shows a \$1.8M increase from FY2023-2024 actual cost. This increase is mostly attributable to an increase in personnel cost (\$872K), waste management (\$580K), and public safety (\$302K).

The following chart shows the history, projected, and budgeted FY2025-2026 trends in total consolidated revenues and expenditures



REVENUES

Overall, the total FY2025-2026 budgeted revenues of \$17.6M are 3%, or \$460K lower than current year projections. The chart below presents a makeup of the Town's budgeted revenue sources FY26.



The comparisons below are made to FY2024-2025 projected revenues.

- ✓ Building Permits revenue is estimated to decrease 3%, or \$50K, primarily due to an estimated slowdown in new construction activity on the Island. The average permit cost for the new construction is approximately \$12,500 and for renovation projects is \$1,225. Based on the same averages we are anticipating a decrease in permits for the new construction and a slight increase in renovation projects.

Building Permits from Special Projects are budgeted to decrease 100%, or \$437K. At this time there are no special projects planned for the next fiscal year.

- ✓ Business Licenses revenue is budgeted to increase 2%, or \$100K. Based on the historical averages, we are budgeting to issue 2,100 standard business licenses with the average cost of \$1,240 per license and about 1,400 short term rental licenses with the average cost of \$285 per license, collect approximately \$400,000 in short term rental application fees, and \$700,000 from Municipal Association of SC Telecommunication and Insurance Tax Programs.

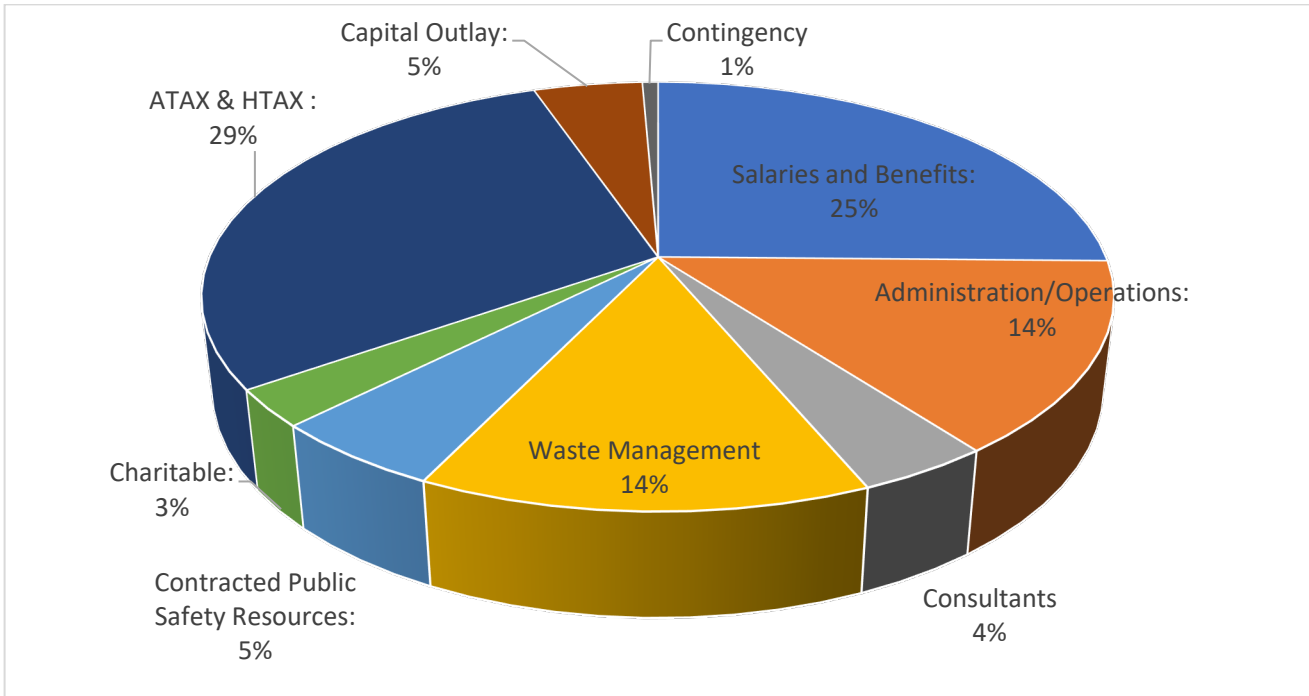
- ✓ Franchise Fees are budgeted to remain flat. Those fees include franchise agreements with BEC, Island

Beach Services, KIC, Comcast, AT&T, and with no change.

- ✓ Local Option Sales Tax is budgeted 3%, or \$30K higher than current year projections based on the recent years' averages and the inflation on goods sold.
- ✓ State Accommodation Tax revenue is anticipated to increase 3%, or \$93K. We predict volume of tourists on the Island comparable to the current year, however the higher accommodation prices should increase tourism-generated revenues.
- ✓ Local Accommodation Tax revenue is budgeted with a 4%, or a \$71k increase reflecting similar trends as SATAX.
- ✓ County Accommodation Tax revenue is budgeted with no change.
- ✓ Hospitality Tax revenue is budgeted to increase 5%, or \$51K. □
- ✓ Waste Management revenue is budgeted with no change.
- ✓ Interest Revenue is budgeted to decrease 16%, or \$325K, reflecting anticipated lower returns on the Town's investments due to a slow decrease in interest rates.
- ✓ Other revenues include the following sources:
 1. Aid to Subdivision – \$55k, an increase of 5%, or \$2.5k.
 2. Planning Fees - \$15K, no change.
 3. Court Fees & Fines - \$20K, no change.
 4. Beverage Permits revenue - \$51K, an increase of 6%, or \$3K.
 5. Victim's Assistance Fees - \$10K, no change.
 6. Art Council ticket sales-\$75k, no change.
 7. Miscellaneous revenue - \$15K, no change.

EXPENDITURES

Overall, the total FY2025-2026 budgeted expenditures of \$15M represent 14% increase compared to the current year FY2024-2025 projections, reflecting an increase of \$1.8M and 17% increase compared to FY2023-2024 actual expenditures, representing a \$2.2M increase. The chart below presents a makeup of the Town's total consolidated expenditures FY2025-2026.



- ✓ **Salaries and Benefits** show a 15%, or \$498K increase compared to FY2025 projected figures. This increase is primarily due to the following factors:
 1. \$188K increase for performance-based and cost-of-living adjustments.
 2. Funding for 28 existing full-time employees, one new FTE -Project Manager (\$75k), and one intern (\$20K) to support the Planning Department and various data analysis projects.
 3. 1%, or \$51K increase in the SC Retirement System contributions, effective July 1, 2025.
 4. A budgeted by PEBA 3.9%, or a \$5K increase in the Town's health insurance contributions, effective January 1, 2025.
 5. \$20K placeholder for additional contributions to the employee's insurance premiums, pending Town Council approval

- ✓ **Administration/Operations** show a 20%, or \$380 increase, primarily due to the following:
 1. Events: 139%, or 32K increase to account for other miscellaneous community activities, and cultural events organized by the Town outside Arts Council programs.
 2. Maintenance: 33%, or \$197K to cover for possible increase in landscaping contract, and \$165k placeholder for enhancements at Town Hall grounds, roundabout and vegetation along KIP.

3. Professional Services: 36%, or \$152k increase and include the following:
 - Town Attorney, Labor Attorney, and additional legal services -\$480K
 - Town Prosecutor-\$20K
 - On-Call Engineer- \$50K
 - Annual Financial Audit -\$30K

✓ **Consultant** costs are budgeted to increase by 68%, or \$244K, and include the following:

1. HR Consultants- \$25K
2. Tallow tree control-\$30K
3. Reserve study-\$15K
4. Internal controls assessment -\$30K
5. Actuarial evaluation- \$5.5K
6. Website consulting-\$15K
7. CPSM (remainder of the contract)-\$14.5K
8. Zoning ordinance update- \$100K
9. Stormwater management review-\$75K
10. GIS shapefiles mapping and analysis-\$25K
11. Beach survey-\$50K
12. Floodplan management services -\$40K
13. MC wing design competition- \$60K
14. Placeholder for infrastructure projects-\$50K
15. Miscellaneous consulting services- \$20k

✓ **Public Safety** costs are budgeted to be 2%, or 34K higher than current year projections, assuming the same contract terms with CCSO and the average of 800 hours per month for deputy coverage.

✓ **ATAX & HTAX** Uses include the following allocations:

1. Promotional fund- CVB -\$903K
2. SATAX Town Allocations- \$1.4M including:
 - 70% of deputies cost-\$538K
 - 70% of beach patrol contract-\$408K
 - 70% of Trident contract for the beach garbage pickup-\$78K
 - Arts & Cultural Events- \$322K
3. SATAX Other Recipients (funding outside the Town's allocations)- \$1.6M
4. Other Uses- \$512K, including:
 - Aerial photography- \$50K
 - Beach monitoring- \$60K
 - Conservation projects- \$250K
 - Environmental research- \$96K
 - Educational programs- \$25K
 - Fish Studies-\$10K

Town of Kiawah Island
Budget Draft FY2026
All Funds Consolidated

	Actuals FY 2024	Budgeted FY2025	Projected FY2025	Budget FY2026	% of Total	FY2025 Projected Variance \$	FY2025 Projected Variance %	FY2024 Actual	Variance \$	FY2024 Actual Variance %
Revenues:										
Building Permits	\$ 1,605,081	\$ 1,300,000	\$ 1,624,869	\$ 1,577,131	9%	\$ (47,738)	-3%	# \$ (27,950)		-2%
Building Permits/Special Projects	959,182	-	437,092	-	0%	(437,092)	-100%	# (959,182)		-100%
Business Licenses	4,635,356	3,750,000	4,100,000	4,200,000	24%	100,000	2%	# (435,356)		-9%
Franchise Fees	981,795	970,000	1,034,364	1,037,300	6%	2,936	0.3%	# 55,505		6%
Local Option tax	995,279	900,000	971,359	1,000,500	6%	29,141	3%	# 5,221		1%
State ATAX	3,023,766	3,000,000	3,096,019	3,189,161	18%	93,142	3%	# 165,395		5%
Local ATAX	1,566,940	1,500,000	1,609,923	1,681,025	10%	71,102	4%	# 114,085		7%
County ATAX	732,633	612,000	700,000	700,000	4%	-	0%	# (32,633)		-4%
Hospitality Tax	962,458	900,000	940,074	991,303	6%	51,229	5%	# 28,845		3%
Waste Management	643,032	1,068,000	1,246,500	1,246,500	7%	-	0%	# 603,468		94%
Interest	1,985,302	1,200,000	2,025,000	1,700,000	10%	(325,000)	-16%	# (285,302)		-14%
Other	363,995	267,012	234,968	240,567	1%	5,599	2%	# (123,428)		-34%
Total Revenues	18,454,819	15,467,011	18,020,168	17,563,487	100%	(456,680)	-3%	(891,332)		-5%
Expenses:										
Salaries and Benefits:										
Salaries	2,106,856	2,478,883	2,367,611	2,706,554	18%	338,942	14%	599,698		28%
Overtime	13,370	11,700	11,800	12,000	0%	200	2%	(1,370)		-10%
Benefits	606,985	859,225	737,704	875,156	6%	137,452	19%	268,171		44%
Payroll Tax	191,770	226,950	206,352	227,279	2%	20,926	10%	35,509		19%
	2,918,981	3,576,758	3,323,468	3,820,989	25%	497,521	15%	902,008		31%
Administration/Operations:										
Administration	245,843	193,520	155,160	117,520	1%	(37,640)	-24%	(128,323)		-52%
Communications	72,065	84,724	74,997	72,984	0.5%	(2,013)	-3%	919		1%
Events	20,985	25,000	23,000	55,000	0.4%	32,000	139%	34,015		162%
Insurance	202,673	224,940	243,079	269,876	2%	26,797	11%	67,203		33%
Maintenance	750,515	599,000	602,200	799,000	5%	196,800	33%	48,485		6%
Minor Assets & Supplies	126,071	134,800	100,850	143,400	1%	42,550	42%	17,329		14%
Miscellaneous	18,321	25,000	25,000	27,000	0.2%	2,000	8%	8,679		47%
Office Equipment	44,552	40,000	40,000	50,000	0.3%	10,000	25%	5,448		12%
Professional Services	417,418	515,000	427,900	580,000	4%	152,100	36%	162,582		39%
Travel & Training	58,917	100,650	76,350	83,300	1%	6,950	9%	24,383		41%
Utilities	104,229	125,000	125,000	125,000	1%	-	0%	20,771		20%
	2,061,589	2,067,634	1,893,536	2,323,080	15%	429,544	23%	261,491		13%
Consultants	339,914	362,150	331,729	556,000	4%	224,271	68%	216,086		64%
Waste Management	1,520,835	2,107,000	2,100,000	2,100,000	13%	-	0%	579,165		38%
Funded from SATAX *	-	-	-	(78,400)		(78,400)	-	(78,400)		-
Contracted Public Safety Resources:										
Charleston County Deputies	465,658	703,779	733,779	767,970	5%	34,191	5%	302,312		65%
Evening Code Enforcement	389,376	389,376	389,376	389,376	3%	-	0%	-		0%
Beach Patrol	584,000	584,000	584,000	584,000	4%	-	0%	-		0%
	1,439,034	1,677,155	1,707,155	1,741,346	5%	34,191	2%	302,312		21%
Funded from SATAX *	(1,021,994)	(897,800)	(881,000)	(946,379)		(65,379)		75,615		-7%
Charitable:										
MUSC Pledge	200,000	200,000	200,000	200,000	1%	-	0%	-		0%
Contributions	220,891	200,000	200,000	220,000	1%	20,000	10%	(891)		0%
	420,891	400,000	400,000	420,000	3%	20,000	5%	(891)		0%
Contingency	-	100,000	-	100,000		100,000	-	100,000		-
ATAX & HTAX :										
Promotional Fund-CVB	931,512	902,870	870,729	902,870	6%	32,141	4%	(28,642)		-3%
SATAX Town Allocations*	1,021,994	897,800	984,195	1,348,779	9%	364,584	37%	326,785		32%
SATAX Other Recipients	2,003,657	2,962,274	1,754,445	1,558,834	10%	(195,611)	-11%	(444,823)		-22%
Other Uses	588,055	805,900	629,569	512,000	3%	(117,569)	-19%	(76,055)		-13%
	4,545,218	5,568,844	4,238,938	4,322,483	29%	83,545	2%	(222,735)		-5%
Capital Outlay:										
Building	92,361	25,000	-	300,000	2%	300,000	-	207,639		225%
Infrastructure & Landscape	338,237	-	35,000	350,000	2%	315,000	900%	11,763		3%
Vehicles	112,773	35,000	23,944	80,000	1%	56,056	234%	(32,773)		-29%
Other Capital Expenditures	58,203	50,000	39,129	10,000	0.1%	(29,129)	-	(48,203)		-83%
	601,574	110,000	98,073	740,000	5%	641,927	655%	138,426		23%
Total Expenses	12,826,042	15,071,741	13,211,899	15,099,119	100%	1,887,220	14%	2,273,077		18%
Net Changes in Fund Balance	\$ 5,628,777	\$ 395,270	\$ 4,808,269	\$ 2,464,369		\$ (2,343,901)		\$ (3,164,409)		

TOWN OF KIAWAH ISLAND
 BUDGET FOR YEAR ENDED 6/30/26
 ALL FUNDS

	2024-2025 Budget										
	General Fund Budget	State Accom Tax Fund Budget	County Accom Tax Fund Budget	Local Accom Tax Fund Budget	Beverage Tax Fund Budget	Hospitality Tax Fund Budget	Victims Assist Fund Budget	Arts and Cultural Events	Capital Fund Budget	Emergency Fund Budget	Total Funds Budget
Revenues & Other Sources :											
Accommodations Tax	\$ 179,594	\$ 3,009,567	\$ 700,000	\$ 1,681,025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,570,186
Hospitality Tax	-	-	-	-	-	991,303	-	-	-	-	991,303
Aid to subdivisions	54,567	-	-	-	-	-	-	-	-	-	54,567
Zoning Permits	15,000	-	-	-	-	-	-	-	-	-	15,000
Business License Revenue	4,200,000	-	-	-	-	-	-	-	-	-	4,200,000
Building Permits	1,577,131	-	-	-	-	-	-	-	-	-	1,577,131
Local Option Sales Tax	1,000,500	-	-	-	-	-	-	-	-	-	1,000,500
Franchise Fee - Electric	485,000	-	-	-	-	-	-	-	-	-	485,000
Franchise Fee -Beach	412,300	-	-	-	-	-	-	-	-	-	412,300
Franchise Fee - Other	140,000	-	-	-	-	-	-	-	-	-	140,000
Fines & Forfeitures	20,000	-	-	-	-	-	-	-	-	-	20,000
Interest Revenue	943,105	90,000	75,000	190,000	-	101,895	10,000	-	299,000	1,000	1,700,000
Waste Management	1,246,500	-	-	-	-	-	-	-	-	-	1,246,500
Beverage Tax / Permits	-	-	-	-	51,000	-	-	-	-	-	51,000
Miscellaneous Revenue	15,000	-	-	-	-	-	-	75,000	-	-	90,000
Transfers In	-	-	-	-	-	-	-	348,638	585,466	534,466	1,468,569
Total Revenues & Other Sources	10,288,697	3,099,567	775,000	1,871,025	51,000	1,093,198	10,000	423,638	884,466	535,466	19,032,057
Expenditures & Uses :											
Salary and Benefits	3,726,351	-	-	-	-	-	-	94,638	-	-	3,820,989
Administration	117,520	-	-	-	-	-	-	-	-	-	117,520
Communication	72,984	-	-	-	-	-	-	-	-	-	72,984
Events	55,000	-	-	-	-	-	-	-	-	-	55,000
Insurance	269,876	-	-	-	-	-	-	-	-	-	269,876
Maintenance	501,100	-	26,900	-	-	271,000	-	-	-	-	799,000
Minor Assets & Supplies	138,400	-	-	-	-	-	-	5,000	-	-	143,400
Miscellaneous	27,000	-	-	-	-	-	-	-	-	-	27,000
Office Equipment	50,000	-	-	-	-	-	-	-	-	-	50,000
Professional Services	580,000	-	-	-	-	-	-	-	-	-	580,000
Travel & Training	83,300	-	-	-	-	-	-	-	-	-	83,300
Utilities	32,000	-	35,000	22,500	-	35,500	-	-	-	-	125,000
Consultants	556,000	-	-	-	-	-	-	-	-	-	556,000
Waste Management	1,991,600	78,400	30,000	-	-	-	-	-	-	-	2,100,000
CCSO Deputies	230,391	537,579	-	-	-	-	-	-	-	-	767,970
Evening Code Enforcement	389,376	-	-	-	-	-	-	-	-	-	389,376
Beach Patrol	175,200	408,800	-	-	-	-	-	-	-	-	584,000
Contributions	420,000	-	-	-	-	-	-	-	-	-	420,000
Contingency	100,000	-	-	-	-	-	-	-	-	-	100,000
ATAX & HTAX Uses	-	2,461,704	497,000	15,000	-	-	-	324,000	-	-	3,297,704
Capital Outlay	340,000	-	-	200,000	-	200,000	-	-	-	-	740,000
Transfers Out	24,638	324,000	-	672,410	51,000	396,521	-	-	-	-	1,468,569
Total Expenditures & Uses	9,880,736	3,810,483	588,900	909,910	51,000	903,021	-	423,638	-	-	16,567,688
Change in Fund Balance	407,961	(710,916)	186,100	961,115	-	190,177	10,000	-	884,466	535,466	2,464,369
Fund Balances, beginning of the year projected	26,562,479	811,920	2,330,648	2,906,378	-	1,946,810	21,176	-	7,589,182	3,153,915	45,328,573
Fund Balances, end of the year budgeted	\$ 26,970,440	\$ 101,004	\$ 2,516,748	\$ 3,867,494	\$ -	\$ 2,136,987	\$ 31,176	\$ -	\$ 8,473,648	\$ 3,689,381	\$ 47,792,941

TOWN OF KIAWAH ISLAND
 BUDGET DRAFT FOR YEAR ENDED 6/30/26
 GENERAL FUND

	Actuals FY 2024	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change	Justifications/Notes
GENERAL FUND								
REVENUES:								
BUSINESS LICENSE REVENUE	\$ 3,840,556	\$ 3,700,000	3,800,000	\$ 100,000	3%	\$ (40,556)	-1%	Based on historical averages plus an increase for inflation
STR APPLICATION FEES	395,900	400,000	400,000	-	0%	4,100	1%	Based on PY actuals
STATE ACCOMMODATIONS TAX	174,938	193,590	179,594	(13,996)	-7%	4,656	3%	First \$25K plus 5% of SATAX
AID TO SUBDIVISION	50,141	51,968	54,567	2,599	5%	4,426	9%	Based on estimates from the State
SOLID WASTE REVENUE	661,899	1,246,500	1,246,500	-	0%	584,601	88%	Based on number of subscribers for different service types
PLANNING FEES	15,415	15,000	15,000	-	0%	(415)	-3%	Based on current year actuals
BUILDING PERMITS	1,623,848	1,624,869	1,577,131	(47,738)	-3%	(46,717)	-3%	Based on historical averages
BUILDING PERMITS/SPECIAL PROJECTS	958,114	437,092	-	(437,092)	-100%	(958,114)	-100%	No special projects expected
LOCAL OPTIONS SALES TAX	995,279	971,359	1,000,500	29,141	3%	5,221	1%	Based on historical averages plus an increase for inflation
FRANCHISE FEE - ELECTRIC	432,687	484,364	485,000	636	0%	52,313	12%	Based on current year actuals
FRANCHISE FEE - BEACH SERVICE	399,500	400,000	412,300	12,300	3%	12,800	3%	\$300k or 30% of Island Beach Services gross receipts &\$5k -KIGR, \$7.3k-KIC
FRANCHISE FEES - OTHER	149,608	150,000	140,000	(10,000)	-7%	(9,608)	-6%	Based on the contracts with AT&T, Comcast
COURT FEES, FINES & FORF	18,778	20,000	20,000	-	0%	1,222	7%	Based on CY actuals
INTEREST REVENUE	888,838	1,100,000	943,105	(156,895)	-14%	54,267	6%	Rate of return -4%
MISCELLANEOUS REVENUE	90,501	15,000	15,000	-	0%	(75,501)	-83%	
TOTAL REVENUES	10,696,002	10,809,741	10,288,697	(521,044)	-5%	(407,305)	-4%	
OTHER FINANCING USES/SOURCES:								
DEFICIENCY OF REVENUES OVER EXPENDITURES	-	-	-	-	-	-	-	
TOTAL REVENUES & OTHER SOURCES	\$ 10,696,002	\$ 10,809,741	\$ 10,288,697	\$ (521,044)	-5%	\$ (407,305)	-4%	

	Actuals FY 2024	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change	Justifications/Notes
EXPENDITURES:								
SALARIES, PR TAXES & BENEF/REG EMPLOYEES	3,016,668	3,330,843	3,820,989	490,146	15%	804,321	27%	
SALARIES, PR TAXES & BENEF/DEPUTIES	465,658	733,779	767,970	34,191	5%	302,312	65%	Salaries for off duty deputies.
DEPUTIES CONTRACTED WITH CCSO	-	-	-	-	-	-	-	No Longer existing
STR CODE ENFORCEMENT	389,376	389,376	389,376	-	0%	-	0%	Contract with Island Services for after hours code enforcement
BEACH PATROL	584,000	584,000	584,000	-	0%	-	0%	Contract with Island Services for beach patrol
UTILITIES & SUPPLIES:								
UTILITIES	104,229	125,000	125,000	-	0%	20,771	20%	Based on current year actuals
GENERAL	96,396	82,350	76,100	(6,250)	-8%	(20,296)	-21%	Estimate for supplies, uniforms
MINOR ASSETS	29,675	18,500	62,300	43,800	237%	32,625	110%	Estimate for computers replacement and small equipment
ADVERTISING	27,264	10,500	11,500	1,000	10%	(15,764)	-58%	Based on current year actuals
COMMUNICATION								
CELL PHONES & IPADS	26,253	22,997	20,984	(2,013)	-9%	(5,269)	-20%	Based on current year actuals for Town's employees
REGULAR PHONES	45,812	52,000	52,000	-	0%	6,188	14%	Cost for landline, internet and cable
WASTE MANAGEMENT	1,520,835	2,100,000	2,100,000	-	0%	579,165	38%	Based on Trident contract
PRINTING	25,140	9,000	9,000	-	0%	(16,140)	-64%	Printing UB invoices, business license and contractors decals
PROFESSIONAL SERVICES	417,418	427,900	580,000	152,100	36%	162,582	39%	Town Attorney, Prosecutor and annual audit
CONSULTING	339,914	331,729	556,000	224,271	68%	216,086	64%	Estimate for various consulting work
MAINTENANCE								
SOFTWARE	200,420	214,200	234,000	19,800	9%	33,580	17%	Building maint., Island wide landscaping and road maint., and software maint.
BUILDING & VEHICLES	123,273	127,000	152,000	25,000	20%	28,727	23%	
ROADS & LANDSCAPING	426,822	261,000	411,000	150,000	57%	(15,822)	-4%	
INSURANCE	202,673	243,079	269,876	26,797	11%	67,203	33%	
TRAVEL & TRAINING	58,917	76,350	83,300	6,950	9%	24,383	41%	Travel and professional development
RENTALS	44,552	40,000	50,000	10,000	25%	5,448	12%	Based on contracts.
TOURISM & RECREATIONS	192,925	246,100	532,000	285,900	116%	339,075	176%	
CONTRIBUTIONS	220,891	200,000	220,000	20,000	10%	(891)	0%	
CAPITAL OUTLAY	422,853	98,073	740,000	641,927	655%	317,147	75%	
OTHER	285,149	283,660	174,020	(109,640)	-39%	(111,129)	-39%	Based on current year actuals
MUSC PLEDGE	200,000	200,000	200,000	-	0%	-	0%	MUSC Pledge of \$1M over 5 years
CONTINGENCY	-	-	100,000	100,000	-	100,000	-	
TOTAL EXPENDITURES	9,467,113	10,207,436	12,321,414	2,604,125	26%	2,854,301	30%	
ALLOCATION TO SATAX	1,021,994	881,000	1,024,779	143,779	16%	2,785	0%	Consolidated amount for various departments
ALLOCATION TO COUNTY ATAX	352,425	506,200	588,900	82,700	16%	236,475	67%	Consolidated amount for various departments
ALLOCATION TO LOCAL ATAX	597,943	495,953	215,000	(280,953)	-57%	(382,943)	-64%	Consolidated amount for various departments
ALLOCATION TO HOSPITALITY TAX	440,079	235,168	506,500	271,332	115%	66,421	15%	Consolidated amount for various departments
ALLOCATION TO ARTS & CULTURAL EVENTS	129,636	140,449	-	(140,449)	-100%	(129,636)	-100%	
TOTAL NET EXPENDITURES	6,925,036	7,948,665	9,986,236	2,037,571	26%	3,061,200	44%	
OTHER FINANCING USES/SOURCES:								
TRANSFER TO ARTS & CULTURAL EVENTS	118,000	118,000	24,638	(93,362)	-79%	(93,362)	-79%	
EXCESS OF REVENUES OVER EXPENDITURES	3,161,182	-	-	-	-	(3,161,182)	-100%	
TOTAL OTHER FINANCING USES/ SOURCES	3,279,182	118,000	24,638	(93,362)	-79%	(3,254,544)	-99%	
TOTAL EXPENDITURES & OTHER USES	\$ 10,204,218	\$ 8,066,665	\$ 10,010,873	\$ 1,944,208	24%	\$ (193,345)	-2%	

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

	Actuals FY 2024	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change	Justifications/Notes
Department: 40200 - ADMINISTRATION								
<u>MAYORAL OFFICE AND TOWN ADMINISTRATION</u>								
SALARIES - REGULAR EMPLOYEES	\$ 302,850	\$ 347,122	\$ 608,685	\$ 261,563	75%	\$ 305,835	101%	Salaries for Town Administrator, clerk and 8% aggregated total for salary adjustments
OVERTIME	1,988	2,000	2,000	-	0%	12	1%	
BONUS	-	8,646	5,000	(3,646)	-42%	5,000	-	
EMPLOYEE BENEFITS	17,057	15,000	16,800	1,800	12%	(257)	-2%	Employee Christmas bonus [\$300 (30)], Employee Assistance Annual Cost (\$2,800), Employee Appreciation Events (\$5,000)
INSURANCE - MEDICAL	20,557	13,456	60,683	47,227	351%	40,126	195%	
FICA ER MATCH	20,739	23,662	40,243	16,581	70%	19,504	94%	
RETIREMENT MATCH	60,051	63,408	115,035	51,627	81%	54,984	92%	
TUITION REIMBURSEMENT	6,734	5,000	5,000	-	100%	(1,734)	-	50% tuition reimbursement
WORKERS COMPENSATION	31,724	24,988	35,000	10,012	40%	3,276	10%	
HOLIDAY EVENTS	20,985	23,000	15,000	(8,000)	-35%	(5,985)	-29%	Town holiday dinners (Christmas celebration & Thanksgiving) - At Town Hall
PROFESSIONAL SERVICES	387,058	400,000	550,000	150,000	38%	162,942	42%	Town Attorney, Town Prosecutor, Additional Legal Services -\$500K, engineer on call-\$50k
HR CONSULTANTS	25,771	30,000	30,000	-	0%	4,229	16%	\$25K FGP and additional consultant services
TELEPHONE-CELL	1,805	1,620	1,620	-	0%	(185)	-10%	Based on cost for 1 cell phone , iPads and mifi
TRAVEL & TRAINING	11,405	10,000	10,000	-	0%	(1,405)	-12%	Estimate SCAPA, ICMA,SCCCMA (Stephanie T)
DUES	3,652	4,000	4,000	-	0%	348	10%	Estimate for Training (SCAPA, SCCCMA/ICMA, ULI, MASC) - ST & (MASC) - PR
SUBSCRIPTIONS	2,270	2,000	2,500	500	25%	230	10%	Civic Plus (MuniCode Sub), Google Svc , Adobe
ADVERTISING COSTS	7,693	4,000	5,000	1,000	25%	(2,693)	-35%	Estimate for advertising
COMMUNITY ACTIVITIES	15,482	10,000	20,000	10,000	100%	4,518	29%	Disaster Awareness Day, Volunteer Appreciation ,Other Misc. Community Events
CHARITABLE CONTRIBUTIONS	220,891	200,000	220,000	20,000	10%	(891)	0%	Charitable contributions
SUPPLIES - OFFICE	10,995	10,000	10,000	-	0%	(995)	-9%	Based on current year actuals
SUPPLIES - OTHER	27,142	20,000	15,000	(5,000)	-25%	(12,142)	-45%	Estimate for coffee supplies, water, pop, medicine supply, and misc.
MISCELLANEOUS EXPEND	14,683	15,000	15,000	-	0%	317	2%	
ELECTIONS	18,711	6,840	10,000	-	0%	(8,711)	-47%	
COMPUTER & SOFTWARE MINOR	5,882	5,000	5,000	-	0%	(882)	-15%	
	1,236,125	1,244,743	1,801,567	553,664	44%	565,442	46%	
Department: 40700 - COUNCIL								
<u>COUNCIL DEPARTMENT</u>								
CELL PHONE	8,362	4,045	2,700	(1,345)	-33%	(5,662)	-68%	
MEETING COST	2,267	-	10,000	10,000	-	7,733	341%	Costs for the Town's annual retreat & business meetings
TRAVEL & TRAINING	3,276	1,000	5,000	4,000	400%	1,724	53%	
SUPPLIES - OFFICE	9,861	2,000	3,000	1,000	50%	(6,861)	-70%	
	23,766	7,045	20,700	(7,045)	-100%	(3,066)	-13%	
TOTAL ADMINISTRATION	\$ 1,259,891	\$ 1,251,788	\$ 1,822,267	\$ 570,479	46%	\$ 562,376	45%	

