



Ways and Means Committee

6:00 p.m., Tuesday, July 20, 2021

1207 Palm Boulevard, Isle of Palms, South Carolina

Public Comment:

All citizens who wish to speak during the meeting must email their first and last name, address and topic to City Clerk, Nicole DeNeane at nicoled@iop.net no later than **3:00 p.m. on the business day before** the meeting. Citizens may also provide public comment here: <https://www.iop.net/public-comment-form>

Agenda

1. **Call to order** and acknowledgment that the press and the public have been duly notified of the meeting in accordance with the Freedom of Information Act.
2. **Approval of previous meeting's minutes**- June 15, 2021
3. **Citizens' Comments** - All comments will have a time limit of three (3) minutes.
4. **Financial Statements** – Treasurer Debbie Suggs
Financial Reports, Project Worksheets & Financial Legal Analysis
5. **Capital Projects Reports**
 - a. Marina Restaurant Renovation
 - b. Marina Docks Rehabilitation
 - c. Phase III Drainage
 - d. Phase III Drainage Small Internal Projects
 - e. Overhead to Underground Conversion
6. **Old Business**
Update on the American Rescue Plan and the City's funding allocation
7. **New Business**
 - a. Consideration of recommendation from the ATAX Committee of an application by the Carolina Coast Surf Club, Inc. for funding in the amount of \$1,000 to sponsor real time camera image of IOP beach and surf conditions [FY22 Budget, State ATAX, General Government, Programs & Sponsorships - \$85,000, pg. 31, ln. 20]
 - b. Consideration of recommendation from the Real Property Committee to approve change order to ATM contract for additional construction administration services for the marina dock rehabilitation project in the amount of \$40,000 [FY22 Budget, Marina Fund, Contingency Fund - \$355,405]
 - c. Consideration of proposal from Thomas & Hutton in the amount of \$102,200 for bidding and construction oversight of the Phase 3 Drainage Outfall Project (30th & 36th Avenue) [FY22 Budget, Public Works Department, Capital Projects, Phase 3 Drainage - \$2,462,000, pg. 21, ln. 54]
 - d. Discussion and consideration of request from Marker 116 to delay payment of base rent for 2021 (\$40,000) due to delays in construction and opening schedule [FY22 Budget, Marina Fund, Marina Restaurant Lease Income - \$91,667]
8. **Miscellaneous Business** - Next meeting: 6:00 p.m., Tuesday, August 17, 2021
9. **Executive Session** – If needed.
10. **Adjournment**



**Ways & Means Committee Meeting
6:00pm, Tuesday, June 15, 2021
1207 Palm Boulevard, Isle of Palms, SC 29451
and broadcasted live on YouTube: <https://www.youtube.com/user/cityofisleofpalms>**

MINUTES

1. Call to Order

Present: Council members Pounds, Streetman, Popson, Bell, Buckhannon, Smith, Ward, Moye, and Mayor Carroll

Staff Present: Administrator Fragoso, Treasurer Suggs, various City Department heads

2. Approval of previous meeting's minutes

Council Member Buckhannon made a motion to approve the minutes of the May 18, 2021 meeting, and Council Member Popson seconded the motion. The motion passed unanimously.

3. Citizen's Comments

Mr. George Page came before the Ways & Means Committee on behalf of VFW Post 3137 asking for their approval of a request for funding through the ATAX Committee. The \$12,000 requested will be used to support the maintenance needs of their facility. Mr. Page also detailed the many ways in which the VFW supports veterans, their families, and the Isle of Palms.

Ms. Stephane Gabosh came before the Ways & Means Committee on behalf of the South Carolina Aquarium asking for their approval of a request for funding through the ATAX Committee. The \$10,000 requested will be used to support the Turtle Trek 5K to be held on the Isle of Palms on October 9, 2021. This event, made up of a 5K run, a children's Fun Run, awards ceremony, and beach sweep, is expected to bring approximately over 1,000 runners and attendants to the island. This will be the 6th year the event has been held on the Isle of Palms.

4. Financial Statements – Treasurer Suggs

Treasurer Suggs reviewed the financial reports with Committee members. As previously reported, the forecast for FY21 is better than expected. Forecasts predict the General Fund will end the year \$1.6M over budget. Business licenses, rental license, and building permits are all ahead of budget. She also now anticipates parking incomes to meet the budget. She expects some larger payments for FY21, such as Dominion Energy franchise fees, to come in at fiscal year's end. Expenditures are also "looking better" for May. She noted that no tourism funds have been transferred into the General Fund as of yet.

All tourism-related revenues except Hospitality Tax remain ahead of budget and ahead of FY20 and FY19. May is the first month that the Hospitality Tax revenue has returned to "normal." She

pointed out that the Beach Preservation Fee fund has \$4M in it for future preservation efforts. No further word has been received from Charleston County regarding the distribution of the County ATAX pass through.

Treasurer Suggs presented a detailed listing of legal expenses. This will be a monthly report moving forward.

She then reviewed the project worksheets. Payments were made out to Salmon's Dredging in May for the Marina Dock Rehabilitation project. Payments were made out to Gulfstream for work on the Phase III Drainage project. There has been no change to the Public Safety Building Rehabilitation worksheet since April's report. She noted the recapturing of the contingency funds from a materials savings of over \$881,000. This will be the last month for this worksheet.

Council Member Pounds noted the General Fund overage does not include any monies anticipated from the American Rescue Plan.

5. Capital Projects Report

A. Marina Restaurant Renovation

Administrator Fragoso gave an overview of the work that has been completed at the Marina restaurant. A slide detailing all of the work done there can be seen in the YouTube recording of this meeting linked on the City's website. Some of the renovation activities mentioned include the relocation of the transformer box, the completion of demolition on the Intracoastal Waterway side and outside bar area, completion of footers and steel columns at the New Boat Ramp Bar, and meetings with the restaurant owners and the Owner's Representative from Insight. The City is in receipt of a proposal from Salmon's Dredging for the work the City is contractually obligated to perform at the Marina. Staff is in the process of securing additional proposals. The work on the parking lot improvements is expected to begin July 12.

MOTION: Council Member Ward made a motion to suspend the rules of order and move Item E under New Business to this point in the agenda. Council Member Bell seconded the motion. The motion passed unanimously.

7. New Business

E. Consideration of recommendation from the ATAX Committee for funding in the amount of \$10,000 for the Turtle Trek 5K project.

MOTION: Council Member Buckhannon made a motion to approve the recommendation from the ATAX Committee to fund the South Carolina Aquarium's Turtle Trek 5K project in the amount of \$10,000.

Council members Smith and Moyer spoke in favor of the event and its funding. Council Member Moyer said he would like for events such as these to lead people to the lodging section of the City's website to make it easier for the visitors to find appropriate rentals on the island.

VOTE: The motion passed unanimously.

5. Capital Projects Report

B. Marina Docks Rehabilitation

Administrator Fragoso gave an overview of the work being done on the Marina Docks Rehabilitation Project. A slide detailing all of the work done there can be seen in the YouTube recording of this meeting linked on the City's website. The docks and pilings have been installed in Dock Area C. Power pedestals and fire suppression cabinets are expected to be installed shortly. Materials shortages have caused delays in the delivery of the gangways. ATM, Salmon's Dredging, Evans & Schmidt, and EPIC continue to work on the finalization of the fuel hut design for submitting for building permits.

She added that next week's City Council agenda will include consideration of the extension of the Builder's Risk insurance coverage through December 1, 2021. She also shared that she is anticipating change orders from the contractors regarding increased materials costs.

C. Phase III Drainage

Administrator Fragoso gave an overview of the work being done on the Phase III Drainage Project. A slide detailing all of the work done on this project can be seen in the YouTube recording of this meeting linked on the City's website. The permitting for this project is vast and in various stages of completion. The goal remains to begin work on the 30th and 36th avenues outfalls in the Fall of 2021 and at the 41st Avenue outfall in the Fall of 2022. City Council will be considering an amendment to the contract with Thomas & Hutton to include bidding and construction oversight for these projects as well as approval of an easement agreement with Wild Dunes.

D. Phase III Drainage Small Internal Projects

Administrator Fragoso gave an overview of the work being done on the Phase III Drainage Small Internal Projects. A slide detailing all of the work done on this project can be seen in the YouTube recording of this meeting linked on the City's website. She said that all projects are expected to be complete by July 2 except for the one at 41st Avenue. This work requires extensive road closures and will be completed after Labor Day.

6. Old Business

Update on the American Rescue Plan and the City's funding allocation

Council Member Pounds reported that the State has not yet received its share of the American Rescue Plan. Once the State is in receipt of the funds, they will disperse it according to the law. The City anticipates two payments totaling approximately \$2.2M. This money must be used on certain types of projects within two years of receipt.

7. New Business

A. Report of purchase of John Deere Gator UTV for Fire Department in an amount not to exceed \$20,000 [State contract purchase, FY21 Budget, State ATAX]

B. Report of approval of purchase of jet ski for Fire Department in an amount not to exceed \$14,000 [FY21 Budget, State ATAX]

C. Report of repairs to the Public Safety Building gate in the amount of \$12,167 [FY21 Budget, Capital Projects]

Council Member Pounds reported that all three of the above items have been purchased as stated within the FY21 Budget.

D. Consideration of approval of the Axon body camera, in-car camera video software and data storage [State contract purchase, FY22 budget]

MOTION: Council Member Bell made a motion to approve, and Council Member Streetman seconded the motion.

Chief Cornett said this new system completely replaces the current system. It will help the department stay in compliance better with FOIA requests and Brady rulings. He said the contract includes replacement of in-car cameras every five years and body cameras every three years with the newest technology.

VOTE: The motion passed unanimously.

F. Consideration of recommendation from the ATAX Committee of an application by Veterans of Foreign Wars Post 3137 for funding in the amount of \$12,000 for facilities maintenance

MOTION: Council Member Ward made a motion to approve, and Council Member Buckhannon seconded the motion.

MOTION: Council Member Ward made a motion to amend the amount to be awarded from \$12,000 to \$15,000. Council Member Moye seconded the motion. The motion to amend passed unanimously.

VOTE: The vote on the motion as amended passed unanimously.

G. Consideration of approval of an amount not to exceed \$65,000 for audio/visual improvements for Council Chambers [FY22 Budget, Capital Projects Fund]

H. Consideration of approval of an amount not to exceed \$34,000 for new agenda and video software [FY22 Budget, General Fund]

Council Member Pounds said further discussion and consideration of the above two items will appear on a future agenda. Staff is vetting vendors and securing bids. He said these upgrades are in the budget and will increase efficiency in meetings and agenda preparation. Council Member

Bell expressed the need to be clear about what is a capital expense and what is an operating expense.

I. Consideration of providing free parking in the Municipal Parking Lots from 5:00-8:00pm to members of the IOP Cleanup Crew who participate in the beach sweeps on Monday afternoons

MOTION: Council Member Moye made a motion to approve, and Council Member Streetman seconded the motion.

Council Member Smith said this is a good way to thank the people who volunteer their time to clean up the beach. Participants will be provided a magnet to affix to their car so they are not ticketed during this time period only. She said 30-50 people regularly participate in these efforts during the summer.

VOTE: The motion passed unanimously.

J. Discussion related to the 42nd Avenue ADA boardwalk

Administrator Fragoso reviewed the timeline of events regarding this proposed project. She is looking to the Committee for guidance on moving forward with the project. Committee members discussed pros and cons of beach walkovers and or boardwalks at 42nd Avenue and the 34A Beach Access. The issue has been remanded back to the Real Property Committee for further exploration and consideration.

8. Miscellaneous Business

The next meeting of the Ways & Means Committee will be Tuesday, July 20, 2021 at 6pm.

Administrator Fragoso said the first Farmer's Market of the summer will be held on Thursday, June 17, 2021 at the Recreation Center from 4-7pm.

