



Town of Hilton Head Island
TOWN COUNCIL MEETING
Tuesday, October 18, 2022, 3:00 PM
AGENDA

The Town Council meeting will be held in-person at Town Hall in the Benjamin M. Racusin Council Chambers. The meeting can be viewed on the [Town's Public Meetings Facebook Page](#), the [Beaufort County Channel](#) and Spectrum Channel 1304.

1. **Call to Order**
2. **FOIA Compliance** Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
3. **Roll Call**
4. **Pledge to the Flag**
5. **Invocation - Pastor Jady Koch - St. Luke's Church**
6. **Approval of the Minutes**
 - a. Workshop - September 14, 2022
 - b. Regular Meeting - September 20, 2022
 - c. Regular Meeting - October 4, 2022
7. **Report of the Town Manager**
 - a. Items of Interest
 - b. Parks & Recreation Commission Biannual Status Report - Ray Kisiah, Chairman
8. **Reports of the Members of the Town Council**
 - a. General Reports from Town Council
 - b. Report of the Lowcountry Area Transportation Study - Councilman Stanford
 - c. Report of the Lowcountry Council of Governments - Councilwoman Becker
 - d. Report of the Southern Lowcountry Regional Board - Councilman Lennox
 - e. Report of the Beaufort County Airports Board - Councilman Ames
 - f. Report of the Community Services & Public Safety Committee - Councilman Harkins

- g. Report of the Public Planning Committee - Councilman Ames
 - h. Report of the Finance & Administrative Committee - Councilman Lennox
9. **Appearance by Citizens** Citizens who wish to address Town Council may do so by contacting the Town Clerk at 843.341.4701 no later than 12:00 p.m. the day of the meeting. Citizens may also submit comments on agenda items via the eComment portal at [Town Council Meeting Information](#).
10. **Unfinished Business**
- a. Second Reading of Proposed Ordinance 2022-19 Amending Section 2-11-40(a) of the Municipal Code for the Town of Hilton Head Island; Town Council Appointment of a Town Attorney to Align with the Town's Fiscal Calendar.
11. **New Business**
- a. Consideration of a Resolution of the Town of Hilton Head Island Approving the Administrative Processes for the Town Council Appointed Boards and Commissions and for Newly Elected Public Officials
 - b. First Reading of a Proposed Ordinance Authorizing the Exchange of Real Property Identified as Barker Field, the Old School House Property, the Cross Island Boat Landing, and a One Acre Parcel Located on Jenkins Road with Beaufort County
 - c. First Reading of Proposed Ordinance 2022-18 to Amend the Town of Hilton Head Island Budget for Fiscal Year Ending June 30, 2023; to Provide for the Budgeted Appropriations of the Prior Year Budget Roll Forwards, Certain Other Appropriations and Commitments, the Expenditures of Certain Funds, and to Allocate these Funds
12. **Executive Session**
- a. Discussion of Matters Related to Pending, Threatened, or Potential Litigation Related to Proposed Arbitration with the Federal Emergency Management Agency [pursuant to SC Freedom of Information Act Section 30-4-70(a)(2)]
 - b. Discussion and Status Update on the Negotiations Incident to Proposed Contractual Arrangements for the Northpoint Public-Private Partnership Workforce Housing Project [pursuant to SC Freedom of Information Act Section 30-4-70(a)(2)]
 - c. Discussion of Legal Advice from the Town Attorney on Matters Covered Under Attorney-Client Privilege [pursuant to SC Freedom of Information Act Section 30-4-70(a)(2)] Related to: Property Owned by SWVP Hilton Head Property, LLC
 - d. Discussion of Personnel Matters [pursuant to SC Freedom of Information Act Section 30-4-70(a)(1)] Related to: Annual Performance Evaluation for the Town Manager
13. **Possible actions by Town Council concerning matters discussed in Executive Session**
14. **Adjournment**



Town of Hilton Head Island
TOWN COUNCIL WORKSHOP
Wednesday, September 14, 2022, 9:00 a.m.
MINUTES

Present from Town Council: John J. McCann, *Mayor*; Bill Harkins, *Mayor Pro-Tempore*; David Ames, Tamara Becker, Alex Brown, Tom Lennox, Glenn Stanford, *Town Council Members*

Present from Town Staff: Marc Orlando, *Town Manager*; Josh Gruber, *Deputy Town Manager*; Angie Stone, *Assistant Town Manager*; Shawn Colin, *Assistant Town Manager-Community Development*; Ben Brown, *Senior Advisor to the Town Manager*; John Troyer, *Finance Director*; Missy Luick, *Community Program Manager*; Teresa Haley, *Capital Program Administrator*

1. Call to Order

Mayor McCann called the meeting to order at 9:00 a.m.

- 2. FOIA Compliance** Public notification of the meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

3. Roll Call

Attendance of Town Council was confirmed by way of a roll call.

4. Discussion of the Workforce and Affordable Housing Strategies

Mayor McCann opened the discussion, noting that at the prior week's workshop, Town Council agreed that one of the top priorities was housing. He also noted that part of the discussion at the workshop was the development of a framework and that it be ready for consideration by the November 1 Town Council meeting. Mayor McCann said it was not the Town Manager's responsibility to develop a framework, it was the responsibility of Town Council. He said the Town Manager is responsible for implantation of such a framework. With that, Mayor McCann opened the discussion to the members of Town Council. Many of the members agreed that currently the Town does not have the staff capacity to manage a housing framework plan. Consensus was shared that the need for funding for any actions coming out of a housing framework is vital. Some members said they felt the deadline of November 1 was not enough time to develop an appropriate framework. Upon the conclusion of the primary discussion, Mayor McCann asked that Mr. Ames and Mr. Lennox work together to develop a framework for Town Council to consider at the November 1 meeting.

5. Concept Plan for the Mid-Island Initiative District

6. Concept Plan for the Mid-Island Tract

Mr. Colin opened the discussion on both the Mid-Island Initiative District and the Concept Plan for the Mid-Island Tract. He said MKSK would deliver a presentation with additional findings and recommendations related to the district center, the historic neighborhoods, and then districtwide recommendations that would provide a framework that will be used to develop the plan and bring back for Town Council Consideration at the November 1 meeting.

Andrew Overbeck and Brian Kinzelman with MKSK delivered a presentation to Town Council outlining the framework for the development of a plan for the Mid-Island Initiative District and the Mid-Island Tract. Throughout their presentation, they answered questions posed to them from Town Council. Upon the conclusion of the presentation and Town Council discussion, the Mayor opened up the floor to citizen comments.

7. Adjournment

With no further business, the workshop adjourned at 10:42 a.m.

Approved: October 18, 2022

Krista M. Wiedmeyer, Town Clerk

John J. McCann, Mayor



Town of Hilton Head Island
TOWN COUNCIL MEETING
Tuesday, September 20, 2022, 3:00 p.m.
MINUTES

Present from Town Council: John J. McCann, *Mayor*; Bill Harkins, *Mayor Pro-Tempore*; David Ames, Tamara Becker, Alex Brown, Tom Lennox, Glenn Stanford, *Town Council Members*

Present from Town Staff: Marc Orlando, *Town Manager*; Josh Gruber, *Deputy Town Manager*; Angie Stone, *Assistant Town Manager*; Shawn Colin, *Assistant Town Manager-Community Development*; Ben Brown, *Senior Advisor to the Town Manager*; Brad Tadlock, *Fire Chief*; John Troyer, *Finance Director*; Jeff Buckalew, *Town Engineer*; Missy Luick, *Community Program Manager*; Shari Mendrick, *Floodplain Administrator*; Krista Wiedmeyer, *Town Clerk*

1. Call to Order

Mayor McCann called the meeting to order at 3:00 p.m.

- 2. FOIA Compliance** Public notification of the meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

3. Roll Call

Attendance of Town Council was confirmed by way of a roll call.

4. Pledge to the Flag

5. Invocation – Chaplin Glenn Neff, Hilton Head Regional Medical Clergy

Chaplin Neff delivered the invocation.

6. Report of the Town Manager

a. Items of Interest

Mr. Orlando invited Senator Davis to provide an update on the Green Space Sales Tax Referendum. Senator Davis addressed Town Council on this matter, noting that the purpose of this specific tax is for acquiring open and green space. He continued to review this matter, answering questions posed to him by the members of Town Council.

- b. Home Safety and Repair Program Quarterly Report - Missy Luick, Community Planning Manager**

- c. Sewer Connection Program Quarterly Report - Missy Luick, Community Planning Manager**

Ms. Luick addressed Town Council on both programs, noting the specifics and the number of applications received and approved to date. Before concluding her discussion, she answered questions posed to her from Town Council.

- d. Overview of the 2022 Annual Evaluation Report of the Community Rating System's Program for Public Information - Shari Mendrick, Floodplain Administrator**

- e. Overview of the 2022 Annual Evaluation Report of the 2020 Lowcountry Natural Hazard Mitigation Plan - Shari Mendrick, Floodplain Administrator

Ms. Mendrick addressed Town Council, explaining that both of these program reports are to be delivered to the governing body each year. She noted that the Town's participation in this program get all of the citizens a 25% discount on their flood insurance premiums. Ms. Mendrick answered questions posed to her from Town Council before concluding her report.

- f. Cross Island Parkway Project Update - Jeff Buckalew, Town Engineer

Mr. Buckalew presented an update on the Cross Island Parkway Project, noting that this project is a Department of Transportation project but that he meets regularly with their team. Prior to concluding the presentation, Mr. Buckalew answered questions posed to him by Town Council.

7. Reports of the Town Council

- a. General Reports from Town Council

Mr. Lennox reported that he had attended the Municipal Association's Regional Advocacy meeting where they discussed what is going to happen in Fiscal Year 2023. He said Scott Slatton made it very clear that the General Assembly will again be taking up short-term rentals and business licensing.

Mrs. Becker reported that she had recently toured the Volunteer's in Medicine campus and noted how tremendously impressed she was.

- b. Report of the Lowcountry Area Transportation Study – Councilman Stanford

Mr. Stanford state he did not have a report.

- c. Report of the Lowcountry Council of Governments – Councilwoman Becker

Mrs. Becker state she did not have a report.

- d. Report of the Southern Lowcountry Regional Board – Councilman Lennox

Mr. Lennox reported that the Board met on August 23rd and celebrated their five years of existence. He said there was a lot of discussion about the proposed MOU for the Regional Housing Trust Fund.

- e. Report of the Beaufort County Airports Board - Councilman Ames

Mr. Ames reported that the construction bids for the terminal expansion came in higher than the original estimates and the County made the decision to rebid the project in phases with the first phase determined by the amount of money that is on hand at this time. He reported that there were fewer commercial flights this summer, but the passenger loads were higher.

- f. Report of the Community Services & Public Safety Committee – Councilman Harkins

Mr. Harkins stated that he did not have a report.

- g. Report of the Public Planning Committee – Councilman Ames

Mr. Ames reported that the committee met last on August 31st to hear a presentation by the Short-Term Rental vendor GovOS. He said their presentation demonstrated its comprehensive approach to address monitoring and assisting with enforcement.

h. Report of the Finance & Administrative Committee – Councilman Lennox

Mr. Lennox reported that the Committee met earlier in the day where three agenda items were discussed: (1) presentation from Scott Weirman from the Community Foundation of the Lowcountry on the disbursements of the grants for the ARPA funding, (2) consideration of a resolution for auditing services for the Town, it was forwarded to Town Council, and (3) an update from Mr. Troyer on the current financial status of the Town.

Mr. Harkins moved to amend the agenda, removing item 10(e) from open session and into executive session. Mr. Stanford seconded. Motion carried 7-0.

8. Appearance by Citizens

Pastor June Wilkens and Shirley Peterson: addressed Town Council on matters concerning workforce housing.

Eric Sommerville, Richard Bisi, Risa Prince, Steve Baer, Gray Smith: addressed Town Council on matters concerning the William Hilton Parkway Gateway Corridor Project.

Skip Hoagland: addressed Town Council on matters concerning the Town and Chamber finances.

9. Unfinished Business

- a. Consideration of a Resolution of the Town of Hilton Head Island, Authorizing the Execution of a Revised Memorandum of Understanding with Beaufort County Outlining the Critical Path of the William Hilton Parkway Gateway Corridor Project Including an Independent End-to-End Analysis and Simulation of the Corridor

Mr. Colin opened the discussion on this matter by reminding Town Council that they had previously approved a Memorandum of Understanding which was sent to Beaufort County where they made the revisions before them at this meeting. Mr. Colin along with Jared Fralix, the Assistant County Administrator reviewed in detail the revisions that were made. Senator Davis also spoke to this matter providing some guidance to Town Council on how they should proceed. He said the original proposed scope of work needed to be included, that there must be equal representation of both the Town and the County, that the MOU explicitly state the Town is not giving municipal consent to the project, and lastly include community involvement. After a lengthy discussion from Town Council and members of the community, no action was taken.

10. New Business

- a. Consideration of a Resolution of the Town of Hilton Head Island Approving the Scope of Work for the Beach Parking Management Services

Mr. Harkins moved to approve. Mr. Stanford seconded. With some discussion, the motion carried 6-1, Mr. Brown opposing.

- b. Consideration of a Resolution of the Town of Hilton Head Island Authorizing the Implementation of the Gullah History and Cultural Education Program for Town Employees and Officials

Mr. Harkins moved to approve. Mr. Stanford seconded. With much discussion and clarification on who this educational program applies to, the motion carried 6-1, Mrs. Becker opposing.

- c. Consideration of a Resolution of the Town of Hilton Head Island Approving the Community Development Block Grant 2021 Consolidated Annual Performance Evaluation Report

Mr. Harkins moved to approve. Mr. Stanford seconded. With no discussion, the motion carried 7-0.

- d. Consideration of a Resolution of the Town of Hilton Head Island Authorizing the Execution of an Intergovernmental Agreement for Participation in the Beaufort-Jasper Counties Regional Housing Trust Fund

Mr. Harkins moved to approve. Mr. Stanford seconded. With much discussion and some questions about how entering into Intergovernmental Agreement would benefit the Town, the motion carried 7-0.

- e. First Reading of Proposed Ordinance 2022-17 to Repeal and Replace Chapter 1 of Title 17 of the Municipal Code of the Town of Hilton Head Island, Related to the Town's Adoption by Reference of Beaufort County Ordinance Chapter 14, Article II, Animal Control

Mr. Harkins moved to approve. Mr. Stanford seconded. With some discussion, the motion carried 7-0.

- f. First Reading of Proposed Ordinance 2022-16 of the Town of Hilton Head Island, Authorizing the Granting of Easements Encumbering Town-Owned Property to the Broad Creek Public Service District for an Aquifer Storage and Recovery Facility in the Palmetto Dunes Area

Mr. Harkins moved to approve. Mr. Stanford seconded. Motion carried 7-0.

11. Executive Session

At 6:36 p.m., Mr. Harkins moved for Town Council to enter Executive Session for those matters referenced on the agenda. Mr. Stanford seconded. Motion carried 7-0.

12. Possible Actions by Town Council Concerning Matters Discussed in Executive Session

Mr. Harkins moved to amend the draft bylaws for the Gullah-Geechee Historic Neighborhoods Community Development Corporation as follows:

- o Section 4.1(a) hiring of an Executive Director, who shall be an employee of the Town; and
- o Section 4.2 The Board of the Corporation shall consist of a minimum of five (5) voting directors and a maximum of nine (9) voting directors (the "Voting Directors")

All other provisions shall remain the same. Mr. Stanford seconded. Motion carried 7-0.

Mr. Harkins moved to approve the resolution approving the bylaws for the Gullah-Geechee Historic Neighborhoods Community Development Corporation, as amended, and approving the articles of incorporation for the Gullah-Geechee Historic Neighborhoods Community Development Corporation. Mr. Stanford seconded. Motion carried 7-0.

Mr. Harkins moved to approve a resolution authorizing the execution of an IGA with Beaufort County for the exchange of real property identified as Barker Field, the Old School House property, the Cross Island Boat Landing, and a one-acre parcel located on Jenkins Road. Motion carried 7-0.

13. Adjournment

Meeting adjourned at 8:01 p.m.

Approved: October 18, 2022

Krista M. Wiedmeyer, Town Clerk

John J. McCann, Mayor



Town of Hilton Head Island
TOWN COUNCIL MEETING
Tuesday, October 4, 2022, 3:00 p.m.
MINUTES

Present from Town Council: John J. McCann, *Mayor*; Bill Harkins, *Mayor Pro-Tempore*; David Ames, Tamara Becker, Alex Brown, Tom Lennox, Glenn Stanford, *Town Council Members*

Present from Town Staff: Marc Orlando, *Town Manager*; Josh Gruber, *Deputy Town Manager*; Angie Stone, *Assistant Town Manager*; Shawn Colin, *Assistant Town Manager-Community Development*; Ben Brown, *Senior Advisor to the Town Manager*; Brad Tadlock, *Fire Chief*; John Troyer, *Finance Director*; Jeff Buckalew, *Town Engineer*; Missy Luick, *Community Program Manager*; Shari Mendrick, *Floodplain Administrator*; Krista Wiedmeyer, *Town Clerk*

1. Call to Order

Mayor McCann called the meeting to order at 3:00 p.m.

