



The Town of Hilton Head Island

Regular Town Council Meeting

April 5, 2016

4:00 P.M.

BENJAMIN M. RACUSIN COUNCIL CHAMBERS

AGENDA

**As a Courtesy to Others Please Turn Off/Silence All Mobile Devices During
the Town Council Meeting**

- 1) Call to Order**
- 2) Pledge to the Flag**
- 3) Invocation**
- 4) FOIA Compliance** – Public notification of this meeting has been published, posted and distributed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 5) Proclamations and Commendations**
 - a. Child Abuse and Sexual Assault Awareness Month
 - b. National Public Safety Telecommunications Week
 - c. Beaufort County School District Character Education Students of the Month
 - Hilton Head Island International Baccalaureate Elementary School
Carlos Hernandez 5th grade
 - Hilton Head Island High School
Samantha Mendoza 11th grade
- 6) Approval of Minutes**
 - a. Town Council Meeting, March 15, 2016
- 7) Report of the Town Manager**
 - a. Hilton Head Island Economic Development Corporation Quarterly Update
 - b. Tax Increment Financing Annual Report
 - c. Town Manager's Items of Interest
 - (1) Town News
 - (2) Noteworthy Events
- 8) Reports from Members of Council**
 - a. General Reports from Council
 - b. Report of the Intergovernmental Relations Committee – Bill Harkins, Chairman
 - c. Report of the Community Services Committee – Kim Likins, Chairman
 - d. Report of the Public Planning Committee – Tom Lennox, Chairman

- e. Report of the Public Facilities Committee – Lee Edwards, Chairman
- f. Report of the Public Safety Committee - Marc Grant, Chairman
- g. Report of the Finance and Administrative Committee - John McCann, Chairman
- h. Report of the Circle to Circle Committee - Tom Lennox, Town Council Liaison

9) Unfinished Business

a. Consideration of a Recommendation – Cordillo Courts

Consideration of a Recommendation by the Public Facilities Corporation to recommend that Town Council approve the sale of the 1.42 acre Cordillo Courts.

10) New Business

a. First Reading of Proposed Ordinance 2016-06

First Reading of Proposed Ordinance 2016-06 to amend Chapter 3 (Municipal Council) of Title 2 (General Government and Administration) of the Municipal Code Of The Town of Hilton Head Island, South Carolina by amending Section 2-3-60 Compensation and Expenses; and provide for severability and an effective date.

b. First Reading of Proposed Ordinance 2016-07

First Reading of Proposed Ordinance 2016-07 to amend the budget for the Town of Hilton Head Island, South Carolina, for the fiscal year ending June 30, 2016; to provide for the expenditures of certain funds; to allocate the sources of revenue for the said funds; and providing for severability and an effective date.

c. Consideration of a Resolution – Fair Housing Month

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina to proclaim April, 2016 as Fair Housing Month.

d. Consideration of a Resolution –CDBG

Consideration of a Resolution of the Town Council of the Town Of Hilton Head Island, South Carolina to approve the Community Development Block Grant (CDBG) Entitlement Program Fiscal Year 2016-2017 (Program Year 2016) Annual Action Plan.

e. Consideration of a Recommendation – Visioning Process

Consideration of a Recommendation by the Public Planning Committee to develop a comprehensive long-range Vision for Hilton Head Island.

f. Consideration of a Recommendation – RawleMurdy

Rawle Murdy Scope of Work, Arts and Cultural Public Communication Initiatives.

11) Appearance by Citizens

12) Executive Session

a. Land Acquisition

Discussion of negotiations incident to the proposed sale, lease or purchase of property:

- (1) related to a parcel near the intersection of Fish Haul Road and Mitchellville Road.
- (2) related to a parcel near the intersection of US 278 and Gumtree Road.
- (3) related to a parcel in the Coligny Area.
- (4) related to parcels near the intersection of US 278 and Beach City Road.

b. Legal Matters

Receipt of Legal Advice:

- (1) related to pending litigation concerning the USCB Campus on Hilton Head Island.

c. Personnel Matters

Appointments to Boards and Commissions:

- (1) potential appointments to the Venue Committee.

d. Contractual Matters

- (1) Discussion of negotiations incidental to proposed contractual arrangements for engineering services.
- (2) Discussion of negotiations incidental to a proposed contractual agreement associated with transportation improvements.

13) Possible actions by Town Council concerning matters discussed in Executive Session.

a. Consideration of Appointments to the Venue Committee

14) Adjournment

Proclamation

By The Town of Hilton Head Island

Whereas, Child Abuse Prevention and Sexual Assault Awareness Month is intended to draw attention to the fact that child abuse and sexual violence is widespread and has public health implications for every community member of Beaufort County; and

Whereas, sexual assault impacts our community as seen by statistics indicating that 1 in 5 women and 1 in 33 men will be a victim of sexual violence in their lifetime; and

Whereas, Hope Haven of the Lowcountry, our local Children's Advocacy and Rape Crisis Center, served 588 primary victims, 1,421 secondary victims of child abuse and sexual assault and received 402 hotline crisis calls in 2015; and

Whereas, 81% of victims served through Hope Haven were 17 years of age and under with 52% being under the age of 11 and on average, 6 children received a forensic interview per week in 2015; and

Whereas, we must work together to educate our community about what can be done to prevent child abuse and sexual violence and how to support survivors; and

Whereas, staff and volunteers of Hope Haven of the Lowcountry encourage every person to speak out and stand against violence however small; and

Whereas, Beaufort County has dedicated individuals and organizations who work daily to counter the problem of child maltreatment, sexual assault, and help victims obtain the assistance they need; and

Whereas, with leadership, dedication, and encouragement, there is compelling evidence that we can successfully reduce child abuse and sexual violence in Beaufort County through prevention, education, increased awareness, and holding perpetrators who commit violence responsible for their actions; and

NOW, THEREFORE, I, David Bennett, Mayor of the Town of Hilton Head Island, South Carolina do hereby proclaim April as

CHILD ABUSE PREVENTION MONTH

AND

SEXUAL ASSAULT AWARENESS MONTH

in Hilton Head Island, South Carolina, in the belief that all community members must be part of the solution to end sexual violence and child abuse.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hilton Head Island to be affixed this fifth day of April, Two Thousand and Sixteen.

David Bennett, Mayor

Attest:

Victoria L. Pfannenschmidt, Town Clerk

Proclamation

BY

THE TOWN OF HILTON HEAD ISLAND

WHEREAS, the Telecommunicators in the 9-1-1 Communications Center on Hilton Head Island serve the citizens of Hilton Head Island by answering their telephone calls for Fire, Rescue and Emergency Medical Services by dispatching the appropriate assistance as quickly as possible and offering comfort and aid to those in need until help arrives; and

WHEREAS, the critical functions performed by professional Telecommunicators also include those related to forestry and highway safety and maintenance activities and many other operations performed by Federal, State and Local Government Agencies; and

WHEREAS, the Association of Public-Safety Communications Officials International, an organization of more than 20,000 people engaged in the design, installation and operation of emergency response communications systems, has set aside a week in April to recognize Telecommunicators and their crucial role in the protection of life and property.

WHEREAS, the President and Congress have designated the second full week in April as National Public Safety Telecommunications Week.

NOW THEREFORE, I, David Bennett, Mayor of the Town of Hilton Head Island, hereby proclaim that the week of April 10 through April 16, 2015 shall be known as

National Public Safety Telecommunications Week

on Hilton Head Island and encourage all citizens to participate in an appropriate manner to recognize and express their appreciation for the vital contributions made daily by the Town of Hilton Head Island's Communications Dispatchers.

*IN TESTIMONY WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hilton Head Island to be affixed this **fifth** day of **April**, in the year of our Lord, two thousand and sixteen.*



David Bennett, Mayor

Attest:



Victoria L. Pfannenschmidt, Town Clerk

TOWN OF HILTON HEAD ISLAND
Student Recognition Award

presented to

Carlos Hernandez

Hilton Head Island International Baccalaureate Elementary School, 5th Grade

Beaufort County School District
Character Education Student of the Month
February, 2016 - Honesty

“People of honesty and integrity not only practice what they preach, they are what they preach.”
David A. Bednar

Presented this 5th day of April, 2016

David G. Bennett, Mayor
Town of Hilton Head Island

TOWN OF HILTON HEAD ISLAND
Student Recognition Award

presented to

Samantha Mendoza

Hilton Head Island High School—11th Grade

Beaufort County School District

Character Education Student of the Month

March, 2016 - Self-Control

“By constant self-discipline and self-control, you can develop greatness of character.”

Grenville Kleiser

Presented this 5th day of April, 2016

*David G. Bennett, Mayor
Town of Hilton Head Island*

THE TOWN OF HILTON HEAD ISLAND
REGULAR TOWN COUNCIL MEETING

Date: Tuesday, March 15, 2016

Time: 4:00 P.M.

Present from Town Council: David Bennett, *Mayor* Bill Harkins, *Mayor Pro Tem*; Lee Edwards, Marc Grant, Tom Lennox, Kim Likins, John McCann, *Council Members*

Present from Town Staff: Steve Riley, Greg DeLoach, *Assistant Town Manager*; Charles Cousins, *Director of Community Development*; Tom Fultz, *Director of Administrative Services*; Jill Foster, *Deputy Director of Community Development*; Scott Liggett, *Director of Public Projects & Facilities/Chief Engineer*; Jeff Buckalew, *Town Engineer*; Darrin Shoemaker, *Traffic & Transportation Engineer*; Brad Tadlock, *Fire Chief*; Brian Hulbert, *Staff Attorney*; Susan Simmons, *Director of Finance*; John Troyer, *Deputy Finance Director*; Melissa Cope, *Systems Analyst*; Vicki Pfannenschmidt, *Executive Assistant/Town Clerk*

Present from Media: Rebecca Lurye, *Island Packet*

1) CALL TO ORDER

Mayor Bennett called the meeting to order at 4:00 p.m.

2) PLEDGE TO THE FLAG

3) INVOCATION

4) FOIA Compliance – Public notification of this meeting has been published, posted and distributed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

5) Proclamations and Commendations

a. Disabilities Awareness Month

Mr. Caleb Brown, Board Member of the Beaufort County Special Needs and Disabilities Advisory Board was present to accept the proclamation.

b. Mayor's Honored Islander Awards

a. Dylan Jacy Brown

b. Trish Elliot

c. Cinda Seamon

Mayor Bennett made remarks concerning each of the Honored Islanders and their contributions to Hilton Head Island and the surrounding communities. All recipients were present to accept their awards.

6) Approval of Minutes

a. Town Council Meeting, March 1, 2016

Mr. Harkins moved to approve. Mr. McCann seconded. The minutes of the March 1, 2016 regular Town Council meeting were approved by a vote of 6-0-1. (Mr. Edwards abstained as he was not present at the meeting.)

7) Report of the Town Manager

- a.** Engineering Excellence Award for the Mathews Drive/Marshland Road Roundabout Project – Jeff Buckalew

Mr. Buckalew described the award and presented it to the Mayor.

- b.** Town Manager's Items of Interest

Mr. Riley reported on the items of interest listed below.

- (1) Town News
- (2) Noteworthy Events

8) Reports from Members of Council

- a.** General Reports from Council

Mr. Lennox stated he sat in on a meeting with leadership from the Hedges and Cordillo Court POA's. He said as a result of the discussion and the work that the Public Facilities Committee has previously done regarding the agreement between the Associations and the Town, he recommended the item be placed on the agenda for the upcoming Town Council meeting to be held on April 5. The Mayor said he would take it under advisement.

- b.** Report of the Intergovernmental Relations Committee – Bill Harkins, Chairman

Mr. Harkins announced the Obama administration announced a total ban on oil drilling off the Atlantic Coast.

- c.** Report of the Community Services Committee – Kim Likins, Chairman

Mrs. Likins reported the Committee met on Monday, March 14 and held an executive session to review applications for the Venue Committee. She said they will be conducting interviews during the next two weeks.

- d.** Report of the Public Planning Committee – Tom Lennox, Chairman

Mr. Lennox stated the Committee met on March 3 to review the recommendations from Steven Ames of Ames Group Consulting and took public comment. He said the process will be continued on March 17 with the goal of a presentation to Town Council in April.

- e.** Report of the Public Facilities Committee – Lee Edwards, Chairman

No report.

- f.** Report of the Public Safety Committee - Marc Grant, Chairman

Mr. Grant stated the Committee will meet with the North Forest Beach Association and address concerns in terms of lockouts at the next scheduled Public Safety Committee meeting.

- g.** Report of the Finance and Administrative Committee - John McCann, Chairman

Mr. McCann stated the Committee met earlier in the day. He requested that Mayor instruct Committee Chairs to provide to the Town Manager and Council their budget requests for outside consultants and outside work for the upcoming year by April 19, 2016.

h. Report of the Circle to Circle Committee - Tom Lennox, Town Council Liaison

Mr. Lennox said the Committee met on March 9 and under Mr. Gant's leadership the meeting was very productive. He said they reviewed possible mediation solutions. They will continue to review solutions on March 16.

9) Appearance by Citizens

Oliver Bennett addressed Council requesting that they consider a Student Government Day for middle and high school students. Mr. McCann endorsed the idea along with Mr. Harkins and Mayor Bennett.

Rob Lee of the Seabrook addressed Council with a request for the Town to take over the sidewalks/pathways on Woodhaven Drive.

Peter Buonaiuto addressed Council regarding selection of the Town DMO and the Town Attorney.

Skip Hoagland addressed Council regarding free speech and the Hilton Head Island – Bluffton Chamber of Commerce, lawsuits and the Town Attorney.

10) Unfinished Business

a. Second Reading of Proposed Ordinance 2016-03

Second Reading of Proposed Ordinance 2016-03 of the Town of Hilton Head, South Carolina, authorizing the execution of a purchase and sale agreement and the execution of a deed for the sale of approximately 1.106 acres of real property along Dunnagan's Alley to the Village At Wexford Owners Association, Inc. pursuant to the authority of S.C. Code Ann. § 5-7-40 (Supp. 2011), and § 2-7-20, *Code of the Town of Hilton Head Island, South Carolina*, (1983); and providing for severability and an effective date.

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was unanimously approved by a vote of 7-0.

b. Second Reading of Proposed Ordinance 2016-04

Second Reading of Proposed Ordinance 2016-04 of the Town of Hilton Head Island, South Carolina, to amend Title 2 General Government and Administration of the Municipal Code of the Town of Hilton Head Island, South Carolina by amending Chapter 5 (Meetings of Council And Rules Of Procedure) Section 2-5-50, Agenda and Order of Business; and providing for severability and an effective date.

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was unanimously approved by a vote of 7-0.

c. Second Reading of Proposed Ordinance 2016-05

Second Reading of Proposed Ordinance 2016-05 of the Town of Hilton Head Island, South Carolina, authorizing the execution of a sale and purchase agreement and related documents for the sale of approximately 0.59 acres of real property on William Hilton Parkway to PWK Enterprises, LLC, pursuant to the authority of S.C. Code Ann. § 5-7-40 (Supp. 2011), and § 2-7-20, *Code of the Town of Hilton Head Island, South Carolina*, (1983); and providing for severability and an effective date.

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was unanimously approved by a vote of 7-0.

d. Consideration of a Recommendation – US278 Study

Consideration of a Recommendation to authorize the Town Manager to contract with a qualified engineering firm to complete, within 90 days, a US 278 Roadway Corridor Improvements Study encompassing area from Moss Creek Plantation to Squire Pope Road.

