



Mayor

Craig E. Weaver

Council Members

Jack Koach

Diana L. Mezzanotte

Chris Widuch

John R. Wilson

Town Administrator

Stephanie Monroe Tillerson

4475 Betsy Kerrison Parkway | Kiawah Island, SC 29455 | (843) 768-9166 | Fax (843) 768-4764 | www.kiawahisland.org

TOWN COUNCIL MEETING

Kiawah Island Municipal Center

Council Chambers

November 13, 2018; 2:00 PM

AGENDA

- I. **Call to Order:**
- II. **Pledge of Allegiance**
- III. **Approval of Minutes:**
 - A. Minutes of the Town Council Meeting of October 2, 2018 [Tab 1]
- IV. **Mayor's Update:**
- V. **Citizens' Comments (Agenda Items Only)**
- VI. **Presentations:**
 - A. KIU/Southwest Water Company Proposed Rate Adjustment Application Presentation
- VII. **Old Business:**
- VIII. **New Business:**
 - A. Approval of the 2019 Town Meeting Schedule [Tab 2]
 - B. Approval of the 2019 Town Contribution to the Employee Health Insurance Premium [Tab 3]
 - C. Approval to Amend the Arts and Cultural Events Charter [Tab 4]
 - D. To Discuss the Town Administrator Salary Adjustment
 - E. To Adopt Action's in Response to the Flood Mitigation and Sea Level Rise Adaptation Report
 - F. Approval to Dismiss without Prejudice the Civil Suits against the Former Town Administrator, Tumiko Rucker and Former Town Treasurer, Ken Gunnells
 - G. Review of Financial Statements for First Quarter FY 2018/2019 [Tab 5]
- IX. **Other Business:**
- X. **Town Administrator's Report:**
- XI. **Council Member:**
 - a. Committee Updates
 - b. General Comments
- XII. **Citizens' Comments:**
- XIII. **Executive Session:**
- XIV. **Adjournment:**

TOWN COUNCIL MEETING

Kiawah Island Municipal Center

Council Chambers

October 2, 2018; 2:00 PM

AGENDA

I. Call to Order: *Mayor Weaver called the meeting to order at 2:00 pm*

II. Pledge of Allegiance

Present at the meeting: Craig Weaver, Mayor
John R. Wilson
Diana Mezzanotte
Jack Koach
Chris Widuch

Also Present: Stephanie Monroe Tillerson, Town Administrator
Dorota Szubert, Town Treasurer
Petra Reynolds, Town Clerk

III. Approval of Minutes:

A. Minutes of the Town Council Meeting of September 4, 2018

Mr. Koach made a motion to approve the minutes of the September 4, 2018, Town Council Meeting. The motion was seconded by Mrs. Mezzanotte and the minutes were unanimously approved as amended.

IV. Mayor's Update:

Mayor Weaver stated that following Hurricane Florence, Mayor Tecklenburg, and Mayor Summey in conjunction with a number of other area Mayors including Mayor Weaver created the Lowcountry Mayor's Disaster Relief Fund. Its purpose is to help citizens in the counties and towns in North and South Carolina impacted by the storm. The fund was formed through Coastal Community Foundation, and any citizens who would like to donate can find a link to the foundation on the Town's website.

Mayor Weaver announced that on Thursday, October 4th the Town would be hosting a "Fall Back to Kiawah" event from 4 to 7 pm on the Municipal Center back lawn. There will be entertainment by the Robbie Madison band to enjoy along with food and beverages for sale. The event is an opportunity for residents to come and see the beautiful Town Hall back lawn and enjoy what is hoped to be good weather.

V. Citizens' Comments (Agenda Items Only)

Wendy Kulick – 38 Marsh Edge Lane

Ms. Kulick stated that she and her family had the opportunity to visit Atlanta while evacuating during Hurricane Florence. She urged folks to visit there stating the Aquarium and Botanical Gardens were gracious enough to significantly reduce their admission fees, and their hotel waived the pet fee. She stated that it was her understanding that refugees from North and South Carolina were able to attend the Braves games free of charge, also adding that people could not have been more hospitable.

David DeStefano – 31 Burrows Hall Road

Mr. DeStefano stated that as the Chairman of the Public Works Committee (PWC) he wanted to discuss the process of meeting notice. He was disappointed in the late notice of the last special meeting of his committee, which came via email one and one-half hour before the meeting was set to begin. It was his opinion that on such short notice each member should have been contacted by phone or the meeting should have been scheduled for later that day.

Mr. DeStefano indicated he was aware of on two members of the Committee in attendance at the meeting, with one of the members resigning and another member not happy that he could not attend. Mr. DeStefano indicated that only one of the bidders, Kimley Horn, was contacted by phone.

Mr. De Stefano indicated that in his opinion agenda material was a little skewed because in analyzing the design services requested, all three bids were competitive. He stated that as the Chairman of the PSW he had no idea if this was the proper recommendation to Council but would not object because of the very tight time frame to complete the project.