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

	Actuals FY 2024	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change	Justifications/Notes
Department: 40100 - ENVIRONMENTAL								
SALARIES - REGULAR EMPLOYEES	\$ 195,267	\$ 277,015	277,015	\$ -	0%	\$ 81,748	42%	Salaries for 4employees
SALARIES - TEMPORARY	1,666		-	-	-	(1,666)	-100%	
FICA ER MATCH	16,991	20,651	19,585	(1,066)	-5%	2,594	15%	
INSURANCE - MEDICAL	32,925	43,758	38,774	(4,984)	-11%	5,849	18%	
RETIREMENT MATCH	45,056	57,454	57,429	(25)	0%	12,373	27%	
PROFESSIONAL SERVICES	55,300	23,500	-	(23,500)	-100%	(55,300)	-100%	
CONSULTANTS	-	31,500	40,000	8,500	27%	40,000	-	Deer Processing (\$6k), Tallow Tree Control (\$30k), Temporary Assistants
TELEPHONE-CELL	2,045	1,450	1,500	50	3%	(545)	-27%	Based on cost for 3 cell phones
SOFTWARE LICENSES	5,805	4,000	8,000	4,000	100%	2,195	38%	ArcGIS, Adobe, Watchtower
DUES	-	200	500	300	150%	500	-	
SUBSCRIPTIONS	-	500	500	-	0%	500	-	
TRAVEL & TRAINING	1,921	1,500	3,000	1,500	100%	1,079	56%	
TURTLE PATROL EXPENDITURES	10,898	7,000	15,000	8,000	114%	4,102	38%	
BEACH MONITORING & REPAIRS	43,194	40,000	60,000	20,000	50%	16,806	39%	Annual CSE Monitoring,
RESEARCH	121,140	117,100	96,000	(21,100)	-18%	(25,140)	-21%	Bobcat GPS, Bird Banding, Toxicology
COMMUNITY OUTREACH PROGRAMS	-	2,500	1,000	(1,500)	-	1,000	-	School Environmental Programs
CONSERVATION PROJECTS	15,113	25,000	25,000	-	0%	9,887	65%	Dolphin/Shorebird Stewardship, Bluebird Boxes
FISH STUDIES & EQUIPMENT	-	50,000	250,000	200,000	400%	250,000	-	Projects TBD
POND MANAGEMENT	-	2,000	10,000	8,000	400%	10,000	-	Fish Testing and Stocking (\$3000) Water Quality Testing
AERIAL PHOTOGRAPHY	2,580	5,000	6,000	1,000	20%	3,420	133%	KICA Pond Maintenance contract, herbicide control
SUPPLIES - OFFICE	-	-	50,000	50,000	-	50,000	-	Potentially KICA & Conservancy will participate
SUPPLIES OTHER	1,099	2,000	2,000	-	0%	901	82%	
UNIFORMS	519	1,000	1,000	-	0%	481	93%	
BOOKS & PERIODICALS	1,730	1,500	1,500	-	0%	(230)	-13%	
EQUIPMENT - MINOR	58	250	500	250	100%	442	762%	
COMPUTER & SOFTWARE - MINOR	4,986	5,000	5,000	-	0%	14	-	Deer removal equipment: safety harnesses, ammunition, batteries, flashlights, sandbags, etc.
	1,714	1,500	2,000	500	33%	286	-	
TOTAL DEPARTMENT EXPENDITURES	560,007	721,377	971,303	249,926	35%	411,296	73%	
ALLOCATION TO LOCAL ATAX:								
70% OF SALARIES, PR TAXES, AND BENEFITS	174,143	239,326	-	(239,326)	-100%	(174,143)	-100%	
TURTLE PATROL COST	10,898	7,000	15,000	8,000	114%	4,102	38%	
	185,041	246,326	15,000	(231,326)	-94%	(170,041)	-92%	
ALLOCATION TO COUNTY ATAX								
RESEARCH	121,140	117,100	96,000	(21,100)	-18%	(25,140)	-21%	
BEACH MONITORING & REPAIRS	43,194	40,000	60,000	20,000	50%	16,806	39%	
CONSERVATION PROJECTS	-	50,000	250,000	200,000	400%	250,000	-	
KI CONSERVANCY -LAND ACQUISITION PROGRAMS	-	-	-	-	-	-	-	
FISH STUDIES & EQUIPMENT	15,113	25,000	25,000	-	0%	9,887	65%	
POND MANAGEMENT	-	2,000	10,000	8,000	400%	10,000	-	
AERIAL PHOTOGRAPHY	2,580	5,000	6,000	1,000	20%	3,420	-	
	-	-	50,000	50,000	-	50,000	-	
	182,027	239,100	497,000	257,900	108%	314,973	173%	
TOTAL NET EXPENDITURES	\$ 192,939	\$ 235,951	\$ 182,717	\$ (53,234)	-23%	(10,222)	-5%	

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

	Actuals FY 2024	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change	Justifications/Notes
Department: 40300 - FINANCE								
SALARIES - REGULAR EMPLOYEES	\$ 343,931	\$ 370,483	\$ 370,483	\$ -	0%	\$ 26,552	8%	Salaries for 5 employees
OVERTIME	6,028	3,500	3,500	-	0%	(2,528)	-42%	
INSURANCE - MEDICAL	42,001	45,513	45,513	-	0%	3,512	8%	
FICA ER MATCH	25,686	28,342	28,342	-	0%	2,656	10%	
RETIREMENT MATCH	81,776	54,513	54,513	-	0%	(27,263)	-33%	
ANNUAL AUDIT	30,360	27,900	30,000	2,100	8%	(360)	-1%	Annual audit
CONSULTANTS	3,500	16,000	48,500	32,500	203%	45,000	1286%	Estimate for reserve study-\$15k, actuarial evaluation- \$3.5k, \$30k for internal controls audit
TELEPHONE-CELL	2,373	3,500	3,500	-	0%	1,127	47%	Cell phones and Ipad
SOFTWARE LICENSES	192,491	200,000	210,000	10,000	5%	17,509	9%	Cost for ADP-\$55K, Incode10- \$35K , citizenserve -\$40K (\$1.8k per license), IMS-\$72k, misc- \$8k
DOCUMENTS MANAGEMENT	15,825	15,000	15,000	-	0%	(825)	-5%	Duncan & Parnell document services
TRAVEL & TRAINING	11,736	15,000	15,000	-	0%	3,264	28%	Cost for membership to MASC and GFOA & ACFR review
DUES	600	1,000	1,000	-	0%	400	67%	Printing for utility billing and business license applications and decals
PRINTING COSTS	4,963	6,000	6,000	-	0%	1,037	21%	Estimate for travel to attend conferences plus eLearning courses
SUPPLIES - OFFICE	6,699	5,000	5,000	-	0%	(1,699)	-25%	Based on PY actuals, plus business cards for new staff
SUPPLIES - OTHER	420	1,500	1,500	-	0%	1,080	257%	Based on PY actuals
BANK COSTS	133,451	150,000	20,000	(130,000)	-87%	(113,451)	-85%	Cost for WF cc terminals, bank fees & check processing
COMPUTER & SOFTWARE - MINOR	1,779	1,500	1,500	-	0%	(279)	-16%	1 pc replacement
MISCELLANEOUS EXPEND	-	1,000	1,000	-	0%	1,000	-	Misc
TOTAL DEPARTMENT EXPENDITURES	903,619	945,750	860,350	(85,400)	-9%	(43,269)	-5%	
ALLOCATION TO COURT DEPARTMENT	26,331	23,168	23,168	-	0%	(3,163)	-12%	30% of Salaries, payroll taxes and benefits for finance clerk allocated to the Court Department
TOTAL NET EXPENDITURES	877,288	922,583	837,183	(85,400)	-9%	(40,105)	-5%	

	Actuals FY 2024	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change	Justifications/Notes
Department: 40600 - COURT DEPARTMENT								
SALARIES - JUDGE	4,000	4,000	4,000	-	0%	-	0%	Judge's stipend
SALARIES - REGULAR EMPLOYEES	18,778	17,288	17,288	-	0%	(1,490)	-8%	30% of clerk of court salary
INSURANCE - MEDICAL	2,812	1,919	1,919	-	0%	(893)	-32%	
FICA ER MATCH	1,785	1,401	1,401	-	0%	(384)	-21%	
RETIREMENT MATCH	2,956	2,559	2,559	-	0%	(397)	-13%	
TRAVEL & TRAINING	1,737	1,500	1,500	-	0%	(237)	-14%	Estimate for registration fees and travel to attend conferences for the Judge
DUES	53	120	120	-	0%	67	126%	Based on current year actuals
SUPPLIES-OFFICE	375	500	500	-	0%	125	33%	
\$ 32,496	\$ 29,288	\$ 29,288	\$ -	0%	\$ (3,208)	-10%		

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

	Actuals FY 2024	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change	Justifications/Notes
Department: 40500 - COMMUNITY AFFAIRS								
SALARIES - REGULAR EMPLOYEES	\$ 209,671	\$ 261,445	263,824	2,379	1%	\$ 54,153	26%	Salaries for 4 employees
SALARIES - TEMPORARY	-	3,000	3,000	-	-	3,000	-	Additional help for special events
OVERTIME	5,188	4,500	4,500	-	0%	(688)	-13%	
INSURANCE - MEDICAL	29,642	34,904	34,904	-	0%	5,262	18%	
FICA ER MATCH	12,921	20,001	20,001	-	0%	7,080	55%	
RETIREMENT MATCH	39,951	48,524	48,524	-	0%	8,573	21%	
TUITION REBURSEMENT	6,306	2,375	5,000	2,625	111%	(1,306)	-21%	AC Events Manager
TELEPHONE-CELL	3,061	3,240	3,240	-	0%	179	6%	Cost for 4 cell phones and 2 Ipad
CONSULTANTS	-	-	15,000	15,000	-	15,000	-	Website upgrade
SOFTWARE LICENSES	10,181	10,000	16,000	6,000	60%	5,819	57%	TOKI app \$4.2K, subscriptions for Survey Monkey-\$1K, Mailchimp-\$5.2K, Civic+-\$4.9K, misc. \$0.7k
SPECIAL EVENTS	-	-	20,000	20,000	-	20,000	-	Events organized outside of AC planning
PUBLISHING & PROMOTIONS	18,956	3,000	3,000	-	0%	(15,956)	-84%	Budget at a glance, other misc communication related material
PRINTING - TOWN NOTES	1,221	-	-	-	-	(1,221)	-100%	
TRAVEL & TRAINING	9,203	12,000	10,000	(2,000)	-17%	797	9%	4 employees
DUES	499	-	-	-	-	(499)	-100%	
SUPPLIES - OFFICE	7,960	2,000	2,500	500	25%	(5,460)	-69%	
UNIFORMS	1,107	1,000	500	(500)	-50%	(607)	-55%	
SUPPLIES - OTHER	123	500	5,500	5,000	1000%	5,377	4372%	Discretionary equipment
MISC	2,901	1,000	1,000	-	0%	(1,901)	-66%	
COMPUTER & SOFTWARE - MINOR	10,037	3,000	3,000	-	0%	(7,037)	-70%	
TOTAL DEPARTMENT EXPENDITURES	368,928	410,488	459,492	49,004	12%	90,564	25%	
ALLOCATION TO ARTS & CULTURAL FUND	129,636	140,449	-	(140,449)	-100%	(129,636)	-100%	
TOTAL NET EXPENDITURES	\$ 239,292	\$ 270,039	\$ 459,492	\$ 189,453	70%	\$ 220,200	92%	

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

	Actuals FY 2024	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change	Justifications/Notes
Department: 40900 - DEPUTIES								
SALARIES - DEPUTIES	\$ 323,833	\$ 575,917	\$ 575,917	\$ -	0%	\$ 252,084	78%	Based on average 800h a month
OVERTIME	32,220	50,000	50,000	-	0%	17,780	55%	
FICA ER MATCH	24,985	35,954	35,954	-	0%	10,969	44%	
RETIREMENT MATCH	56,114	71,908	79,099	7,191	10%	22,985	41%	
COUNTY DEPUTY VEHICLE FEES	13,230	12,000	12,000	-	0%	(1,230)	-9%	Based on current contract -\$10 per deputy per shift
COUNTY RADIO COSTS	15,276	15,000	15,000	-	0%	(276)	-2%	
CCSO CONTRACT	-	-	-	-	-	-	-	
TOTAL DEPARTMENT EXPENDITURES	465,658	760,779	767,970	7,191	1%	302,312	65%	
ALLOCATION TO STATE ATAX	613,194	489,000	537,579	48,579	10%	(75,615)	-12%	70%funding
ALLOCATION TO LOCAL ATAX	70,455	43,545	-	(43,545)	-	(70,455)	-100%	
TOTAL NET EXPENDITURES	(217,991)	228,234	230,391	2,157	1%	448,382	-206%	
Department: 40950 - PUBLIC SAFETY								
SALARIES	279,625	275,765	275,765	-	0%	(3,860)	-1%	Salaries for 4 employees
OVERTIME	655	1,000	1,000	-	0%	345	53%	
INSURANCE - MEDICAL	38,642	53,435	53,435	-	0%	14,793	38%	
FICA ER MATCH	19,829	21,096	21,096	-	0%	1,267	6%	
RETIREMENT MATCH	63,948	55,352	55,352	-	0%	(8,596)	-13%	
CONSULTING	-	58,129	14,500	(43,629)	-	14,500	-	
TELEPHONE-CELL	2,722	3,240	3,240	-	0%	518	19%	4 cell phones and Ipad & Nokia
TRAVEL & TRAINING	1,864	10,650	9,800	(850)	-8%	7,936	426%	Flight, Rooms
DUES	210	1,000	1,000	-	0%	790	376%	
SUPPLIES - OFFICE	3,379	2,000	1,000	(1,000)	-50%	(2,379)	-70%	
SUPPLIES - OTHER	7	1,000	1,000	-	0%	993	-	
UNIFORMS	807	1,500	2,000	500	33%	1,193	148%	
EQUIPMENT - MINOR	14,372	6,000	5,000	(1,000)	-17%	(9,372)	-65%	Traffic and security products
COMPUTER & SOFTWARE - MINOR	1,683	2,000	16,800	14,800	-	15,117	-	CLEAR- background checks\$2.3K - AllStar - \$6Kk , watchtower-\$8.5k
MISCELLANEOUS	10,950	10,000	10,000	-	-	(950)	-	Includes cost for Airmedcare
TOTAL DEPARTMENT EXPENDITURES	438,693	502,167	460,988	(31,179)	-6%	33,245	8%	
ALLOCATION TO LOCAL ATAX	59,136	74,136	-	(74,136)	-100%	(59,136)	-100%	
TOTAL NET EXPENDITURES	379,557	428,031	460,988	42,957	10%	92,381	24%	
Department: 40800 - PUBLIC WORKS								
SALARIES	139,409	146,363	146,363	-	0%	6,954	5%	Salary for 2 employees
INSURANCE - MEDICAL	18,896	24,057	24,057	-	0%	5,161	27%	
FICA ER MATCH	10,281	11,197	11,197	-	0%	916	9%	
RETIREMENT MATCH	30,069	28,415	28,415	-	0%	(1,654)	-6%	
TELEPHONE-CELL	1,751	2,122	1,080	(1,042)	-49%	(671)	-38%	2 cell phones
TRAVEL & TRAINING	4,114	8,000	6,000	(2,000)	-25%	1,886	46%	
SUPPLIES - OFFICE	741	10,000	1,000	(9,000)	-90%	259	35%	
UNIFORMS	666	500	1,000	500	100%	334	50%	
TOTAL NET EXPENDITURES	\$ 205,927	\$ 230,654	\$ 219,112	\$ (11,542)	-5%	\$ 13,185	6%	

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

	Actuals FY 2024	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change	Justifications/Notes
Department: 40850 - PLANNING								
SALARIES	\$ 170,445	\$ 231,619	\$ 306,619	\$ 75,000	32%	\$ 136,174	80%	Salary for 3 employees plus Dedicated ArcGIS, water flooding, and resiliency initiatives
OVERTIME	99	300	500	200	100%	401	100%	
SALARIES-TEMPORARY	5,088	-	20,000	20,000	100%	14,912	100%	FY 26 planning intern Summer/Fall/Spring (Year round support)
INSURANCE - MEDICAL	23,126	20,220	29,626	9,406	47%	6,500	28%	
FICA ER MATCH	12,881	17,719	17,329	(390)	-2%	4,448	35%	
RETIREMENT MATCH	29,591	48,988	45,507	(3,481)	-7%	15,916	54%	
TUITION REBURSEMENT	-	-	5,000	5,000	-	5,000	-	Planning Administration Advancement
STENOGRAPHER	6,990	6,000	8,000	2,000	33%	1,010	14%	Slight reduction from FY25 as projected versus actual number of LTPB hearings is lower
CONSULTANTS	91,537	100,000	250,000	150,000	150%	158,463	173%	Zoning Ordinance Update -\$100K, Stormwater Management Review -\$75K, GIS shapefile mapping and analysis-\$25K, beach survey consultants-\$50k .
TELEPHONE-CELL	1,090	1,080	1,404	324	30%	314	29%	3 cell phones
TRAVEL & TRAINING	4,340	10,000	12,000	2,000	20%	7,660	176%	Includes training and travel to conferences for required CE and expanded department focus and roles (APA, ISA, SC Beach, ESRI)
DUES	-	1,000	5,000	4,000	400%	5,000	-	Annual Dues for membership planning and landscape organizations.
ADVERTISING	615	3,500	3,500	-	0%	2,885	469%	Costs for public notification requirements. Includes PC, BZA, LTPB, and special area plans and studies
SUPPLIES - OFFICE	2,296	1,500	5,000	3,500	233%	2,704	118%	computers equipment, replacement laptop 3-5 years
SUPPLIES - OTHER	733	1,000	2,500	1,500	150%	1,767	100%	Includes additional staff
UNIFORMS	152	300	2,000	1,700	567%	1,848	100%	Mapping, field/site inspections, equipment associated with planner (LA)
COMPUTER & SOFTWARE - MINOR	5,954	-	18,500	18,500	-	12,546	211%	ESRI, Bluebeam and Public Input-community engegment platform -\$15k
	<u>354,937</u>	<u>443,226</u>	<u>732,485</u>	<u>289,259</u>	<u>65%</u>	<u>377,548</u>	<u>106%</u>	

	Actuals FY 2024	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change	Justifications/Notes
Department: 41500 -BUILDING DEPRTMET								
SALARIES	\$ 459,992	\$ 450,799	450,799	\$ -	0%	\$ (9,193)	-2%	Salaries for 5employees
OVERTIME	166	500	500	-	0%	334	201%	
INSURANCE - MEDICAL	46,959	45,703	45,703	-	0%	(1,256)	-3%	
FICA ER MATCH	33,997	38,697	34,486	(4,211)	-11%	489	1%	
RETIREMENT MATCH	84,412	71,358	95,886	24,528	34%	11,474	14%	
PROFESSIONAL SERVICES	12,712	50,600	40,000	(10,600)	-21%	27,288	215%	Placeholder for floodplain management services to compile all required documentation-\$5K, third party inspection-\$35K
CONSULTING	15,825	10,000	10,000	-	0%	(5,825)	-37%	Duncan & Parnell document services
TELEPHONE-CELL	3,044	2,700	2,700	-	0%	(344)	-11%	Cost for 5 cell phones
DUES	2,630	2,000	2,400	400	20%	(230)	-9%	ICC/State Renewals for 5 staff
TRAVEL & TRAINING	9,321	6,700	11,000	4,300	64%	1,679	18%	5 staff required to maintain CEU"S
SUPPLIES - OFFICE	2,204	4,000	2,000	(2,000)	-50%	(204)	-9%	Including departmental copies, and supplies
SUPPLIES - OTHER	117	500	1,000	500	100%	883	755%	Based on current year actuals
UNIFORMS	1,021	300	1,600	1,300	433%	579	57%	5-staff members uniforms
EQUIPMENT MINOR	303	500	500	-	0%	197	65%	Placeholder
COMPUTER & SOFTWARE - MINOR	2,124	200	3,000	2,800	1400%	876	41%	Reduce amount most of staff has new computers
	<u>\$ 674,827</u>	<u>\$ 684,558</u>	<u>\$ 701,575</u>	<u>\$ 17,017</u>	<u>2%</u>	<u>\$ 26,748</u>	<u>4%</u>	

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

	Actuals FY 2024	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change	Justifications/Notes
Department: 41000 - OPERATIONS								
WATER	\$ 64,246	\$ 75,000	\$ 75,000	\$ -	0%	\$ 10,754	17%	Based on CY projections
SOLID WASTE DISPOSAL/BEACH	1,520,835	2,100,000	2,100,000	-	0%	579,165	38%	Contract with Trident , Chas recycling fee-\$35k plus \$10k for misc.
CUSTODIAL	23,402	20,000	20,000	-	0%	(3,402)	-15%	Office cleaning contract , monthly cleaning supplies-3.6K, windows cleaning -\$2.4k, misc-\$4K
LANDSCAPING	216,864	250,000	400,000	150,000	60%	183,136	84%	Based on lowest bitter \$235K , \$165K enhanced improvements at TH, KIP and roundabout
CODE ENFORCEMENT	389,376	389,376	389,376	-	0%	-	0%	Based on the contract with Island Services for after hours code enforcement
BEACH PATROL	584,000	584,000	584,000	-	0%	-	0%	Based on the contract with Island Services
CONSULTING	-	-	60,000	60,000	-	60,000	-	Placeholder for design competition \$20 per architect
MUNICIPAL CENTER PROJECTS	-	-	300,000	300,000	-	300,000	-	Potential projects: preliminary designs for MC wing addition, office modifications in TH, garage modifications
CHARGING STATIONS	-	39,129	-	(39,129)	-100%	-	-	Charging stations for Town Hall
REPAIR & MAINT - BUILDING	43,615	50,000	50,000	-	0%	6,385	15%	HVAC, generator annual service ,incidentals, regular maintenance
REPAIR & MAINT - VEHICLES	46,863	45,000	50,000	5,000	11%	3,137	7%	14 vehicles, based on CY average monthly cost
REPAIR AND MAINT - EQUIPMENT	9,393	10,000	10,000	-	0%	607	6%	Misc. equipment repairs
PEST CONTROL	2,002	5,800	5,800	-	0%	3,798	190%	Pest and mosquito control and termite bond
RENTAL - EQUIPMENT	42,285	40,000	40,000	-	0%	(2,285)	-5%	Estimate for copier leases , based on current year actuals
INSURANCE - VEHICLES	10,232	11,870	17,212	5,342	45%	6,980	68%	Insurance for 13 vehicles -45%increase
INSURANCE - DATA PRO & CYBER	18,605	20,183	22,201	2,018	10%	3,596	19%	10% increase
INSURANCE - LIAB/TOR	61,587	89,829	98,812	8,983	10%	37,225	60%	\$82k- GL and \$8k umbrella for AC events +10% increase
INSURANCE - BUILDING & PERSONAL PROPERTY	16,139	15,693	17,262	1,569	10%	1,123	7%	10% increase
INSURANCE - D&O	35,027	33,307	34,972	1,665	5%	(55)	0%	5% increase
TELEPHONE	37,737	40,000	40,000	-	0%	2,263	6%	Contract for phone service (SEGRA)-\$25K, internet and cable (Comcast) -\$10K and back up internet-ATT-\$5.5k
EMERGENCY COMMUNICATION	8,075	12,000	12,000	-	0%	3,925	49%	Monthly charges for satellite phones and Code Red
SECURITY SYSTEM	6,247	5,800	5,800	-	0%	(447)	-7%	Estimate for building and surveillance cameras-Plan to re-bid the contract
SUPPLIES - OFFICE	3,205	3,000	3,000	-	0%	(205)	-6%	Based on current year actuals
SUPPLIES - OTHER	6,863	4,000	4,000	-	0%	(2,863)	-42%	Based on current year actuals
SUPPLIES - POSTAGE	6,240	6,000	6,000	-	0%	(240)	-4%	Postage for day to day business, certified letters, and utility billing mailing
CHRISTMAS DECORATIONS	9,888	11,000	11,000	-	0%	1,112	11%	Based on current year actuals
ELECTRICITY	39,983	50,000	50,000	-	0%	10,017	25%	Based on CY projections
VEHICLES	58,940	23,944	80,000	56,056	234%	21,060	36%	Boat
SIGNS	906	2,000	22,000	20,000	1000%	21,094	2328%	\$20k placeholder for beach signs and \$2k maintenance for the signs
EQUIPMENT	3,291	50,000	10,000	(40,000)	-	6,709	204%	Placeholder for PKW cameras and trailer
	3,265,846	3,986,931	4,518,435	531,504	13%	1,252,589	38%	
ALLOCATION TO STATE ATAX	408,800	392,000	487,200	95,200	24%	78,400	19%	70% of beach patrol and Trident for the beach and boat funded from SATAX
ALLOCATION TO COUNTY ATAX	170,398	267,100	91,900	(175,200)	-66%	(78,498)	-46%	
ALLOCATION TO LOCAL ATAX	79,731	114,096	-	(114,096)	-100%	(79,731)	-100%	Beach upkeep
ALLOCATION TO HOSPITALITY ATAX	249,313	217,318	306,500	89,182	41%	57,187	23%	
TOTAL NET EXPENDITURES	908,242	2,996,417	3,632,835	(104,914)	-4%	(22,642)	-2%	

	Actuals FY 2024	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change	Justifications/Notes
Department: 40400 - INFRASTRUCTURE								
REPAIR AND MAINT ROADS	\$ 209,958	\$ 35,000	300,000	\$ 265,000	757%	90,042	43%	Placeholder for BWD patching -\$250kand bridge repair -\$50k
LANDSCAPING	150,805	-	-	-	-	(150,805)	-	
BETSY KERRISON SAFETY & ENHANCEMENTS	-	-	50,000	50,000	-	50,000	-	
GENERAL INSURANCE - BRIDGE	61,083	72,197	79,417	7,220	10%	18,334	30%	Estimate for bridge insurance -10% increase
PROFESSIONAL SERVICES	128,279	16,000	50,000	34,000	213%	(78,279)	-61%	Placeholder for infrastructure projects
MISCELLANEOUS	-	2,000	15,000	13,000	650%	15,000	-	Misc projects
	550,125	125,197	494,417	369,220	295%	(55,708)	-10%	
ALLOCATION TO LOCAL ATAX	203,580	17,850	200,000	182,150	1020%	(3,580)	-2%	Allocate 50%
ALLOCATION TO HOSPITALITY TAX	190,766	17,850	200,000	182,150	1020%	9,234	5%	Allocate 50%
TOTAL NET EXPENDITURES	155,779	89,497	94,417	4,920	5%	5,654	4%	
Department: 41400 - CERT TEAM								
CERT TEAM	517	3,000	3,000	-	0%	2,483	480%	
	\$ 3,000	\$ 3,000	\$ 3,000	-	0%	2,483	480%	

TOWN OF KIAWAH ISLAND
 BUDGET DRAFT FOR YEAR ENDED 6/30/26
 STATE ACCOMMODATION TAX FUND

	Actuals FY 2024	2024-2025 Budget	Actuals thru 2/16/2025	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Budget \$ Change	FY 25 Budget % Change	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change	Justifications/Notes
STATE ACCOMMODATIONS TAX REVENUE	\$ 2,848,827	\$ 2,810,913	\$ 1,132,323	\$ 2,902,429	\$ 3,009,567	\$ 198,654	7%	\$ 107,138	4%	\$ 160,740	6%	Based on historical averages
INTEREST REVENUE	129,955	50,000	68,120	165,000	90,000	40,000	80%	(75,000)	-45%	(39,955)	-31%	Rate of return -4%
	<u>2,978,782</u>	<u>2,860,913</u>	<u>1,200,443</u>	<u>3,067,429</u>	<u>3,099,567</u>	<u>238,654</u>	<u>7%</u>	<u>107,138</u>	<u>3%</u>	<u>120,785</u>	<u>4%</u>	
EXPENDITURES:												
PROMOTIONAL FUND	931,512	902,870	494,082	870,729	902,870	-	0%	32,141	4%	(28,642)	-3%	30% of SATAX
SATAX CURRENT YEAR FUNDING	1,072,144	3,000,000	276,670	2,635,445	2,907,613	(92,387)	-3%	272,168	10%	1,835,469	171%	
TOTAL STATE ACCOMMODATION TAX EXPENDITURES	<u>2,003,656</u>	<u>3,902,870</u>	<u>770,752</u>	<u>3,506,174</u>	<u>3,810,483</u>	<u>(92,387)</u>	<u>-2%</u>	<u>304,309</u>	<u>9%</u>	<u>1,806,827</u>	<u>90%</u>	
NET INCREASE/(DECREASE) IN FUND BALANCE	<u>\$ 975,126</u>	<u>\$ (1,041,957)</u>	<u>\$ 429,691</u>	<u>\$ (438,744)</u>	<u>\$ (710,916)</u>	<u>\$ 331,041</u>	<u>-32%</u>	<u>\$ (197,172)</u>	<u>45%</u>	<u>\$ (1,686,042)</u>	<u>-173%</u>	

