



Town of Hilton Head Island
**COMMUNITY SERVICES AND PUBLIC
SAFETY COMMITTEE MEETING**
Monday, September 26, 2022, 10:00 AM
AGENDA

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

1. **Call to Order**
2. **FOIA Compliance** Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
3. **Roll Call**
4. **Approval of the Minutes**
 - a. Regular Meeting - July 25, 2022
 - b. Special Meeting - August 16, 2022
5. **Appearance by Citizens** Citizens who wish to address the Committee may do so by contacting the Town Clerk at 843.341.4701, no later than 8:00 a.m., Monday, September 26, 2022. Citizens may also submit comments on the agenda items via the eComment portal at [Community Services & Public Safety Committee](#)
6. **New Business**
 - a. Fire Rescue Mid-Year Report - Chris Blankenship, Fire Chief
 - b. Consideration of a Resolution of the Town of Hilton Head Island Approving the Administrative Processes for the Town Council Appointed Boards and Commissions and for Elected Public Officials
7. **Adjournment**

Please note, a quorum of Town Council may result if four (4) or more of their members attend this meeting.



**Town of Hilton Head Island
COMMUNITY SERVICES &
PUBLIC SAFETY COMMITTEE
Monday, July 25, 2022, 10:00 a.m.
MINUTES**

Present from Committee: Bill Harkins, *Chairman*; Tamara Becker, Tom Lennox, Glenn Stanford, *Committee Members*

Absent from Committee: David Ames, *Committee Member*

Present from Town Staff: Josh Gruber, *Deputy Town Manager*; Shawn Colin, *Assistant Town Manager – Community Development*; Missy Luick, *Community Planning Manager*; Krista Wiedmeyer, *Town Clerk*

1. Call to Order

Mr. Harkins called the meeting to order at 10:00 a.m.

2. FOIA Compliance

Ms. Wiedmeyer confirmed compliance with the SC Freedom of Information Act.

3. Roll Call

Ms. Wiedmeyer called the roll, confirming the attendance of the members present.

4. Approval of the Minutes

- a. Regular Meeting – May 23, 2022

Mr. Lennox moved to approve. Mr. Stanford seconded. Motion carried 4-0.

5. Appearance by Citizens

Ms. Wiedmeyer affirmed that there were no citizens signed up to address the committee.

6. New Business

- a. Beaufort County Quarterly Crime Statistics Report

Lieutenant Andrew Faucett with the Beaufort County Sheriff's Office delivered the quarterly Crime Statistics Report. He answered questions posed to him from the Committee.

- b. Consideration of an Ordinance Authorizing the Town Manager to Take Such Actions as May be Necessary to Effectuate an Exchange and Transfer of Real Property Owned by the Town of Hilton Head Island with the Beaufort County in Exchange for the Receipt of Certain Real Property Located on Hilton Head Island.

Mr. Gruber delivered a brief presentation on this matter answering questions posed to him from the Committee. With little discussion, Mr. Lennox moved to forward a recommendation for approval of the Ordinance to Town Council. Mr. Stanford seconded. A very brief discussion took place before the motion carried 4-0.

- c. Review of the Administrative Processes for the Orientation of New Members Appointed to the Town Council Appointed Boards and Commissions and the Orientation of New Members Elected to the Office of Mayor and Town Council

Ms. Wiedmeyer delivered an overview of the two proposed administrative processes being proposed. She answered questions and noted the feedback provided by the Committee. Ms. Wiedmeyer explained that these were the initial drafts and she hoped to have final drafts back before the Committee for final consideration soon.

- d. Consideration of a Proposed Ordinance to Amend Chapter 1 of Title 17 of the Municipal Code of Hilton Head Island, Adopted by Reference of the Beaufort County Ordinance, Chapter 14, Article II, Animal Control

Mr. Gruber introduced and started the discussion with the Committee on this matter, before asking Ms. Brittany Ward, Deputy Attorney for Beaufort County. Ms. Ward explained that the State Legislation had amended the State Code and to be consistent with the State, the County did the same. She said that the County had asked all of the local municipalities to do the same to maintain consistency across the region. Ms. Ward and Mr. Gruber answered questions posed by the Committee, most notably the question from Mrs. Becker about leashes for dogs on the Island's beaches. Mr. Gruber explained that this should not negate the leashes on the beach as it is a completely separate code with the Town's municipal code. He said if the Committee approved moving this forward, he would have a final answer for Mrs. Becker before Town Council considered the matter. With no further discussion, Mr. Lennox move to forward a recommendation for approval of the Ordinance to Town Council. Mr. Stanford seconded. The motion carried 4-0.

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

Mr. Harkins said that he and his colleagues had further questions about this item and would ask that the Committee members share their thoughts in writing and defer this matter to the next meeting. With no discussion, Mrs. Becker moved to defer the consideration of this matter to the next Committee meeting. Mr. Stanford seconded. The Chairman affirm with Ms. Wiedmeyer that the Committee did not want to consider his matter until they had all the information. With no further discussion, the motion carried 4-0.

7. Executive Session

- a. Discussion of Personnel Matters Related to the Appointments and Reappointments to the Town of Hilton Head Island Boards and Commissions [pursuant to SC Freedom of Information Act Sec. 30-4-70(a)(1)]

At 11:20 a.m., Mr. Lennox moved to enter Executive Session. Ms. Becker Seconded. Motion carried 4-0.

8. Adjournment

The Committee returned with no action to be taken, adjourning at 11:35 a.m.

Approved:

Drafted and Submitted by:
Krista M. Wiedmeyer, Town Clerk

The recording of this meeting can be found on the Town's website at www.hiltonheadislandsc.gov



Town of Hilton Head Island COMMUNITY SERVICES & PUBLIC SAFETY COMMITTEE Tuesday, August 16, 2022, 11:00 a.m. MINUTES

Present from Committee: Bill Harkins, *Chairman*; David Ames, Tom Lennox, Glenn Stanford, *Committee Members*

Absent from Committee: Tamara Becker, *Committee Member*

Present from Town Staff: Josh Gruber, *Deputy Town Manager*; Shawn Colin, *Assistant Town Manager – Community Development*; Missy Luick, *Community Planning Manager*; Krista Wiedmeyer, *Town Clerk*

1. Call to Order

Mr. Harkins called the meeting to order at 11:00 a.m.

2. FOIA Compliance

Ms. Wiedmeyer confirmed compliance with the SC Freedom of Information Act.

3. Roll Call

Ms. Wiedmeyer called the roll, confirming the attendance of the members present.

4. Appearance by Citizens

Nell Hay, Lavon Stevens, Louise Cohen, Ibrahim Abdul Malik, and Benjamin Kinnas address the Committee on the Gullah History and Cultural Education Program, asking that the Committee consider forwarding to Town Council for final consideration and approval.

5. Committee Business

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

Mr. Harkins reported that at the Committee's last meeting, the members felt it appropriate to defer the item for consideration at the next Committee meeting due to a number of questions the members had. He said that since then, Town Council has had the opportunity to speak with Town staff to better understand the proposed program. Mr. Colin then addressed the Committee to further explain the intent of the program and answer any questions they may have.

Mr. Ames moved to forward a recommendation for approval of the Resolution to Town Council. Mr. Stanford seconded. Upon the conclusion of the discussion from both the citizens in attendance and the Committee, the motion carried 4-0.

6. Adjournment

The Committee returned with no action to be taken, adjourning at 11:35 a.m.

Approved:

Drafted and Submitted by:
Krista M. Wiedmeyer, Town Clerk

The recording of this meeting can be found on the Town's website at www.hiltonheadislandsc.gov