Mr. Harkins moved to remand the item to executive session to review potential contractual matters with Beaufort County. Mr. McCann seconded. Mr. Grant expressed concern for the residents of the US278/Squire Pope area and urged Council to consider them when moving forward. The motion to remand the item to executive session was unanimously approved by a vote of 7-0.

e. 2016 Beach Renourishment Project Revised Schedule

Mayor Bennett invited Scott Liggett to the podium to review the options available to Council. Mr. Liggett explained there would be a delay on the part of the contractor and detailed the options Council would have. He explained that because of the delay and the mandatory August 15 deadline for the Port Royal area due to the Piping Plover restrictions, it would be best to go with Alternate C of the original bid and begin in the Port Royal area. Council discussed the Alternate C in detail, along with discussion of moving the project back 30 to 45 days, as well as putting it off for another year and the possibility of obtaining a second dredge. Mr. Liggett explained the consequences associated with the other options. It was the consensus of Council the situation was dire.

Bob Bender of Sea Pines Resort, Ariana Pernice of the Hilton Head Island – Bluffton Chamber of Commerce, Chris Bracken of the Sonesta Resort, Drew Brown of Beach Properties, George Paletta and Heather Rath all spoke regarding the impact of the delay.

Mr. Edwards noted the need of a major public relations campaign to assist the rental companies and resorts to let people know the timeline for the renourishment. Mrs. Likins concurred.

Mayor Bennett stated he was still inclined to move the project back 30 days and work towards getting an additional dredge.

Mr. Edwards reminded everyone that as bad as the situation is the Town is much better off than almost every beach town on the entire East Coast. He expressed concern about delaying the project for a year there is just as likely a chance the same situation would occur.

Mr. Edwards moved to authorize Alternate C and authorize Mr. Riley and staff to negotiate with the contractor a partial delay and do the best to mitigate and minimize the disturbance as much as possible. Mrs. Likins seconded the motion.

Mr. Grant stated he was also in favor of Alternate C as it needs to be done and once it gets underway all aspects need to be completed.

Mayor Bennett stated he understood the need to move in the direction of Alternate C but felt it would cause issues on the south end of the Island. He felt there was more benefit taking a risk on the north end of the Island by moving that schedule back.

The motion was approved by a vote of 6-1. (Mayor Bennett was opposed.)

11) New Business

a. Consideration of Recommendations – Process for Out-of-Cycle ATAX Grants

Consideration of a Recommendation by the Finance and Administrative Committee that Town Council approve the proposed process for out-of-cycle State Accommodations Tax (ATAX) grants.

Mr. McCann moved to approve. Mrs. Likins seconded. The motion was unanimously approved by a vote of 7-0.

b. Consideration of a Recommendation – Council Compensation

Consideration of a Recommendation by the Finance and Administrative Committee to recommend to Town Council that the Town Manager be directed to prepare an ordinance which would amend Municipal Code section 2-3-60 (c) and (d) to increase for all Town Council Member attendance fees from \$40.00 to \$50.00. Further, that maximum combined payment of base annual pay plus attendance fees shall be for: (1) council members at \$20,300.00; (2) the Mayor Pro Tem at \$21,550.00 and (3) the Mayor at \$35,000.00.

Mr. McCann moved to approve. Mr. Harkins seconded the motion. Mr. McCann moved to amend the motion by increasing the attendance fees from \$40.00 to \$50.00 and keeping the maximum number of meetings the same. Mr. Harkins seconded the amended motion.

Peter Buonaiuto addressed Council stating the maximum compensation should include legal fee representation.

The motion was unanimously approved by a vote of 7-0.

c. Consideration of a Recommendation – Mayor's Speechwriting budget

Consideration of a Recommendation by the Finance and Administrative Committee that Town Council increase the Mayor's speechwriting budget from \$5,000.00 to \$10,000.00.

Mr. McCann moved to approve. Mr. Harkins seconded. The motion was unanimously approved by a vote of 7-0.

d. Consideration of a Resolution – Charles Lasky and Debra Lasky vs. Town of Hilton Head Island

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, authorizing the settlement agreement between plaintiffs, Charles Lasky and Debra Lasky and defendant, the Town of Hilton Head Island Board of Zoning in Case No.: 2015-CP-07-02211.

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was approved by a vote of 7-0.

e. Consideration of a Resolution – Charles H. Hughes, et al v. Town of Hilton Head Island

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, authorizing the settlement agreement between plaintiffs, Charles H. Hughes and Jan Dils Hughes and defendant, the Town of Hilton Head Island in Case No.: 2008-CP-07-03177.

Mr. Harkins moved to approve. Mr. McCann seconded. The motion was unanimously approved by a vote of 7-0.

12) Executive Session

Mr. Riley stated he needed an executive session for Land Acquisitions: Discussion of negotiations incident to the proposed sale, lease or purchase of property: 1) related to granting an easement on a parcel near Summit Drive; 2) related to potential land acquisition in the Shelter Cove area; 3) related to potential land acquisition for the Lagoon Road Extension Project; Legal Matters: Receipt of Legal Advice: 1) related to pending litigation concerning the USCB Campus on Hilton Head Island; economic development for purposes of discussion of matters relating to the proposed location, expansion, or the provisions of service encouraging location or expansion of industries or other businesses and contractual matters related to a potential contract with the County for engineering services.

At 6:24 p.m. Mr. Harkins moved to enter into executive session for the items as set forth by the Town Manager. Mr. McCann seconded. The motion was approved by a vote of 7-0.

13) Possible actions by Town Council concerning matters discussed in executive session.

Mayor Bennett called the meeting back to order at 7:48 p.m. and stated there was no action taken during executive session nothing to address as a result of executive session.

14) Adjournment

Mayor Bennett adjourned the meeting at 8:49 p.m.

Vicki L. Pfannenschmidt
Executive Assistant/Town Clerk

Approved:

David Bennett, Mayor



MEMORANDUM

TO: Town Council

FROM: Susan M. Simmons, CPA, Director of Finance

VIA: Stephen G. Riley, ICMA- CM, Town Manager

DATE: March 24, 2016

RE: Tax Increment Financing Annual Report

Upon completion of the Town's fiscal year 2015 Comprehensive Annual Financial Report (CAFR), the Finance Department has prepared the required annual Tax Increment Financing (TIF) update for Town Council and its TIF partners. Attached please find the following documents pertaining to the Town of Hilton Head Island's Tax Increment Financing (TIF):

1. An Executive Summary of actual and projected expenditures in total and by TIF sub-area.
2. A report of actual revenues and expenditures through June 30, 2015 in total and by fiscal year.
3. A detailed report of actual expenditures through June 30, 2015 by capital project.
4. A report of actual and projected revenues through June 30, 2015 detailed by TIF Partners.

The report will be sent to the Town's TIF partners after it is presented in the Town Council meeting.

Note: The following letter and reports will be issued to the Town's TIF partner after the presentation to the Council on April 5, 2016.

April 6, 2016

Gary Kubic, County Administrator
Beaufort County, South Carolina

Jeffrey Moss, Superintendent
Beaufort County School District

Pete Nardi, General Manager
Hilton Head Island No. 1 Public Service District

Dear Hilton Head Island TIF Partners:

The fiscal year 2015 annual audit of the Town of Hilton Head Island's Comprehensive Annual Financial Report has been completed and the annual TIF report is now complete and enclosed. Please find the following attached documents pertaining to the Town of Hilton Head Island's tax increment financing (TIF):

1. An Executive Summary of actual and projected expenditures in total and by TIF sub-area.
2. A report of actual revenues and expenditures through June 30, 2015 in total and by fiscal year.
3. A detailed report of actual expenditures through June 30, 2015 by capital project.
4. A report of actual and projected revenues through June 30, 2015, detailed by TIF partners.

You will note information contained in this report referencing the ending of the original TIF as well as the beginning of the TIF extension. Tax Year 2014 which mainly impacts our fiscal year 2015 marks the 15th (final) year of the original TIF; however, transactions pertaining to the original TIF will continue in fiscal year 2016 for late taxes collected and completion of projects in progress.

Please do not hesitate to contact me if you have any questions or require additional information.

Sincerely,

Susan M. Simmons, Director of Finance
(843) 341-4645
susans@hiltonheadislandsc.gov

CC: Stephen G. Riley, Town Manager, Town of Hilton Head Island
Gregory Deloach, Esquire, Assistant Town Manager, Town of Hilton Head Island
Alicia Holland, CFO, Beaufort County
Phyllis White, Chief Operational Services Officer, Beaufort County School District
Larry Sapp, Hilton Head PSD

Town of Hilton Head Island
 Tax Increment Financing
 Analysis - Through June 30, 2015

EXECUTIVE SUMMARY

Original TIF Term FY 1999 through FY 2015

Tax Increment Sub Area	1999 Estimate	Spent with Tax Increment Funds	Future TIF Expenditures	Total TIF Spent/ Projected	Spent with Other Funding Sources	ALL FUNDING SOURCES - Total Spent/ Projected
Chaplin/Broad Creek Area Totals	5,520,000	1,263,099	-	1,263,099	6,636,144	7,899,243
Matthews/Gardner Area Totals	1,690,000	14,011,017	66,112	14,077,129	839,289	14,916,418
Bridge to the Beach						
Palmetto Bay Road Area Totals	5,030,000	293,163	-	293,163	2,522,142	2,815,305
Coligny Circle Area Totals	11,450,000	8,003,518	2,921,215	10,924,733	1,486,200	12,410,933
Sea Pines Circle Area Totals	1,950,000	8,969,669	2,824,315	11,793,984	2,221,743	14,015,727
Stoney Area Totals	8,200,000	7,828,427	8,001	7,836,428	5,668,982	13,505,410
		<i>North End Projects Percentage</i>		50.18%		55.40%
		<i>South End Projects Percentage</i>		49.82%		44.60%
Land Acquisition	5,800,000	11,217,074	-	11,217,074	-	11,217,074
Studies	500,000	480,850	-	480,850	-	480,850
Project Management	3,500,000	1,531,862	-	1,531,862	-	1,531,862
Contingency	4,360,000	-	-	-	-	-
Finance Charges	17,000,000	5,581,678	-	5,581,678	-	5,581,678
	31,160,000	18,811,464	5,819,643	18,811,464	-	18,811,464
Totals	65,000,000	59,180,356	5,819,643	65,000,000	19,374,500	84,374,500

TIF Extension FY 2016 through FY 2025

Chaplin/Broad Creek Area Totals		-	7,023,008	7,023,008		
Matthews/Gardner Area Totals		-	-	-		
Bridge to the Beach						
Palmetto Bay Road Area Totals		-	-	-		
Coligny Circle Area Totals		-	17,400,000	17,400,000		
Sea Pines Circle Area Totals		-	20,225,000	20,225,000		
Stoney Area Totals		-	150,000	150,000		
Land Acquisition		-	-	-		
Studies		-	-	-		
Project Management		-	1,237,492	1,237,492		
Contingency		-	-	-		
Finance Charges		-	3,964,500	3,964,500		
		-	5,201,992	5,201,992		
Totals	50,000,000	-	50,000,000	50,000,000		

While projects planned for the TIF Extension are weighted toward the South End, all residents will benefit from an on-island higher education campus.

Total TIF Term

Total TIF - Original and Extension	\$ 115,000,000	\$ 59,180,356	\$ 55,819,643	\$ 115,000,000
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Note 1 - Some current projects will be funded by revenues from both the original and extension periods. The allocation of costs between the two periods will be determined based upon revenue received.

Town of Hilton Head Island
Tax Increment Financing
Revenue/Debt/Expenditure Analysis
Inception Through June 30, 2015

	Actual																
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Total
Beginning Fund Balance	-	1,798	(2,920,794)	(3,910,375)	(3,885,330)	4,737,879	6,323,953	6,785,423	2,508,650	9,831,588	6,502,704	6,100,342	6,517,422	5,008,142	5,584,644	5,916,184	-
Revenues and Other Financing Sources																	
Prior Period Adjustment	-	-	-	-	-	-	-	-	(744,318)	-	-	-	-	-	-	-	(744,318)
Taxes	-	10,963	255,416	418,912	1,179,681	3,777,553	4,065,562	3,985,064	4,427,710	5,833,846	6,308,512	6,369,086	6,148,490	6,562,575	6,433,568	6,486,071	62,263,009
Interest	5,747	762	615	772	1,039	105,709	229,217	251,324	48,110	17,565	123,859	14,231	1,153	1,177	1,360	1,006	803,646
Transfer from SWU Fees	-	-	-	-	-	-	-	-	-	-	197,749	-	-	-	-	-	197,749
Bond Proceeds	-	-	-	-	8,000,000	-	-	-	22,000,000	-	-	-	-	-	-	-	30,000,000
	5,747	11,725	256,031	419,684	9,180,720	3,883,262	4,294,779	4,236,388	25,731,502	5,851,411	6,630,120	6,383,317	6,149,643	6,563,752	6,434,928	6,487,077	92,520,086
Expenditures																	
2004 Debt - Interest	-	18,948	81,715	101,112	172,732	347,200	357,004	326,227	294,112	260,400	225,176	188,116	149,511	109,045	66,359	22,669	2,720,326
2008 Debt - Interest	-	-	-	-	-	-	-	-	79,903	563,763	492,362	418,136	340,936	260,386	176,930	89,809	2,422,224
Cost of Issuance	-	-	-	-	215,628	1,000	-	-	222,500	-	-	-	-	-	-	-	439,128
Capital Projects																	
Pathways	-	-	-	-	-	55,952	350,837	602,815	2,517,796	716,522	707,120	417,643	423,597	340,820	-	9,254	6,142,356
Drainage	-	-	-	-	-	-	-	57,881	17,443	117,096	(192,420)	-	-	-	-	-	0
Roadways	-	-	-	-	-	12	1,549,180	1,411,408	9,146,543	3,674,798	234,324	1,003,944	1,028,879	332,995	19,218	1,775,099	20,176,401
Land Acquisition	-	2,887,920	1,163,874	-	3,000	1,809,843	747,243	4,605,194	-	-	-	-	-	-	-	-	11,217,074
Parks	-	-	-	-	-	-	5,670	152,675	1,559,650	47,917	1,671,580	1,409	33,130	196,579	344,271	957,300	4,970,181
Facilities	-	-	-	-	-	82,741	178,375	462,751	810,617	433,539	430,549	347,659	1,951,391	869,495	1,482,835	2,030,003	9,079,955
Transfer to GF	-	-	-	-	-	-	-	219,210	-	226,260	193,790	184,330	181,480	182,930	163,775	169,398	1,521,173
Administrative	1,949	5,457	23	10	2,810	440	-	-	-	-	-	-	-	-	-	-	10,689
Consulting	2,000	21,992	-	293,517	163,341	-	-	-	-	-	-	-	-	-	-	-	480,850
Expenditures that apply to spending cap	3,949	2,934,317	1,245,612	394,639	557,511	2,297,188	3,188,309	7,838,161	14,648,564	6,040,295	3,762,482	2,561,237	4,108,923	2,292,250	2,253,388	5,053,532	59,180,356
2004 Debt - Principal	-	-	-	-	-	-	645,000	675,000	710,000	740,000	775,000	810,000	850,000	890,000	930,000	975,000	8,000,000
2008 Debt - Principal	-	-	-	-	-	-	-	-	3,050,000	2,400,000	2,495,000	2,595,000	2,700,000	2,805,000	2,920,000	3,034,999	21,999,999
Total Expenditures	3,949	2,934,317	1,245,612	394,639	557,511	2,297,188	3,833,309	8,513,161	18,408,564	9,180,295	7,032,482	5,966,237	7,658,923	5,987,250	6,103,388	9,063,531	89,180,355
Ending Fund Balance	1,798	(2,920,794)	(3,910,375)	(3,885,330)	4,737,879	6,323,953	6,785,423	2,508,650	9,831,588	6,502,704	6,100,342	6,517,422	5,008,142	5,584,644	5,916,184	3,339,731	3,339,731
Fund Balance per CAFR	<u>1,798</u>	<u>(2,920,794)</u>	<u>(3,910,375)</u>	<u>(3,885,330)</u>	<u>4,737,879</u>	<u>6,323,953</u>	<u>6,785,423</u>	<u>2,508,650</u>	<u>2,010,587</u>	<u>3,552,262</u>	<u>4,560,317</u>	<u>6,370,189</u>	<u>4,860,855</u>	<u>5,582,678</u>	<u>5,916,184</u>	<u>3,781,514</u>	
Difference	-	-	-	-	-	-	-	-	7,821,001	2,950,442	1,540,025	147,233	147,287	1,966	0	(441,783)	
									2015 Accts Payable at Year End Fund 330							441,783	
									2008 TIF Bond Fund Balance							-	
									<u>7,821,001</u>	<u>2,950,442</u>	<u>1,540,025</u>	<u>147,233</u>	<u>147,287</u>	<u>1,966</u>	-	-	
									Difference	0	0	(0)	0	0	0	0	0

Per the authorizing legislation, the original TIF is limited to \$65 million expenditures. The payment of debt principal is not included in the spending cap, rather the initial project expenditures funded from the bond proceeds apply to the cap. For these purposes, principal payments are a reduction of debt rather than an expenditure.