VI. Presentations:

A. Greene, Finney, and Horton FY 2017/2018 Audit Presentation

Ms. Emily Sobczak with Greene, Finney, and Horton made a presentation of the Town's Fiscal Year 2017-2018 audit report. She reviewed the Town's audit with a PowerPoint presentation to highlight the results of the audit and the financial condition of the Town as of June 30, 2017. Items discussed were:

- Responsibilities of the Town and of the Audit firm
 - Reviewed the ongoing process of internal controls that the Town used throughout the year and described her agency's role in evaluating these processes and suggesting improvements.
 - Auditor opinion – the Town received an “*Unmodified Opinion*” or clean opinion of the year's financial information, deeming it correct and accurate
 - Town's Financial Condition
 - Good financial condition as of June 30, 2018
 - Town's General Fund Balance; Revenues and Expenditures which was 159.6% of 2019 budgeted expenditures and other financing uses
 - Total Fund Balance of \$8 million – and an increase of \$1.2 million from the previous year
 - The non-spendable fund balance is \$115k for prepaid items
 - The unassigned fund balance is \$7.9 million
 - Revenues - \$5.7 million for 2019; \$606k or 11.4% higher than budget
 - \$2.5m in business licenses
 - \$1.3m in building permits
 - \$793k in franchise fee revenue
 - \$548k in local options sales tax
 - \$356k in environmental service fees
 - \$387k in all other revenues
 - Business licenses were higher than budget by \$303k
 - Building Permits were higher than budget by \$180k
 - Expenditures - \$5.1 million; \$120k (2.4%) greater than budget
 - \$3.8m in general government
 - \$21k in judicial
 - \$666k in public safety
 - \$315k in tourism and recreation
 - \$273k in capital outlay
 - General government \$132k over budget primarily due to expenditures related to the scraping of the sand along the dunes in the current year
 - Other departments were fairly consistent with the budget
- Totals for All Funds

- Revenues-\$9.6 million
- Expenditures-\$7.8 million
- Other Items of Note
 - Total capital assets were \$14.4M – an increase of \$80k from 2017 due to the following:
 - \$695k in additions including \$427k related to the construction of the new municipal center, \$177k in infrastructure, \$74k in signs and fences, \$14k in computers and software and \$4k in equipment
 - \$614k in depreciation expense
 - Net dispositions of approximately \$1k
 - \$32.7M in outstanding general obligation bonds with approximately \$367k in principal and interest due in the fiscal year 2019
 - It will be important for the Town to define the provisions of an OPEB Plan to determine the financial impact.
- Compliance
 - No findings noted
 - No Single Audit was required for the fiscal year 2018
- Management Letter -
 - Recommendations – No items to report
 - There were no significant recommendations from Greene Finney, which Sobczak credited to Ms. Szubert and her staff who worked very hard to make improvements, refine processes and remain diligent in maintaining effective internal controls for the Town.

Mayor Weaver commented on the numerous changes that have been implemented in the past few years to the Town's financial systems, processes, and checks and balances. He indicated that the auditors have reviewed those changes and have expressed that they are comfortable the processes in place continue to be effective and properly maintained.

Mayor Weaver stated the item, not on the agenda was the second reading of Ordinance 2018-12 to amend the Town's Beach Lighting Ordinance, which had its first reading at the last month's Town Council meeting. The second reading has been indefinitely pulled from the agenda. After discussions staff concluded that the ordinance requires further review and more comprehensive changes. The intent will be to bring this ordinance back to Council prior to turtle season 2019.

VII. New Business:

A. Kiawah Native Plant Week Proclamation

Mayor Weaver read the Kiawah Native Plant Week Proclamation, which declares the third week of October as "Kiawah Native Plant Week" to recognize the essential value and importance of Kiawah's native plants to the Island's history, landscape and environment. He stated that in conjunction with Native Plant Week there will be a number of Kiawah Conservancy related programs taking place encouraging planting and conservation of native species along with a "Grow Native" database that is still under development.

B. To Consider Approval of the Proposal from Kimley-Horn for the Beachwalker Drive Improvement

Mayor Weaver stated the Kimley-Horn proposal was discussed and recommend for approval by the Ways and Means Committee.

Mr. Wilson made a motion to approve the proposal from Kimley-Horn for the Beachwalker Drive Improvements. Mrs. Mezzanotte seconded the motion.

Mr. Wilson explained that he and Town staff felt that the process for selection of a firm to research, design and construct an additional turn lane to Beachwalker Drive was taking too long and running

against a deadline. Mr. Wilson further stated if the approval of the engineering did not take place now, there would be no chance the project would be completed by Memorial Day of the next year. He reviewed the process that included the three bidders making personal presentations to the Public Works Committee, and an addendum in which the Committee requested additional information which required a rebid. He indicated that the re-bid proposal from Kimley-Horn was substantially lower than the other bidders. After review of the proposal by two members of the Public Works Committee and Town Staff along with a discussion with Kimley-Horn for clarification on some items, all present felt the bid covered all the requirements at a much lower price.

Following the discussion, the motion to approve the proposal from Kimley-Horn was unanimously passed.

C. To Consider Approval of the Carolina Waste Contract Amendment for Two (2) Compactors Installed at Kestral Court.

Mayor Weaver stated the approval of the Carolina Waste Contract Amendment for Two (2) Compactors Installed at Kestral Court was discussed and recommended for approval by the Ways and Means Committee.