TOWN OF KIAWAH ISLAND
 BUDGET DRAFT FOR YEAR ENDED 6/30/26
 COUNTY ACCOMMODATION TAX FUND

	Actuals FY 2024	2024-2025 Budget	Actuals thru 2/16/2025	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Budget \$ Change	FY 25 Budget % Change	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change	Justifications/Notes
REVENUES:												
COUNTY ACCOMMODATION TAX	\$ 681,098	\$ 612,000	\$ 329,677	\$ 700,000	\$ 700,000	\$ 88,000	14%	\$ -	0%	\$ 18,902	3%	Based on County's estimate Rate of return -4%
INTEREST REVENUE	129,955	65,000	56,128	100,000	75,000	10,000	15%	(25,000)	-25%	(54,955)	-42%	
TOTAL CATAX REVENUES	811,053	677,000	385,805	800,000	775,000	98,000	16%	(25,000)	-3%	(36,053)	-5%	
EXPENDITURES :												
WATER & SEWAGE	15,961	20,000	900	20,000	20,000	-	0%	-	0%	4,039	25%	allocation from GF
SOLID WASTE DISPOSAL	11,759	25,000	-	25,000	25,000	-	0%	-	0%	13,241	113%	allocation from GF
CUSTODIAL COSTS	4,333	5,000	-	5,000	5,000	-	0%	-	0%	667	15%	allocation from GF
LANDSCAPING COSTS - MINOR	2,650	20,000	-	20,000	20,000	-	0%	-	0%	17,350	655%	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	584,000	584,000	340,667	584,000	-	(584,000)	-100%	(584,000)	-100%	(584,000)	-100%	Beach Patrol contract
ARIAL PHOTOGRAPHY	-	-	-	-	50,000	50,000	-	50,000	-	50,000	-	
BEACH MONITORING & REPAIRS	43,194	75,000	-	40,000	60,000	(15,000)	-20%	20,000	50%	16,806	39%	Beach Mitigation, Annual beach survey and report (CSE)
CONSERVATION PROJECTS	-	250,000	2,708	50,000	250,000	-	0%	200,000	400%	250,000	-	Projects TBD
ENVIRONMENTAL RESEARCH	121,140	128,900	26,611	117,100	96,000	(32,900)	-26%	(21,100)	-18%	(25,140)	-21%	Bobcat GPS, Bird Banding, Toxicology
EDUCATIONAL PROGRAMS	15,113	25,000	9,943	25,000	25,000	-	0%	-	0%	9,887	65%	Dolphin/Shorebird Stewardship, Bluebird Boxes, Bobcat Guardian
FISH STUDIES & EQUIPMENT	-	13,000	-	2,000	10,000	(3,000)	-23%	8,000	400%	10,000	-	Fish Testing and Stocking (\$3000) Water Quality Testing
POND MANAGEMENT	2,580	5,000	-	5,000	6,000	1,000	20%	1,000	20%	3,420	133%	
ELECTRICITY COSTS	11,995	15,000	10,563	15,000	15,000	-	0%	-	0%	3,005	25%	50% allocation from GF
TOTAL CATAX EXPENDITURES	819,625	1,172,800	391,392	915,000	588,900	(583,900)	-50%	(326,100)	-36%	(230,725)	-28%	
FUND ALLOCATIONS TO OTHER FUNDS :												
ALLOCATE FROM SATAX	(467,200)	-	-	(408,800)	-	-	-	408,800	-100%	467,200	-100%	100% of beach patrol cost funded from SATAX
TOTAL CATAX FUND EXPEND, ALLOCATC	352,425	1,172,800	391,392	506,200	588,900	(583,900)	-50%	82,700	16%	236,475	67%	
NET INCREASE/(DECREASE) IN FUND BAL	\$ 458,628	\$ (495,800)	\$ (5,587)	\$ 293,800	\$ 186,100	\$ 681,900	-138%	\$ (107,700)	-37%	\$ (272,528)	-59%	

TOWN OF KIAWAH ISLAND
 BUDGET DRAFT FOR YEAR ENDED 6/30/26
 LOCAL ACCOMMODATION TAX FUND

	Actuals FY 2024	2024-2025 Budget	Actuals thru 2/16/2025	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Budget \$ Change	FY 25 Budget % Change	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change	Justifications/Notes
REVENUES:												
LOCAL ACCOMMODATION TAX	\$ 1,566,940	\$ 1,500,000	\$ 1,003,846	\$ 1,609,923	\$ 1,681,025	\$ 181,025	12%	\$ 71,102	4%	\$ 114,085	7%	Based on historical averages
INTEREST REVENUE	157,382	150,000	130,388	210,000	190,000	173,781	869%	(20,000)	-10%	32,618	21%	Rate of return -4%
TOTAL LATAX REVENUES	1,724,322	1,650,000	1,134,234	1,819,923	1,871,025	354,806	40%	51,102	3%	146,703	9%	
EXPENDITURES:												
SALARIES - REGULAR EMPLOYEES	122,190	205,125	-	188,961	-	(205,125)	-100%	(188,961)	-100%	(122,190)	-100%	
FICA ER MATCH	8,099	15,692	-	14,456	-	(15,692)	-100%	(14,456)	-100%	(8,099)	-100%	
INSURANCE - MEDICAL	16,375	31,331	-	30,631	-	(31,331)	-100%	(30,631)	-100%	(16,375)	-100%	
RETIREMENT MATCH	19,966	44,024	-	35,071	-	(44,024)	-100%	(35,071)	-100%	(19,966)	-100%	
DEPUTIES COST	-	20,445	-	43,545	-	(20,445)	-100%	(43,545)	-	-	-	
BEACH UPKEEP	79,731	112,000	39,185	114,096	-	(112,000)	-100%	(114,096)	-100%	(79,731)	-100%	Contract with CW
TURTLE PATROL	10,898	12,000	1,255	7,000	15,000	3,000	25%	8,000	114%	4,102	38%	
BEACH SUPPLIES COSTS	-	2,500	-	2,500	22,500	20,000	800%	20,000	800%	22,500	-	\$20k placeholder for beach signs
TOTAL LATAX EXPENDITURES	257,259	443,118	40,440	436,259	37,500	(405,618)	-92%	(398,759)	-91%	(219,759)	-85%	
FUND TRANSFERS AND ALLOCATIONS TO OTHER FUNDS:												
TRANSFER TO ARTS & CULTURAL FUND	237,386	211,540	-	202,575	-	(211,540)	-100%	(202,575)	-100%	(237,386)	-100%	
TRANSFER TO GENERAL FUND	289,529	29,750	-	17,850	200,000	170,250	572%	182,150	1020%	(89,529)	-	Transfer to GF for 50% cost of road improvem
TRANSFER TO CAPITAL FUND	596,957	672,410	-	643,969	672,410	-	0%	28,441	4%	75,453	13%	Future Beach Renurishment -20% of LATAX r
TOTAL LATAX FUND EXPEND, TRANSFERS & ALLOCATIONS	1,381,131	1,356,818	40,440	1,300,654	909,910	(446,908)	-33%	8,016	1%	(251,462)	-18%	
NET INCREASE/(DECREASE) IN FUND BALANCE	\$ 343,191	\$ 293,182	\$ 1,093,794	\$ 519,269	\$ 961,115	\$ 801,714	273%	\$ 395,482	76%	\$ 1,304,306	380%	

TOWN OF KIAWAH ISLAND
 BUDGET DRAFT FOR YEAR ENDED 6/30/26
 BEVERAGE PERMITS FUND

	Actuals FY 2024	2024-2025 Budget	Actuals thru 2/16/2025	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Budget \$ Change	FY 25 Budget % Change	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change	
REVENUES:												
BEVERAGE TAX REVENUE	\$ 48,050	\$ 45,000	\$ -	\$ 48,000	\$ 51,000	\$ -	0%	\$ (3,000)	-6%	\$ 2,950	6%	\$3k per alcoholic beverage permit (15 entities)
	48,050	45,000	-	48,000	51,000	-	0%	(3,000)	-6%	2,950	6%	
FUND TRANSFERS TO OTHER FUNDS :												
TRANSFER TO CAPITAL FUND	48,050	45,000	-	48,000	51,000	-	0%	2,000	4%	2,950	6%	
	48,050	45,000	-	48,000	51,000	-	0%	2,000	4%	2,950	6%	
NET INCREASE/(DECREASE) IN FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (5,000)	\$ (0)	\$ -	-	

TOWN OF KIAWAH ISLAND
 BUDGET DRAFT FOR YEAR ENDED 6/30/26
 HOSPITALITY TAX FUND

	Actuals FY 2024	2024-2025 Budget	Actuals thru 2/16/2025	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Budget \$ Change	FY 25 Budget % Change	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change	Justifications/Notes
REVENUES:												
HOSPITALITY TAX	\$ 962,430	\$ 900,000	\$ 462,292	\$ 940,074	\$ 991,303	\$ 91,303	10%	\$ 51,229	5%	\$ 28,873	3%	Based on historical averages
INTEREST REVENUE	114,373	110,000	93,401	150,000	101,895	(8,105)	-7%	(48,105)	-32%	(12,478)	-11%	Rate of return -4%
TOTAL HOSPITALITY TAX REVENUES	1,076,803	1,010,000	555,693	1,090,074	1,093,198	83,198	17%	3,124	0%	16,395	2%	
EXPENDITURES :												
WATER & SEWAGE	25,937	32,500	39,104	32,500	32,500	-	0%	-	0%	6,563	25%	Irrigation for KI Parkway, roundabout, Beachwalker Dr and Betsy Kerrison Parkway
LANDSCAPING COSTS - MINOR	211,089	120,000	163,162	180,000	260,000	140,000	117%	80,000	44%	48,911	23%	Contract for maintenance of KI Parkway, roundabout, Beach Walker Dr and Betsy Kerrison
CHRISTMAS DECORATIONS	9,888	11,000	1,818	1,818	11,000	-	0%	9,182	505%	1,112	11%	Estimate for Christmas decorations
ELECTRICITY COSTS	2,399	3,000	806	3,000	3,000	-	0%	-	0%	601	25%	Electricity for roundabout lights
TOTAL EXPENDITURES	249,313	166,500	204,890	217,318	306,500	140,000	84%	89,182	41%	57,187	23%	
FUND TRANSFERS TO OTHER FUNDS :												
TRANSFER TO ARTS & CULTURAL FUND	22,000	22,000	-	22,000	-	(22,000)	-100%	(22,000)	-100%	(22,000)		
TRANSFER TO GENERAL FUND	60,886	122,500	-	17,850	200,000	77,500	63%	182,150	1020%	139,114	632%	Transfer to GF for 35% cost of Beachwalker Dr and KI Parkway intersection improvements
TRANSFER TO CAPITAL FUND	372,524	331,671	-	376,030	396,521	64,851	20%	20,492	5%	23,997	39%	20% of Hospitality tax revenue for future projects on tourism related infrastructure , 20% -Emergency Fund
TOTAL HOSPITALITY FUND EXPEND & TRANSFERS	704,723	642,671	204,890	633,198	903,021	260,351	41%	269,824	43%	198,298	53%	
NET INCREASE/(DECREASE) IN FUND BALANCE	\$ 372,080	\$ 367,329	\$ 350,803	\$ 456,876	\$ 190,177	\$ (177,153)	-48%	\$ (266,700)	-58%	\$ (181,903)	-49%	

TOWN OF KIAWAH ISLAND
 BUDGET DRAFT FOR YEAR ENDED 6/30/26
 VICTIMS ASSISTANCE FUND

	Actuals FY 2024	2024-2025 Budget	Actuals thru 2/16/2025	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Budget \$ Change	FY 25 Budget % Change	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change	Justifications/Notes
SOURCES :												
VICTIMS ASSISTANCE FEES	\$ 5,180	\$ 10,000	\$ 3,246	\$ 10,000	\$ 10,000	\$ -	0%	\$ -	0%	\$ 4,820	93%	
TOTAL SOURCES	5,180	10,000	3,246	10,000	10,000	-	0%	-	0%	4,820	93%	
EXPENDITURES:												
CONTRIBUTIONS TO VICTIMS PROGRAMS	5,180	10,000	7,645	10,000	10,000	\$ -	0%	\$ -	0%	4,820	93%	
TOTAL EXPENDITURES	5,180	10,000	7,645	10,000	10,000	\$ -	0%	\$ -	0%	4,820	93%	
NET INCREASE/(DECREASE) IN FUND BALANCE	\$ -	\$ -	\$ (4,399)	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	

TOWN OF KIAWAH ISLAND
 BUDGET DRAFT FOR YEAR ENDED 6/30/26
 ARTS & CULTURAL FUND

	Actuals FY 2024	2024-2025 Budget	Actuals thru 2/16/2025	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Budget \$ Change	FY 25 Budget % Change	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change
SOURCES :											
TRANSFER FROM LATAH FUND	\$ 219,763	\$ 211,540	\$ -	\$ 202,575	\$ -	\$ (211,540)	-100%	\$ (202,575)	-100%	\$ (219,763)	-100%
TRANSFER FROM HOSPITALITY TAX FUND	22,000	22,000	-	22,000	-	(22,000)	-100%	(22,000)	-100%	(22,000)	-100%
TRANSFER FROM SATAB TAX FUND	-	-	-	-	324,000	324,000	-	324,000	-	324,000	-
TRANSFER FROM GENERAL FUND	104,615	118,000	-	118,000	24,638	(93,362)	-79%	(93,362)	-79%	(79,977)	-76%
TICKET SALES	58,617	85,000	73,339	75,000	75,000	(10,000)	-12%	-	0%	16,383	28%
TOTAL SOURCES	404,995	436,540	73,339	417,575	423,638	28,718	7%	6,063	1%	18,643	5%
EXPENDITURES:											
PAYROLL & RELATED EXPENSES	89,380	133,000	89,380	94,638	94,638	5,258	6%	(16,185)	-15%	5,258	6%
ARTS COUNCIL	100,067	118,000	105,000	118,000	118,000	-	0%	-	0%	17,933	18%
ADMINISTRATIVE COST	4,615	5,540	3,260	5,000	5,000	(540)	-10%	(540)	-10%	385	8%
CULTURAL EVENTS	210,933	180,000	112,153	199,937	206,000	24,000	13%	6,063	3%	(4,933)	-2%
TOTAL EXPENDITURES	404,995	436,540	309,793	417,575	423,638	28,718	7%	(10,662)	-2%	18,643	5%
NET INCREASE/(DECREASE) IN FUND BALANCE	\$ -	\$ -	\$ (236,454)	\$ 0	\$ 0	-	0%	(28,640)	=	\$ 0	=

TOWN OF KIAWAH ISLAND
 BUDGET DRAFT FOR YEAR ENDED 6/30/26
 CAPITAL & EMERGENCY FUND

	Actuals FY 2024	2024-2025 Budget	Actuals thru 2/16/2025	Projected 2024-2025	2025-2026 Proposed Budget	FY 25 Budget \$ Change	FY 25 Budget % Change	FY 25 Projected \$ Change	FY 25 Projected % Change	FY 24 Actuals \$ Change	FY 24 Actuals % Change	Justifications/Notes
REVENUES & SOURCES:												
TRANSFER FROM GENERAL FUND	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	-	\$ -	-	
TRANSFER FROM LOCAL ACCOMMODATION FUND	537,224	600,000	643,969	643,969	672,410	72,410	12%	28,441	4%	135,187	25%	40% of LATAX Revenue
TRANSFER FROM BEVERAGE FUND	37,573	50,000	48,000	48,000	51,000	1,000	2%	3,000	6%	13,427	36%	
TRANSFER FROM HOSPITALITY TAX FUND	359,204	360,000	376,030	376,030	396,521	36,521	10%	20,492	5%	37,317	10%	40% of HTAX Revenue
INTEREST	446,705	300,000	272,768	300,000	300,000	-	0%	-	0%	(146,705)	-33%	Rate of return -4%
TOTAL REVENUES & SOURCES	1,380,706	1,310,000	272,768	1,367,999	1,419,931	109,931	31%	-	0%	(146,705)	-33%	
EXPENDITURES:												
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-	-	0%	
NET INCREASE/(DECREASE) IN FUND BALANCE	\$ 1,380,706	\$ 1,310,000	\$ 272,768	\$ 1,367,999	\$ 1,419,931	\$ 109,931	31%	\$ -	0%	\$ (146,705)	-11%	

Town of Kiawah Island
Five Year Capital Improvements Plan

<u>Capital Expenditures</u>	<u>Projected FY2025</u>	<u>Budgeted FY2026</u>	<u>Forecast FY2027</u>	<u>Forecast FY2028</u>	<u>Forecast FY2029</u>	<u>Forecast FY2030</u>
Beach Renourishment	\$ 77,000	\$ -	\$ 800,000	\$ -	\$ -	\$ -
Municipal Center Expansion	-	300,000	12,000,000	-	-	-
Garage Modifications & Drainage Improvements	75,000	-	210,000	-	-	-
Municipal Center Parking Modifications	7,000	-	-	-	-	-
Pedestrian Leisure Trail	-	-	-	-	-	-
Beachwalker Dr Repavement	-	250,000	-	-	-	1,000,000
Kiawah Island Parkway Resiliency Projects	350,000	-	-	-	-	-
Beachwalker Dr & Kiawah Island Parkway Landscape	-	165,000	-	-	-	-
Betsy Kerrison Safety & Esthetics Enhancements	-	50,000	-	-	-	-
Kiawah Island Bridge	-	50,000	-	-	-	-
Median at Little Rabbit	12,000	-	-	-	-	-
Property Acquisitions	-	-	1,000,000	1,000,000	1,000,000	1,000,000
Audio-Visual Equipment Upgrade	65,000	-	-	-	-	-
Speed & Traffic Control Equipment	37,422	-	-	-	-	-
Vehicles	-	-	-	-	-	-
· Administration	-	-	-	55,000	-	-
· Planning	-	-	-	-	-	-
· Building Department	-	-	-	-	55,000	-
· Public Safety	-	-	-	55,000	-	-
· Public Works	23,944	-	110,000	70,000	70,000	70,000
· Wildlife	-	80,000	55,000	-	55,000	55,000
	-	-	-	-	-	-
Total Capital Expenditures	\$ 647,366	\$ 895,000	\$ 14,175,000	\$ 1,180,000	\$ 1,180,000	\$ 2,125,000

- Pond management-\$6K
- Turtle patrol-\$15K
- Beach signs-\$20K

✓ **Capital Outlay** includes the following requests:

1. Building-\$300K for Municipal center projects including preliminary design for the wing addition, office modifications and garage/storage improvements.
2. Infrastructure and landscape-\$350K for patching work on Beachwalker Parkway-\$250K and Betsy Kerrison safety and esthetics enhancements-\$50K and bridge repair-\$50k.
3. Vehicles- \$80k for the boat.
4. Other- \$10k for KI Parkway cameras.

✓ The budget includes the following interfund transfers:

1. \$25,956 from GF to AC for payroll allocation
2. \$175,000 from LATAX to GF for infrastructure and landscape improvements
3. \$336,205 from LATAX to Capital Fund for future beach renourishment and capital projects
4. \$336,205 from LATAX to Capital Fund for an emergency fund
5. \$51,000 from Beverage Tax Fund to Capital Fund for future infrastructure repairs
6. \$198,000 from Hospitality Tax Fund to Capital Fund for future beach renourishment and capital projects
7. \$198,000 from Hospitality Tax Fund to Capital to emergency fund
8. \$175,000 from Hospitality Tax Fund to GF for infrastructure and landscape improvements



WAYS AND MEANS

Agenda Item



Request for Ways and Means Committee Action

TO: Ways and Means Committee Members
FROM: Michael Nardelli, Operations Manager
SUBJECT: Recommendation for Landscape Maintenance Services
DATE: May 6th, 2025

BACKGROUND:

The Town uses a third-party contractor to provide landscape services for all Town-owned trees, shrubs, lawns, and landscape beds along the Kiawah Island Parkway, Beachwalker Drive, and at the Municipal Center. The town currently uses Artigues Landscape Maintenance to perform these services, and they have been our landscape service provider since January 1st, 2022. They were awarded a 3-year contract, which ended at the end of 2024 and have been on a month-to-month extension since. Town staff released an RFP for Landscape Service and Maintenance firms to provide bids for this contract.

ANALYSIS:

After the Request for Proposals (RFP) release date, the RFP was posted publicly, the Town hosted a mandatory pre-bid meeting in which six firms attended. Questions were answered, and an addendum was issued to the firms. After the submission date, a review committee was formed, made up of four staff members who were approved by the mayor to review the bids. Each member reviewed each bid independently and then came together to score each bid based on the RFP's criteria: Price (50 pts), Environmental Stewardship (10 pts), Electric Equipment (20 pts), and References and Professional Experience (20 pts).

To compare the bids apples-to-apples, the committee had to adjust the mulch and pine straw price as some firms did not calculate twice the annual installation cost. Once all the bids were apples to apples, the review committee scored each company as follows:

Artigues Landscaping:	\$73,000
LandOne Group:	\$81,100
Russell Landscaping:	\$60,100
The Greenery Inc:	\$83,100 – Withdrew Bid
US Lawns:	\$77,100
Yellowstone:	\$49,100

The highest-scoring company contacted us to tell us that they had to withdraw their bid due to an unexpected staffing issue. The review committee conducted extensive interviews with the top three companies that scored the highest to ask in-depth questions regarding their proposals.

ACTION REQUESTED:

After much discussion and deliberation, Town staff is requesting that the Ways and Means Committee recommend to Town Council the approval of the proposal from LandOne Group for landscape maintenance services at a cost of \$135,289 annually, subtracting from their bid the cost of mulch and pine straw. The review committee feels comfortable that LandOne Group will provide all the services we are requesting, as they have committed to a five-day-a-week service agreement with the Town of Kiawah Island, as no other firm offered such service levels.

BUDGET & FINANCIAL DATA:

If approved, this contract will be funded 70% through restricted funds and 30% through the General Fund.

	Artigues Landscaping	LandOne Group	Russell Landscaping	The Greenery Inc Withdraw Bid	US Lawns	Yellowstone
Presented Bid	\$194,796	\$193,149	\$246,737	\$233,523	\$190,888	\$217,075
Routine Maintenance	142,596	127,639	120,162	126,449	96,396	144,900
Mulch & Pine Straw	45,300	52,860	96,600	98,748	75,681	56,925
Adjusted Mulch & Pine Straw (2 x Annually)	99,300	84,720	96,600	98,748	75,681	96,345
Additional Services	6,900	12,650	26,975	8,186	20,800	15,250
(M+P) + Additional Services	241,896	212,359	216,762	225,197	172,077	241,245
Routine Maintenance & Additional Services	149,496	140,289	147,137	134,635	117,196	160,150
Adjusted Total Cost (Annual)	248,796	225,009	243,737	233,383	192,877	256,495

135,289
*Enhancement voucher (\$5K)

Routine (40)	20	35	30	25	40	20
Additional Services (10)	10	6	0	8	2	4
Price Score (50)	30	41	30	33	42	24

Notes second lowest price lowest price highest price

Environmental Score (10)	10	5	0	10	5	5
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Notes all in no fertilizer no mention att in mentions non native no fertilizer

Quantity & Range	10	10	5	10	10	0
Transition Plan	10	8	5	10	8	0
Electric Equipment Score (20)	20	18	10	20	18	0

Notes all in listed transition but no plan late transition att in no transition plan No mention

References (15)	10	12	15	15	10	15
Qualifications & Professional Experiences (5)	3	5	5	5	2	5
References and Professional Experience Score (20)	13	17	20	20	12	20

Notes

Total Score	73	81	60	83	77	49
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LAND ONE GROUP

TOWN OF

Kiawah Island[®]
ESTABLISHED
1988

"Lead the commercial landscape industry in customer experience by creating environments that improve the lives of people and businesses."



LAND ONE
GROUP

**INTEGRITY
DRIVES >>>
EXCELLENCE**



**UNLEASH
YOUR POTENTIAL**



**BIGGER
THAN
OURSELVES**



**EARN IT
EVERY DAY**



**START WITH
WHY?**

Mission and Core Values

- Mission - "Lead the commercial landscape industry in customer experience by creating environments that improve the lives of people and businesses."

Company Overview



Locations: Charleston and Greenville with operations in Myrtle Beach



2025 Forecast Revenue: \$10 million



Total Employees: 45



- Core Services: Commercial installation (general contractors)
- Commercial maintenance
- Home builder installation services
- Irrigation
- Storm water management services

Brief History

- Founded in 2016 to support Hunter Quinn Homes
 - Target work was home builders
 - Portfolio mix was 80% home builders and 20% commercial GC's
- 2017-2021: portfolio consisted of home builders and some small GC jobs.
- 2021-2023: began to sale larger GC jobs and hold maintenance contracts.
- 2023: leadership transition and rebranding began as leadership realized the need for a fresh focus on new core values and initiatives.
- Rebranded in 2024 with focus on expansion of regional footprint and presence in the design build and maintenance space.
 - Opened in Greenville
 - Implemented ERP to streamline processes and systems



Our Team



Principal Owner – Will Herring



President – Gary Ostroski



Greenville Branch Manager – Greg Williams



Three Project Managers

8 Supervisors

37 total front-line workers



Business Developer – Anne Derbyshire



Estimator – Zach Weeks



Controller

Key Differentiators

Local leadership with national expertise

Competitive pricing and high-quality standards

Strong experience with high volume installation work.

Key hires made to bolster maintenance division

Strong financial position without the burden of private equity or share holders.

Target Market

Home Builders

- Custom home installs and track home installs for large builders.

General Contractors working with select group of landscapers

- Target in the \$50k - \$1mm+ project range.

Commercial Maintenance

- Target industrial parks, office parks, retail and mixed use, hotels, multi-family.

Notable Projects and Clients

Commercial

- Camp Hall Volvo for Frampton Construction
- Port 95 with Peak Construction
- Recently awarded Residence Inn Patriots Pointe with Frampton

Maintenance

- Berkely Homes
- Bosch Plant
- Port 95

Home Builder

- Hunter Quinn Homes
- DR Horton
- Ashton Woods
- Grantham Homes
- Mungo Homes

Target Locations - 2030

Charleston - Current

Greenville - Current

Myrtle Beach - 2025

Beaufort - 2026

Spartanburg - 2027

Palm Coast/Jacksonville - 2026

Charlotte - 2027



Thank You!

Gary Ostroski

President

gostroski@landone.com

843-376-8431

287 Luken Road, Goose Creek, SC 29445



First Impression Plan for Landscaping Maintenance

First Impression plan for landscaping maintenance involves focusing on key areas that will have the most immediate impact on the appearance of a property. Here's a structured plan to help you get started:

Initial Assessment

1. **Walkthrough Inspection**: Conduct a thorough inspection of the property to identify areas that need immediate attention.
2. **Client Consultation**: Discuss with the client their vision, preferences, and any specific requirements they have for the landscape.

Immediate Actions

1. **Clean-Up**: Remove any debris, fallen leaves, and litter from the property. This instantly makes the area look tidier.
2. **Weeding**: Remove weeds from flower beds, lawns, and pathways to give a well-maintained appearance.
3. **Pruning and Trimming**: Prune overgrown shrubs, bushes, and trees. Trim edges along walkways, driveways, and garden beds.
4. **Mowing**: Mow the lawn to an even height, ensuring edges are neatly cut.

Enhancements

1. **Mulching**: Apply fresh mulch to flower beds and around trees. This not only improves aesthetics but also helps retain moisture and suppress weeds.
2. **Edging**: Define edges of lawns, flower beds, and pathways to give a clean, sharp look.
3. **Plant Care**: Deadhead flowers, remove any dead or diseased plants, and fertilize as needed to promote healthy growth.

Inspection and Follow-Up

1. **Review Work**: Inspect the completed work to ensure all tasks meet quality standards and the client's expectations.
2. **Client Walkthrough**: Conduct a walkthrough with the client to address any concerns and highlight improvements.
3. **Maintenance Schedule**: Develop a regular maintenance schedule to keep the landscape looking its best year-round.

Additional Considerations

1. **Seasonal Planting**: Introduce seasonal flowers or plants to add color and variety throughout the year.
2. **Watering Systems**: Check and adjust irrigation systems to ensure proper watering.
3. **Lighting**: Inspect and clean outdoor lighting fixtures to enhance evening appeal.

This plan prioritizes tasks that create a strong first impression and lays the foundation for ongoing landscape maintenance.

Contact name:

Invoice person contact:

LandOne Rep:

Date:

Notes:



Please accept this \$5,000 enhancement voucher to be included with an awarded contract for landscape maintenance services.



YOUR TEAM

Your dedicated leadership team has over 50 years of combined experience in managing large landscape installation and maintenance projects like Kiawah Island. Both Santiago, our Director of Operations, and Gary Ostroski, our President, collaborated on servicing the Town of Wake Forest in North Carolina.

Ostroski also managed the landscape maintenance for the Inner Harbor in Baltimore, Maryland at a time when they launched their "Swimmable/Fishable Harbor Initiative, which sought to reduce nitrogen in the Baltimore Harbor by way of planting native plant material and installing floating wetlands. Most recently, Ostroski managed resorts on Hilton Head Island that included Palmetto Dunes, Marriott Vacation Clubs, Indigo Run, Sea Pines, Long Cove and others.

We will take our experiences from successfully managing these projects and provide you with a unique management plan.

MANAGEMENT PLAN

Our management plan is to have a dedicated onsite supervisor that only services The Town of Kiawah Island. During peak growing season we will direct report a minimum of two individuals to the property five days per week. During the off-season we will direct report a minimum of one individual to the property five days per week. This will provide greater flexibility in responding to town requests. This will also allow us to provide more oversight and control with litter and flexibility to add some Saturday litter hours when needed.

EQUIPMENT PLAN

We will deploy a nearly 100% electric fleet from day one. All blowers, string trimmers, hedge trimmers and other handheld tools will be battery powered. We will utilize an electric Polaris (or similar) to navigate the property with our on-site team. Our push mowers will also be battery powered.

- Electric string trimmer
- Electric back pack/handheld blowers
- Electric push mowers

- Electric hedge trimmers
- Electric on-site vehicle
- Manual backpack sprayer
- Electric and gas chain saws
- Gas aerator
- Gas 60" mower
- Gas turf application vehicle
- Gas management vehicles

GROW INITIATIVE

Our team is well versed in planting and maintaining native plants. Ostroski was part of a team that aimed to make the Baltimore Harbor swimmable and fishable by planting native plants, installing floating wetlands and reducing the use of nitrogen-based fertilizers around the Inner Harbor. Our team will be trained on these methods as they apply to the Town of Kiawah and your unique initiatives.



Exhibit C – RFP Checklist and Submittal Forms

NOTE: These items are the criteria for evaluating your proposal. Please make sure that the following items are included with your submittal:

- Submittal Form (Required)
- Non-Collusion Oath (Required)
- Documentation of Insurance Coverage (Required)
- Copy of Business License (If applicable)
- Minority/Women-Owned Business Certification (Preferred but not required)
- Organization Information – (Required)
- Personnel List (i.e., names of persons to be used in this engagement) (Required)
- Equipment List - List equipment to perform the scope of work.
- References (Required)

You do not have to submit the Bidder's Checklist, which is included for your convenience. However, you must provide all required information.

Failure to submit the required items may deem your submittal to be non-responsive.

DATE: April 8, 2025

ORGANIZATIONAL INFORMATION

NAME OF BIDDER: LandOne Group, LLCBUSINESS ADDRESS: 287 Luken RdGoose Creek, SC 29445**BY SUBMITTING THIS PROPOSAL, THE UNDERSIGNED BIDDER REPRESENTS:**

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

I. PERSONNEL:

Provide a list of personnel that will be committed to this engagement and their job function.

Gary Ostroski - President

Santiago Palacio - Director of Operations

Nelson Tome - Sr Production Manager

Larry Ferguson - Supervisor

II. EXPERIENCE:

At least three (3) references for similar work performed are required; however, you may provide as many as five (5) references.