Fiscal Year 2015/Tax Year 2014 was the last year of the original TIF for revenues; the Town's TIF partners agreed to an extension period of 10 years. The Town will receive some minimal additional TIF revenues in Fiscal Year 2016 applicable to the original TIF; this occurs for late taxes paid by property owners for Tax Year 2014.

With the granting of the extension and because the final, large projects for the original TIF will continue over into the TIF extension, the Town had not expended all original TIF funds at June 30, 2015. The Town is acquiring property and demolishing the old buildings in fiscal year 2016 in preparation for the construction of the USCB campus and Coligny Park and surrounding road improvements. In doing so, the Town will spend up to the original TIF cap and begin spending the TIF extension revenues.

Town of Hilton Head Island Tax Increment Financing
Revenue/Debt/Expenditure Analysis - Project Detail - TIF
Inception Through June 30, 2015

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Total
Administrative	1,949	5,457	23	10	2,810	440	-	-	-	-	-	-	-	-	-	-	10,689
Consulting																	
LDR International	2,000	21,992	-	269,358	155,666	-	-	-	-	-	-	-	-	-	-	-	449,016
Wilbur/Smith	-	-	-	24,000	-	-	-	-	-	-	-	-	-	-	-	-	24,000
Coltrane (Legal)	-	-	-	159	-	-	-	-	-	-	-	-	-	-	-	-	159
Pitkin	-	-	-	-	7,675	-	-	-	-	-	-	-	-	-	-	-	7,675
	2,000	21,992	-	293,517	163,341	-	-	-	-	-	-	-	-	-	-	-	480,850
Debt - 2004																	
Principal	-	-	-	-	-	-	645,000	675,000	710,000	740,000	775,000	810,000	850,000	890,000	930,000	975,000	8,000,000
Interest	-	18,948	81,715	101,112	172,732	347,200	357,004	326,227	294,112	260,400	225,176	188,116	149,511	109,045	66,359	22,669	2,720,326
Debt - 2008																	
Principal	-	-	-	-	-	-	-	-	3,050,000	2,400,000	2,495,000	2,595,000	2,700,000	2,805,000	2,920,000	3,034,999	21,999,999
Interest	-	-	-	-	-	-	-	-	79,903	563,763	492,362	418,136	340,936	260,386	176,930	89,809	2,422,224
Cost of Issuance																	
McNair (Legal)	-	-	-	-	129,628	-	-	-	-	-	-	-	-	-	-	-	129,628
Alford (Legal)	-	-	-	-	6,000	-	-	-	-	-	-	-	-	-	-	-	6,000
Placement fee	-	-	-	-	80,000	-	-	-	-	-	-	-	-	-	-	-	80,000
Nexson Pruet	-	-	-	-	-	1,000	-	-	222,500	-	-	-	-	-	-	-	223,500
	-	-	-	-	215,628	1,000	-	-	222,500	-	-	-	-	-	-	-	439,128
Transfer to General Fund	-	-	-	-	-	-	-	219,210	-	226,260	193,790	184,330	181,480	182,930	163,775	169,398	1,521,173
Transfer to Beach Preservation																	
Pathways																	
309)/pz006 Mathews Drive/Marshland South	-	-	-	-	-	-	-	-	248,555	-	-	-	-	-	-	3,908	252,463
318)/pz015 Pope Avenue	-	-	-	-	-	47,559	175,559	370,603	1,621,918	3,864	-	-	-	-	-	5,346	2,224,849
(52325) Lagoon Road	-	-	-	-	-	-	-	-	6,901	14,734	100,841	15,736	-	-	-	-	138,212
(52326) Avocet Road	-	-	-	-	-	-	-	-	7,701	4,527	132,293	38,167	-	-	-	-	182,688
(52309) Mathews Drive/Marshland South	-	-	-	-	-	-	-	-	57,162	-	-	-	-	-	-	-	57,162
(52316) Mathews Drive/Marshland Rd.	-	-	-	-	-	-	135,511	41,172	-	-	-	-	-	-	-	-	176,683
(52321) Mathews Drive	-	-	-	-	-	-	-	15,395	-	92,115	13,929	253,544	85,023	-	-	-	460,007
(52328) U.S. 278 Gardner to Mathews	-	-	-	-	-	-	-	-	-	-	-	9,946	330,054	-	-	-	340,000
(52323) Mathews Drive/Islander Drive	-	-	-	-	-	-	-	174,278	533,623	217,284	3,660	80	-	-	-	-	928,924
(52319) Palmetto Bay Road	-	-	-	-	-	8,393	39,767	1,367	22,887	138,561	(58,156)	2,183	2,102	57,378	-	-	214,482
(52322) Target Road	-	-	-	-	-	-	-	-	3,000	75,681	-	-	-	-	-	-	78,681
(52327) Dunnagan's Alley	-	-	-	-	-	-	-	-	-	-	-	17,048	6,417	116,261	-	-	139,726
U.S. 278 New Orleans to Shipyard & Town H	-	-	-	-	-	-	-	-	-	-	-	-	-	167,181	-	-	167,181
(52324) New Orleans Road	-	-	-	-	-	-	-	-	16,049	169,756	514,553	80,940	-	-	-	-	781,298
(52307) Wild Horse Road	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	55,952	350,837	602,815	2,517,796	716,522	707,120	417,643	423,597	340,820	-	9,254	6,142,356
Drainage																	
(53168) Squire Pope Road	-	-	-	-	-	-	-	57,881	17,443	117,096	(192,420)	-	-	-	-	-	0

Town of Hilton Head Island Tax Increment Financing
Revenue/Debt/Expenditure Analysis - Project Detail - TIF
Inception Through June 30, 2015

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Total
N0028 Office Park Road/USCB	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,356,135	1,774,551	3,130,686
(57014) Dunnagan's Alley	-	-	-	-	-	-	-	-	-	31,736	39,673	-	85,245	-	-	-	156,654
(57216) Sea Pines Circle	-	-	-	-	-	82,741	-	-	-	-	-	-	-	-	-	-	82,741
(57217) McKibben Property	-	-	-	-	-	-	-	13,872	-	-	-	-	-	-	-	-	13,872
(57015) Sewer Service Projects	-	-	-	-	-	-	-	163,464	181,057	-	-	3,699	954,325	-	-	-	1,302,546
(57015) Sewer Service Projects	-	-	-	-	-	-	-	-	-	-	324,185	-	-	-	-	-	324,185
(57019) Stonew Area CDBG Project	-	-	-	-	-	-	-	-	-	342,401	23,118	(4,350)	-	-	-	-	361,169
(57207) Demolition of Structures	-	-	-	-	-	-	136,676	-	-	-	-	-	-	-	-	-	136,676
E0017 Coligny Parking Lot Enhancement/AD	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	115,311	115,311
N0030 NW Quadrant-Coligny	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23,200	23,200
(57207) Demolition of Structures	-	-	-	-	-	-	-	216,929	306,250	1,925	-	-	-	-	-	-	525,104
	-	-	-	-	-	82,741	178,375	462,751	810,617	433,539	430,549	347,659	1,951,391	869,495	1,482,835	2,030,003	9,079,955
Land Acquisition																	
Hack - Fire Station #3	-	-	-	-	-	-	-	293,167	-	-	-	-	-	-	-	-	293,167
15 Legendary Golf	-	1,750,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,750,000
Town Center (Shipyards fire station)	-	-	-	-	-	-	-	4,500	-	-	-	-	-	-	-	-	4,500
3 Howell/Arrow Road	-	800,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	800,000
101 Rock's/Remy's	-	-	-	-	-	1,809,843	-	193	-	-	-	-	-	-	-	-	1,810,036
Art Center	-	-	-	-	-	-	-	636,934	-	-	-	-	-	-	-	-	636,934
Office Park Rd. condemnation	-	-	-	-	-	-	-	(50,828)	-	-	-	-	-	-	-	-	(50,828)
Office Park LLC	-	-	-	-	-	-	727,800	-	-	-	-	-	-	-	-	-	727,800
29 Land Acquisition Group, LLC	-	275,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	275,000
84 Williams	-	-	551,616	-	-	-	-	-	-	-	-	-	-	-	-	-	551,616
88 R.G. Holdings	-	-	603,550	-	-	-	-	-	-	-	-	-	-	-	-	-	603,550
Ackridge	-	-	-	-	-	-	-	2,510,284	-	-	-	-	-	-	-	-	2,510,284
Low Country Investments	-	-	-	-	-	-	-	1,210,944	-	-	-	-	-	-	-	-	1,210,944
Miscellaneous	-	62,920	8,708	-	3,000	-	19,443	-	-	-	-	-	-	-	-	-	94,071
	-	2,887,920	1,163,874	-	3,000	1,809,843	747,243	4,605,194	-	-	-	-	-	-	-	-	11,217,074
	3,949	2,934,317	1,245,612	394,639	557,511	2,297,188	3,833,309	8,513,161	18,408,564	9,180,295	7,032,482	5,966,237	7,658,923	5,987,250	6,103,388	9,063,531	89,180,355

Town of Hilton Head Island Tax Increment Financing Districts
TIF Revenue by Source
Fiscal Years 2001-June 30, 2015

TIF Taxes by Partner	Actual															Total Actual	
	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014		2015
Beaufort County	-	4,026	94,424	155,015	432,321	1,436,515	1,584,937	1,402,765	1,317,025	1,770,879	1,982,445	2,030,096	1,942,403	2,079,903	2,057,990	2,028,410	20,319,155
Beaufort County School District	-	4,152	100,005	166,900	504,933	1,664,539	1,850,091	1,844,991	1,862,761	3,062,795	3,463,826	3,487,145	3,351,288	3,579,588	3,540,991	3,616,620	32,100,626
Hilton Head Public Service District (PSD)	-	-	8,827	15,914	2,277	18,370	21,525	193,913	32,484	52,225	64,382	69,626	72,690	74,099	72,595	79,490	778,417
Forest Beach Special	-	-	348	(17)	(10)	-	-	-	-	-	-	-	-	-	-	-	320
Town of Hilton Head Island	-	2,785	51,813	81,099	240,160	658,129	609,009	543,395	471,121	947,947	797,859	782,219	782,108	828,985	761,992	761,550	8,320,172
	-	10,963	255,417	418,911	1,179,681	3,777,553	4,065,562	3,985,064	3,683,392	5,833,846	6,308,512	6,369,086	6,148,489	6,562,575	6,433,568	6,486,071	61,518,691
Other Revenues and Financing Sources																	
Interest	5,747	762	615	772	1,039	105,709	229,217	251,324	48,110	17,565	123,859	14,231	1,153	1,177	1,360	1,006	803,646
Transfer from SWU Fees	-	-	-	-	-	-	-	-	-	-	197,749	-	-	-	-	-	197,749
Bond Proceeds	-	-	-	-	8,000,000	-	-	-	22,000,000	-	-	-	-	-	-	-	30,000,000
Total Revenues and Financing Sources	<u>5,747</u>	<u>11,725</u>	<u>256,032</u>	<u>419,683</u>	<u>9,180,720</u>	<u>3,883,262</u>	<u>4,294,779</u>	<u>4,236,388</u>	<u>25,731,502</u>	<u>5,851,411</u>	<u>6,630,120</u>	<u>6,383,318</u>	<u>6,149,642</u>	<u>6,563,752</u>	<u>6,434,928</u>	<u>6,487,077</u>	<u>92,520,085</u>

Less Bond Proceeds (not included as revenue or principal as expenditure) (30,000,000)
Net Revenues and Transfers Available for Projects 62,520,085

When property values decreased related to the recession and last Countywide reassessment, TIF revenues were impacted more as the decrease is applied fully to the "increment amount", i.e., excludes the base amount. Therefore, TIF revenues did not reach a level yet sufficient to fund the \$65 million expenditure cap in the original TIF. Throughout the extension, Town staff will continually monitor property values in the TIF to determine available funding and adjust project expenditures to match the available funds.

Except for late tax payments, Fiscal Year 2015 (Tax Year 2014) is the last year of revenue for the original TIF. The TIF extension period is 10 years for Tax Year 2015(FY16) through Tax Year 2024(FY25).

The extension was renewed with the Town, County and PSD at the same level of participation. The School District's participation in the TIF changed to 75% of the Debt Service millage and no participation from the School Operations portion of the millage rate.

Based on the reduced participation, TIF revenues in the extension period will begin near the \$4 million mark and hopefully increase during the 10 year extension such that the total revenues approximate the \$115 million cap for the entire (original and extension) TIF period.

Update on FY 16 Revenues:

TIF Revenues through the County's February 29, 2016 distribution	\$3,917,358
Estimate of Additional TIF Revenues (based on last year's distributions)	<u>76,431</u>
Estimated FY16 Revenues	\$3,993,789
Net Revenues and Transfers Available for Projects through FY16 (per above)	<u>62,520,086</u>
Estimated Total TIF Revenues (Original and Extension) Available for Projects through FY16	<u>\$66,513,874</u>



ITEMS OF INTEREST

APRIL 5, 2016

Town News

The SC Department of Natural Resources and FEMA are now accepting applications for the 2016 Flood Mitigation Assistance (FMA) program. Town staff is ready to assist interested residential and non-residential property owners with the application. Applications are available and must be submitted by April 15, 2016. For program information and an application form contact **Marcy Benson, Senior Grants Administrator** at marcyb@hiltonheadislandsc.gov or (843) 341-4689.

Deputy Fire Chief Chief Mayers was deployed to Flint, Michigan for two weeks, from March 1 through March 14, 2016, as part of the U.S. Department of Health and Human Services' Incident Response Coordination Team. Deputy Chief Mayers performed as the Operations Section Chief in the Unified Coordinating Group (UCG) responsible for: Public Affairs, Health and Medical Response, and Water Quality.

(Contact: Brad Tadlock, Fire Chief at bradt@hiltonheadislandsc.gov or 843-682-5153)

On March 18th through the 20th the Building Division participated in the Lowcountry Home and Garden Show in Bluffton. The entire building inspector staff took part in this three day event focusing on public awareness of all the current building codes emphasizing on how they are utilized for code conformance. This includes ensuring life; health and safety are our number one priority. Comments from the general public were all positive on how much they appreciated the Town of Hilton Head Island Building Division and what we do and that we took the time to come to the show and educate the general public on building codes.