9. Adjournment

Council Member Buckhannon made a motion to adjourn and Council Member Pounds seconded the motion. The meeting was adjourned at 7:20pm.

Respectfully submitted,

Nicole DeNeane
City Clerk

City of Isle of Palms
Financial Statement Summary as of June 30, 2021 ***PRELIMINARY & UNAUDITED***
(Dollars in Thousands)

REVENUES							TRANSFERS IN / (OUT)						EXPENDITURES						YTD Actual Net Rev & Exp
YTD Actual	Annual Budget	Remaining to Collect	YTD Actual as a % of Budget	Current Annual Forecast	Forecast Above or (Below) Budget		YTD Actual	Annual Budget	Remaining to Transfer	YTD Actual as a % of Budget	Current Annual Forecast	Forecast Above or (Below) Budget	YTD Actual	Annual Budget	Remaining to Spend	YTD Actual as a % of Budget	Current Annual Forecast	Forecast Above or (Below) Budget	
General	\$ 12,079	\$ 10,663	\$ (1,416)	113%	\$ 12,561	\$ 1,898	\$ 615	\$ 693	\$ (78)	89%	\$ (1,185)	\$ (1,878)	\$ 11,117	\$ 11,356	\$ 239	98%	\$ 11,339	\$ (17)	1,577
Capital Projects	3,534	3,280	(254)	108%	3,534	254	184	184	-	100%	1,984	1,800	3,157	7,535	4,378	42%	3,315	(4,220)	561
Muni Accom Tax	911	829	(82)	110%	1,257	428	(250)	(291)	41	86%	(250)	41	1,231	1,384	153	89%	1,293	(91)	(570)
Hospitality Tax	595	640	45	93%	595	(45)	(218)	(218)	-	100%	(218)	-	783	1,058	275	74%	822	(236)	(406)
State Accom Tax	1,374	1,460	86	94%	1,988	528	(581)	(584)	3	99%	(581)	3	1,282	1,655	373	77%	1,346	(309)	(489)
Beach Prserv Fee	915	832	(83)	110%	1,257	425	-	-	-	-	-	-	23	294	271	8%	294	-	892
Marina	324	297	(27)	109%	324	27	250	216	34	116%	250	34	594	1,105	511	54%	1,094	(11)	(20)
Disaster Recovery	17	52	35	33%	17	(35)	-	-	-	-	-	-	-	10	10	0%	-	(10)	17
All Other	173	165	(8)	105%	173	8	-	-	-	-	-	-	161	162	1	100%	156	(6)	12
Total All Funds	\$ 19,922	\$ 18,218	\$ (1,704)	109%	\$ 21,706	\$ 3,488	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 18,348	\$ 24,559	\$ 6,211	75%	\$ 19,659	\$ (4,900)	\$ 1,574
FY20	16,158												15,593						565

General Fund YTD Revenues							
	FY21 YTD Actual	FY21 Budget	% of FY21 Budget	FY20 YTD Actual	% of Prior YTD	Current Annual Forecast	Forecast Above/ (Below) Budget
Prop Tax	\$ 4,763	\$ 4,757	100%	\$ 4,519	105%	\$ 4,783	\$ 26
LO Sales Tax	751	641	117%	633	119%	922	281
Business Lic	1,572	1,012	155%	1,384	114%	1,572	560
Rental Lic	931	750	124%	1,011	92%	931	181
Other Lic (Insurnce/Utilities)	1,170	1,281	91%	1,170	100%	1,376	95
Build Pmts	721	338	213%	423	170%	721	383
From State	179	215	83%	205	87%	264	49
Parking	1,250	1,211	103%	955	131%	1,250	39
All Other	742	458	162%	660	112%	742	284
Total	\$ 12,079	\$ 10,663	113%	\$ 10,960	110%	\$ 12,561	\$ 1,898

General Fund YTD Expenditures (YTD target = 100%)							
	FY21 YTD Actual	FY21 Budget	% of FY21 Budget	FY20 YTD Actual	% of Prior YTD	Current Annual Forecast	Forecast (Above)/ Below Budget
Mayor/Council	\$ 127	\$ 145	88%	\$ 132	96%	\$ 130	\$ 15
General Govt	1,864	2,041	91%	1,502	124%	1,901	140
Police	2,620	2,707	97%	2,362	111%	2,672	35
Fire	3,365	3,286	102%	3,422	98%	3,432	(146)
Public Works	1,441	1,391	104%	1,308	110%	1,470	(79)
Build & Lic	413	422	98%	413	100%	421	1
Recreation	949	1,038	91%	915	104%	968	70
Judicial	250	224	112%	199	126%	255	(31)
BSOs	88	102	86%	81	109%	90	12
Total	\$ 11,117	\$ 11,356	98%	\$ 10,334	108%	\$ 11,339	\$ 17

City of Isle of Palms Supplemental Financial Information as of June 30, 2021 (*Dollars in Thousands*)

Cash Balances		
	6/30/2021	6/30/2020
General Fund	5,846	4,175
<i>As a % of GF Exp (target is > 30%)</i>	51%	37%
Capital Projects	6,754	5,861
Disaster Recovery	2,826	2,730
Marina	2,885	559
Tourism Funds	2,833	3,867
Beach Preservation	4,361	3,277
Other Restricted	152	139
Total All Cash	25,657	20,608
Deposits at LGIP (.0954%)	24,134	94%
Deposits at BBT	1,523	6%
RESTRICTED CASH	7,346	29%

Fund Balances					
Fund	6/30/2020 Audited Fund Balance (Note 1)	FY21 YTD Actual Net Revenues & Transfers Less Expenses	Current Actual Fund Balance	6/30/21 Budgeted Fund Balance	6/30/21 Forecast Fund Balance
General Fund	\$ 3,648	\$ 1,577	5,225	\$ 3,648	\$ 3,685
Capital Projects	6,141	561	6,702	2,070	8,344
Muni Accom Tax	1,284	(570)	714	438	998
Hospitality Tax	1,113	(406)	707	477	668
State Accom Tax	1,681	(489)	1,192	902	1,742
Beach Funds	3,454	892	4,346	3,992	4,417
Marina (See Note 1)	639	(20)	619	47	119
Disaster Recovery	2,810	17	2,827	2,852	2,827
All Other	139	12	151	142	156
Total All Funds	\$ 20,909	\$ 1,574	\$ 22,483	\$ 14,568	\$ 22,956

Note 1: The comparable amount for the Marina Enterprise Fund is not Fund Balance, but Net Position. To be consistent with the presentation of the other funds, the amount included here for the Marina is the Unrestricted Net Position, which does not include \$6,000,000 of net fixed assets. Unrestricted net position is approx = cash for the Marina.

June Notes:

- Total City YTD revenues are \$19,922,000 or 109% of the FY21 budget of \$18,218,000. Some FY22 revenues related to property taxes, local option sales taxes, insurance license fees, and accommodations taxes are still to be collected. The current forecast estimates that the City will end the year with total revenues of \$21,706,000, which is \$3,488,000 or 19% ahead of budget.
- Total City YTD expenditures are \$18,348,000 which is 75% of the FY21 budget of \$24,559,000. The current forecast projects total FY21 expenditures of approximately \$19,659,000, which is \$4,900,000 below budget. The majority of the \$4,900,000 under budget condition relates to budget savings on the completed Public Safety Building repair (\$950,000) and delays in the budgeted spending for the fire engine (\$300,000) and Drainage Phase 3 (\$3,000,000).
- The current forecast predicts General Fund revenues will exceed General Fund expenditures by approximately \$1,915,000 for the fiscal year ending 6/30/21. The forecast assumes \$1,800,000 of this amount will be transferred to the Capital Projects Fund, but this treatment won't be finalized by City Council until the year-end audit is completed. The audit is scheduled to begin in August.
- General Fund expenditures are forecast to end the year approximately \$17,000 lower than the budget. Increased payroll costs are being offset by savings in other expenses.
- The City has \$25.6 million in cash deposits. Approximately \$5.3 million of this total represents unspent bond proceeds and \$7.3 million is restricted for tourism related expenditures or beach preservation.

CITY OF ISLE OF PALMS
FY22 LEGAL EXPENSES

Legal Issue	City of IOP	Marina	Grand Total
TWWS		83,082	83,082
City Prosecutor	58,363		58,363
GO Bonds	25,300	15,000	40,300
Parking	22,658		22,658
General	21,463		21,463
Marker116 Lease		20,040	20,040
Illegal Tree Cutting	12,235		12,235
Marina		8,216	8,216
Labor Attorney	4,604		4,604
Indigent Attorney	4,000		4,000
Morgan Creek Grill		3,450	3,450
Covid	2,489		2,489
Grand Total	151,110	129,789	280,899

City of Isle of Palms Revenue w/ Forecasted Declines Related to Covid-19

Municipal Accommodations Fee (1% of Accommodation Sales)							
	FY16	FY17	FY18	FY19	FY20	FY21	FY21 BUDGET
JUL	162,862	161,068	139,501	199,724	195,287	172,336	146,465
AUG	191,759	218,620	235,007	209,600	213,067	169,596	159,800
SEPT	150,212	136,141	157,274	152,535	152,561	186,938	114,421
OCT	90,691	77,500	75,353	79,534	75,506	129,033	56,629
NOV	61,918	57,777	64,256	63,444	65,882	66,090	49,412
DEC	33,233	36,937	32,877	40,182	34,301	71,683	25,726
JAN	25,309	28,217	28,859	25,836	32,335	34,025	24,251
FEB	20,313	15,332	18,317	13,666	18,596	26,709	13,947
MAR	16,918	20,485	21,562	19,983	9,690	31,080	14,987
APR	51,082	51,166	53,213	53,685	26,422	68,055	40,264
MAY	70,954	92,529	88,875	90,800	7,181	125,288	68,100
JUNE	94,270	95,768	94,112	97,999	55,311	153,337	73,499
Deduct last July	(162,862)	(161,068)	(139,501)	(199,724)	(195,287)	(172,336)	(146,465)
Add next July	161,068	139,501	199,724	195,287	172,336		146,465
Total Fiscal Year	967,728	969,974	1,069,429	1,042,551	863,187	1,061,833	787,500
	Incr from FY15 -4%	Incr from FY16 0%	Incr from FY17 10%	Incr from FY18 -3%	Incr from FY19 -17%	Incr from FY20 39%	Incr from FY20 -9%
	Jul-June only % Change fr FY19			1,046,989	886,138 -15%	1,234,169 18%	

Heads in
Beds in

JUN
JUL
AUG
SEPT
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY

100% reduction
75% reduction
50% reduction
25% reduction

Assume normal
tourism activity
resumes by July
2021 (FY22)

JUN

City of Isle of Palms Revenue w/ Forecasted Declines Related to Covid-19

State Accommodations Tax (Tourism-Related Only) (Approx 2% of Accommodation Sales)							
	FY16	FY17	FY18	FY19	FY20	FY21	FY21 BUDGET
Sept Qtr	518,796	520,784	518,028	546,269	580,306	553,971	435,230
Dec Qtr	179,446	178,830	202,803	203,067	181,550	252,012	136,162
Mar Qtr	66,294	61,586	71,773	103,097	88,638	132,256	66,479
June Qtr	364,938	407,460	413,234	445,779	242,893		334,334
Total Fiscal Yr	1,129,474	1,168,660	1,205,838	1,298,212	1,093,387	938,239	972,204
	1.7%	3.5%	3.2%	7.7%	-15.8%	10.3%	-11.1%
	Incr from FY15	Incr from FY16	Incr from FY17	Incr from FY18	Incr from FY19	Incr from FY20	Incr from FY20
	Jul-Mar only			852,434	850,494	938,239	
	% Change fr FY19				0%	10%	

Heads in
Beds in

Jun-Aug
Sept-Nov
Dec-Feb
Mar-May

100% reduction
75% reduction
50% reduction
25% reduction

Assume normal
economic activity
resumes by July
2021 (FY22)

Chas County ATax Pass-Through (Historically 20% of County's 2% on IOP Accommodation Sales)							
	FY16	FY17**	FY18	FY19	FY20	FY21	FY21 BUDGET
1st Payment	276,704	520,000	327,750	381,000	370,500	-	-
2nd Payment	208,390	-	109,250	127,000	-	-	-
Total Fiscal Yr	485,093	520,000	437,000	508,000	370,500	-	-
	1%	7%	-16%	16%	-27%		-100%
	Incr from FY15	Incr from FY16	Incr from FY17	Incr from FY18	Incr from FY19	Incr from FY20	Incr from FY20

Charleston County representatives have notified the City to expect a reinstated pass-through of \$508k for FY21; however, no funds have been received. The County also advises they have included a \$385k pass-through for FY22, but disbursements will be based on 20% of actual Atax collections on the IOP.