- COMPANY NAME:** Port 95

Contract Title Landscape Maintenance

Contract Period: From 7/01/2024 To 6/30/2026

Geographic Area Served Charleston, Tri- County, Saint George

Scope of Work: Maintenance Contract

Contracting Office: CBRE

Contact Name: Moore Gandy

Title: Associate Director - Property Management

Address: Winding Woods Rd

City Saint George State: South Carolina

Telephone: 8430577.0702

Email: moore.gandy@cbre.com

II. **EXPERIENCE (Continued):**

2. **COMPANY NAME:** Frampton Construction
Contract Title Camp Hall 4A Installation
Contract Period: From 12/15/2023 To 07/25/2024
Geographic Area Served Volvo Drive
Scope of Work: Full Service Installation and Maintenance
Contracting Office: Frampton Construction
Contact Name: Ryan Colucci
Title: Project Manager
Address: 9705 Hay 78, Ste 105
City Ladson State: South Carolina
Telephone: 843.693.3795
Email: rcolucci@frampton.construction.com

3. **COMPANY NAME:** Bosch
Contract Title Maintenance Contract
Contract Period: From 03/01/2023 To 02/28/2026
Geographic Area Served Summerville, Tri- County Area
Scope of Work: Landscape Maintenance
Contracting Office: J.L.L.
Contact Name: Aimee Glover
Title: Property Manager
Address: 1144 Nexton Way,
City Summerville State: South Carolina
Telephone: 843.577.1161
Email: aimee.glover@jll.com

4. **COMPANY NAME:** Townes at Carlina Grove
Contract Title Landscape Maintenance
Contract Period: From 01/01/2023 To 12/31/2025
Geographic Area Served Charleston, Moncks Corner
Scope of Work: Landscape Maintenance
Contracting Office: Forestar
Contact Name: Jessica Shipman
Title: Property Manager
Address: Blue Haw Drive
City Moncks Corner State: South Carolina
Telephone: 843.945.7020
Email: jessicashipman@forestar.com

5. **COMPANY NAME:** Lowcountry Office Regime
Contract Title Landscape Maintenance
Contract Period: From 07/01/2024 To 06/30/2026
Geographic Area Served Mount Pleasant
Scope of Work: Landscape Maintenance
Contracting Office: Strategic Asset Management
Contact Name: Harris Myers
Title: Property Manager
Address: 353 N Shelmore Blvd
City Mount Pleasant State: South Carolina
Telephone: 843.416.1062
Email: hmyers@samcharleston.com

BUSINESS LICENSE:

The Bidder is not required to have a valid business licenses to submit a Proposal. However, the Bidder 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 we will get one or renew the one we have

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

INSURANCE:

The successful Bidder, 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 Bidder shall provide an 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 Bidder'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 Bidder 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 Bidder 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 Bidder, 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 Bidder's employees and any person directly or indirectly employed by the Bidder (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 a notice, the Bidder 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.

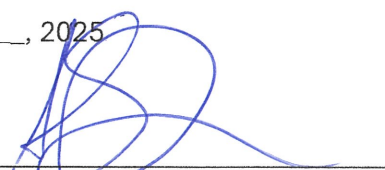
NON-COLLUSION OATH

COUNTY OF: _____

STATE OF: _____

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Bidder 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 Bidder, or themselves, to obtain information that would give the Bidder an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Bidder, or themselves, to gain any favoritism in the award of the contract herein.

SWORN TO BEFORE ME THIS _____ DAY OF _____, 2025



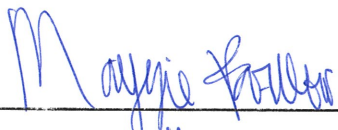
Authorized Signature for Bidder

Please print Bidder's name and address:

~~Gary Ostroski~~ ^{M.P.} Anne Derbyshire

287 Luken Rd.

Goose Creek, SC 29445



PRINT NAME: _____

NOTARY PUBLIC FOR THE STATE OF South Carolina

My Commission Expires: 10-22-2024



Exhibit D – Price Schedule

Routine Landscape Maintenance (excluding mulch and pine straw)	Annual Cost
Kiawah Island Parkway and Leisure Trail	\$72,827
Roundabout (Circle)	\$5,972
Municipal Center	\$26,300
Beachwalker Drive and Leisure Trail	\$21,540
Sora Rail (solid waste and recycling center)	\$1,000
Subtotal – Routine Maintenance	\$127,639

Additional Services	Annual Cost
Irrigation Maintenance/Monitoring/Quarterly Inspections for all areas	\$4,575
Annual aeration of all turf areas within the contract	\$1,995
Tree Management	\$2,080
Warranty for all plant material (includes plants and installation)	\$3,000
Soil testing	\$1,000
Subtotal – Additional Services	\$12,650

Mulch and Pine Straw	Quantity per application	Annual Cost
Kiawah Island Parkway and Bike Path (double shredded hardwood mulch 1x)	290 Cubic Yards	\$20,300
Roundabout (double shredded hardwood mulch 1x)	10 Cubic Yards	\$700
Municipal Center (Longleaf pine straw 2x per year)	2700 Bales	\$15,930
Beachwalker Drive and Bike Path (Longleaf pine straw 2x per year)	2700 Bales	\$15,930
Subtotal – Mulch and Pine Straw		\$52,860

Unit Prices for Additional Services	Unit	Annual Costs
Double-shredded hardwood mulch per cubic yard (installed)	Cubic yard	\$70
Longleaf pine needles per bale (installed)	Bale	\$5.90
Laborer hourly rate	Hour	\$40
Supervisor hourly rate	Hour	\$60
Tree pruning (under 15')	Hour	\$40
Tree pruning (over 15')	Hour	\$60
Annual plantings	Square foot	\$6.50
Irrigation repairs – labor	Hour	\$50
Minor storm cleanup	Hour	\$40

Storm Response Services	Unit	Annual Costs
Debris removal crew (3 person minimum)	Hour	\$40/hr/person
Supervisor	Hour	\$60
Equipment operator	Hour	\$75
Chipper with operator	Hour	\$75
Dump truck with driver	Hour	\$100
Emergency response fee (after hours/holidays)	Each call	\$65

Summary	Annual Costs
Routine landscape maintenance	\$127,639
Additional services	\$12,650
Mulch and pine straw	\$52,860
TOTAL ANNUAL COST	\$193,149

COMPANY INFORMATION

NAME OF COMPANY: LandOne Group, LLC

By: 
Signature

Gary Ostroski
Print Name

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

Address: 287 Luken Road

City: Goose Creek State: South Carolina Zip: 29445

Telephone Number: 843.647.9248 Business Fax Number: _____

Email Address: gostroski@landone.com

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

If incorporated, please list state of incorporation: _____

FEIN or SSN: 47-4024483

Exhibit E – Back Flow and Irrigation Plans



Equipment list used to perform the scope of work

All electric from day 1

- 4x Stihl BGA 300 Battery Backpack Blower
- 3x Stihl KMA 135R Battery Kombi Motor
- 2x Stihl HLA 56 Extended Hedge Trimmer
- 2x Stihl FCA 135 Battery Edger
- John Deer Gator GS Electric Utility Vehicle
- 1x utility trailer

Not electric have transition plan

- 60" zero turn mower
- 60" zero turn mower
- 48" walk behind mower
- 36" walk behind

Mission - "Lead the commercial landscape industry in customer experience by creating environments that improve the lives of people and businesses."

SAFETY MANUAL



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SECTION 1.0 — RESPONSIBILITIES AND POLICIES

1.1 — SAFETY

We take pride in our safety record and continue to take measures to improve on it. Our goal is to have a safe work environment for all employees.

As a contractor, we are obligated by law to comply with the rules and regulations set forth by the U.S. Government Occupational Safety Health Act. We cooperate with other contractors and owners with whom we work by enforcing our safety program at all times.

We appreciate your continued cooperation to carry out the company's safety program by reporting unsafe conditions, tools, equipment, and people to your supervisor.

LET'S KEEP UP THE GOOD WORK!

1.2 — EMPLOYEE RESPONSIBILITIES

It is the duty of each employee to know the safety rules and shall be his/her duty to conduct all of his/her business in strict compliance of the same. Disregard for the safety rules set forth shall be grounds for dismissal.

In the event that you are injured while working, notify your supervisor, He/she will see to it that you receive the proper first aid and medical attention. The employee is responsible to fill out a safety/equipment incident report within 24 hours of his/her incident. The supervisor will ensure that proper records are maintained. **ALL INCIDENTS** must be reported, no matter how minor they may seem when they occur, so you will be protected if the incident becomes complicated. An incident that is not reported at all or reported in a timely manner makes it doubtful that the company's insurance carriers will accept the claim.

It is the duty of all employees to make full use of the safeguards provided for their protection. It is an employee's responsibility to abide by and perform the following requirements:

- Wear suitable work boots in good repair. Wearing sneakers or lightweight shoes is prohibited. Laced boots with safety toes are preferable.
- Use safety gear when performing operations where exposure to an injury is present (i.e., eyewear, ear protection, gloves, vests, hardhats).
- Be aware that certified training is required for all equipment operation.
- Use extreme caution when operating power equipment.

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www.landonegroup.com

- Do not remove safety guards except for the purpose of adjustment oiling or repairs. Report any guard not accomplishing its intended function.
- Do not operate machinery unless a guard or method of guarding is in good working order, in place, and operative.
- Remove spark plug wires from machines before oiling, fueling, adjusting, or repairing.
- Lift correctly to avoid sprains, strains, and back injuries. Get help on heavy loads. Employees are expected to comply with the stretching program standards.
- Wear seatbelts in all company vehicles and tractors at all times and turn headlights on whenever the vehicle is in motion.
- Unless posted otherwise, speed limit inside residential communities should be assumed to be 15 MPH.
- Do not engage in horseplay while working. Any fighting or threats made will be reported to the proper authorities.
- When backing a vehicle, use hand signals. These signals must be thoroughly understood before a job is begun. When in doubt, ask. Hand signals are preferable and shall be given by only one person at a time and such person must be in a position to have a clear, unobstructed view.
- Remember that children are not allowed on the job site.
- Do not work underneath or over others without first notifying them and seeing that the proper safeguards have been arranged.
- Store tools and materials to avoid injury.
- Leave jobs in a safe condition. Before leaving the job, employees shall correct or arrange to give warnings of any conditions that might result in injury.
- Report observed dangerous conditions or practices at once to your supervisor.
- Know where first aid and firefighting equipment are located.
- When smoking, dispose of cigarette butts properly. Smoking will not be prohibited within 50 feet of any home.

- The use of drugs and alcohol will not be permitted at any time on LandOne Group, LLC property, within their vehicles, or on the property of any of our clients or suppliers. Violation of this policy may lead to immediate termination.

1.3 — DRIVER RESPONSIBILITIES

- Know and comply with local and state traffic regulations.
- Become familiar with the operation of the vehicle assigned to you. Know what it can and cannot do. If you ever don't feel safe driving, let someone else take over.
- **Keep your vehicle mechanically sound. Report deficiencies to your supervisor.**
- Visually check any piece of equipment and fluids before using them.
- Have the right attitude. Be considerate and use common sense with respect to the protection and right of other drivers as well as pedestrians. Keep your temper! Be patient!
- Avoid parking on hills unless absolutely necessary. When you do, put the vehicle in the opposing gear, apply emergency brakes, and contact the curb with the front wheels turned in if headed downhill (turned out if headed uphill) and put a chock on the downgrade wheel.
- When mechanical trouble develops and you must stop on the side of the road, put out flares or other warning devices immediately in accordance with regulations.
- When possible, exit the vehicle from the curb side while on public highways.
- Adapt vehicle speed to weather, road conditions, traffic, and visibility and **NEVER** exceed posted speed limits.
- Allow at least one truck or truck and trailer length of space for each 10 miles of speed between you and the vehicle ahead.
- Avoid sudden stops to keep from being hit from the rear.
- Stop for school buses then proceed at a safe speed. Comply with local school bus traffic laws.
- Give correct signals far enough in advance to be seen.
- Avoid making U-turns.
- Smoking is **not** allowed in company vehicles.

- **REPORT ALL ACCIDENTS PROMPTLY.** Trucks are equipped with accident kits and it is the driver's responsibility to check them for any missing items.
- Keep windshields and mirrors clean at all times.
- Lower dump bodies immediately after dumping. Check tailgate latch before loading/unloading.
- Check for overhead obstacles before loading.
- **Be defensive.** Watch out for yourself as well as others. Never assume that an equipment operator has seen you. Never assume that an equipment operator will not make a mistake.
- Never carry a load heavier than your truck will handle.

1.4 — MODIFIED WORK PROGRAM

LandOne Group, LLC is committed to our employees' overall physical, mental, and financial well-being. Our modified work program is designed to be of mutual benefit to both our injured employees and the company.

In the event that an employee has an injury on the job, the employee will be taken in for medical treatment. Should the physician find that this employee's physical status has changed due to the injury, the employee will be assigned to our modified work program.

The injured employee will report to his/her department manager with a copy of the physician's instructions and physical limitations. The manager will honor these instructions by providing proactive modified work duties when the injured employee restriction can be accommodated.

The benefits to our modified work program are twofold. The injured employee benefits from this program by remaining actively employed, thereby increasing his/her self esteem and maintaining a positive attitude that can be an asset when recovering from a physical injury. The employee's earning ability also remains stable, thereby relieving the stress from lost wages that could be detrimental to his or her recovery process. The company benefits by not having to lose and replace a member of the workforce for an extended time period and avoiding time-loss penalties.

SECTION 2.0 — GENERAL RULES AND DISCIPLINE

2.1 — DRUG AND ALCOHOL ABUSE

The company recognizes the problems and hazards associated with drugs and alcohol and, therefore, prohibits their use, possession, or distribution on company property.

A drug/alcohol free environment shall be assured by —

1. Prohibiting the use, possession, or distribution of any alcoholic beverages, intoxicants and narcotics, illegal or unauthorized drugs, “look-alike” or simulated drugs, and drug-related paraphernalia on company property. Employees will not report for duty under the influence of any drug, alcoholic beverage, intoxicant, narcotic, or other substance, including legally prescribed drugs and/or medications that will adversely affect their working ability, alertness, response, coordination, or jeopardize the safety of others.
2. Requiring drug and alcohol screening tests is a condition of employment. All employees and potential employees must give the company written authorization to conduct drug and alcohol screening tests whenever one of the following items occurs:
 - Whenever an employment offer is being considered, the applicant may be tested prior to the company making the offer of employment.
 - Whenever an employee is involved in a work-related accident resulting in an injury or property damage.
 - Whenever the immediate supervisor, along with another company manager, suspects an employee of using or working under the influence of alcohol or drugs.
3. Requiring any employee using prescription drugs, prescribed by an authorized medical practitioner, to report this use to his/her immediate supervisor. If it is determined that the prescription drug produces side effects that could be hazardous to job performance, the employee may be sent home at the discretion of the company. Any employee who fails to comply shall be subject to disciplinary actions including immediate discharge.
4. Giving employees with chemical, alcohol, and other drug dependencies the same consideration as employees with other diseases. Therefore, the company supports sound treatment efforts, and the job of the employee will not be jeopardized when he/she conscientiously seeks assistance.

2.2 — SMOKING

The company is strongly committed to maintaining and improving the health and wellbeing of all employees. Therefore, employees have the right to work in an environment free of the hazards of tobacco smoke.

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Creek, SC 29445

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Smoking is not permitted in company vehicles, buildings, and facilities. Smoking is never permitted in areas where there is sensitive or hazardous material. Smoking on company property is only allowed in designated areas.

2.3 — DRUG AND ALCOHOL SCREENING TEST

1. Drug and alcohol screening tests will be conducted at the medical facility designated by the company. These tests shall be conducted immediately after the occurrences of the actions defined under *DRUG AND ALCOHOL ABUSE*. Any blood test shall be administered as directed by the physician.
2. Any applicant with a positive urinalysis test will not be eligible for employment.
3. Any employee with a positive urinalysis test result will be subject to the following disciplinary actions:
 - Immediate discharge if the drug use resulted in serious injury to another individual or substantial damage to the project or equipment.
 - The opportunity to seek assistance in overcoming the drug or alcohol problem.
 - Immediate discharge if assistance is declined.
 - Immediate discharge if this is a reoccurrence of a former, documented drug or alcohol problem.
4. The refusal of an employee to submit to a drug test will be viewed as a positive test result. The action taken will be at the discretion of the company.

2.4 — EXAMPLE FORM

CONSENT TO CONDUCT DRUG OR ALCOHOL TEST

I, _____, hereby agree to permit a medical laboratory authorized by *LandOne Group, LLC* to obtain a specimen from me to perform tests on the specimen to determine the presence of drugs or alcohol and to release the results to an authorized representative of the company, and on request of me. I further agree, that, the results of the tests may be introduced as evidence in any proceeding that is in any way related to my employment with the company and to which the company is a party. I understand that such test result will otherwise be kept confidential and will not be released to any party without the further written consent by me except by court order.

I certify that I am not currently using any prescription or nonprescription medication(s) or that the following are the only medication(s) I have used within the past 30 days (list all medications):

LandOne Group, LLC
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Creek, SC 29445

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I, further, acknowledge that I have received a copy of *LandOne Group, LLC* alcohol and drug abuse policy. If any test confirming results are positive, my employer shall have the right to discharge me.

Signature

Date

Print Name

SECTION 3.0 - WRITTEN HAZARD COMMUNICATION PROGRAM

The following hazard communication program has been developed for Dennis' 7 Dees Landscaping, Inc. The written program will be available in the Safety Manual office for employee review.

3.1 — CONTAINER LABELING

The containers received for usage at *LandOne Group, LLC* will — • Be clearly and properly labeled as to the hazardous chemical content.

- List applicable hazards and necessary work practice warnings and/or guidelines on the label.
- List the name and address of the manufacturer on the label. Secondary containers, not for immediate use, will also be properly labeled.

LandOne Group, LLC
287 Luken Rd. Goose
Creek, SC 29445

(O) 843.300.1883 | (M) 843.642.7877 www.landonegroup.com

3.2 — MATERIAL SAFETY DATA SHEETS (MSDS)

Copies of the MSDS forms for all hazardous chemicals at *LandOne Group, LLC* will be maintained in the “Right to Know Stations” and available for employee review. MSDS forms will be updated when new products are used or old products are discontinued.

3.3 — EMPLOYEE TRAINING

Employees assigned to perform duties where hazardous chemical may be involved will be given the following information and training.

1. Overview of hazardous communication standard
2. Hazardous chemicals in the work area
3. Work practices and personal protective equipment to prevent adverse exposures to these chemicals
4. Warning properties and types of exposures (i.e., odor, skin contact, ventilation)
5. Emergency procedures to follow if adverse exposure occurs
6. Emergency procedures for spill or nonroutine tasks, such as confined space entry

3.4 — INFORMING CONTRACTORS

LandOne Group, LLC will provide the project’s general contractor with the following information:

1. Hazardous chemicals to which employees may be exposed while on the job site and the procedure for obtaining material data safety sheets (MSDS)
2. Precautions employees may take to lessen the possibility of exposure by using appropriate protective measures and an explanation of the labeling system used

3.5 — HAZARDOUS NONROUTINE TASKS

Periodically, employees must perform hazardous nonroutine tasks. Before starting work on such projects, each affected employee will be given information by his/her supervisor about hazardous chemicals to which they may be exposed during such activity

This information will include —

1. Specific chemical hazards employees may be exposed to;
2. Protective/safety measures employees can take to lessen risk of exposure;
3. Measures the company has taken to reduce the hazards.

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3.6 — BLOODBORNE PATHOGENS STANDARD

LandOne Group, LLC recognizes the need to safeguard workers from health hazards related to bloodborne pathogens. Exposure to blood-borne pathogens occurs in many ways. However, should an employee contract a needlestick injury, he or she needs to be aware of the follow standard procedure to seek medical attention for bloodborne injuries.

1. An injured employee must contact his/her supervisor immediately.
2. Employees are to be assured that the vaccine and vaccination necessary are provided free of charge to the employee.

ACKNOWLEDGMENT:

SAFETY MANUAL RECEIPT

I have read and understand the information contained in this manual.

I understand **ALL INCIDENTS** must be reported, no matter how minor they may seem when they occur and it is the duty of all employees to make full use of the safeguards provided for their protection.

Date

Signature

Print Name

LandOne Group, LLC
287 Luken Rd. Goose
Creek, SC 29445

(O) 843.300.1883 | (M) 843.642.7877 www.landonegroup.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/20/2024

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

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

PRODUCER Brown & Brown of Florida, Inc. 1720 SE 16th Avenue, Suite 301 Ocala FL 34471		CONTACT NAME: Kandee Hagelston CPSR, AIAM PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: Kandee.Hagelston@bbrown.com	
INSURED Landone Group, LLC 287 Luken Rd Goose Creek SC 29445		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Accelerant Specialty Insurance Company	NAIC # 16890
		INSURER B: Auto-Owners Insurance Company	18988
		INSURER C: Colony Insurance Company	39993
		INSURER D: FFVA Select Insurance Company	16236
		INSURER E:	
		INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 24/25 Term **REVISION NUMBER:**

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

INSR TR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			DCS0000073-00	06/24/2024	06/24/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			54-575795-00	06/24/2024	06/24/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			XS177320	06/24/2024	06/24/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC85008021652024A	05/26/2024	05/26/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Leased and Rented Equipment			7857579524	06/24/2024	06/24/2025	Limit of Insurance \$100,000 Deductible \$1,000 Actual Cash Value

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

Bidding Purposes

CERTIFICATE HOLDER Landone Group LLC 287 Luken Rd Goose Creek SC 29445	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

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TOWN OF KIAWAH ISLAND

REQUEST FOR PROPOSAL Comprehensive Landscape Maintenance and Related Services

1. IMPORTANT DATES

Event	Date
RFP Release Date	March 17, 2025
Pre-Bid Site Visit (Mandatory)	March 24, 2025, 10:00 AM
Deadline for Questions	March 31, 2025, 5:00 PM
Final Addendum Issued (if necessary)	April 4, 2025
Proposal Submission Deadline	April 11, 2025, 2:00 PM
Anticipated Award Notification	May 6, 2025
Contract Start Date	June 1, 2025

2. OVERVIEW

The Town of Kiawah Island, South Carolina ("Town"), is requesting sealed Proposals from qualified firms to provide Comprehensive Landscape Maintenance and Related Services (the "Services" or "Project") for all town-owned properties and facilities, emphasizing environmental stewardship and sustainability.

3. SCOPE OF SERVICES. The Scope of Services and required Equipment are outlined in Exhibits A and B, respectively. Services consist of comprehensive and regular landscape maintenance and related tasks including, but not limited to:

- Mowing
- Weeding
- Edging
- Leaf blowing
- Litter and debris removal
- Trimming
- Pruning
- Mulching
- Fertilizing
- Pesticide treatment
- Hurricane/storm preparation and recovery services (on-demand)

The Town reserves the right to accept and award any or all of the Services to multiple firms on a nonexclusive basis.

4. ENVIRONMENTAL PRIORITIES.

1. **Electric Equipment Usage:** The Town mandates the use of electric leaf blowers. Bidders are encouraged to propose and list any additional electric-powered equipment they plan to use for the Services at the commencement of the contract. Proposals demonstrating a broader use of electric-powered equipment will factor in the scoring criteria.
2. **Environmental Stewardship and Grow Native Initiative:** Support the Grow Native initiative, which aims to increase the use of native plants in landscaping projects across the island. This includes:
 - Prioritizing native plants in all new plantings and replacements.
 - Using the Grow Native Plant Database for plant selection.
 - Proposing native alternatives for replacements and new plantings.
 - Adapting maintenance practices to support native plants.
 - Organic/eco-friendly maintenance practices

Bidders should demonstrate their ability to meet these requirements in their proposals.

5. PROPOSAL REQUIREMENTS

5.1. Proposal Requirements

Proposals must include all of the following components:

1. **Completed Submittal Forms** (Exhibit C)
 - Organization Information Form
 - Non-Collusion Oath (notarized)
 - Personnel List
 - References (minimum of 3)
2. **Approach and Methodology**
 - Detailed explanation of how services will be performed
 - Schedule and frequency of services
 - Quality control procedures
 - Staffing plan (including supervision structure)
3. **Transition Plan**
 - Timeline for assuming responsibilities
 - Equipment mobilization plan
 - Initial site assessment approach
4. **Environmental Stewardship Plan**
 - Implementation strategy for Grow Native initiative
 - Organic maintenance practices
 - Sustainability measures
5. **Electric Equipment Plan**
 - List of electric equipment to be used
 - Timeline for transitioning to electric equipment
 - Strategies for addressing challenges with electric equipment
6. **Price Schedule** (Exhibit D)
 - Completed pricing for all line items
 - Additional services pricing

7. Supporting Documentation

- Proof of Insurance (or ability to obtain required coverage)
- Business License (if applicable)
- Minority/Women-Owned Business Certification (if applicable)
- Equipment List (model, quantity, type)

5.2. Format Requirements

- Submit four (4) printed copies and one (1) electronic version
- Include a table of contents
- Clearly label all sections
- Maximum length: 30 pages (excluding forms and attachments)

6. SUBMISSION INSTRUCTIONS

6.1. Proposal Submission

- Deadline: 2:00 pm on Thursday, April 311, 2025
- Address: Town of Kiawah Island, 4475 Betsy Kerrison Pkwy, Kiawah Island, SC 29455
- Mark sealed envelopes: "Town of Kiawah Island Landscape Services"
- Email electronic version to Petra Reynolds, Town Clerk, at preynolds@kiawahisland.org
- Late submissions will not be accepted or considered

6.2. Pre-Bid Site Visit (Mandatory)

A mandatory pre-bid site visit will be conducted on March 24, 2025, at 10:00 AM. Interested bidders must attend to familiarize themselves with all service areas. The tour will begin at the Town of Kiawah Island Municipal Center. Failure to attend may result in disqualification.

6.3. Questions and Inquiries

Direct all questions to Michael Nardelli, Operations Manager:

- Email: mnardelli@kiawahisland.org
- Phone: (843) 768-9166

Only written inquiries received ten (10) or more working days before the RFP opening date will receive a response. All responses to significant questions will be provided to all prospective bidders via addendum.

7. EVALUATION AND SELECTION PROCESS

7.1. Evaluation Criteria. Each submittal will be evaluated based on the following criteria:

<u>Category</u>	<u>Maximum Points</u>
Price	50
Environmental Stewardship	10

Category	Maximum Points
Electric Equipment	20
References & Professional Experiences	20
Total	100

1. Price (50 points)

- Pricing of routine maintenance services and required materials (mulch and pine straw) (40 points)
- Additional services (hourly rates) (10 points)

2. Environmental Stewardship (10 points)

- Ongoing and implementation plan for Grow Native initiative (5 points)
- Experience with or use of organic/eco-friendly maintenance practices (5 points)

3. Electric Equipment (20 points)

- Electric leaf blower compliance (mandatory requirement)
- Quantity and range of additional electric equipment beyond requirements (10 points)
- Plan for transitioning remaining equipment to electric (10 points)

4. References and Professional Experiences (20 points)

- Reference for similar services provided to municipalities or homeowner's associations (15 points)
- Qualifications of key personnel and supervisors (5 points)

7.2. Evaluation Process

- All proposals received shall be subject to evaluation by a review committee of the Town.
- The committee will review and analyze all submittals to rate the bidders according to the criteria above.
- The Town may request oral presentations or discussions with any or all bidders to clarify proposals.
- The committee will make recommendations to the Ways and Means Committee, Mayor, and Town Council.
- Selection shall be made in order of preference based on the criteria included in this RFP.
- The Town may request additional information from bidders during the review process.

7.3. Award Process

- The award shall be made to the responsible bidder whose proposal is most advantageous to the Town of Kiawah Island.
- The Town reserves the right to reject any or all proposals in whole or in part as may be in the best interest of the Town.

- The Town is not obligated to select the lowest bid.
- A written Notice of Award of Contract will notify the successful bidder.
- The successful bidder shall not undertake any work, and the Town will not be responsible for payment of any work whatsoever undertaken by the successful bidder prior to issuance of the Notice to Proceed.

8. CONTRACT TERMS AND CONDITIONS. The successful Bidder will be required to enter into the Town's standard contract reflecting the Scope of Services herein and other relevant terms and conditions.

8.1. Contract Duration

The successful bidder contract will run for three (3) years (June 1, 2025 – May 31, 2028), with an option to extend for two (2) additional one-year periods if both parties mutually agree.

8.2. Performance Evaluation

1. The Town will conduct quarterly performance evaluations of the contractor.
2. The contractor shall meet with the Public Works Director or Operations Manager monthly to review services.
3. Failure to maintain satisfactory performance may result in termination of the contract.

8.3. Insurance Requirements

The successful bidder, 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 as outlined below:

1. **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.
2. **Automobile Liability:** \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. **Workers' Compensation:** Statutory limits are required by South Carolina state law, and employer's liability limits of \$100,000 per accident.

The Town of Kiawah Island shall be named as an additional insured on the General Liability and Automobile Liability policies.

The successful bidder shall provide an acceptable Insurance Certificate(s) and Endorsement(s) to the Town no later than the execution of any contract resulting from this RFP.

8.4. Termination Provisions

1. **Termination for Convenience:** The Town may terminate the contract at any time by giving thirty (30) days written notice to the contractor.
2. **Termination for Cause:** The Town may terminate the contract immediately for:
 - Failure to perform services as specified
 - Failure to meet performance standards

- Violation of any terms and conditions of the contract
3. In the event of termination, the contractor shall be paid for services satisfactorily completed prior to the termination date.

8.5. Contract Amendment

Any modification or amendment to the contract must be in writing and signed by both parties. The Town reserves the right to modify service requirements during the contract period. Such modifications may include adding or deleting locations or services or changing service frequencies.

9. GENERAL INFORMATION

9.1. Right to Reject

Without prejudice, the Town reserves the right to reject, in whole or in part, any proposals received, waive all technicalities, or 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.

9.2. Bidder Representations

By submitting a proposal, each Bidder represents that:

1. The Bidder has read and understood this RFP (including all specifications and attachments) and that his proposal is made in accordance therewith.
2. The Bidder has reviewed the RFP, become familiar with the local conditions under which the work is to be performed, and correlated personal observations with the proposal's requirements.
3. The proposal is based on the terms, materials, systems, and equipment this RFP requires, without variance.
4. The Bidder is qualified to provide the services and equipment required under this RFP and, if awarded the contract, will do so professionally and timely using the successful Bidder's best skill and attention.

9.3. Non-Collusion

Every proposal must be accompanied by a notarized affidavit of non-collusion, executed by the bidder or, in the case of a corporation, by a duly authorized representative of the said corporation.