2. FOIA Compliance Public notification of the meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

3. Roll Call

Attendance of Town Council was confirmed by way of a roll call.

4. Pledge to the Flag

5. Invocation – Pastor Brett Myers, First Baptist Church

Pastor Myers delivered the invocation.

Mr. Brown moved to amend the agenda, moving item 13(b) from executive session to open session. He said he was requesting this change for a few reasons: (1) this item continues to show up on the agenda under executive session, but he thought there was a verbal consensus that this item was no longer going to be discussed, (2) moving the item to open session will give Mrs. Becker the opportunity to recuse herself because this is a matter of personal interest of hers, and (3) to give some protection to Town staff. Mr. Brown said that there have been newspaper articles written about this matter and it is staff that is taking the brunt of it, being accused of being predatory towards properties that are not only sensitive, but unsolicited. Mr. Ames seconded the motion from Mr. Brown. Mayor McCann asked Mr. Coltrane for his opinion on this matter so Town Council could make an informed decision.

Mr. Coltrane said that Town Council could vote to amend the agenda and remove it from executive session and into open session. He continued by saying that if Town Council wished to have a discussion about whether or not to do that as part of the executive session process, then Town Council would need a motion to go to executive session now to allow all members to discuss and receive advice on that point. Mr. Coltrane explained that to his recollection, he thought this matter had been discussed in executive session as part of a potential contract or potential sale.

At 3:07 p.m. Mr. Stanford moved to enter into executive session to allow Town Council to seek advice on this matter. Mayor McCann seconded. The motion carried 7-0.

Town Council returned to the dais at 3:25 p.m. Mr. Ames said he was withdrawing his second for Mr. Brown's original motion. As a point of order, the Town Clerk stated that since Mr. Ames had withdrawn his second, the motion fails.

6. Approval of the Minutes

- a. Regular Meeting - August 16, 2022
- b. Special Meeting - September 6, 2022
- c. Strategic Plan Workshop - September 8, 2022

Mr. Harkins moved to approve the minutes listed on the agenda. Mr. Stanford seconded. Motion carried 7-0.

7. Report of the Town Manager

- a. Historic Mitchelville Freedom Park Biannual Update - Ahmad Ward, Executive Director, Mitchelville Preservation Project

Ahmad Ward, Executive Director of the Mitchelville Preservation Project delivered the biannual update. He reviewed and highlighted many of the events that have taken place over the last six months, answering questions posed to him by Town Council.

8. Reports of the Town Council

- a. General Reports from Town Council

No general reports.

- b. Report of the Community Services & Public Safety Committee – Councilman Harkins

Mr. Harkins reported that at the committee's last meeting they took action to move the resolution approving the orientation processes for Town boards and commission and Town Council forward for full Council to consider. He also reported that the committee had received a mid-year report on Fire Rescue from the new Fire Chief, Chief Blankenship.

- c. Report of the Public Planning Committee – Councilman Ames

Mr. Ames stated that there was no report.

- d. Report of the Finance & Administrative Committee – Councilman Lennox

Mr. Lennox reported that the next committee meeting would take place on October 18th at 10:00 a.m.

9. Appearance by Citizens

Skip Hoagland: addressed Town Council on matters concerning the Town and Chamber finances.

Joan Campbell, Ken Campbell, Jack Alderman: addressed Town Council on matters concerning workforce housing.

Richard Bisi, Diederik Advocaat, Steve Baer, Gray Smith: addressed Town Council on matters concerning the William Hilton Parkway Gateway Corridor Project.

Peter Kristian: addressed Town Council concerning the Town's response and preparedness for a potential hurricane.

10. Consent Agenda

- a. Second Reading of Proposed Ordinance 2022-17 to Repeal and Replace Chapter 1 of Title 17 of the Municipal Code of the Town of Hilton Head Island, Related to the Town's Adoption by Reference of Beaufort County Ordinance Chapter 14, Article II, Animal Control
- b. Second Reading of Proposed Ordinance 2022-16 of the Town of Hilton Head Island, Authorizing the Granting of Easements Encumbering Town-Owned Property to the Broad Creek Public Service District for an Aquifer Storage and Recovery Facility in the Palmetto Dunes Area

Mayor McCann asked, without objection to the items listed, for a motion to approve the consent agenda. Mr. Harkins moved to approve. Mr. Stanford seconded. With little discussion, the motion carried 7-0.

11. Unfinished Business

- a. Consideration of a Resolution of the Town of Hilton Head Island, Authorizing the Execution of a Revised Memorandum of Understanding with Beaufort County Outlining the Critical Path of the William Hilton Parkway Gateway Corridor Project Including an Independent End-to-End Analysis and Simulation of the Corridor

Mr. Colin opened the discussion on this matter by reminding Town Council that they chose to not take action to accept the proposed revisions from Beaufort County. Senator Davis also spoke to this matter; sharing his disappointment that the Town and County had not taken the steps necessary back in April when he first drafted the proposed scope of work. Mr. Colin and Mr. Fralix reviewed some of the key points of the newly revised agreement before asking for approval to move forward. After a lengthy discussion from Town Council and members of the community, Mr. Harkins moved to approve. Mr. Stanford seconded. With some continued discussion, the motion carried 4-3, Mr. Brown, Mr. Ames, and Mrs. Becker opposing.

12. New Business

- a. Consideration of a Resolution of the Town of Hilton Head Island Authorizing the Execution of an Agreement with Mauldin and Jenkins, LLC for Financial Audit Services for the Fiscal Years Ending June 30, 2023 through 2027

Mr. Harkins moved to approve. Mr. Stanford seconded. With some discussion from Town Council and the community, the motion carried 7-0.

- b. First Reading of Proposed Ordinance 2022-19 Amending Section 2-11-40(a) of the Municipal Code for the Town of Hilton Head Island; Town Council Appointment of a Town Attorney to Align with the Town's Fiscal Calendar

Mr. Harkins moved to approve. Mr. Stanford seconded. The motion carried 7-0.

13. Executive Session

At 5:22 p.m., Mr. Harkins moved for Town Council to enter Executive Session for those matters referenced on the agenda. Mr. Stanford seconded. Motion carried 7-0.

14. Possible Actions by Town Council Concerning Matters Discussed in Executive Session

Mr. Harkins moved to appoint Councilman Alex Brown as an Ex Officio member and Ray Kisiah as a voting member to the Island Recreation Association Board. Mr. Stanford seconded. Motion carried 6-0, Mrs. Becker had left the meeting.

15. Adjournment

Meeting adjourned at 5:53 p.m.

Approved: October 18, 2022

Krista M. Wiedmeyer, Town Clerk

John J. McCann, Mayor



TOWN OF HILTON HEAD ISLAND

Town Council

TO: Town Council
FROM: Butch Kisiah, *Chairman of the Parks and Recreation Commission*
VIA: Shawn Colin, AICP, *Assistant Town Manager – Community Development*
CC: Marc Orlando, *Town Manager*
DATE: October 5, 2022
SUBJECT: Parks and Recreation Commission Biannual Update: March 2022 – October 2022

No meetings have been cancelled. The Parks and Recreation Commission observed a planned summer recess in July and August.

March 10, 2022 Regular Meeting

- Town Parks Review, Part 1: Regional, Community, and Mini Parks

April 21, 2022 Regular Meeting

- Hosted a training session for all Town Board and Commission members about Ethics and FOIA.

May 12, 2022 Regular Meeting

- Town Parks Review, Part 2: Neighborhood, Sports, and Special Use Parks
- Staff introduced the 2022 Parks and Recreation Workbook

June 9, 2022 Regular Meeting

- Review of topics and potential questions for the Community Parks and Recreation Survey to be conducted over the summer recess

Mid-July through Early-September

- Community Parks and Recreation Survey hosted on Open Town Hall

September 8, 2022 Regular Meeting

- John Parsons sworn in as new Parks and Recreation Commissioner
- Review of 2022 Parks and Recreation Workbook

- Review of FY22 and FY23 CIP parks projects and progress

October 6, 2022 Regular Meeting

- Adoption of 2023 Meeting Schedule
- Recommendation of the Mid-Island park concept plan
- Recommendation of the Parks and Recreation Community Survey Results
- Recommendation of the Parks and Recreation Master Plan Updates



TOWN OF HILTON HEAD ISLAND

Town Council

TO: Town Council
FROM: Mac Deford, *General Counsel*
CC: Marc Orlando, *Town Manager*, Josh Gruber, *Deputy Town Manager*
DATE: October 13, 2022
SUBJECT: Town Code Section 2-11-40 Entitled *Town Attorney Municipal Code Amendment*

SUMMARY & RECOMMENDATION:

The Town Council appoints the Town Attorney pursuant to Section 2-11-40 of the Town Code. The appointment is generally ratified under a written contract which contains the terms and conditions of the appointment, including the term of the contract. During the September 20, 2022, Town Council meeting, Town Council expressed a desire to amend Section 2-11-40 of the Town Code with a provision mandating that the Town Attorney's contract term expire on June 30 of the final year of the contract term. The reason for this amendment is to ensure that the Town Attorney's term coincides with the Town's fiscal year.

If adopted, the attached amendment of Section 2-11-40(a) will mandate that the Town Attorney's contract term expire at the end of the Town's fiscal year, June 30.

ATTACHMENTS:

1. Proposed Ordinance No. 2022-19

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND

ORDINANCE NO.

PROPOSED ORDINANCE NO. 2022-19

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND TO AMEND CHAPTER 11 (OFFICES AND DEPARTMENTS) OF TITLE 2 (GENERAL GOVERNMENT AND ADMINISTRATION), OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, BY AMENDING SECTION 2-11-40(a) ENTITLED *TOWN ATTORNEY*.

WHEREAS, the Town Council originally adopted Section 2-11-40 of the Town’s Municipal Code of Ordinances (“Town Code”) on September 26, 1983, establishing the appointment of a Town Attorney; and

WHEREAS, the Town Council desires the Town Attorney’s contract expiration date to coincide with the Town’s fiscal year; and

WHEREAS, the Town Council is vested with the authority to make amendments to the Town Code, and now believes that it is in the best interests of the Town to so act with respect to the matter described herein.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AND IT IS HEREBY ORDERED AND ORDAINED BY AND UNDER AUTHORITY OF SAID TOWN COUNCIL, AS FOLLOWS:

NOTE: Underlined and bold-face typed portions indicate additions to the municipal code. ~~Stricken~~ portions indicate deletions to the municipal code.

Sec. 2-11-40. - Town attorney.

- (a) **Town Council shall appoint an attorney whose designation shall be the Town Attorney. The Town Attorney shall serve under the terms of a contract negotiated by and between Town Council and the Town Attorney on such terms and conditions as each deems advisable and prudent; provided, however, that any such contract shall expire on June 30 of the final year of the term of the contract.** ~~At the first regular meeting of each council following the inauguration meeting, the council shall appoint the town attorney, who shall hold office at the pleasure of council or until a successor is duly appointed and qualified.~~
- (b) The town attorney must be a reputable member of the South Carolina Bar and be admitted to practice law in South Carolina with a practice established within the town.
- (c) It shall be the duty of the town attorney whenever called upon by council, or the necessity arises, to give his advice to the council, or any member thereof, or to the municipal clerk and other town employees on any and all legal questions which may arise in the course of the administration of the town government, or in the discharge of the duties of their respective offices; and whenever required to do so by the council, he shall give his legal opinion in

writing. He shall draw or supervise the drawing or drafting of all ordinances, and other instruments of writing relative to the business of the town when required to do so by the mayor or council. The town attorney shall approve all ordinances as to their form prior to or concurrent with final passage of the ordinance. He shall attend all of the regular meetings, and executive sessions of the council when directed by the mayor. He shall perform such other duties as required by the council. The town attorney shall receive such compensation for the discharge of his duties as fixed by resolution of the council.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL OF THE TOWN OF HILTON HEAD ISLAND ON THIS _____ DAY OF _____, 2022.

By: _____
John J. McCann, Mayor

ATTEST:

By: _____
Krista Wiedmeyer, Town Clerk

First Reading: _____, 2022

Revised First Reading _____, 2022

Second Reading: _____

APPROVED AS TO FORM:

Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____



TOWN OF HILTON HEAD ISLAND

Town Council

TO: Mayor & Town Council

FROM: Krista Wiedmeyer, Town Clerk

CC: Marc Orlando, Town Manager
Josh Gruber, Deputy Town Manager

DATE: October 10, 2022

SUBJECT: Consideration of a Resolution of the Town of Hilton Head Island
Approving the Administrative Processes for the Town Council
Appointed Boards and Commissions and for Newly Elected Public
Officials

RECOMMENDATION:

The Community Services and Public Safety Committee recommends that Town Council adopt the Resolution approving the Administrative Processes for the Town Council appointed Boards and Commissions and for newly elected public officials.

BACKGROUND:

As a new employee, staff will spend their first days with the Town in *New Employee Orientation*, where they are provided important information and tools to be successful in their new role. However, the same cannot be said for our Board and Commission members or our newly elected officials. According to the International City/County Management Association, the Town of Hilton Head Island is not alone; an onboarding or orientation process for appointed or elected officials is not standard among most municipalities. It is important that all Town officials have the knowledge and tools to best serve our community.

Under the guidance of the Town Manager and Deputy Town Manager, new administrative processes have been developed for Town Council appointed Boards and Commissions and newly elected public officials. Having such processes in place, tailored specifically for the Town is beneficial not just for these individuals, but for staff, the community, and our entire governing body.

The processes will provide the information and resources for the individual to effectively serve the community. Such information includes, but is not limited to, the form and structure of the Town government, major initiatives and key projects, approved plans and reports, and the Municipal Code and Land Management Ordinance. Also included is training, such as the Gullah-Geechee History and Cultural Education

Program, conducting an effective meeting, active shooter training, and the required annual training for the Board of Zoning Appeals, Design Review Board, and Planning Commission.

At their July 25, 2022 meeting, the Community Services and Public Safety Committee provided feedback to the Town Clerk on the administrative processes for the Town Council appointed Boards and Commissions and newly elected public officials. This feedback was incorporated into the processes and included working more closely with the Town's Director of Communications to formulate a communications plan for recruiting new Board and Commission members and a debrief or exit orientation for departing individuals.

At their September 26, 2022 meeting, the Community Services and Public Safety Committee unanimously approved forwarding a recommendation to Town Council recommending the adoption of a Resolution approving the Administrative Processes for the Town Council appointed Boards and Commissions and for newly elected public officials.

SUMMARY:

Having a structured orientation and onboarding process for both appointed and elected Town officials is vital to the success of all Town officials serving our community. These processes will be implemented upon receipt of Town Council's final approval of the Resolution.

ATTACHMENTS:

1. Resolution
2. Administrative Process for the Town Council Appointed Boards and Commissions
3. Administrative Process for Newly Elected Public Officials

RESOLUTION 2022-_____

A RESOLUTION OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, ADOPTING THE ADMINISTRATIVE PROCESSES FOR THE TOWN COUNCIL APPOINTED BOARDS AND COMMISSIONS AND FOR NEWLY ELECTED PUBLIC OFFICIALS.

WHEREAS, on December 7, 2021, Town Council approved and adopted the Town of Hilton Head Island Strategic Action Plan for Fiscal Year 2021-2022; and

WHEREAS, one of the items identified under the *Pursuit of Excellence* was the Improvement of the Administrative Process for Boards, Commissions, and Committees and Orientation of Newly Elected Public Officials; and

WHEREAS, the purpose of the administrative processes is to have a structured orientation process for members appointed to serve on the Town’s Boards and Commissions and for members elected to serve on Town Council; and

WHEREAS, the orientation processes will provide the information and resources for the appointed or elected official to serve the community effectively.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council for the Town of Hilton Head Island hereby approves the attached Administrative Process for the Town Council appointed Boards and Commissions and the Administrative Process for Newly Elected Public Officials.

BE IT FURTHER RESOLVED, that the Town Council for the Town of Hilton Head Island does hereby authorize the implementation of the Administrative Process for the Town Council appointed Boards and Commissions and the Administrative Process for Newly Elected Public Officials.

MOVED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND ON THIS _____ DAY OF _____, 2022.