City of Isle of Palms Revenue w/ Forecasted Declines Related to Covid-19

Hospitality Tax							Food/Bev Sold in
(2% of Prepared Food & Beverage Sales)							
	FY16	FY17	FY18	FY19	FY20	FY21	FY21 BUDGET
JUL	83,038	85,051	89,309	104,681	88,238	66,947	44,119
AUG	87,110	93,123	98,883	101,031	106,673	59,353	80,005
SEPT	70,725	77,619	81,373	78,014	78,129	49,484	58,597
OCT	66,113	68,348	56,439	69,394	76,033	37,348	57,025
NOV	40,576	46,488	70,905	65,210	66,929	27,609	50,197
DEC	61,052	40,557	41,260	38,440	56,591	46,700	42,443
JAN	24,864	27,883	19,085	31,905	28,058	57,988	21,043
FEB	29,443	27,947	28,826	27,373	27,574	24,135	20,681
MAR	27,586	39,785	49,744	40,741	21,853	39,019	30,556
APR	50,531	57,961	66,633	66,425	12,956	50,777	49,819
MAY	71,297	85,246	79,870	85,134	15,429	85,357	63,851
JUNE	79,858	92,137	87,753	100,621	46,102	114,802	75,466
Deduct last July	(83,038)	(85,051)	(89,309)	(104,681)	(88,238)	(66,947)	(44,119)
Add next July	85,051	89,309	104,681	88,238	66,947		66,179
Total Fiscal Year	694,206	746,402	785,452	792,527	603,275	592,569	615,860
	Incr fr FY15 1%	Incr fr FY16 8%	Incr fr FY17 5%	Incr fr FY18 1%	Incr fr FY19 -24%	Incr fr FY20 -6%	Incr fr FY20 2%
			Jul-May only % Change fr FY19	708,349	578,463 -18%	544,715 -23%	

City of Isle of Palms Revenue w/ Forecasted Declines Related to Covid-19

Beach Preservation Fee							(1% of Accommodation Sales)
	FY16	FY17	FY18	FY19	FY20	FY21	FY21 BUDGET
JUL	162,228	161,068	192,666	199,724	195,287	172,336	172,336
AUG	191,610	218,620	181,842	209,600	213,067	169,596	159,800
SEPT	149,350	136,141	157,274	152,535	152,561	186,938	114,421
OCT	90,398	77,500	75,353	79,534	75,506	129,033	56,629
NOV	61,647	57,777	64,256	63,444	65,882	66,090	49,412
DEC	33,233	36,937	32,877	40,182	34,301	71,683	25,726
JAN	25,309	28,217	28,859	25,836	32,335	34,025	24,251
FEB	20,313	15,332	18,317	13,666	18,596	26,709	13,947
MAR	16,918	20,485	21,562	19,983	9,690	31,080	14,987
APR	51,082	51,166	53,213	53,685	26,422	68,055	40,264
MAY	70,954	92,529	88,875	90,800	7,181	125,288	68,100
JUNE	94,270	95,768	94,112	97,999	55,311	153,337	73,499
Deduct last July	(162,228)	(161,068)	(139,501)	(199,724)	(195,287)	(172,336)	(172,336)
Add next July	161,068	139,501	199,724	195,287	172,336		146,465
Total Fiscal Year	966,152	969,974	1,069,429	1,042,551	863,187	1,061,833	787,500

Incr from FY16	Incr from FY17	Incr from FY18	Incr from FY19	Incr from FY20	Incr from FY20
0%	10%	-3%	-17%	39%	-9%
Jul-June only		1,046,989	886,138	1,234,169	
% Change fr FY19			-15%	18%	

Heads in
Beds in

JUN
JUL
AUG
SEPT
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY

100% reduction
75% reduction
50% reduction
25% reduction

Assume normal
economic activity
resumes by July
2021 (FY22)

JUN

City of Isle of Palms Revenue w/ Forecasted Declines Related to Covid-19

Local Option Sales Tax		(a portion of the 1% Charleston County local option sales tax)				
		FY18	FY19	FY20	FY21	FY21 BUDGET
AUG		83,614	88,713	93,221	87,833	69,916
SEPT		73,671	72,557	83,456	83,149	62,592
OCT		61,352	63,829	62,752	71,963	47,064
NOV		61,040	61,435	65,514	68,054	49,135
DEC		49,732	54,748	59,951	67,342	44,964
JAN		55,282	57,483	64,996	69,592	48,747
FEB		43,314	48,026	53,263	58,840	39,947
MAR		47,589	49,240	50,882	60,533	36,930
APR		60,349	65,794	43,070	83,678	49,346
MAY		77,153	85,394	56,012	100,082	64,046
JUNE		70,879	78,238	74,078		58,678
JULY		88,382	92,504	92,789		69,378
Total Fiscal Year		772,357	817,962	799,984	751,066	640,742
		Incr from FY17	Incr from FY18	Decr from FY19	Change from FY20	Incr from FY20
			5.9%	-2.2%	12.8%	-19.9%
		Aug-Apr only	561,826	577,104	650,984	
		% Change fr FY19		3%	16%	

When Sales
Occurred

JUL
AUG
SEPT
OCT
NOV
DEC
JAN
FEB
MAR
APR
MAY
JUN

100% reduction
75% reduction
50% reduction
25% reduction

Assume normal
economic activity
resumes by July
2021 (FY22)

City of Isle of Palms
Marina Dock Replacement & Bulkhead Recoating

Contracts and Change Orders Received:

9/10/2018	ATM Eng, Design, Permit, Plans & Bid Docs for Marina Dock Rehabilitation (Tasks 1-4)
3/25/2019	ATM Bulkhead recoating - develop maint protocol, bidding and construction svcs
8/5/2019	ATM Chg Order #2 -modification to facilitate additional marina design and bidding services including coastal conditions assessment, dock areas B&C design development, bidding documents, technical specs, bid pkg development & bidding services. (Tasks 6*-9)
7/28/2020	ATM Chg Order #4* DHEC water/wastewater permits, Clean Vessel Act grant app, dock constr admin
9/22/2020	Salmons Dredging Contract (includes \$86k IPE decking and \$804k bulkhead recoating)
10/27/2020	Salmons Change Order #1 - Builders Risk Insurance
11/13/2020	Salmons Change Order #2 - move watersports dock for regulatory compliance
12/11/2020	Salmons Change Order #3 - remove pony float
12/18/2020	Salmons Change Order #4 - eliminate joint sealant requirement
1/7/2121	Salmons Change Order #5 - relocate and install CT cabinet and meter
1/25/2021	Salmons Change Order #6 - relocate transformer
3/2/2021	Salmons Change Order #7 - fuel hut
6/22/2021	Salmons Change Order #8 - disposal of broken pile

Project Expenditures:

Invoice Date	Payee	Description of Work
2/1/2019	ATM	Design, engineering & permitting
5/29/2019	ATM	Consulting on bulkhead recoating
7/10/2019	SC DHEC - OCRM	marina dock permit application fee
8/1/2019	ATM	Design, engineering & permitting
9/25/2019	ATM	Design, engineering & permitting
12/1/2019	ATM	Design, engineering & permitting
1/1/2020	ATM	Design, engineering & permitting
3/31/2020	ATM	plans, specs & bid documents, Dock B&C design, bid pkg
4/24/2020	Army Corp of Engineers	permit fee
5/6/2020	ATM	plans, specs & bid documents, Dock B&C design
6/30/2020	ATM	plans, specs & bid documents, Dock B&C design, bid pkg
8/7/2020	ATM	bidding services & CVAP grant application

FY19 Spending on docks (Total FY19 Budget = \$600k)	24,600
FY20 Spending on docks (Total FY20 Budget = \$147k)	107,257
FY21 Budget (\$2,875k docks + \$334k bulkhead recoat)	3,209,000
Contracts issued + City's contingency	(4,521,508)
Budget Funds Remaining	(1,180,651)

Plan, Design, Permitting & Bidding	Bulkhead Recoating	Dock Construction incl Fuel Hut	Contingency (incls provision for Builders Risk Insurance)	Total
62,000				62,000
	21,000			21,000
68,000				68,000
66,500				66,500
	804,400	2,832,216	667,392	4,304,008
		50,215	(50,215)	-
		23,634	(23,634)	-
		3,195	(3,195)	-
	(37,000)	-	37,000	-
		3,020	(3,020)	-
		12,288	(12,288)	-
		224,404	(224,404)	-
		17,230	(17,230)	-
196,500	788,400	3,166,203	370,405	4,521,508

2/1/2019	ATM	Design, engineering & permitting	10,100		10,100
5/29/2019	ATM	Consulting on bulkhead recoating		14,500	14,500
7/10/2019	SC DHEC - OCRM	marina dock permit application fee	250		250
8/1/2019	ATM	Design, engineering & permitting	14,958		14,958
9/25/2019	ATM	Design, engineering & permitting	5,432		5,432
12/1/2019	ATM	Design, engineering & permitting	7,934		7,934
1/1/2020	ATM	Design, engineering & permitting	25,037		25,037
3/31/2020	ATM	plans, specs & bid documents, Dock B&C design, bid pkg	39,004		39,004
4/24/2020	Army Corp of Engineers	permit fee	100		100
5/6/2020	ATM	plans, specs & bid documents, Dock B&C design	4,295		4,295
6/30/2020	ATM	plans, specs & bid documents, Dock B&C design, bid pkg	10,247		10,247
8/7/2020	ATM	bidding services & CVAP grant application	4,722		4,722

Project Expenditures, continued:

Invoice Date	Payee	Description of Work	Plan, Design, Permitting & Bidding	Bulkhead Recoating	Dock Construction incl Fuel Hut	Contingency (incl provision for Builders Risk Insurance)	Total
9/11/2020	ATM	bidding, permitting and CVAP grant application	6,421				6,421
10/14/2020	Salmons Dredging	Pay App #1 - marine structure, performance bond			250,200		250,200
11/6/2020	ATM	permitting, grant application, construction admin	14,151				14,151
11/17/2020	ATM	Consulting on bulkhead recoating		945			945
11/24/2020	First Tryon	Financial Advisor for bond issue				7,500	7,500
11/24/2020	Pope Flynn/Womble	Bond Attorneys				7,500	7,500
12/14/2020	ATM	CVAP grant application and construction admin	13,524				13,524
12/15/2020	ATM	Consulting on bulkhead recoating		1,649			1,649
12/30/2020	Salmons Dredging	Pay App #2		187,920	69,340		257,260
1/20/2021	ATM	Consulting on bulkhead recoating		1,879			1,879
1/25/2021	ATM	Design, engineering & permitting	20,294				20,294
1/29/2021	Salmons Dredging	Pay App #3		140,522	153,216		293,738
2/18/2021	ATM	Consulting on bulkhead recoating		477			477
2/26/2021	ATM	Design, engineering & permitting	10,416				10,416
2/28/2021	Salmons Dredging	Pay App #4		121,720	220,924		342,643
3/24/2021	ATM	Consulting on bulkhead recoating		808			808
3/31/2021	Salmons Dredging	Pay App #5		197,060	326,655		523,715
4/30/2021	Salmons Dredging	Pay App #6			151,200		151,200
5/31/2021	Salmons Dredging	Pay App #7		36,198.00	364,056.36		400,254
6/30/2021	Salmons Dredging	Pay App #8		7,239.60	88,110.72		95,350
Total paid			186,884	667,480	1,171,535	15,000	2,040,898
Remaining on contracts			9,617	120,920	1,994,668	355,405	2,480,610