Mr. Widuch made a motion to approve of the Carolina Waste Contract Amendment for Two (2) Compactors Installed at Kestral Court. Mrs. Mezzanotte seconded the motion, and it was unanimously passed.

D. To Consider Approval of the Proposal from Watts Builders for the Demolition of a Residential Structure located at 122 Turnberry Street

Mayor Weaver stated the approval of the proposal from Watts Builders for the demolition of the residential structure located at 122 Turnberry Street was discussed and recommended for approval at a special call Ways and Means Committee meeting prior to this Town Council meeting.

Mr. Widuch made a motion to approve of the Proposal from Watts Builders for the Demolition of a Residential Structure located at 122 Turnberry Street. Mr. Wilson seconded the motion.

Mayor Weaver stated the approval of the proposal is in anticipation of a court order. The approval will allow the Town to move ahead with the demolition as quickly as possible when the order is received without having to wait for the approval process. Mr. Green indicated that since nothing has been filed in opposition, the court hearing will be set, and the order is anticipated by the end of October.

Following the discussion, the motion to approve the proposal from Watts Builders was unanimously passed.

**VIII. Other Business:
None**

IX. Town Administrator's Report:

Ms. Tillerson gave an update on the ongoing trash concerns and matters with HOAs. She reported that both she and Mrs. Szubert have been working with the property management companies and have resolved all the issues with Ravenel and are stilling working with Poston and Company. Ms. Tillerson reported that letters have been sent to the HOA homeowners advising them of the options they can select from with the exception that if the home is on the rental program, the requirement of having twice-a-week backdoor service still applies.

Ms. Tillerson reported that three of the HOA's managed by Poston have elected to remain with the twice-a-week backdoor service. The last HOA, Greenslake Cottages, the issues center around the placement of trash receptacles on porches. Even though it has been the practice, Carolina Waste Management was unaware of the practice and have informed the Town that Carolina Waste Risk Management has made the determination that policies do not allow the receptacles to be brought down steps by the workers. She noted that there are difficulties with limited space and no common area in the cottages and has requested that Carolina Waste Management meet with her, Mrs. Szubert and Poston representatives on site to see if a resolution could be worked out.

Ms. Szubert added that sixteen out of the 288 residents contacted by mail had requested the change to curbside service.

X. Council Member:

- a. Committee Updates
- b. General Comments

Mrs. Mezzanotte reported on the upcoming Arts Council Events:

- Piano Bar tomorrow night with Robbi Maddison
- Micah McLaurin Sunday, October 7, 2018, at Church of Our Saviour
- David Holt Presents Festival of Mountain Music on Sunday, October 21, 2018, East Beach Conference Center
- Pure Theater which was scheduled for October 14th had to be canceled.

Mr. Wilson congratulated Ms. Tillerson, Mrs. Szubert and their staff members on the hard work done resulting in a successful and clean audit. He stated that he felt that it was reasonable to say the Town is now in the best controlled financial environment that it has ever been in and will hopefully continue. He also stated that staff had produced the Comprehensive Annual Financial Report (CAFR) which is available on the Town website and encouraged the residents to take a look at it.

Mr. Wilson reported he attended last week's CHATS (Charleston Area Transportation Study) meeting and updated Council on the conversation with Kiawah's Highway Commissioner on the bump coming off the Island. Transportation staff is adamant that they are not going to fix it yet but will monitor the situation. Mr. Wilson reported on the Charleston County Council meeting which included discussion on Johns Island's road improvement allotted funds being diverted, the Pitchfork project and that the I-526 is apparently back on the table, but he seemed cautiously skeptical.

Mr. Widuch gave an update on Station 6, near Flyway, he reported that it looks like the completion has been moved to December 15th. The delay has been attributed mostly to Hurricane Florence and also to the late arrival of roofing materials. He indicated that the final roofing is due to complete today, the window installation will finalize the encapsulation of the building, and no further delays are expected.

Mr. Widuch reminded residents that there is a St. Johns Fire Commission vacancy starting in December. He indicated that if any resident of Kiawah is interested in learning more about the position, to contact him or Ms. Tillerson to provide some background information prior to the official posting period.

Mr. Widuch reported the next Town e-Blast would include information on absentee voting in the December Municipal Election.

Mayor Weaver commented on the first joint meeting between the Town Council, ARB (Architectural Review Board) and KICA (Kiawah Island Community Association) Board to discuss the Sea Level Rise report. All three groups were invited to discuss recommendations and have questions answered by the

Sea Level Rise (SLR) Committee members. Mayor Weaver described the meeting as a good starting point and expects subsequent meetings to continue to follow up on the issues and suggestions that have been raised by the SLR group.

Ms. Tillerson added that the fourth Quarter Town Notes would be published later this month and include Municipal Election Candidate biographies.

XI. Citizens' Comments:

Marilyn Green Larach – 1082 Terrapin Court

Ms. Larach read from the following statement:

My name is Marilyn Green Larach. I live at 1082 Terrapin Court, Sparrow Pond, Kiawah Island. I am a citizen of Kiawah Island and a concerned Greenslake Cottage neighbor.