(Contact: Bob Klein, Building Official at bobk@hiltonheadislandsc.gov or 843-341-4664)

Noteworthy Events

Some of the upcoming meetings at Town Hall:

- Planning Commission – April 6, 2016, 9:00 a.m.
- Accommodations Tax Advisory Committee – April 7, 2016, 9:00 a.m.
- Public Planning Committee – April 7, 2016, 3:00 p.m.
- Community Services Committee – April 11, 2016, 9:00 a.m.
- Intergovernmental Relations Committee – April 18, 2016, 10:00 a.m.
- Finance and Administrative Committee – April 19, 2016, 2:00 p.m.
- Town Council – April 19, 2016, 4:00 p.m.

(Additional meetings may be scheduled and all meetings are subject to change and/or cancellation. Please visit the Town of Hilton Head Island website at www.hiltonheadislandsc.gov for Committee meeting dates and agendas.

2016 Hilton Head Island Events

April 11-17,2016 7:00am-7:00pm	RBC Heritage PGA Golf Tournament Presented by Boeing	Harbour Town Golf Links
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MEMORANDUM

TO: Town Council

FROM: Stephen G. Riley, Town Manager

DATE: March 24, 2016

RE: **Proposed Sale of Cordillo Courts**

Recommendation

The Public Facilities Committee met on February 22, 2016 and voted to recommend that Town Council approve the sale of the 1.42 acre Cordillo Courts tennis parcel under the terms outlined below.

Summary

The Public Facilities Committee recommends:

1. Sale of the 1.42 acres to the Cordillo Courts and Hedges Regimes (Regimes)
2. Sale price of \$265,000. Of this amount:
 - \$5,000 shall be payable at closing;
 - \$10,000 shall be in the form of a non-interest bearing note payable two years from closing (as more fully described below); and
 - \$250,000 shall be in the form of a non-interest bearing note payable on demand (as more fully described below).

Obligations of the Town prior to closing:

1. The Town will remove the four existing tennis courts, including the fencing, light poles and associated improvements. The Town will sod and irrigate the area.
 - a. Estimated cost: \$31,000
2. The Town will repair existing asphalt and curbing on the Parcel.
 - a. Estimated cost: \$20,000
3. Gross estimated expenditures by the Town prior to closing: \$51,000

Deed Restrictions and Additional provisions:

1. Parcel is to be treated as part of the required open space of Cordillo Courts and Hedges and is conveyed by the Town without any parcel-specific development rights
2. \$10,000 shall be due and payable to the Town two years after closing unless the Regimes demonstrate to the Town, through receipts, that they have invested at least \$10,000 in physical improvements to the property for the recreation and leisure use and enjoyment of the property owners, their families, and guests. If an amount less than \$10,000 has been invested in the property, than the Town shall be owed \$10,000 less the value of the said improvements.
3. Parcel may not be sold, transferred, assigned or conveyed without the prior written consent of Town Council.
4. No redevelopment plan that would result in dwelling units physically occupying the Parcel may be pursued without the prior written consent of Town Council.
5. No change of use, structure or entity of the Regimes from a condominium association may be pursued without the prior written consent of Town Council.
6. Should any sale, transfer, assignment, or change in use, structure or entity occur, Town Council may, at its sole discretion, and in addition to any other reasonable conditions, demand payment of the \$250,000 demand note executed at closing.
7. To the extent necessary, Town Council consents to the extinguishment by the Regimes of any previously recorded covenants limiting use of this parcel to tennis courts

Background

At the March 17, 2015 meeting of Town Council, a discussion of the proposed sale of the Cordillo Courts Tennis Courts to the Regimes was held. A cover memo provided by Staff at the time is attached for additional background information.

At the conclusion of the discussion on March 17th, Staff was directed to meet with the affected parties and to formulate a recommendation for consideration by the Public Facilities Committee; to then be considered by the full Town Council.

A meeting was held at Town Hall with representatives from the Cordillo Courts and Hedges regimes, Neighborhood Outreach Connection (NOC), the Island Recreation Association (IRC), Town Staff and members of Council. This meeting resulted in the attached letter of May 13th from the Regimes as well as the attached letter of May 16th from NOC. During the subsequent annual budget deliberations, members of the Finance and Administrative Committee asked that this matter be held in abeyance until other Council priorities could be sorted out.

The recommendation endorsed by the Public Facilities Committee, differs from the proposal from the Regimes, as reflected in their May 13, 2015 letter, in the following respects:

- The sales price is set at \$265,000; an amount that is \$15,000 more than what the Town paid for the property in 2002; although the contract would be structured such that no more than \$5,000 may ever change hands.
- The Regimes are being asked to self-determine and self-fund the improvements to the property via a reduction in their proposed purchase price. The Regimes are in the best position to determine their needs and to determine their ability to fund future maintenance.

Attachments:

March 16, 2015 memo to Town Council

May 13, 2015 letter from Cordillo Courts and Hedges

May 16, 2015 letter from NOC

Map of the Area



TOWN OF HILTON HEAD ISLAND

TO: Town Council
FROM: Stephen G. Riley, ICMA~CM, *Town Manager*
CC: Charles Cousins, AICP, *Community Development Director*
DATE: March 16, 2015
SUBJECT: Cordillo Courts Tennis Courts

Recommendation: Staff recommends that Town Council proceed with the sale of the Cordillo Courts Tennis Courts to the adjoining Property Owner's Associations.

Summary: The Cordillo Tennis Courts were originally purchased in 2002 with the intent of utilizing the facility as tennis courts open to the general public. Due to lack of use by the public, the cost of needed repairs to the facility and the expressed desire of the affected property owners associations to purchase this facility, the Town Parks and Recreation Commission and Town staff recommended the sale of this facility to these groups in early 2014. Since that time, concerns have been expressed over the terms of the sale and the value of the property. And a local non-profit has proposed the courts stay in Town ownership.

Background: The Town owned Cordillo Tennis Courts are located on Cordillo Parkway. This parcel, with four tennis courts, was originally part of the open space of the Sea Cabins condominium complex. (The Sea Cabins have since become Cordillo Courts and the Hedges condominium developments.) The parcel was sold in the early 1980s to the Van Der Meer Tennis Center. In 2002 the Center's operators approached the Town about acquiring the site for public tennis courts as their business model changed and they no longer had a need for the property. The Town agreed to acquire the courts as a way to expand public access to tennis courts; a goal of the Parks and Recreation Plan. Adding tennis court on the south end of the Island, where there were none, was also seen as an advantage. Acquiring existing courts was seen as a cheaper alternative to building new courts.

Over time, usage of the courts has been low and the Island Recreation Association (IRC), which was not consulted in the decision to acquire the courts but was asked to manage the courts, has suggested other uses of the property. The property does however have covenants that require these tennis courts to remain. Significant reconstruction of the courts, as well as other site improvements, is now necessary and the IRC has suggested redirecting attention to improving the public tennis courts mid-Island at Chaplin Community Park.

In 2013 the Cordillo Courts II Property Owners Association expressed a desire to purchase this facility from the Town. Additionally, since the access for the adjoining Hedges condominiums traverse this property, they were brought into this issue. In 2014 both boards voted in favor of acquiring this property from the Town. The covenants restricting the use to

tennis courts are recorded in favor of these condominium regimes so they could vote to eliminate this restriction. Therefore, the currently proposed conditions of the sale would limit the future use of this property to open space or outdoor recreation if they acquired it.

At their February 13, 2014 meeting, the Town Parks and Recreation Commission unanimously approved Town staff's recommendation to sell this facility to The Cordillo Courts II Property Owners Association and The Hedges Property Owners Association.

The two POAs then had to conduct a vote of their respective owners and the matter was not scheduled to be brought forward to Council until after those votes were taken. The proposed sale was at a price of \$15,000 recognizing the covenants that restrict this parcel to open space. Controversy erupted over the price and conditions of the proposed sale and the matter was tabled.

At the Town Council workshop in December of 2014, it was suggested that the sale proceed at a price of \$250,000 (what the Town originally paid) with all but \$15,000 set aside to be collected only if there is an effort to develop the property.

Subsequently, the Neighborhood Outreach Connection (NOC), which has established a second location at Cordillo Courts following their initial success at The Oaks, have advocated for retaining this as a public park. A schematic proposal put forth by that group is attached. Like previous proposals to change the use of this property, this would require a vote of the POA membership to release the covenants which restrict this property to four tennis courts.

Attachments: "Exhibit A" Aerial of Cordillo Courts Vicinity
Email from Greg Wynn
Schematic proposed by NOC

Sea Cabin Racquet Club I & II Horizontal Property Regimes
Cordillo Courts & Hedges
104 Cordillo Parkway
Hilton Head Island, SC 29928

RECEIVED

May 13th, 2015

MAY 14 2015

BY: Land delivered
by Kelly McFar

Mayor David Bennett
Town of Hilton Head Island
One Town Center Court
Hilton Head Island, SC 29928

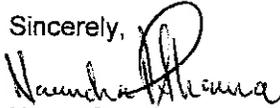
Mr. Steve Riley
Town of Hilton Head Island
One Town Center Court
Hilton Head Island, SC 29928

Dear Mayor Bennett & Mr. Steve Riley,

Cordillo Courts and Hedges Regimes recently met to discuss the purchase and future use of the tennis courts that had previously gone before Town Council. As a result of the meeting the two Regimes would like the Town to consider the following:

- The previous offer to purchase the tennis courts from the Town previously signed by Cordillo Courts and Hedges Regimes is hereby rescinded.
- The two Regimes agree to purchase the tennis courts for \$15,000 with the following conditions:
 1. The Town will remove the present tennis courts and dispose of all debris.
 2. The Town will prepare and sod the open area.
 3. The Town will install an irrigation system for the new open area.
 4. The Town will refurbish the easement and entrance to the properties to current standards.
 5. The Town will provide funds for the Regimes to invest in playground equipment, picnic tables and soccer goals.
 6. Should the Regimes want to install a gate in the future the Town will approve permitting a gated Community.

Thank you in advance for your attention to this matter.

Sincerely,

Naren Sharma, PhD
President, Cordillo Courts


Bree Kennedy
President, Hedges

Cc: Hilton Head Island Town Council
Hilton Head Island Town Manager Steve Riley
Cordillo Courts & Hedges Board of Directors
Frank Soule, Island Recreation Center
NOC Board of Directors
GW Services, Inc.



Neighborhood Outreach Connection

P.O Box 23558, Hilton Head, SC 29925
843-681-4100

May 16, 2015

Dear Mayor Bennett:

This letter is to inform you that NOC supports the May 14th proposal set forth by the regimes of Cordillo and The Hedges (see attachment). NOC feels the regimes' proposal addresses NOC's concerns that the children and families of these neighborhoods have a playground and an open space to play soccer or for social events.

In its recent proposal, NOC had stipulated that the Town contribute \$160,000 to Cordillo and Hedges to cover the capital cost of the playground and open space. We consider this a fair contribution, considering that the Town has not maintained the tennis courts, including a small section of the road and parking area over the past 10 years. Please keep in mind that the Town also did not construct a public toilet facility to accommodate users of these tennis courts.

We hope that NOC's support will eliminate the need for any discussion regarding conflicting proposals from two sources (NOC and the Cordillo/Hedges).

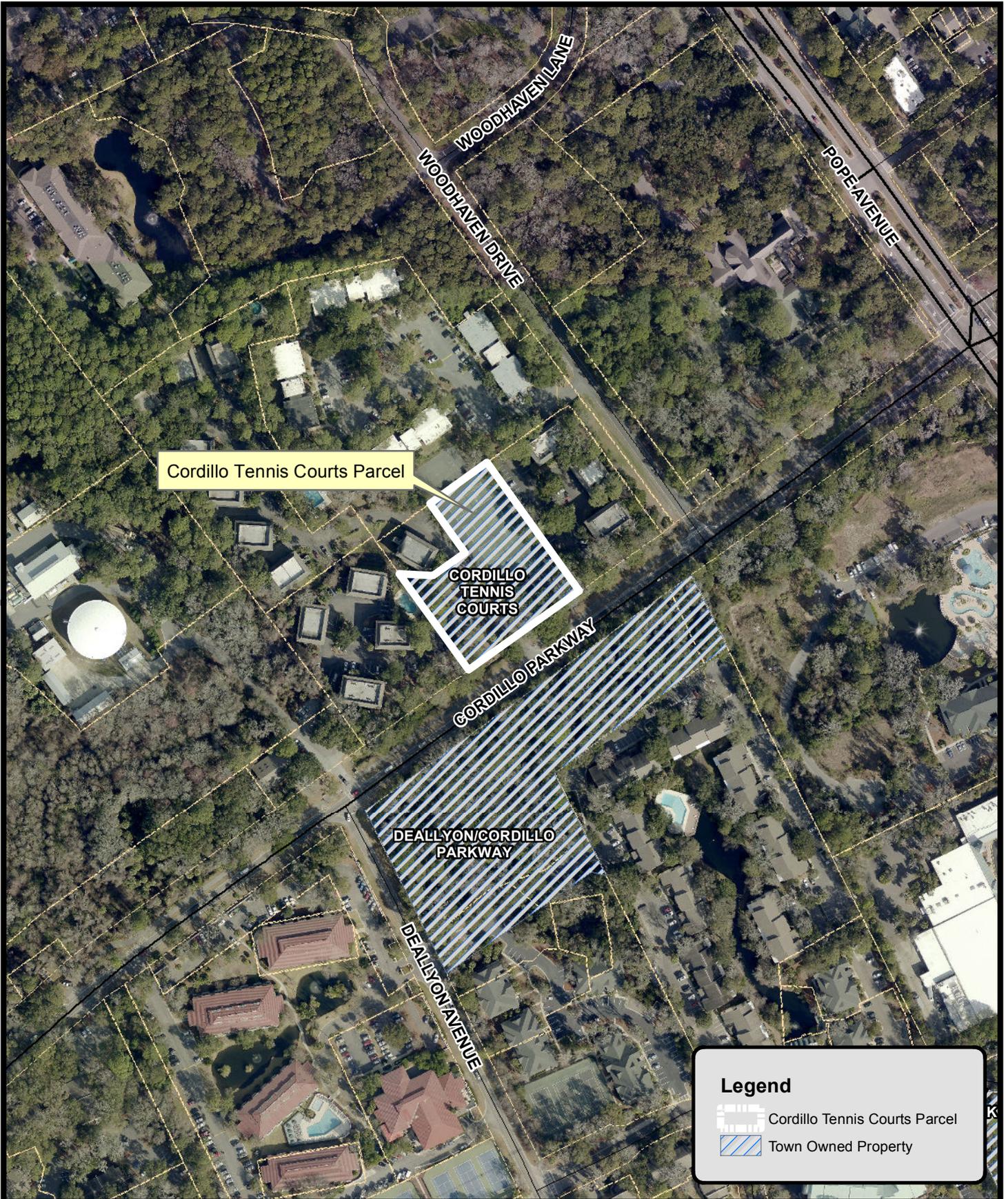
Sincerely,

A handwritten signature in black ink that reads 'Ally McNair'. The signature is written in a cursive, flowing style.

Ally McNair
Vice Chair, Board of Directors
Neighborhood Outreach Connection

cc: Hilton Head Island Town Council Members
Hilton Head Island Town Manager Steve Riley
The Hedges, Board of Directors & Cordillo Courts, Board of Directors
Greg Wynn, GW Services
Frank Soule, Island Recreation Center
NOC's Board of Directors
Heather Rath, Chair, HHI Parks and Rec. Commission

Neighborhood Outreach Connection is a 501(c)(3) non-profit organization. All contributions are tax deductible. No substantial goods or services are received by donors.