City of Isle of Palms
Drainage Phase 3

Contracts and Change Orders Approved :

Thomas & Hutton	11/27/2018	Proj .0000 - Outfall Study - surveying, needs assessment & conceptual design
Thomas & Hutton	correction	Proj .0000 - Change Order #1 for Project Admin & Meetings
Thomas & Hutton		Proj .0002 - preliminary assessment of small but high impact projects in basin
Thomas & Hutton		Proj .0003 - design, eng & permitting for small but high impact projects in basin
Thomas & Hutton		Proj .0004 - design, eng & permitting for outfalls @ 30th Ave & Forest Trail + 41st Ave impro
Thomas & Hutton	6/23/2020	Proj .0005 - conceptual assessment of Waterway Blvd elevation study
Thomas & Hutton	7/28/2020	Proj .0003 CO - bidding & construction admin services for internal drainage projects
Thomas & Hutton		Proj .0004 CO - additional permitting efforts for outfalls
Gulf Stream Construction		Construction Contract, internal drainage projects

Project Expenditures:

Invoice Date	Invoice #	Payee	Description of Work
FY 2019		Thomas & Hutton Engineering	Engineering & Design Fees, Projects .00 and .02
FY 2020		Thomas & Hutton Engineering	Engineering & Design Fees, .00, .02, .03 & .04
YTD FY 2021		Thomas & Hutton Engineering	Engineering & Design Fees, .03, .04 & .05
1/1/21		SCDHEC/OCRM	permit
4/1/21		Gulf Stream Construction	Pay App #1
4/22/21		Gulf Stream Construction	Pay App #2
6/1/21		Gulf Stream Construction	Pay App #3
			Total paid
			Remaining on contracts

FY19 Project Spending	93,052
FY20 Project Spending	134,935
FY21 Budget for Small Project Contruction	500,000
FY21 Budget for Outfall Construction	3,120,000
Contracts/Change Orders	(1,133,932)
Budget Funds Remaining	2,714,055

Engineering & Design	Project Admin	Construction	Contingency	Total
100,800				100,800
-	13,000		-	13,000
23,300			-	23,300
62,600				62,600
229,500				229,500
18,900				18,900
30,000				30,000
43,300				43,300
		612,532		612,532
508,400	13,000	612,532	-	1,133,932

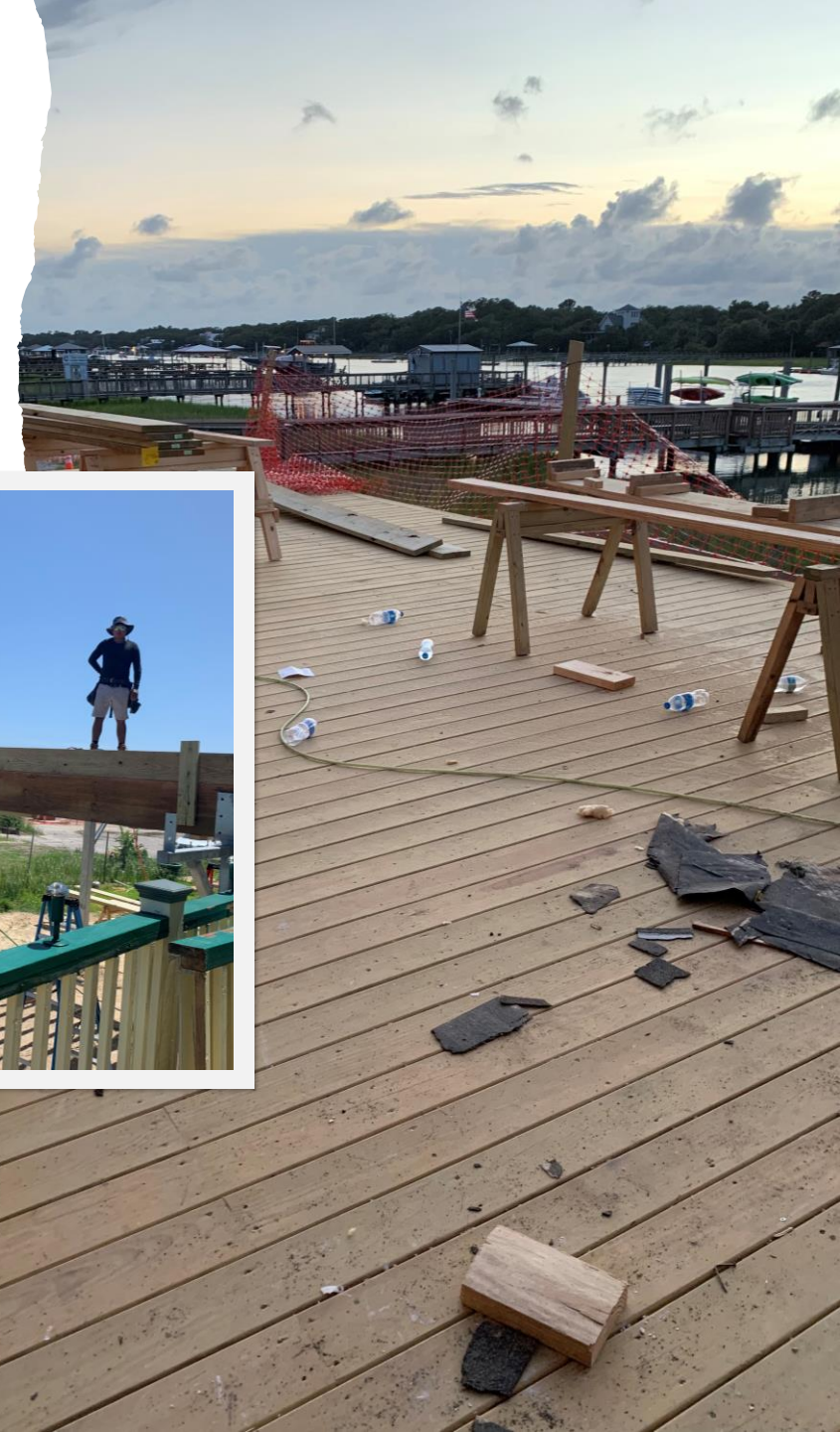
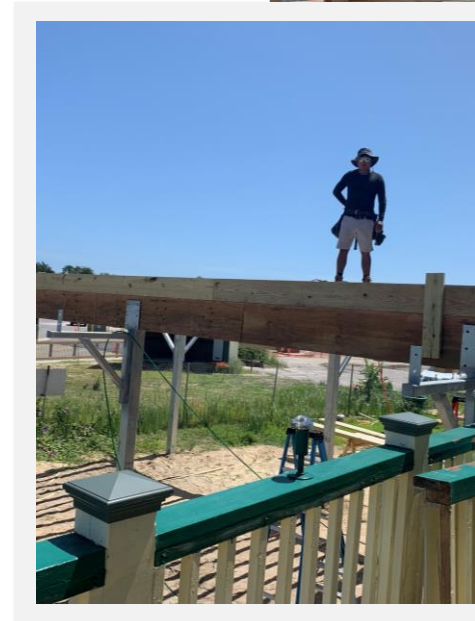
87,437	5,615	-	-	93,052
154,087	7,386	-	-	161,473
212,479	-	-	-	212,479
250				250
		239,853		239,853
		93,969		93,969
		89,107		89,107
454,003	13,000	422,929	-	890,182
54,397	-	189,603	-	243,749

FY22 CAPITAL PROJECTS REPORT



IOP MARINA RESTAURANT RENOVATION

- **Building Update**
 - All demo and replacement of rotten wood in several areas completed.
 - Mechanical, Electrical & Plumbing work in progress.
 - Began construction of the front gazebo & bar and back deck area. Waiting on materials and supplies to start construction of the second floor.
 - Chain supply issues and material availability impacting construction schedule.
 - Construction completion date estimated early 2022.
- **Restaurant Dock Improvements**
 - City is in process of securing an additional proposal for the replacement of damaged/missing dock bumpers and boat fenders to the restaurant portion of the "T" dock. On-site meeting with contractor conducted.
- **Parking Lot Improvements**
 - Work delayed. Scheduled for the week of August 20th.
- **Marker 116 Proposed Lease Amendments**
 - Allow overnight docking only due to unforeseen circumstances to protect the health and welfare of patrons.
 - Delay payment of base rent for 2021 (\$40,000) due to delays in construction completion schedule.



IOP MARINA DOCK REHABILITATION

Dock Area C – (Restaurant and Face Docks)

- Salmons remobilized to the marina site on Monday, July 12th to begin installation of gangways platforms and permanent gangways. Pile caps will also be installed if their arrival coincides with mobilization timeline.
- Electrical components proceeding according to plan.
- Flexible connections from the 2" potable waterline to the hose bibbs on the power pedestals and the 4" flexible connection from the bulkhead fitting to the dry standpipe fire protection system currently installed under the docks are currently at a standstill due to the unavailability of previously approved materials. Salmons and ATM collaborating on possible alternatives in material selection.

Dock Area B – (Charter Docks)

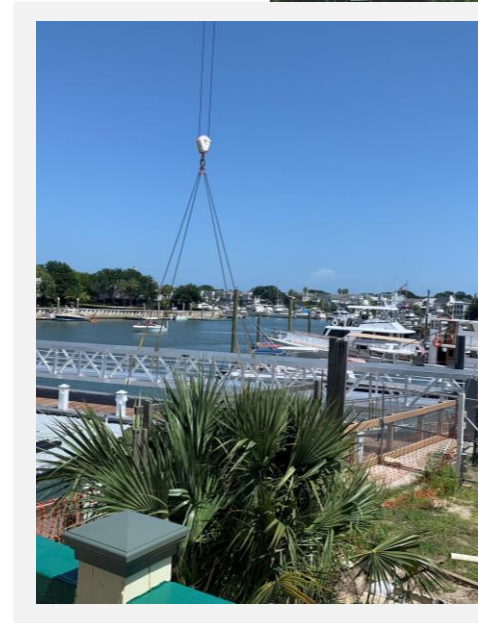
- Salmons will demo the existing "Charter" dock that parallels the boat ramp and install the new replacement "Charter" dock. A temporary gangway will be utilized to access this dock, which will be used exclusively to assist folks launching and recovering boats at the ramp.
- No other work will be performed on the existing "Charter" dock until both Restaurant and Face docks are fully functional for use.

Dock Area A – (Fuel Dock)

- Fuel hut design completed and building permit issued by IOP Building Department.
- ATM in receipt of submittal package for the fuel docks and fuel platform from Structurmarine.

Administrative Items

- City, Salmons and ATM executed change order for time extension in accordance with revised completion schedule (Completion date= November 19, 2021), Builder's Risk through December 2021.
- City staff collaborating with MASC SCMIRF and broker on property insurance options.
- **Next steps:** Council to consider proposal from ATM for additional construction administration services due to extension of construction completion schedule (Original contract assumed a 6-month construction).



PHASE 3 DRAINAGE 30TH, 36TH & 41ST AVENUE OUTFALLS

Permitting

Easement agreement with Wild Dunes executed, getting recorded.