10. EXHIBITS

Exhibit A - Scope of Services

Exhibit B - Equipment Requirements

Exhibit C - Submittal Forms

Exhibit D - Price Schedule

Exhibit E – Back Flow and Irrigation Plans

Exhibit A – Scope of Services

SCOPE OF SERVICES

Covered Areas

1. Municipal Center grounds at 4475 Betsy Kerrison Pkwy
2. Kiawah Island Parkway and leisure trail
3. Beachwalker Drive and leisure trail ending at Beachwalker County Park
4. The Flagpole area and Roundabout at Freshfields Village
5. The Flagpole area and surrounding median located before the intersection of Kiawah Island Parkway and Beachwalker Drive
6. The landscape ‘triangle’ area within the intersection of Kiawah Island Park and Beachwalker Drive
7. Town’s rights of way areas along on Beachwalker Drive and Kiawah Island Parkway
8. Sora Rail (Solid Waste and Recycling Center)

MAINTENANCE REQUIREMENTS

The routine landscape maintenance required varies by season and must include the following for all Covered Areas:

Year-round – January through December

1. **Edging** (Weekly)
 - Maintain clean and smooth edges for all roadways and path edges
2. **Mowing** (Weekly)
 - Mow lawn areas
3. **Weed and Invasive Vines Control** (Weekly as needed)
 - Submit product information for all herbicides used in plant beds
 - Organic weed products preferred
 - Hand-pull weeds in flowering perennial beds to protect pollinators
4. **Trash and Debris Removal** (3 times per week) – Preferred schedule: Monday, Thursday, and Saturday
 - Blow roadways, parking lots, and leisure trails
 - Keep roadways and leisure trails free from dirt, mulch, pine straw, and other debris. Empty trash cans. Remove all debris, disposing of it offsite (not in the marsh or woods)
 - Clean catch basins after storms, and as needed
5. **Pruning** (As needed)

- Prune for plant health and vehicular and pedestrian safety
- Maintain trees and the natural shape of existing trees, shrubs, and grasses

Growing Season – April through October

6. Fertilization (As needed)

- Submit recommended fertilization schedule for all beds and lawn areas
- Provide product information for pollinator-friendly fertilizers
- Organic fertilizers preferred

7. Chemical Applications to Turf (As needed)

- Submit lawn care schedule and product information
- Ensure treatments are not detrimental to pollinators or surrounding landscapes
- Organic lawn care products preferred

Dormant Season – November-March

8. Chemical Applications to Turf (As needed)

- Submit lawn care schedule and product information
- Ensure treatments are not detrimental to pollinators or surrounding landscapes
- Organic lawn care products preferred

Additional maintenance requirements

9. Irrigation System Management

- Contractor is responsible for maintenance, repairs, and timing of irrigation systems
- Monthly inspections for broken heads, lines, valves, timers, and water coverage patterns
- Make repairs and adjustments with Town approval
- Promptly report malfunctioning valves, pumps, drip lines, spray heads, or timers to the Town
- Provide material pricing for approval before repairs
- Conduct initial system inspection within 45 days of contract start, reporting any existing damage or incorrect operation
- Keep records of routine inspections as well as issues and repairs that can be sent to an authorized representative of the Town

10. Plant Warranty

- Warranty of all plant material within landscape beds and sod for the contract duration
- Include both plant cost and labor for replacements
- Excludes damage from "Acts of God"

11. Turf Aeration

- a. Perform annually for all turf areas

12. Tree Management

- a. Remove accessible palm fronds, dead, broken, or unsightly tree limbs
- b. Remove invasive vines
- c. Conduct semi-annual inspections (Spring & Fall) of all trees in Covered Areas
- d. Present maintenance recommendations to the Town

13. Soil Testing

- a. Provide annual soil testing for each area (max 50 locations)
- b. Test locations must be representative, field-identified, and Town-approved
- c. Use results to guide fertilizer and chemical applications
- d. Provide certified horticulturalists' recommendations for chemical applications

14. Post-Storm Clean Up

a. Major Events:

- Definition: Events that cause widespread damage, requiring a coordinated, large-scale response
- Examples: Hurricanes, tropical storms, severe flooding, or other disasters that affect a significant portion of the Town
- Response: The town will activate FEMA emergency response contracts

b. Minor Events:

- Definition: Localized or less severe weather events that cause limited damage
- Examples: Thunderstorms, minor flooding, high wind events, or small-scale incidents affecting Town property
- Response: Contractor to respond within 24 hours (or when safe)
 - Clear roadways and leisure trails of debris
 - Remove fallen trees, branches, palm fronds, and other debris from Town property to the Contractor's debris reduction or disposal site
 - Restore all affected areas to pre-existing conditions
 - Conduct irrigation inspection on all Town property

c. Determination of Event Scale:

- The Town's Public Works Director or designated official will make the

final determination on whether an event is classified as "major" or "minor"

- This determination will be communicated to the contractor as soon as possible following the event

d. **Contractor's Responsibilities:**

- Be prepared to respond to both types of events
- Maintain open communication with Town officials before, during and after any weather event
- For major and minor events, document all work performed and additional costs incurred for potential reimbursement

Property Specific Requirements

1. **Municipal Center**

- 21-acre site, Town's main office
- Landscape: Grasses, roses, perennials, lawn areas, and trees surrounding the center and parking area
- Maintenance: Follow the above maintenance requirement schedule
- Additional:
 - Apply pine straw to all bed areas twice per year
 - Empty 3 trash cans according to the trash removal schedule. The 45-gallon trash receptacles are located at the main entrance, the egress to council chambers on the Southeast portion of the building, and by the contractor lobby on the North side of the building

2. **Flagpole and Roundabout (Circle)**

- Features: Native perennial/grass bed in center island, turf, trees, and four island beds along road accesses
- Maintenance: Follow the above maintenance requirement schedule
- Additional:
 - Annual application of 2" double-shredded hardwood mulch to all bed areas
 - Quarterly mulch applications in washout areas (upon Town authorization)

3. **Kiawah Island Parkway**

- Approximately 2.4-mile island causeway with leisure trail
- Extends from Roundabout to Beachwalker Drive intersection, including raised landscaped medians
- Features: Planting beds, trees and turf areas on both sides
- Special areas:
 - Two annual planting beds requiring biannual change-out:
 1. In front of the Town sign near the roundabout

2. In front of the Kiawah Island sign in the median before the intersection of Kiawah Island Parkway and Beachwalker Drive
 - Maintenance: Follow the above maintenance requirement schedule
 - Additional:
 - Annual application of 2" double-shredded hardwood mulch to all bed areas
 - Empty 3 trash cans according to the trash removal schedule located at the marsh access by the Kiawah River Bridge and two others on the leisure trail along the Kiawah Island Parkway
4. **Beachwalker Drive**
 - Approximately one (1) mile long
 - Features: Landscape areas on both sides of the roadway, trees, and shrubs
 - Maintenance: Follow the above maintenance requirement schedule
 - Additional:
 - Apply pine straw to all bed areas twice per year
 - Empty 1 trash can according to the trash removal schedule
5. **Sora Rail (trash and recycling center)**
 - Clean-up Schedule:
 - Twice Weekly
 - Pick up litter and debris from the entire site
 - Sweep or blow clean concrete dumpster pad and recycled asphalt apron
 - Trim and maintain vegetation around the perimeter of the site

Exhibit B – Equipment Requirements

Equipment Requirements

Proposers should outline their plan for using electric-powered equipment to perform the required services. This should include:

- Electric-leaf blowers are mandatory
- A list of electric equipment to be used
- A timeline for transitioning to electric equipment, if not already implemented
- Any anticipated challenges and proposed solutions for using electric equipment



Exhibit C – RFP Checklist and Submittal Forms

NOTE: These items are the criteria for evaluating your proposal. Please make sure that the following items are included with your submittal:

- Submittal Form (Required)
- Non-Collusion Oath (Required)
- Documentation of Insurance Coverage (Required)
- Copy of Business License (If applicable)
- Minority/Women-Owned Business Certification (Preferred but not required)
- Organization Information – (Required)
- Personnel List (i.e., names of persons to be used in this engagement) (Required)
- Equipment List - List equipment to perform the scope of work.
- References (Required)

You do not have to submit the Bidder's Checklist, which is included for your convenience. However, you must provide all required information.

Failure to submit the required items may deem your submittal to be non-responsive.

DATE: _____, 2025

ORGANIZATIONAL INFORMATION

NAME OF BIDDER: _____

BUSINESS ADDRESS: _____

BY SUBMITTING THIS PROPOSAL, THE UNDERSIGNED BIDDER REPRESENTS:

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

I. PERSONNEL:

Provide a list of personnel that will be committed to this engagement and their job function.

II. EXPERIENCE:

At least three (3) references for similar work performed are required; however, you may provide as many as five (5) references.

1. **COMPANY NAME:** _____
 Contract Title _____
 Contract Period: From _____ To _____
 Geographic Area Served _____
 Scope of Work: _____
 Contracting Office: _____
 Contact Name: _____
 Title: _____
 Address: _____
 City _____ State: _____
 Telephone: _____
 Email: _____

II. **EXPERIENCE (Continued):**

2. **COMPANY NAME:** _____
Contract Title _____
Contract Period: From _____ To _____
Geographic Area Served _____
Scope of Work: _____
Contracting Office: _____
Contact Name: _____
Title: _____
Address: _____
City _____ State: _____
Telephone: _____
Email: _____

3. **COMPANY NAME:** _____
Contract Title _____
Contract Period: From _____ To _____
Geographic Area Served _____
Scope of Work: _____
Contracting Office: _____
Contact Name: _____
Title: _____
Address: _____
City _____ State: _____
Telephone: _____
Email: _____

4. **COMPANY NAME:** _____
Contract Title _____
Contract Period: From _____ To _____
Geographic Area Served _____
Scope of Work: _____
Contracting Office: _____
Contact Name: _____
Title: _____
Address: _____
City _____ State: _____
Telephone: _____
Email: _____

5. **COMPANY NAME:** _____
Contract Title _____
Contract Period: From _____ To _____
Geographic Area Served _____
Scope of Work: _____
Contracting Office: _____
Contact Name: _____
Title: _____
Address: _____
City _____ State: _____
Telephone: _____
Email: _____

BUSINESS LICENSE:

The Bidder is not required to have a valid business licenses to submit a Proposal. However, the Bidder 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 _____

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

INSURANCE:

The successful Bidder, 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 Bidder shall provide an 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 Bidder'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 Bidder 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 Bidder 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 Bidder, 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 Bidder's employees and any person directly or indirectly employed by the Bidder (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 a notice, the Bidder 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.

NON-COLLUSION OATH

COUNTY OF: _____

STATE OF: _____

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid,
personally appeared _____ and made oath that the Bidder 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 Bidder, or themselves, to obtain information that would give
the Bidder an unfair advantage over others, nor have they colluded with anyone for and on behalf
of the Bidder, or themselves, to gain any favoritism in the award of the contract herein.

SWORN TO BEFORE ME THIS _____ DAY OF _____, 2025

Authorized Signature for Bidder

Please print Bidder's name and address:

PRINT NAME: _____

NOTARY PUBLIC FOR THE STATE OF _____

My Commission Expires: _____

Exhibit D – Price Schedule

Routine Landscape Maintenance (excluding mulch and pine straw)	Annual Cost
Kiawah Island Parkway and Leisure Trail	
Roundabout (Circle)	
Municipal Center	
Beachwalker Drive and Leisure Trail	
Sora Rail (solid waste and recycling center)	
Subtotal – Routine Maintenance	

Additional Services	Annual Cost
Irrigation Maintenance/Monitoring/Quarterly Inspections for all areas	
Annual aeration of all turf areas within the contract	
Tree Management	
Warranty for all plant material (includes plants and installation)	
Soil testing	
Subtotal – Additional Services	

Mulch and Pine Straw	Quantity per application	Annual Cost
Kiawah Island Parkway and Bike Path (double shredded hardwood mulch 1x)	290 Cubic Yards	
Roundabout (double shredded hardwood mulch 1x)	10 Cubic Yards	
Municipal Center (Longleaf pine straw 2x per year)	2700 Bales	
Beachwalker Drive and Bike Path (Longleaf pine straw 2x per year)	2700 Bales	
Subtotal – Mulch and Pine Straw		

Unit Prices for Additional Services	Unit	Annual Costs
Double-shredded hardwood mulch per cubic yard (installed)	Cubic yard	
Longleaf pine needles per bale (installed)	Bale	
Laborer hourly rate	Hour	
Supervisor hourly rate	Hour	
Tree pruning (under 15')	Hour	
Tree pruning (over 15')	Hour	
Annual plantings	Square foot	
Irrigation repairs – labor	Hour	
Minor storm cleanup	Hour	

Storm Response Services	Unit	Annual Costs
Debris removal crew (3 person minimum)	Hour	
Supervisor	Hour	
Equipment operator	Hour	
Chipper with operator	Hour	
Dump truck with driver	Hour	
Emergency response fee (after hours/holidays)	Each call	

Summary	Annual Costs
Routine landscape maintenance	
Additional services	
Mulch and pine straw	
TOTAL ANNUAL COST	

COMPANY INFORMATION

NAME OF COMPANY: _____

By: _____
Signature Print Name

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

Address: _____

City: _____ State: _____ Zip: _____

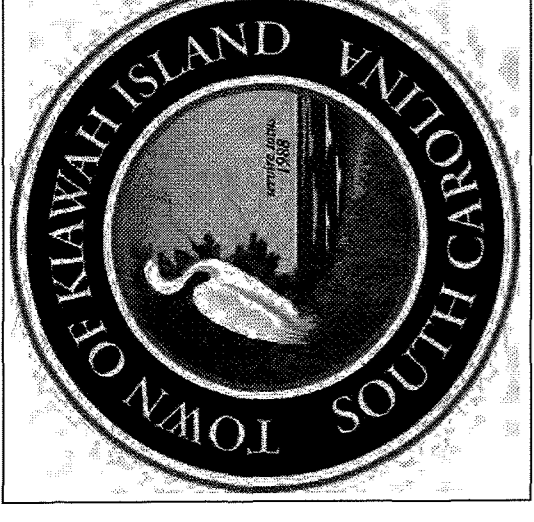
Telephone Number: _____ Business Fax Number: _____

Email Address: _____

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

If incorporated, please list state of incorporation: _____

FEIN or SSN: _____



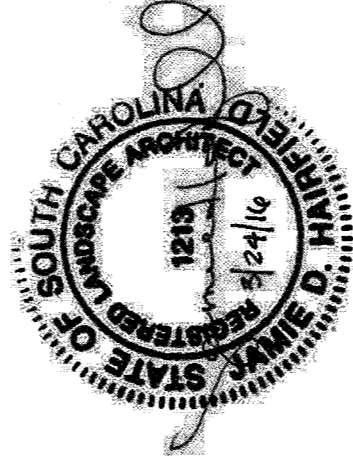
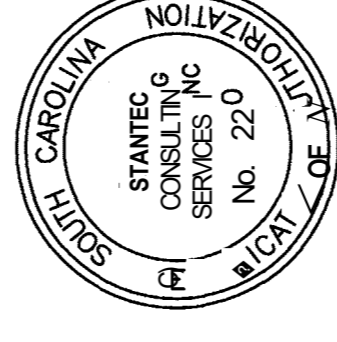
Klawah Municipal Complex

Stantec

468 Centre Pointe Drive, Suite 200
North Charleston, South Carolina 29418
www.stantec.com

LSP

2015 112 KING ST. CHARLESTON, SC 29401
TEL: 843.577.4444 FAX: 843.722.4789
WWW.LSP.COM



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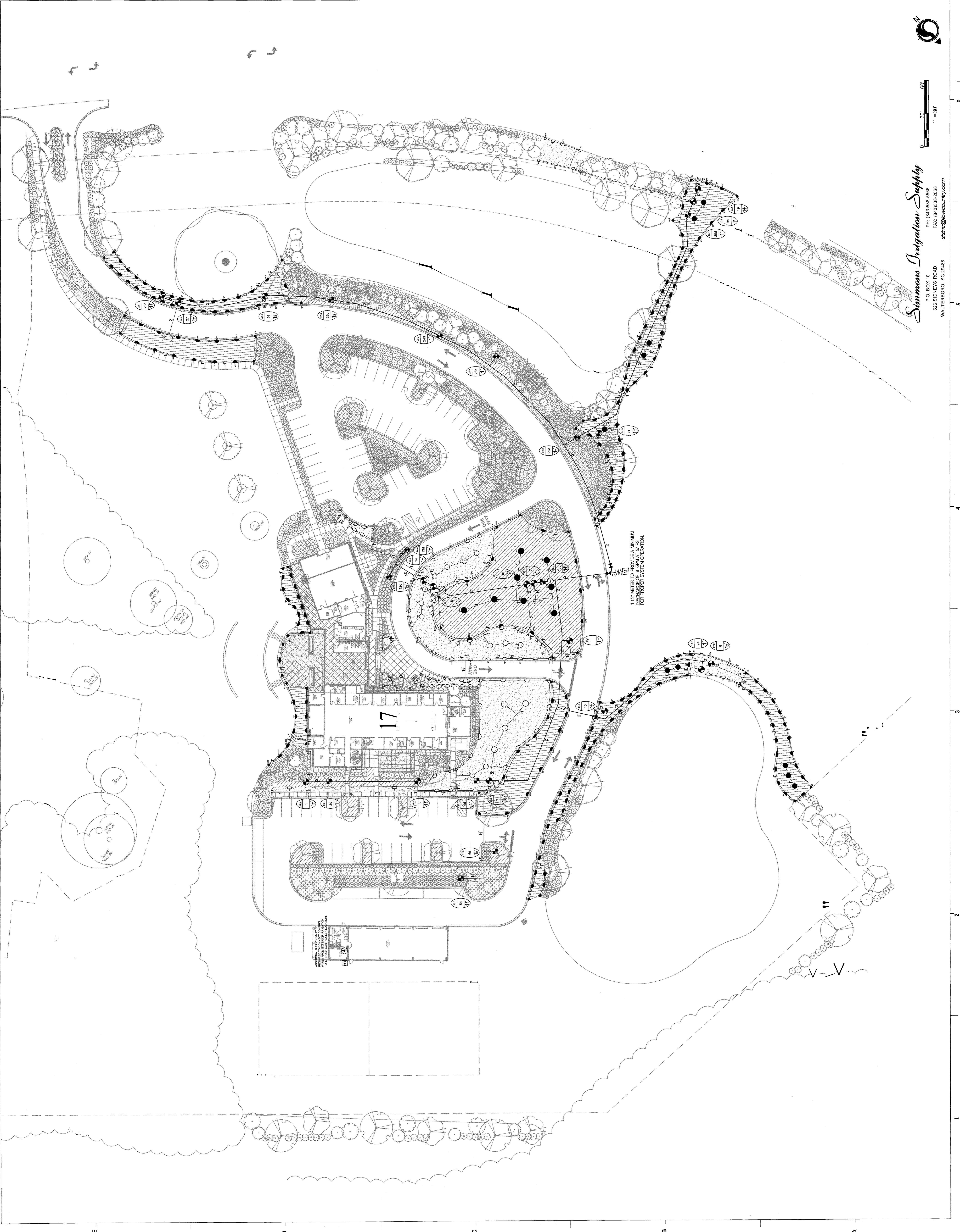
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1	Revision 1 - Addendum 1	02/27/2016
2	Revision 2 - Addendum 2	02/24/2016
3	Revision 3 - Addendum 3	02/10/2016
4	Revision 4 - Per SCDHEC	02/19/2016
5	Comments, Scheduling & Site Plan Review	02/24/2016

PROJECT: 178428645
DATE: MARCH 24, 2016
DRAWN BY: TIM MCCAIN
CHECKED BY: BEN

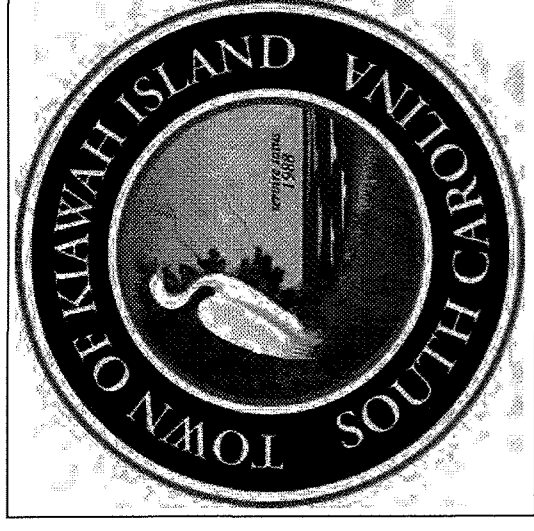
SPRAY IRRIGATION LAYOUT

1-201

CONSTRUCTION DOCUMENTS



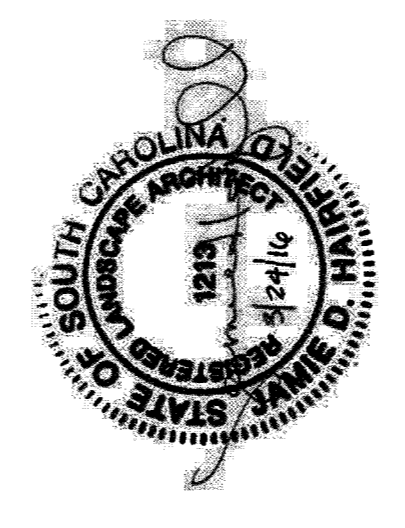
Simmons Irrigation Supply
 P.O. BOX 10
 528 SIDNEY'S ROAD
 WALTERBORO, SC 29488
 PH: (843) 538-5566
 FAX: (843) 538-2088
 ssi@simmonsirrigation.com



**Kiawah Municipal
Complex**

Stantec
450 Centre Pointe Drive, Suite 200
North Charleston, South Carolina 29415
704
www.stantec.com

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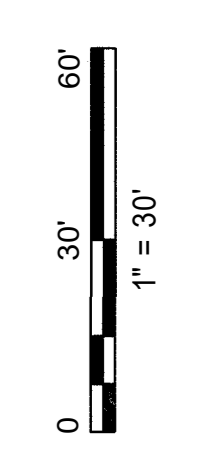
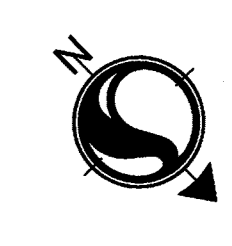
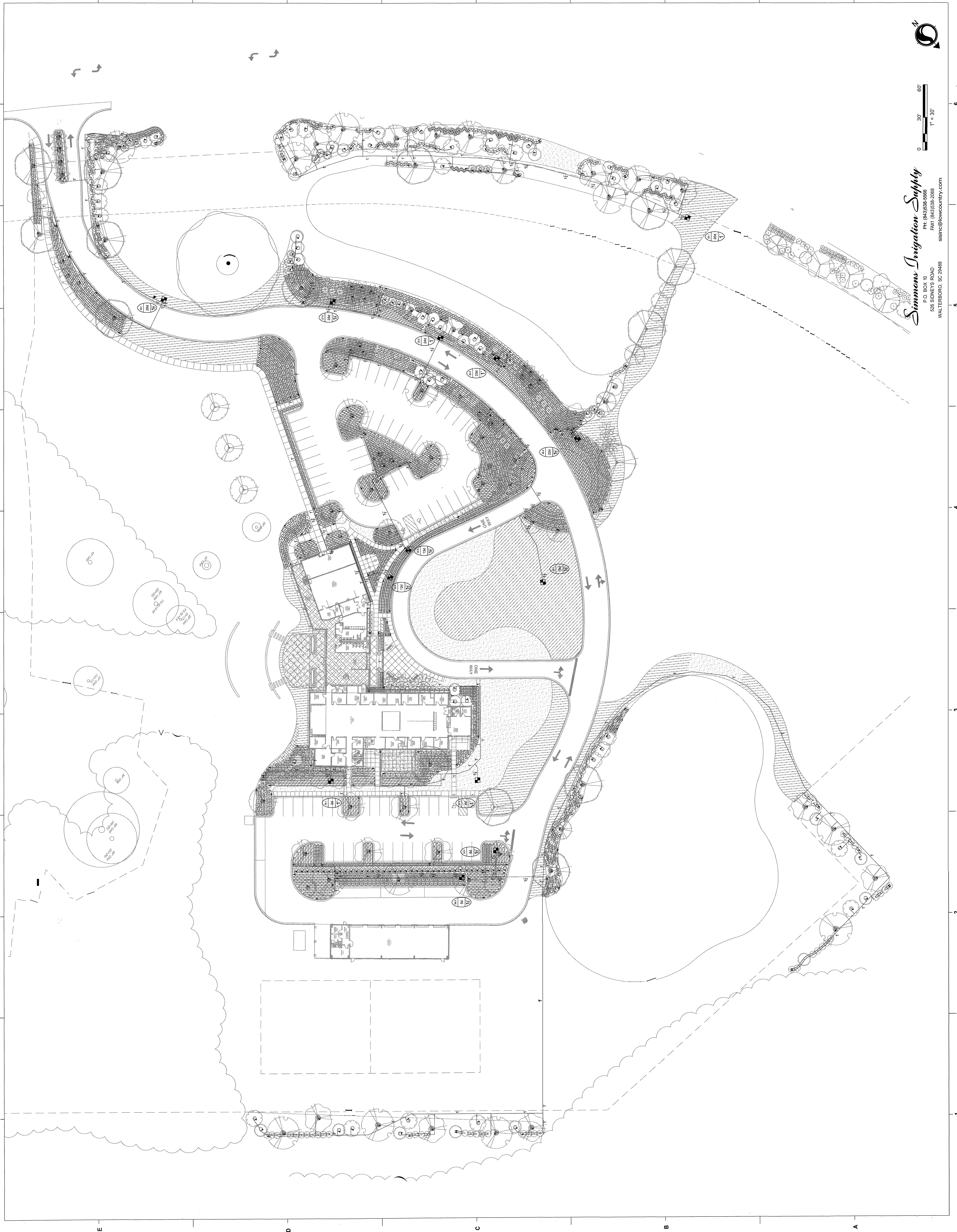
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1	Revision 1	01/21/2016
2	Revision 2 - Addendum 2	02/24/2016
3	Revision 3 - Addendum 3	02/10/2016
4	Revision 4-Per SCDHEC	02/19/2016
5	Revision 5-Building & Site Plan Review	03/24/2016

PROJECT: 178420645
DATE: MARCH 24, 2016
DRAWN BY: TMM/CNN
CHECKED BY: REM

**DRIP
IRRIGATION
LAYOUT**

1-202

**CONSTRUCTION
DOCUMENTS**



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WALTERBORO, SC 29488
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FAX: (843)538-2098
sisinc@lowcountry.com

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KIAWAH ISLAND PARKWAY - METER "A"

KIAWAH ISLAND, S.C.