Hilton Head Island Fire Rescue

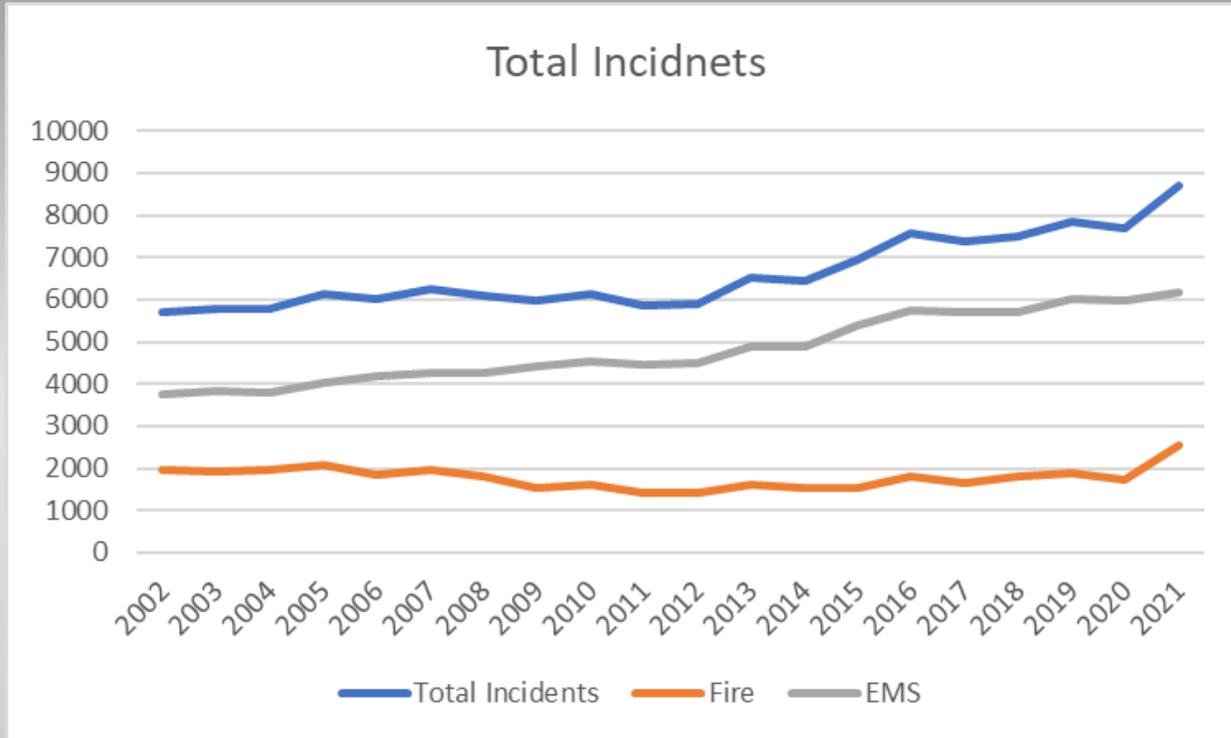
2022 Mid- Year Update

Report covers the months of
January – June 2022

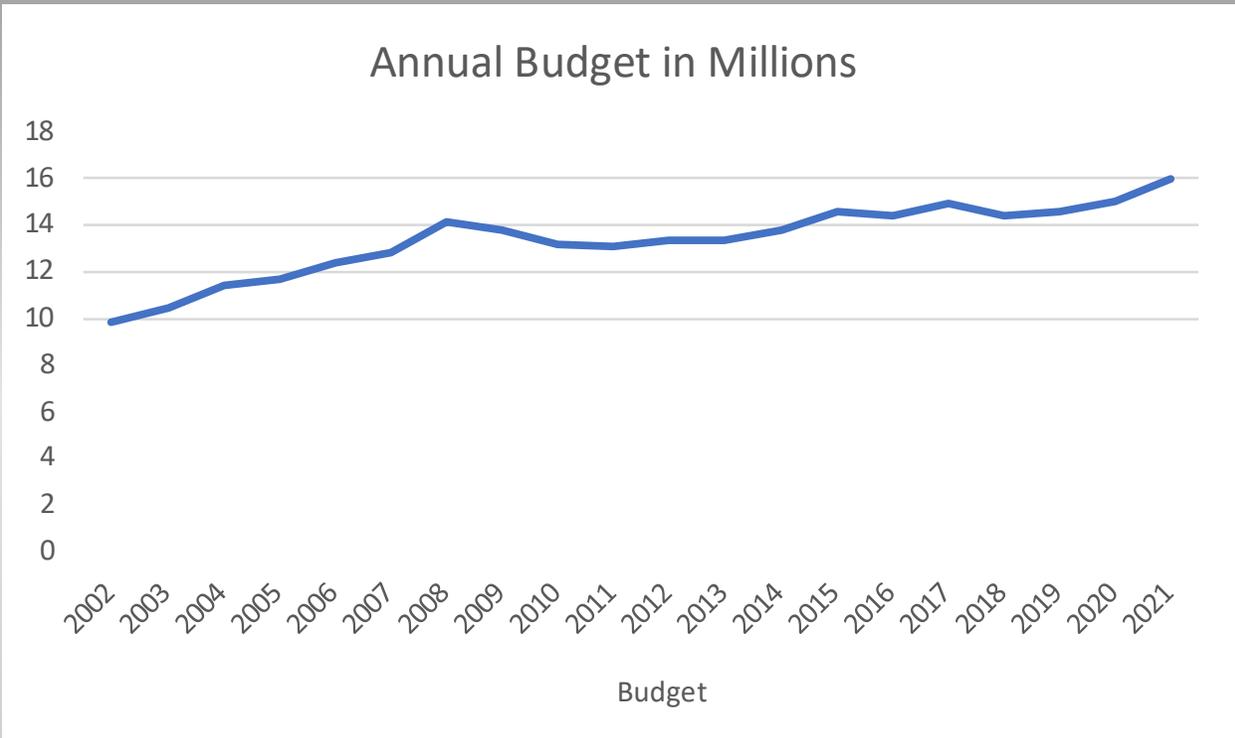


Hilton Head Island Fire Rescue

Incidents per Year



Annual Operating Budget

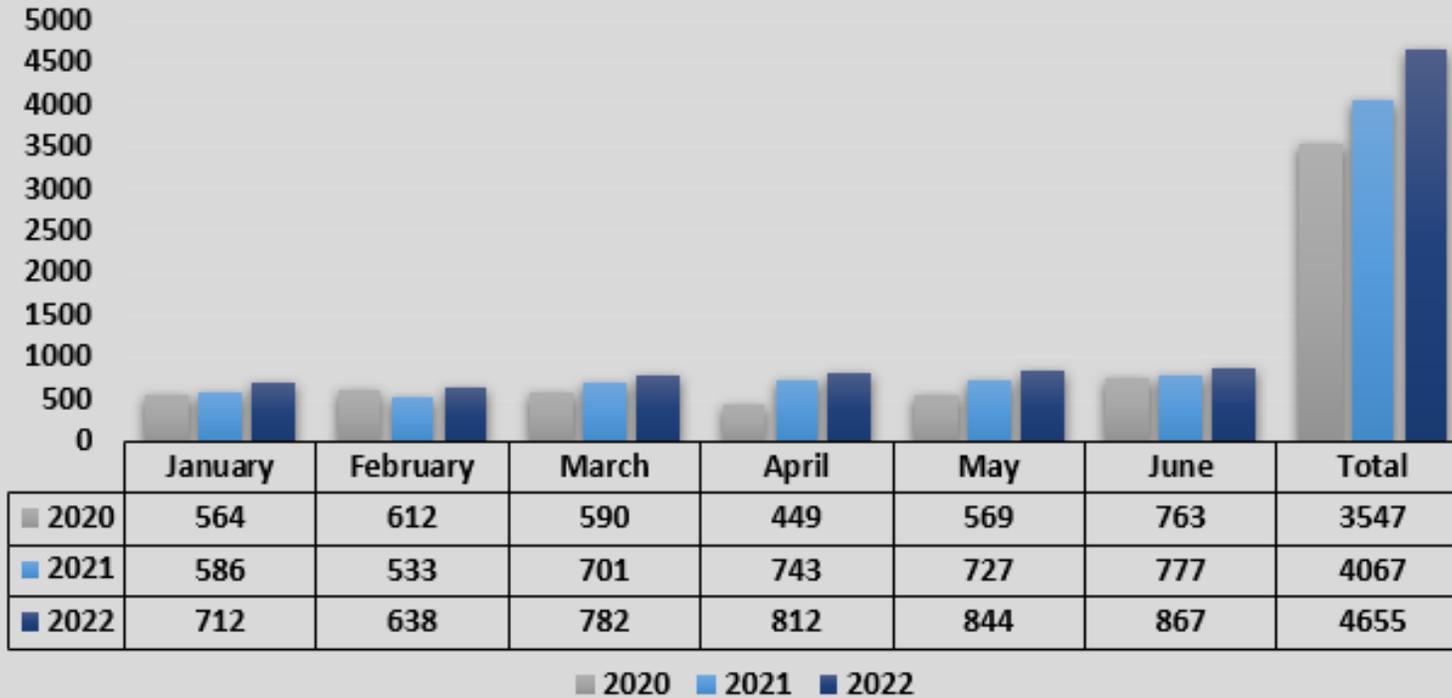


Hilton Head Island Fire Rescue

Response
Data

All
Incidents

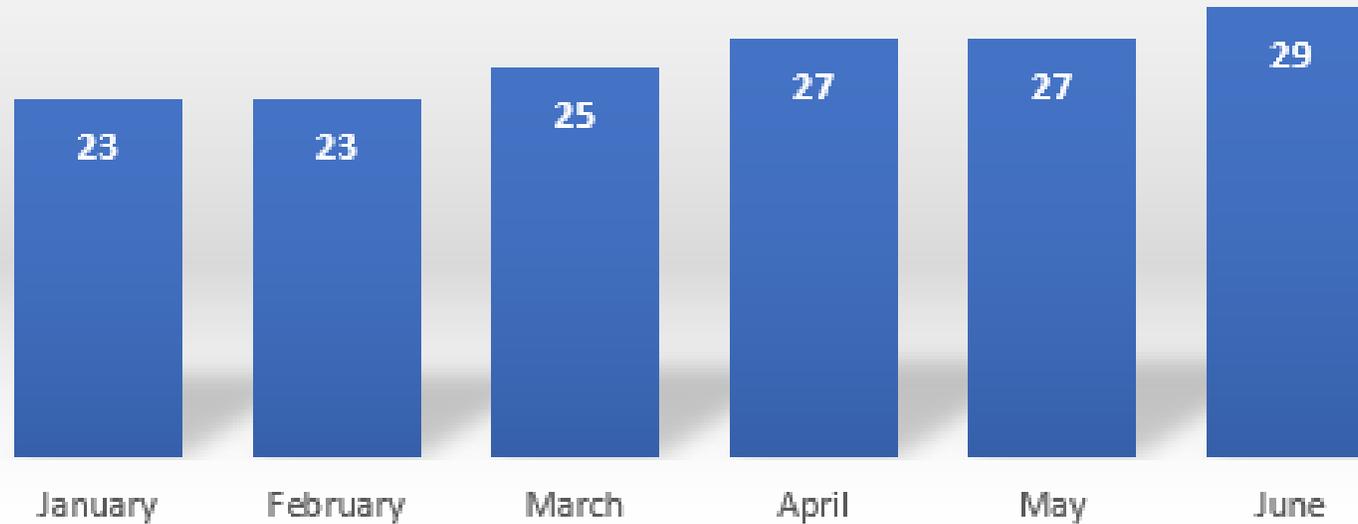
Incident Count by Month January - June 2022