On September 20, 2018, Ms. Szubert informed Ms. Cox, the Poston manager, who provides service to Greenslake that Carolina Waste has a company policy that they don't service customers unless trash and recycling containers are at ground level. I am surprised to hear of this policy because Carolina Waste has been servicing the Greenslake cottages with their raised trash enclosures for many years. This was the first time that I have heard of this policy or the Town's concerns regarding elevated trash/recycling containers.

I wish to point out that there is no common property within Greenslake on which to place dumpsters. Greenslake properties are tiny and there is little space to build new trash enclosures that would be on the ground. Building new ground-level trash containers will destroy what little greenery surrounds these homes and/or eliminate much of the small driveways that they have. Any new ground-level trash enclosures will not lead to the elimination of the current elevated trash enclosures because they contain the HVAC system for each Greenslake cottage.

I find it remarkable that Carolina Waste's accepted bid for solid waste service was silent as regards any requirement for ground-level trash enclosures. Like much of Kiawah, the majority of Greenslake properties are rented so having renters bring the trash containers to the street and then return them to their current concealed location is not a realistic option. In addition, one (of 2) full-time Greenslake resident is a 90-year old widow who lives alone. Having her bring the trash/recycling containers to the curb from its current location is an unrealistic expectation also.

Now I am being told Carolina Waste's new owner, Waste Connections, wishes to terminate all solid waste/recycling services for any Greenslake cottage that does not bring their trash cans and recycling containers to the ground level effective November 1, 2018.

*I have a question for TOKI's attorney, Dwayne Green, Isn't Waste Connections required to honor the contract that the Town signed with them before the start of this fiscal year?
If yes, how can this problem be occurring?*

I will point out that it is impossible for the Greenslake cottages to come into compliance with a Town mandate that all trash enclosures be at ground level by November 1. November 1 is 21 business days from now and the Town has not yet even notified Greenslake cottage owners of the issue.

For those of you who have not had the pleasure of renovating a residence on Kiawah Island, here are the steps that each Greenslake Cottage owner is going to have to take.

- 1. Obtain a contractor or architect to design a ground level trash enclosure.*
- 2. Submit the design to the KICOA regime for review and approval.*
- 3. Submit the design to the Kiawah Island ARB for review and approval. Pay the permit fee to the ARB.*
- 4. Obtain a TOKI permit for construction of ground level trash enclosure. Pay the applicable fees to TOKI.*
- 5. Remove shrubbery/driveway to create space for the ground level trash enclosure.*
- 6. Have contractor execute approved plans which will include pouring of a concrete pad as well as erecting enclosure.*
- 7. Have ground level trash enclosure construction inspected and approved by ARB/TOKI before it can be used.*

Surely, TOKI needs to come up with an alternative solution, so they can continue to carry out one of the core services to those who reside within the Town limits.

Thank you for your time and attention.

Mayor Weaver stated that he hoped that the previous comments made by Ms. Tillerson showed that the Town is taking this dilemma seriously and that staff and Council Members have looked at the situation, and there has not been a resolution yet but work with the property management company is ongoing. The answer is a work in progress.

Wendy Kulick – 38 Marsh Edge Lane

Mrs. Kulick stated that at the last KICA board meeting Mr. Bailey stated that the utility, which is now owned by Southwest Water Company, informed KICA that Southwest would be seeking a water rate increase to go before the Public Service Commission. She asked if Southwest Water Company has reached out to the Town or if the Town has had any conversations with Southwest Water. She noted that one of the main concerns when Southwest took over was that they have a history of applying for significant increases every two or three years.

Mr. Kulick seconded Mayor Weaver's comments on the first Sea Level Rise workshop. She suggested that the next meeting be live streamed for those who cannot attend.

Mr. Kulick addressed Mr. Wilson on the County Council road decision and questioned if County Council provided any indication on where the funding for 1-526 would come from.

Mr. Wilson indicated that a definitive answer was not given, the assumption that has been discussed at CHATS is that some would be provided by Sales Tax, some from Federal Guide Share Allocations, and some from the County with nothing definitive.

Mayor Weaver stated that he had basically the same information on the water rate increase. He indicated that he was informed by the utility company that they were considering a rate increase application sometime in the fall but knew nothing more significant and has not seen details on what the request would be.

David DeStefano – 31 Burrows Hall Road

Mr. DeStefano discussed his concerns regarding the low-speed vehicles. After asking residents for their opinions, he believes the majority are overwhelmingly opposed and would like to ban the use of low-speed vehicles in the Town. Mr. DeStefano clarified that the law states these low-speed vehicles are not “glorified golf carts” they have to be certified at the manufacturer's facility, can only be on a road of 35mph or less, cannot exceed 25mph, have to get up to 20mph in a certain distance and be equipped with all standard automotive safety equipment. He stated that most of the low-speed vehicles seen driving around the Island have no safety equipment and are “glorified golf carts.”

Mr. DeStefano would like to see the Town of Kiawah ban these vehicles and would also like to see the Town move swiftly on the issue before more residents purchase the vehicles. He indicated that State law provides that any municipality or County can ban these vehicles in the interest of safety. He also addressed that if KICA could ban them on private property. According to state law, a gated community can allow golf carts on their roads, same 35 mph or less, but they can only be operated within 4 miles of the garage they are kept in. This precedent set by the state limiting the use of these vehicles in gated communities, even if the Town's ordinance is not enforced by KICA, would limit these types of vehicles traveling from the first gate to Freshfields, one of the most dangerous roads on the Island, and also put a deterrent on the rental companies.