Cordillo Tennis Courts Parcel

CORDILLO
TENNIS
COURTS

CORDILLO PARKWAY

DEALLYON/CORDILLO
PARKWAY

DEALLYON AVENUE

Legend

-  Cordillo Tennis Courts Parcel
-  Town Owned Property

TOWN OF HILTON HEAD ISLAND
ONE TOWN CENTER COURT
HILTON HEAD ISLAND, S.C. 29928
PHONE (843) 341-4600

03/11/2015

Town of Hilton Head Island

Cordillo Tennis Courts Parcel



1 inch = 250 feet



This information has been compiled from a variety of unverified general sources at various times and as such is intended to be used only as a guide. The Town of Hilton Head Island assumes no liability for its accuracy or state of completion.

MEMORANDUM

TO: Town Council

FROM: Stephen G. Riley, ICMA-CM, Town Manager

RE: Proposed Ordinance Number 2016- 06 Compensation and expenses

DATE: March 15, 2016

CC: Gregory D. DeLoach, Esq., Assistant Town Manager
Brian Hulbert, Esq., Staff Attorney

Recommendation: The Facilities and Administrative Committee recommends that Town Council approve the first reading of the Proposed Ordinance Number 2016- 06, amending Section 2-3-60 (Compensation and expenses) of the Municipal Code.

Summary: This Ordinance amends Section 2-3-60 of the Municipal Code. These changes will increase the attendance fee the Mayor and Council Members receive from \$40.00 to \$50.00 for each council meeting, other than regularly scheduled town council meetings, and other council related business meeting they attend. In addition to their base salary, Council members could be paid for up to 100 meetings or \$5,000.00 per year, the Mayor Pro Tem for up to 125 meetings or \$6,250.00 per year, and the Mayor for up to 125 meetings or \$6,250.00 per year. Town Council members are not be paid an additional attendance fee for attending regular meetings. No changes will take effect until the first regular council meeting in December after the general election.

Background: Town Council discussed at its March 15, 2016 meeting, the number of meetings Council Members are required to attend as part of their Council duties and determined that they were attending far more meetings than in previous years. The Council directed that the Town Manager bring forth an ordinance to reflect the changes discussed above.

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND

ORDINANCE NO. 2016-

PROPOSED ORDINANCE NO. 2016-06

AN ORDINANCE TO AMEND CHAPTER 3 (MUNICIPAL COUNCIL) OF TITLE 2 (GENERAL GOVERNMENT AND ADMINISTRATION) OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA BY AMENDING SECTION 2-3-60 COMPENSATION AND EXPENSES; AND PROVIDE FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Hilton Head Island, South Carolina previously adopted Chapter 3 of Title 2 of the Municipal Code of the Town of Hilton Head Island, South Carolina and any subsequent amendments; and

WHEREAS, the Town Council has not had a salary or meeting attendance fee increase in four years.

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

Section 1. Amendment.

That Title 2 (GENERAL GOVERNMENT AND ADMINISTRATION) Chapter 3 (MUNICIPAL COUNCIL) is hereby amended as follows:

Section 2-3-60. Compensation and expenses.

(a) The mayor and council members shall receive salaries as determined by the council; provided, no increase in such salaries shall become effective until the commencement date of the terms of two (2) or more members of council elected at the next general election following the adoption of the ordinance setting the salaries, at which time it will become effective for all members of council whether or not they were elected in such election.

(b) The salary to be received by the mayor shall be twenty five thousand dollars (\$25,000.00) per year and by the mayor pro tem and by each council member shall twelve thousand eight hundred dollars (\$12,800) per year. These salaries shall be paid in monthly installments in arrears to each appropriate individual during his or her service to the town.

(c) In addition to the base annual pay received for service on council, members and the mayor may be paid an attendance fee of ~~forty dollars (\$40.00)~~ **fifty dollars (\$50.00)** per

meeting for their attendance at any council committee meeting (except regularly scheduled town council meetings) and other council-related business meetings; mileage reimbursement shall be paid for all meetings except those held on Hilton Head Island.

(d) Maximum amount of payment. Payment for the council attendance fee shall be allowed up to the maximum amount authorized per fiscal year, as follows:

(1) Council members. Payment of base annual pay plus attendance fee shall not exceed ~~sixteen thousand eight hundred dollars (\$16,800.00)~~ **seventeen thousand eight hundred dollars (\$17,800.00)** per fiscal year;

(2) Mayor. Payment of base annual pay plus attendance fee shall not exceed ~~thirty thousand dollars (\$30,000.00)~~ **thirty one thousand two hundred fifty dollars (\$31,250.00)** per fiscal year.

(3) Mayor Pro Tem. Payment of base annual pay plus attendance fee shall not exceed ~~seventeen thousand eight hundred dollars (\$17,800.00)~~ **nineteen thousand fifty dollars (\$19,050.00)** per fiscal year.

(e) Other meetings. The council attendance fee shall be paid for the following types of meetings:

(1) A specially called meeting of the town council;

(2) A specially called work session of the town council; and

(3) Any other business at which the council member (at the discretion of the mayor or town council) is in attendance in their official capacity as a member of council, e.g., an official meeting with another governmental entity, a meeting with a town public body, a meeting of a town council subcommittee, town task force, or standing committee.

(f) Duplicate payments shall not be permitted. If a member accepts payment from another body for attendance, then that member shall not be entitled to compensation from the town.

(g) Method of payment. Payment of the attendance fee shall be made within ten (10) working days from submission.

(h) Required documentation. An affidavit of attendance form must be completed and signed by the council member, and submitted to the finance department by the last day of each month in order for payment of the attendance fee to be made. The affidavit provides for the recording of the date, time spent, location and the purpose of the meeting.

(i) Expenses. Members may also be reimbursed for actual expenses incurred in the conduct of their official duties.

(Ord. No. 83-5, 9-26-83; Ord. No. 85-18, § 1, 10-7-85; Ord. No. 89-13, § 1, 6-19-89; Ord. No. 96-37, § 1, 10-1-96; Ord. No. 2008-20, § 1, 8-5-08; Ord. No. 2012-30, § 1, 10-31-12)

Section 2 Severability. If any section, phrase, sentence or portion of this Ordinance is for any reason held to be 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 the commencement date of the terms of two (2) or more members of council elected at the next general election following the adoption of the ordinance by the Town Council of the Town of Hilton Head Island, South Carolina.

PASSED, APPROVED, AND ADOPTED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA ON THIS _____ DAY OF _____, 2016.

David Bennett, Mayor

ATTEST:

By: _____
Vicki Pfannenschmidt, Town Clerk

First Reading: _____

Second Reading: _____

APPROVED AS TO FORM:

Gregory M. Alford, Town Attorney

Introduced by Council Member: _____



MEMORANDUM

TO: Town Council

FROM: Susan M. Simmons, CPA, Director of Finance

VIA: Stephen G. Riley, ICMA-CM, Town Manager

DATE: March 24, 2016

RE: **First Reading of Proposed Ordinance No. 2016-07**

Recommendation:

Staff recommends Town Council approve the first reading of Proposed Ordinance No. 2016-07 to amend the General and Capital Projects Funds' budgets for the fiscal year ending June 30, 2016.

Summary:

In conjunction with the development of the new year's budget, staff recommends a midyear budget amendment to realign the original budgeted plans with expected actual results. Small transfers within the Town Manager's budgetary amendment limits and having a net sum of zero occurred separately. Larger transfers (increases or decreases) and all total increases and decreases (even if small in order to close projects) are presented for Council approval.

Background

Every project in the Capital Projects and Stormwater Funds is assessed at midyear and amended when appropriate. Finance staff reviews the Debt Service and Capital Projects Fund to ensure that all bond issue and debt service transactions have been properly reflected; this will be monitored through year-end and for next year's budget due to delays in projects and other financing decision points. Staff also reviews the General Fund for any anticipated budget amendments. For fiscal year 2016 at midyear, staff recommends amendments for the General and Capital Project Funds only.

For the General Fund, the only amendment is to formally add the federal grant for cardio monitors which has already been reported to and approved by Council.

In the Capital Projects Fund, staff assessed what they expect the status of projects to be at fiscal year-end and requested budget amendments when appropriate. The requests are below.

- A. **Beach** – This is a transfer between the recurring beach monitoring project and the current renourishment project to more appropriately report task orders which are specific to the renourishment project.

- B. **Existing Facilities** – A small total decrease is requested to close a project.
- C. **Parks** – A small total decrease is requested to close the park improvements (scoreboards) project. Also, an increase is requested based on the estimated increase needed for the pier at the new Shelter Cove Park. Permits are pending and the project will be briefed to Council for approval prior to further work.
- D. **New Facilities** – Transfers between three projects with a net sum of zero are requested as basically a housekeeping function; the “general” Coligny/Pope Initiative Area project is closed moving funds to the Northwest Quadrant project to include separating the project between the park and museum to assist in capturing costs for proper capitalization.
- E. **Road Improvements** – Several changes are requested as described below.
- i. The Marshland Roundabout project will be closed and the small balance transferred to Lagoon Road Extension.
 - ii. The Heritage Plaza Road Extension project which had been used as a placeholder for TIF Extension project budgets will be eliminated. As park and road projects are finalized, these funds will be used for designing/permitting, right of ways/land acquisition, and construction as needed. (Note 1: The entire TIF Extension Plan to include estimated revenues and project and financing costs is being evaluated to determine TIF funding status, to plan for the issuance of bonds, and assess the need to identify other funding sources and or amend project scopes. When the evaluation is completed in conjunction with the fiscal year 2017 budget development, Council will be briefed on the results.) (Note 2: In accordance with Town budget policy, ordinances to amend the budget for land acquisition costs will be adopted after the costs are determined.)
 - iii. The Honey Horn Driveway Apron Improvement project and remaining balance will be closed.
 - iv. For the Intersection Improvements at Squire Pope and US278, staff requests an increase for additional design/studies.
 - v. Two budget lines are requested to formally add the CDBG grant for paving Blazing Star and other required studies and administrative costs. Council approved this grant/project, but it was not previously included in the adopted budget.

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND

ORDINANCE NO.

PROPOSED ORDINANCE NO. 2016-07

AN ORDINANCE TO AMEND THE BUDGET FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, FOR THE FISCAL YEAR ENDING JUNE 30, 2016; TO PROVIDE FOR THE EXPENDITURES OF CERTAIN FUNDS; TO ALLOCATE THE SOURCES OF REVENUE FOR THE SAID FUNDS; AND TO PROVIDE 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 16, 2015, 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 additional revenues, and the expenditures and certain other commitments from the Fund Balance and other revenue sources, as well as to correct budget appropriations for certain projects in the Capital Projects.

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 2016 fiscal year budget is amended to make the following changes as increases and decreases to the funds from prior years and to the projected revenue and expenditure accounts as follows:

General Fund		
<u>Account Description</u>	<u>Source of Funds</u>	<u>Amount</u>
Revenues:		
FEMA Grant		\$ 365,000
Total Revenues		<u><u>365,000</u></u>
Expenditures:		
Fire Rescue		
Specialized Equipment	FEMA Grant	\$ 365,000
Total Expenditures		<u><u>365,000</u></u>

ORDINANCE NO.

PROPOSED ORDINANCE NO. 2016-07

Capital Projects Fund

<u><i>Account Description</i></u>	<u><i>Source of Funds</i></u>	<u><i>Amount</i></u>
Revenues:		
2014A GO Bond		\$ 212,500
Beach Fees		-
CDBG		202,347
Hospitality Taxes		(9,887)
Property Taxes		60,000
Sunday Liquor Fees		(1,842)
TIF Property Taxes		(2,850,000)
Total Revenues		<u>\$ (2,386,882)</u>
Expenditures:		
Beach		
Beach Management & Monitoring	Beach Fees	(700,000)
Beach Renourishment	Beach Fees	<u>700,000</u>
		-
Existing Facilities/Infrastructure		
Fire Rescue Training Center Enhancements	Hospitality Taxes	<u>(258)</u>
		(258)
Parks		
Scoreboards (Bristol & Crossings)	Sunday Liquor Fees	(1,842)
Shelter Cove Community Park - Pier	2014A GO Bond	<u>212,500</u>
		210,658
New Facilities/Infrastructure		
Northwest Quadrant-Coligny Park	TIF Property Taxes	663,499
Northwest Quadrant-Sandbox Museum	TIF Property Taxes	86,501
Coligny / Pope Area Improvements	TIF Property Taxes	<u>(750,000)</u>
		-
Road Improvements		
Marshland Roundabout	TIF Property Taxes	(2,500)
Lagoon Rd Extension	TIF Property Taxes	2,500
Heritage Plaza Rd Extension	TIF Property Taxes	(2,850,000)
Honey Horn Driveway Apron Improvements	Hospitality Taxes	(9,629)
Intersection Imprv-Squire Pope w/ 3rd Lane	Property Taxes	60,000
Blazing Star Paving	CDBG	161,878
CDBG Administrative Expenses	CDBG	<u>40,469</u>
		(2,597,282)
Total Expenditures		<u>\$ (2,386,882)</u>

The effect of this amendment will be to increase the General Fund’s budgeted expenditures to \$40,529,698 and to decrease the Capital Projects Fund’s budgeted expenditures to \$38,367,168.

ORDINANCE NO.

PROPOSED ORDINANCE NO. 2016-07

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.

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND ON THIS ___DAY OF_____, 2016.

David Bennett, Mayor

ATTEST:

Victoria L. Pfannenschmidt
Town Clerk

First Reading: _____
Second Reading: _____

APPROVED AS TO FORM:

Gregory M. Alford
Town Attorney

Introduced by Council Member:



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Stephen G. Riley, ICMA-CM, *Town Manager*
VIA: Shawn Colin, *Deputy Director of Community Development*
FROM: Marcy Benson, *Senior Grants Administrator*
CC: Charles Cousins, *Director of Community Development*
DATE: March 16, 2016
SUBJECT: Fair Housing Resolution

Recommendation:

Staff requests Town Council approval of the attached Fair Housing Resolution. The Community Services Committee recommended approval of the Fair Housing Resolution at their March 14, 2016 meeting.

Summary:

In order for the Town to participate in the United States Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Entitlement Program it is necessary to certify it will undertake an action to affirmatively further fair housing. By approving and advertising this resolution the Town will meet this program component. The attached resolution is modeled on a recommended format provided by the Lowcountry Council of Governments, which has been used previously by the Town.

Background:

April is recognized as National Fair Housing Month. In order to participate in the HUD CDBG Entitlement Program it is necessary for the Town to certify it supports the rights of all individuals, regardless of race, color, religion, sex, national origin, disability or familial status to fair housing opportunities. This resolution is one of the actions that will satisfy this program component. The attached resolution is consistent with resolutions adopted by Town Council in previous years for this effort.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA TO PROCLAIM APRIL 2016 AS FAIR HOUSING MONTH.

WHEREAS, the Town of Hilton Head Island desires that all its citizens be afforded the opportunity to attain a decent, safe and sound living environment; and

WHEREAS, the Town of Hilton Head Island rejects discrimination on the basis of race, religion, color, sex, national origin, disability, and / or familial status in the sale, rental or provision of other housing services; and

WHEREAS, the State of South Carolina enacted the South Carolina Fair Housing Law in 1989; and

WHEREAS, April is recognized nationally as Fair Housing Month;

NOW THEREFORE, BE IT, AND IT HEREBY IS RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA DOES HEREBY DESIGNATE APRIL 2016 AS FAIR HOUSING MONTH.

MOVED, APPROVED AND ADOPTED THIS 5th DAY OF April, 2016.