14 permits submitted - 2 permits fully approved (Forest Trail and 30th Ave Infrastructure Critical Area Permits), 4 permits conditionally approved, and 8 are being processed.

Construction

Goal is to begin work on 30th and 36th Avenue outfalls in the fall/winter of 2021, and 41st Avenue in the fall of 2022.

Mitigation

Mitigation (in the form of oyster reefs) was proposed as part of the City's Critical Area permit application package for 41st Avenue, however, the total amount of mitigation required is still undetermined. The amount to be mitigated for will be finalized once the Army Corp/SCHDEC agree on the amount of "vegetated impacts". City will only have to mitigate for the vegetated portions of the impacted channel, not the entire 41st Avenue channel. The purchase of credits from a mitigation bank is another option, if the cost of mitigation project exceeds the credits.

Next Steps

Amend Thomas & Hutton contract to include bidding and construction oversight for the 30th and 36th Avenue outfall projects. Proposal included in WM agenda 7/20 for consideration.



PHASE 3 DRAINAGE INTERNAL PROJECTS

All portions of these projects are completed. Paving scheduled to begin week of 7/15. Final inspection and walkthrough scheduled when paving is complete.

- Sparrow Drive
- Forest Trail
- Cross Lane
- 32nd Avenue
- 41st Avenue
 - 2 out of 3 projects – Complete
 - 41st Avenue & Forest Trail - Work delayed until after Labor Day due to road closure



OVERHEARD TO UNDERGROUND ELECTRIC CONVERSION

City has received the Dominion Energy agreement and design/engineering estimates for the proposed projects:

- 21st Avenue at the intersection with Palm Boulevard (\$10,000)
- End of 41st Avenue from Waterway Boulevard to the IOP Marina (\$15,000)
 - Engineering scope includes assessment of relocation of transformer by the boat ramp and new lighting layout for the site

Design & engineering completion estimated 3-4 months from agreement execution.

The total cost of the projects and construction timelines will be determined when the design & engineering work is complete.



State Accommodations Tax Advisory Committee
Isle of Palms, South Carolina

Application for City of Isle of Palms ATAX Grant

For Office Use Only

Date Received: _____	Total Project Cost: _____
Total Accommodations Tax Funds Requested: _____	
Recommendation by City of IOP Staff (yes and if so amount ; no; defer to committee; n/a) : _____	
Action Taken By Accommodations Tax Advisory Committee: Date _____ Approved _____ Denied _____ Amended _____ Other _____	

(Please Use Additional Paper and Include Pertinent Documentation as May Be Needed)

A. Project Name: Attraction of Tourism for the City of Isle of Palms through Surfcam Web Page, including link to City of IOP Website for Beach Access, Parking, and Traffic Information.

B. Applicant Organization: Carolina Coast Surf Club, Inc. a South Carolina nonprofit corporation

1. Mailing Address: P.O. Box 161, Sullivan's Island, SC 29482

Telephone: _____ Email: _____

2. Project Director: Jim Radley

Telephone: 843-886-6297 (h), 703-328-4711 (c) Email radleyj@comcast.net

3. Description of Organization, Its Goals and Objectives:

Preserve and protect the IOP beaches and ocean. This includes participating in the SCDHEC-OCRM Adopt-A-Beach program to clean the beach from the 9th Avenue beach access to the Sea Cabins pier. Promote surfing as a healthy, family-oriented activity on IOP.

C. Description and Location of Project:

Real time camera image of beach and surf conditions on IOP displayed on the surf camera web page (www.carolinacoastsurfclub.org/surfcam.php; also accessible through BCDCOG BeachReach smartphone app). City of IOP would continue to have its logo prominently displayed as a sponsor on the surfcam page with a link to the City's home page. Daily surf report on surf camera web page will continue to include an IOP Parking section and IOP traffic section that describe how to navigate to the corresponding City of IOP web pages for beach access, parking, and IOP Connector traffic.

X Single Event?

___ Ongoing Event/Annual Need?

1. Date(s): of project/ event or start date: 9/1/2021 Completion date: 8/31/2022

2. Impact on Tourism: What percentage of persons benefitting from this project are tourists, ie. those coming from more than 50 miles away and expected to spend the night on Isle of Palms (____%) compared to Isle of Palms residents (____%) vs. visitors from within 50 miles such as “day trippers” (____%)

Tourism, as defined in SC Code 1976 Article 6-4-5 , states: “Travel” and “tourism” mean the action and activities of people taking trips outside their home communities for any purpose, except daily commuting to and from work. [Persons benefitting: IOP residents < 5%; non-residents > 95%]. Our impact on tourism for the Isle of Palms is substantial and we meet the statutory requirements for the proper use of ATAX funds..

*Source of tourist data (website tracking, surveys, lodging data, sales information, etc.)

3. If this application is for an ongoing event, what is the percentage increase/decrease in tourist attendance compared to each of the past three years' events?

*Source of tourist data _____
(website tracking, surveys, lodging data, sales information, etc.)

4. Is your event to be conducted entirely on Isle of Palms? Yes If not, please set forth the percentage occurring on Isle of Palms, as well as the specific locations and the percentages occurring elsewhere.

5. To your knowledge, does anyone else promote projects similar to yours within the city limits of Isle of Palms? If so, how is your project similar and/or unique? Given the parameters, please explain why your project is entitled to City of Isle of Palms ATAX funding.

No. There are the two Windjammer beach cams, but no other organization provides all of the information on one web page that is updated daily.

6. Set forth fully the successes and failures you have experienced for your proposed project for which you seek City of Isle of Palms ATAX funding for

each of the past three years. Set forth the metrics by which you have measured success for the past three years, as well as the metrics by which you will measure success for the current year's project/event on the City of Isle of Palms. The metric for success is the number of surfcam page visits and number of visitors. For the past three years, these are as follows.

- 6/1/2020 – 5/30/2021: 464 webpage visits per day average, with a one-day high of 1,667 in August and a one-day low of 83 in January and February. The total number of webpage visitors for the year was 31,800. Device category of users: 76% smartphone; 21% desktop PC; 3% tablet PC;
- 6/1/2019 – 5/30/2020: 437 webpage visits per day average, with a high of 1,289 per day in September and a low of 318 per day in February. The total number of webpage visitors for the year was 33,324. Device category of users: 71% smartphone; 24% desktop PC; 8% tablet PC;
- 5/8/2018 – 5/8/2019: 641 webpage visits per day average, with a high of 1,450 per day in September and a low of 300 per day in January.

7. Describe fully how and why your proposed project/event qualifies for City of Isle of Palms ATAX funding. In accordance with SC Code 1976 Article 6-4-10 Allocation to general fund; special fund for tourism; management and use of special fund, “advertising and promotion of tourism so as to develop and increase tourist attendance through the generation of publicity”.
8. If your project is granted City of Isle of Palms ATAX funding and realizes a profit, do you commit to returning the profit to the City of Isle of Palms? Yes
_ If not, please explain fully, to include what you will do with the money.
Note:It is impermissible to donate or “pass through” City of Isle of Palms ATAX grants to any other organization, except as authorized by City of Isle of Palms. Further, the City of Isle of Palms does not approve of “carry forwards” of ATAX grants for use in ensuing years, absent extraordinary and compelling reasons in the sole discretion of the City of Isle of Palms. Excess funds must be returned to the City of Isle of Palms.
9. Please attach your budget reflecting the amounts and sources of all related income and donations from others for the project/event, as well as expenditures for each of the last three years. In addition, set forth projected income and expenses for this year's project/event, as well as all expenses, both incurred and paid, as well as projected.

D. Financial Justification (“heads on beds” and ancillary benefits)

1. Describe fully and provide relevant documentation for each of the past three years reflecting:

- Where, as a specific result of your project/event, have tourists spent the night on Isle of Palms, i.e. those incurring accommodations taxes for lodging. Include the lodging providers addresses phone numbers, rooms utilized, costs and nights stayed.
- Where do you project tourists for this year's project to spend the night (ie. lodging for those expected to pay accommodations taxes, to include hotels, condos, house rentals, etc.)? What is the basis for your projection? As an illustration, you may set forth blocks of rooms in hotels that have been reserved, private lodging that has been booked or are expected to be booked, etc.

Not applicable for this project.

2. Provide all additional economic and other relevant information justifying the grant of ATAX funding by City of Isle of Palms for your project/event, as well as your means of calculation. Not applicable for this project.

3. Set forth the number of tourists attending your project/event on the Isle of Palms for each of the past three years. Include where applicable all relevant documentation along with the methodology by which you have done your calculations. See metrics data in C.6 above.

4. Set forth the number of attendees projected for this year's project/event, and well as the means of calculation. Projecting from the metrics data from the past 3 years: 500 surfcam webpage visits per day average, 1400 visits per day maximum in September, 350 visits per day minimum in February, and a total number of webpage visitors of 35,000.

5. Is the project/event for which you seek City of Isle of Palms ATAX funding during the "off season" or "shoulder season"? If not, please explain the justification. Are proposed dates flexible so as to be amenable to off-season and/or shoulder season scheduling? Both, plus in season.

6. Describe fully all potentially negative aspects of your project/event, if any. This would include, by way of illustration, the potential for overcrowding particularly during warm weather months, parking challenges, health and safety issues, added responsibilities and difficulties imposed on first responders, impact on peace and tranquility- especially in residential neighborhoods and for tourists and factors potentially impacting adversely on the character of the City of Isle of Palms.

None. Surfcam page provides real time view of IOP beach on the west side of the Sea Cabins pier so potential visitors can assess the level of crowds, and also provides access to traffic cams through a link on the City of IOP website

E. Marketing Plan

Describe fully your past three years marketing for your project/event, as well as your current year's advertising and marketing plan, to include all means of broadcast. Please include and attach all applicable documentation and the projected costs involved.

Marketing is conducted by our presence on the internet and by soliciting local businesses to become sponsors on the web site with links to their business websites to draw tourists to their establishments which increases revenues for the City of Isle of Palms.

F. Funding: Sources of Income for This Project/Event (Please attach all supporting documents)

1. Sponsorships or Fundraising: Amount \$3,950.00 From: Sponsorships

2. Entry Fees: Amount \$3,475.00 From: Membership Dues

3. Donations: Amount \$_____From_____

4. Accommodations Tax Funds Request: Amount \$1,000.00

Date(s) Required: 9/1/2021 Lump Sum: \$1,000.00 Installments_

5. Other:

6. Total Funding: \$8,425.00

Total Budget: \$8,425.00

G. Financial Analysis

Please Provide a Line Item Budget for your project/event

If awarded, Isle of Palms ATAX funds are requested as follows:

(1) Lump Sum(s): \$1,000 on 9/1/2021(date),

\$_____on_____ (date),

\$_____on_____ (date).

(2)Payment of Invoices as submitted to City Staff. Invoices should be submitted at least two weeks prior to due date.

H. Miscellaneous

1. In what category do you place your project/event and why?

- Festival_____
- Marketing_____
- Other_(Please Explain):
Advertising and promotion of tourism.

2. Have you affirmatively reached out to the City of Isle of Palms staff for initial review for your project/event and if not, please explain. If you have reached out, what feedback did you receive, both positive and negative and specifically from whom?

Yes, acceptance of prior submittals of ATAX Grant applications and notification of upcoming meetings to attend. Feedback received from Ron Hanna in 2020 and from City Treasurer Marie Copeland in 2016-2019.

3. If applicable, explain why you have not sought funding from sources other than the City of Isle of Palms for the funding of your project/event. If you have sought alternate or additional funding, explain fully the results to include the source(s) for funding, from whom received and set forth all amounts received or expected to be received from other sources.

Not applicable. The surf club does receive funding from other sources.

