



## PROFILE OF THE GOVERNMENT

The Town of Kiawah Island, South Carolina, was incorporated by the State of South Carolina on September 13, 1988. The Town of Kiawah Island operates as a Mayor-Council form of government. The Town Council is composed of a Mayor and four Council Members. Terms for Mayor and Council Members are two years. The current term (2009-2010) is the twelfth full administration.

The at-large elections are non-partisan and held in December. As of June 2010, there were 1,142 registered voters. These elected officials are volunteers who receive no compensation or salary. The Mayor and four Council Members comprise the legislative branch of the Town. It is their duty to set overall policy in matters concerning the operation of the Town's affairs.

The Mayor is further charged with the executive functions of Town management. He is responsible for coordinating and carrying out policies established by the Town Council and for seeing that duties of all Town employees are performed efficiently and effectively. The Town Administrator provides support and advice to the Mayor on these matters. Since incorporation, the Town has grown from one full-time position to 10 full-time positions.

The Town of Kiawah Island is unique among other South Carolina municipalities in that a private, non-profit organization, the Kiawah Island Community Association (KICA), provides many services that are typically performed by governments. Examples include road and drainage maintenance, security, and recreation. The Town, however, does provide services to its citizens including, but not limited to:

- Public Safety: island-wide law enforcement through contract with Charleston County Sheriff's office and code enforcement;
- Street and Drainage Maintenance: Beachwalker Drive, Kiawah Island Parkway from the roundabout at Betsy Kerrison Parkway to the front gate;
- Solid Waste Disposal: garbage, recycling, yard debris, brown trash and household hazardous waste collection and disposal for all residential properties;
- Planning and Zoning Administration: through agreement with Charleston County Planning;



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- Criminal Court Administration: As part of the unified judicial system in South Carolina, it hears and determines offenses of a civil nature which may be subject to a fine not exceeding \$500 or imprisonment not exceeding 30 days as well as cases arising under the ordinances of the municipality;
- Beach Maintenance and Safety: Beach patrol and solid waste collection and beach condition monitoring;
- Communications: Town website and monthly newsletter (*Town Notes*);
- Wildlife Studies: Monitors, manages, and researches the Island's native wildlife species, and habitats while educating the general Island public in these areas.

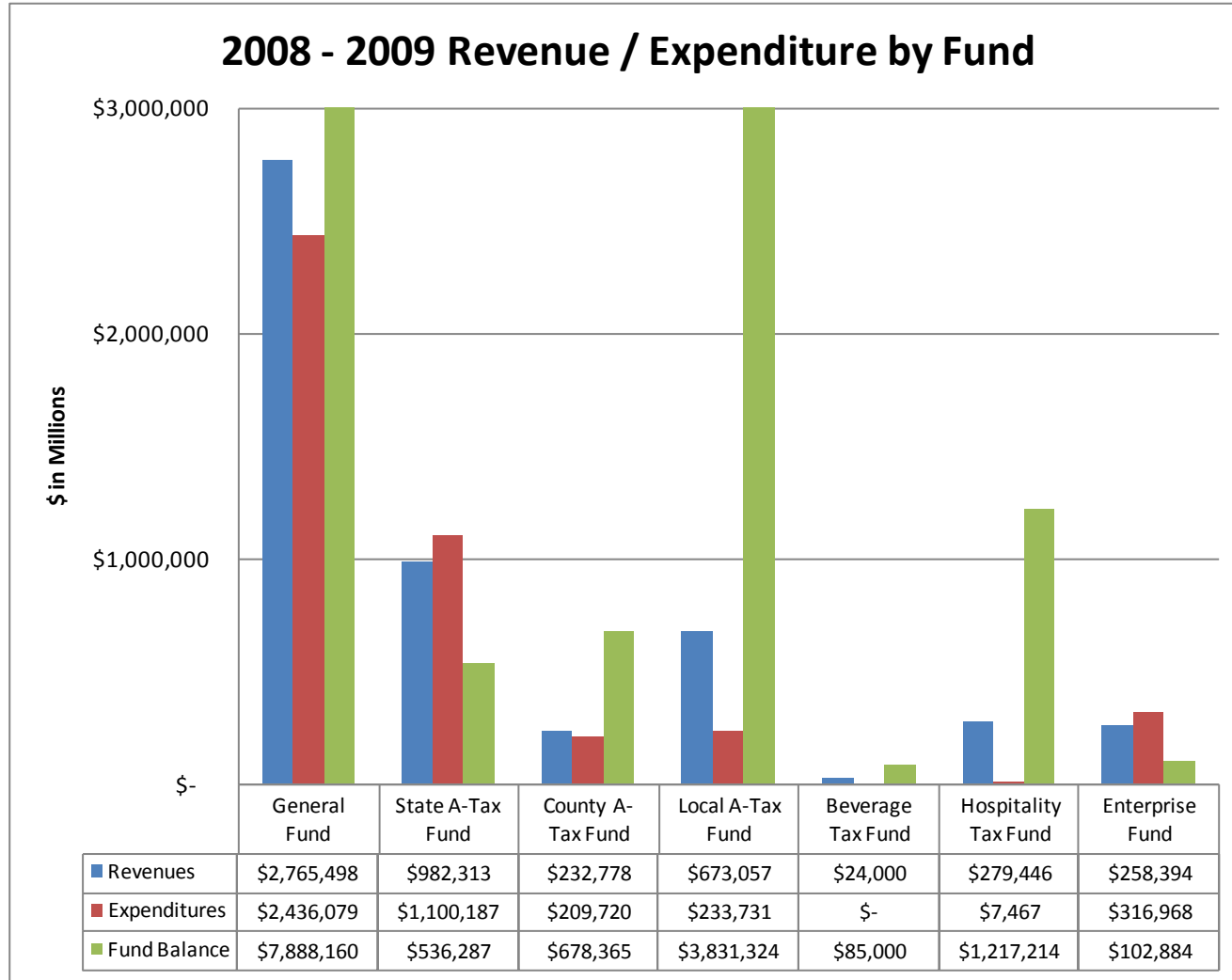
The annual budget serves as the foundation for the Town of Kiawah Island's financial planning and control. All departments and affiliates (e.g., Planning Commission) of the Town are asked to submit budget requests to the Town Administrator. The Treasurer then prepares a first draft and presents it for review to the Town's Ways and Means Committee, which is comprised of the Mayor and four Council Members. Any necessary revisions are made and a final draft is submitted to the Town Council. A second reading is then scheduled to meet the June 30 adoption deadline. A public hearing is held to receive citizen input prior to final adoption.