THE TOWN OF HILTON HEAD ISLAND,
SOUTH CAROLINA

John J. McCann, Mayor

ATTEST:

Krista M. Wiedmeyer, Town Clerk

APPROVED AS TO FORM:

Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____



TOWN OF HILTON HEAD ISLAND

ADMINISTRATIVE PROCESS FOR BOARDS & COMMISSIONS



BOARDS & COMMISSIONS MEMBERSHIP APPLICATION INTAKE & APPOINTMENT PROCESS

RECRUITMENT:

- In January, the Town Clerk will provide a communications plan to the Communications Department for year-round recruitment of volunteers. The communications plan will include:
 - Monthly Social Media Posts
 - Quarterly Media Releases
- The Town Clerk will speak with the Mayor and Town Council about recruiting their constituents about volunteering.
- The Town Clerk will provide an Item of Interest for the Town Manager to report at Town Council meetings.
- The Town Clerk will speak to the various community organizations and community members about volunteering.
- In January, the Town Clerk will provide content to the Web Administrator to update the Town's website with upcoming vacancies as of June 30th.

APPLICATION SUBMITTAL:

- Applications are submitted via the Town's website <https://hiltonheadislandsc.gov/boards/> or to the Town Clerk at TownClerk@hiltonheadislandsc.gov.
- Town Clerk will review the application to ensure all required fields have been completed, before confirming receipt via email to the applicant.
- Upon receipt of the applications, the Town Clerk will send to the Community Services and Public Safety Committee to review.
- Town Clerk will update and maintain a 3-year rolling Talent Bank of all applications received.

AUDIT:

- No later than March 1, the Town Clerk will audit each of the Town's Boards/Commissions and prepare an audit report. The following is included in the audit report:
 - Personnel Committee Policy
 - Boards & Commissions Function Chart
 - Overview of Mandatory Training Requirements
 - Summary of each Board/Commission
 - Current membership with terms highlighted
 - Meeting attendance record
 - Mandatory training (if applicable)
 - Applications for those members up for reappointment
 - Updated talent bank with applications of those interested in the vacancy

AUDIT (cont.):

- March 15th, Town Clerk provides a copy of the audit report to the Town Manager and Deputy Town Manager for review.
- No later than April 1, Town Clerk sends out the audit report to the CSPSC, copying the rest of Town Council, Town Manager, and Deputy Town Manager.

PERSONNEL COMMITTEE:

The Community Services and Public Safety Committee (“CSPSC”) is charged by Town Council as the “Personnel Committee” to review qualifications of interested applicants and recommend appointment to the full Town Council.

TALENT BANK & APPLICATION REVIEW

- At their regular meeting in April, the CSPSC will review the audit report, reappointments, new appointments, and the talent bank (including any applications received to date).
- At a special meeting in early May, the CSPSC will review the applications received to date and determine candidates they would like to interview.
- Provide letter from the CSPSC Chair to those who applied but are not being interviewed, noting their application will remain on file for 3 years for consideration as vacancies occur.

INTERVIEW PROCESS:

- Town Clerk will contact the applicants the CSPSC has selected to interview.
- Town Clerk will create an interview packet for the members of the CSPSC, to include:
 - o Interview Schedule
 - o Applications for each Interview
 - o Boards & Commissions Applicant Interview Form
 - o Sample Interview Questions
- The CSPSC will conduct interviews at their regular meeting in May.
- If necessary, the CSPSC will hold a 2nd special meeting for more interviews.
- Town Clerk will forward the CSPSC recommendations for Town Council to consider at their 2nd June meeting.

APPOINTMENT:

- At their 2nd June meeting, Town Council will consider and formally approve the appointments.

POST-TOWN COUNCIL APPOINTMENT APPROVAL:

- Provide "Thank You" letter from the Mayor, with a copy to Town Council members, to those leaving their Board or Commission.
- Provide "Regrets" letter from the CSPSC Chair to those who interviewed, but not appointed.
- Provide "Thank You for Applying" letter from the CSPSC Chair to those who submitted new application, but not interviewed, noting the application will remain on file in the "Talent Bank" for three years from the date received.
- Provide the "Welcome Letter" from the Mayor to new member including term dates, meeting schedule, and general information about the orientation process.



SAMPLE INTERVIEW QUESTIONS & SELECTION CRITERIA

SAMPLE INTERVIEW QUESTIONS:

- What prompted you to complete a registration for the Town's Talent Bank?
- Why do you wish to serve on this board (commission, task force)?
- Describe responsibilities held in your previous or current job(s).
- Describe the role(s) you've played in the volunteer activities you have listed.
- Which job or volunteer activity gave you the most meaningful experience?
- How has your education, previous work experience, or previous community service prepared you to serve on this board?
- Do you meet the technical requirements of this position (i.e. licensed attorney, licensed real estate agent)?
- What do you see as the mission and responsibilities of this board?
- What do you see as the major issues facing this board?
- To what extent might your professional activities pose a conflict of interest, reducing your ability to fully participate in the work of this board?
- What do you see as the major challenges the Town has to meet in the next few years?
- What is your vision of the Island five years from now?
- Why should we select you for this position?
- Is there anything else you would like to tell us about yourself that we didn't discuss?
- Do you have any questions you would like to ask us?

SELECTION CRITERIA (Municipal Code § 2-13-40):

When selecting individuals to serve on a Board or Commission, Town Council shall consider the following factors:

- Demonstration of knowledge and experience relevant to the needs of the board or commission.
- Individuals of any gender, age, and economic circumstance.
- Individuals with a diverse representation of backgrounds, professions, and viewpoints.
- Representation from throughout all six (6) municipal wards.



BOARDS & COMMISSIONS MEMBER ORIENTATION

NAME: _____

BOARD/COMMISSION: _____

APPOINTMENT DATE: _____

TERM BEGINS: _____ **TERM ENDS:** _____

ORIENTATION DATE: _____

TOWN CLERK:

- Notify the Board Coordinator and Board Secretary of the new appointment.
- Provide the "General Information Orientation Materials" (see comprehensive list of all items) to the Board Coordinator or Board Secretary to add to the Board Specific Orientation Materials.

BOARD COORDINATOR/BOARD SECRETARY:

- Schedule Orientation with New Member.
- Finalize the Orientation Materials, Adding the "Board Specific Orientation Materials" (see comprehensive list of all items).
- Distribute and Review the Orientation Materials.
- Schedule the Swearing in of Member.
- Work with Chair to Schedule Various Training as Noted Herein with the Director of Public Safety, Town Attorney, and the Historic Neighborhoods Preservation Administrator.

DIRECTOR OF PUBLIC SAFETY:

- Security and Safety Training:
 - Civilian Response to Active Shooter Events ("CRASE")
 - Meeting Disruption Protocol

TOWN ATTORNEY:

- How to Conduct Effective Meetings Training to Include:
 - South Carolina Ethics Reform Act
 - South Carolina Freedom of Information Act
 - Parliamentary Procedure/Robert's Rules of Order

HISTORIC NEIGHBORHOODS PRESERVATION ADMINISTRATOR:

- Gullah History and Cultural Education.

FOLLOW-UP:

- Deputy Town Manager will contact the new member after their first three months of service to inquire about the orientation process, ask if there are any suggested improvements, and answer any general questions they may have.



BOARDS & COMMISSIONS ORIENTATION MATERIALS

(COMPREHENSIVE LIST OF ALL ORIENTATION MATERIALS)

GENERAL INFORMATION MATERIALS:

- South Carolina Ethics Reform Act Summary
- South Carolina Freedom of Information Act Booklet
- MASC: How to Conduct Effective Meetings
- MASC: Pillars of Civility
- MASC: Civility Pledge
- Parliamentary Procedure/Robert's Rules of Order

BOARD SPECIFIC ORIENTATION BINDER MATERIALS:

Accommodations Tax Advisory Committee (ATAC):

- Charter
- Role of the ATAC
- Last Annual ATAC Disbursement Recommendation
- Rules of Procedure and/or By-Laws
- Applicable Law (State and/or Municipal)
- Meeting Dates
- Minutes from a Recent Meeting
- Agenda Packet from a Recent Meeting

Board of Zoning Appeals (BZA):

- Mandatory Training Planning & Zoning Training:
 - 6 Hours of Orientation Training within One-Year of the Initial Appointment
 - 3 Hours of Annual Continuing Education Training
- Comprehensive Plan (Our Plan)
- Strategic Plan
- Municipal Code
- Land Management Ordinance
- Charter
- Role of the BZA
- Rules of Procedure and/or By-Laws
- Applicable Law (State and/or Municipal)
- Meeting Dates
- Minutes from a Recent Meeting
- Agenda Packet from a Recent Meeting
- Request for Appeal Form & Procedures
- Special Exceptions Form & Procedures
- Variance Request Form & Procedures

Construction Board of Adjustments & Appeals (CBAA):

- Comprehensive Plan (Our Plan)
- Strategic Plan
- Municipal Code

□ CBAA (cont.):

- Land Management Ordinance
- Town of Hilton Head Island Building Code
- Charter
- Role of the CBAA
- Rules of Procedure and/or By-Laws
- Applicable Law (State and/or Municipal)
- Meeting Dates
- Minutes from a Recent Meeting
- Agenda Packet from a Recent Meeting

□ Design Review Board (DRB):

- Mandatory Training Planning & Zoning Training:
 - 6 Hours of Orientation Training within One-Year of the Initial Appointment
 - 3 Hours of Annual Continuing Education Training
- Comprehensive Plan (Our Plan)
- Strategic Plan
- Municipal Code
- Design Review Guide
- Charter
- Role of the DRB
- Rules of Procedure and/or By-Laws
- Applicable Law (State and/or Municipal)
- Meeting Dates
- Minutes from a Recent Meeting
- Agenda Packet from a Recent Meeting

□ Gullah-Geechee Land & Cultural Preservation Task Force:

- Comprehensive Plan (Our Plan)
- Strategic Plan
- Charter
- Role of the Task Force
- Gullah-Geechee Land & Cultural Preservation Project Report
- Meeting Dates
- Minutes from a Recent Meeting
- Agenda Packet from a Recent Meeting

□ Parks & Recreation Commission (PRC):

- Comprehensive Plan (Our Plan)
- Strategic Plan
- Charter
- Rules of Procedure and/or By-Laws
- Role of the Commission
- Parks & Recreation Master Plan
- Meeting Dates
- Minutes from a Recent Meeting
- Agenda Packet from a Recent Meeting

□ **Planning Commission (PC)**

- Mandatory Training Planning & Zoning Training:
 - 6 Hours of Orientation Training within One-Year of the Initial Appointment
 - 3 Hours of Annual Continuing Education Training
- Comprehensive Plan (Our Plan)
- Strategic Plan
- Municipal Code
- Land Management Ordinance
- Capital Improvements Program
- Applicable Law (State and/or Municipal)
- Charter
- Role of the PC
- Rules of Procedure and/or By-Laws
- List of Subcommittees with Role of the Subcommittee
- Meeting Dates
- Minutes from a Recent Meeting
- Agenda Packet from a Recent Meeting



TOWN OF HILTON HEAD ISLAND

ADMINISTRATIVE PROCESS FOR
ELECTED OFFICIALS



GENERAL ELECTION CANDIDACY FILING FOR MAYOR AND TOWN COUNCIL

GENERAL ELECTION:

General elections for the offices of Mayor and Town Council shall be held on the first Tuesday after the first Monday in November in even numbered years (Town Code § 3-1-30(a)).

FILING PERIOD:

Each person offering as a candidate for the Office of Mayor or Town Council in any general election shall file with the Town Clerk not later than 12:00 noon on August 15 or, if August 15 falls on a Saturday or Sunday, not later than 12:00, noon the following Monday and not sooner than July 31 (Town Code § 3-1-70(a)).

TOWN COUNCIL WARD MAP:

- The Town Clerk will verify and confirm with the GIS Administrator that the Town Council Ward Map is up to date and the Town Council Ward Search is functioning properly.

UPDATE THE TOWN WEBSITE:

- No later than March 1, the Town Clerk or their designee will provide the following information to the Web Administrator for updating the Town's website. This information must be pinned to the Home Page of the website.
 - Contact Information for the Town Clerk.
 - Applicable Town Code: Sec. 3-1-10 – Method of Election of Mayor and Town Council.
 - Date of the Election.
 - Upcoming Elections/Vacancies.
 - Terms in Office.
 - Link to "Find your Town Council Ward" Page on the Website.
 - Filing Period.
 - Filing Fee(s):
 - Mayor: \$50
 - Town Council: \$35
 - Statement of Candidacy Form.
 - Requirements for Submitting the Statement of Candidacy Form.
 - Location, Address, and Hours of Operation
 - Candidate Requirements for Filing:
 - Must Reside within the Town of Hilton Head Island Municipal Limits
 - If filing for the Office of Town Council Must Reside in the Ward in Which they are Filing for
 - Currently be Registered to Vote (link to SCVotes.gov)
 - Possess a Valid Driver's License or Government Issued Photo ID
 - Voter Registration and Place of Residence Must Match
 - This is a Nonpartisan Election, No Political Party Affiliation

UPDATE THE TOWN WEBSITE (cont.):

- Useful Links:
 - Beaufort County Board of Voter Registration and Elections (www.beaufortcountysc.gov/vote/)
 - South Carolina Election Commission (www.scvotes.gov)

MEDIA & SOCIAL MEDIA RELEASES:

- The Town Clerk will provide a communications plan to the Communications Department. Incorporating the information from the previous section, the communications plan must include:
 - Two Media Releases:
 - 1st – No Later than June 1
 - 2nd – The Friday Before the Sunday Legal Ad Runs
 - Four Social Media Releases:
 - 1st – with the 1st Media Release - No Later than June 1
 - 2nd – No Later than July 1
 - 3rd – The Friday Before the Sunday Legal Ad Runs
 - 4th – The Friday Before the First Day of the Filing Period

LEGAL NOTICE:

- No later than July 1, the Town Clerk will submit a request to the “Legal Ads” department of the Island Packet to place a legal notice (at least 5x7) in the newspaper to run on the Sunday two weeks prior to the start of the filing period (i.e. if the start of the filing period is Monday, August 1, 2022 the Legal Ad must run Sunday, July 17, 2022). See below for sample Legal Ad language:
 - The Town of Hilton Head Island announces the candidate filing period for the 2022 Municipal General Election on Tuesday, November 8, 2022, for the purposes of electing a Mayor and Town Council members for Wards 2, 4, and 5. Statement of Candidacy forms must be filed, along with the nonrefundable filing fee at Town Hall, 1 Town Center Court, Hilton Head Island, South Carolina, starting at 8am, Monday, August 1, 2022 until noon, Monday, August 15, 2022, during normal business hours (Town Code § 3-1-70(a)). The filing fee for the Office of the Mayor is \$50.00 and the Office of Town Council is \$35.00. The nonrefundable filing fees can be paid by cash, credit card, or check made payable to the Town of Hilton Head Island. For more information, please visit the Town's website at: www.hiltonheadislandsc.gov/election/home.cfm or contact the Town Clerk at 843-341-4701.

STATEMENT OF CANDIDACY:

Candidates must complete and file the Statement of Candidacy Form with the Town Clerk at Town Hall during the Filing Period, during regular business hours (8:00 am – 4:30 pm).

WITHDRAWALS:

Candidates may withdrawal their name from consideration prior to the end of the filing period as described below:

- Candidate Completes and Submits the Withdrawal Form or Submits a Letter to the Town Clerk.
- Town Clerk will include the Original Withdrawal Form or Letter with Materials to Beaufort County.

END OF FILING PERIOD:

- Within 24 hours of the closing of the Filing Period, the Town Clerk will notify the Director of the Beaufort County Board of Voter Registration and Elections the Statement of Candidacy and supporting materials for each candidate.

BALLOT & ELECTION ADMINISTRATION:

- After receiving and reviewing the Statement of Candidacy filing packets, the Beaufort County Board of Votes Registration and Elections will process the materials as follows:
 - Confirm Candidate Eligibility.
 - Prepare and Forward the Sample Ballot to the Town Clerk for Review and Edits.
 - Forward the Final Ballot to the State Board of Elections.

TOWN MANAGER CANDIDATE MEETING:

- The Town Manager and Senior Staff will meet with the candidates after the filing period has closed. The Town Manager will provide an overview of Town Government, Strategic Plan process, Fiscal Year budget, and review the top priorities for Town Council with an opportunity for questions and answers.
- Within 48 hours of the filing period closing, the Town Clerk will provide the letter from the Town Manager to the candidates inviting them to the meeting.
- The Town Clerk will communicate to Senior Staff and update calendars accordingly.



RUNOFF & SPECIAL ELECTION INFORMATION

RUNOFF ELECTION:

If no candidate for a single office receives a majority of the votes cast in the first election, a second election shall be conducted two weeks later between the two candidates receiving the largest number of votes in the first election who do not withdraw. The candidate receiving a majority of the votes cast in the runoff election shall be declared elected (Town Code § 3-1-60(c)(1)).