DeStefano is concerned for safety reasons, particularly mothers holding young children in their laps, and implored the Town to ban these vehicles.

Mayor Weaver stated he is confident that the Town in conjunction with the Community Association, both having different jurisdictions, will take a serious look at this issue for the reasons that Mr. DeStefano raised.

XII. Executive Session:
None

XIII. Adjournment:

Mr. Wilson motioned to adjourn the meeting at 3:38 pm. The motion was seconded by Mr. Widuch and carried unanimously.

Submitted by,

Petra S. Reynolds, Town Clerk

Approved by,

Craig E. Weaver, Mayor

Date

Public Notice
TOWN OF KIAWAH ISLAND
2019 Town Meeting
Schedules*

All meetings are held at the
Municipal Center located at
4475 Betsy Kerrison Parkway,
Kiawah Island, SC 29455.
Schedules are also available at
www.kiawahisland.org or by
calling 843-768-9166.

Town Council
Meetings at 2:00pm

January 8th
February 5th
March 5th
April 2nd
May 7th
June 4th
July 2nd
August 6th
September 3rd
October 1st
November 5th
December 3rd

Arts Council
Meetings at 2:00pm

January 3rd
February – 7th
March 7th
April 4th
May 2nd
June 6th
August 1st
September 5th
October 3th
November 7th
December 5th

Board of Zoning Appeals
Meetings at 4:00pm

January 28th
February 25th
March 18th
April 15th
May 20th
June 17th
July 15th
August 19th
September 16th
October 21st
November 18th
December 16th

Environmental Committee
Meetings at 2:00pm

January 15th
March 12th
May 14th
July 9th
September 10th
November 12th

Planning Commission
Meetings at 3:00pm

January 9th
February 6th
March 6th
April 3rd
May 8th
June 5th
July 10th
August 7th
September 4th
October 2rd
November 6th
December 4th

CERT Team
Meetings at 3:00pm

January 23rd
April 17th
July 24th
October 16th

Ways and Means
Committee
Meetings at 2:00pm

January 22nd
February 26th
March 26th
April 23rd
May 28th
June 25th
July 23rd
August 27th
September 24th
October 22nd
November 26th
December 17th

Public Safety Committee
Meetings at 2:00pm

January 16th
February 13th
March 13th
April 10th
May 15th
June 12th
July 17th
August 14th
September 11th
October 9th
November 13th
December 11th

Public Works
Meetings at 10:00 am

January 14th
February 11th
March 11th
April 8th
May 13th
June 10th
July 8th
August 12th
September 9th
October 14th
November 18th
December 9th

*Rescheduled meetings will be posted on the website



REQUEST FOR TOWN COUNCIL ACTION

TO: Mayor and Town Council
FROM: Stephanie Monroe Tillerson, AICP, Town Administrator
SUBJECT: Approval of the 2019 Town Contribution to Employee Health Insurance Premium
DATE: November 13, 2018

BACKGROUND: Annually, Town Council considers at what level the Town will contribute to the employee health insurance premium cost. Currently, the Town provides \$132.80 employee-only contribution towards the health insurance premium cost per employee.

Historically, the Town's philosophy has been to cover the total premium cost for employee only at the maximum cost determined by the State (PEBA), which is shown below and on the attachment. The following table illustrates the monthly premium changes dating back to 2010. Employees are responsible for the full cost of any dependent or family coverage.

2019 EMPLOYEE ONLY RATES

	Jan. 2010	Jan. 2011	Jan. 2012	Jan. 2013	Jan. 2014	Jan. 2015	Jan. 2016	Jan. 2017	Jan. 2018	Jan. 2019
Standard Plan	\$94.86	\$94.58	\$97.68	\$102.18	\$97.68	\$97.68	\$97.68	\$97.68	\$97.68	\$97.68
Vision Plan	\$7.76	\$7.76	\$7.76	\$7.76	\$7.94	\$7.00	\$7.00	\$7.00	\$8.00	\$8.00
Dental Plus						\$24.58	\$25.96	\$25.96	\$27.12	\$27.12
Total						\$129.26	\$130.64	\$130.64	\$132.80	\$132.80

ACTION REQUESTED: To maintain the Town's ability to attract and retain experienced employees and recognize the significant value of long-term Town service by providing benefits (in a cost-effective manner), Staff recommends the Town continue covering the employee only portion of the Health, Dental and Vision insurance coverage at a monthly cost of \$132.80 to become effective January 1, 2019.