Hilton Head Island Fire Rescue

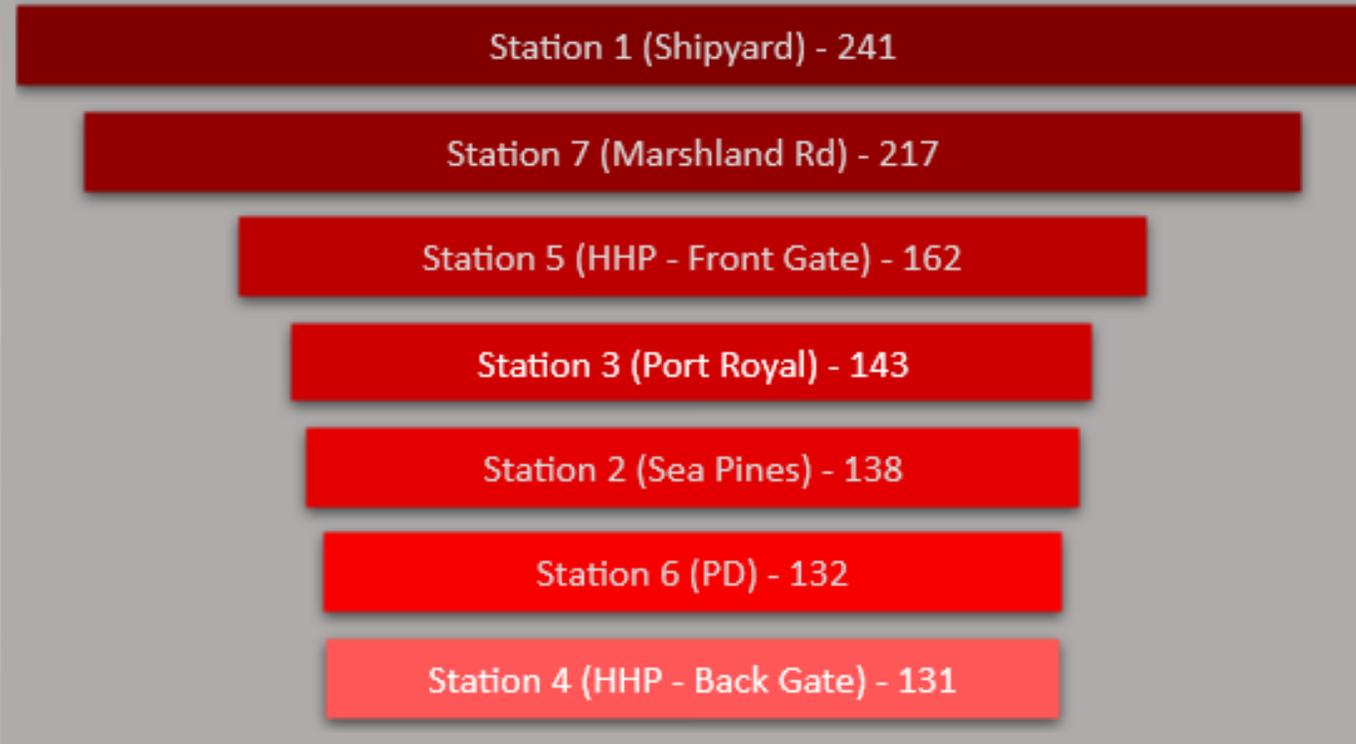
Response
Data
All Incidents

Average Incidents Per Day
January-June 2022



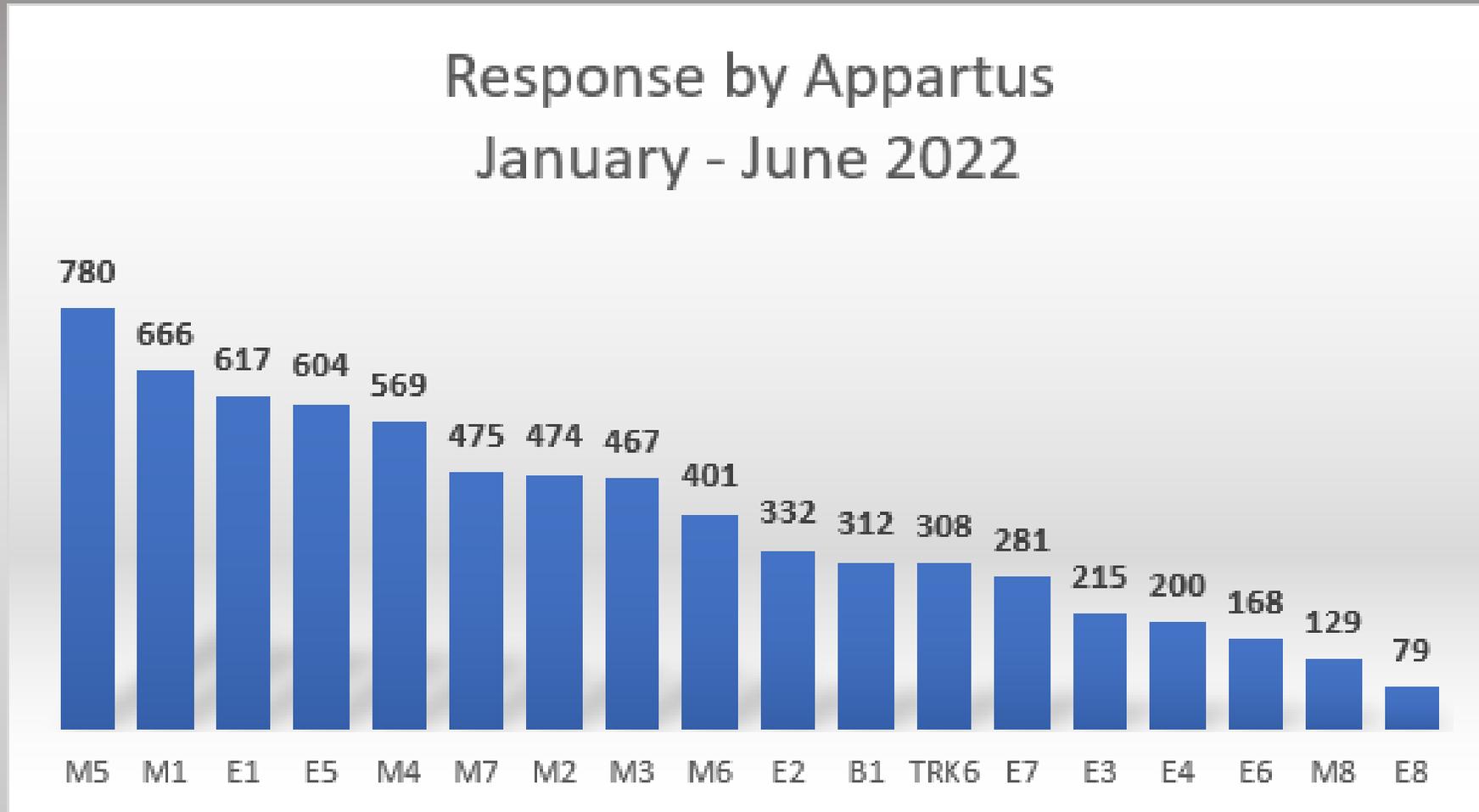
Hilton Head Island Fire Rescue

Six Month Fire Incidents by Station January - June 2022



Hilton Head Island Fire Rescue

Response
Data



Hilton Head Island Fire Rescue

Fire Loss
 >
\$25,000

Incident Date	Incident Address	Total Pre-Incident Value	Total Loss Value	Total Saved Value
01/03/2022	Restaurant - Big Bamboo Unintentional/Failure of equipment/ 1 N Forest Beach Dr B2-9	5284080	\$25000.00	\$5259080.00
02/16/2022	Single Family Home Unintentional 7 Clovehitch Ct	725000	\$725000.00	\$0.00
03/16/2022	Single Family Home Unintentional 203 MITCHELVILLE Rd	340000	\$58000.00	\$282000.00
04/08/2022	Single Family Home Unintentional/Grill On deck spread to home 48 N Forest Beach Dr	2000000	\$55000.00	\$1945000.00
05/04/2022	Vacant Hotel Intentional 40 Waterside Dr	4900000	\$100000.00	\$4800000.00
06/02/2022	Single Family Home Unintentional /Cause Undetermined 319 Squire Pope Rd	125000	\$75000.00	\$50000.00
06/11/2022	Multi Family Unintentional/ Equipment too close to combustables 8 Southwood Park Dr Unit 138	2530600	\$213000.00	\$2317600.00



Hilton Head Island Fire Rescue

Open Burning Data

Number of permits registered on Approved Dates	Number of Compliance Checks by Fire Rescue Personnel	Number of Warnings Issued	Number of Citations Issued	Current Number of Active Permits
221	221	12	3	506