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The Town operates on a general fund budget and has \$14 million in reserves. The makeup of the funds and the fiscal year 2009 budget are depicted below.





### **Awards for Financial Strength**

In 2006, the Town received a certified investment and cash handling policy from the Association of Public Treasurers of the United States and Canada. Further the Town has received the Comprehensive Annual Financial Report Award from the Government Finance Officers Association (GFOA) for 6 consecutive years. This is the highest level of recognition for financial excellence that a local government can receive. In addition, the Town has received the Popular Annual Financial Report award, a condensed easier - to - read financial report designed for residents, from GFOA as well since 2007. These are testaments to the Town's financial health and oversight.

### **Committees**

The Town relies heavily on committees to conduct functions normally performed by departments of the Town government. The Town has committees as required by statute and also special committees to review and recommend policies, activities, and ordinances. These committees include the following:

#### **Planning Commission**

The primary objectives of the Planning Commission are to approve plats and make recommendations to the Town Council on planned development, zoning district and map amendments, zoning text amendments, and comprehensive plan amendments.

#### **Board of Zoning Appeals.**

The BZA has three main purposes: 1.) to hear and decide appeals when it is alleged by the appellant that an administrative official has made an error (Administrative Review); 2.) to hear and decide applications for variance from the requirements of zoning regulations (Variances); and 3.) to permit uses by special exception, subject to the terms and conditions for those uses as identified in the zoning regulations (Special Exceptions).

#### **Election Commission**

The Municipal Election Commission conducts all municipal elections for the Town and is vested with all the functions, powers and duties as applicable to municipalities and prescribed by South Carolina law pursuant to Section 7-1-10, et seq. of the South Carolina Code of Laws Annotated, 1976, as amended. Kiawah Island's Municipal Election Commission is composed of three (3) qualified electors who are appointed by the Council. Municipal election commissioners serve for six (6) year terms.



### **Public Safety Committee**

The Public Safety Committee (PSC) was formed by Resolution 2003-3. It is comprised of no more than 7 nor less than 4 members. This committee is responsible for assisting the Town in meeting its state-mandated responsibilities with regard to maintaining peace, order and law enforcement and to initiate and consider proposals and methods to upgrade and improve public safety on the Island.

### **Environmental Committee**

The Environmental Committee was created by Resolution 2003-3 but serves the same purpose as the previously organized Wildlife Committee. The Committee is comprised of not less than 6 nor more than 10 residents and representatives from organizations with similar environmental interests. The primary objectives of the Environmental Committee include:

To study and report on environmental issues as may be referred by the Town staff or Council.