EXAMPLE: 4 citizens run for the Office of Mayor and the vote tally is as follows:

- Candidate 1 = 893 votes, 5.45%
- Candidate 2 = 3,684 votes, 22.5%
- Candidate 3 = 4,970 votes, 29.26%
- Candidate 4 = 5,797 votes, 35.41%

The runoff election would be conducted two weeks after the general election between the two candidates receiving the largest number of votes:

- Candidate 3
- Candidate 4

The candidate who receives the majority of the votes in the runoff election is declared the winner.

SPECIAL ELECTION:

Any vacancy in the Office of Mayor or Town Council shall be filled for the remainder of the unexpired term at the next regular election or at a special election if the vacancy occurs 180 days prior to the next general election. If the vacancy occurs less than 180 days prior to the next general election, that office shall remain unfilled until said election (Town Code § 3-1-25).

EXAMPLE 1 – More than 180 Days: Ward 6 Town Council member runs for Mayor and wins, but their term as Ward 6 Town Council member doesn't expire until December 2024, then a special election would be conducted.

EXAMPLE 2 – Less than 180 Days: Mayor decides to vacate their seat 4-months prior to the next general election, a special election would not be conducted, the vacancy would be included in the upcoming general election.

TIME OF THE SPECIAL ELECTION (Town Code § 3-1-30):

Special Elections are to be set for the thirteenth Tuesday after the vacancy occurs. If the date for the Special Election falls on a state holiday, it will be set for the next succeeding Tuesday.

If a Vacancy occurs in more than one office requiring separate special elections to be held within a period of twenty-eight days, the Beaufort County Board of Elections will conduct all elections on the same date. The Special Election will be held on the latest date required for an election during the twenty-eight-day period.



CANDIDATE FILING CHECKLIST

DATE SUBMITTED: _____

NAME: _____

OFFICE OF: _____

- Candidate Completes Statement of Candidacy Form.
- Town Clerk:
 - Reviews and Witnesses Statement of Candidacy Form.
 - Town Clerk Escorts Candidate to Business License Window to Pay Filing Fee:
 - Office of Mayor \$50.00
 - Office of Town Council \$35.00
 - Prints Voter Registration Information from SCvotes.gov.
 - Last 4 of SSN: _____
 - Copies Candidates SC Drivers License or Government Photo ID, Statement of Candidacy Form, and Receipt.
 - Provides the Candidate Folder with the Following:
 - Copy of the Executed Statement of Candidacy
 - Information about the Statement of Economic Interest from the State Ethics Commission
 - Current Strategic Plan Booklet
 - Comprehensive Plan Booklet
 - Important Links to the Website:
 - Our Plan
 - Strategic Plan
 - Capital Improvements Program
 - Municipal Code
 - Land Management Ordinance
 - Meetings Calendar
 - Scans the Statement of Candidacy, ID, and Voter Registration info to maintain an electronic file.
 - Updates Candidate Spreadsheet.
 - Email the Town Manager and Deputy Town Manager the running list of new candidates.
 - Email the Web Administrator the running list of new candidates to update the website.



POST GENERAL ELECTION PROCESS

ORIENTATION & ONBOARDING OF MAYOR AND TOWN COUNCIL:

Newly elected officials will participate in a comprehensive onboarding process pursuant to the Mayor and Town Council Orientation Program and Checklist. Each newly elected official will spend a day or more with the Town Manager and members of the senior staff.

SWEARING-IN CEREMONY:

The swearing-in ceremony takes place at the first Town Council meeting or first Tuesday of December. The timing of the swearing-in ceremony allows for the possibility of a runoff election (information on the runoff and special election processes detailed in forthcoming sections).

- The Town Clerk will contact a local Magistrate Judge to deliver the Oath of Office to the newly elected official.
- The Town Clerk will speak to each newly elected official and confirm:
 - o If/what family is attending the swearing-in (spouse, kids, parents).
 - o If they want to use the Town's Bible or bringing a special sacred text or scripture (Bible, Torah, Quran, Tripitaka, Mahabharata).
- Town Clerk will prepare the Oath of Office.
- Town Clerk will have both the Judge and Elected Official sign the Oath.
- Town Clerk will order sheet cake, punch, water for after ceremony reception.



MAYOR & TOWN COUNCIL ORIENTATION PROGRAM & CHECKLIST

NAME: _____ **OFFICE OF:** _____

ADDRESS: _____

PHONE#1: _____ **PHONE#2:** _____

START DATE: _____

TOWN MANAGER:

- Welcome from the Town Manager
- Fiscal Year Budget Overview
- Strategic Planning Overview
- Town's Organizational Structure Overview
- Our Plan Overview
- MASC Forms & Powers of Municipal Government
- Agenda Setting Process

DEPUTY TOWN MANAGER:

- Rules & Procedures and Code of Conduct Resolution 2001-44
- Electronic/Virtual Meetings Ordinance
- Confirm with the Administration Manager:
 - o Sent the Economic Interest Notice
 - o Economic Interest Completed

TOWN ATTORNEY:

- South Carolina Home Rule act of 1975
- South Carolina Ethics Reform Act
- South Carolina Freedom of Information Act
- Parliamentary Procedure/Robert's Rules of Order

HUMAN RESOURCES:

- Review of Available Benefits
 - o Compensation
 - o Retirement Plan
 - o Computer Lease/Purchase Program
 - o Generator Lease/Purchase Program
 - o Wellness Program
 - o Workers' Compensation
 - o Town ID
 - o Add Information to MUNIS

DIRECTOR OF PUBLIC SAFETY:

- Tour of Town Hall
- Security and Safety Training:
 - o Civilian Response to Active Shooter Events ("CRASE")
 - o Meeting Disruption Protocol

DIRECTOR OF INNOVATION & TECHNOLOGY:

- Provide Equipment:
 - o iPhone # _____ Transfer Personal # _____
 - o iPad # _____
 - o Printer # _____ Type of Ink _____
- Accessing Email
- Accessing the Intranet
- MyHHI Mobile App
- Technology Training:
 - o Email Protocol
 - o Cybersecurity

ASSISTANT TOWN MANAGER – COMMUNITY DEVELOPMENT:

- Overview of the Capital Improvement Program
- Overview of the Development Services Program
- Overview of the Facilities Management Program
- Overview of the Engineering/Stormwater Utility Program
- Overview of the Community Planning Program/Our Plan
- Overview of the Town-Owned Land Portal on the Website
- Overview of the Gullah History and Cultural Education Program

FIRE CHIEF:

- Tour of Fire Rescue HQ
- Overview of Fire Rescue & EMS
- Tour of Dispatch

EMERGENCY MANAGER:

- Overview of the Town's Emergency Management Program
- Request the Beaufort County Re-Entry Pass for Elected Officials
- Tour of the Emergency Operations Center (EOC)

TOWN CLERK:

- Reimbursements & Compensation
 - o Municipal Code Sec. 2-3-60
 - o Travel, Supplies, etc...
 - o Meeting Affidavit
- Town Council Meeting Schedule
- Town Council Standing Committee Structure
 - o Public Planning Committee
 - o Community Services & Public Safety Committee
 - o Finance & Administrative Committee
- Town Council Standing Committee Meeting Schedules
- Ex Officio Appointments
 - o Lowcountry Area Transportation Study (LATS)
 - o Lowcountry Council of Governments (LoCOG)
 - o Southern Lowcountry Regional Board (SoLoCo)
 - o Beaufort County Airports Board

TOWN CLERK (cont.):

- Overview of the Town Council Appointed Boards & Commissions Structure
- Introduction to the Municipal Association of South Carolina
 - Set-up Log-in Credentials/Account
 - Municipal Elected Officials Institute
 - On Demand Courses
 - Elected Officials Institute Courses
 - Advanced Elected Officials Institute Courses
 - Hometown Legislative Action Day
 - Annual Meeting
 - Regional Advocacy Meetings
- Update Town Letterhead
- Update Town Council Group Email
- Schedule Headshot & Group Photo
- Prepare Business Card "Proof"
 - Preferred Name (i.e. Bill instead of William) _____
 - Email _____
 - Phone # _____
- Order Nameplate for the Dais
- Provide the Executive Office Manager Shirt/Jacket Sizes for Ordering:
 - Polo Shirt – Size _____
 - Jacket – Size _____



MAYOR & TOWN COUNCIL ORIENTATION MATERIALS

(COMPREHENSIVE LIST OF ALL ORIENTATION MATERIALS)

- Key Fob to Town Hall
- Town ID
- New Employee Information Form Copy to HR
- I-9 Employment Verification Form
- W-4 Form (SC)
- W-4 Form (Fed)
- Payroll Schedule
- Holiday Schedule
- Empowerment Retirement Information
- Town Council Meeting Schedule
- Town Council Standing Committees Meetings Schedule
- Town Boards & Commissions Structure
- Rules & Procedures and Code of Conduct Resolution 2001-44
- Official Decal
- Town Pin
- Website Information & Bio Form Copy to Web. Admin.
- South Carolina Home Rule Act of 1975
- Forms of Government & Roles of Elected Officials
- Reimbursement Form
- Meeting Affidavit
- Municipal Association of South Carolina:
 - Handbook for Municipal Officials in South Carolina
 - Municipal Elected Officials Institute
 - Affiliate Associations
 - How to Conduct Effective Meetings
 - Raising Hometown Voices to a New Level of Influence
 - Current Legislative Review
 - Legislative Agenda Process
 - Legislative Tracking System
 - 53 Suggestions for Successful Public Service
 - Pillars of Civility
 - Civility Pledge
- Beaufort County Legislative Delegation Contact Information
- Beaufort County Council Contact Information
- Freedom of Information Act Booklet
- State Ethics Code Information
- Robert's Rules "in brief"
- Mayor & Town Council Contacts (Internal Use Only)
- Staff Directory
- Municipal Directory
- Municipal Code
- Land Management Ordinance
- Strategic Plan
- Comprehensive Plan



MAYOR & TOWN COUNCIL END OF TERM CHECKLIST

NAME: _____ **OFFICE OF:** _____

END OF TERM DATE: _____

TOWN MANAGER:

- Retirement/Exit Discussion

HUMAN RESOURCES:

- Empower Retirement – if applicable

TOWN CLERK TO COLLECT:

- Town ID
- Beaufort County Re-Entry Pass
- Key to Town Hall and/or Key Fob to Town Hall
- Municipal Code Binder
- Land Management Ordinance Binder
- “Official Decal”
- Final Expenses
 - o Expense Report
 - o Meeting Affidavit

COLLECTION OF ELECTRONIC ITEMS (iPhone, iPad, printer):

- Town Clerk will Confirm:
 - o Returning Equipment (items will be collected with items listed above and returned to IT Department); or
 - o Purchasing Equipment (see steps below)

PURCHASING ELECTRONIC EQUIPMENT:

- Town Clerk will Notify the Procurement Officer with cc to the Town Manager of the Elected Officials Intent to Purchase the Equipment
- Procurement Officer will Draft the Bill of Sale with the Fair Market Value for Each Item for Town Manager Approval
- If Approved, Town Clerk will Provide the Bill of Sale to the Elected Official and Collect Payment and Equipment
- IT will Clear/Wipe the Equipment of all Town Information and Prepare for the Elected Official to Transfer to their Own Provider
- IT will Return the Equipment to the Elected Official for Personal Use

EQUIPMENT RETURNED:

- iPhone
- iPad
- Printer



TOWN OF HILTON HEAD ISLAND

Town Council

TO: Hilton Head Island Town Council
FROM: Joshua Gruber, Deputy Town Manager
CC: Marc Orlando, Town Manager
DATE: 10/13/2022
SUBJECT: Beaufort County – Town of Hilton Head Island Land Swap

RECOMMENDATION:

At its September 20, 2022 meeting Town Council voted to authorize the Town enter into a Purchase and Sale Agreement with Beaufort County and to take such additional actions as may be necessary to facilitate the transfer and receipt of real property located on Hilton Head Island that serves the mutual needs of both entities. Beaufort County Council has subsequently given preliminary approval to its participation in the Purchase and Sale Agreement as well. Therefore, in order to lawfully facilitate the transfer of the Town owned property that was agreed to by both the Town and Beaufort County, the Town Council must adopt an Ordinance formally authorizing the transfer of the real property.

BACKGROUND:

For the last several years, the Town has pursued the transfer of certain Beaufort County owned lands so as to be able to control the future use, development, and capital improvements that will take place on these properties. The Town believes that its ownership of these parcels will be in its residents' best interests by ensuring that these properties reflect the type of quality within its public facilities that is representative of the Island's world-class brand.

In exchange, Beaufort County is looking to address two separate issues through the receipt of Town owned land. The first is to create more vehicle parking for the County's Jenkins Island Pier located at the end of Jenkins Road. The second is to pursue the possible development of a Daufuskie Island Ferry Terminal located on or near the Cross Island Boat Landing.

In order to consummate the transfer of real property between both the Town and Beaufort County, it is necessary for each jurisdiction to adopt a formal Ordinance authorizing the transfer of the identified real properties.

Therefore, as the owner of three parcels of real property that are located on Hilton Head Island, the Town Council must adopt the enclosed Ordinance authorizing their transfer to Beaufort County 's ownership:

68 Helmsman Way, Hilton Head Island, South Carolina 29928, TMS No. R552 010 000 0650 0000;

68 Helmsman Way, Hilton Head Island, South Carolina 29928, TMS No. R552 010 000 0309 0000 (a portion);

43 Jenkins Road, Hilton Head Island, South Carolina 29928, TMS No. R510 006 000 001C 0000.

Similarly, Beaufort County, as the owner of certain parcels of real property that are located on Hilton Head Island, will adopt an Ordinance authorizing the transfer of the following properties to Town ownership:

70 Baygall Road, Hilton Head Island, South Carolina 29928, TMS No. R510 005 000 0005 0000;

70 Baygall Road, Hilton Head Island, South Carolina 29928, TMS No. R510 005 000 019G 0000;

152 William Hilton Parkway, Hilton Head Island, South Carolina 29928, TMS No. R511 007 000 0070 0000;

152 William Hilton Parkway, Hilton Head Island, South Carolina 29928, TMS No. R511 007 000 0070 0000.

As a condition on the transfer of its parcels, the Town has requested that that the Cross Island Boat Landing remain open to public use for the launching and retrieving of boats and for the temporary parking of vehicles and trailers related to the public boat landing. Additionally, the Town has requested that it be allowed to participate in the design and layout of any facilities or improvements that might be developed by the County either on or adjacent to this parcel to ensure that such development reflects the appropriate character of Hilton Head Island.

As a condition on the transfer of its parcels, Beaufort County has requested that it be allowed to continue to provide recreational programming at the Barker Field property. To satisfy this condition, the Town has requested that the Island Recreation Association coordinate a use agreement with Beaufort County to ensure that the property will be available for their respective uses in a manner similar to how it is currently being utilized and as they may otherwise mutually agree upon.

SUMMARY:

In order to facilitate the transfer of real property from the Town of Hilton Head Island to Beaufort County as provided for within its Resolution adopted on September 20, 2022, Town Council should approve the attached Ordinance authorizing conveyance of three identified parcels.

ATTACHMENTS:

1. Ordinance Authorizing the Conveyance of Three Parcels of Real Estate Owned by the Town of Hilton Head Island, South Carolina Under the Authority of S.C. Code Ann. § 5-7-40 (Supp. 2022), and § 2-7-20, of the Municipal Code of the Town of Hilton Head Island, South Carolina.
2. GIS Ariel Photos of Identified Parcels.

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AUTHORIZING THE CONVEYANCE OF THREE PARCELS OF REAL ESTATE OWNED BY THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, UNDER THE AUTHORITY OF S. C. CODE ANN. § 5-7-40 (SUPP. 2022), AND § 2-7-20, MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, (1983); AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

LEGISLATIVE FINDINGS

WHEREAS, Beaufort County, South Carolina, owns real property known and described as follows:

Parcel A:

All that certain piece, parcel or tract of land situate, lying and being on Hilton Head Island, Beaufort County, South Carolina, having and containing 7.44 acres, more or less, and being more particularly described as follows, to wit:

Commencing at a point which is the intersection of the Northeastern right-of-way of South Carolina Highway No. 334 with the Eastern right-of-way of South Carolina Highway No. 335 and proceeds from said point of commencement in a Northeasterly direction along the Eastern right-of-way of said South Carolina Highway No. 335 on a course No 47°50'35" East for a distance of 1,342.87 feet to a concrete monument which marks the point of beginning; thence proceeding from said point of beginning and continuing along said South Carolina Highway No. 335 N 47°50'35" East for a distance of 261.0 feet to a concrete monument; thence proceeding N 47°50'35" East for a distance of 348.48 feet to a concrete monument; thence proceeding N 47°50'35" East for a distance of 260.92 feet to a concrete monument; thence proceeding N 47°59'35" East for a distance of 114.95 feet to a concrete monument; thence proceeding S 45°06'45" East for a distance of 291.60 feet to a concrete monument; thence proceeding S 49°49'35" West for a distance of 599.14 feet to a concrete monument; thence proceeding N 37°35'25" West for a distance of 736.00 feet to a concrete monument which marks the beginning.