4. Does your project/event have applicable liability insurance, to include the City of Isle of Palms, its employees and agents and if so, what are the liability limits? If not, please explain why not and explain who will agree to bear the costs, burdens, damages and legal fees for your project/event in case claims for

damages are made against the City of Isle of Palms, its employees and agents as a result of your project/event. A minimum of \$300,000 of liability insurance is typically required unless that requirement is specifically waived in writing by the City of Isle of Palms in its sole discretion. If there is applicable insurance, do you commit to making the City of Isle of Palms, its employees and agents additional insured(s)? If not, explain fully the basis. If applicable, you must include a copy of the relevant insurance policy reflecting the City of Isle of Palms, its employees and agents are additional insured(s) for your project/event. Not applicable.

5. Do you assert that the project/event for which you seek City of Isle of Palms ATAX funding is sustainable in the future? If so, please explain fully. If not, please explain fully. Yes. Surf club web site has been online and active for the past 10 years, and for the past 5 years has used ATAX Grant funds to upgrade and sustain the web site to display streaming surfcam images of the beach and waves and provide daily reports.

6. In the event City of Isle of Palms grants your project/event ATAX grant funding, do you acknowledge that no such funds can be spent for the purchase of alcohol or tobacco products? Yes If not, please explain your justification. _____

7. In the event your project/event is awarded City of Isle of Palms ATAX grant funding, but is postponed for more than 180 days of receipt of funding, do you acknowledge that you must return to the City of Isle of Palms all ATAX grant money received from Isle of Palms absent extraordinary circumstances and within the sole discretion of the City of Isle of Palms? Do you agree? Yes If you do not agree, please set forth fully your reasons. _____

8. In the event your project/event is granted City of Isle of Palms ATAX grant funding, you must and do hereby agree by the filing your application personally to hold harmless and indemnify the City of Isle of Palms, its employees and agents from and against any claims for damages to include, *inter alia*, legal fees relative to your project/event. Do you agree? Yes If not, please explain. _____

If not, please explain fully your basis. _____

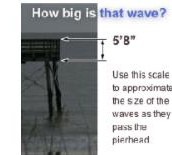
9. In the event the City of Isle of Palms provides ATAX grant funding for your event/project, set forth in detail how you will acknowledge the City of Isle of Palms as a grantor of funding.

As currently done and for the past 5 years, display the City of Isle of Palms seal with a link to the City website on the surfcam web page, and provide special announcements such as was done in 2020 and 2021 for COVID updates by IOP City Government.



SurfCam and Report

Home / SurfCam



Isle of Palms Report

Waves	At 7:30 AM, waves are 1-2 feet, short period and clean.
Buoy Information	The Edisto Buoy is not reporting wave height or dominant period.



Isle of Palms Weather





Waves	At 7:30 AM, waves are 1-2 feet, short period and clean.
Buoy Information	The Edisto Buoy is not reporting wave height or dominant period.
Wind	9 mph from the NE (offshore), and forecast to increase to 13 mph from the E (onshore) this afternoon
Air temperature	74 deg F, with a forecast high of 82 deg F
Tides	Sunrise 6:10 AM, Low Tide 6:26 AM, High Tide 12:33 PM, Low Tide 6:36 PM, Sunset 8:29 PM
Water Temperature	81 deg F at the Cooper River entrance to the Charleston Harbor
Other information	Waves are forecast to be in the 1-2 foot range through the weekend with nice beach weather.
Become a Member	If you enjoy this surfcam please consider becoming a member of or renewing your membership with The Carolina Coast Surf Club. New and renewing members click on either the "JOIN" or "RENEW" tabs above. You may now pay annual dues online!
If you are having trouble displaying the camera image	We use a third party application server (Angelcam) to display the surfcam image on this web page, and if the image does not display, clear the browsing history and cache in your browser and do a browser refresh. Sometimes more than one refresh is required.
Current IOP Traffic	To view current traffic conditions at both the IOP and Mount Pleasant ends of the IOP Connector, do the following: (1) click on the City of Isle of Palms seal on the upper left of this web page; (2) select "Experience IOP" at the upper right of the home page, and from the pull down menu click on "The Beach"; (3) at the left of the Beach web page, click on "Beach Access & Parking"; (4) click on the "SCDOT 511 system" link in the second paragraph.
IOP Parking	Public parking is specified on the Isle of Palms City web site by first performing steps (1), (2) and (3) above; then, (4) scroll down to "Public Road Right-of-Ways" and click on the link "Learn more about Beach Parking".
	This surf report was updated on Wednesday June 16 by Jim Radley.



Carolina Coast Surf Club, Inc.
Balance Sheet
As of June 23, 2021

	Jun 23, 21
ASSETS	
Current Assets	
Checking/Savings	
Cash in Bank of South Carolina	4,772.46
Total Checking/Savings	4,772.46
Accounts Receivable	
Accounts receivable	2,225.00
Total Accounts Receivable	2,225.00
Other Current Assets	
Inventory Club Wear	1,991.76
Total Other Current Assets	1,991.76
Total Current Assets	8,989.22
Fixed Assets	
Club Tent	719.10
Surf Cam Equipment	
Camera & Lens Purchased 2016	1,368.46
Camera Installation 2007	290.00
Camera Purchased 2007	1,570.00
Camera Spare Purchased 2012	1,117.60
Total Surf Cam Equipment	4,346.06
Total Fixed Assets	5,065.16
TOTAL ASSETS	14,054.38
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Askins Dues Paid Thru 2022-2023	300.00
Total Long Term Liabilities	300.00
Total Liabilities	300.00
Equity	
Unrestrict (retained earnings)	10,145.78
Net Income	3,608.60
Total Equity	13,754.38
TOTAL LIABILITIES & EQUITY	14,054.38

1:55 PM

06/23/21

Accrual Basis

Carolina Coast Surf Club, Inc.
Profit & Loss Budget Performance
January through June 2021

	<u>Jan - Jun 21</u>	<u>Budget</u>	<u>Jan - Jun 21</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
Membership Dues	5,150.00	3,475.00	5,150.00	3,475.00	3,475.00
Surf Cam Sponsorship	0.00	4,950.00	0.00	4,950.00	4,950.00
Total Income	<u>5,150.00</u>	<u>8,425.00</u>	<u>5,150.00</u>	<u>8,425.00</u>	<u>8,425.00</u>
Expense					
Annual Meeting	0.00	3,100.00	0.00	3,100.00	3,100.00
Bank Service Charge	0.00	30.00	0.00	30.00	30.00
Christmas Party	0.00	140.00	0.00	140.00	140.00
New Member Packet Mailing Cost	71.26	75.00	71.26	75.00	75.00
Oyster Roast	0.00	1,400.00	0.00	1,400.00	1,400.00
Postage	0.00	92.00	0.00	92.00	184.00
Website and Surfcam Management	1,470.14	3,810.00	1,470.14	3,810.00	3,810.00
Total Expense	<u>1,541.40</u>	<u>8,647.00</u>	<u>1,541.40</u>	<u>8,647.00</u>	<u>8,739.00</u>
Net Ordinary Income	<u>3,608.60</u>	<u>-222.00</u>	<u>3,608.60</u>	<u>-222.00</u>	<u>-314.00</u>
Net Income	<u><u>3,608.60</u></u>	<u><u>-222.00</u></u>	<u><u>3,608.60</u></u>	<u><u>-222.00</u></u>	<u><u>-314.00</u></u>

Balance Sheet

As of December 31, 2020

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Cash in Bank of South Carolina	3,388.86
Total Checking/Savings	3,388.86
Other Current Assets	
Inventory Club Wear	1,991.76
Total Other Current Assets	1,991.76
Total Current Assets	5,380.62
Fixed Assets	
Club Tent	719.10
Surf Cam Equipment	
Camera & Lens Purchased 2016	1,368.46
Camera Installation 2007	290.00
Camera Purchased 2007	1,570.00
Camera Spare Purchased 2012	1,117.60
Total Surf Cam Equipment	4,346.06
Total Fixed Assets	5,065.16
TOTAL ASSETS	10,445.78
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Askins Dues Paid Thru 2022-2023	300.00
Total Long Term Liabilities	300.00
Total Liabilities	300.00
Equity	
Unrestrict (retained earnings)	9,301.41
Net Income	844.37
Total Equity	10,145.78
TOTAL LIABILITIES & EQUITY	10,445.78

12:56 PM

06/23/21

Accrual Basis

Carolina Coast Surf Club, Inc.
Profit & Loss Budget Performance
 January through December 2020

	Jan - Dec 20	Budget	Jan - Dec 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Membership Dues	3,475.00	4,150.00	3,475.00	4,150.00	4,150.00
Surf Cam Sponsorship	2,750.00	4,850.00	2,750.00	4,850.00	4,850.00
Total Income	6,225.00	9,000.00	6,225.00	9,000.00	9,000.00
Expense					
Annual Meeting	0.00	3,081.50	0.00	3,081.50	3,081.50
Bank Service Charge	0.00	30.46	0.00	30.46	30.46
Christmas Party	0.00	139.93	0.00	139.93	139.93
New Member Packet Mailing Cost	74.03	106.07	74.03	106.07	106.07
Oyster Roast	1,404.73	1,219.27	1,404.73	1,219.27	1,219.27
Postage	92.00	135.00	92.00	135.00	135.00
Website and Surfcam Management	3,809.87	4,614.71	3,809.87	4,614.71	4,614.71
Total Expense	5,380.63	9,326.94	5,380.63	9,326.94	9,326.94
Net Ordinary Income	844.37	-326.94	844.37	-326.94	-326.94
Net Income	844.37	-326.94	844.37	-326.94	-326.94

Balance Sheet

As of December 31, 2019

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Cash in Bank of South Carolina	2,514.49
Total Checking/Savings	2,514.49
Other Current Assets	
Inventory Club Wear	2,021.76
Total Other Current Assets	2,021.76
Total Current Assets	4,536.25
Fixed Assets	
Club Tent	719.10
Surf Cam Equipment	
Camera & Lens Purchased 2016	1,368.46
Camera Installation 2007	290.00
Camera Purchased 2007	1,570.00
Camera Spare Purchased 2012	1,117.60
Total Surf Cam Equipment	4,346.06
Total Fixed Assets	5,065.16
TOTAL ASSETS	9,601.41
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Askins Dues Paid Thru 2022-2023	300.00
Total Long Term Liabilities	300.00
Total Liabilities	300.00
Equity	
Unrestrict (retained earnings)	9,603.35
Net Income	-301.94
Total Equity	9,301.41
TOTAL LIABILITIES & EQUITY	9,601.41

12:55 PM

06/23/21

Accrual Basis

Carolina Coast Surf Club, Inc.
Profit & Loss Budget Performance
January through December 2019

	<u>Jan - Dec 19</u>	<u>Budget</u>	<u>Jan - Dec 19</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
Donations Income	0.00	50.00	0.00	50.00	50.00
Membership Dues	4,175.00	4,600.00	4,175.00	4,600.00	4,600.00
Surf Cam Sponsorship	4,850.00	5,300.00	4,850.00	5,300.00	5,300.00
Total Income	<u>9,025.00</u>	<u>9,950.00</u>	<u>9,025.00</u>	<u>9,950.00</u>	<u>9,950.00</u>
Expense					
Annual Meeting	3,081.50	2,700.00	3,081.50	2,700.00	2,700.00
Bank Service Charge	30.46	14.00	30.46	14.00	14.00
Christmas Party	139.93	170.00	139.93	170.00	170.00
Club Wear	0.00	636.00	0.00	636.00	636.00
New Member Packet Mailing Cost	106.07	170.00	106.07	170.00	170.00
Oyster Roast	1,219.27	1,275.00	1,219.27	1,275.00	1,275.00
Postage	135.00	115.00	135.00	115.00	115.00
Website and Surfcam Management	4,614.71	4,700.00	4,614.71	4,700.00	4,700.00
Total Expense	<u>9,326.94</u>	<u>9,780.00</u>	<u>9,326.94</u>	<u>9,780.00</u>	<u>9,780.00</u>
Net Ordinary Income	<u>-301.94</u>	<u>170.00</u>	<u>-301.94</u>	<u>170.00</u>	<u>170.00</u>
Net Income	<u>-301.94</u>	<u>170.00</u>	<u>-301.94</u>	<u>170.00</u>	<u>170.00</u>

