



Town of Hilton Head Island  
**TOWN COUNCIL MEETING**  
Tuesday, December 1, 2020, 4:00 p.m.  
**AGENDA**

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In accordance the Town of Hilton Head Island Municipal Code § 2-5-15, this meeting is being conducted virtually and can be viewed on the Town's Facebook Page (<http://facebook.com/TownofHiltonHeadIslandSC>) or website (<https://www.hiltonheadislandsc.gov>), as well as Hargray channels 9 & 113 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. **Pledge to the Flag**
4. **Invocation**
5. **Approval of Agenda**
6. **Swearing in of Town Council Members by the Honorable Carmen Tevis Mullen**
  - a. Ward 1 – Alexander Brown, Jr.
  - b. Ward 3 – David Ames
  - c. Ward 6 – Glenn Stanford
7. **Election of Mayor Pro Tempore**
8. **New Business**
  - a. **Consideration of a Resolution of Town Council**

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, recognizing the Town Manager, Stephen G. Riley, and the naming of the Stephen G. Riley Municipal Complex.
  - b. **First Reading of Proposed Ordinance 2020-34 – Town Council Standing Committees**

First Reading of Proposed Ordinance 2020-34 amending Title 2 of the Municipal Code of the Town of Hilton Head Island, South Carolina, General Government and Administration, Chapter 5, Section 2-5-60, Committees of Council; and providing for severability and an effective date.
9. **Adjournment**

**RESOLUTION 2020-\_\_\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN HILTON HEAD ISLAND, SOUTH CAROLINA, RECOGNIZING THE TOWN MANAGER, STEPHEN G. RILEY, AND THE NAMING OF THE STEPHEN G. RILEY MUNICIPAL COMPLEX**

**WHEREAS**, *Stephen G. Riley* has dutifully served the Town of Hilton Head Island for the past 29 years being first hired on June 6, 1991 as the Town's Community Development Director and from 1994 until present, as the Town Manager; and

**WHEREAS**, *Stephen G. Riley* will retire from an exceptional career in public service on December 31, 2020; and

**WHEREAS**, *Stephen G. Riley* has been an invaluable visionary to the Island Community, knowledgeable guide and counselor to Town Council, and a distinguished mentor and leader to the management and employees of the Town government; and

**WHEREAS**, during *Stephen G. Riley's* tenure with Town, he has been instrumental in directing and overseeing many of the incredible community assets that we now all use, enjoy, and are what make the Island the truly wonderful place that it is, including the creation of a robust land acquisition program, developing a network of recreational parks and park expansions, and the effective stewardship of our natural environment; and

**WHEREAS**, *Stephen G. Riley* has exhibited exceptional leadership and perseverance in helping to lead the Island in its recovery from the devastating impacts of Hurricane Matthew in 2016; and

**WHEREAS**, over his 29 year career with the Town, *Stephen G. Riley* has distinguished himself with his deep level of knowledge for all areas of Town operations and a particular expertise in the areas of land use, zoning, and public safety services which have proved to be invaluable to the community; and

**WHEREAS**, during his career, *Stephen G. Riley* has also pursued the enhancement of the Town, both personally and professionally, as evidenced by his participation and leadership in many local civic and community service organizations; and

**WHEREAS**, expressly recognizing the significance of these achievements and of his distinguished service, the members of Town Council wish to express their deepest gratitude and thanks to *Stephen G. Riley* for his many contributions to the betterment of this community and to the Town.

**NOW THEREFORE, BE IT RESOLVED**, that the Town Council for the Town of Hilton Head Island hereby expresses its sincere appreciation to *Stephen G. Riley* for his 29 years of dedicated public service to the residents of Hilton Head Island; and

**BE IT FURTHER RESOLVED**, that as a token of our respect and in recognition of the magnitude of his personal and professional accomplishments, we hereby dedicate the Town offices located at 1 Town Center Court, Hilton Head Island, South Carolina as the **STEPHEN G. RILEY MUNICIPAL COMPLEX**.

**PASSED AND APPROVED BY THE TOWN COUNCIL, THIS \_\_\_\_\_ DAY OF DECEMBER, 2020**

\_\_\_\_\_  
JOHN J. MCCANN, MAYOR

**ATTEST:**

\_\_\_\_\_  
KRISTA M. WIEDMEYER, TOWN CLERK

**APPROVED AS TO FORM:**

\_\_\_\_\_  
CURTIS COLTRANE, TOWN ATTORNEY

**INTRODUCED BY COUNCIL MEMBER:** \_\_\_\_\_

# MEMORANDUM

**TO:** Town Council

**FROM:** Joshua A. Gruber, Deputy Town Manager

**RE:** Proposed Ordinance Number 2020-34 - Committees of Council

**DATE:** November 18, 2020

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**Recommendation:** To better facilitate the most efficient Town Council system within the Town Council/Manager form of government, Town staff recommends approval of Proposed Ordinance 2020-34.

**Summary:** Approval of the amendment to Section 2-5-60 of the Municipal Code will reduce the number of standing committees of Town Council to three, the Finance and Administrative Committee, Community Services and Public Safety Committee, and Public Planning Committee. By making these changes, the workload of the committees would be more evenly distributed and reduce the number of meetings Council members must attend. The committees will be composed of four members of Town Council and one alternate, also a member of Town Council.