Parcel B:

All that certain piece, parcel or lot of land situate, lying and being in the Town of Hilton Head Island, Beaufort County, South Carolina designated as Lot Number Eight and identified as belonging to Herbert Brown on a plat entitled "25.832 Acres for Heirs of William Brown," prepared by E.G. Freiesleben

consulting P.E. and L.S. Number 4624; said plat being recorded in Beaufort County Plat Book 24 at Page 194. For a more detailed description as to location, courses, metes, bounds, distances and directions, reference may be had to said plat of record

Parcel C:

All that certain piece, parcel or lot of land situate, lying and being located in the Town of Hilton Head Island, Beaufort County, South Carolina, containing 3.02 acres, more or less, which is more fully delineated on a plat prepared by Beaufort County Public Works Engineering Department, by Erik H. Freiesleben, P.E. & P.L.S., S.C. #4624. County Engineer/Surveyor for Beaufort County Council, dated November 13, 1991 and revised September 11, 1992, entitled "A 3.02 Acre and a 3.73 Acre Subdivision of a Part of Honey Horn Plantation, Hilton Head Island, South Carolina," said plat being recorded in the Office of the Register of Deeds for Beaufort County, South Carolina in Plat Book 45 at Page 67.

Parcel D:

All that certain piece, parcel or lot of land situate, lying and being located in the Town of Hilton Head Island, Beaufort County, South Carolina, containing 3.73, more or less, which is more fully delineated on a plat prepared by Beaufort County Public Works Engineering Department, by Erik H. Freiesleben, P.E. & P.L.S., S.C. #4624. County Engineer/Surveyor for Beaufort County Council, dated November 13, 1991 and revised September 11, 1992, entitled "A 3.02 Acre and a 3.73 Acre Subdivision of a Part of Honey Horn Plantation, Hilton Head Island, South Carolina," said plat being recorded in the Office of the Register of Deeds for Beaufort County, South Carolina in Plat Book 45 at Page 67.

WHEREAS, the Town of Hilton Head Island, South Carolina, owns real property known and described as follows:

Parcel E:

All that certain piece, parcel or tract of land containing approximately 1.515 acres of land, situate, lying and being on the northwestern side of Road S-80 (Palmetto Bay Road) near Hilton Head Island in Beaufort County, and being shown on the South Carolina Department of Transportation Plans for Cross Island Expressway on sheet No. 13, File 7.558, and on a plat entitled "Property of Plantation Land Co, Inc. to be Conveyed to South Carolina Department of Transportation". Prepared by Niels Christensen dated October 13, 1993. Said property being more particularly described as follows:

Beginning at a point located at the southeastern corner of the subject parcel on the northwestern side of Road S-80 and on the New 100-foot right of way line (Road S-80); thence along said right of way with a radius of 5,629.58 feet and chord bearing N 27°54'45" E for 307.74 feet to a point; thence continuing along the said right of way N 26°24'01" E for a distance of 170.68 feet to a point; thence N 74°07'17" W for a distance of 42.82 feet, to a point; thence S 85°02'38" W for a distance of 63.61 feet; thence S 46°10'20" W for a distance of 70.75 feet to a point; thence continuing S 46°10'20" W for a distance of 277.43 feet to a point; thence along said right of way for the Marina Access Road S 20°22'11" E for a distance of 65.04 feet to a point; thence continuing along said right of way for Marina Road Access with a radius of 366.60 feet and chord bearing S 44°38'28" E for a distance of 167.79 feet to the point of beginning; being bounded on the North and West by other lands of the Grantee. East by Road S-80, South by Marina Road Access.

Parcel F:

All that certain piece, parcel or tract of land containing approximately 2.409 acres of land, situate, lying and being on the southeastern side of Road S-80 (Palmetto Bay Road) near Hilton Head Island in Beaufort County, and being shown on the South Carolina Department of Transportation Plans for Cross Island Expressway on sheet No. 13, File 7.558, and on a plat entitled "Property of Plantation Land Co., Inc. to be Conveyed to South Carolina Department of Transportation". Prepared by Niels Christensen dated October 13, 1993. Said property being more particularly described as follows:

Beginning at a point located on the southwestern corner of the subject parcel on the southeastern side of Road S-80 and on the New 52-foot right of way line (Road S-80); thence along said right of way N 36°07'46" E for a distance of 2.34 feet to a point; thence along the New right of way line S 53°52'14" E for a distance of 11.00 feet to a point on the New Transitional right of way; thence along said right of way N 38°42'27" E for 668.98 feet to a point on the New 33-foot right of way line of Marine Access Road; thence along said right of way for Marine Access Road with a radius of 217.00 feet and chord bearing S 00°23'16" W for a distance of 294.86 feet to a point; thence continuing along said right of way for Marina Access Road S 43°11'05" W for a distance of 412.63 feet to a point; thence S 84°34'22" W for a distance of 32.26 feet, to a point; thence along said right of way for Haig Point Road N 54°02'21" W for a distance of 138.51 feet to the point of beginning; being bounded on the North and East by Marina Access Road, South Haig Point Road, and West by Road S-80.

Parcel G:

All that certain piece, parcel or tract of land situate lying and being on

Jenkins Island, Hilton Head, Beaufort County, South Carolina and containing .619 acres, more or less, and being more particularly shown on a plat prepared by Freiesleben – Yerkes, Inc., dated August 15, 1979, for Jenkins Island Realty Corporation and American Title Insurance Company. According to said plat, said property is more particularly described as follows, to-wit: Beginning at a point on the Eastern side of a paved road at its juncture with the public landing as shown on said plat; thence N 20 degrees 40 minutes E, a distance of 20 feet to a hub or flagger at the mean high water mark of Skull Creek, thence S 53 degrees 42 minutes 52 seconds E, a distance of 360.67 feet along the mean high water mark to a marker; thence S 80 degrees 08 minutes W, a distance of 212.7 feet to a marker at the Eastern margin of the aforesaid paved road; thence N 23 degrees 47 minutes 51 seconds W, a distance of 244.54 feet to the point of beginning.

WHEREAS, The Town of Hilton Head Island, South Carolina has negotiated an Agreement with Beaufort County, South Carolina, by which Beaufort County, South Carolina will convey Parcels A, B, C and D to the Town, and the Town will convey Parcel E, that part of Parcel F that lies north of Helmsman Way, and Parcel G to Beaufort County, South Carolina ; and,

WHEREAS, S. C. Code Ann. § 5-7-40 (Supp. 2022) and § 2-7-20, *Municipal Code of the Town of Hilton Head Island, South Carolina* (1983), states that conveyance of real property owned by the Town of Hilton Head Island, South Carolina, must be authorized by Ordinance; and,

WHEREAS, the Town Council for The Town of Hilton Head Island, South Carolina, has determined that it is in the best interest of the Town and its citizens and residents to authorize the conveyance of the three parcels of real property to Beaufort County, South Carolina, in exchange for the four parcels of real property to be conveyed from Beaufort County, South Carolina to the Town.

NOW THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA; AND IT IS ORDAINED BY THE AUTHORITY OF THE SAID TOWN COUNCIL, AS FOLLOWS:

Section 1. Execution of Conveyance Documents.

(a) The Mayor and the Town Manager are hereby authorized to execute and deliver Deeds for:

- (I) The real property described above as Parcel E;
- (ii) That part of the real property described above as Parcel F that lies north of Helmsman Way, to be shown on a plat to be provided by Beaufort County, South Carolina, in accordance with the terms of Article 4(c) of the Agreement between the Town and Beaufort County, South Carolina; and,
- (iii) The real property described above as Parcel G.

(b) The Mayor and the Town Manager are hereby authorized to take such other and further actions as may be necessary to complete the conveyance of the real property authorized by this Ordinance.

Section 2. Severability.

If any section, phrase, sentence or portion of this Ordinance is, for any reason, held or deemed to be invalid or unconstitutional by any court of competent jurisdiction, then such section, phrase, sentence or portion shall be deemed a separate, distinct and independent provision and shall not affect the remaining portion thereof.

Section 3. Effective Date.

This Ordinance shall become effective upon adoption thereof by the Town Council for the Town of Hilton Head Island, South Carolina.

PASSED, APPROVED AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, ON THIS _____ DAY OF NOVEMBER, 2022.

John J. McCann, Mayor

ATTEST:

Krista M. Weidmeyer, Town Clerk

First Reading: April 19, 2022

Second Reading: _____

Approved as to form: _____
Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____

BEAUFORT COUNTY TO TOWN

BARKER FIELD
TMS: R510 004 000 019G 0000 (2.9 Acres)
TMS: R510 005 000 0005 0000 (7.8 Acres)
Assignment of Lease: TMS: R510 005 000 0301 0000



BEAUFORT COUNTY TO TOWN

OLD SCHOOL HOUSE PROPERTY

TMS: R511 007 000 0070 0000 (3.02 Acres)

TMS: R511 007 000 0247 0000 (4.21 Acres)



TOWN TO BEAUFORT COUNTY

JENKINS ROAD PROPERTY

TMS: R510 006 000 001C 0000 (1.0 Acres)

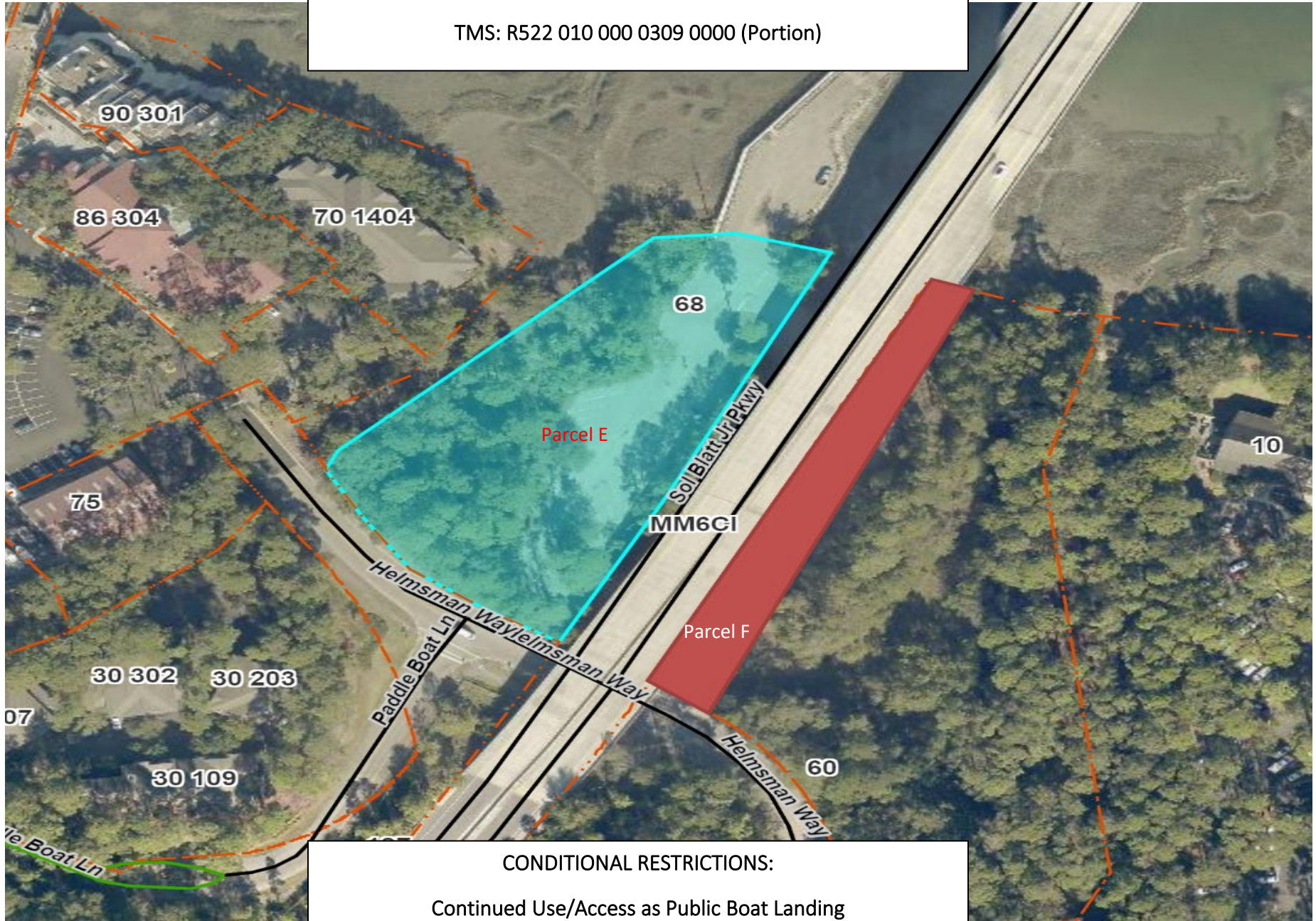


TOWN TO BEAUFORT COUNTY

CROSS ISLAND BOAT LANDING

TMS: R522 010 000 0650 0000 (1.52 Acres)

TMS: R522 010 000 0309 0000 (Portion)



CONDITIONAL RESTRICTIONS:

Continued Use/Access as Public Boat Landing

Town Input into Ferry Terminal Design



TOWN OF HILTON HEAD ISLAND

Finance & Administrative Committee

TO: Finance and Administrative Committee
FROM: John Troyer, CPA, Director of Finance
VIA: Marc Orlando, ICMA-CM, Town Manager
CC:
DATE: September 12, 2022
SUBJECT: Proposed Ordinance No. 2022-18

RECOMMENDATION:

Staff recommends the Finance & Administrative Committee approve the Proposed Ordinance No. 2022-18 which amends Fiscal Year 2023 budgets for the General, Capital Project, and Stormwater Utility Funds.

BACKGROUND:

This budget ordinance amends these funds by rolling forward budgeted funds from the prior year that were not spent by the end of the fiscal year, as well as adjusting current year budgeted funds. A roll-forward item is a budget for a program, technology or project that for various reasons was not started or completed at June 30, 2022. Roll-forward items were kept to a minimum and are explained in detail in the memos attached to this Proposed Ordinance.

SUMMARY:

In the General Fund, Staff requests \$435,123 to be rolled to Fiscal Year 2023 to complete the Island-wide Conditions and Trends Assessment, Fire Rescue equipment purchases, Technology & Innovation computer equipment and software purchases, and Facilities Management John Deere Gator Purchase, replacement of garage doors and fuel tank at two fire stations, and funds for the South Island Landscape addendum. These projects and purchases were planned for FY22 but were delayed due to several factors such as difficulties in finding available materials, increased scope of project, and supply chain issues. Any other General Fund budget remaining unused as of June 30, 2022, and not specified in this proposed ordinance will not roll forward to Fiscal Year 2023 and will revert to the fund balance. Staff also requests to transfer funds between departments due to organizational restructuring and the deployment of the class and compensation study enhancements. The interdepartmental transfers do not change the overall General Fund total budget.

In the approved FY23 Capital Project Fund budget, there were several projects with planned FY22 carry forward funding to allow for these projects to continue into FY23. The amounts to carry forward to FY23 were estimated in March 2022, based on what was anticipated to be completed by June 30, 2022. Once the year ended and all FY22 expenses were posted, staff analyzed the budgeted carry forward estimates compared to the amounts available to carry forward. In some cases more funding was needed than expected, other projects completed more than expected in FY22 therefore less funding was needed to carry forward, and in other projects the estimated carry forward was the same as the actual carry forward. The total variance between budgeted carry forwards and actual carry forwards is \$369,980. This increase in carry forwards is offset by a decrease in new FY23 funding due to the cost of the new Short-Term Rental software contract being lower than what was budgeted. Staff also analyzed the budgeted revenues, available revenue sources from the actual carry forward budgets, and the available fund balances. Revenue budgets were adjusted according to this analysis, and now include utilizing the remaining bond proceeds from two previous bonds. The total FY23 Capital Project Fund budget does not change from the budgeted amount of \$45,671,933.

In the Stormwater Fund, staff requests to carry forward funding to complete four job orders that were planned to be completed in FY22 but were not able to be completed for various reasons such as delays in site accessibility, and extensions in construction schedules. These projects were included in the Capital Projects Fund in FY22 but will be transferred to the Stormwater Fund in FY23 as they are maintenance projects in nature.