Hilton Head Island Fire Rescue

Six Month Medical Incidents by Station January - June 2022

Station 5 (HHP - Front Gate) - 770

Station 1 (Shipyard) - 719

Station 4 (HHP - Back Gate) - 564

Station 7 (Marshland Rd) - 412

Station 3 (Port Royal) - 381

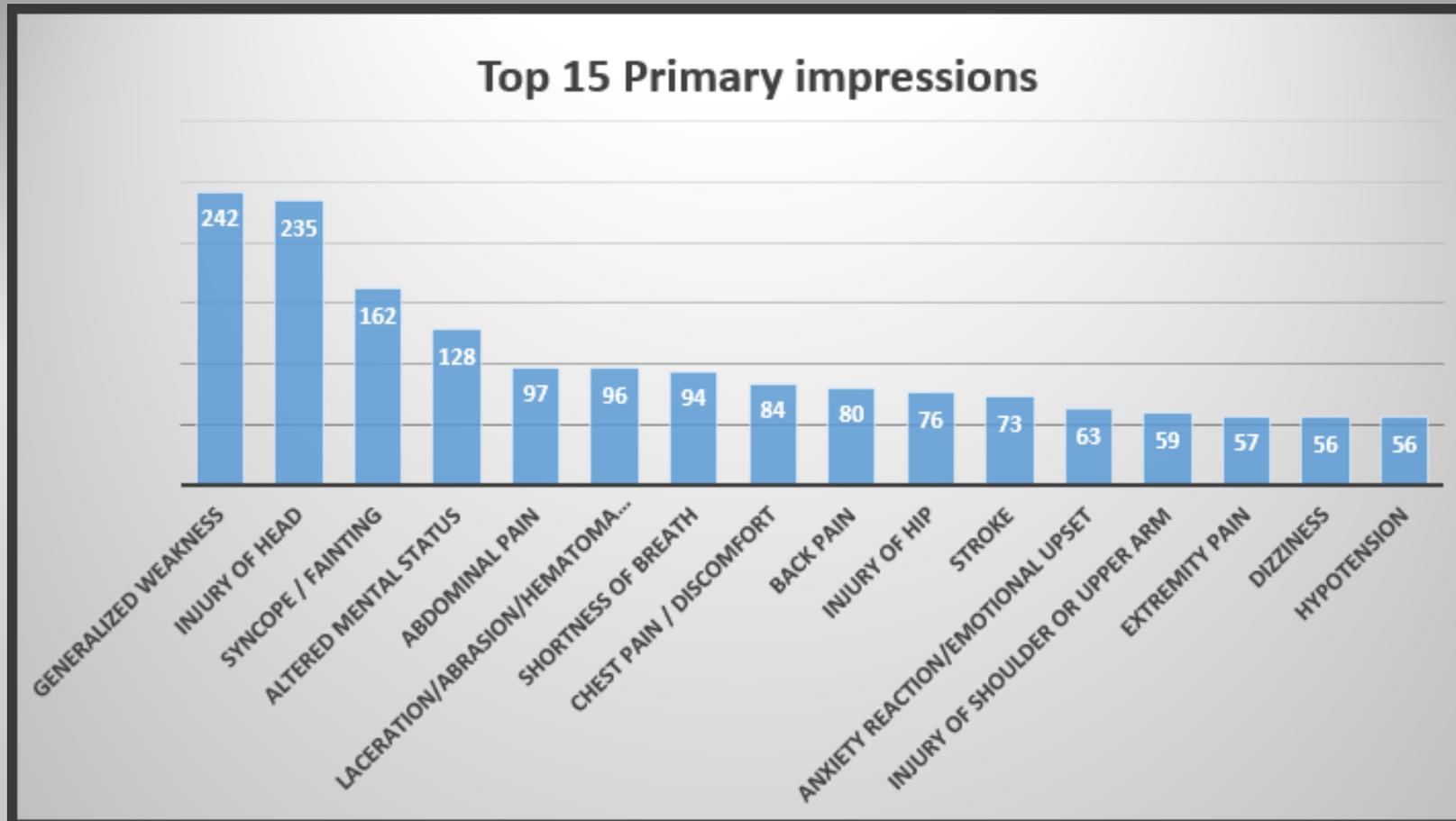
Station 6 (PD) - 321

Station 2 (Sea Pines) - 320



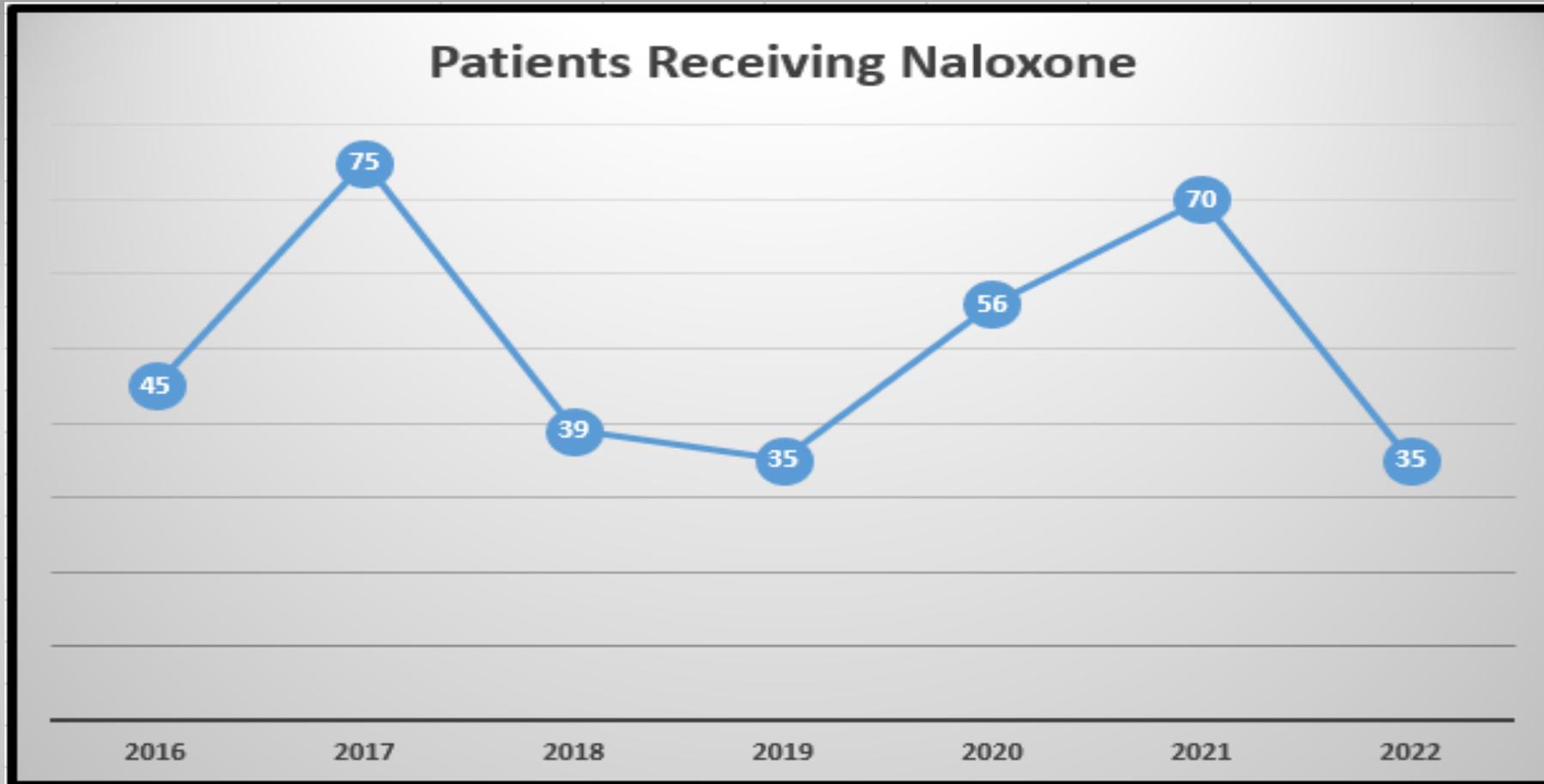
Hilton Head Island Fire Rescue

EMS Response Data



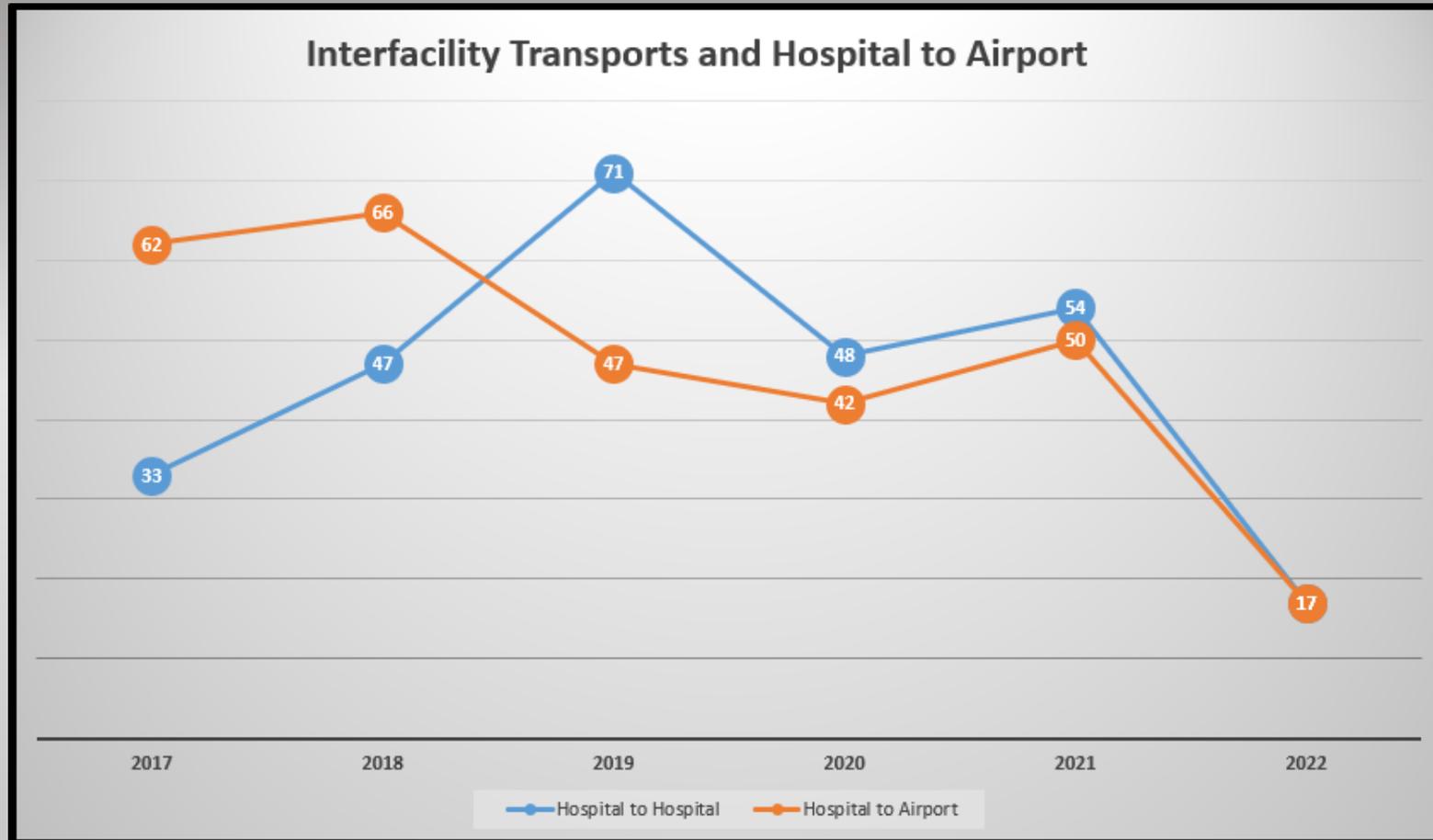
Hilton Head Island Fire Rescue

EMS Response Data



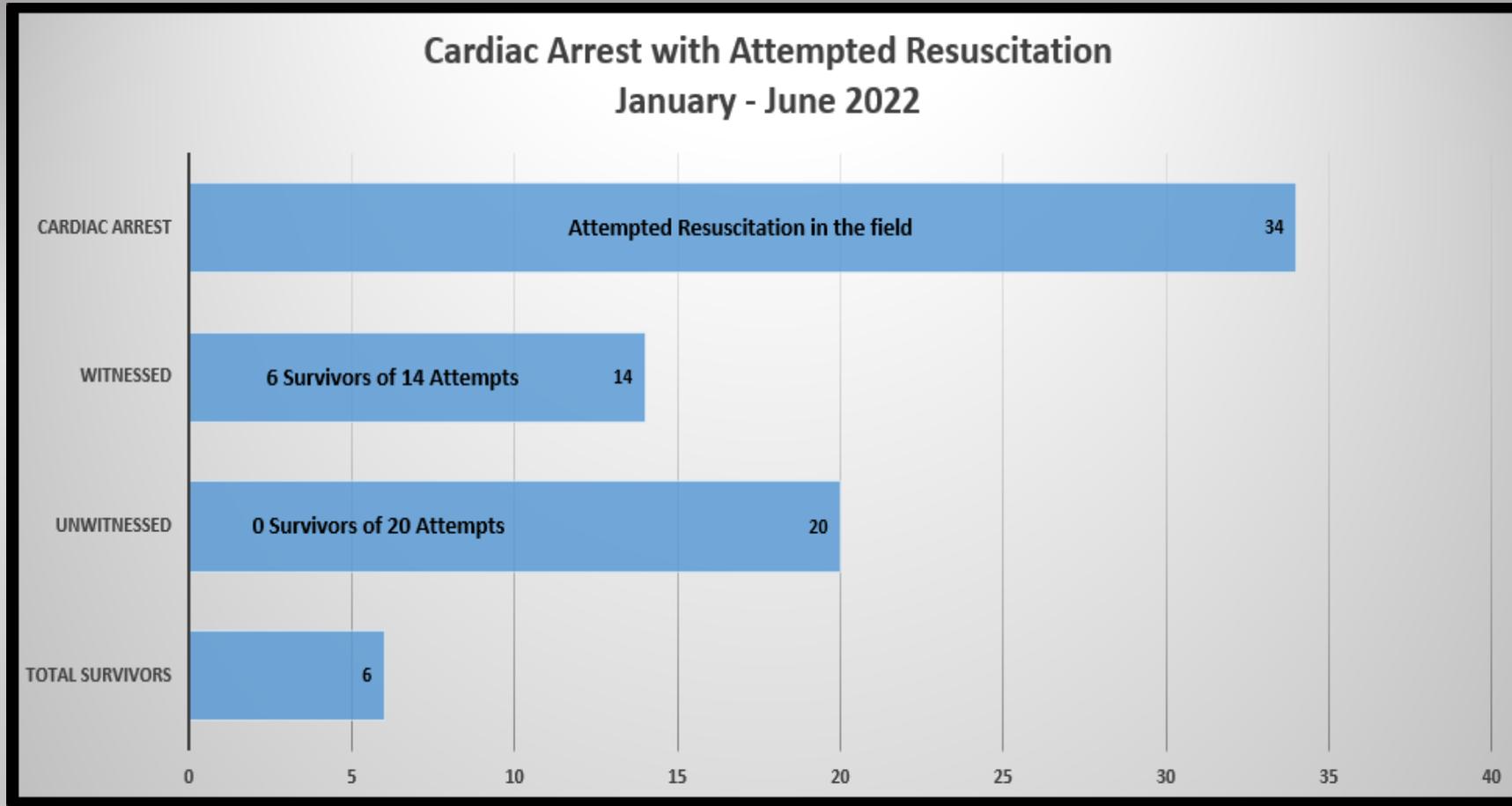
Hilton Head Island Fire Rescue

EMS Response Data



Hilton Head Island Fire Rescue

EMS Response Data



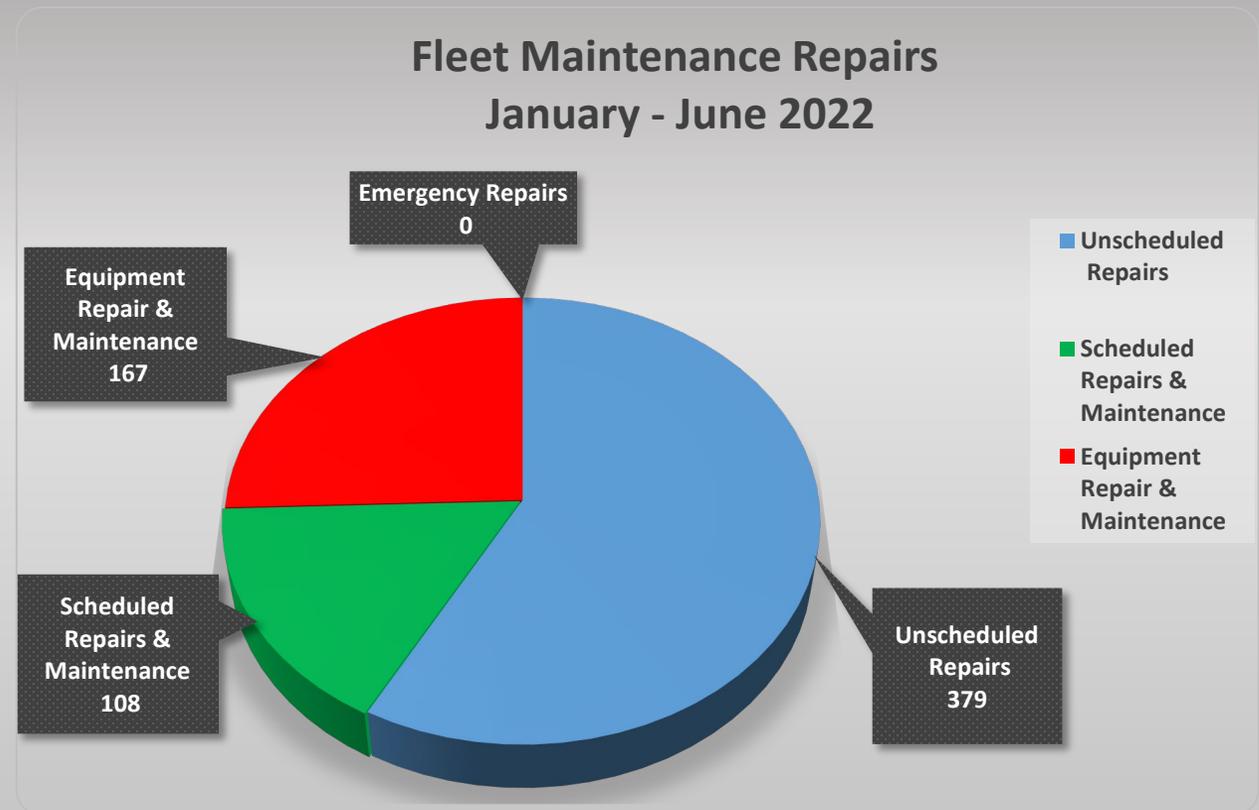
Hilton Head Island Fire Rescue

Fire Rescue Divisional Report and Accomplishments

Fleet Maintenance

Accomplishments

- Replacement of 6 Staff vehicles – Completed June 30, 2022. 4 new staff vehicles for Fire Rescue, 1 new staff vehicle for Community Development and 1 new staff vehicle for Facilities Management have been placed in service and 6 decommissioned vehicles have been sold thru GovDeals following Town Procurement guidelines.
- As of June 2022, Technician Vallera has obtained EVT Level I & Level II Fire Apparatus Technician.



Hilton Head Island Fire Rescue

Fire Rescue Divisional Report and Accomplishments

Emergency Management

Accomplishments

- Tsunami TTX with Beaufort County
- Renewed Tsunami and StormReady
- Supported Airport TTX
- State Fueling Exercise
- Special Event Planning (Concours, Heritage, St. Patrick's)
- Tsunami Functional Exercise with Beaufort County
- Hazard Identification and Risk Assessment

Data

- 10 Community Presentations
- 483 Participants
- Over 500 Emergency Preparedness guides distributed