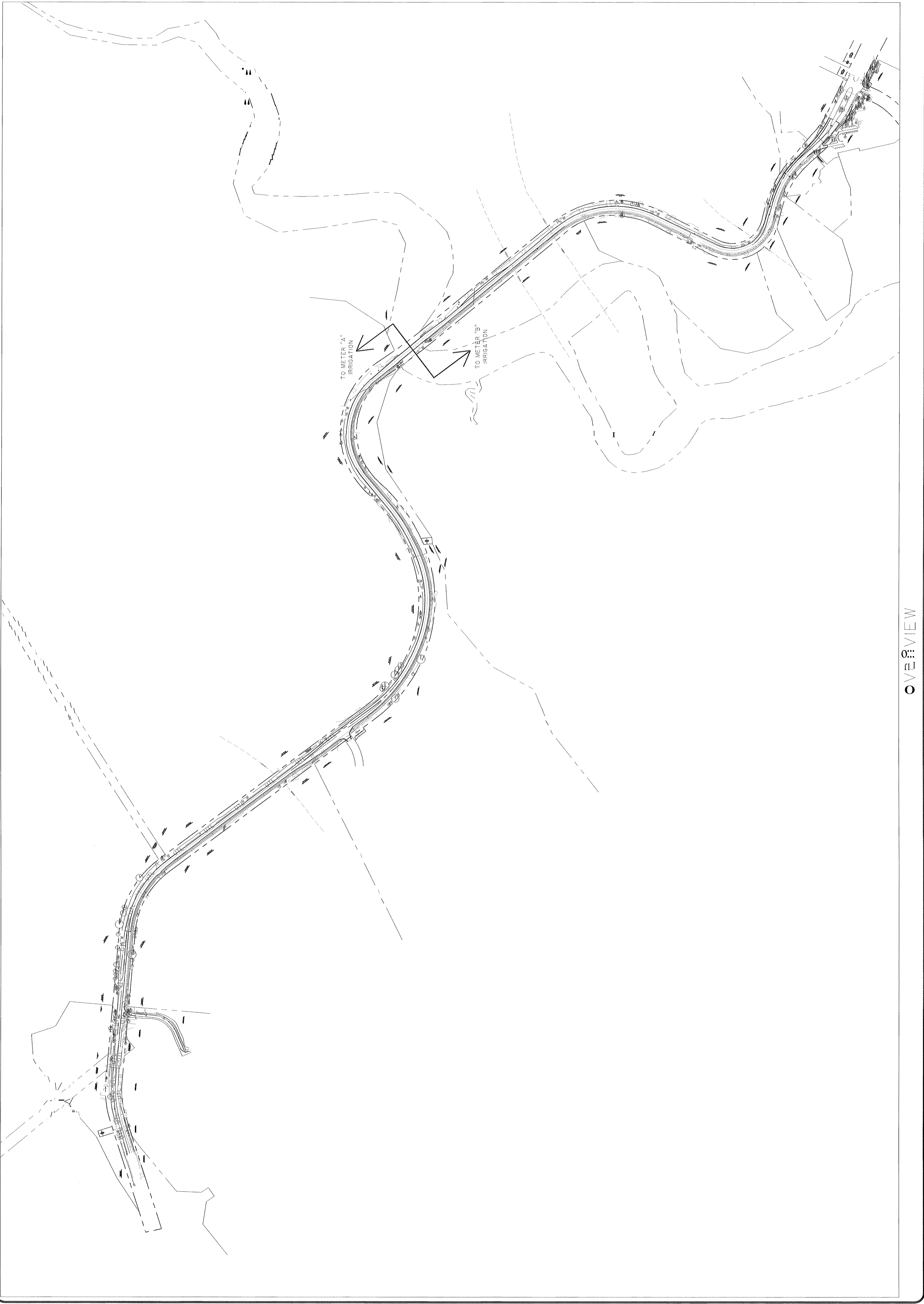
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 sishc@lowcountry.com



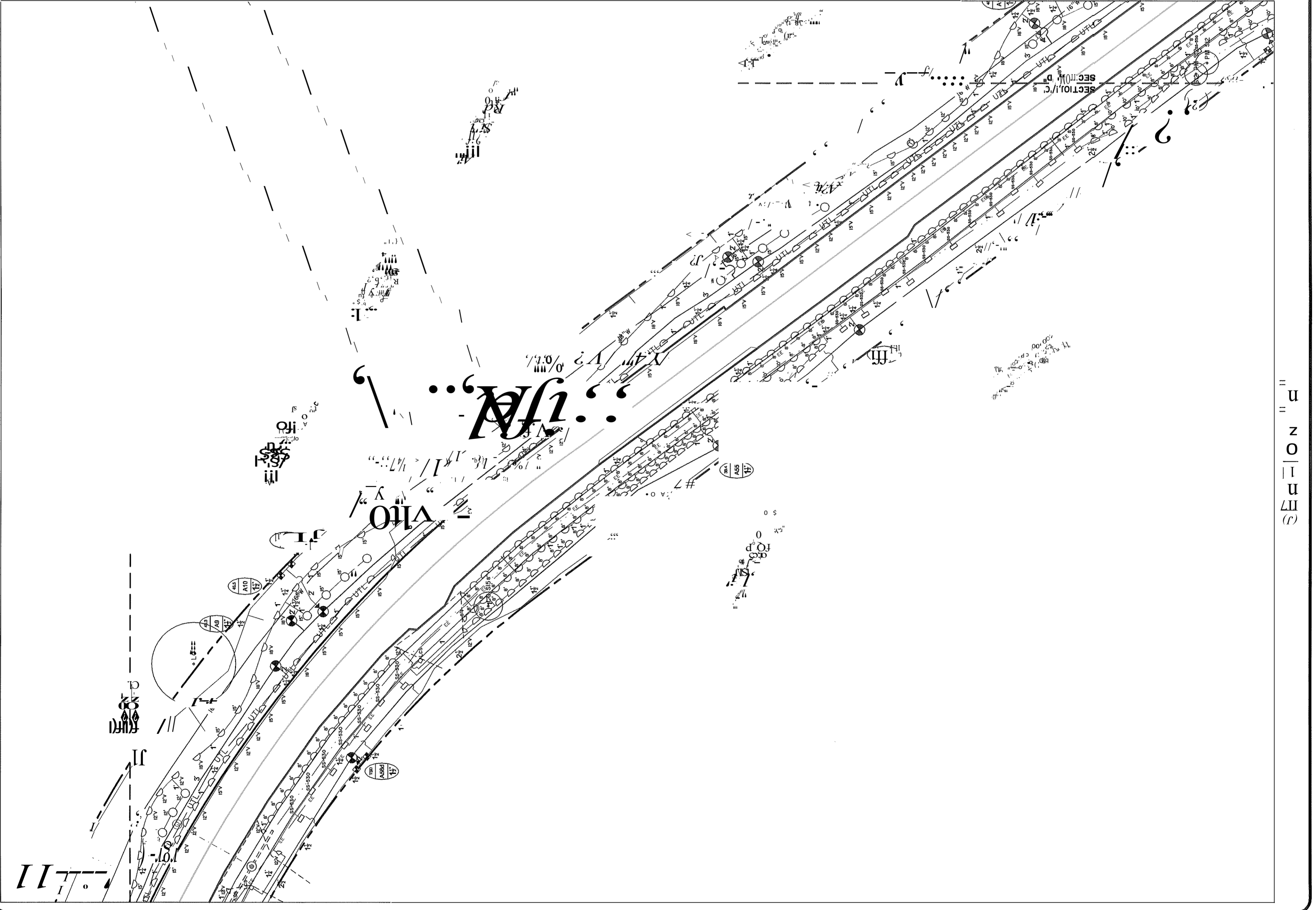
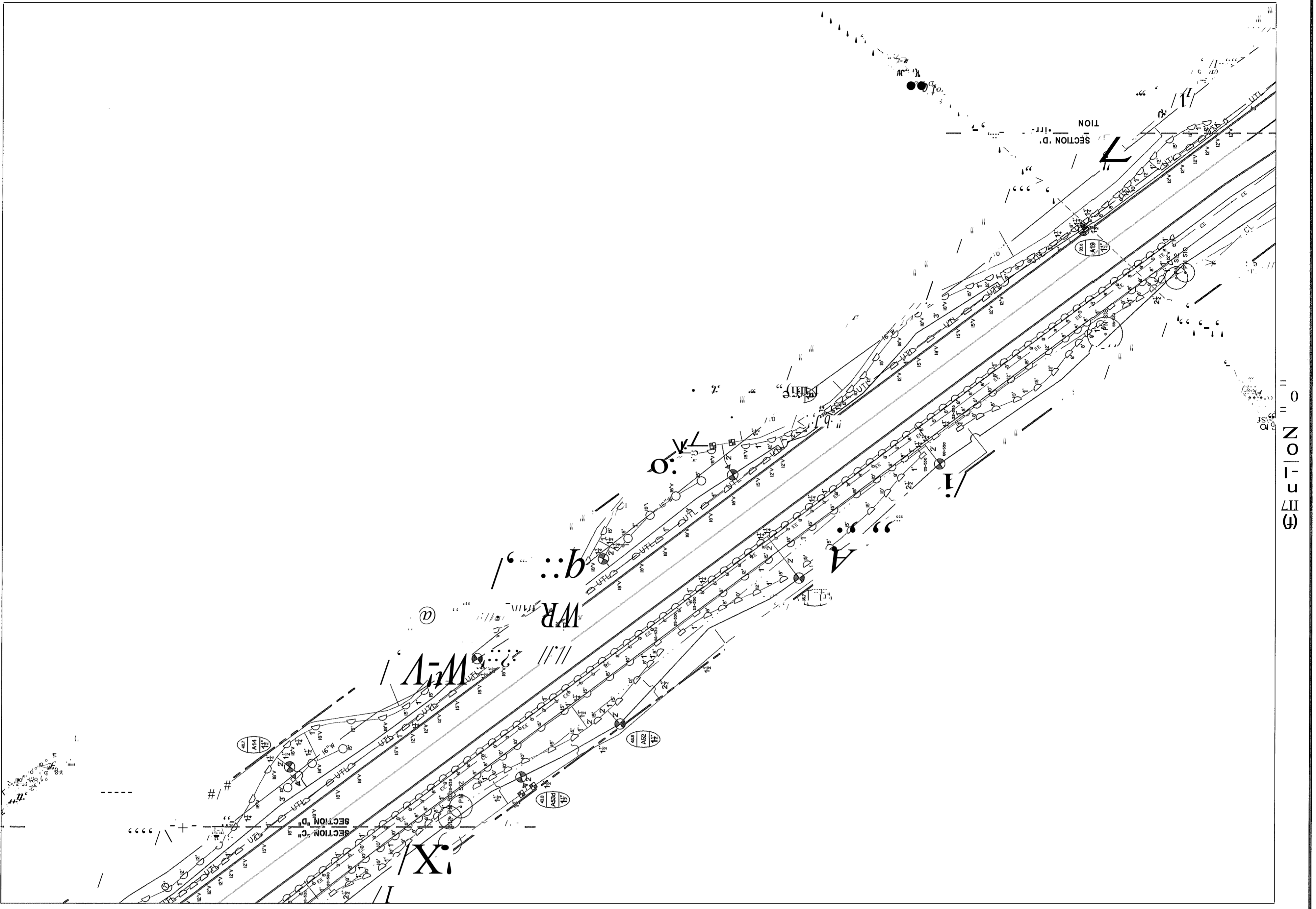


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IRRIGATION LAYOUT

KIAWAH ISLAND PARKWAY = METER "A"
KIAWAH ISLAND, S.C.

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FAX: (843) 538-1068
sinsinc@lowcountry.com





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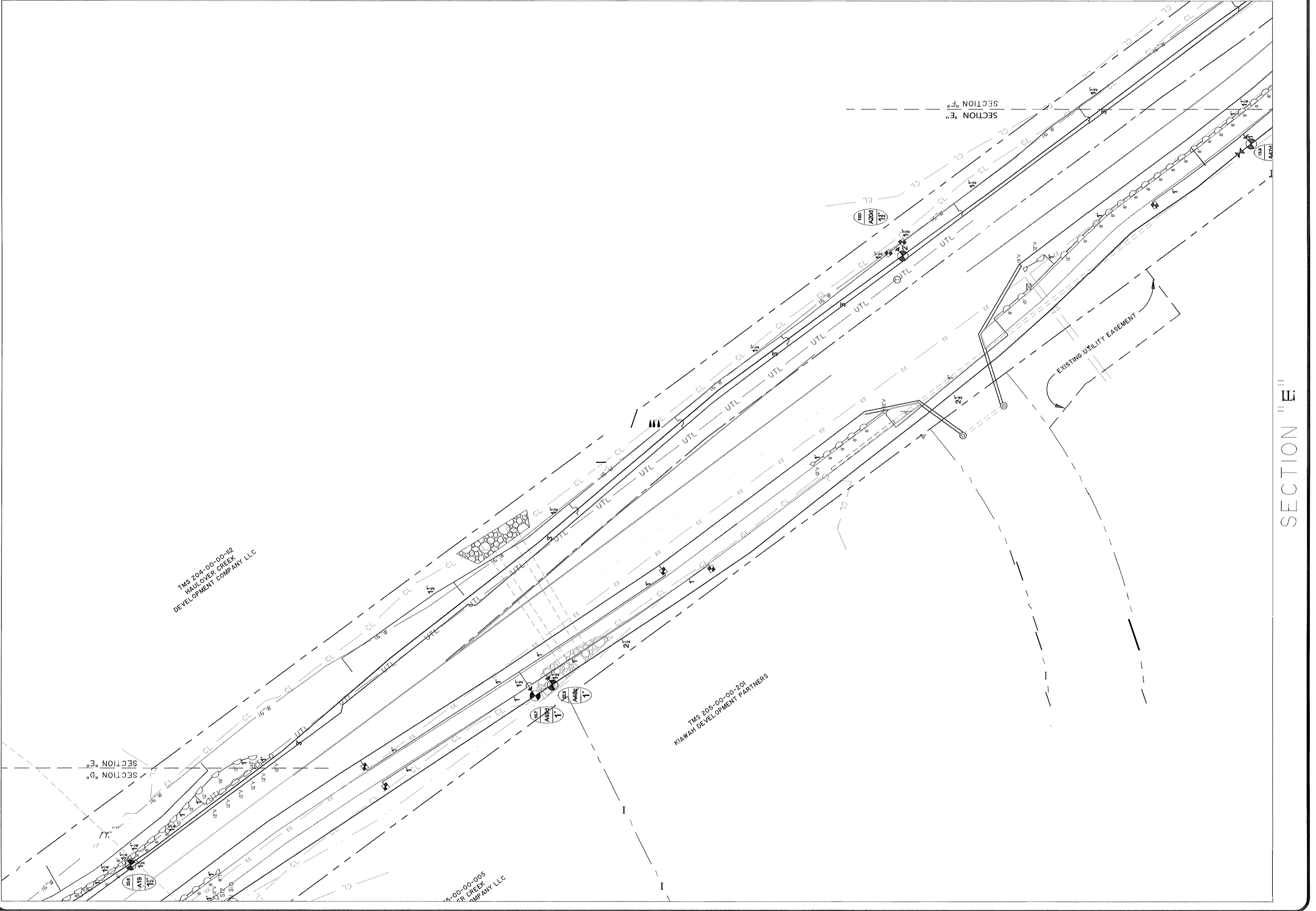
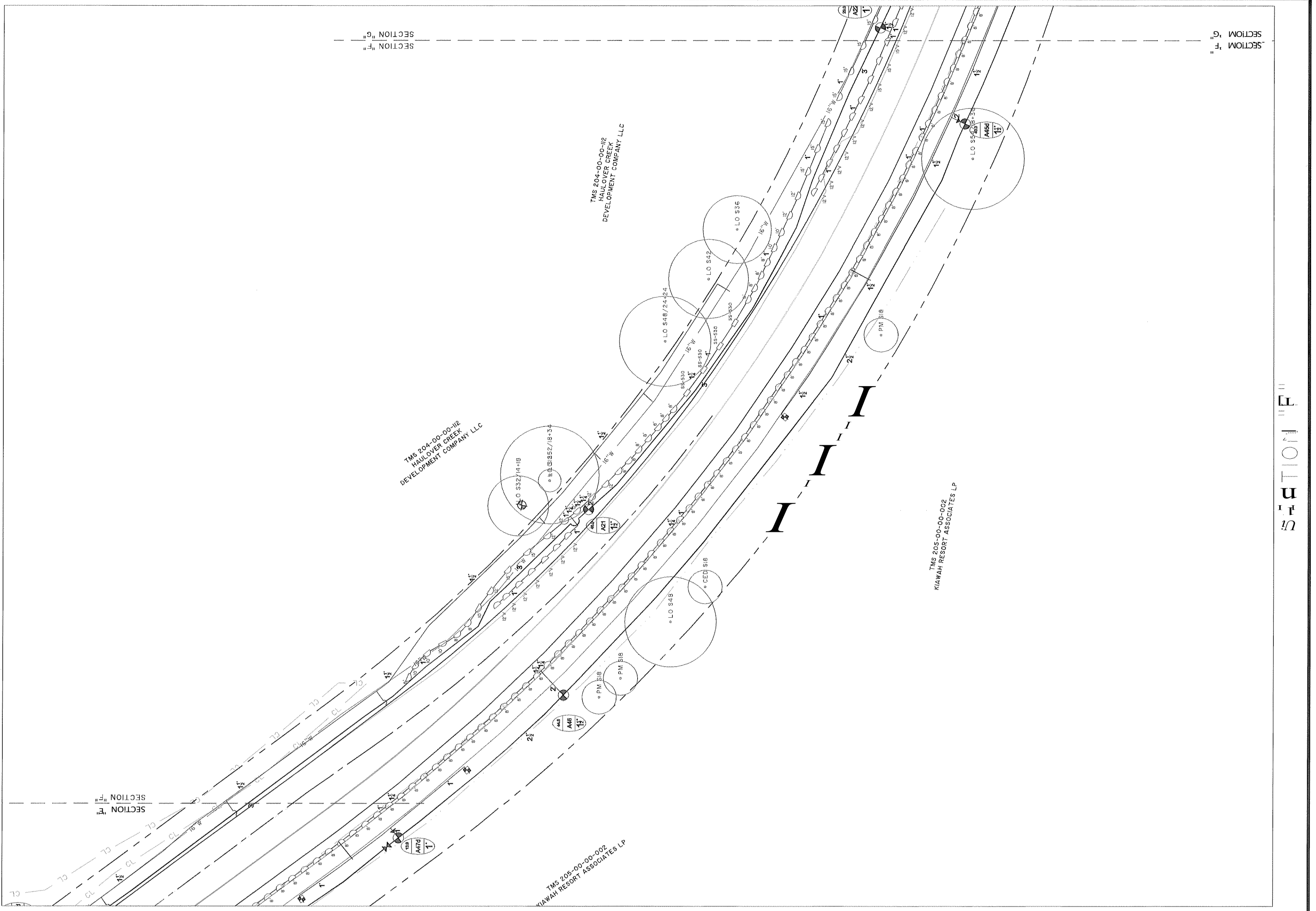
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 P.O. BOX 10
 526 SIDNEY'S ROAD
 WALTERBORO, SC 29488
 PHONE: (843) 538-5568
 FAX: (843) 538-2068
 EMAIL: sising@0111.com



SECTION "E"

SECTION "E"



SECTION "E"
 DATE: 11/11/11
 DRAWN BY: J. S. COLE
 CHECKED BY: J. S. COLE
 PROJECT # 11-11-11

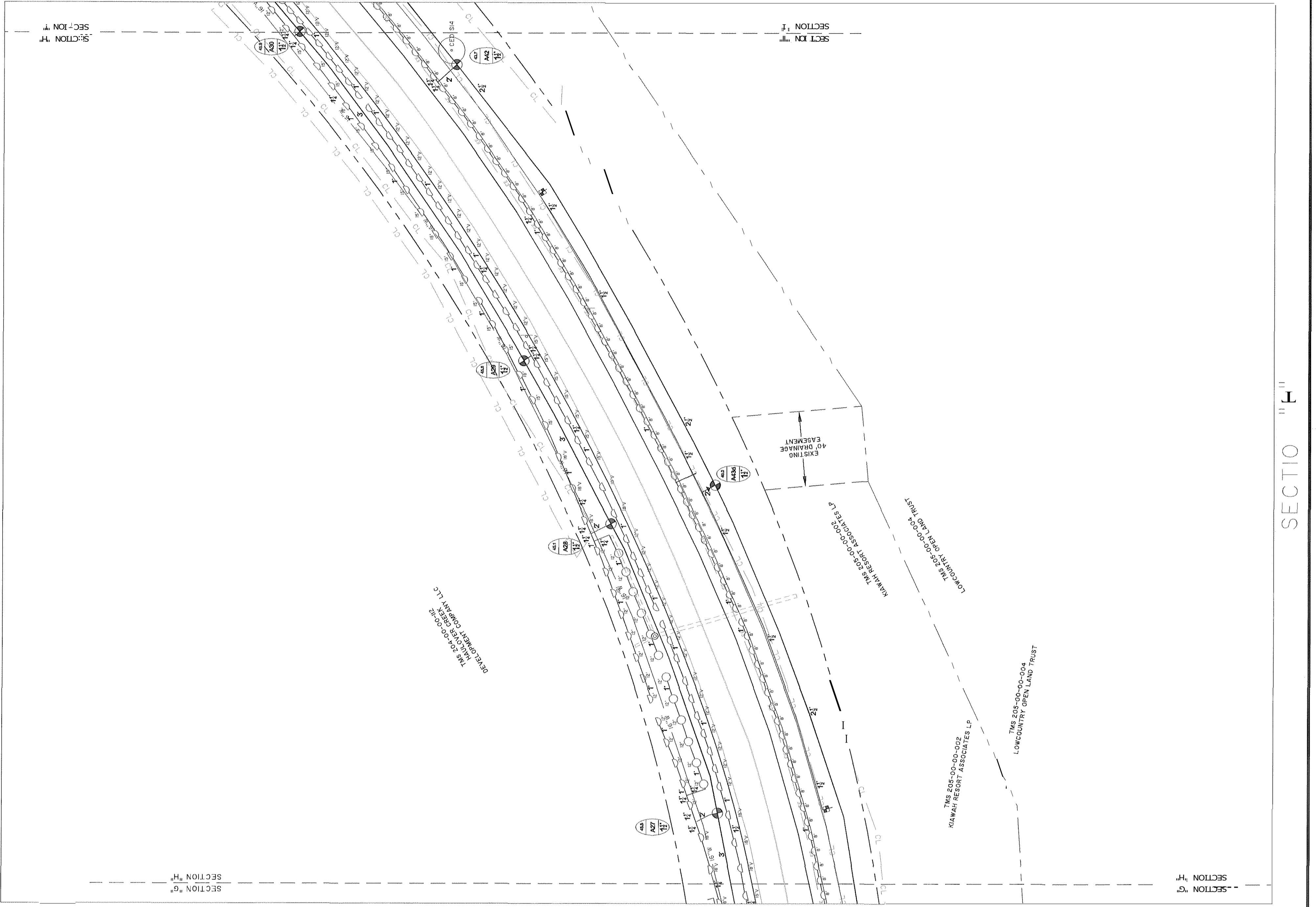
KIAWAH ISLAND PARKWAY - METER

KIAWAH ISLAND, S.C.

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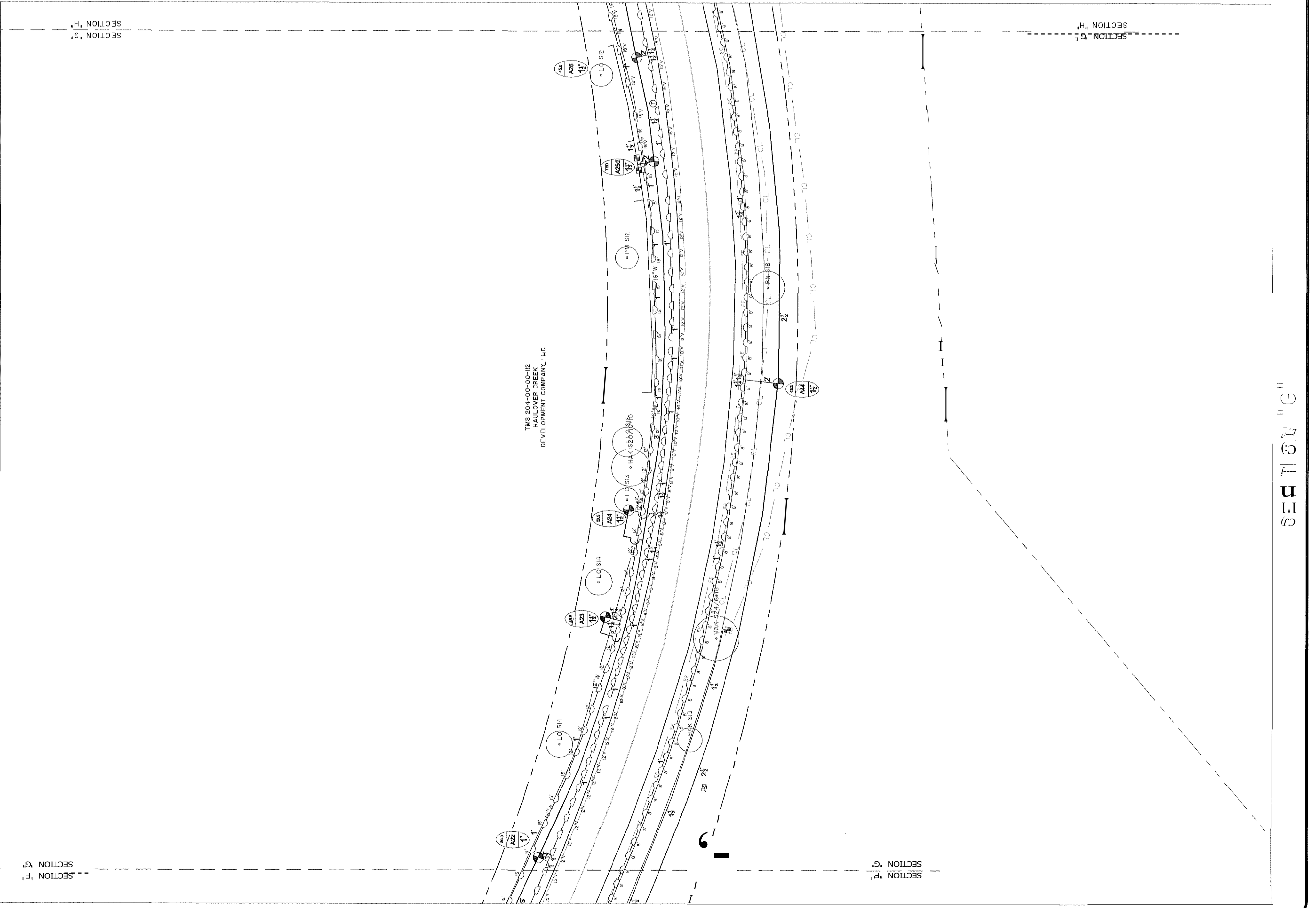
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 FAX: (843) 538-2068
 SISI.TW@1011.com, ctm



SECTION "F"

SECTION "G"



SECTION "H"

SECTION "I"



REVISED 07/2017
 DATE
 DRAWN BY
 CHECKED BY
 PROJECT NO.
 SHEET NO.
 OF TOTAL SHEETS

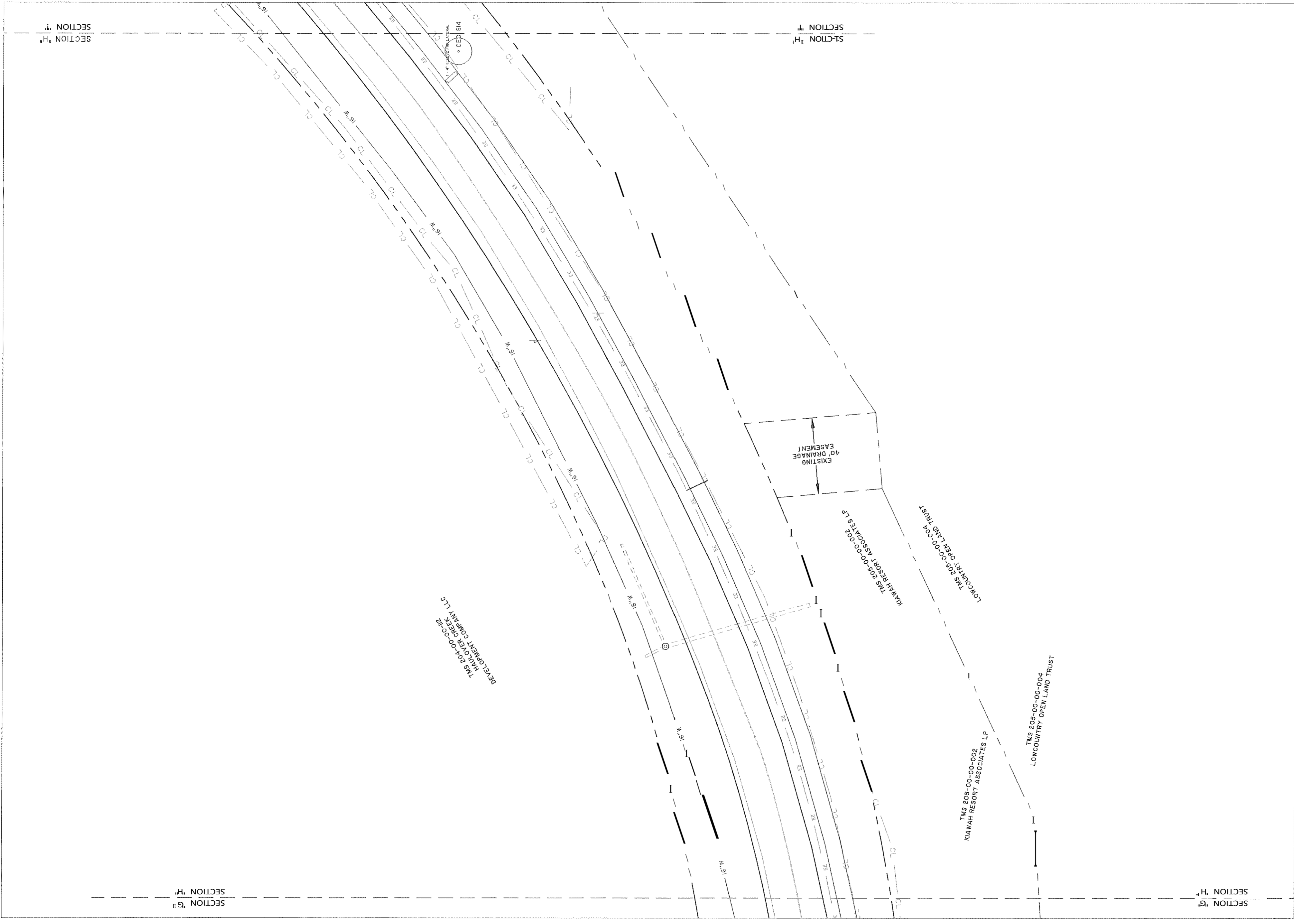
IRRIGATION LAYOUT

KIAWAH ISLAND PARKWAY - METER
 KIAWAH ISLAND, S.C.