ATTACHMENTS:

1. Proposed Ordinance 2022-18
2. Departmental carry forward requests detail
3. Capital Project Fund revised budget detail

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND

ORDINANCE NO.

PROPOSED ORDINANCE NO. 2022-18

AN ORDINANCE TO AMEND THE BUDGET FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, FOR THE FISCAL YEAR ENDING JUNE 30, 2023; TO PROVIDE FOR THE BUDGETED APPROPRIATIONS OF PRIOR YEAR BUDGET ROLL-FORWARDS AND CERTAIN OTHER APPROPRIATIONS AND COMMITMENTS AND THE EXPENDITURES OF CERTAIN FUNDS; TO ALLOCATE THE SOURCES OF REVENUE FOR THE SAID FUNDS; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Section 5-7-260 of the Code of Laws of South Carolina requires that a municipal council act by ordinance to adopt a budget and levy taxes, pursuant to public notice; and

WHEREAS, the Town Council did adopt the budget on June 7, 2022, and

WHEREAS, pursuant to the budget amendment policy as stated in the Town's annual budget document, the Town Council is desirous of amending the budget so as to provide for the budgeted appropriations of prior year budget roll-forwards and certain other appropriations and commitments from the Fund Balance and other revenue sources.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA; AND IT IS ORDAINED BY THE AUTHORITY OF THE SAID TOWN COUNCIL:

Section 1 Amendment. The adopted 2023 fiscal year budget is amended to make the following changes as additions to the funds from prior years and to the projected revenue and expenditure accounts as detailed in Attachment A.

Section 2 Severability. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3 Effective Date. This Ordinance shall be effective upon its enactment by the Town Council of the Town of Hilton Head Island.

ORDINANCE NO.

PROPOSED ORDINANCE NO. 2022-18

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF
HILTON HEAD ISLAND ON THIS ___ DAY OF _____, 2022.**

John McCann, Mayor

ATTEST:

Krista Wiedmeyer
Town Clerk

First Reading: _____
Second Reading: _____

APPROVED AS TO FORM:

Curtis Coltrane, Town Attorney

Introduced by Council Member:

ORDINANCE NO.

PROPOSED ORDINANCE NO. 2022-18

ATTACHMENT A

General Fund Budget Amendment

General Fund Revenues:

Funds from Prior Years	435,123
Total General Fund Revenue Increase	435,123

General Fund Expenditures:

Inter-Departmental Transfers

Town Manager Personnel	(90,032)	Senior Grants Administrator
Finance Personnel	90,032	Moved to Finance Department
	-	
Legal & Administration Personnel	(592,750)	Director of Public Safety & Code Enforcement
Public Safety Personnel	592,750	Moved to Public Safety Department
	-	
Townwide - Class & Comp Additional cost	124,004	Additional cost to deploy Class & Comp enhancements
Departmental Personnel Adjustments	(124,004)	Offset by Various Departmental vacant positions
	-	

Carry Forward Funds for Ongoing FY22 Contracts and Commitments

Community Development Operating	139,130	Island Wide Conditions and Trends Assessment
Fire Rescue Operating	52,800	Personal Protective Equipment Purchase
	9,034	Fire Hose Purchase
	61,834	
Technology & Innovation Operating	9,000	Precision Laptops (GIS) Purchase
	2,057	Dell Curved Monitor USBC (3) Purchase
	2,763	Dell NASPO Computer Equipment Purchase
	5,187	Dell Bundle Purchase
	18,151	Software House International Servers Purchase
	11,740	Mobile Communications Two-Way Radio Purchase
	4,080	Dell Asset Recovery Services Purchase
	52,978	
Facilities Management Operating	12,172	John Deere Gator Purchase
	55,800	Garage Door Replacement - Fire Station #3
	16,820	Fuel Tank Replacement - Fire Station #1
	96,389	South Island Landscape Contract Addendum
	181,181	
Total General Fund Expenditure Increase	435,123	

ATTACHMENT A, CONTINUED

Capital Projects Fund Budget Amendment

Capital Project Fund Revenues:

	FY23 Adopted Budget	FY23 Revised Budget	Variance
Traffic & Park Impact Fees	1,150,000	1,150,000	-
Sunday Liquor Permit Fee	400,000	400,000	-
HTAX Supported Lease	7,742,473	7,742,473	-
GO Bond Proceeds (Prior Years)	-	1,110,308	1,110,308
Hospitality Bond Proceeds (Prior Years)	-	61,441	61,441
Capital	635,761	635,761	-
Sale of Property & Equipment	800,000	794,925	(5,075)
Grants	3,530,000	2,641,145	(888,855)
Transfers In:			
Beach Preservation Fees	2,850,000	3,150,000	300,000
Hospitality Fees	6,985,472	6,278,576	(706,896)
Tax Increment Financing	4,187,235	3,947,992	(239,243)
State Accommodations Tax	3,109,000	3,109,000	-
Road Usage Fee	3,508,555	3,497,606	(10,949)
Electric Franchise Fee	8,743,319	9,492,568	749,249
Short Term Rental Permit Fee	1,200,118	830,138	(369,980)
Stormwater Utility Fee	830,000	830,000	-
Totals	\$ 45,671,933	\$ 45,671,933	\$ -

Capital Project Fund Expenditures:

	Budgeted Carry Forward	Revised Carry Forward	Budgeted New FY23 Money	Revised New FY23 Money	FY23 Adopted Budget	FY23 Revised Budget	Variance
Beach Management	800,000	1,100,000	2,050,000	2,050,000	2,850,000	3,150,000	300,000
Pathway Management	364,852	564,852	4,359,148	4,359,148	4,724,000	4,924,000	200,000
Roadway Management	3,698,138	3,687,189	4,455,704	4,455,704	8,153,842	8,142,893	(10,949)
Park Management	7,220,235	6,979,478	6,575,000	6,575,000	13,795,235	13,554,478	(240,757)
Facilities & Equipment Management	1,324,500	1,705,934	4,978,150	4,608,170	6,302,650	6,314,104	11,454
Fleet Management	7,742,473	7,512,338	424,472	424,472	8,166,945	7,936,810	(230,135)
Land Acquisition	290,000	284,925	10,000	10,000	300,000	294,925	(5,075)
Housing	879,261	854,723	500,000	500,000	1,379,261	1,354,723	(24,538)
Totals	\$ 22,319,459	\$ 22,689,439	\$ 23,352,474	\$ 22,982,494	\$ 45,671,933	\$ 45,671,933	\$ -

ATTACHMENT A, CONTINUED

Stormwater Fund Budget Amendment

Stormwater Fund Revenues:

Funds from Prior Years	103,818
Total Stormwater Fund Revenue Increase	<u>103,818</u>

Stormwater Fund Expenditures:

Carry Forward Funds for Ongoing FY22 Contracts and Commitments

Ruddy Turnstone Pipe Cleaning & Rehabilitation	16,813
Mizzenmast/Lighthouse Pipe Replacement	31,260
Moonshell Road Drainage Improvements	32,033
Shelter Cove Pathway Erosion Control & Outfall Pipe Reset	23,712
Total Stormwater Fund Expenditure Increase	<u>103,818</u>

The effects of this budget amendment for fiscal year 2023 are presented below.

	General Fund		Cap Proj Fund		Debt Service		Total Governmental Funds	
	Expenditures	Revenues & Transfers In	Expenditures, Transfers Out & Other Uses	Revenues & Transfers In & Other Sources	Expenditures, Transfers Out & Other Uses	Revenues & Transfers In	Expenditures, Transfers Out & Other Uses	Revenues & Transfers In & Other Sources
Original Balance	\$ 48,621,804	\$(48,621,804)	\$ 45,671,933	\$(45,671,933)	\$ 19,374,081	\$(19,374,081)	\$113,667,818	\$(113,667,818)
Amendment	435,123	(435,123)	-	-	-	-	435,123	(435,123)
Revised Budget	\$ 49,056,927	\$(49,056,927)	\$ 45,671,933	\$(45,671,933)	\$ 19,374,081	\$(19,374,081)	\$114,102,941	\$(114,102,941)

Enterprise Fund
Stormwater Fund

	Expenditures & Transfers Out	Revenues & Transfers In
Original Balance	\$ 5,833,296	\$(5,833,296)
Amendment	103,818	(103,818)
Revised Balance	\$ 5,937,114	\$(5,937,114)



TOWN OF HILTON HEAD ISLAND

Community Development Memo

TO: Marc Orlando, ICMA~CM, *Town Manager*
FROM: Shawn Colin, AICP, *Assistant Town Manager – Community Development* *SCC*
VIA: John Troyer, *Finance Director*
DATE: June 22, 2022
SUBJECT: Job Order No. 3 – Island Wide Conditions and Trends

Recommendation: To carry forward the encumbered Comprehensive Planning Consulting (11585520-53350) budget in the amount of \$139,129.50 to FY 2023.

Summary: Carrying forward the encumbered amount requested will support the contract that has been executed for the Island Wide Conditions and Trends assessment per the Town Council priority in the Strategic Plan.

Background: A contract has been executed on the Island Wide Conditions and Trends assessment to effectively implement this Town Council priority per the Strategic Plan. This request is to carry forward the encumbered amount to cover the remaining balance based on the contract price that was executed in FY 2022.

From: [Troyer John](#)
To: [Tadlock Brad](#)
Cc: [Fister Joheida](#); [Madhere Erica](#)
Subject: RE: PPE Purchase Rollover
Date: Wednesday, June 29, 2022 1:55:55 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Brad – ok we have it – we will add it to what we ask for carryover.

Thanks,

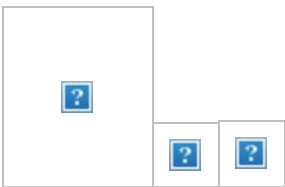
John

From: Tadlock Brad <BradT@hiltonheadislandsc.gov>
Sent: Wednesday, June 29, 2022 9:47 AM
To: Troyer John <johntr@hiltonheadislandsc.gov>
Cc: Fister Joheida <JoheidaF@hiltonheadislandsc.gov>
Subject: FW: PPE Purchase Rollover

John,

We are making you aware of this issue and would like to ensure the funds from the current year's budget if possible. Next year will already be tight and to start \$50,00 in the hole will put us at a disadvantage.

Thank You,



Brad Tadlock

Fire Chief

Office: (843) 682-5153

Mobile: (843) 247-3743

Website: hiltonheadislandsc.gov

Address: Hilton Head Island Fire Rescue
40 Summit Drive
Hilton Head Island, SC 29926



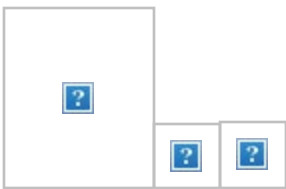
From: Cooler David <DavidC@hiltonheadislandsc.gov>
Sent: Tuesday, June 28, 2022 10:35 AM
To: Fister Joheida <JoheidaF@hiltonheadislandsc.gov>
Cc: Tadlock Brad <BradT@hiltonheadislandsc.gov>

Subject: PPE Purchase Rollover

The **8** sets of PPE we ordered in March will not be delivered to us by the end of the month. We have been told (see attachment) that the PPE is shipping to us this week but will not be here before the end of the budget year.

The PPE will cost \$21,914.27 of the \$52,800.00 allotted on PO #22020346.

I am requesting that these funds be rolled over until July 17th in order to use the funds allocated in this current budget for this purchase. If the PPE hasn't arrived by July 17th, then payment will need to come out of the next year's budget funds. Please see if this request can be approved.



David A. Cooler - EFO

Supply & Support Specialist

Office: (843) 682-5157

Mobile: (843) 247-3745

Website: hiltonheadislandsc.gov

Address: Hilton Head Island Fire Rescue
40 Summit Drive
Hilton Head Island, SC 29926



From: [Troyer John](#)
To: [Madhere Erica](#)
Subject: FW: REVIEW/FYI - Wally's Fire Info on Hose Order
Date: Wednesday, June 29, 2022 1:56:30 PM
Attachments: [WALLY'S SALES ORDER #28766 ON 03-11-22.pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
Importance: High

Erica –

One of the Fire Rescue carry overs.

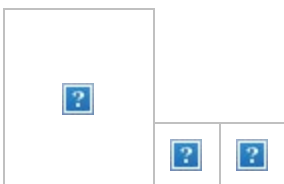
Thanks,

John

From: Blankenship Chris <ChrisB@hiltonheadislandsc.gov>
Sent: Tuesday, June 21, 2022 1:20 PM
To: Troyer John <johntr@hiltonheadislandsc.gov>
Cc: Tadlock Brad <BradT@hiltonheadislandsc.gov>
Subject: FW: REVIEW/FYI - Wally's Fire Info on Hose Order
Importance: High

John, we have been unable to get this order delivered as there is a supply shortage that is causing the delay. Please see the below emails from the vendor and Captain Jenkins. This was bought out of operating account 12020520-53416. There is a PO cut but obviously payment would not be processed until the items received. This is a necessary equipment purchase for fire hose as we are running very low. If there is a way to assure that \$9,000 is available in mid to late July to cover this purchase without affecting the upcoming budget it would be greatly appreciated. I will follow up with you when we receive it.

Thank you,



Chris Blankenship

DEPUTY FIRE CHIEF - OPERATIONS

Office: (843) 682-5155

Mobile: (843) 505-2555

Website: hiltonheadislandsc.gov

Address: Hilton Head Island Fire Rescue
40 Summit Drive
Hilton Head Island, SC 29926



From: Jenkins Lee <LeeJ@hiltonheadislandsc.gov>
Sent: Tuesday, June 21, 2022 8:14 AM
To: Tison Keith <keitht@hiltonheadislandsc.gov>
Cc: Blankenship Chris <ChrisB@hiltonheadislandsc.gov>
Subject: REVIEW/FYI - Wally's Fire Info on Hose Order
Importance: High

Good morning. On last evening, Mr. Wally called me. He informed me that he along with the Vice President of Firequip have tried diligently to provide all parts of our order. He informed me that the fire hose is available, but the manufacture does not, nor have they had a supply of aluminum couplings for some time now. I asked Mr. Wally to provide a statement about our order not being fulfilled. The statement is below. He informed me that if it will help us, I can request a letter from Mr. Joines. I told Mr. Wally that we'd follow up with him before the end of this week. Please let me know how we should proceed.

Thanks.



Lee Jenkins

Fire Captain/Paramedic
Office: (843) 342-4590
Website: hiltonheadislandsc.gov
Address: Hilton Head Island Fire Rescue
40 Summit Drive
Hilton Head Island, SC 29926



From: wally@wallysfire.com <wally@wallysfire.com>
Sent: Monday, June 20, 2022 5:59 PM
To: Jenkins Lee <LeeJ@hiltonheadislandsc.gov>
Cc: 'Angie Elliott' <angie@wallysfire.com>; 'Boone Elliott' <boone@wallysfire.com>; 'Jeff Black' <jeff@wallysfire.com>; 'Sheila Smith' <sheila@wallysfire.com>; 'Wally Elliott' <wally@wallysfire.com>
Subject: Wally's Fire Info on Hose Order
Importance: High

THIS MESSAGE ORIGINATED OUTSIDE YOUR ORGANIZATION

Capt. Jenkins,

I am attaching your Sales Order #28766 for your PO #20220659 for Fire Hose.

The first (2) line items which have Item numbers that begin with “ST” have shipped and are in your possession.

Line items 3 thru 8 which all have Item numbers that begin with “FQ” will not be available until mid-July. The manufacturer has the hose built but they are waiting on the aluminum couplings and the brass expansion rings to complete the hose. I have been in touch with my Rep and we have gone all the way to the VP of the company pleading for any possible way to get your order completed. They hate this as bad as I do and unfortunately could only offer me an official letter of apology and reasons for the failure to complete the order by June 30th.

Let me know if you have any other thoughts or any special request that we might be able to assist with.

Thanks for your patience,

Wally Elliott

President

Wally's Fire & Safety Equipment, Inc.
PO Box 1023 (Mail)
1317 South Hwy. 41 (Shipping)
Mullins, SC 29574

(M) 843-430-0601

(T) 888-784-2224

(F) 843-464-1001

www.WallysFire.com

<https://www.facebook.com/wallysfire>

www.ElliottLabradors.com

<https://www.facebook.com/elliottlabradors>

America would be a better place at sundown if we all started with a devotion at sunup. WE



TOWN OF HILTON HEAD ISLAND

TO: Marc Orlando, Town Manager
FROM: Jacob Deuel, Interim Technology & Innovation Director
COPY: Angie Stone, Assistant Town Manager
John Troyer, Finance Director

DATE: July 22, 2022
SUBJECT: FY22/FY23 Budget Reconciliation

Summary: The purchase orders listed below have funds encumbered, but will not be completed in FY 22. It is recommended that the committed funds for these purchase orders be allowed to “roll” in the budget to FY23.