BUDGET & FINANCIAL DATA: General Fund

		Rate Structure Using Current Town Practice								Rate Structure with 20/80 Cost Sharing				Rate Structure with Nominal Employee Contribution						
		# of Participants	2018 Total Premium	2019 Total Premium	Maximum Allowed Employee Premium	Minimum Allowed Employer Premium	EE Share	ER Share	EE Premium	ER Premium	EE Share	ER Share	EE Premium	ER Premium	EE Share	ER Share	EE Premium	ER Premium	EE Share	ER Share
Coverage Tire Employee	Health		472.64	500.38	97.68	402.70			-	500.38			74.68	425.70			10.00	490.38		
	Dental		13.48	13.48	-	13.48			-	13.48			-	13.48			-	13.48		
	Dental Plus		27.12	27.12	27.12	-			-	27.12			27.12	-			-	27.12		
	Vision		8.00	8.00	8.00	-			-	8.00			8.00	-			-	8.00		
	Total	7	521.24	548.98	132.80	416.18	24%	76%	-	548.98	0%	100%	109.80	439.18	20%	80%	10.00	538.98	2%	98%
Employee+Spouse	Health		996.08	1,051.04	253.36	797.67			120.56	930.48			150.15	900.89			130.56	920.48		
	Dental		21.12	21.12	7.64	13.48			7.64	13.48			7.64	13.48			7.64	13.48		
	Dental Plus		54.80	54.80	54.80	-			27.68	27.12			54.80	-			54.80	-		
	Vision		16.00	16.00	16.00	-			8.00	8.00			16.00	-			16.00	-		
	Total	3	1,088.00	1,142.96	331.80	811.15	29%	71%	163.88	979.08	14%	86%	228.59	914.37	20%	80%	209.00	933.96	18%	82%
Employee+ Children	Health		719.34	761.92	143.86	618.06			11.06	750.86			79.82	682.10			21.06	740.86		
	Dental		27.20	27.20	13.72	13.48			13.72	13.48			13.72	13.48			13.72	13.48		
	Dental Plus		63.20	63.20	63.20	-			36.08	27.12			63.20	-			63.20	-		
	Vision		17.16	17.16	17.16	-			9.16	8.00			17.16	-			17.16	-		
	Total	1	826.90	869.48	237.94	631.54	27%	73%	70.02	799.46	8%	92%	173.90	695.58	20%	80%	115.14	754.34	13%	87%
Full Family	Health		1,236.46	1,305.26	306.56	998.70			173.76	1,131.50			160.87	1,144.39			160.87	1,144.39 *		
	Dental		34.82	34.82	21.34	13.48			21.34	13.48			21.34	13.48			21.34	13.48		
	Dental Plus		82.10	82.10	82.10	-			54.98	27.12			82.10	-			82.10	-		
	Vision		25.16	25.16	25.16	-			17.16	8.00			25.16	-			25.16	-		
	Total	5	1,378.54	1,447.34	435.16	1,012.18	30%	70%	267.24	1,180.10	18%	82%	289.47	1,157.87	20%	80%	289.47	1,157.87	20%	80%
								Amount of Funding		\$	2,124.80	Amount of Funding		\$	1,263.12	Amount of Funding		\$	2,079.25	
* Subsidy for family coverage is \$145.70. Applying \$122.80 will result in 22/78 share.																				



REQUEST FOR TOWN COUNCIL ACTION

TO: Mayor and Town Council
FROM: Arts Council Sustainability Workgroup
SUBJECT: Oversight changes for the Arts and Cultural Events Council
DATE: November 7, 2018

BACKGROUND:

In early 2018, a workgroup was formed to examine an alternate way of sustaining, creating continuity and providing oversight to the Arts and Cultural events program and council.

ANALYSIS:

Provided

ACTION REQUESTED:

- Approve the alternate oversight structure provided in the analysis.
- Approve the Arts and Cultural Events Council charter amendment to reflect the oversight structure changes.

Arts & Cultural Events Sustainability Review

The purpose of this document is to examine an alternate way of sustaining, creating continuity and providing oversight to the Arts and Cultural events program and council.

ACEC Current Mission

The Arts and Cultural Events Council (ACEC) for the Town of Kiawah Island is a standing committee of the Town Council and shall advise the Town on matters relating to the planning, development, organization and implementation of activities relating to performing arts. The ACEC shall strive to ensure that Kiawah is recognized as an arts and culturally minded community.

Current Leadership Structure



A member of Town Council is appointed to have direct oversight responsibility and assumes the role of Chairperson and is the liaison to Town Council. The chairman is supported by the Communications Specialist who is overseen by the Communications Manager.



Arts & Cultural Events Council – committee currently consists of one chairperson, eight members, one operations support member and two staff support members.

The Chairman's current duties entail but not limited to:

- Reporting to Town Council
- Serves as main point of contact for the committee (facilitates all internal communication)
- Leading the committee meetings and planning sessions
- Helping ensure balance to the season genre offerings
- Securing venue availability for events (churches, KIGR, Seabrook Island House, KI Club)
- Managing the budget
- Reviewing all performer contracts
- Authorizing check requests
- Directing and managing all policies and procedures
- Handling distribution of checks to artists
- Makes all final decisions for the committee
- Working closely with staff on budget and reporting materials and accommodation arrangements
- Approval of administrative and non-budgeted events expense that arise
- Signs letter of intent for artist that require it to reserve a date prior to contract.
- Arranging end of season donation to churches

- Development of annual report

Alternate Oversight & Leadership Structure Proposal

The current oversight and leadership structure is not sustainable in that it assumes that there will always be a Town Council member who has a great deal of time and interest to devote to ACEC matters. The alternative structure proposal would reallocate to staff and to designated ACEC members the work previously done by the Town Council member who served as chairperson. In addition, sustainability could be further enhanced by a putting in place written policies and procedures that reflect practices that the ACEC has adopted informally. This structure would create a new model that would consist of the following:



ACEC Internal Leadership: The ACEC will need a leadership role to be designated within the committee:



ACEC designates a Chairman and Vice Chairman. Both would sit on the Arts Council Board. Duties currently handled by the Chairman would be divided up between the two roles.