Balance Sheet

As of December 31, 2018

	Dec 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Cash in Bank of South Carolina	3,630.43
Total Checking/Savings	3,630.43
Other Current Assets	
Inventory Club Wear	1,307.76
Total Other Current Assets	1,307.76
Total Current Assets	4,938.19
Fixed Assets	
Club Tent	719.10
Surf Cam Equipment	
Camera & Lens Purchased 2016	1,368.46
Camera Installation 2007	290.00
Camera Purchased 2007	1,570.00
Camera Spare Purchased 2012	1,117.60
Total Surf Cam Equipment	4,346.06
Total Fixed Assets	5,065.16
TOTAL ASSETS	10,003.35
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Askins Dues Paid Thru 2022-2023	400.00
Total Long Term Liabilities	400.00
Total Liabilities	400.00
Equity	
Unrestrict (retained earnings)	10,026.43
Net Income	-423.08
Total Equity	9,603.35
TOTAL LIABILITIES & EQUITY	10,003.35

12:53 PM

06/23/21

Accrual Basis

Carolina Coast Surf Club, Inc.
Profit & Loss Budget Performance
January through December 2018

	<u>Jan - Dec 18</u>	<u>Budget</u>	<u>Jan - Dec 18</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense					
Income					
Donations Income	19.97	0.00	19.97	0.00	0.00
Membership Dues	4,700.00	4,600.00	4,700.00	4,600.00	4,600.00
Surf Cam Sponsorship	4,108.40	5,300.00	4,108.40	5,300.00	5,300.00
Total Income	<u>8,828.37</u>	<u>9,900.00</u>	<u>8,828.37</u>	<u>9,900.00</u>	<u>9,900.00</u>
Expense					
Annual Meeting	2,785.98	2,800.00	2,785.98	2,800.00	2,800.00
Bank Service Charge	9.15	14.00	9.15	14.00	14.00
Booth & Events Costs and Fees	22.96		22.96		
Christmas Party	174.01	170.00	174.01	170.00	170.00
Club Outings & Meetings	0.00	0.00	0.00	0.00	0.00
Club Wear	0.00	636.00	0.00	636.00	636.00
New Member Packet Mailing Cost	188.90	170.00	188.90	170.00	170.00
Oyster Roast	1,005.25	1,275.00	1,005.25	1,275.00	1,275.00
Postage	84.00	115.00	84.00	115.00	115.00
Tent	0.00	0.00	0.00	0.00	0.00
Website and Surfcam Management	4,981.20	4,700.00	4,981.20	4,700.00	4,700.00
Total Expense	<u>9,251.45</u>	<u>9,880.00</u>	<u>9,251.45</u>	<u>9,880.00</u>	<u>9,880.00</u>
Net Ordinary Income	<u>-423.08</u>	<u>20.00</u>	<u>-423.08</u>	<u>20.00</u>	<u>20.00</u>
Net Income	<u><u>-423.08</u></u>	<u><u>20.00</u></u>	<u><u>-423.08</u></u>	<u><u>20.00</u></u>	<u><u>20.00</u></u>



June 16, 2021

Ms. Desiree Fragoso
City Administrator
City of Isle of Palms City Hall
1207 Palm Boulevard
Isle of Palms, South Carolina 29451

Re: City of Isle of Palms Marina

Dear Ms. Fragoso,

Pursuant to our recent discussions and our meeting on Monday with Mr. Jack Harrelson of Salmons Dredging, we understand that the current, projected completion date for the Isle of Palms Marina Rehabilitation Project is now November 19, 2021. The original contracted substantial completion date for construction (as per the contract document with Salmons Dredging) was May 15, 2021. As you may recall, ATM's scope of services for construction administration services was based on a six-month construction schedule (see attached). To date we have performed eight months of construction phase services and have requested only a nominal adjustment to our construction administration scope of services to deal with two items that were out of original scope. With the extension of the construction contract, the need for additional construction administration services on the project is indicated.

In addition to the extended project schedule, ATM has expended significant out-of-scope effort related to the review of the floating dock design submittals provided by Structurmarine (via Salmons). As mentioned to you previously, the contract documents require that the contractor and floating dock supplier provide a single, comprehensive design submittal for the floating docks and pile anchorage for our review. ATM was contracted to provide a single review of this submittal package to ensure proper design and conformance with project design criteria. To date, we have received and reviewed *five* submittal packages from Structurmarine/Salmons related to the floating dock and anchorage system for Dock Areas B and C. The first four of these submittals were incomplete and/or contained incorrect design calculations based on our review. Yesterday we received a separate (sixth) submittal package for Dock Area A (fuel dock) that requires review.

With the above in mind, we request a change order to perform additional construction administration services on behalf of the City to facilitate contract completion. Specifically, ATM proposes to conduct five months of additional construction administration on this project.

Specific tasks shall include:

- Review Dock A floating dock and anchorage calculations and shop drawings. This scope assumes a single review only to ensure consistency with the design intent of the



project, performance specifications, identified loading criteria, regulatory permit conditions, utility routing, etc. If our initial review indicates the contents of the submittal are inaccurate or incorrect and in need of revision and re-submittal, we will not undertake any additional reviews without prior discussion with and authorization by the City.

- Review miscellaneous contractor submittals (pile driving logs, change order requests, etc.)
- Review contractor and utilities materials submittals and product certifications
 - Note: While much of this was completed during initial construction phases, we are now receiving substitute product submittals as the global supply chain is impacting the available materials for this project.
- Conduct additional site visits during active construction (weekly during active construction)
 - Assume 10 additional site visits during the construction of:
 - Utilities on Dock Area C
 - Dock and Utilities on Dock Area B
 - Dock, Utilities, and Fuel Hut on Dock Area A (Fuel Dock)
 - Document site observation via written correspondence and digital photography
 - Document project progress and identified project challenges/issues
- Review and certify contractor's applications for payment.
 - Assume 6 applications to coincide with the new completion date of November 19th
- Conduct ongoing, weekly project coordination with City, Contractor, Sub-Contractors, Marina Manager/Tenants, and other project participants
- Facilitate project close out

ATM's proposed fee for this work is \$40,000.

In the spirit of financial cooperation on the project, (a topic mentioned by some members of Council previously) we are not requesting compensation associated with the additional, out-of-scope submittal review described above which totals in excess of \$7,500 in professional labor fees. Additionally, we are not seeking compensation for the two months of construction administration services that have been performed to date and are beyond the scope of our current agreement.



Ms. Desiree Fragoso

June 15, 2021

Page 3 of 3

Thank you for your consideration of this request. As discussed on Monday, the current challenges in the construction and development industry are extremely difficult, unprecedented, and are similarly affecting many of our current projects. We appreciate the relationship we have built with the City and are eager to continue our services on this project to see it through to a successful completion. Please call me directly if you have any questions.

Thank you,



Kirby Marshall
Principal

Attachment

Copy: ATM File



APPLIED TECHNOLOGY AND MANAGEMENT, INC.



PROPOSAL FOR CONSULTING SERVICES

ISLE OF PALMS MARINA

- MARINA UTILITY PERMITTING
- CVAP GRANT APPLICATION
- CONSTRUCTION ADMINISTRATION SERVICES

ISLE OF PALMS, SOUTH CAROLINA

PREPARED FOR:



Attn: Ms. Desiree Fragoso

April 15, 2020

INTRODUCTION

Applied Technology & Management, Inc. (ATM) respectfully submits this proposal to Ms. Desiree Fragoso of the City of Isle of Palms to provide assistance with the following tasks related to the rehabilitation of the Isle of Palms Marina.

1. Perform required DHEC permitting for the potable water and wastewater (pumpout) systems proposed as part of the redevelopment of the marina.
2. Development and submittal of a Clean Vessel Act (CVAP) grant application to procure grant funding reimbursement for new pumpout installation
3. Perform Construction Administration services during the marina redevelopment process

TASK 1 – WATER/WASTEWATER PERMITTING

ATM will prepare and submit on the City's behalf a permit application for the water/wastewater systems for the redeveloped portion of the marina along Morgan Creek. These authorizations are required by the South Carolina Department of Health and Environmental Control (SCDHEC) prior to installation of the systems. The permit is also required as part of the application for CVAP funding for the pumpout system (Task 2). This permit application will include the following, at a minimum:

- Transmittal letter
- Location Map
- SCDHEC permit application form
- Signed/sealed design plans and specifications (developed under previous work authorization)
- Design calculations based on applicable regulations
- Letter from the Isle of Palms Water and Sewer Commission stating their willingness and ability to serve the project; *ATM will coordinate with the utility to obtain this letter.*
- A letter from the City agreeing to be responsible for the operations and maintenance of the wastewater system; *This letter will need to be provided by the City on the City's letterhead. ATM will provide appropriate language for the letter to the City.*

After submitting the application package, ATM will coordinate with SCDHEC as required to expedite the review/approvals process. *Coordination limited to 2 hours of ATM professional labor.*

The deliverable for this task will be a completed DHEC permit application with requisite supporting documentation.

TASK 2 – CVAP PUMPOUT GRANT APPLICATION AND COORDINATION

Upon receipt of the SCDHEC's water/wastewater permit (Task 1), ATM will prepare and submit an application for a CVAP grant to the South Carolina Department of Natural Resources (SCDNR) for the marina pumpout system. Under this task, ATM will:

- Review and discuss facilities/services that are or may be included in the grant program with SCDNR.
- Coordinate with SCDNR and the City of Isle of Palms in an effort to maximize the grant funding available. To this effect, ATM will consider the following inasmuch as they are appropriate and acceptable in accordance with the grant program
 - Upland pumping facility and upland piping
 - Operations and Maintenance program funding
 - Permitting and engineering fees
- Coordinate with pumpout vendor(s) and mechanical contractor(s) to develop a detailed cost estimate for the system, including the pumpout unit, plumbing, electrical controls, and installation.
- Gather appropriate application materials and documentation for submission including:
 - Pumpout brand/manufacturer and model
 - Design plans, specifications, and calculations (developed under previous work authorization)
 - Grant application form
- Prepare the Grant Application including all the necessary documentation and design plans required by the application and discussed with SCDNR. Prior to submission, ATM will provide the City of Isle of Palms with a completed copy of the documents to review and for appropriate signatures to complete the package.
- Submit the Grant Application package to SCDNR for their consideration.
- Coordinate with SCDNR as required to expedite the review/approvals process. *Limited to 2 hours of ATM professional labor.*
- Fill out and submit, on the City's behalf, SCDNR's reimbursement request form; *It is assumed that a single reimbursement request will be made for the entire system after procurement and installation.*

Note: It is assumed that the City has, or will acquire, a registered Data Universal Numbering System (DUNS) number and is, or will be, registered in the System for Award Management (SAM). These registrations are required to receive federal funding through the program.

The deliverable for this task will be a completed CVAP application with appropriate, supporting documentation.