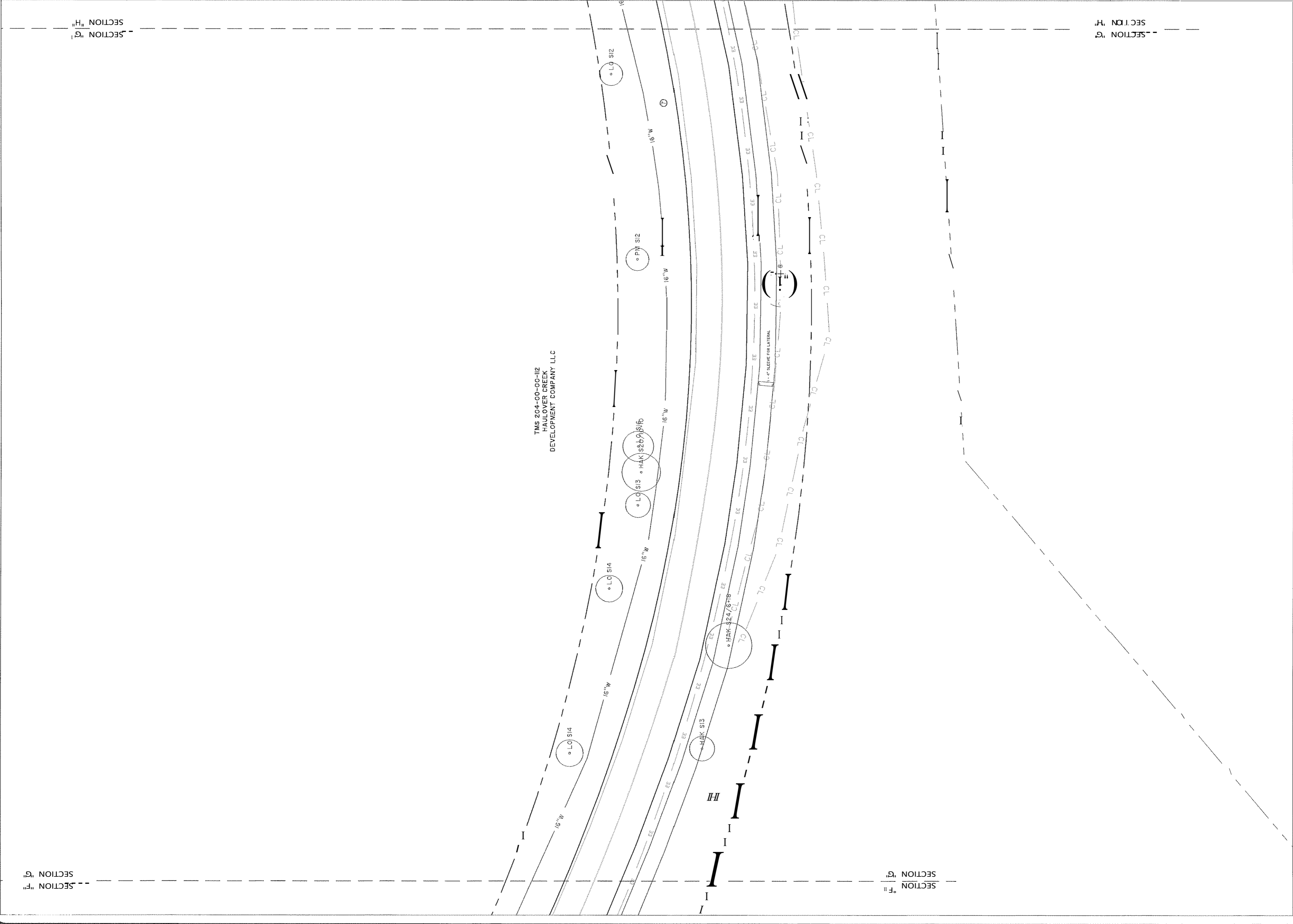
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 FAX: (843)538-2068
 sis-inc@iow.com; iow.com

SECTION "H" - BEEVEES



SECTION "G" - SLEEVES





REVISED: 03-20-20
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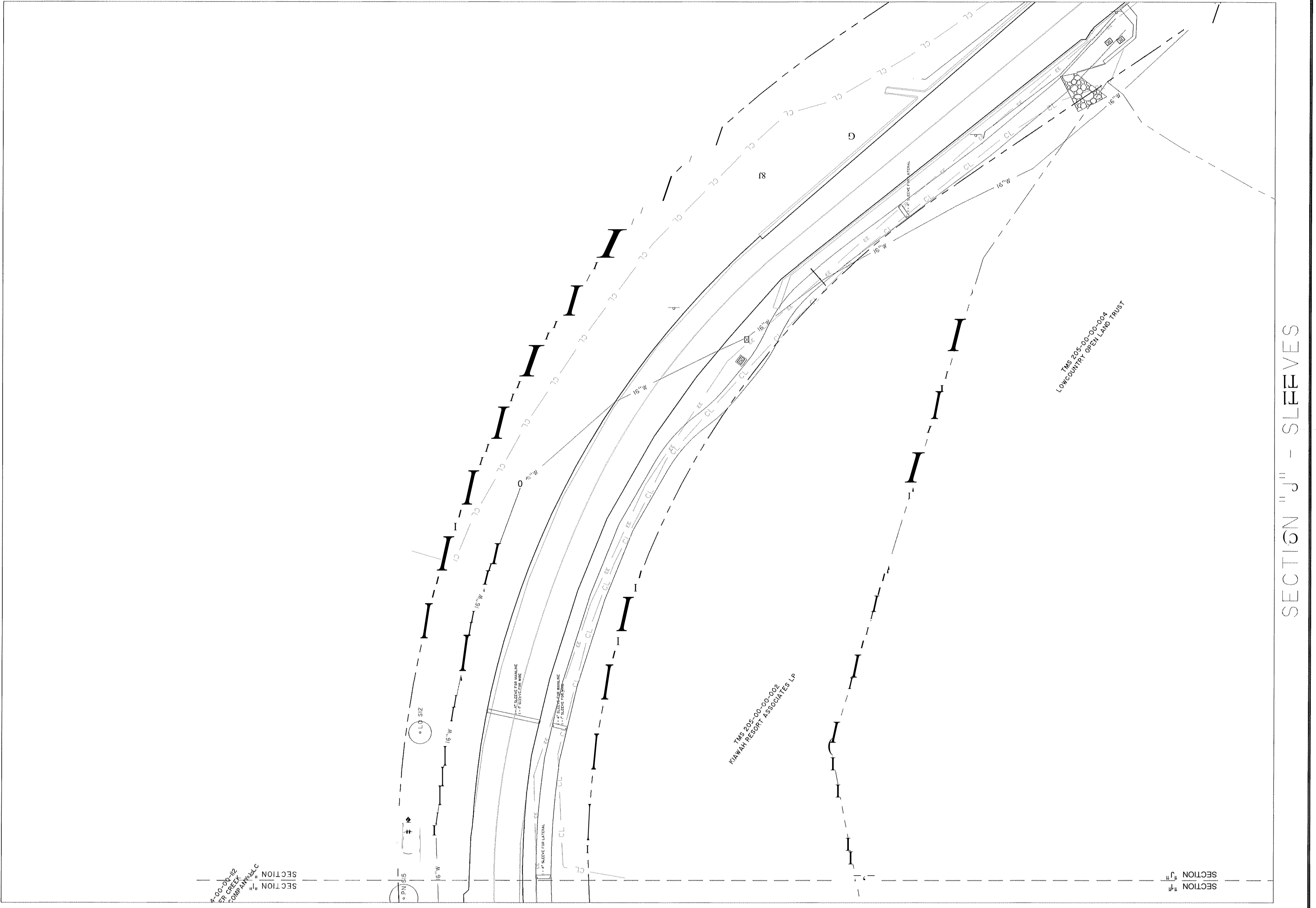
IRRIGATION LAYOUT

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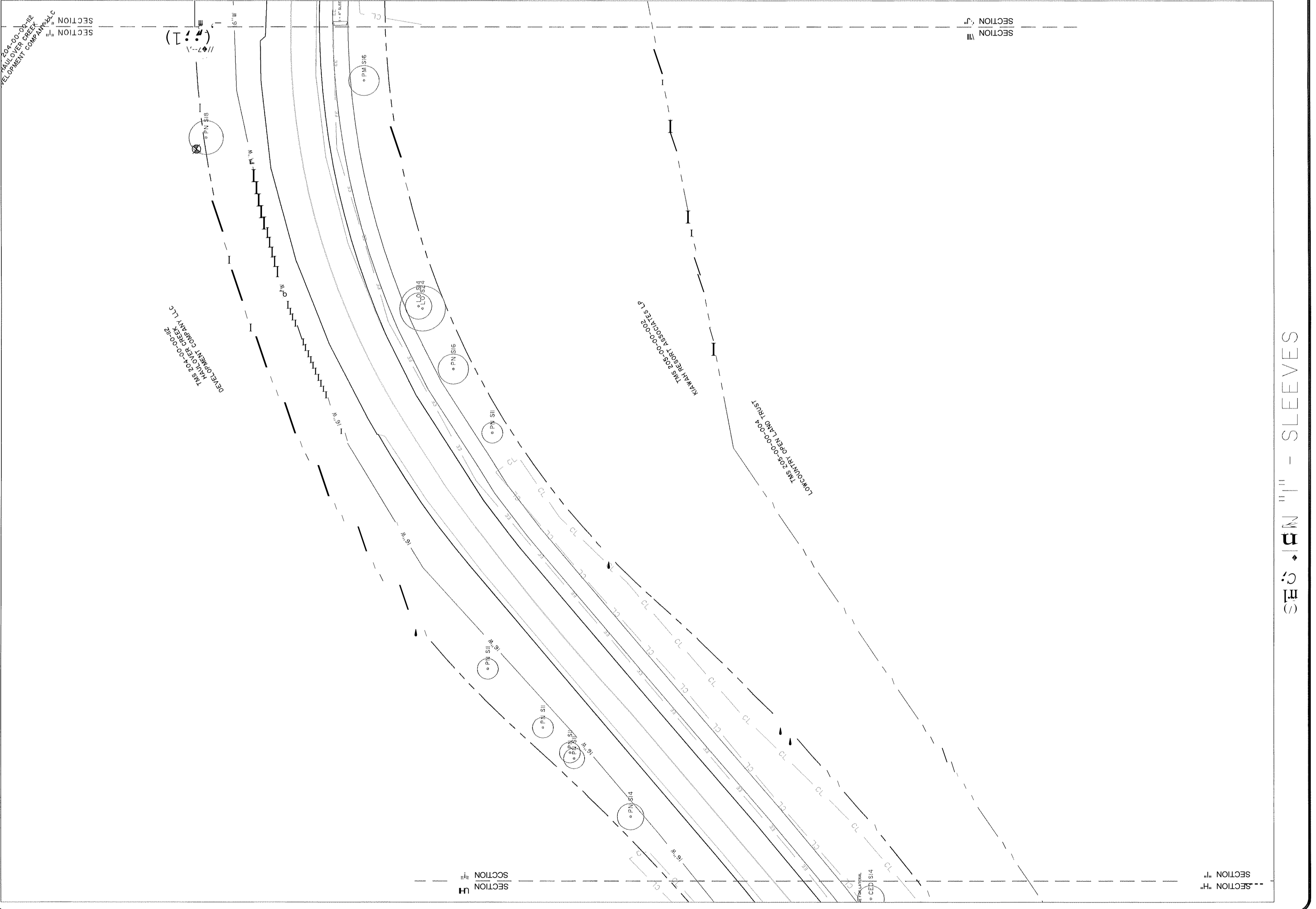
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 FAX: (843) 538-2068
 sising@lowcountry.com



SECTION "J" - SLEEVES


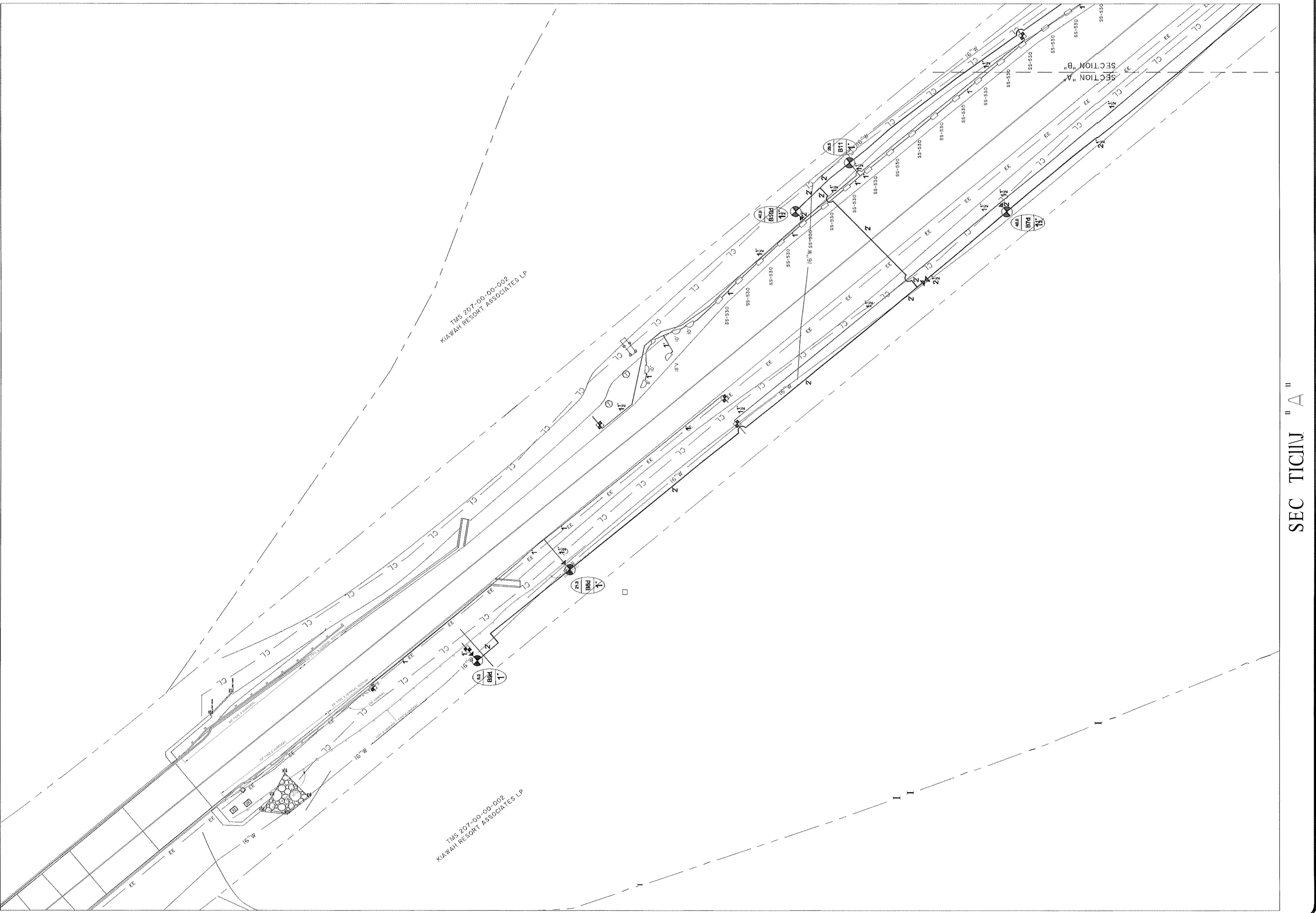
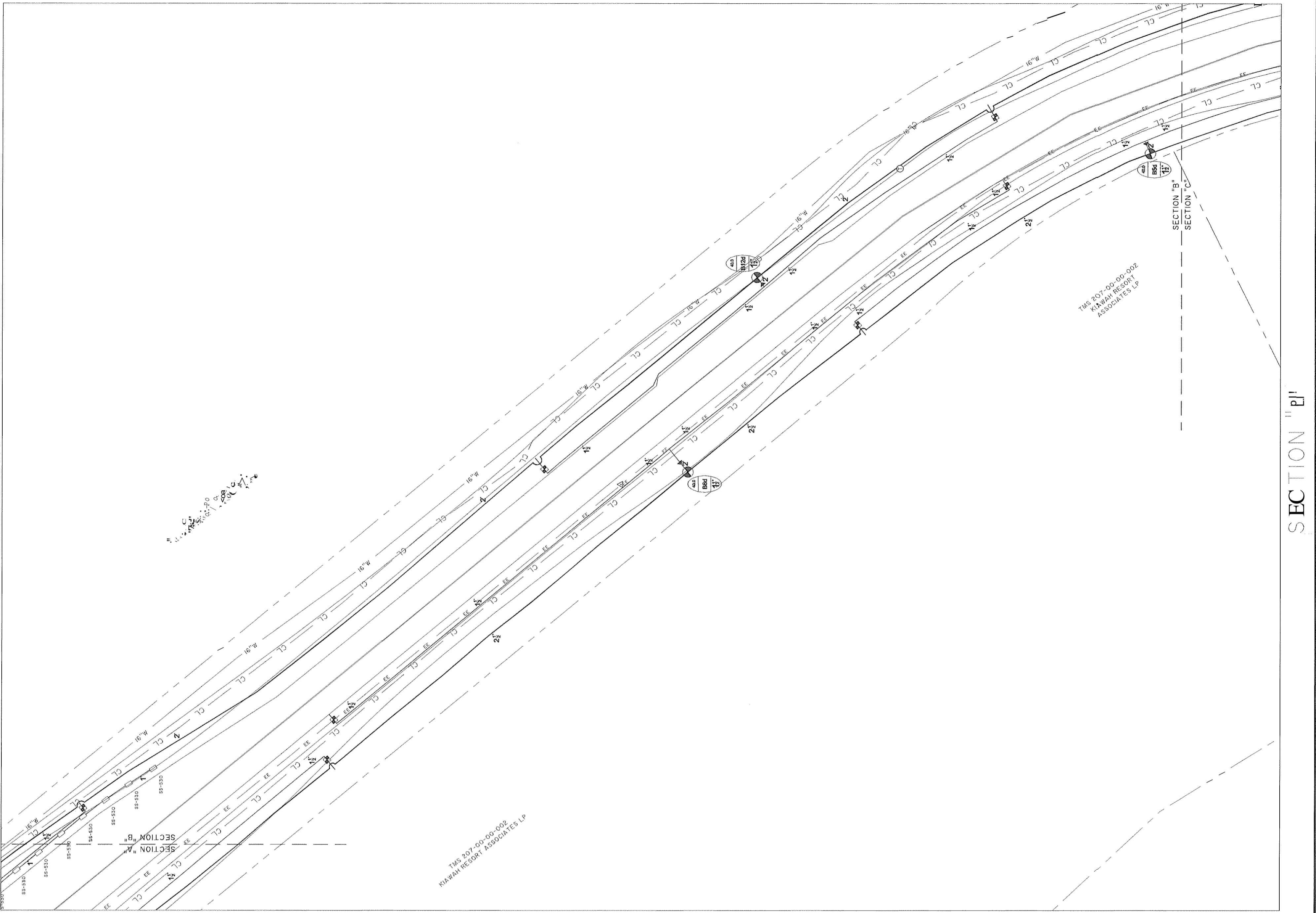


SECTION "I" - SLEEVES

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KAWAH ISLAND PARKWAY -
 KAWAH ISLAND, S.O.
 REVISION LAYOUT

REVISED 00-00-00
 Acct It: 3470-1-B
 Date: 09-04-2009
 Scale: 1" = 30'
 Drawn: BWSTMM
 Sheet B 12

SECTION "B"

SECTION "A"



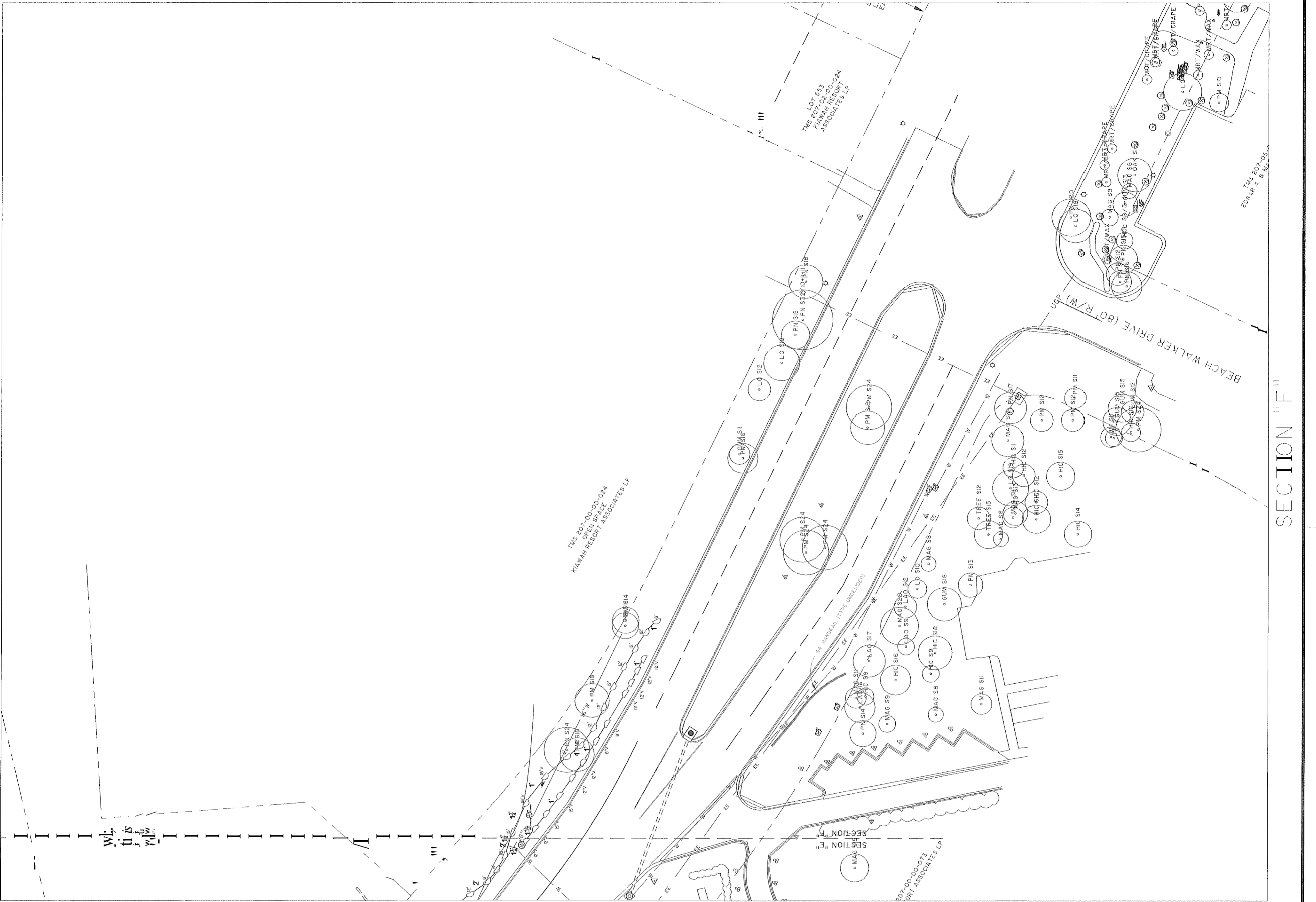
REVISED 00-00-00
Acad # 3470-1-B
Date: 09-04-2009
Scale: 1" = 30'
Drawn: BNS/TMM
Sheet: B 14

IRRIGATION PLAN

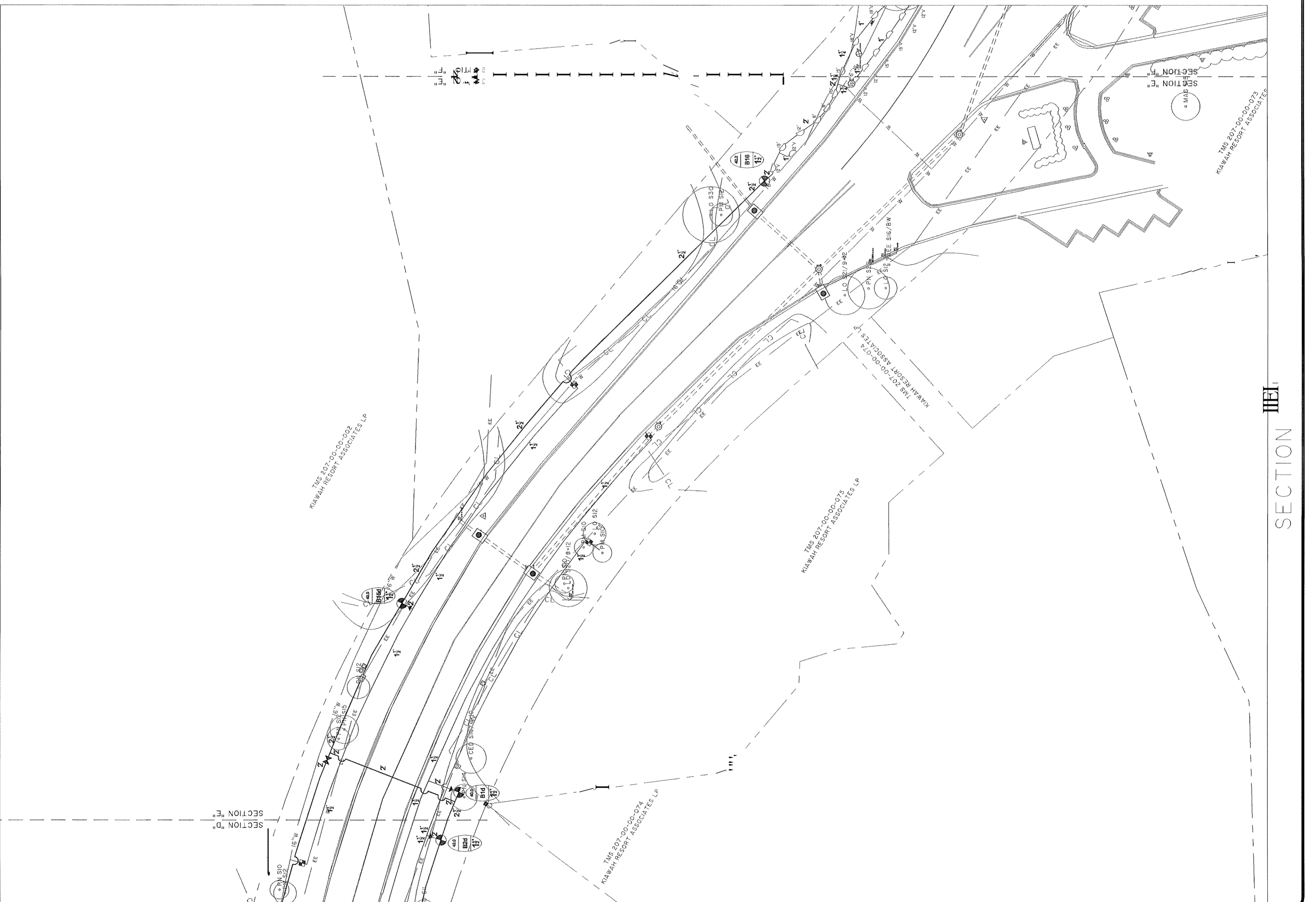
KIAWAH ISLAND PARKWAY - METER 'B'

KIAWAH ISLAND, S.C.

THE DESIGN AND SPECIFICATIONS FOR THIS PROJECT PREPARED BY SIMMONS IRRIGATION SUPPLY AND SHALL NOT BE USED IN CONNECTION WITH ANY OTHER PROJECT WITHOUT THE EXPRESS WRITTEN CONSENT OF SIMMONS IRRIGATION SUPPLY.
 PERSON OR PERSONS OTHER THAN SIMMONS IRRIGATION SUPPLY HAS REVIEWED SPECIFICATIONS AND SHALL BE USED ONLY IN CONNECTION WITH THE PARTICULAR WORK AND SPECIFICATIONS ARE SUPPLIED FOR USE BY OUR CLIENT ONLY AND MAY NOT BE COPIED OR REPRODUCED BY ANY OTHER PARTY WITHOUT THE EXPRESS WRITTEN CONSENT OF SIMMONS IRRIGATION SUPPLY.
 SIMMONS IRRIGATION SUPPLY
 P.O. BOX 100
 FAYETTEVILLE, SC 29525
 PHONE: (843) 538-2068
 FAX: (843) 538-2068
 WWW.SIMMONSIRRIGATION.COM



SECTION "F"



SECTION "E"



REVISED 00-00-00
 Acad #: 3470-1-B
 Date: 09-04-2009
 Scale: 1" = 30'
 Owner: BWSITMM
 Sheet: B 15

S T M A V A L A Y O R T

KIAWAH ISLAND, S.C.
 KIAWAH ISLAND PARKWAY

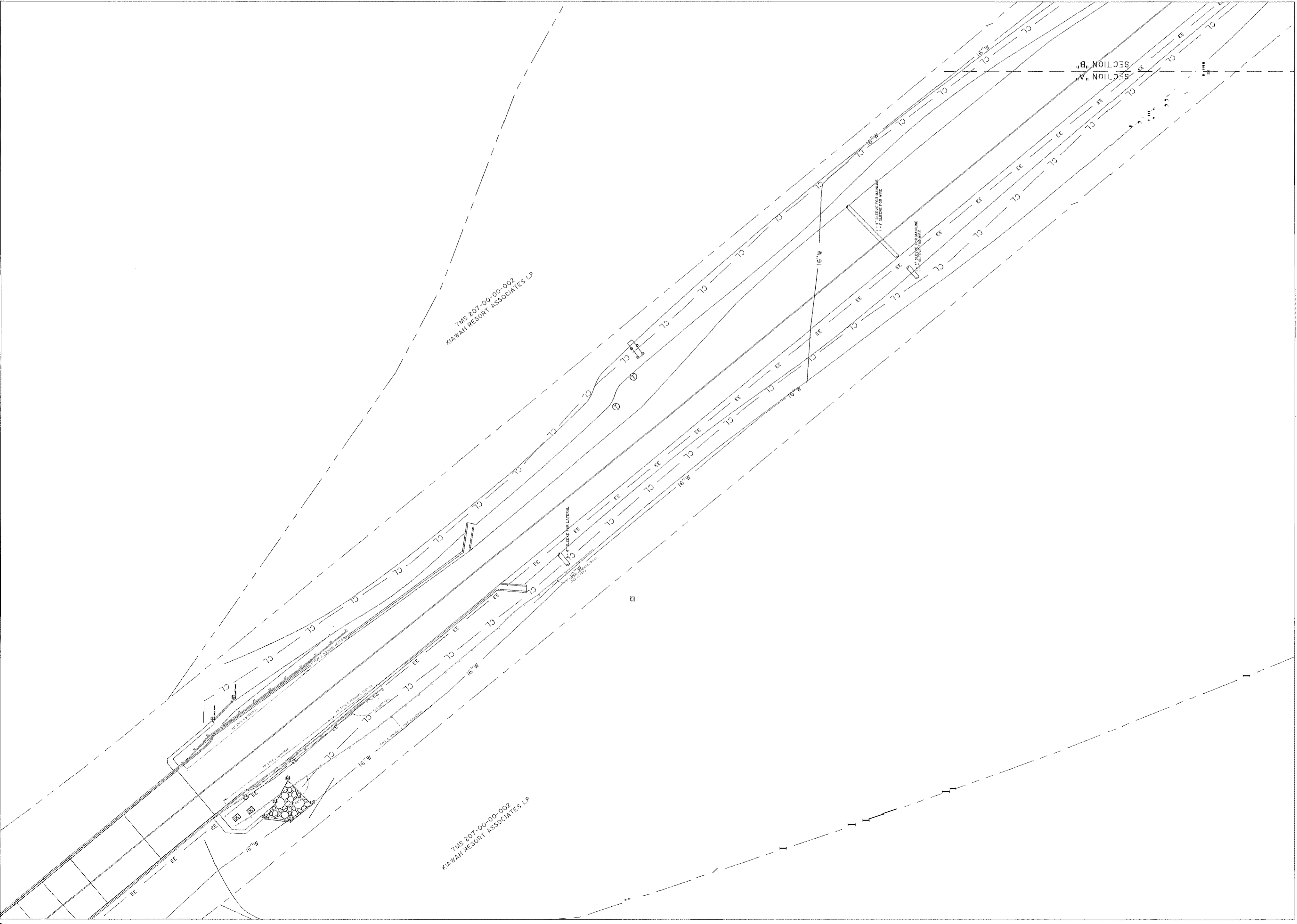
MTM: 10
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STATION Irrigation Supply
 P.O. BOX 10
 528 SIDNERS ROAD
 WALTERBORO, SC 29722
 PH: (843) 938-6666
 FAX: (843) 938-2068
 stsmc@lowcountry.com

THE DESIGN AND SPECIFICATIONS FOR THIS PROJECT PREPARED BY SIMMONS BRINNON SUPPLY ARE SUPPLIED FOR THE USE OF OUR CLIENT ONLY AND MAY NOT BE COPIED OR REPRODUCED BY ANY PERSON OR PERSONS OTHER THAN SAID CLIENT OR HIS AGENTS. THIS DESIGN AND SPECIFICATIONS SHALL BE USED ONLY IN CONNECTION WITH THE PARTICULAR WORK AND PRODUCTS SPECIFIED AND SHALL NOT BE USED IN CONNECTION WITH ANY OTHER PROJECT WITHOUT THE EXPRESS WRITTEN CONSENT OF SIMMONS BRINNON SUPPLY.