David Bennett, Mayor

Victoria L. Pfannenschmidt, Town Clerk

APPROVED AS TO FORM:

Gregory M. Alford, Town Attorney

Introduced by Council Member: _____



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Stephen G. Riley, ICMA-CM, *Town Manager*
VIA: Shawn Colin, *Deputy Director of Community Development*
FROM: Marcy Benson, *Senior Grants Administrator*
CC: Charles Cousins, *Director of Community Development*
DATE: March 18, 2016
SUBJECT: HUD/CDBG Entitlement Program 2016 Annual Action Plan

Recommendation:

Staff requests approval by resolution of the attached Fiscal Year 2016-2017 (Program Year 2016) Annual Action Plan (Plan) as required by the U.S. Department of Housing and Urban Development (HUD) for participation in the Community Development Block Grant (CDBG) Entitlement Program.

Summary:

The Fiscal Year 2016-2017 (Program Year 2016) Annual Action Plan is a HUD requirement for participation in the CDBG Entitlement Program. The Plan is submitted to HUD annually for review and approval at least 45 days prior to the start of the program year. The due date is May 17, 2016. The Plan describes the specific planned uses for CDBG funds. The Town will receive \$196,123 for fiscal year 2016-2017 directly from HUD to benefit low-to-moderate income (LMI) households. There is no local match requirement and the annual allocation can fluctuate each year depending on HUD calculations. The attached Plan must be approved by HUD prior to execution of a CDBG Entitlement Program grant agreement. If approved by HUD, program funds would be available effective as early as July 1, 2016.

Background:

In 2015 the Town of Hilton Head Island began participating in the HUD CDBG Entitlement Program. The HUD-required combined Five Year Consolidated Plan (2015 – 2019) and One Year Action Plan (2015) was approved by HUD in July 2015 and a grant agreement for the 2015 CDBG project was executed in August 2015.

To meet HUD requirements an Annual Action Plan must be prepared each year of program participation and public input must be solicited during the Plan development process. A public meeting was conducted on January 12, 2016 after which the draft Plan was completed. The Plan details 2016 CDBG funds to be used for program administration and a paving project located on Rhiner Drive, a dirt road situated in a Census tract meeting LMI eligibility requirements. The draft Plan was released to the public on February 15, 2016 for a 30 day public comment period.

As of the close of the 30 day public comment on March 16, 2016 no public comments were received. A summary statement to this effect is included as an attachment to the Plan.

Approval of the Plan at the April 5, 2016 Town Council meeting will allow the Plan to be submitted by the May 17, 2016 HUD deadline. Upon submission of the Plan, HUD has 45 days to review the Plan. HUD may accept or recommend revisions to the Plan. When the Plan is ultimately accepted, a grant agreement between HUD and the Town will be executed and funds would be available effective as early as July 1, 2016.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA TO APPROVE THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM FISCAL YEAR 2016-2017 (PROGRAM YEAR 2016) ANNUAL ACTION PLAN.

WHEREAS, in July 2015 the Town of Hilton Head Island CDBG Five Year Consolidated Plan for program years 2015-2019 detailing goals and objectives to be implemented to address community needs in low-and-moderate income areas within the Town's jurisdiction was approved by the United States Department of Housing and Urban Development (HUD); and

WHEREAS, as an entitlement community, the Town must prepare and submit an Annual Action Plan detailing activities to be undertaken during the fiscal year 2016 – 2017 (program year 2016) to address goals and objectives outlined in the Five Year Consolidated Plan; and

WHEREAS, for fiscal year 2016 – 2017 (program year 2016) the Town anticipates receiving a CDBG award totaling \$196,123 to carry out activities that meet one of three National Objectives, as described by HUD; and

WHEREAS, the Fiscal Year 2016 – 2017 (Program Year 2016) Annual Action Plan is compatible with the HUD approved Five Year Consolidated Plan for program years 2015 - 2019; and

WHEREAS, the Town has adhered to the public participation requirements set forth in the Citizen Participation Plan in the development of the Fiscal Year 2016-2017 (Program Year 2016) Annual Action Plan; and

WHEREAS, a public meeting and 30 day public comment period for the Fiscal Year 2016-2017 (Program Year 2016) Annual Action Plan were conducted for citizen input and review; and

WHEREAS, the Town Manager is authorized to submit this Fiscal Year 2016 – 2017 (Program Year 2016) Annual Action Plan to HUD for their review and acceptance;

NOW, THEREFORE BE IT, AND IT HEREBY IS RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT The Community Development Block Grant Entitlement Program Fiscal Year 2016 – 2017 (Program Year 2016) Annual Action Plan as submitted in the attachment to this resolution be approved and submitted to HUD.

MOVED, APPROVED, AND ADOPTED ON THIS 5TH DAY OF APRIL, 2016.

David Bennett, Mayor

ATTEST:

Victoria L. Pfannenschmidt, Town Clerk

APPROVED AS TO FORM:

Gregory M. Alford, Town Attorney

Introduced by Council Member: _____

Town of Hilton Head Island

**Fiscal Year 2016 – 2017
(Program Year 2016)**

Annual Action Plan

For the
U.S. Department of Housing and Urban Development
Community Development Block Grant Program



~DRAFT~

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The Fiscal Year 2016 – 2017 (Program Year 2016) Annual Action Plan (Action Plan) represents the second year of the Town of Hilton Head Island’s Consolidated Plan for the Fiscal Years 2015-2019 (Con Plan) as approved by Town Council and accepted by the U.S. Department of Housing and Urban Development (HUD). The Action Plan is the Town of Hilton Head Island’s application for the HUD Community Development Block Grant (CDBG) entitlement program and identifies the proposed project to be funded during the Town’s 2016 – 2017 fiscal year.

The purpose of the Town of Hilton Head Island Action Plan is to preserve and revitalize primarily low and moderate income neighborhoods to enhance the quality of life for Hilton Head Island residents and address priority community public services, community development, economic development, and redevelopment needs within applicable local, state and federal statutes and regulations. The Action Plan outlines the priorities by which the Town of Hilton Head Island’s CDBG program funds will be invested over fiscal year 2016-2017 (program year 2016) to achieve specific HUD objectives.

It is important to note the Consolidated Plan listed the highest priority need as public improvements and consequently goals and strategies to be achieved over the fiscal year 2015 – 2019 period were identified as paving dirt roads in low and moderate income neighborhoods.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Town’s goals for the fiscal year 2016-2017 (program year 2016) period focus on neighborhood revitalization efforts by providing upgrades to an existing dirt road. The plan provides a guide for the Town of Hilton Head Island’s allocation of CDBG Program funding for the program year 2016 planning period. The goals focus on priority needs and targets available resources designed to meet those needs. The needs include public improvements and facilities for low and moderate-income persons. The primary emphasis of the goals is the continuance of maintaining and improving the quality of life of low and moderate-income residents. The project selected for CDBG funding in this Action Plan will be managed efficiently and in compliance with program requirements.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Fiscal year 2015-2016 was the first year the Town of Hilton Head Island participated in the CDBG Entitlement Program and the Town continues to monitor and evaluate the performance of the program while ensuring regulatory compliance. The Town of Hilton Head Island recognizes the evaluation of past performance is critical to ensuring CDBG funded activities are implemented in an effective manner and align with established strategies and goals.

4. Summary of Citizen Participation Process and consultation process

The Town of Hilton Head Island conducted a public meeting on January 12, 2016 to solicit input from citizens on community development needs. A public meeting notice was published in the local newspaper, The Island Packet, eight days preceding the public meeting in addition to being posted at the Town of Hilton Head Island Town Hall and on the Town of Hilton Head Island website. A presentation including an overview of the CDBG Entitlement Program, purpose of the Action Plan, estimated funding amount and discussion of community needs, was provided.

A draft Action Plan was released to the public on February 15, 2016 for a 30 day public comment period. There were no public comments received during the 30 day comment period. Following this public comment period the draft Action Plan was presented at the Town of Hilton Head Island Town Council meeting on April 5, 2016 for review.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

During the January 12, 2016 public meeting to solicit input for the Fiscal Year 2016 – 2017 (Program Year 2016) Action Plan Town staff provided a presentation describing the Community Development Block Grant Entitlement Program, the estimated amount of funding available for program year 2016 and the types of eligible projects. The purpose of the Annual Action Plan and the projects listed in the 2015 – 2019 Consolidated Plan were discussed.

Public comments were taken and the one meeting attendee was asked to comment on community needs. The following needs were identified in the attendee's comments:

- * Affordable housing
- * Water and sewer infrastructure
- * Paving of local neighborhood dirt roads

A copy of the January 12, 2016 public meeting minutes and attendance sign-sheet are attached to this Action Plan.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments were taken into consideration in preparing the Action Plan. The Town of Hilton Head Island reviewed all comments for common and recurring themes.

7. Summary

The Town of Hilton Head Island Action Plan outlines priorities by which the Town of Hilton Head Island's CDBG program funds will be invested over fiscal year 2016-2017 (program year 2016) to achieve specific HUD objectives. The Town will use CDBG program funds to leverage other public investment to address the Town's priority need to provide public improvements for primarily low and moderate income neighborhoods.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	HILTON HEAD ISLAND	Community Development Department

Table 1 – Responsible Agencies

Narrative (optional)

The Town of Hilton Head Island incorporated as municipality in 1983 and has a Council – Manager form of government. The Town of Hilton Head Island is comprised of an administrative/legal division, administrative services, community development, executive, finance, fire & rescue, human resources, municipal court, and public projects & facilities departments.

The Town of Hilton Head Island Community Development Department will be the lead department for the administration of the CDBG program. Town staff has been an integral part of development of the Action Plan by assessing the CDBG program, reviewing materials, regulations, and documentation on the Action Plan process. The Town Manager, Town Director of Community Development, and Town Director of Public Projects and Facilities will oversee the preparation and administration of the Action Plan.

Consolidated Plan Public Contact Information

Town of Hilton Head Island Community Development Department
Marcy Benson, Senior Grants Administrator
1 Town Center Court
Hilton Head Island, SC 29928
Telephone: (843)341-4689
FAX: (843) 842-8908
Email: marcyb@hiltonheadislandsc.gov

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The Beaufort Housing Authority services all of Beaufort County, South Carolina, including the Town of Hilton Head Island. Within the jurisdiction of the Town of Hilton Head Island the Beaufort Housing Authority operates one public housing facility containing 80 units which provide housing to 189 family members.

The Town of Hilton Head Island participates in the Lowcountry Affordable Housing Coalition, which is under the auspices of Together for Beaufort County and the Beaufort County Human Services Alliance. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Town of Hilton Head Island Fiscal Year 2016-2017 Action Plan intends to use U.S. Department of Housing and Urban Development (HUD) resources to fund only Community Development Block Grant (CDBG) program projects and will not fund Emergency Solutions Grants (ESG) program projects; therefore no consultation related to the allocation of ESG funds was conducted.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	BEAUFORT HOUSING AUTHORITY
	Agency/Group/Organization Type	Housing PHA Services - Housing Regional organization
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Beaufort Housing Authority was consulted on housing needs via email correspondence.
2	Agency/Group/Organization	Lowcountry Homeless Coalition
	Agency/Group/Organization Type	Services-homeless Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Lowcountry Homeless Coalition was consulted on homeless needs via email correspondence.

3	Agency/Group/Organization	Beaufort County Human Services Alliance
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Health Agency Child Welfare Agency Other government - County Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Beaufort County Human Services Alliance was consulted on homeless needs via email correspondence.
4	Agency/Group/Organization	Lowcountry Council of Governments
	Agency/Group/Organization Type	Regional organization Planning organization

	What section of the Plan was addressed by Consultation?	Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Economic Development Non-housing Community Development Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Lowcountry Council of Governments was consulted on housing, homeless and non-housing community development needs via email correspondence.
5	Agency/Group/Organization	FAMILY PROMISE OF BEAUFORT COUNTY
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-homeless Services-Education Services-Employment Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Family Promise of Beaufort County was consulted on homeless needs via telephone and email correspondence.

Identify any Agency Types not consulted and provide rationale for not consulting

Efforts were made to consult as broadly as possible with community stakeholders. No particular agency types were excluded from participation. Those that did not participate did so of their own volition.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Lowcountry Homeless Coalition	The Lowcountry Homeless Coalition, based in Charleston, South Carolina, is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.
Town of Hilton Head Island Comprehensive Plan	Town of Hilton Head Island	Developed Action Plan in conjunction with elements of the Town of Hilton Head Island Comprehensive Plan.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

When necessary the Town of Hilton Head Island will establish collaborative efforts and partnerships with state and local government entities such as Beaufort County, the Lowcountry Council of Governments and various State of South Carolina offices to ensure complete implementation of the Action Plan.

AP-12 Participation – 91.105, 91.200(c)

**1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting**

The Town of Hilton Head Island conducted a public meeting on January 12, 2016 to solicit input from citizens on community development needs. A public meeting notice was published in the local newspaper, The Island Packet, eight days preceding the public meeting in addition to being posted at the Town of Hilton Head Island Town Hall and on the Town of Hilton Head Island website. A presentation including an overview of the CDBG Entitlement Program, purpose of the Action Plan, estimated funding amount and discussion of community needs, was provided.

A draft Action Plan was released to the public on February 15, 2016 for a 30 day public comment period. There were no public comments received during the 30 day comment period. Following this public comment period the draft Action Plan was presented at the Town of Hilton Head Island Town Council meeting on April 5, 2016 for review.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL -If applicable
1	Public Meeting	Non-targeted/ broad community	At the January 12, 2016 public meeting there was 1 attendee.	Community needs identified were: * Affordable housing * Water & sewer infrastructure * Paving local neighborhood roads	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL -If applicable
2	Internet Outreach	Non-targeted/ broad community	Draft Action Plan posted on Town of Hilton Head Island website from February 15, 2016 through March 16, 2016. A dedicated public comment link was posted on the front page of the Towns website where the public could directly submit comments. Notification of Action Plan 30 day public comment period was sent via email blast to all email addresses listed on the Towns general notification list.	No comments were received during the 30 day public comment period.	No comments were received during the 30 day public comment period.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL -If applicable
3	Public Meeting	Non-targeted/ broad community	Draft Action Plan and resolution to approve plan and authorize submittal to HUD appeared on the agenda of the regular Town of Hilton Head Island Town Council Meeting on April 5, 2016.	Comments will be taken on April 5, 2016.	All comments will be accepted.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

The following table outlines the anticipated resources from the HUD Community Development Block Grant (CDBG) program the Town of Hilton Head Island anticipates having available during the 2016 – 2017 fiscal year (2016 program year) covered by this Action Plan.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	196,123	0	0	196,123	588,369	The HUD/CDBG funding amount authorized in the 2015 program year was used to estimate the allocation amount for the remaining years 3-5 of the Con Plan.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

It is anticipated the federal funding listed above will be received annually to support activities outlined in the Action Plan and Consolidated Plan. While the Community Development Block Grant (CDBG) program does not require leveraging, other Town of Hilton Head Island resources will be used in combination with these funds to complete the project listed in this Action Plan.

Leveraging is a way to increase project efficiencies which often come with combining sources of funding. Funds may be considered leveraged if financial commitments to the cost of a project from a source other than Community Development Block Grant funds are documented. Town staff may identify and explore additional leveraging opportunities such as other federal, state, and local resources.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Town of Hilton Head Island currently owns nine dirt roads located in Census Tracts 105, 108 and 110. Each of these census tracts has a low and moderate income household percentage above 51%. One of the community needs identified was paving of dirt roads. In an effort to meet this community need, Town-owned dirt roads may be paved in these areas.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Rhiner Drive Paving	2016	2017	Non-Housing Community Development	Census Tract 105	Public Improvements	CDBG: \$196,123	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 20 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Rhiner Drive Paving
	Goal Description	Provide funding for improvements to low and moderate-income neighborhoods.