- Council Chambers Upgrade - \$42,021 PO 20220264 - Advanced Video Group
- Conference Room AV Upgrade - \$59,847 PO 20220702 - Sharp Business Products
- Remote Readiness Initiative Laptop Purchase - \$156,898 - PO 20220998 - Dell
- Two Way Radios for Fire Rescue - \$11,739 - PO 202209380 Mobile Communications America
- Computer Bundle - \$5,187 - PO 20221051 - Dell
- Curved Monitors - \$2,056 - PO 20220963 - Dell
- Precision Laptops for GIS - \$9,000 - PO 20220789 - Dell
- Asset Recovery Services - \$4,080 - PO 20220186 - Dell
- Crossings Park Security Project - \$77,407 - PO 20220464 - GTS Solutions
- Servers – \$18,151 - PO 20220983 – Software House International

All of the projects in the list of purchase orders have been delayed significantly due to the existing supply chain issues. These projects are expected to move forward to completion and the invoices will be paid as soon as we receive all of the equipment. It is anticipated that all of these purchase orders will be completed by quarter two of FY23.

From: [Rhoades Pam](#)
To: [Madhere Erica](#); [Boring Heidi](#)
Subject: PO Rollovers
Date: Wednesday, July 27, 2022 8:49:06 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.jpg](#)

I'd like to request 2 rollovers:

PO 20220903 ~~ John Deere ~~ \$12,172.12 (see info below)

Chris responded to Rich with "There was a PO assigned for 22 but I did not request a rollover. I am starting today to find something comparable, with availability. We will be looking into Kawasaki, Yamaha, etc"

PO 20220899 ~~ Contract Bldg ~~ \$55,800.00

Per Mike V ... the contractor needs Alarm, Fire, & Security to adjust the sprinkler heads and then the work will be complete and we will receive the invoice.

Please advise.

Thanks,
Pam



Pamela S. Rhoades

FACILITIES BUSINESS COORDINATOR

Office: (843) 342-4584

Website: hiltonheadislandsc.gov

Address: Town of Hilton Head Island
1 Town Center Court,
Hilton Head Island, SC 29928



From: Groth, Rich <richg@hiltonheadislandsc.gov>
Sent: Wednesday, July 27, 2022 8:12 AM
To: McVey Chris <Chrism@hiltonheadislandsc.gov>
Cc: Rhoades Pam <pamr@hiltonheadislandsc.gov>; Boring Heidi <heidib@hiltonheadislandsc.gov>
Subject: RE: John Deere Gator

First question.....did you request the PO balance to roll over into 2023?

Regarding finding another brand/vehicle, what do you have in mind and will the delivery adte be any better. This is happening all over. I can't find anywhere to order normal fleet vehicles yet either.



Richard Groth

PROCUREMENT OFFICER

Office: (843) 341-4711

Mobile: (843) 384-3231

Website: hiltonheadislandsc.gov

Address: Town of Hilton Head Island
1 Town Center Court
Hilton Head Island, SC 29928



From: McVey Chris <Chrism@hiltonheadislandsc.gov>
Sent: Tuesday, July 26, 2022 4:47 PM
To: Groth, Rich <richg@hiltonheadislandsc.gov>
Subject: John Deere Gator

Rich ,

There is an issue with getting the Gator. This was supposed to be for FY 2022. I've attached the email from the dealer with an explanation.

What should we do in this case ? We probably need to look at a different brand. Please advise.

image.jpeg

From: [Boring Heidi](#)
To: [Madhere Erica](#)
Subject: FW: open pos
Date: Thursday, July 28, 2022 1:56:22 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

FYI



Heidi Boring
FINANCE ADMINISTRATOR
Office: (843) 341-4644
Website: hiltonheadislandsc.gov
Address: Town of Hilton Head Island
1 Town Center Court
Hilton Head Island, SC 29928

From: Rhoades Pam <pamr@hiltonheadislandsc.gov>
Sent: Thursday, July 28, 2022 1:55 PM
To: Boring Heidi <heidib@hiltonheadislandsc.gov>
Subject: RE: open pos

So I have 4 to rollover.

20210899 Garage Doors
20220903 John Deere Gator
20221013 Diesel Tank
20220332 Addendum Landscaping

From: Boring Heidi <heidib@hiltonheadislandsc.gov>
Sent: Thursday, July 28, 2022 1:42 PM
To: Rhoades Pam <pamr@hiltonheadislandsc.gov>
Subject: RE: open pos

Yes. It is 2021



Heidi Boring
FINANCE ADMINISTRATOR
Office: (843) 341-4644
Website: hiltonheadislandsc.gov
Address: Town of Hilton Head Island

TOWN OF HILTON HEAD ISLAND - CAPITAL IMPROVEMENTS PROGRAM FY23

MAP KEY	PROJECTS	FY22 ADOPTED/ AMENDED BUDGET	FY22 BUDGETED CARRY FORWARD	FY22 ACTUAL CARRY FORWARD	FY22 ACTUAL CARRY FORWARD VARIANCE	FY23 BUDGET (NEW MONEY)	FY23 TOTAL ADOPTED BUDGET	FY23 TOTAL REVISED BUDGET	FY23 PROJECT SCOPE
BEACH MANAGEMENT									
B1	Beach Management & Monitoring	\$ 802,609	\$ 200,000	\$ 200,000	\$ -	\$ 100,000	\$ 300,000	\$ 300,000	Ongoing activities as to manage the beach including SLR/Resiliency, endangered species monitoring, Beach Program Economic Sustainability Analysis, etc.
B2	Beach Renourishment	\$ 1,570,914	\$ 600,000	\$ 600,000	\$ -	\$ -	\$ 600,000	\$ 600,000	Activities related to the next Renourishment Project, including Pine Island beach including data acquisition, survey, geotechnical / sand -borrow site, wildlife / biological, modeling, design, permitting, bidding, etc. Construction of Renourishment Project anticipated in FY25
	Beach Park Improvements								
B3	Driessen Beach Park Boardwalk Replacement	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 600,000	Replacement of +/- 1100 LF of existing boardwalk at Driessen Beach Park
B4	Folly Field Beach Park Boardwalk Replacement	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	Replacement of +/- 400 LF of existing boardwalk at Folly Field Beach Park
B5	Islanders Beach Park Improvements	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	Improvements at existing Beach Park including parking for beach passholders, pathways, and playground amenity area improvements. Design (Final) & Permitting planned for FY23; Construction anticipated in FY24
B6	Coligny Beach Park/Parking Area	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	Improvements to signage, landscape, walkways, and pavement
	Beach Park Maintenance & Improvements	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ 350,000	\$ 350,000	Maintenance and general improvements to 6 beach parks such as paving, landscaping, lighting, and site furnishings, etc.; Moved capital projects from Facilities Management Operating Budget
	<i>Total Beach Park Improvements</i>	\$ 100,000	\$ -	\$ 300,000	\$ 300,000	\$ 1,350,000	\$ 1,350,000	\$ 1,650,000	
B7	Harbour Town Dredge	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ 600,000	\$ 600,000	Agreement with South Island Dredging Association to assist with funding for dredging of Harbour Town Yacht Basin and Braddock Cove Creek; Funding approved in FY19, 20, and 21 budgets
	TOTAL BEACH MANAGEMENT	\$ 2,473,523	\$ 800,000	\$ 1,100,000	\$ 300,000	\$ 2,050,000	\$ 2,850,000	\$ 3,150,000	
PATHWAY MANAGEMENT									
	Pathway Maintenance & Improvements	\$ 350,000	\$ -	\$ 142,670	\$ 142,670	\$ 665,000	\$ 665,000	\$ 807,670	Maintenance and Improvements to existing pathways including Repair, Rejuvenation, and Striping plus Safety and Enhancements aimed at improving consistency and uniformity of all pathway signs, landings, crosswalks, pavement markings, ADA compliance, etc. May include Preliminary Planning, Design (Conceptual & Final), Permitting, and/or Construction depending on specific project; \$315,000 transferred from Facilities Management Operating Budget
	New Pathway Segments								

TOWN OF HILTON HEAD ISLAND - CAPITAL IMPROVEMENTS PROGRAM FY23

MAP KEY	PROJECTS	FY22 ADOPTED/ AMENDED BUDGET	FY22 BUDGETED CARRY FORWARD	FY22 ACTUAL CARRY FORWARD	FY22 ACTUAL CARRY FORWARD VARIANCE	FY23 BUDGET (NEW MONEY)	FY23 TOTAL ADOPTED BUDGET	FY23 TOTAL REVISED BUDGET	FY23 PROJECT SCOPE
Pa1	Shelter Cove Lane	\$ 225,000	\$ 168,000	\$ 172,841	\$ 4,841	\$ 132,000	\$ 300,000	\$ 304,841	Construction of +/- 900 LF pathway from William Hilton Parkway to Shelter Cove Park
Pa2	Woodhaven Lane/Road	\$ 225,000	\$ 182,952	\$ 182,264	\$ (688)	\$ 167,048	\$ 350,000	\$ 349,312	Construction of +/- 1300 LF of pathway
Pa3	William Hilton Parkway EB	\$ 100,000	\$ 13,900	\$ 67,077	\$ 53,177	\$ 1,270,100	\$ 1,284,000	\$ 1,337,177	Easement Acquisition & Construction of +/- 6,000 LF of pathway from Shelter Cove Lane (at BCSO) to Mathews Drive at Folly Field Road
Pa4	Jonesville Road	\$ -	\$ -	\$ -	\$ -	\$ 2,125,000	\$ 2,125,000	\$ 2,125,000	Preliminary Planning including feasibility assessment planned for early FY23 for +/- 1.2 miles of pathway along Jonesville Road; Design (Conceptual & Final), Permitting, & Construction anticipated in FY23 pending results of feasibility assessment
	<i>Total New Pathway Segments</i>	\$ 550,000	\$ 364,852	\$ 422,182	\$ 57,330	\$ 3,694,148	\$ 4,059,000	\$ 4,116,330	
	TOTAL PATHWAY MANAGEMENT	\$ 3,237,459	\$ 364,852	\$ 564,852	\$ 200,000	\$ 4,359,148	\$ 4,724,000	\$ 4,924,000	
ROADWAY MANAGEMENT									
	Dirt Road Acquisition and Paving Program								Program to accept dedications of private, unpaved roads to become public rights of way and then pave the roads and install storm drainage infrastructure.
R1	Mitchelville Lane	\$ 750,000	\$ 678,583	\$ 678,583	\$ -	\$ -	\$ 678,583	\$ 678,583	Construction of +/- 1300 LF paved road planned for FY23 pending 100% ROW Acquisition.
R2	Pine Field Road	\$ 400,000	\$ 385,000	\$ 385,000	\$ -	\$ 165,000	\$ 550,000	\$ 550,000	Design (Conceptual & Final), Permitting, & Construction of +/- 750 LF paved road planned for FY23, pending 100% ROW Acquisition.
R3	Horse Sugar Lane & Alice Perry Drive	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	Preliminary Planning & Design (Conceptual & Final) of +/- 925 LF paved road planned for FY23; Permitting & Construction anticipated in FY24, pending 100% ROW Acquisition.
R4	Freddie's Way	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	Preliminary Planning, Design (Conceptual & Final), Permitting, & Construction of +/-500 LF paved road planned for FY23, pending 100% ROW Acquisition.
R5	Alfred Lane	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	Preliminary Planning & Design (Conceptual & Final) of +/- 900 LF paved road planned for FY23; Permitting & Construction anticipated in FY24, pending 100% ROW Acquisition.
	<i>Total Dirt Road Acquisition and Paving Program</i>	\$ 2,279,491	\$ 1,063,583	\$ 1,063,583	\$ -	\$ 865,000	\$ 1,928,583	\$ 1,928,583	

TOWN OF HILTON HEAD ISLAND - CAPITAL IMPROVEMENTS PROGRAM FY23

MAP KEY	PROJECTS	FY22 ADOPTED/ AMENDED BUDGET	FY22 BUDGETED CARRY FORWARD	FY22 ACTUAL CARRY FORWARD	FY22 ACTUAL CARRY FORWARD VARIANCE	FY23 BUDGET (NEW MONEY)	FY23 TOTAL ADOPTED BUDGET	FY23 TOTAL REVISED BUDGET	FY23 PROJECT SCOPE
	William Hilton Parkway Enhancements								Improvements to William Hilton Parkway from Sea Pines Circle to Spanish Wells Road (SCDOT Gateway project) targeting safety, beautification and consistency to include landscaping, signage, pavement markings, curbing etc. Design (Conceptual & Final), Permitting, & Construction for identified projects is anticipated to begin in FY23 and continue in FY24.
R6	Crosswalk Uniformity	\$ 200,000	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ 200,000	Improve consistency and uniformity of pathway signs, pavement markings, lighting, landscaping, and related traffic signs, etc.
R7	Crosswalk Lighting	\$ 304,918	\$ 295,000	\$ 295,000	\$ -	\$ -	\$ 295,000	\$ 295,000	Provide lighting of crosswalks to enhance pedestrian safety
R8	Turn Lane Extensions / Curb and Gutter	\$ 150,000	\$ 135,000	\$ 135,000	\$ -	\$ -	\$ 135,000	\$ 135,000	Add curb and gutter and extend turn lanes as necessary to prevent rutting and driving into the medians at William Hilton Parkway intersections with Wilborn Rd, Pembroke Dr, and Mathews Drive
R9	Pedestrian and Vehicular Enhancements	\$ 1,300,000	\$ 1,153,000	\$ 1,142,051	\$ (10,949)	\$ -	\$ 1,153,000	\$ 1,142,051	Improvements to William Hilton Parkway from Sea Pines Circle to Spanish Wells Road (SCDOT Gateway project) targeting safety, beautification and consistency to include landscaping, signage, pavement markings, curbing etc.
R10	William Hilton Parkway Gateway Corridor	\$ 167,980	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	Additional planning on recommendations not included in SCDOT project
R11	Adaptive Traffic Signal Management - all signalized intersections on William Hilton Parkway	\$ -	\$ -	\$ -	\$ -	\$ 2,065,224	\$ 2,065,224	\$ 2,065,224	Design & Installation for 26 signals including Spanish Wells and Squire Pope
R12	Dillon Road at William Hilton Parkway - Right Turn Lane	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	Right Turn lane from Dillon Road onto William Hilton Parkway; Preliminary Planning & Design (Conceptual & Final) planned for FY23 with Construction anticipated in FY24
	<i>Total William Hilton Parkway Enhancements</i>	\$ 2,122,898	\$ 1,783,000	\$ 1,772,051	\$ (10,949)	\$ 2,515,224	\$ 4,298,224	\$ 4,287,275	
	Pope Avenue, Palmetto Bay Road, & Arrow Road Streetscape Enhancements								
R13	Streetscape Enhancements	\$ 500,000	\$ 443,000	\$ 443,000	\$ -	\$ -	\$ 443,000	\$ 443,000	Improvements targeting safety, beautification and consistency to include landscaping, signage, pavement markings, curbing, multi-modal facilities, etc.; Design (Conceptual & Final), Permitting, & Construction for identified projects is anticipated to begin in FY23 and carry forward to FY24.
R14	Adaptive Traffic Signal Management - all signalized intersections on Palmetto Bay Road & Pope Avenue	\$ -	\$ -	\$ -	\$ -	\$ 543,480	\$ 543,480	\$ 543,480	Design & Installation for 5 signals
	<i>Total Pope Avenue, Palmetto Bay Road, & Arrow Road Streetscape Enhancements</i>	\$ 500,000	\$ 443,000	\$ 443,000	\$ -	\$ 543,480	\$ 986,480	\$ 986,480	