TASK 3 – CONSTRUCTION ADMINISTRATION SERVICES

To ensure successful completion of the marina rehabilitation project, ATM will perform the following services during construction:

- Coordinate and participate in an on-site pre-construction meeting with the City, selected contractor, key sub-contractors, suppliers, etc. *It is assumed that this meeting will occur on site and will last two hours.*
- Facilitate regulatory commencement notification.
- Review floating dock, anchorage, gangway, fixed landing pier, and fuel hut calculations and shop drawings as provided by the contractor. It is assumed that the design package for these elements will be provided in a single, comprehensive package for review. This scope includes single review only to ensure consistency with design intent of the project, performance specifications, identified loading criteria, and regulatory permit conditions.
- Review miscellaneous contractor submittals (schedule, work plan, safety plan, hurricane preparedness plan, etc.).
- Review contractor materials submittals and product certifications.
- Review utilities shop drawings and materials submittals.
- Conduct ongoing observation of the project progress to include weekly site visits during active construction. Assume 10 site visits.
 - Document site observations via written memorandum reports and digital photography.
 - Document project progress and identified project challenges or issues.
- Review and certify contractor's applications for payment. ATM will ensure the applications properly reflect the work completed, properly account for procured/stored materials, and are certified in accordance with the contract requirements.
- Facilitate project close out
 - Conduct punch list inspection of all project components
 - Conduct audit of project documentation and close out of open items
 - Establish and execute Certificate of Substantial Completion and coordinate release of retainage/final payment
 - Facilitate regulatory close out
 - Facilitate completion of as-built, operations and maintenance, and warranty documents for the City/marina operator/project record. It is assumed that the as-built drawings will be produced by the installing contractor.

Deliverables for this task will include: pre-construction meeting agenda and minutes, response to provided submittals, site observation memoranda, certified payment applications, punch list summary memorandum, and project close out documentation.

SUMMARY OF PROFESSIONAL FEES

Task	Scope Element	Professional Fee
1	Water/Wastewater Permitting	\$6,500
2	CVAP Grant Application	\$5,000
3	Construction Administration Services	\$55,000

Notes:

1. The above includes professional labor fees and anticipated expenses, with the exception of permit application fees required by SCDHEC which are assumed to be paid directly by the City.
2. This scope assumes a 6-month project duration for the demolition of existing docks and appurtenances, procurement and installation of new docks and anchor pilings, and installation of associated marina utilities.
3. ATM services may be initiated immediately upon the acceptance of this proposal and execution of a contract amendment.

June 29, 2021

Mr. Douglas Kerr
City of Isle of Palms
P.O. Drawer 508
Isle of Palms, SC 29451

Re: Phase 3 Outfalls (Forest Trails and 30th Ave)
Bidding and Construction Phase Services
City of Isle of Palms, South Carolina
T&H J-27670.0000
Additional Services

Dear Mr. Kerr:

As you are aware, Thomas & Hutton has been designing and permitting 3 proposed outfalls as part of the Phase 3 Drainage Improvements program. The outfalls include:

1. 30th Avenue
2. Forest Trails
3. 41st Avenue

The design and permitting of the 30th Avenue and Forest Trails outfalls are on track to be fully designed and permitted in Summer or Fall of 2021. The 41st Avenue outfall, being more challenging from a permitting standpoint, will be fully designed and permitted in 2022.

Our original contract with the City did not include bidding and construction phase services for any of the outfalls. To assist the City in the bidding and construction of the 2 outfalls (30th Avenue and Forest Trails) that will be ready for 2021, we proposed an amendment to our current contract to provide these additional services.

Thomas & Hutton will perform the following scope changes for the 2 outfalls (30th Avenue and Forest Trails):

- Bidding Phase Services
- Construction Phase Services

Bidding and constructions services for the third outfall (41st Avenue) are not included in this additional service request. When appropriate, an additional service request will be made to address the 41st Avenue outfall.

Our original agreement was dated January 16, 2019 and did not include the proposed services discussed above. The additional services to be provided are shown in Attachment A. To provide the additional scope of work specified, we request a modification of our contract. Our fee to perform the described scope change is as follows:

Owner's Initials

 _____
Consultant's Initials

Phase	Fee Structure	Fee or Time & Expense Budget
Bidding Phase	Time & Expense	\$ 30,300.00
Construction Phase	Time & Expense	\$ 67,800.00
Reimbursable Expenses	Time & Expense	\$ 4,100.00

Consultant will complete the additional services in accordance with the following schedule:

Phase	Notes	Duration
Bidding Phase	Begin upon Receipt of Permits and Owner's Direction	60 Days
Construction Phase	Begin upon Owner's Direction	6 months

If acceptable, please indicate your authorization to proceed with this additional work by signing and initialing where designated below and returning a copy to us for our files. This proposal will be open for acceptance until December 1, 2021, unless changed by us in writing. Please note that no work will be performed without prior written authorization to proceed. This extra work is subject to the terms and conditions of the Contract executed for this Project dated January 16, 2019.

This proposal between The City of Isle of Palms (Owner), and Thomas & Hutton Engineering Co. (Consultant), consisting of the Consulting Services on a Time & Expense Basis Rate Sheet, and Exhibit "A," represent the entire understanding between you and us with respect to the scope change. This agreement may only be modified in writing if signed by both of us.

Owner's Initials



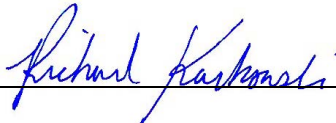
Consultant's Initials

Mr. Douglas Kerr
City of Isle of Palms
Letter Agreement for Services
June 29, 2021
Page 3

We appreciate this opportunity to be of service to you on this Project. Should you have any questions or need further information, please do not hesitate to call on us.

Very truly yours,

THOMAS & HUTTON ENGINEERING CO.

By 

Richard Karkowski, PE, PH, CPSWQ, D.WRE
Water Resources Department Manager

By 

Hillary Aton, PE
Project Manager

RPK/HEA/ala

Enclosures: Exhibit "A"

CITY OF ISLE OF PALMS

ACCEPTED: _____, 2021

By _____

TITLE

Owner's Initials


Consultant's Initials

EXHIBIT "A"

1. ADDITIONAL SERVICES OF CONSULTANT

A. Bidding Phase

1. Prepare Bid Documents

Using the Owner's "up front documents", the Consultant shall prepare the bid documents for the Project. The bid documents will include forms and information supplied by the Owner and the bid form, technical specifications (as necessary), and other information.

2. Advertise Project

We will assist the Owner with advertising the Project for bids in the local newspaper, SCBO, and elsewhere as required by the Owner. Advertisement fees shall be provided by the Owner at the time of the advertisement being submitted for publication.

3. Bidding and Award

The following services will be provided during the bidding and award period:

- Distributing construction drawings and project manuals.
- Issuing any addenda (if required).
- Conducting the bid opening and preparation of a bid tabulation.
- Performing reference checks on bidders.
- Issuing an award recommendation to the Owner.
- Confirming Payment and Performance Bonds and assembly of the Contract Documents, including the Notice of Award, Agreement, and Notice to Proceed.

B. Construction Services Phase

1. Construction Contract Administration

Provide the following services during construction:

- Conduct a pre-construction meeting.
- Review product submittals.
- Evaluate construction schedules to ensure compliance with contract times for completion.
- Issuing field orders and change orders (if required).
- Evaluating field test data for compliance.
- Reviewing and recommending payment requests including partial and final requests.
- Coordinate project activities with the Owner.
- Recommending acceptance of the Project to the Owner.
- Preparing a final adjusting change order (if required).

____ Owner's Initials

 Consultant's Initials

2. **Construction Observation**

Engineer shall periodically observe construction to ensure compliance with construction drawings and technical specifications. Construction observation and monitoring does not include exhaustive or continuous on-site inspections to check the quality or quantity of the Contractor's work. However, it does include visits to the Project site at intervals appropriate to the various stages of construction to review general compliance with approved plans and specifications. Such visits and observations shall not require Consultant to assume responsibilities for the means and methods of construction, nor for safety measures or conditions on the job site. A six-month construction duration is assumed for this Project.

3. **Project Permit Closeout**

Engineer shall provide the following services:

a. **Project Punch List/Final Inspection**

Engineer shall prepare a preliminary punch list at substantial completion of the construction. Upon notice from the Contractor of Final Completion, Engineer shall schedule a Final Inspection.

b. **Permit Closeout**

The SCDHEC construction permit will require preparation of closeout documents. Closeout services including pressure and water quality test documentation, and preparation of permit to operate request packages.

c. **Record Drawings Review**

Engineer will review the record drawings prepared by the Contractor.

C. **Exclusions**

Items **not** included in the Scope of Services are as follows:

- Accessibility construction compliance verification.
- Archaeological survey and report.
- Boundary surveys.
- Easement plat preparation and/or recording.
- Phase One or Phase Two environmental assessments.
- Endangered species survey and report.
- Off-site work unless specifically covered in the Scope of Services.
- Approvals or permits other than those related to the Scope of Work covered by this Contract.
- Act as an expert witness for legal activities.
- Telephones, cable television, gas, and power distribution systems.

These items can be coordinated or provided, if requested by the Owner in writing.

____ Owner's Initials

 Consultant's Initials

RESTAURANT LEASE

between

CITY OF ISLE OF PALMS,

a political subdivision of the State of South Carolina,
as Landlord

and

MARKER116, LLC,

a South Carolina limited liability company,
as Tenant

dated as of

November 12, 2020

under this Lease but shall be required before Tenant is permitted to use and operate the Outdoor Seating Area for the Permitted Use. Landlord and Tenant acknowledge and agree that live music shall be permitted within the Outdoor Seating Area, provided such live music is at all times in compliance with the Sound Level Limit.

Section 2.06 Exclusive Parking Lot. Landlord agrees that the Exclusive Parking Lot is and shall be part of the Premises leased to Tenant, subject to the terms and conditions of this Lease. Tenant shall be entitled to exclusive use of the Exclusive Parking for use as a parking lot by Tenant's patrons, employees, agents, customers, contractors, licensees and invitees and any other parties that Tenant determines are necessary for the operation of Tenant's business in Tenant's complete and sole discretion.

Section 2.07 Restaurant Dock. Landlord agrees that the Restaurant Dock is and shall be part of the Premises leased to Tenant, subject to the terms and conditions of this Lease. Tenant shall be entitled to exclusive use of the Restaurant Dock for the purpose of temporary, daily docking of boats and other watercraft by Tenant's patrons, employees, agents, customers, contractors, licensees, and invitees. Under no circumstance shall more than one (1) boat or other watercraft be permitted to dock overnight on or along the Restaurant Dock without the prior, written consent of Landlord, which shall not be unreasonably withheld, conditioned or delayed. However, Tenant shall be expressly authorized to permit one (1) boat to dock overnight without obtaining the Landlord's permission pursuant to this Section 2.07, provided no boat docked overnight at the Restaurant Dock may extend waterward beyond the mooring piles into the one hundred twenty-five foot (125') channel offset. Patrons, licensees and invitees of Tenant using the Restaurant Dock in accordance with this Lease shall be entitled to use all floating docks or elevated walkways connecting the Restaurant Dock to the land as may be necessary for pedestrian access, ingress and egress to and from the Restaurant Dock. Landlord covenants and agrees to replace all damaged or missing dock bumpers and boat fenders from the Restaurant Dock prior to the Rent Commencement Date.

ARTICLE III

PAYMENT OF BASE RENT, PERCENTAGE RENT, AND ADDITIONAL RENT

Section 3.01 Base Rent. Tenant covenants and agrees to pay base rent ("**Base Rent**") to Landlord throughout the Primary Lease Term of this Lease as follows:

(a) For the period commencing on the Rent Commencement Date and ending on December 31, 2021, an amount equal to \$40,000.00 *per annum*, payable in (5) equal monthly installments of \$8,000.00 per month;

(b) For the period commencing on January 1, 2022, and ending on the December 31, 2024, an amount equal to \$100,000.00 *per annum*, payable in equal monthly installments of \$8,333.33 per month;

(c) For the period commencing on January 1, 2025, and ending on the December 31, 2025, an amount equal to \$120,000.00 *per annum*, payable in equal monthly installments of \$10,000.00 per month; and