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

At this time the Town of Hilton Head Island does not have the capacity to provide affordable housing units, to extremely low income, low income and moderate income households. However, public improvements in census tracts with 51% or higher low to moderate income households may be accomplished with Community Development Block Grant (CDBG) funds.

AP-35 Projects – 91.220(d)

Introduction

The following table outlines the projects to be carried out by the Town of Hilton Head Island during the 2016 – 2017 fiscal year (2016 program year) covered by this Action Plan.

#	Project Name
1	Rhiner Drive Paving
2	Program Administration

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The primary objective of Community Development Block Grant (CDBG) funds received by the Town of Hilton Head Island is to preserve and revitalize neighborhoods, enhance quality of life for residents and address priority community public services, community development, economic development, and redevelopment needs within applicable local, state, and federal statutes and regulations. For the 2016 – 2017 fiscal year (2016 program year), CDBG funds were allocated based on project readiness in census tracts with low and moderate income households comprising 51% or more of the population.

Projects

AP-38 Projects Summary

Project Summary Information

Table 9 – Project Summary

1	Project Name	Rhiner Drive Paving
	Target Area	Census Tract 105
	Goals Supported	Rhiner Drive Paving
	Needs Addressed	Public Improvements
	Funding	CDBG: \$191,123
	Description	Provide funding for improvements to low and moderate income neighborhoods.
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated seven households, approximately 20 persons will benefit from the proposed activities.
	Location Description	Rhiner Drive, Hilton Head Island, SC
	Planned Activities	Paving dirt road.
2	Project Name	Program Administration
	Target Area	Town-Wide
	Goals Supported	Rhiner Drive Paving
	Needs Addressed	Administrative and Planning
	Funding	CDBG: \$5,000
	Description	Program Administration
	Target Date	6/30/2017
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Drafting and submitting the Annual Action Plan, related reports and program administration.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The geographic area within the Town of Hilton Head Island where assistance will be directed is Census Tract 105. Community development activities may include infrastructure improvements, new or improved public facilities, economic development or enhanced public services.

Geographic Distribution

Target Area	Percentage of Funds
Census Tract 105	98
Census Tract 108	
Town-Wide	2

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Community Development Block Grant (CDBG) funds will be used to address the needs of low and moderate income areas. These areas are determined using Census Tracts which have a low and moderate income population of at least 51%. CDBG funds will be designated for use on a project located in the low and moderate income Census Tract 105 within the boundaries of the Town of Hilton Head Island.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The Housing Choice Voucher Program, commonly referred to as Section 8 Housing is subsidized by the Federal government and provides Federal assistance to families and individuals in the private rental market. The Beaufort Housing Authority program is tenant-based therefore eligible families receive assistance based on income for housing units meeting general program requirements. There are currently twelve units within the Town of Hilton Head Island participating in the voucher program which are scattered throughout the Town. Tenants identify and choose their own units and the landlord agrees to participate in the housing choice voucher program.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

Table 12 - One Year Goals for Affordable Housing by Support Type

AP-60 Public Housing – 91.220(h)

Introduction

Actions planned during the next year to address the needs to public housing

The Town of Hilton Head Island does not own or operate any public housing developments or units and there is no future plan to own or operate public housing units. The Beaufort Housing Authority is the agency providing public housing to approximately 723 residents in Beaufort County, South Carolina and there are 293 units of housing located throughout the county. In the Town of Hilton Head Island the Beaufort Housing Authority operates 80 public housing units at the Sandalwood Terrace Apartments.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Beaufort Housing Authority works with resident services at each of the public housing developments and through this collaboration promote programs and activities for residents. Some of the programs offered include: the Family Self-Sufficiency Program which is a five year homeownership education program, Sandalwood Terrace Resident Council, free budgeting classes, community garden clubs, and guest speaker sessions on health, nutrition, community living and library use.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not Applicable.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

In the January 2015 point –in – time count there were 37 persons experiencing homelessness interviewed in Beaufort County. Eight of these persons were living unsheltered. Twenty-nine of these persons were living in shelters and of those, 24 were members of families living with children. It must be noted, these figures do not reflect any homeless specifically in the Town of Hilton Head Island; these figures are for Beaufort County as a whole. The next point – in – time count was conducted on January 27, 2016, and results are being tabulated.

Addressing the emergency shelter and transitional housing needs of homeless persons

Currently there are no emergency shelter and transitional housing shelters operating in the Town of Hilton Head Island. At this time there is no future plan to own or operate emergency shelters or transitional housing in the Town of Hilton Head Island.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

There are no homeless shelters located within the jurisdiction of the Town of Hilton Head Island and no homeless population count data available from the Lowcountry Homeless Coalition, the regional Continuum of Care servicing the Town. There is the non-profit organization, Family Promise of Beaufort County located in neighboring Bluffton, South Carolina, which is a coalition of Beaufort County churches assisting homeless families through a 60 – 90 day program. The program provides evening accommodations for program participants at host churches and daytime transportation to school for children and educational programs for parents.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The Town of Hilton Head Island anticipates continued participation in the Lowcountry Affordable Housing Coalition. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus of assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects, and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

Discussion

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	0
Tenant-based rental assistance	0
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	0

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

A variety of barriers exist which make increasing affordable housing stock in the Town of Hilton Head Island difficult. The following list highlights some affordable housing issues, however, this list should not be considered exhaustive. Many other circumstances may occur which prevent the market from providing affordable housing.

- Land costs are a limiting factor in the construction of affordable housing units.
- Land supply is a finite resource as the Town approaches build-out.
- Construction costs which continue to increase are a factor in development of affordable housing.
- Much of the housing located in the Town of Hilton Head Island and land available for housing is subject to floodplain insurance requirements in addition to other insurance requirements, such as wind and hail.
- Marketability and potential profit is a factor for developers because of the challenges faced with construction in a coastal area.
- The “NIMBY” syndrome, “Not in My Backyard”, is a common sentiment toward affordable housing within the Town of Hilton Head Island.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The Town of Hilton Head Island anticipates continued participation in the Lowcountry Affordable Housing Coalition, which is under the auspices of Together for Beaufort County and the Beaufort County Human Services Alliance. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

In addition to participation in the Lowcountry Affordable Housing Coalition, monitoring relevant public policies for changes which may constitute barriers to affordable housing may be conducted.

AP-85 Other Actions – 91.220(k)

Introduction

The Town of Hilton Head Island anticipates taking the following actions throughout the fiscal year 2016 – 2017 fiscal year (2016 program year) to address the challenges listed below.

Actions planned to address obstacles to meeting underserved needs

As part of the 2016 – 2017 fiscal year (2016 program year), the Town of Hilton Head Island will determine where underserved populations are located through results from the Analysis of Impediments to Fair Housing Choice. To reduce the number of obstacles in meeting the needs of the underserved populations Town staff may assist with facilitating collaborations with area service organizations which spearhead community-wide solutions to local needs.

Actions planned to foster and maintain affordable housing

The Town of Hilton Head Island will continue to participate Lowcountry Affordable Housing Coalition, which is under the auspices of Together for Beaufort County Human Services Alliance. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects, and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

Actions planned to reduce lead-based paint hazards

Data for lead-based paint hazards in the Town of Hilton Head Island is unavailable. The number of units built before 1980 may be used to represent a baseline for the number of units which may pose a lead-based paint threat. At this time actions to address lead-based paint hazards have not been identified.

Actions planned to reduce the number of poverty-level families

The Beaufort Housing Authority operates a Family Self-Sufficiency Program which promotes independence for its residents. Participants in the program work toward setting and obtaining future life and career goals by accomplishing activities and objectives.

The Town of Hilton Head Island anticipates continued participation in the Lowcountry Affordable Housing Coalition. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects, and foster interagency cooperation.

With support from the Beaufort County Human Services Alliance resources are pooled and community needs addressed in the areas of economy, education, poverty, and health/environmental issues.

Actions planned to develop institutional structure

The 2016 – 2017 fiscal year (2016 program year) is the second year the Town of Hilton Head Island will participate in the HUD Community Development Block Grant (CDBG) program. The Town of Hilton Head Island will report the 2015 – 2016 fiscal year (2015 program year) progress in meeting annual goals in the Consolidated Annual Performance Evaluation Report (CAPER) due in September 2016. The CAPER will be submitted in compliance with program requirements.

Strategies for overcoming gaps in capacity issues in the service delivery system may require more findings or changes in public policy. The Town of Hilton Head Island will continue to coordinate efforts and partnerships with state and local government entities such as Beaufort County, the Lowcountry Council of Governments, and various State of South Carolina offices when necessary to carry out the priority needs listed in this Annual Action Plan.

Actions planned to enhance coordination between public and private housing and social service agencies

The Town of Hilton Head Island anticipates continued participation in the Lowcountry Affordable Housing Coalition, which is under the auspices of Together for Beaufort and the Beaufort County Human Services Alliance. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects, and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs area addressed in the areas of economy, education, poverty, and health/environmental issues.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	98%

Attachments

Citizen Participation Comments

Public Meeting Minutes
Public Meeting to Solicit Input and Discuss
Community Development Block Grant (CDBG) Entitlement Program
Annual Action Plan Fiscal Year 2016-2017 (Program Year 2016)

Tuesday, January 12, 2016 6:00pm
Benjamin M. Racusin, Council Chambers of the Town Hall
1 Town Center Court, Town of Hilton Head Island

Present: See attached sign-in sheet.

Marcy Benson, Senior Town Grants Administrator began the public hearing at 6:00pm. A power point presentation was given describing the Community Development Block Grant Entitlement Program, the estimated amount of funding available for program year 2016 and types of eligible projects. The purpose of the Annual Action Plan and the projects listed in the 2015 – 2019 Consolidated Plan were discussed.

Public comments were taken and the meeting attendee was asked to comment on community needs. The following needs were identified:

- Affordable housing
- Water and sewer infrastructure
- Paving of local neighborhood roads

The meeting concluded with a description of the next steps in the Annual Action Plan process, and the attendee was thanked for participating and the public meeting adjourned at 6:35pm.

Public Comments Received During 30 Day Comment Period

**For the Fiscal Year 2016-2017 (Program Year 2016)
Annual Action Plan**

Comment Summary

No comments were received.

Grantee Unique Appendices

NOTICE OF PUBLIC MEETING COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FISCAL YEAR 2016-17 ANNUAL ACTION PLAN

Notice is hereby given that on Tuesday, January 12, 2016 at 6:00 p.m., at the Benjamin M. Racusin Council Chambers of the Town Hall, at 1 Town Center Court, the Town of Hilton Head Island will hold a public meeting to solicit input on needs and funding priorities related to the Community Development Block Grant (CDBG) program fiscal year 2016-2017 Annual Action Plan. As required by the U.S. Department of Housing and Urban Development (HUD), the Town of Hilton Head Island is developing its Annual Action Plan for the period of 2016-2017. The Annual Action Plan outlines community development needs and provides a one-year action plan for how the Town of Hilton Head Island intends to use its federal funds in order to address those needs.

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**NOTICE OF PUBLIC MEETING
COMMUNITY DEVELOPMENT BLOCK
GRANT PROGRAM
FISCAL YEAR 2016-17 ANNUAL ACTION PLAN**

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From: [Phillips Rene](#)
To: [Benson Marcy](#)
Subject: FW: Courtesy Copy: Town of Hilton Head Island Legal Notices Update
Date: Tuesday, January 05, 2016 8:20:03 AM

FYI-

*René Phillips, CIW, Website Administrator
Town of Hilton Head Island
One Town Center Court
Hilton Head Island, SC 29928
843-341-4792
www.hiltonheadislandsc.gov*

From: Town of Hilton Head Island [mailto:updates@secure.hiltonheadislandsc.gov]
Sent: Sunday, January 3, 2016 8:20 AM
To: Phillips Rene <reneh@hiltonheadislandsc.gov>; Kronlein Kris <krisk@hiltonheadislandsc.gov>
Subject: Courtesy Copy: Town of Hilton Head Island Legal Notices Update

This is a courtesy copy of an email bulletin sent by Rene Phillips.

This bulletin was sent to the following groups of people:

Subscribers of Legal Notices (867 recipients)

Town of Hilton Head Island



Notice of Public Meeting Community Development Block Grant Program Fiscal Year 2016-17 Annual Action Plan

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View this Public Meeting Notice in its entirety at <http://hiltonheadislandsc.gov/government/news/newsdetails.cfm?NewsID=245>



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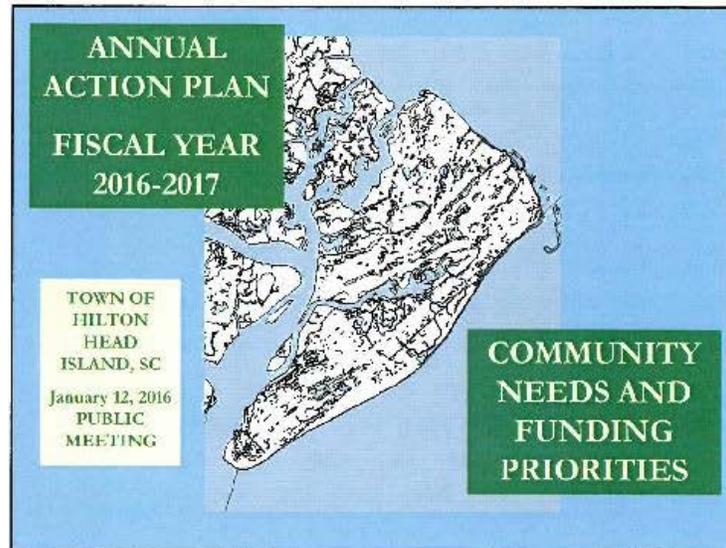
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TOWN OF HILTON HEAD ISLAND
ANNUAL ACTION PLAN FISCAL YEAR 2016-2017
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
ENTITLEMENT PROGRAM

JANUARY 12, 2016 6:00PM

AGENDA

- Welcome and Sign-in
- CDBG Entitlement Program Overview/Estimated Funding Amount
- Purpose of Annual Action Plan
- Projects Listed in 2015-2019 Consolidated Plan
- Public Discussion of Community Needs
- Next Steps in Annual Action Plan Process



Community Development Block Grant Entitlement Program (CDBG)

- Federal grant program administered by the U.S. Department of Housing & Urban Development (HUD).
- Provides annual grants on a formula basis to entitled cities and counties based on population data from the U.S. Census Bureau.
- In fiscal year 2016-17 the Town of Hilton Head Island *anticipates* the CDBG funding amount to be **\$202,347**.
- The annual amount of CDBG Entitlement funding fluctuates each year of program participation and the 2016-17 amount is projected based on the 2015-2016 funding amount.
- Funds are to be used to benefit low-and-moderate income persons, based on HUD guidelines and U.S. Census data.