SECTION "B" - SLEEVES



SECTION "A" - SLEEVES

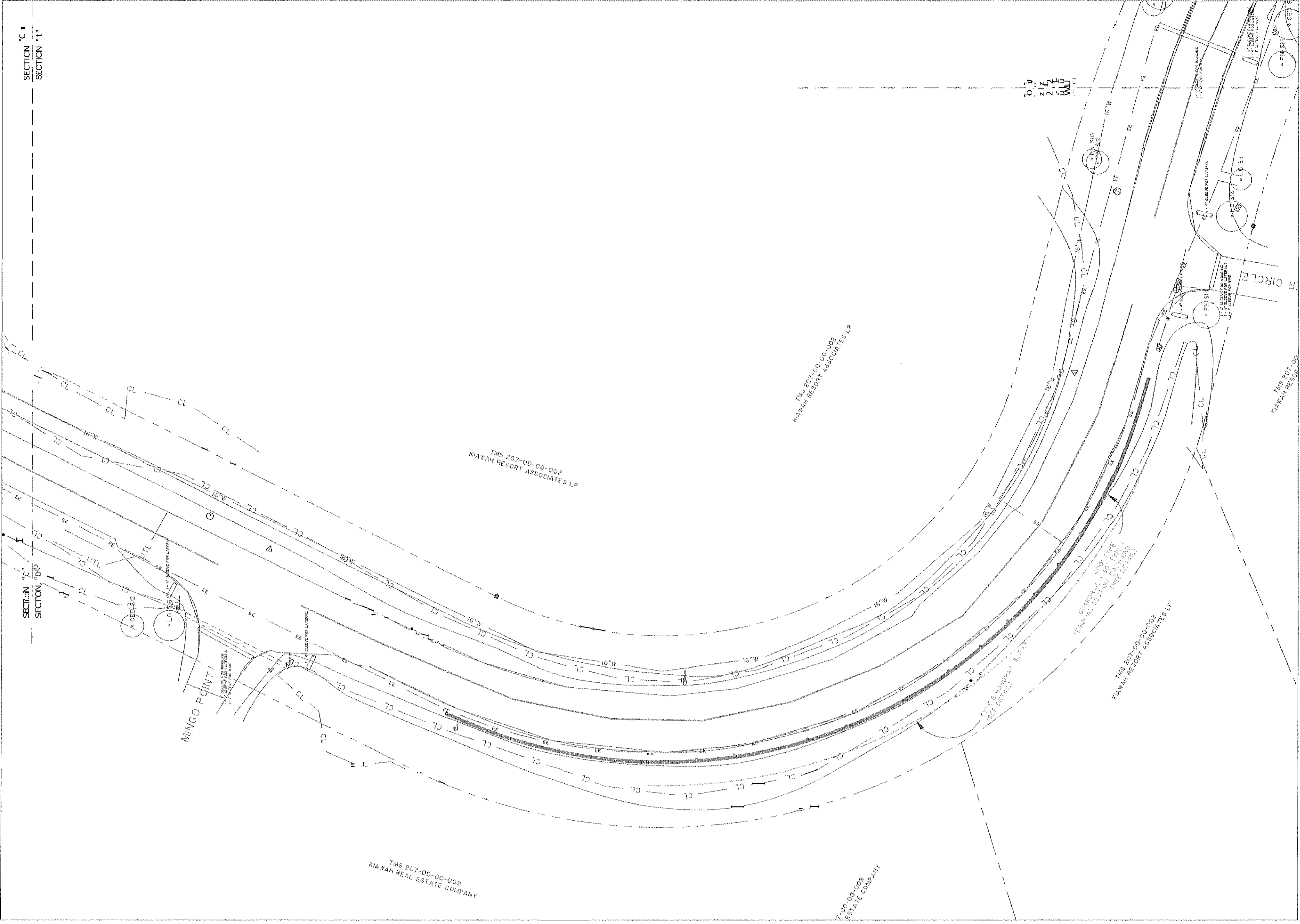


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 Acad # 3470-1-8
 Date: 09-04-2009
 Scale: 1" = 30'
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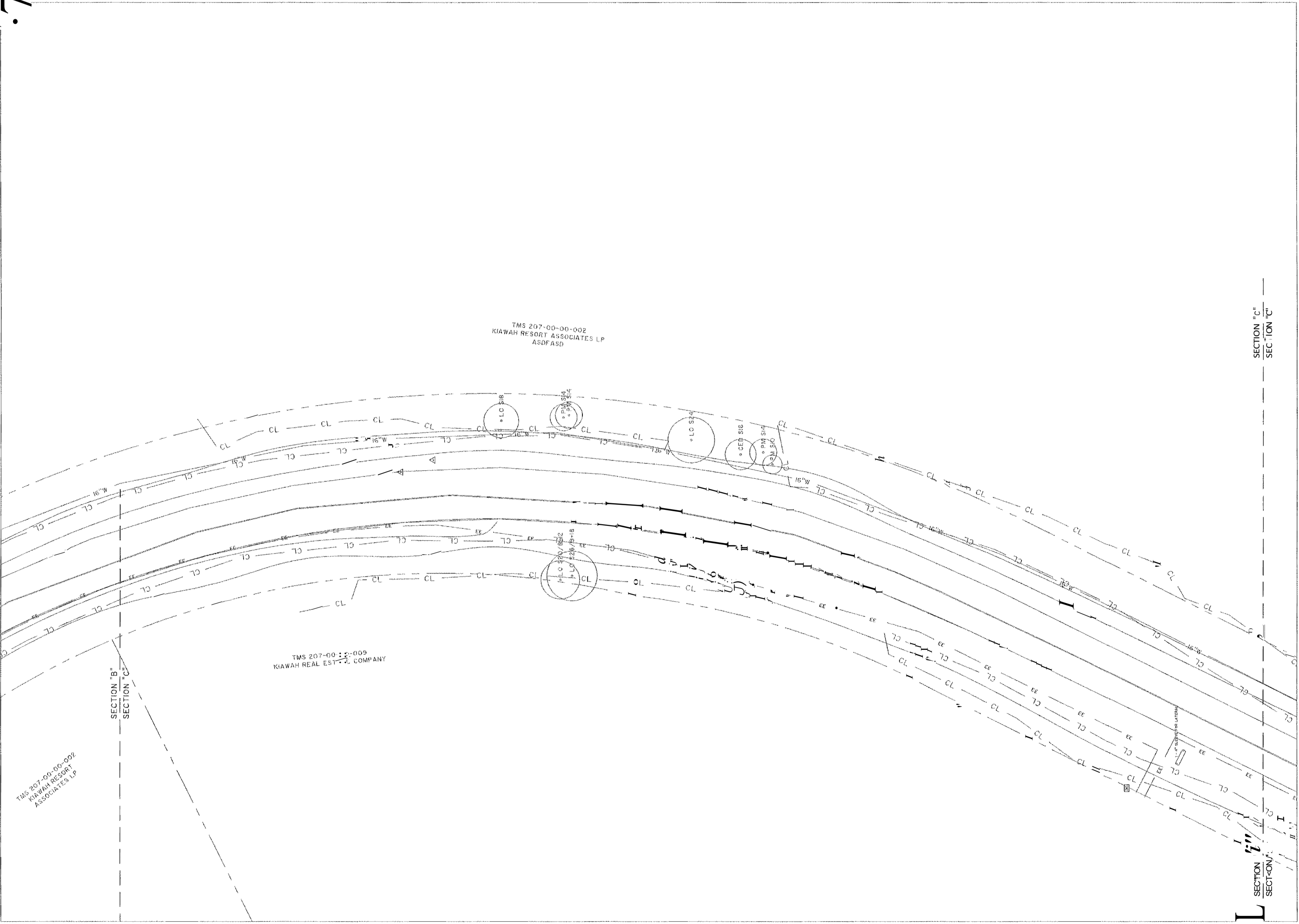
KIAWAH ISLAND PARKWAY - METER

KIAWAH ISLAND, S.C.

WALTERBORO, SC 29486
 P.O. BOX 10
 528 SIDNEYS DR
 PH: (843) 938-6566
 FAK: (843) 938-2088
 stsmc@lowcountry.com



SECTION "D" - SLEEVES



SECTION "C" - SLEEVES

SECTION "C"
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SECTION "C"
 SECTION "C"

SECTION "B"
 SECTION "C"

THIS DESIGN AND SPECIFICATION FOR THIS PROJECT IS PREPARED BY STSMC FROM OUR OWN RESEARCH AND EXPERIENCE. IT IS THE PROPERTY OF STSMC AND SHALL NOT BE USED IN CONNECTION WITH ANY OTHER PROJECT WITHOUT THE EXPRESS WRITTEN CONSENT OF STSMC. STSMC SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED AND FOR THE DESIGN AND SPECIFICATIONS. NO PERSON OR PERSONS OTHER THAN STSMC OR ITS AGENTS, DESIGNERS AND SPECIFICATIONS SHALL BE HELD RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED OR FOR THE DESIGN AND SPECIFICATIONS. THIS DESIGN AND SPECIFICATION IS FOR THE USE OF THE CLIENT ONLY AND MAY NOT BE COPIED OR REPRODUCED IN ANY MANNER WITHOUT THE WRITTEN CONSENT OF STSMC.

MAYOR:
Bradley D. Belt

MAYOR PRO TEMPORE:
Russell A. Berner

TOWN ADMINISTRATOR:
Stephanie Tillerson

TOWN ATTORNEY:
Stafford J. McQuillin III



COUNCIL MEMBERS:
E. Luke Farrell
Lance Spencer

Madeleine Kaye

Addendum 1
Landscape Maintenance Services
April 4, 2024

1. Do the 4 printed copies need to be hand delivered on the 11th or will the electronic submission suffice?
 - a. Four hard copies need to be submitted either in person or by mail by the due date and time.
2. Does the turf aeration include the municipal, roundabout and all of Kiawah parkway and Beach walker?
 - a. Yes, all the town's property that has turf will need aeration.
3. Are only those who attended and signed in at the mandatory pre-bid meeting eligible to submit a bid?
 - a. Yes, the pre-bid meeting was mandatory. No other firms will be considered.
4. Will the same impartial committee members who reviewed all RFP's for the 2024 RFP be reviewing the submitted bids? If there have been any changes to the members of the 2024 review committee, could you please provide the names and positions of the new committee members?
 - a. In accordance with the Town's procurement policy the mayor will select a review committee of qualified members.
5. If the full scope, to include mulch, is not awarded to the selected bidder, does the contractor have the option to withdraw their bid?
 - a. The selection committee only makes the recommendation with the final approval of the Town Council. The contractor has the option to withdraw.
6. Do you anticipate interviews being part of the selection process from the outset?
 - a. It will be at the discretion of the review committee based off the proposals regarding whether or not any interviews will take place.
7. Could you clarify who from the town will serve as the primary point of contact with the contractor on a daily / weekly basis?

MAYOR:
Bradley D. Belt

MAYOR PRO TEMPORE:
Russell A. Berner

TOWN ADMINISTRATOR:
Stephanie Tillerson

TOWN ATTORNEY:
Stafford J. McQuillin III



COUNCIL MEMBERS:
E. Luke Farrell
Lance Spencer

Madeleine Kaye

- a. This contract falls under the Town of Kiawah Island’s Public Works Department. The contacts within the department are the Public Works Director and Operations Manager.
8. Could you please clarify—if the contractor is meeting monthly with the Public Works Director or Operations Manager to review services, who will be responsible for conducting the separate quarterly performance evaluations that is to be conducted by “The Town”?
 - a. Representative/s from the Public Works Department will be conducting the quarterly performance evaluation. The Public Works Department can involve other qualified town staff in its review.
9. What is the best way to go about being awarded the contract.
 - a. The scoring points are based on our criteria and the overall evidence is based on your proposal that your firm will be the most advantageous for the Town.
10. Is electric equipment a requirement in the current contract?
 - a. No, it is not. Please refer to exhibit B of the RFP.
11. I just wanted to confirm that the number of bales is 2700?
 - a. 2700 bales is the annual number for the Municipal Center Complex and 2700 bales for Beachwalker Drive and bike path.
12. Is the town obligated to take the lowest bidder?
 - a. No.
13. Is the flower bed in front of the Real Estate building to be incorporated into this contract?
 - a. No, the Real Estate building has their own landscaping that handles that flower bed by their sign.



Tab | 4

WAYS AND MEANS

Agenda Item



Request for Ways and Means Committee Action

TO: Ways and Means Committee Members
FROM: Michael Nardelli, Operations Manager
SUBJECT: Recommendation for Migration to Microsoft Government Cloud
DATE: May 6th, 2025

BACKGROUND:

The Town of Kiawah Island currently uses Microsoft Office 365 and Azure services via a commercial Microsoft cloud tenant. Due to the sensitivity of municipal data, the town staff recommends migrating these services to Microsoft's Government Community Cloud (GCC) to improve security, compliance, and data integrity, along with updating our email address extensions from .org to .gov.

This recommendation comes after consulting with our IT contract company, IMS Solutions Group, LLC, which advised separating the project into two distinct phases: migrating the Office365 environment to GCC and migrating the Azure environment.

SCOPE:

Phase 1: Office365 Migration is estimated to take 50–60 hours and includes the following key components:

- **Tenant-to-Tenant Migration:**

Migrate 42 user accounts, 32 shared mailboxes, and approximately 1.4 TB of OneDrive data to the GCC tenant using BitTitan. The migration will not include Teams private chat history, Exchange Safe/Block lists, or calendar response tracking.

- **DUO Integration:**

Transition DUO multi-factor authentication from the current commercial domain to the new GCC domain.

- **Licensing and Domain Reconfiguration:**

Separate Kiawah's .org domain and Microsoft licenses from the current environment and reassign appropriate G3 licenses to users in the GCC tenant to the new .gov domain.

- **Enterprise Applications:**

Reconfigure applications such as Zoom and Zoom Room calendar integrations for functionality within the GCC environment.

- **End-User Support:**

Support end-users in transitioning to new .gov login credentials, ensuring smooth onboarding and usage.

Phase 2: Azure Migration is planned as a follow-up effort, estimated at 60–75 hours. This will involve replicating critical infrastructure, reconfiguring networks, validating services, and ensuring operational continuity across the new Azure GCC environment.

ACTION REQUESTED:

Town staff requests that the Ways and Means Committee recommend approval of the attached proposal from IMS Solution to the Town Council. The total fee is \$24,000, with a subsequent monthly fee of \$136.80.

BUDGET & FINANCIAL DATA:

This would be paid for through the General Fund.



Town of Kiawah Island

PROPOSAL

I. Solution Summary

Objective:

The Town of Kiawah Island would like to move their Office365 and Azure environments into Microsoft's government (GCC) cloud. IMS recommends splitting that project into two phases: one phase to migrate Office365 resources, and a second phase to migrate the Azure resources. This project will cover the first phase, migrating Office365 resources to a new GCC tenant.

II. Scope of Work

Phase 1: Microsoft 365 Migration

This phase will take approximately 50 to 60 hours and covers the following:

Tenant-to-Tenant Migration:

- Migrate 42 users, 32 shared mailboxes, and approximately 1.4 TB of OneDrive data from the commercial tenant to GCC using BitTitan.
- Address limitations of the migration, including the inability to transfer Teams private chat history, Safe Sender and Block lists in Exchange, and calendar acceptance status emails.

DUO Integration:

- Transition DUO authentication setup from their commercial domain to their GCC domain.
- Licensing and Domain Reconfiguration:
- Separate Kiawah's licensing and .org domain from the current commercial tenant.
- Register their .org domain with the new GCC tenant and assign appropriate G3 licenses to users as needed.

Enterprise Applications:

- Reconfigure key enterprise apps such as Zoom and Zoom Room, including calendar integrations, within the GCC environment as requested by the client.

End-User Support:

- Provide assistance with transitioning to new .gov login credentials, addressing user challenges and ensuring smooth adoption.

Phase 2: Microsoft Azure Migration

This phase aims to migrate critical business assets to GCC Azure. The estimated time for completion is 60 to 75 hours and includes:

Audit and Backups:

- Conduct a comprehensive audit of the current Azure environment to document resources, dependencies, and configurations.
- Create backups of essential data and configurations to safeguard against issues during migration.

Azure Site Replication:

- Use Azure Site Recovery (ASR) to replicate resources directly from the commercial segment to the GCC tenant.
- Set up a configuration server on GCC, register both environments, and establish a replication policy.
- Test the replication and cut-over dynamically to minimize downtime and configuration issues.

Data Migration:

- Transfer all critical data from Azure storage accounts to the GCC environment.
- Validate the data integrity post-migration.

Networking Reconfiguration:

- Realign network settings, including:
- Migrating virtual networks, subnets, and associated IP configurations.
- Configuring new public IP addresses, as the old ones will change.
- Implementing a new site-to-site VPN for seamless connectivity.
- (Recommended) Deploying a vMX for High Availability (HA) to support the dual Meraki firewall configuration with multiple ISPs.

Ensure smooth connectivity to cloud resources, including:

- Domain services
- Print services
- File services (via Azure Files)
- On-site NAS backup using SyncBack Pro currently on TOKI-AZ-DC01

Validation and Testing:

- Perform thorough testing of applications, services, and resources in the GCC Azure environment.
- Resolve any issues that arise during testing to ensure a successful cutover.

III. Customer Responsibilities

- Approve quote prior to quote expiration.
- Approve maintenance windows for work to be completed if needed.
- Provide required access and communication resources.


IV. Assumptions

- IMS will provide the necessary resources to facilitate all contracted work contained herein.
- Customer will provide access and facilities for IMS staff to perform any work required.
- Once the Project is complete, any additional work will be billed at a billable hourly rate.
- Extended onsite support can be made at the discretion of IMS / Customer

V. Out of Scope


- Any services, hardware, or software not specifically detailed in this Project's Scope of Work will be considered Out-of-Scope.
- Requests for Out-of-Scope work at any point in the Project Lifecycle are to be communicated, in writing, to the IMS Project Manager.
- Significant changes or additions to the defined work effort will require an IMS updated and approved project scope.
- IMS holds no responsibility on third-party software applications. IMS may act as the liaison between the customer and third-party software vendor so long as a current agreement exists between the customer and the third-party.
- IMS holds no responsibility for break/fix on hardware failures. IMS can facilitate warranty repairs if systems are under a current warrant status.

Ticket Classification Matrix

	Definition	Response SLA	Teams
Priority 1 Emergency Response	Customer-initiated call with complete outage or business impact keeping entire customer workforce from operating	15 Minutes Support Center will coordinate with customer contact and IMS management. Worked to resolution.	Customer Support Center Escalations Team IMS Management
Priority 2 Rapid Response	Automated Alert or customer-initiated ticket with partial and/or degraded impact	1 Hour Support Center will coordinate with customer contact and IMS management. Worked to resolution.	Customer Support Center Escalations Team IMS Management
Priority 3 Normal Response*	Automated Alert or customer-initiated ticket. Limited impact causing inconvenience. Systems operating but inefficiently or limited to single user	4 Hours Support Center attempts resolution	Customer Support Center
Priority 4 Maintenance Actions	Scheduled maintenance initiated by IMS or customer	24 Hours Scheduled coordination with customer.	Customer Support Center

*All issues submitted via email are treated as a priority 3 issue, should an issue require immediate action, a phone call to the support center is highly recommended.

Ticket Prioritization Matrix

		IMPACT			
		CRITICAL	HIGH	MEDIUM	LOW
URGENCY		<i>Extensive impact at main site, or Multiple locations</i>	<i>High impact at single site, or more than 50% of site</i>	<i>Impact at < 50% of site or a single department</i>	<i>Impact to limited or a single user</i>
CRITICAL (Business stoppage)		P1	P1	P2	P3
HIGH (Disruption of critical business)		P1	P2	P3	P3
MEDIUM (Users are inconvenienced)		P2	P3	P3	P4
SERVICE REQUEST (Move, Add, Change, or Delete)		P3	P3	P4	P4



IMS Solutions Group, LLC

PO Box 470
Rock Hill, SC 29731
United States

T: 800-428-7280

Quote #	4090
Date	2025/04/15
Expires	2025/05/15
Contact	Jonathan Dukes

Prepared for Town of Kiawah Island
Michael Nardelli
4475 Betsy Kerrison Parkway
Kiawah Island, SC 29455
United States

T: (843) 806-8108
E: mnardelli@kiawahisland.org

ACCEPT QUOTE

GCC Migration

Removal of Previous Licensing

Monthly Fees

Item	Qty	Price	Total
Office 365 E3 - 1YM	42	(\$23.00)	(\$966.00)[†]
The Office suite for PC and Mac with apps for tablets and phones plus email instant messaging HD video conferencing 1 TB personal file storage and sharing and available add-ons like PSTN calling. (Annual Billed Monthly)			
Azure Active Directory Premium P1 - 1YM	43	(\$6.00)	(\$258.00)[†]
Azure Active Directory Premium provides single sign-on to thousands of cloud (SaaS) apps and access to web apps you run on-premises. Built for ease of use Azure Active Directory Premium features multi-factor authentication (MFA); access control based on device health user location and identity; and holistic security reports audits and alerts. (Annual Billed Monthly)			
			<i>* Recurring fees billed monthly with 0 upfront payment(s).</i>
Monthly Subtotal			(\$1,224.00)

Update to GCC Licensing

Monthly Fees

Item	Qty	Price	Total
Microsoft 365 G3 GCC	42	\$36.00	\$1,512.00
10% Item Discount (\$151.20)			\$1,360.80[†]
			<i>* Recurring fees billed monthly with 0 upfront payment(s).</i>
Monthly Subtotal			\$1,512.00
Discount			(\$151.20)

Non-recurring Items & Setup Costs

One-Time Fees

Item	Qty	Price	Total
Fixed Fee Project based on Scope of Work	1	\$24,000.00	\$24,000.00†
Fixed Fee Project based on Scope of Work			

One-Time Subtotal **\$24,000.00**

Summary

† Non-taxable item

Please contact us if you have any questions.

Monthly Subtotal	\$288.00
Discount	(\$151.20)
Total Monthly	\$136.80 USD
Total One-Time	\$24,000.00 USD

ACCEPT QUOTE

Cost Breakdown

Category	One-Time Fees	Monthly Fees
Services	—	\$288.00
Fixed Fee / Labor	\$24,000.00	—
Discount	—	(\$151.20)
Total	\$24,000.00 USD	\$136.80 USD

Unless executed within 24 hours, prices may change due to tight supply chain issues.

Installation costs and non-recurring charges (NRC) will be invoiced upon execution of this Service Order Form.

This Service Order Form is entered into and pursuant to the terms of that certain Master Services Agreement executed prior to or simultaneous with this Service Order Form, the terms of which are incorporated herein by reference, along with all exhibits, schedules, addendums and appendices attached thereto and hereto, each as may be modified by subsequent change orders or amendments (collectively, the "Agreement"), by and between IMS Solutions Group, LLC, a South Carolina limited liability company having its principal place of business at 330 E Black St. Rock Hill, SC 29730 ("IMS Solutions Group"), and the Client identified above as of the Effective Date identified above.

1. IMS Solutions Group will provide all other Services described in any other part of this Agreement (including any attachment, exhibit, schedule, appendix, or service level agreement attached hereto). Subject to Client's agreement to pay the applicable fees, IMS Solutions Group will provide any additional services to Client as reasonably requested by Client.

2. Client Responsibilities. Client shall be solely responsible for, and shall indemnify, defend, and hold harmless IMS Solutions Group and its employees, agents, and invitees against any and all damage or injury to any IMS Solutions Group facility, any Equipment, and any individuals or their property arising from or related to the Services or the Client that is not caused in whole or in part by the negligence or willful misconduct of IMS Solutions Group. It is the Customer's responsibility to inform IMS Solutions Group in writing no later than the 21st of any month at helpdesk@imssolutionsgroup.com when billing changes are requested. These types of changes would include User counts, Office 365 license counts, Device removals, Backup removals, Colocation changes, etc. Otherwise, the billing change will be applied the month after the count changes have been reported. If a covered device (Server, Workstation, Edge) is deemed unsupported by IMS Solutions Group during the initial onboarding or during the term of the agreement, IMS Solutions Group reserves the right to end support on that that device and will notify customer as to such. By signing below, the Client represents and warrants that is has read and understands and agrees to be bound by the terms of the Agreement, including this Service Order Form, the Master Services Agreement, and all exhibits, schedules, addendum and appendices attached thereto and hereto, each as may be modified by subsequent change orders or amendments.

3. Return Policy:

- Returns must be made within 30 days of receiving item
- All returns will be subject to a 25% restocking fee
- All items returned must be in their original packaging
- Return acceptance or credits may be based on conditions set by vendor or manufacturer



Tab | 6

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 Nine Months Ended 03/31/2025

DATE: May 6, 2025

Overview:

Presented here is the Town's Balance Sheet as of March 31, 2025, and Budget to Actual Report for the first nine months. The Budget to Actual Report is compiled on a cash basis, and all the funds are consolidated.

As of March 31, 2025, the Town's governmental funds combined have an ending fund balance of approximately \$43.5M, an increase of approximately \$2.9M from June 30, 2024. The total fund balance consists of:

- Unassigned Fund Balance (available for discretionary spending): \$24.4M (56%)
- Capital and Emergency Reserves: \$9.7M (23%)
- Restricted for Tourism-Related Funding: \$9.4M (21%)

Overall, for the first six months, the Town's consolidated revenues of \$12.1M are 8%, or \$910K, higher than those of the same period last fiscal year, FY2024. This amount represents 78% of the total budgeted revenues for the current year. Overall, the revenues are within the budget, with the Building Permits, Waste Management Fees, and Interest Income higher than originally budgeted.

With 75% of the year lapsed, the expenditures of \$9.3M are 16% or 1.3M higher than for fiscal year FY2024 and 66% of the current year budget. The expenditures are reasonable and in line with the budget.

Town of Kiawah Island
 Balance Sheet - Governmental Funds
 Unaudited
 Modified Cash Basis
 March 31, 2025

	GENERAL FUND	SPECIAL FUNDS COMBINED	CAPITAL FUND	TOTAL FUNDS
ASSETS				
Cash and Cash Equivalents	\$ 24,595,974	\$ -	\$ -	\$ 24,595,974
Cash and Cash Equivalents, Restricted	-	9,377,650	9,712,978	19,090,628
Accounts Receivable	59,686	-	-	59,686
TOTAL ASSETS	24,655,660	9,377,650	9,712,978	43,746,287
LIABILITIES				
Accounts Payable and Accrued Liabilities	168,492	17,862	-	186,354
Municipal Court Fines and Assessments Payable	-	-	-	-
Unearned Revenue	7,740	-	-	7,740
TOTAL LIABILITIES	176,232	17,862	-	194,094
DEFERRED INFLOWS OF RESOURCES				
Unavailable Revenue	55,539	-	-	55,539
TOTAL DEFERRED INFLOWS OF RESOURCES	55,539	-	-	55,539
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	231,771	17,862	-	249,633
FUND BALANCES				
Restricted:				
Tourism Related Expenditures & Capital Improvements	-	9,338,410	9,712,978	19,051,387
Victims' Assistance	-	21,378	-	21,378
Unrestricted	24,423,889	-	-	24,423,889
TOTAL FUND BALANCES	24,423,889	9,359,788	9,712,978	43,496,654
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	\$ 24,655,660	\$ 9,377,650	\$ 9,712,978	\$ 43,746,287

Town of Kiawah Island
 Budget to Actuals
 For the Nine Months Ended 3/31/2025
 Modified Cash Basis /Unaudited

Fiscal 2025

FY2025 VS FY2024

	Y-T-D ACTUALS	TOTAL BUDGET	VARIANCE	% OF BUDGET	FY2024 Y-T-D	\$ VARIANCE	% VARIANCE
Revenue:							
Building Permits	\$ 2,049,226	\$ 1,300,000	\$ 749,226	158%	\$ 1,282,244	\$ 766,982	60%
Building Permits-Special Projects	437,092	-	437,092	-	959,182	(522,090)	-54%
Business Licenses	1,227,559	3,350,000	(2,122,441)	37%	1,373,425	(145,866)	-11%
STR Application Fees	207,600	400,000	(192,400)	52%	155,000	52,600	34%
Franchisee Fees	690,031	970,000	(279,969)	71%	711,691	(21,660)	-3%
Local Option Tax	663,881	900,000	(236,119)	74%	644,687	19,194	3%
State ATAX	1,767,412	3,000,000	(1,232,588)	59%	1,645,632	121,780	7%
Local ATAX	1,180,277	1,500,000	(319,723)	79%	1,085,490	94,787	9%
County ATAX	416,622	612,000	(195,378)	68%	400,084	16,538	4%
Hospitality Tax	565,538	900,000	(334,462)	63%	548,932	16,606	3%
Waste Management	1,247,142	1,068,000	179,142	117%	652,338	594,804	91%
Inte	1,526,385	1,200,000	326,385	127%	1,461,403	64,982	4%
Other	158,798	267,012	(108,214)	59%	306,743	(147,945)	-48%
Total Revenue	12,137,563	15,467,011	(3,329,448)	78%	11,226,851	910,712	8%
Expenses:							
Salaries & Benefits :							
Salaries/Regular Employees	1,770,661	2,478,883	(708,222)	71%	1,585,595	(185,066)	-12%
Overtime	5,858	11,700	(5,842)	50%	10,288	4,430	43%
Benefits	590,871	859,225	(268,354)	69%	475,370	(115,501)	-24%
Payroll Tax	160,861	226,950	(66,089)	71%	145,790	(15,071)	-10%
Subtotal	2,528,251	3,576,758	(1,048,507)	71%	2,217,043	(311,208)	-14%
Administration/Operations:							
Communications	56,294	84,724	(28,430)	66%	55,657	(637)	-1%
Insurance	224,219	225,090	(871)	100%	202,674	(21,545)	-11%
Maintenance	453,510	599,000	(145,490)	76%	477,755	24,245	5%
Utilities & Supplies	131,759	259,800	(128,041)	51%	243,481	111,722	201%
Rentals	35,853	40,000	(4,147)	90%	29,158	(6,695)	-23%
Travel	44,524	100,650	(56,126)	44%	48,038	3,514	7%
Professional Services	257,341	515,000	(257,659)	50%	298,967	41,626	14%
Other	140,501	243,520	(103,019)	58%	203,153	62,652	31%
Subtotal	1,344,001	2,067,784	(723,783)	65%	1,558,883	214,882	14%
Consultants	116,697	362,000	(245,303)	32%	242,061	125,364	52%
Waste Management	1,411,759	2,107,000	(695,241)	67%	921,002	(490,757)	-53%
Contracted Public Safety Resources:							
Charleston County Deputies	590,472	703,779	(113,307)	84%	249,575	(340,897)	-137%
Evening Code Enforcement	292,032	389,376	(97,344)	75%	292,032	-	0%
Beach Patrol	437,999	584,000	(146,001)	75%	437,999	-	0%
Subtotal	1,320,503	1,677,155	(356,652)	79%	979,606	(340,897)	-35%
Funded from SATAX *	(719,930)	(881,000)	161,070	82%	(481,302)	238,628	-50%
Charitable:							
Contributions	-	200,000	(200,000)	0%	-	-	-
MUSC Pledge	200,000	200,000	-	100%	200,000	-	0%
Subtotal	200,000	400,000	(200,000)	50%	200,000	-	0%
ATAX & HTAX :							
Promotional Fund-CVB	607,917	843,274	(235,357)	72%	486,190	(121,727)	-25%
SATAX Town Allocations	799,682	1,053,163	(253,481)	76%	481,302	(318,380)	-66%
SATAX Other Recipients	1,272,631	1,946,837	(674,206)	65%	607,918	(664,713)	-109%
Other Uses	320,762	805,900	(485,138)	40%	292,427	(28,335)	-10%
Subtotal	3,000,992	4,649,174	(1,648,182)	65%	1,867,837	(1,133,155)	-61%
Contingency	5,000	100,000	(95,000)	5%	38,000	33,000	87%
Capital Outlay:							
Building	-	25,000	(25,000)	0%	-	-	-
Vehicles	23,944	35,000	(11,056)	68%	-	(23,944)	-
Other	55,017	50,000	5,017	110%	-	(55,017)	-
Subtotal	78,961	110,000	(31,039)	72%	-	(78,961)	-
Total Expenses	9,286,234	14,168,871	(4,882,637)	66%	8,024,432	(1,261,802)	-16%
Net Changes in Fund Balance	\$ 2,851,329	\$ 1,298,140	\$ 1,553,189		\$ 3,202,419	\$ 351,090	