TOWN OF KIAWAH ISLAND

ARTS AND CULTURAL EVENTS COMMITTEE CHARTER Amended

1. The Arts and Cultural Events Council (ACEC) for the Town of Kiawah Island shall be a standing committee of the Town Council and shall advise the Town on matters relating to the planning, development, organization and implementation of activities relating to the visual and performing arts.
2. The ACEC shall strive to ensure that Kiawah is recognized as an arts and culturally minded Community.
3. The ~~remaining~~ ACEC membership shall be comprised of at least five (5), but not more than nine (9), Kiawah Island property owners appointed by the Mayor with consent of the Town Council. Member terms shall be for one year and expire annually on January 31. Committee members may be reappointed for successive terms as approved by the Mayor and Town Council ~~a-~~ The Town Council may appoint up to three (3) advisory members (non-voting) to the ACEC to assist and support the Committee.
4. The ACEC is a “working” committee tasked with:
 - a. Sourcing concerts and cultural arts events
 - b. Season programming and program diversity
 - c. Reporting preliminary season selections, after the planning session, to Town Council
 - d. Assisting in the development and distribution of promotional materials
 - e. Preparing production plans and managing logistics of performance
 - f. Assisting at events
 - g. Evaluating the event results
5. Preferred skill set should include:
 - a. Cultural arts background and expertise
 - b. Excellent planning and organizational capabilities
 - c. Knowledge of performing arts and performing arts groups
 - d. Ability to work in harmony with performing arts groups and other Arts Council members.
6. The ACEC shall:
 - a. Develop annual budgets for review/ approval by the Ways and Means Committee and final approval of Town Council.
 - b. Work to enhance community, visitor and tourist appreciation of arts and cultural events within the Town and environs by providing a diversity of programming.
 - c. Publish an annual report summarizing fiscal-year events and accomplishments.
 - d. Develop relationships with local, state, regional and national arts organizations.
 - e. Develop relationships with schools, businesses and other organizations supporting the arts.
7. The funding sources for the ACEC will be derived from:
 - a. General Funds – the primary source of funding for the resident related events.
 - b. Local, County and Hospitality Tax Funds – the primary source of funding for the tourist and visitor related events.
 - c. Funding levels will be determined through the budget process

8. The ACEC will utilize a variety of methods, including advertisement in a general publication newspaper to attract and solicit interest from local and national talent for events. A schedule of events for both residents and tourists/visitors will be submitted to Town Council during the budgeting process timetable.

9. ~~A member of Town Council shall have oversight responsibility and serve as Committee Chairperson.~~ Overview responsibility for the ACEC will be handled by the Arts Council Board, comprised of:

- One member of Town Council that will act as the Town Council liaison
- Two designated members of the ACEC, a Chairman and Vice Chairman, that will act as the ACEC liaisons
- Town Administrator
- Town Communications Manager

Applications Process

Applications to the ACEC for tourism and visitor related activities will be published on the Town website at www.kiawahisland.org. The ACEC will review the applications, select and schedule within the budget and will present final program details and costs to the Ways and Means Committee and then to Town Council for final approval. The requesting organization will be notified in writing of the Council's decision by the Town Treasurer.

Contracting

Each funded event shall be bound by a Town of Kiawah Island Special Events contract.

Payment Terms

Payment will be made directly to the requesting organization in the form of a check, per contract terms agreed upon between the town and performer and/or performer's agent. Normally, these payments are presented on the performance day, but prepayments may be made if negotiated during the contract. Deposits will not be more than 50% of the contracted amount.

~~2/7/17~~ 11/6/2018

TOWN OF KIAWAH ISLAND ARTS AND CULTURAL EVENTS COMMITTEE CHARTER

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11/6/2018



Memorandum

TO: Mayor and Town Council

FROM: Dorota Szubert, Town Treasurer

SUBJECT: Budget Report for the First Three Months Ended 9/30/2018

DATE: 11/13/2018

Overview:

Presented here is the Town's Balance Sheet as of September 30, 2018 and Budget to Actual Report for the first quarter. The Budget to Actual Report is compiled on the cash basis and all the funds are consolidated.

As of September 30, 2018, the Town's governmental funds combined have ending fund balance of approximately \$18.5M, an increase of approximately \$70K from June 30, 2018. Of this amount approximately 43%, or \$8M is available for spending at the Town's discretion (unassigned fund balance).

Overall, for the first three months the Town's revenues appear reasonable for this time of the year and in line with the expectations. Consolidated revenues of \$1.8M were approximately \$190K or 10% lower than budgeted. This variance is attributable to the timing of the monthly collection of the Local Option, Accommodation and Hospitality Taxes.

With 25% of the year lapsed at the end of September, expenditures to date are approximately \$1.7M, or 22% of total budgeted expenditures and are in line with the budgeted spending. Capital expenditures are in line with the budget as well.