TOWN OF HILTON HEAD ISLAND - CAPITAL IMPROVEMENTS PROGRAM FY23

MAP KEY	PROJECTS	FY22 ADOPTED/ AMENDED BUDGET	FY22 BUDGETED CARRY FORWARD	FY22 ACTUAL CARRY FORWARD	FY22 ACTUAL CARRY FORWARD VARIANCE	FY23 BUDGET (NEW MONEY)	FY23 TOTAL ADOPTED BUDGET	FY23 TOTAL REVISED BUDGET	FY23 PROJECT SCOPE
R15	Main Street Enhancements	\$ 100,000	\$ 75,000	\$ 75,000	\$ -	\$ 150,000	\$ 225,000	\$ 225,000	Improvements to Main Street from Whooping Crane to Wilborn Road including side streets (Museum Street, Central Avenue, and Merchant Street), a new roundabout at Wilborn Road, and North Main Street from Whooping Crane to Hospital Center Boulevard including roadway, pathways, streetscape, and drainage improvements; Design (Conceptual & Final) & Permitting planned for FY23 with Construction anticipated in FY24.
R16	Squire Pope Road Crosswalks	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	Preliminary Planning, Design-Conceptual, Design-Final, Permitting, & Construction of 3 crosswalks to access Town parks (Greens Shell Park, Rowing & Sailing Center at Squire Pope Community Park, Fords Shell Ring)
	Roadway Maintenance & Improvements	\$ 333,555	\$ 333,555	\$ 333,555	\$ -	\$ 232,000	\$ 565,555	\$ 565,555	Maintenance of and Improvements to existing roadways including general maintenance such as repair of potholes, curbing, and shoulders; pavement markings; permanent traffic signs; surveying, testing, and analysis; etc.
	TOTAL ROADWAY MANAGEMENT	\$ 5,503,924	\$ 3,698,138	\$ 3,687,189	\$ (10,949)	\$ 4,455,704	\$ 8,153,842	\$ 8,142,893	
PARK MANAGEMENT									
	Parks and Recreation								
PR1	Mid-Island Tract Park	\$ 1,700,000	\$ 1,200,830	\$ 1,200,830	\$ -	\$ 4,000,000	\$ 5,200,830	\$ 5,200,830	Design-Final, Permitting, & Phase 1 Construction for new Community Park planned to start in FY23 and continue in FY24 and beyond
PR2	Chaplin Community Park Renovation	\$ 1,996,238	\$ 1,910,925	\$ 1,910,925	\$ -	\$ -	\$ 1,910,925	\$ 1,910,925	Design-Final & Permitting for existing Community Park renovation planned for FY23; Phase 1 Construction anticipated in FY24
PR3	Crossings Park Renovation	\$ 1,996,238	\$ 1,829,586	\$ 1,829,586	\$ -	\$ -	\$ 1,829,586	\$ 1,829,586	Design-Final for existing Community Park renovation planned for FY23; Permitting & Phase 1 Construction anticipated in FY25
PR4	Shelter Cove Community Park Expansion	\$ 500,000	\$ 440,000	\$ 440,000	\$ -	\$ 500,000	\$ 940,000	\$ 940,000	Expansion of existing Community Park; Design-Final & Permitting planned for FY23; Construction anticipated to start immediately following receipt of permits, likely FY24
PR5	Chaplin Linear Park with Treehouse	\$ 500,000	\$ 378,238	\$ 378,238	\$ -	\$ 100,000	\$ 478,238	\$ 478,238	Design-Final & Permitting for phase 1 of Linear Park including trail head up-fit, pedestrian bridge at Broad Creek inlet, tree house, and marsh-side trail connection to Singleton Beach Road; Phase 1 Construction anticipated in FY24
PR6	Patterson Family Property Park	\$ 700,000	\$ 685,656	\$ 685,656	\$ -	\$ 700,000	\$ 1,385,656	\$ 1,385,656	Design-Final, Permitting & Construction for new Mini Park; FY22 CDBG Project included in Parks & Recreation Maser Plan
PR7	Taylor Family Property Park	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ 125,000	\$ 125,000	Preliminary Planning, Design-Conceptual, & Design-Final for new Mini Park on +/- 4.9 acre Town-owned parcel at 252 Wild Horse Road; FY23 CDBG Project included in Parks & Recreation Master Plan; Permitting & Construction anticipated in FY24

TOWN OF HILTON HEAD ISLAND - CAPITAL IMPROVEMENTS PROGRAM FY23

MAP KEY	PROJECTS	FY22 ADOPTED/ AMENDED BUDGET	FY22 BUDGETED CARRY FORWARD	FY22 ACTUAL CARRY FORWARD	FY22 ACTUAL CARRY FORWARD VARIANCE	FY23 BUDGET (NEW MONEY)	FY23 TOTAL ADOPTED BUDGET	FY23 TOTAL REVISED BUDGET	FY23 PROJECT SCOPE
PR8	Barker Field	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	Preliminary Planning & Design (Conceptual & Final) for existing County Sports Park
	<i>Total Parks and Recreation</i>	\$7,392,476	\$ 6,445,235	\$ 6,445,235	\$ -	\$ 5,925,000	\$ 12,370,235	\$ 12,370,235	
PR9	Island Recreation Association - Capital Projects	\$ 399,000	\$ -	\$ -	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	Island Recreation Center seeks funds to improve the buildings, pool and grounds, as well as manage events
PR10	Public Art Program	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	Funding to accommodate installation of public art pieces donated to or curated by the Town.
PR11	General Park Enhancements	\$ 1,046,130	\$ 775,000	\$ 534,243	\$ (240,757)	\$ 225,000	\$ 1,000,000	\$ 759,243	Includes various identified facility and service improvements at existing parks such as additional bike racks, picnic tables, sun shades, fencing, etc.; includes Jarvis Creek Park improvements, re-roof Greens Shell
	TOTAL PARK MANAGEMENT	\$ 8,939,606	\$ 7,220,235	\$ 6,979,478	\$ (240,757)	\$ 6,575,000	\$ 13,795,235	\$ 13,554,478	
FACILITIES AND EQUIPMENT MANAGEMENT									
FE1	Town Hall Security & Facility Enhancements	\$ 782,000	\$ 602,000	\$ 881,556	\$ 279,556	\$ 200,000	\$ 802,000	\$ 1,081,556	Installation of upgrades to security, landscaping, and lighting as well needed structural repairs
FE2	Town Facilities Assessment	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	Assessment of site, parking, structures, and systems at Town Hall, Fire Rescue Headquarters/EOC/Dispatch
FE3	Sprinkler Head replacement	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ 180,000	\$ 180,000	Town Hall, Fire Rescue HQ, & Shelter Cove
	<i>Total Town Hall Security & Facility Enhancements</i>	\$ 782,000	\$ 602,000	\$ 881,556	\$ 279,556	\$ 480,000	\$ 1,082,000	\$ 1,361,556	
FE4	Shelter Cove/BCSO Office	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ 300,000	\$ 450,000	\$ 450,000	Permitting & Construction of interior renovations
FE5	Electric Vehicle Charging Stations at Town Facilities	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	Installation of Electric Vehicle Charging Stations at (2) Town Hall, (1) Facilities Maintenance, and (1) Fire Rescue HQ
FE6	Parking Master Plan Implementation	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	\$ 200,000	Physical improvements at existing beach parks including Coligny Beach Park and Islanders Beach Park; may include the addition of gates, video cameras, signage, etc.
FE7	Coastal Discovery Museum - Capital Projects	\$ 49,300	\$ -	\$ -	\$ -	\$ 198,250	\$ 198,250	\$ 198,250	Coastal Discovery Museum seeks funds to improve and maintain the buildings and grounds - including boardwalk
FE8	Historic Mitchelville Freedom Park - Capital Projects								At the request of Ahmad Ward, Executive Director, Historic Mitchelville Freedom Park seeks funds to improve property in accordance with approved master plan
	Primary Parking Lot	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	Preliminary Planning, Design (Conceptual & Final), & Permitting in anticipation of FY24 construction
	Loop Road to Visitor's Center	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	Preliminary Planning, Design (Conceptual & Final), & Permitting in anticipation of FY24 construction
	<i>Total Historic Mitchelville Freedom Park - Capital Projects</i>	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ 125,000	\$ 125,000	
	IT Equipment and Software								

TOWN OF HILTON HEAD ISLAND - CAPITAL IMPROVEMENTS PROGRAM FY23

MAP KEY	PROJECTS	FY22 ADOPTED/ AMENDED BUDGET	FY22 BUDGETED CARRY FORWARD	FY22 ACTUAL CARRY FORWARD	FY22 ACTUAL CARRY FORWARD VARIANCE	FY23 BUDGET (NEW MONEY)	FY23 TOTAL ADOPTED BUDGET	FY23 TOTAL REVISED BUDGET	FY23 PROJECT SCOPE
FE9	Town Hall Equipment and Software	\$ 479,900	\$ -	\$ -	\$ -	\$ 1,060,920	\$ 1,430,900	\$ 1,060,920	
FE10, FE11	Public Safety Systems Equipment and Software	\$ 216,000	\$ -	\$ -	\$ -	\$ 413,000	\$ 413,000	\$ 413,000	
	FY22 Laptops - Open Purchase Order - Roll to FY23	\$ -	\$ -	\$ 24,471	\$ 24,471			\$ 24,471	
	<i>Total IT Equipment and Software</i>	\$ 695,900	\$ -	\$ 24,471	\$ 24,471	\$ 1,473,920	\$ 1,843,900	\$ 1,498,391	
	Security Cameras								
FE13	Shelter Cove Community Park	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000	Upgrade (26) existing security cameras at Shelter Cove Community Park
FE14	Shelter Cove Connectivity & Chaplin Linear Park Trailhead	\$ -	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000	(43) New security cameras and Wi-Fi at Shelter Cove Connectivity including parking lot at trailhead
FE15	Fire Stations	\$ -	\$ -	\$ -	\$ -	\$ 56,000	\$ -	\$ 56,000	Security camera installation at seven (7) fire stations; (3) cameras per station
	Ambulance	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000	Add cameras to the cab of the current medic fleet; Risk Management / Safety Initiative
	FY22 Cameras - Open Purchase Order - Roll to FY23	\$ -	\$ -	\$ 77,407	\$ 77,407		\$ -	\$ 77,407	
	<i>Total Security Cameras</i>	\$ 150,000	\$ -	\$ 77,407	\$ 77,407	\$ 536,000	\$ 536,000	\$ 613,407	
FE16	Fire/Medical Systems, Equipment Replacement	\$ 78,000	\$ -	\$ -	\$ -	\$ 460,000	\$ 460,000	\$ 460,000	Vehicle Lift Replacements, Stair Chair Replacement, Rescue Tool Replacement, Fire Hose Replacement
FE17	Automobile Place / Modern Classic Motors Site Enhancements	\$ 472,500	\$ 472,500	\$ 472,500	\$ -	\$ -	\$ 472,500	\$ 472,500	Demolish and remove dilapidated pavements and appurtenances from prior development in preparation for redevelopment
FE18	Fire Hydrant Expansion	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	Installation of (2) Fire Hydrants through matching program with HHPSD.
FE19	Arts Campus Feasibility Study	\$ 200,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ 25,000	Feasibility study of existing site including expansion options; Residual funds transferred to Island-wide Master Plan
	Stormwater Projects								
FE21	Wexford Debris System Design	\$ 600,000	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ 75,000	\$ 75,000	Design of pump station to consider multiple factors including function and aesthetics in preparation for FY24 construction
FE22	Gum Tree Road Improvements	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ 125,000	\$ 125,000	Survey, Design, & Construction of improvements to address various deficiencies along Gum Tree Road between Katie Miller Drive and Georgianna Drive, including regrading of ditches, installation of new inlets, new pipe and repairs along the outfall system

TOWN OF HILTON HEAD ISLAND - CAPITAL IMPROVEMENTS PROGRAM FY23

MAP KEY	PROJECTS	FY22 ADOPTED/ AMENDED BUDGET	FY22 BUDGETED CARRY FORWARD	FY22 ACTUAL CARRY FORWARD	FY22 ACTUAL CARRY FORWARD VARIANCE	FY23 BUDGET (NEW MONEY)	FY23 TOTAL ADOPTED BUDGET	FY23 TOTAL REVISED BUDGET	FY23 PROJECT SCOPE
FE23	Jarvis Creek Outfall	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	Survey, design, permitting, and installation of flap gates on the outfall end of two 84-inch diameter concrete pipes that discharge stormwater from the Jarvis Creek Pump Station outfall system; necessary to improve operation and effectiveness of the pump station during extreme events by mitigating the impacts of tidal storm surge on the system.
FE24	25 Moonshell Road	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000	\$ 80,000	Survey, Design, & Installation of 500 linear feet of 24-inch pipe and two inlet structures to improve efficiency and reduce long-term maintenance costs along the existing Folly Field ditch between Moonshell Road and the Island Club
FE25	Cordillo Court Improvements	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	Design and installation of improvements to address drainage issues on and adjacent to Town-owned property including inlets, pipe and minor grading
	FY22 SWU Projects - Open Purchase Orders - Roll to FY23	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Carry forward 4 POs for uncompleted maintenance projects - move to SWU Fund in FY23
	<i>Total Stormwater Projects</i>	\$ 2,089,000	\$ 75,000	\$ 75,000	\$ -	\$ 755,000	\$ 830,000	\$ 830,000	
	Demolition of Kingfisher and Fairfield Square	\$ 155,180	\$ -			\$ -	\$ -	\$ -	
	TOTAL FACILITIES AND EQUIPMENT MANAGEMENT	\$ 4,871,880	\$ 1,324,500	\$ 1,705,934	\$ 381,434	\$ 4,608,170	\$ 6,302,650	\$ 6,314,104	
FLEET									
F11	Town Vehicle Replacement								
	Staff Vehicle Replacement	\$ 155,000	\$ -	\$ -		\$ 117,000	\$ 117,000	\$ 117,000	Replacement of 3 staff vehicles over 10 years old including vehicle outfitting
	New Staff Vehicles	\$ -	\$ -	\$ -		\$ 181,472	\$ 181,472	\$ 181,472	5 new staff vehicles including vehicle outfitting
	FY22 Vehicle - Open Purchase Order - Roll to FY23		\$ -	\$ 28,918	\$ 28,918			\$ 28,918	
	<i>Total Town Vehicle Replacement</i>	\$ 155,000	\$ -	\$ 28,918	\$ 28,918	\$ 298,472	\$ 298,472	\$ 327,390	
F12	FR Apparatus & Vehicle Replacement								
	Engine/Pumper Replacement/Quint Company Replacement (2)	\$ 6,479,868	\$ 7,742,473	\$ 7,483,420	\$ (259,053)	\$ -	\$ 7,742,473	\$ 7,483,420	
	Staff Vehicle Replacement	\$ 140,000	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	Replace two staff vehicles that have reached their 120,000 mile / 12 year mark.
	Support Vehicle Replacement - Forklift	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ 35,000	\$ 35,000	Replace forklift. Equipment is past its useful lifecycle, maintenance issues are more frequent, and parts are difficult to acquire as the original manufacturer is out of business.
	Firefighting Foam for Trucks	\$ 16,000	\$ -	\$ -	\$ -	\$ 16,000	\$ 16,000	\$ 16,000	Firefighting foam for trucks

TOWN OF HILTON HEAD ISLAND - CAPITAL IMPROVEMENTS PROGRAM FY23

MAP KEY	PROJECTS	FY22 ADOPTED/ AMENDED BUDGET	FY22 BUDGETED CARRY FORWARD	FY22 ACTUAL CARRY FORWARD	FY22 ACTUAL CARRY FORWARD VARIANCE	FY23 BUDGET (NEW MONEY)	FY23 TOTAL ADOPTED BUDGET	FY23 TOTAL REVISED BUDGET	FY23 PROJECT SCOPE
	Total FR Apparatus & Vehicle Replacement	\$ 6,765,868	\$ 7,742,473	\$ 7,483,420	\$ (259,053)	\$ 126,000	\$ 7,868,473	\$ 7,609,420	
	TOTAL FLEET	\$ 6,920,868	\$ 7,742,473	\$ 7,512,338	\$ (230,135)	\$ 424,472	\$ 8,166,945	\$ 7,936,810	
LAND ACQUISITION									
	Land Acquisition	\$ 324,068	\$ 290,000	\$ 284,925	\$ (5,075)	\$ 10,000	\$ 300,000	\$ 294,925	Land acquisition and soft costs including ROW, Survey, Appraisals, Legal Fees, etc.
	TOTAL LAND ACQUISITION	\$ 324,068	\$ 290,000	\$ 284,925	\$ (5,075)	\$ 10,000	\$ 300,000	\$ 294,925	
HOUSING									
H1	North Pointe Housing Partnership	\$ 500,000	\$ 455,000	\$ 430,462	\$ (24,538)	\$ 500,000	\$ 955,000	\$ 930,462	Support for road, water, sewer, and/or utility infrastructure necessary to facilitate the creation of workforce housing through a public-private partnership.
	Other Housing	\$ 424,261	\$ 424,261	\$ 424,261	\$ -	\$ -	\$ 424,261	\$ 424,261	Setting aside funds from the legal settlement which were in the General Fund toward housing. Funds to be used for impact fees and down payment assistance to help the Town further participate in addressing the workforce housing issue
	TOTAL HOUSING	\$ 924,261	\$ 879,261	\$ 854,723	\$ (24,538)	\$ 500,000	\$ 1,379,261	\$ 1,354,723	
	TOTAL FY23 CIP	\$ 33,195,589	\$ 22,319,459	\$ 22,689,439	\$ 369,980	\$ 22,982,494	\$ 45,671,933	\$ 45,671,933	