- Act as an ombudsman for wildlife on the island and mediate interaction between people and wildlife.
- Provide public education and mediation (parks, nature trails and placards, informative literature and lectures, off-island public relations and on-island complaints).
- Monitor beach and marsh (turtle nesting, shorebird nesting, pollution by boats and docks, stranding of dolphins, whales).
- Monitor ponds (water quality, crabbing, fishing, notification for alligator control, ducks, observation blinds)
- Monitor health and population of birds and animals (bobcat, deer, fox, and raccoon).
- Make recommendations to Town Council on ways to improve the quality of environmental services and the cost effectiveness of such services, and whether such services should be performed by outside contractors or Town staff.

### **Arts Council**

The Arts Council was created by Resolution 2004-7 and serves the purpose of fostering community appreciation and involvement in visual and performing arts. The council will provide a wide range of programming, services, support and cultural education for the Town. The Council is comprised of not less than 5 nor more than 8 residents with similar interests in the arts.

### **Organizational Chart**

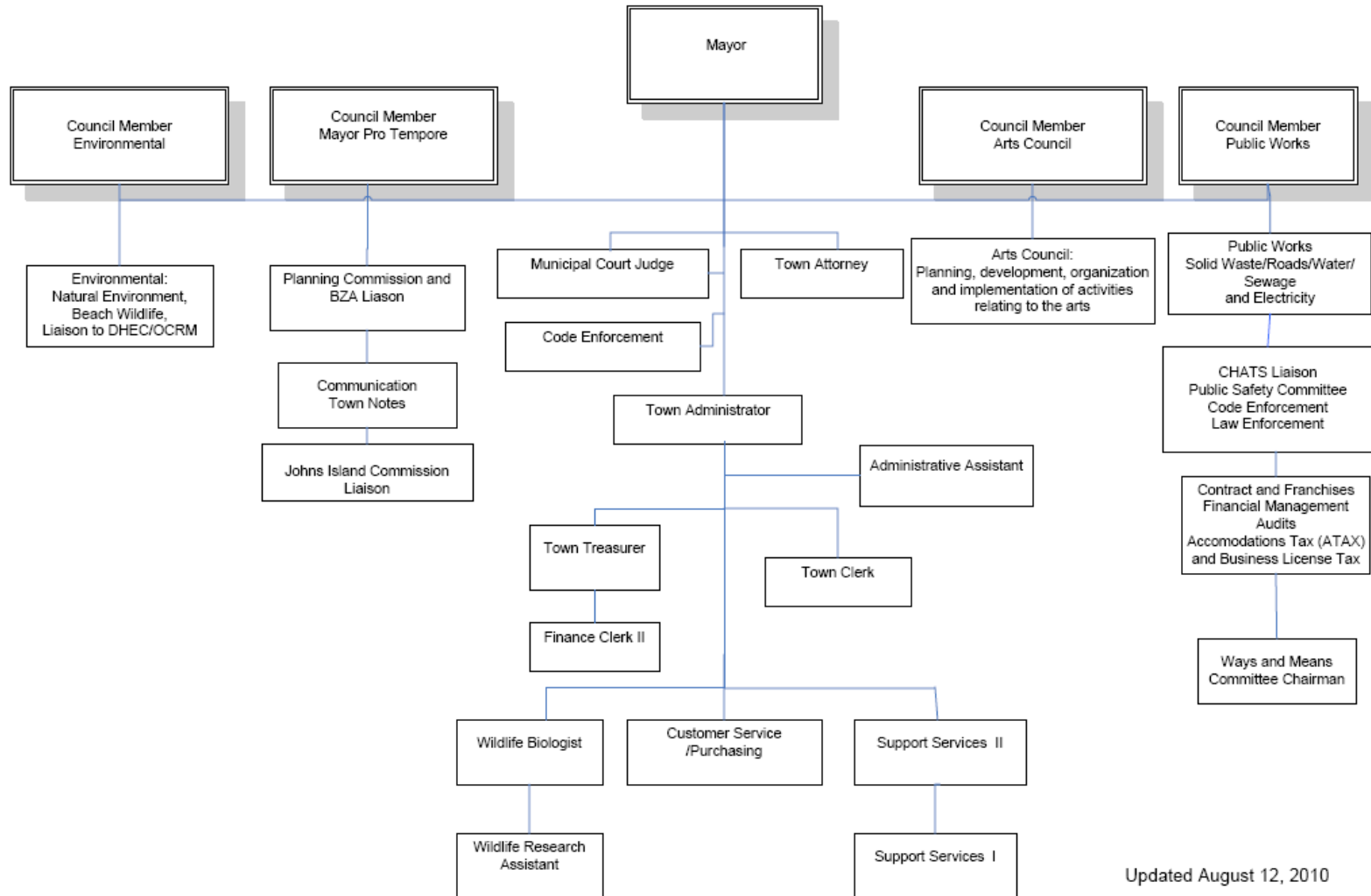
The following organizational chart depicts the government structure, chain of command and relationships that exist among the committees, employees and elected officials.



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### Town of Kiawah Island Organization and Functions



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