Town of Kiawah Island

Balance Sheet - Governmental Funds

Unaudited

Modified Cash Basis

September 30, 2018

	GENERAL FUND	SPECIAL FUNDS COMBINED	CAPITAL FUND	TOTAL FUNDS
ASSETS				
Cash and Cash Equivalents	\$ 7,995,566	\$ -	\$ -	\$ 7,995,566
Cash and Cash Equivalents, Restricted	-	9,061,350	1,509,480	10,570,830
Accounts Receivable	128,540	915	-	129,455
Prepaid Item	-	-	-	-
TOTAL ASSETS	8,124,106	9,062,265	1,509,480	18,695,851
LIABILITIES				
Accounts Payable and Accrued Liabilities	84,318	32,708	-	117,026
Municipal Court Fines and Assessments Payable	3,233	-	-	3,233
Unearned Revenue	4,702	-	-	4,702
TOTAL LIABILITIES	92,253	32,708	-	124,961
DEFERRED INFLOWS OF RESOURCES				
Unavailable Revenue	119,810	-	-	119,810
TOTAL DEFERRED INFLOWS OF RESOURCES	119,810	-	-	119,810
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	212,063	32,708	-	244,771
FUND BALANCES				
Restricted:				
Tourism Related Expenditures & Capital Improvements	-	9,029,557	1,509,480	10,539,037
Victims' Assistance	-	-	-	-
Unassigned	7,912,043	-	-	7,912,043
TOTAL FUND BALANCES	7,912,043	9,029,557	1,509,480	18,451,080
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	\$ 8,124,106	\$ 9,062,265	\$ 1,509,480	\$ 18,695,851

Town of Kiawah Island
Budget to Actuals
For the Three Months Ended 9/30/18
Modified Cash Basis /Unaudited

	Quarter			Fiscal YTD		
	ACTUALS	BUDGET	VARIANCE	ACTUALS	BUDGET	VARIANCE
Revenue:						
Building Permits	\$ 218,493	\$ 252,129	\$ (33,636)	\$ 218,493	\$ 252,129	\$ (33,636)
Building Permits/Special Projects	77,173	67,750	9,423	77,173	67,750	9,423
Business Licenses	34,096	35,000	(904)	34,096	35,000	(904)
Franchise Fees	225,100	225,100	-	225,100	225,100	-
Local Option Tax	67,828	138,866	(71,038)	67,828	138,866	(71,038)
State ATAX	-	-	-	-	-	-
Local ATAX	177,527	251,940	(74,413)	177,527	251,940	(74,413)
County ATAX	363,000	363,000	-	363,000	363,000	-
Hospitality Tax	116,156	144,330	(28,174)	116,156	144,330	(28,174)
Environmental Services	453,860	486,043	(32,183)	453,860	486,043	(32,183)
Interest	87,957	50,000	37,957	87,957	50,000	37,957
Other	22,087	20,000	2,087	22,087	20,000	2,087
Total Revenue	1,843,277	2,034,158	(190,881)	1,843,277	2,034,158	(190,881)
Expenses:						
Salaries	369,273	386,193	16,920	369,273	386,193	16,920
Overtime	16,359	3,425	(12,934)	16,359	3,425	(12,934)
Benefits	54,101	61,212	7,111	54,101	61,212	7,111
Payroll Tax	26,541	28,936	2,395	26,541	28,936	2,395
Employee Subtotal	466,274	479,766	13,492	466,274	479,766	13,492
CCSO Contract /Start up Cost	-	-	-	-	-	-
CCSO Contract /Recurring Cost	-	-	-	-	-	-
Utilities & Supplies	39,470	43,461	3,991	39,470	43,461	3,991
Advertising & Promotions	452	1,550	1,098	452	1,550	1,098
Communications	14,380	13,440	(935)	14,380	13,440	(935)
Waste Management	172,913	172,500	(413)	172,913	172,500	(413)
Insurance	107,714	121,098	13,384	107,714	121,098	13,384
Professional Services	51,747	54,250	2,503	51,747	54,250	2,503
Consultants	18,714	21,500	2,786	18,714	21,500	2,786
Maintenance	140,419	137,856	(2,563)	140,419	137,856	(2,563)
Travel	4,804	5,625	821	4,804	5,625	821
Rentals	6,196	6,625	429	6,196	6,625	429
Tourism & Recreations	255,197	267,616	12,419	255,197	267,616	12,419
Contributions	-	-	-	-	-	-
Other	73,987	70,089	(3,899)	73,987	70,089	(3,899)
Debt Service	350,869	350,869	-	350,869	350,869	-
Unbudgeted*	2,112	-	(2,112)	2,112	-	(2,112)
Total Expenses	1,705,248	1,746,249	41,001	1,705,248	1,746,249	41,001
Revenue Less Expenses	138,029	287,909	(149,880)	138,029	287,909	(149,880)
Capital Expenditures:						
Vehicles	58,251	60,000	1,749	58,251	60,000	1,749
Other	10,758	30,000	19,242	10,758	30,000	19,242
Total Capital Expenditures	69,009	90,000	20,991	69,009	90,000	20,991
Net Changes in Fund Balance	\$ 69,020	\$ 197,909	\$ (128,889)	\$ 69,020	\$ 197,909	\$ (128,889)