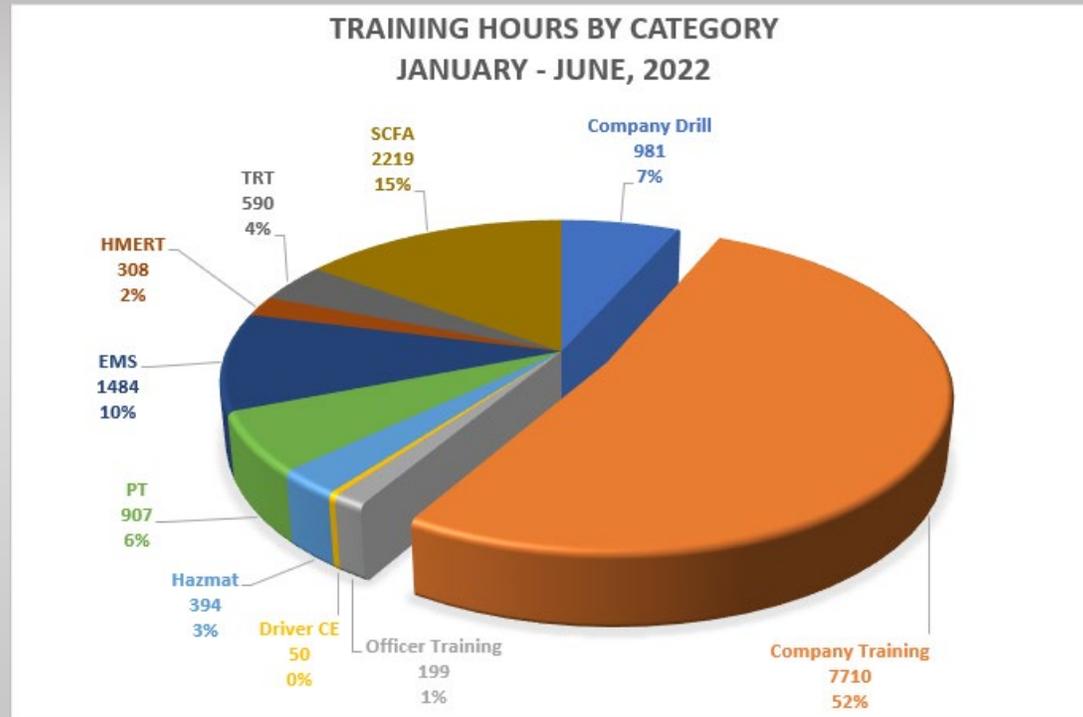
Hilton Head Island Fire Rescue

Fire Rescue Divisional Report and Accomplishments

Operations Division Safety & Professional Development

Accomplishments

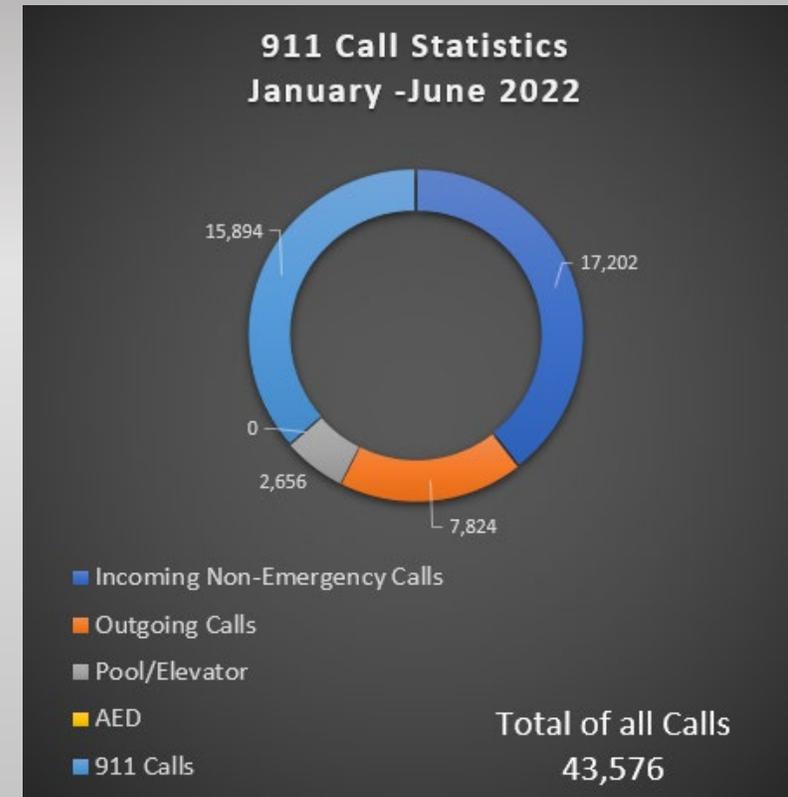
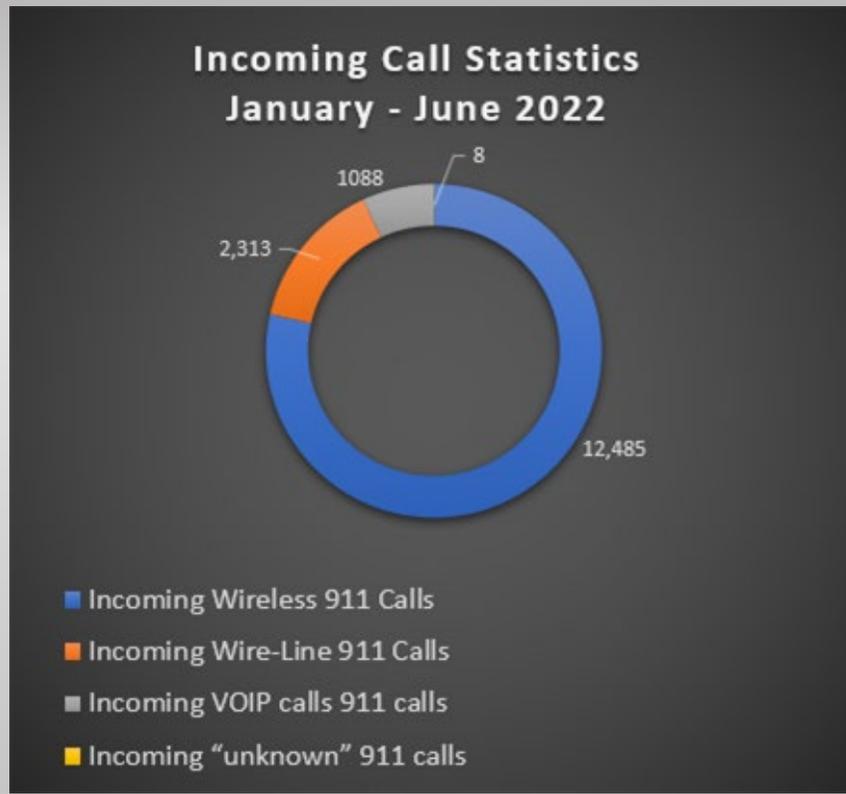
- Implemented Town Safety Training in Fire Rescue 1 Academy and Local GovU learning management platforms
- Onboarded 10 new firefighters in 3 recruit classes



Hilton Head Island Fire Rescue

Fire Rescue Divisional Report and Accomplishments

911 Communications Division



Hilton Head Island Fire Rescue

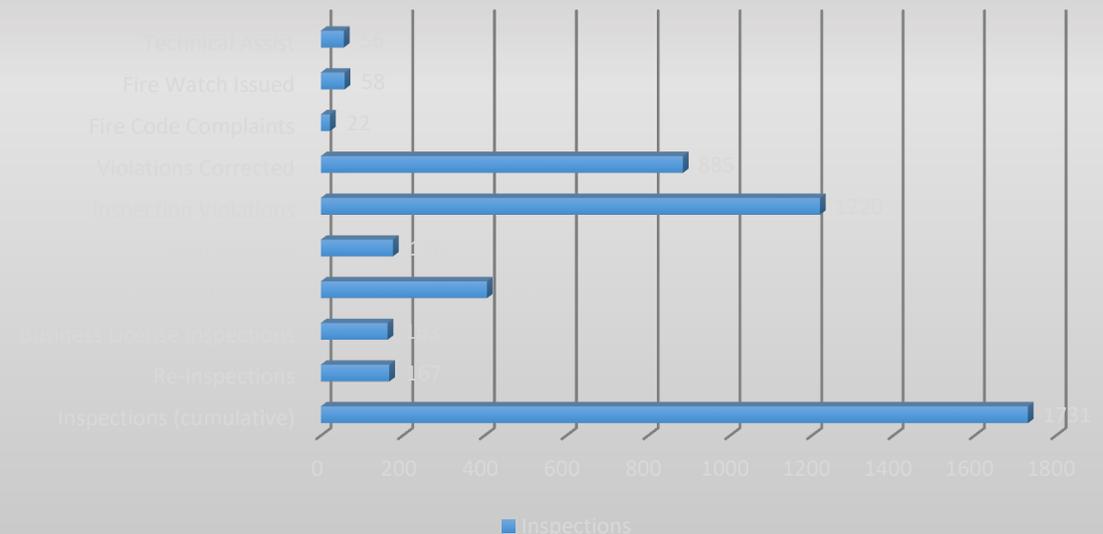
Fire Rescue Divisional Report and Accomplishments