Low-and-Moderate Income (LMI)

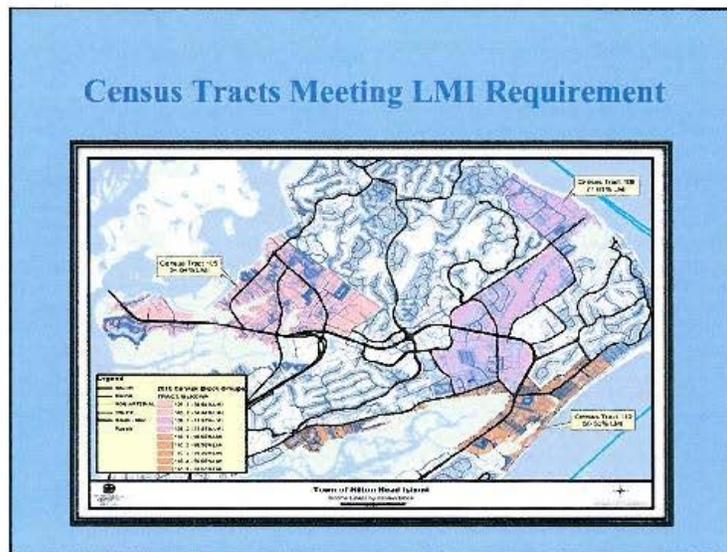
- HUD defines low-and-moderate income households/families as earning annual income less than 80% of the area median income
- The number of people in the household/family is also considered in the calculation.
- Low-Income households/families earn equal to or less than 50% of the area median income.
- Moderate-Income households/families earn equal to or less than 80% of area median income.

LMI Example

- Beaufort County FY 2015 Median Income = \$68,900.
- A low-income family of 4 must have a combined annual income of \$33,700 or less.
- A moderate-income family of 4 must have a combined annual income of \$53,900 or less.
- If a household/family has fewer people the income limit is lower.
- If a household/family has more people the income limit is higher.

Fiscal 2015 Year Income Limits Summary

FY 2015 Income Limit Area	Median Income	FY 2015 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Deafour County	\$68,900	Low (50%) Income Limits	\$23,000	\$27,000	\$31,500	\$33,700	\$36,400	\$38,100	\$41,900	\$44,500
		Moderate (80%) Income Limits	\$37,750	\$43,150	\$48,500	\$51,000	\$56,250	\$62,350	\$66,850	\$71,150



Annual Action Plan Purpose

Provides a summary of actions, activities, and federal and non-federal resources to be used each year to address priority needs and specific goals identified in the 5 Year Consolidated Plan.

Projects in 2015-2019 Consolidated Plan

Program Year	Project Name	Project Description	Estimated Project Cost Amount	Target Area
2015	Borning Star Lane Paving	Paving Dirt Road	\$71,250	Census Tract 105
2016	Rhner Drive Paving	Paving Dirt Road	\$94,406	Census Tract 105
2017	Wiley Road Paving	Paving Dirt Road	\$77,689	Census Tract 108
2018	Murray Avenue Paving	Paving Dirt Road	\$120,769	Census Tract 105
2019	Cobbs Court Paving	Paving Dirt Road	\$120,769	Census Tract 105

What is Your Opinion . . . ?

- What do you think is an important need in your community?
- How can the needs be addressed?

Examples of Community Needs

- **Public Improvements**
Examples: streets, sidewalks, water & sewer infrastructure, parks, drainage improvements
- **Public Facilities**
Examples: neighborhood/community facilities, facilities for persons with special needs
- **Housing Rehabilitation of Owner-Occupied Homes**
Examples: energy improvements, water and sewer efficiency improvements, lead-based paint testing & abatement
- **Economic Development**
Examples: commercial rehabilitation

What Will Be Done Next?

- Based on input received Town staff will draft the FY16-17 Annual Action Plan.
- There will be a 30-day public comment period beginning February 1, 2016.
- The draft plan will be presented at an upcoming Public Facilities Committee Meeting
- The draft plan will be presented to Town Council.
- The final draft plan will be submitted to HUD in May, 2016

~ Thank you for participating ~

Public Meeting Minutes
Public Meeting to Solicit Input and Discuss
Community Development Block Grant (CDBG) Entitlement Program
Annual Action Plan Fiscal Year 2016-2017 (Program Year 2016)

Tuesday, January 12, 2016 6:00pm
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- Water and sewer infrastructure
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NOTICE OF 30 DAY PUBLIC COMMENT PERIOD
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FISCAL YEAR 2016-17 ANNUAL ACTION PLAN

Notice is hereby given that the Town of Hilton Head Island has prepared a draft of its fiscal year 2016 -2017 (program year 2016) Annual Action Plan required by the U.S. Department of Housing and Urban Development (HUD) to receive Community Development Block Grant Entitlement Program funding. The Plan will be available for review and comment for 30 days beginning Monday, February 15, 2016. Copies of the Plan will be available for review Monday – Friday 8:00am – 4:30pm at the Town of Hilton Head Island Town Hall, or may be accessed via the Town of Hilton Head Island website at: <http://www.hiltonheadislandsc.gov> beginning February 15, 2016. Written comments on the Plan are encouraged and may be submitted via the website link, or email to marcyb@hiltonheadislandsc.gov or by mail to Marcy Benson, Senior Grants Administrator, Town of Hilton Head Island Community Development Department, 1 Town Center Court, Hilton Head Island, SC 29928. Comments will be accepted until March 16, 2016.

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Benson Marcy

From: Phillips Rene
Sent: Monday, February 08, 2016 8:56 AM
To: Benson Marcy
Subject: FW: Courtesy Copy: Notice of 30 Day Public Comment Period - CDBG Program FY 2016-17 Annual Action Plan

FYI-

*René Phillips, CIW, Website Administrator
Town of Hilton Head Island
One Town Center Court
Hilton Head Island, SC 29928
843-341-4792
www.hiltonheadislandsc.gov*

From: Town of Hilton Head Island [mailto:updates@secure.hiltonheadislandsc.gov]
Sent: Sunday, February 7, 2016 9:15 AM
To: Phillips Rene <reneh@hiltonheadislandsc.gov>; Kronlein Kris <krisk@hiltonheadislandsc.gov>; Smith Faidra <Faidra5@hiltonheadislandsc.gov>
Subject: Courtesy Copy: Notice of 30 Day Public Comment Period - CDBG Program FY 2016-17 Annual Action Plan

This is a courtesy copy of an email bulletin sent by Rene Phillips.

This bulletin was sent to the following groups of people:

Subscribers of Legal Notices or Media Releases (1307 recipients)



**Notice of 30 Day Public Comment Period - Community Development Block Grant Program
Fiscal Year 2016-17 Annual Action Plan**

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View this notice in its entirety at <http://hiltonheadislandsc.gov/government/news/newsdetails.cfm?NewsID=249>



www.hiltonheadislandsc.gov

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POLITICS



**NOTICE OF 30 DAY PUBLIC COMMENT PERIOD
COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM
FISCAL YEAR 2016-17 ANNUAL ACTION PLAN**

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Town of Hilton Head Island Website

February 15, 2016

Annual Action Plan Notice Page

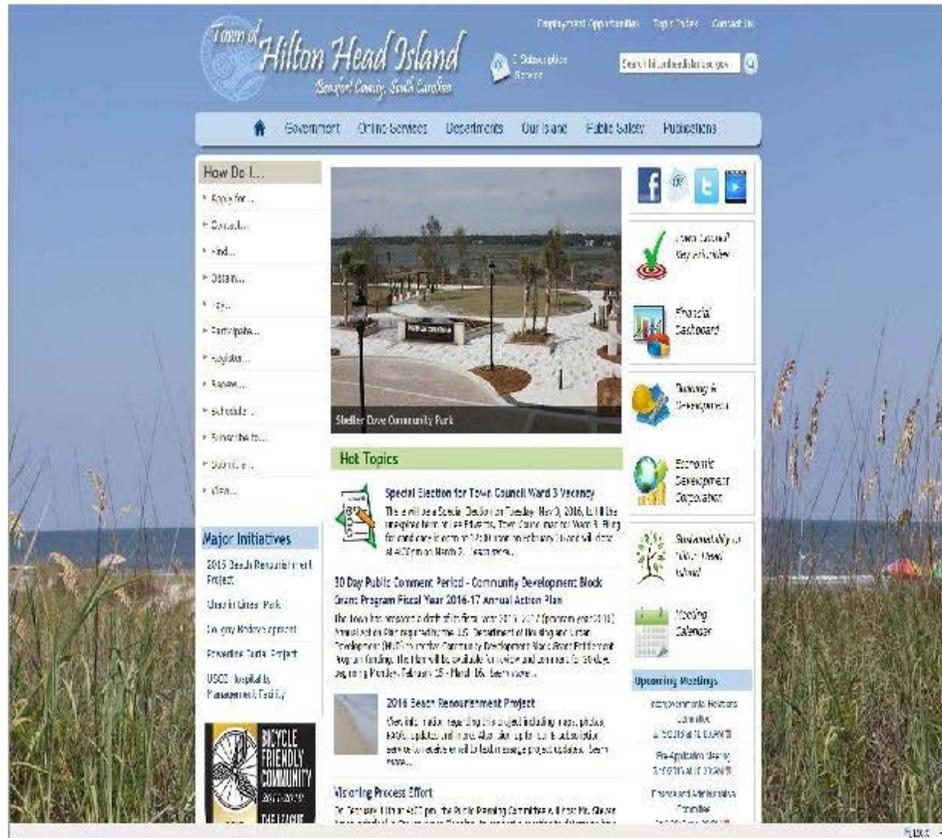
The screenshot shows the Town of Hilton Head Island website. At the top, there is a navigation bar with links for Home, Employment Opportunities, Applications, and Contact Us. Below this is a search bar and a subscription button. A secondary navigation bar includes links for Government, Online Services, Departments, Our Island, Public Safety, and Fundraising. The main content area features a sidebar with 'Submit Comment Online' and 'Boards, Committees, and Commissioners'. The central focus is a 'Public Comment' section for the 'Community Development Block Grant Program Fiscal Year 2016-17 Annual Action Plan'. The text in this section states that the plan is currently open for public comment and provides details on the review process, including a deadline of March 16, 2016. It also lists contact information for Mary Benson, the Grants Administrator, and provides a 'Submit Your Comment' button. At the bottom of the page, there is a footer with contact information for the Town of Hilton Head Island.

Annual Action Plan
2016

Town of Hilton Head Island Website – Main Page

February 15, 2016

Annual Action Plan Notice



Public Comments Received During 30 Day Comment Period

**For the Fiscal Year 2016-2017 (Program Year 2016)
Annual Action Plan**

Comment Summary

No comments were received.

TOWN OF HILTON HEAD ISLAND
Community Development Department

TO:	Town Council; Steve Riley, ICMA CM
FROM:	Tom Lennox, Chairman, Public Planning Committee
CC:	Greg DeLoach, Assistant Town Manager
CC:	Charles Cousins, Director of Community Development
DATE	3-18-2016
SUBJECT:	Recommendation for Creating a Visioning Process

Recommendation: That Town Council approves the following recommendation:

Working with and encouraging the participation of civic, public and private partners, Town Council should authorize the development of a comprehensive long range Vision for Hilton Head Island. The purpose in developing the Vision is:

- to protect and enhance our quality of life,
- to coalesce the needs and desires of residents, visitors, and business owners, and
- to create a vision statement and long range plan which defines the program of work.

The process should be developed by a Steering Committee appointed by Town Council and managed by a project coordinator working closely with the Public Planning Committee, assisted by the Planning Commission and Town Staff. A consultant should be engaged at the commencement of the project, at critical intervals during the process, and at its conclusion.

Summary: This proposed Visioning Process will guide the future efforts for the Town of Hilton Head Island.

Background: The Public Planning Committee coordinated with Steven Ames of Steven Ames Consulting during a 3 day visit in February and charged him to determine how to proceed, or not, with a Visioning Process. Thirteen meetings were held involving over 60 individuals from various organizations and businesses to discuss the previous vision work and how or whether to use that in continuing the process. At the conclusion of his work, Mr. Ames produced a summary memo with recommendations for the Visioning Process. The Public Planning Committee met on March 3rd and March 17th to discuss these recommendations, and at their March 17th meeting, they moved to forward the above recommendation to Town Council.

MEMORANDUM

TO: Town Council

FROM: Kim Likins, Council Member /Greg DeLoach, Assistant Town Manager

Re: Rawle Murdy scope of work proposal/Arts and Cultural
Public Communication Initiative

DATE: March 28, 2016

Based on Town Council member comments at its March 1, 2016 Town Council meeting, Public Communications firm, Rawle Murdy, submitted the attached proposal for Council's approval.



**Town of Hilton Head
Scope of Work – Arts & Culture Initiatives**

April 1, 16



What we will deliver?

The Town of Hilton Head is engaging Rawle Murdy to lead a comprehensive effort to inform, educate and excite the Hilton Head community about the Town's commitment (i.e., financial investment) to support the Arts & Culture Industry. In addition to broadly communicating the Town's support among key centers of influence and Arts & Culture stakeholders, the Town is interested in a plan to build stronger, year-round awareness for the diverse Arts & Culture scene among residents and tourists alike.

The following outlines the process/deliverables that we envision Rawle Murdy leading over the course of the project:

1. *Discovery and Insights/Industry Immersion*

There is much we've learned from reading Town Council minutes, media coverage and the Community Arts and Strategic Planning Commission final report. However, it would be beneficial for members of our team to spend a day or more in the market to better understand what Hilton Head has to offer as an Arts and Culture destination. In addition to getting assimilated to the strengths of the Town's Arts & Culture scene, it would be helpful to meet with key representatives from the Town, Arts and Strategic Planning Commission and possibly a stakeholder or two on this visit.

2. *Strategic Plan & Message Development*

With the guidance of Town Council and additional insights gathered from our visit, we'll begin to build out a strategic plan for the Arts & Culture initiative. The plan will articulate the Town's vision for supporting Hilton Head as a true arts/culture destination, highlighting the financial investment, formation of Arts & Culture Commission and the creation of committee to assess the feasibility of an arts venue in the area. Our plan will include the crafting of key messages that will strongly convey the Town's vision and commitment, and address the various concerns of arts/culture stakeholders and the broader community. As part of this plan, we will also outline how we envision measuring the success of this overall program.

3. *Public Involvement Plan / Constituent Outreach*

Armed with our strategic plan, we'll set out to create a public involvement plan (PIP)—an executional roadmap to present the Town's vision to the community. We'll clearly define all of our target audiences (i.e., arts/culture stakeholders, community leaders, etc.) and a systematic approach to reaching those groups. Based on prioritization, we'll work with the Town to conduct a series of one-on-one and small group meetings with the most important constituents. As we get further down our list, we'll look to create larger group gatherings where we can assemble a broader group of business and community leaders. In addition to our proactive meetings, our PIP will include the creation of communication tools to maintain active engagement with all constituents. Examples of tools would include the introduction of a quarterly newsletter, section on Town website, blog, social media, etc. to be able to easily disseminate updates with interested parties.

4. *Short- and Long-Term Marketing Plan*

In addition to conveying the Town's vision, another goal of constituent outreach will be gathering critical feedback from members of the community about what they would like to see in the way of support for the arts/culture





community. The appetite for arts-related events and offerings is strong among tourists and full-time residents alike. And on any given day, there is some type of arts event—live music, festival, art exhibit guest speaker, etc. Rawle Murdy will work to develop a series of short- and long-term marketing tactics that will present a cohesive, centralized arts hub that will allow that will allow visitors and residents to be easily apprised of arts offerings and facilitate collaboration and coordination among artists.

How much should you expect to invest?

For the stated deliverables in this scope of work, we're estimating the following financial investment based on a blended hourly rate for our staff members:

Stage 1:		
Discovery and Insights/Industry Immersion (travel time, 8-hour visit)		\$2,000
Stage 2:		
Strategic Plan & Message Development (estimated 10-12 hours)		\$1,900-\$2,300
Stage 3:		
Public Involvement Plan/Constituent Outreach (estimated 40-45 hours)		\$7,700-\$8,700
Stage 4:		
Short- and long-term marketing plan (estimated 10-12 hours)		<u>\$1,900-\$2,300*</u>

TOTAL \$13,500 - \$15,300

* Any creative costs associated with the development of communication tools and other creative elements will be estimated separately for approval by the Town.