It is anticipated that the mission and areas of focus of each committee would be as follows:

## **Finance and Administration Committee**

Mission: Review and analyze the Town's budgets and financial statements, including balance sheet management, vendor contracts, Accommodations Tax funds, and the Town's Designated Marketing Organization. Establish and measure annual performance goals for the Town Manager and perform evaluations of such services. Monitor the performance of the Town's Designated Marketing Organization. Determine the manner and method by which the Town will conduct an annual performance review of the Town Manager. Build and maintain relationships with local, county, state, and federal governments and departments, as well as formulate positions for Town Council review. Receive periodic reports from representatives of the Beaufort County Legislative Delegation. Work with regional governmental bodies such as the Beaufort County Economic Development Corporation, Southern Lowcountry Regional Board, or Lowcountry Area Traffic Study Committee.

## **Areas of Focus:**

- Budget process
- Town revenues and expenditures
- Fee structures
- Personnel issues
- Town attorney matters
- Procurement process review
- All other financial/administrative issues
- Designated Marketing Organization
- Accommodations/Hospitality Taxes
- Matters relating to other governmental entities
- Matters relating to pending or proposed legislation
- Economic Development

## **Community Services and Public Safety Committee**

Mission: Review, discuss and evaluate in greater detail specific issues that directly impact the quality and sustainability of Town infrastructure, Town owned facilities and Town owned property. Manage the Town's Talent Bank and make recommendations for board or committee appointments to Town Council. Consider the efficiency and effectiveness of Town provided services to include, parks and recreation, arts and culture, water and sewer services, pathways and pathway safety, roads, drainage, and other matters for which the Town is the identified service provider or works closely with an identified service provider. Work with the Town Manager to coordinate the solicitation of grants available to the Town for infrastructure or community services related projects. Review, discuss and evaluate in greater detail specific issues related to matters of public safety and the provision of public safety services such as fire response, emergency medical services, law enforcement, beach operations, litter control and enforcement, animal control, and matter related to Town code enforcement.

### **Areas of Focus:**

- Public infrastructure, facilities, lands
- CIP/TIF matters
- Appointments to boards and committee
- Parks and recreation
- Arts and culture
- Hilton Head Island Fire Rescue
- Beaufort County Sheriff's Office
- Beach operations
- Litter
- Code enforcement
- Hurricane response and resiliency

## **Public Planning Committee**

Mission: Review and make recommendations to Town Council for matters pertaining to planning, zoning, land use, growth management, redevelopment, affordable housing, workforce development, Board of Zoning Appeals, Planning Commission, and matters related to the Town's Land Management Ordinance.

### **Areas of Focus:**

- Matters related to community development
- Zoning
- Land use
- Workforce development
- Land Management Ordinance
- Comprehensive Plan
- Design Review Board
- Building Codes
- Construction Board of Adjustment Appeals
- Mitchelville/Gullah Geechee matters

**AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND**

**ORDINANCE NO.**

**PROPOSED ORDINANCE NO. 2020-34**

**AN ORDINANCE TO AMEND TITLE 2 OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, GENERAL GOVERNMENT AND ADMINISTRATION, CHAPTER 5 SECTION 2-5-60, COMMITTEES OF COUNCIL; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

**WHEREAS**, the Town Council of the Town of Hilton Head Island, South Carolina previously adopted Ordinance 2015-05, amending Section 2-5-60 for the purpose of codifying Town Council Standing Committees, namely the Finance and Administrative Committee, Intergovernmental Relations Committee, Community Services Committee, Public Planning Committee, Public Facilities Committee, and the Public Safety Committee; and

**WHEREAS**, the Town Council adopted Ordinance 2019-10, further amending Section 2-5-60 reducing the number of standing committees of Town Council to four, the Finance and Administrative Committee, Intergovernmental Committee, Community Services and Public Safety Committee; and the Public Planning Committee; and

**WHEREAS**, the purpose of the Town Council Standing Committee system is to facilitate a more efficient Town Council system within the Town Council/Manager form of government and to allow for in-depth analysis of issues, proposed ordinances, and other Town-related matters; and

**WHEREAS**, the Town Council now desires to amend Section 2-5-60 by reducing the number of standing committees of Town Council to three, the Finance and Administrative Committee, Community Services and Public Safety Committee, and Public Planning Committee.

**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:**

**NOTE:** Newly added language is illustrated with double underline and deleted language is illustrated with ~~strikethrough~~.

**Section 1. Sec. 2-5-60. - Committees of council.**

- (a) The Town Council shall have standing committees to assist in the efficient operation of the Town Council, namely the Finance and Administrative Committee, ~~Intergovernmental Committee~~, Community Services and Public Safety Committee, and Public Planning Committee. Each committee shall be composed of ~~three (3)~~ four (4) Town Council members and an alternate, who shall also be a member of council. The Mayor shall appoint the members and the alternate and shall designate a chairman.

- (b) The Town Council may appoint, by resolution, such other committees i.e. non-standing committees, composed exclusively of council members as it shall deem necessary and appropriate for the efficient operation of the Town Council. To assist such council committees, the Town Council may appoint town resident citizens to serve as committee members. The term of the committee membership of any town resident citizen shall be as prescribed by resolution, but in no event shall the term of any committee extend beyond the term of the then sitting council.

**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 adoption thereof by the Town Council for the Town of Hilton Head Island, South Carolina.

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.**

By: \_\_\_\_\_  
**John J. McCann, Mayor**

**ATTEST:**

By: \_\_\_\_\_  
**Krista Wiedmeyer, Town Clerk**

**First Reading:** \_\_\_\_\_

**Second Reading:** \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Curtis L. Coltrane, Town Attorney**

**Introduced by Council Member:** \_\_\_\_\_