Administration Division Bureau of Fire Prevention

- Collecting Fire Alarm data to determine how to reduce the fire alarm responses.

Inspections (cumulative)	1731	Inspection Violations	1220
Re-inspections	167	Violations Corrected	885
Business License Inspections	163	Fire Code Complaints	22
Building Permit Inspections	406	Fire Watch Issued	58
Plan Reviews	176	Technical Assist	56

Fire Inspections



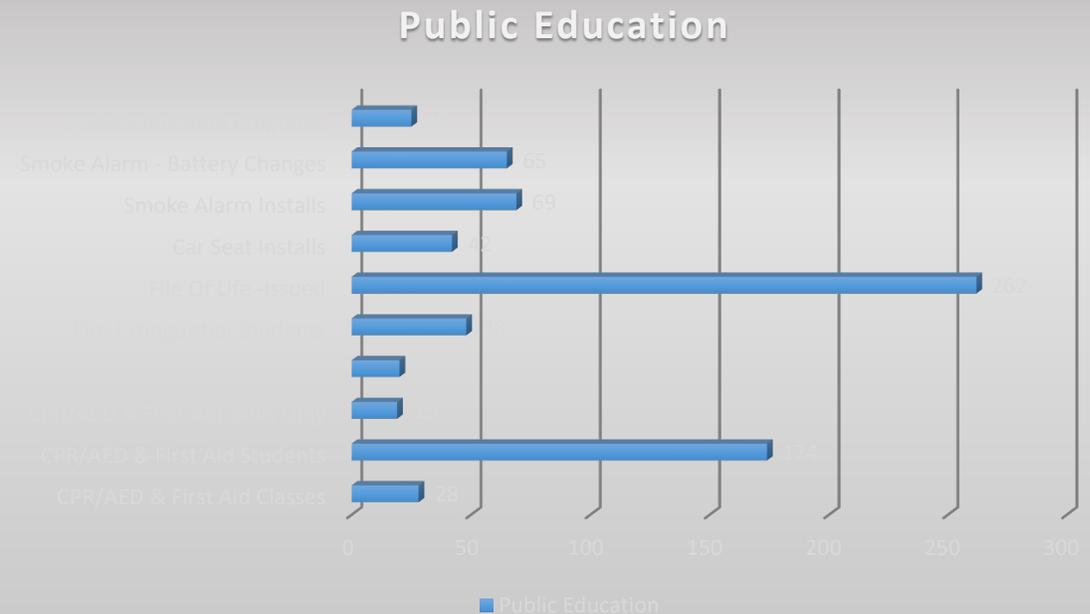
Hilton Head Island Fire Rescue

Fire Rescue Divisional Report and Accomplishments

Administration Division Bureau of Fire Prevention

- Documented save from a house fire where we installed smoke alarms years earlier that woke the occupant and allowed them time to escape.

CPR/AED & First Aid Classes	28	Car Seat Installs	42
CPR/AED & First Aid Students	174	Smoke Alarm Installs	69
CPR/AED & First Aid Skills Only	19	Smoke Alarm - Battery Changes	65
Risk Watch	9	Addressing Installation	59
Articles Published	20	File of Life- Issued	262
Fire Extinguisher Students	48	Public Education Programs - All Types	25



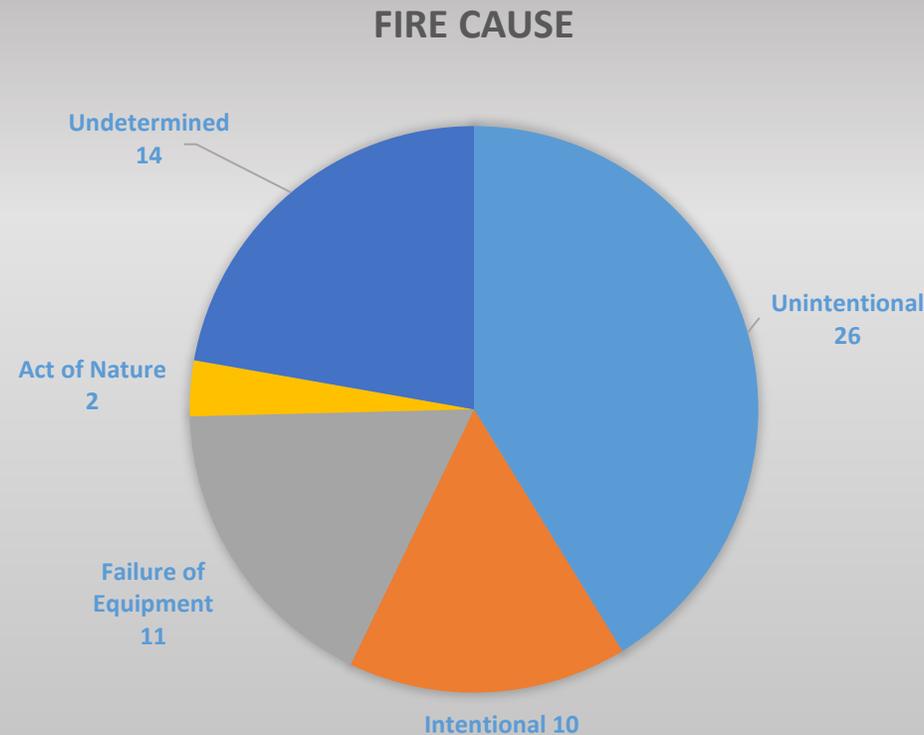
Hilton Head Island Fire Rescue

Fire Rescue Divisional Report and Accomplishments

Administration Division Bureau of Fire Prevention

Accomplishments

- 65 fires total
- Conducted 19 full fire investigations



Hilton Head Island Fire Rescue

Staffing Update

- 6 Vacancies on June 30th - Fire Rescue Line Operations
 - 2 Current Vacancies. Hiring Pool Application Process Currently Open
- 911 Comms Center – 2 Open Positions.
- January – June: Line Operations and Dispatch
 - 1 Retirement
 - 10 Resignations – 6 left the fire service. 4 relocated for other fire service jobs



Hilton Head Island Fire Rescue

Department Initiatives –On Going

- Comprehensive look at our Organizational Structure
- Review and implement changes to our response model to meet increasing demand.
- Fire Rescue Pumper and Quint Replacement Project
- Support the Implementation of Strategic Plan Initiatives – Fire Rescue & Town
- Finalizing new EMS Protocol Manual
- Recruitment and Retention Committee
- Community Outreach Committee



Hilton Head Island Fire Rescue



Hilton Head Island Fire Rescue

Thanks for your Support of Fire Rescue





TOWN OF HILTON HEAD ISLAND

Community Services & Public Safety Committee

TO: Community Services & Public Safety Committee

FROM: Krista Wiedmeyer, Town Clerk

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

DATE: September 22, 2022

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

RECOMMENDATION:

That the Community Services and Public Safety Committee forward a recommendation to Town Council recommending adoption of a Resolution approving the Administrative Processes for the Town Council appointed Boards and Commissions and for newly elected public officials.

BACKGROUND:

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

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

The processes will provide the information and resources for the individual to effectively serve the community. Such information includes, but is not limited to, the form and structure of the Town government, major initiatives and key projects, approved plans and reports, and the Municipal Code and Land Management Ordinance.

Also included is training, such as the Gullah-Geechee History and Cultural Education Program, conducting an effective meeting, active shooter training, and the required annual training for the Board of Zoning Appeals, Design Review Board, and Planning Commission.

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

SUMMARY:

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

ATTACHMENTS:

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

RESOLUTION 2022-_____

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

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

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

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

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

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

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

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

THE TOWN OF HILTON HEAD ISLAND,
SOUTH CAROLINA

John J. McCann, Mayor

ATTEST:

Krista M. Wiedmeyer, Town Clerk

APPROVED AS TO FORM:

Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____



TOWN OF HILTON HEAD ISLAND

ADMINISTRATIVE PROCESS FOR BOARDS & COMMISSIONS



BOARDS & COMMISSIONS MEMBERSHIP APPLICATION INTAKE & APPOINTMENT PROCESS

RECRUITMENT:

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

APPLICATION SUBMITTAL:

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

AUDIT:

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

AUDIT (cont.):

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

PERSONNEL COMMITTEE:

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

TALENT BANK & APPLICATION REVIEW

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

INTERVIEW PROCESS:

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

APPOINTMENT:

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

POST-TOWN COUNCIL APPOINTMENT APPROVAL:

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



SAMPLE INTERVIEW QUESTIONS & SELECTION CRITERIA

SAMPLE INTERVIEW QUESTIONS:

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

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

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

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



BOARDS & COMMISSIONS MEMBER ORIENTATION

NAME: _____

BOARD/COMMISSION: _____

APPOINTMENT DATE: _____

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

ORIENTATION DATE: _____

TOWN CLERK:

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

BOARD COORDINATOR/BOARD SECRETARY:

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

DIRECTOR OF PUBLIC SAFETY:

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

TOWN ATTORNEY:

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

HISTORIC NEIGHBORHOODS PRESERVATION ADMINISTRATOR:

- Gullah History and Cultural Education.

FOLLOW-UP:

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



BOARDS & COMMISSIONS ORIENTATION MATERIALS

(COMPREHENSIVE LIST OF ALL ORIENTATION MATERIALS)

GENERAL INFORMATION MATERIALS:

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

BOARD SPECIFIC ORIENTATION BINDER MATERIALS:

Accommodations Tax Advisory Committee (ATAC):

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

Board of Zoning Appeals (BZA):

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

Construction Board of Adjustments & Appeals (CBAA):

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

□ CBAA (cont.):

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

□ Design Review Board (DRB):

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

□ Gullah-Geechee Land & Cultural Preservation Task Force:

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

□ Parks & Recreation Commission (PRC):

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

□ **Planning Commission (PC)**

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



TOWN OF HILTON HEAD ISLAND

ADMINISTRATIVE PROCESS FOR
ELECTED OFFICIALS



GENERAL ELECTION CANDIDACY FILING FOR MAYOR AND TOWN COUNCIL

GENERAL ELECTION:

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

FILING PERIOD:

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

TOWN COUNCIL WARD MAP:

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

UPDATE THE TOWN WEBSITE:

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

UPDATE THE TOWN WEBSITE (cont.):

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

MEDIA & SOCIAL MEDIA RELEASES:

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

LEGAL NOTICE:

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

STATEMENT OF CANDIDACY:

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

WITHDRAWALS:

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

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

END OF FILING PERIOD:

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

BALLOT & ELECTION ADMINISTRATION:

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

TOWN MANAGER CANDIDATE MEETING:

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



RUNOFF & SPECIAL ELECTION INFORMATION

RUNOFF ELECTION:

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

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

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

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

- Candidate 3
- Candidate 4

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

SPECIAL ELECTION:

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

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

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

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

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

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



CANDIDATE FILING CHECKLIST

DATE SUBMITTED: _____

NAME: _____

OFFICE OF: _____

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



POST GENERAL ELECTION PROCESS

ORIENTATION & ONBOARDING OF MAYOR AND TOWN COUNCIL:

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

SWEARING-IN CEREMONY:

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

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



MAYOR & TOWN COUNCIL ORIENTATION PROGRAM & CHECKLIST

NAME: _____ **OFFICE OF:** _____

ADDRESS: _____

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

START DATE: _____

TOWN MANAGER:

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

DEPUTY TOWN MANAGER:

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

TOWN ATTORNEY:

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

HUMAN RESOURCES:

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

DIRECTOR OF PUBLIC SAFETY:

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

DIRECTOR OF INNOVATION & TECHNOLOGY:

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

ASSISTANT TOWN MANAGER – COMMUNITY DEVELOPMENT:

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

FIRE CHIEF:

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

EMERGENCY MANAGER:

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

TOWN CLERK:

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

TOWN CLERK (cont.):

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



MAYOR & TOWN COUNCIL ORIENTATION MATERIALS

(COMPREHENSIVE LIST OF ALL ORIENTATION MATERIALS)

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



MAYOR & TOWN COUNCIL END OF TERM CHECKLIST

NAME: _____ **OFFICE OF:** _____

END OF TERM DATE: _____

TOWN MANAGER:

- Retirement/Exit Discussion

HUMAN RESOURCES:

- Empower Retirement – if applicable

TOWN CLERK TO COLLECT:

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

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

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

PURCHASING ELECTRONIC EQUIPMENT:

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

EQUIPMENT RETURNED:

- iPhone
- iPad
- Printer