



Town of Hilton Head Island
Emergency Meeting of Town Council
Friday, April 3, 2020, 10:00 am
AGENDA

This meeting can be viewed on the Town's Facebook page (<http://facebook.com/TownofHiltonHeadIslandSC>) or the Town's Website (<https://www.hiltonheadislandsc.gov/>).

- 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 of Allegiance**
- 4. Approval of Agenda**
- 5. Status update on recent actions taken by Town Council**
- 6. Address recent inquiries related to COVID-19 matter**
- 7. Town Council Comments**
- 8. Adjournment**

Public comments concerning the agenda items can be submitted electronically via the Town's Virtual Town Hall Portal (<https://hiltonheadislandsc.gov/opentownhall/>). The portal will close TWO (2) hours prior to the scheduled meeting start time. All comments will be provided to Town Council and made part of the record

Status Update on Recent Actions Taken by Town Council
Town Council Emergency Meeting
April 3, 2020
Agenda Item #5

March 21, 2020 Emergency Town Council Meeting

A. Emergency Ordinance 2020-05 - Council Authorization of Video or Teleconference Town Council Meetings

1. Subsequent Actions Included:

i. Hosting of three virtual meetings of Town Council

1. March 21, 2020 Meeting Statistics

- a. Reach = 11,000 +**
- b. Peak Live Viewers = 198**
- c. Reactions and Comments = 290**

2. March 26, 2020 Meeting Statistics

- a. Reach = 22,000 +**
- b. Peak Live Viewers = 944**
- c. Reactions and Comments = 1,796**

3. March 30, 2020 Meeting Statistics

- a. Reach = 17,000 +**
- b. Peak Live Viewers = 1,041**
- c. Reactions and Comments = 1,521**

ii. The Facebook Live video stream has been added to the Town's website so those individuals not having a Facebook account can view this video feed directly.

iii. Distribution of all Town Council generated materials via our established communication channels

1. For the period March 10-April 1 the following messaging mediums have been utilized:

- a. Town Coronavirus Homepage visits = 68,844**
- b. E-Subscription Services**

i. 46 Bulletins Distributed

- 1. Total Recipients = 498,473**
- 2. Total Unique Email Openings = 186,002**

c. Facebook Page

- i. Followers = 25,505**
- ii. Likes = 23,840**
- iii. Posts = 187**
- iv. Reactions and Comments = 5,605**

d. Twitter

- i. Followers = 6,426**
- ii. Tweets = 48**
- iii. Tweet Impressions = 103,488**

- e. Next Door
 - i. Members = 12,451
 - ii. Posts = 25
 - iii. Impressions = 77,147
- f. YouTube Videos
 - i. Views = 23,851
 - ii. Unique Viewers = 13,756

B. Emergency Ordinance 2020-06 – Authorization of the Towing of Vehicles Parked on Public Roads and Right-of-Ways

1. Code Enforcement and BCSO began active patrolling of secured beach parking areas on March 22, 2020 and have towed a limited number of cars. A number of other vehicles have been identified for towing but were removed by the vehicle owner prior to the arrival of the tow truck. Patrolling for violations of this sort continues to occur both during evening hours and during weekends.

C. Emergency Ordinance 2020-07 – Delaying of the Collections of Business License Fees, Local ATAX, and Local Hospitality Tax until June 20, 2020.

1. The public notification regarding the waiving of late fees and penalties relative to these items has been posted on the Town’s website and has been broadcast through our direct communication channels. We have also worked with partners such as the Chamber of Commerce to ensure that this information is communicated back to local businesses.

March 26, 2020 Emergency Town Council Meeting

A. Consideration of a Resolution of the Town Council of Hilton Head Island calling upon Governor Henry McMaster to issue a mandatory Stay at Home Order for the State of South Carolina for such period of time as may be deemed necessary and appropriate by the South Carolina Department of Health and Environmental Control.

1. The Town of Hilton Head Island was joined by the Town of Bluffton, City of Beaufort and Town of Port Royal in formally requesting that the Governor issue a mandatory stay at home order for the State. The respective Resolutions and Proclamations passed by each of these jurisdictions were combined into one packet along with a unified cover letter and sent to the Governor’s Office to clearly demonstrate the unified position beliefs of this area.

B. Consideration of Approval of a Statement from Council to the Community

1. A statement calling upon the citizens of Hilton Head Island to take affirmative actions to limit their contact with other individuals was adopted and approved by Town Council. Following the adoption of this statement, this message was distributed through the Town’s primary communication channels and was posted conspicuously on the Town’s website.

C. Consideration of Authorizing Letters to State and Federal Officials Seeking Economic and Medical Assistance

1. The Town has worked with multiple agencies to include the Hilton Head-Bluffton Chamber of Commerce, the Beaufort County Economic Development Corporation, and the South Carolina Department of Commerce to ensure the local businesses on the Island were made eligible to participate in emergency funding that is being provided by the Federal Government. Additionally, the Town has been participating in weekly conference calls hosted by the Chamber. This has provided an opportunity for members of the business community to ask questions regarding the Town’s response to this emergency and to share additional information that we are receiving from the White House regarding economic stability and recovery activities.

2. In terms of medical assistance, the Town, through its Emergency Operations Center, has been working to obtain personal protective equipment for its emergency responders. These actions have resulted in the Town receiving shipments of these materials from the strategic national stockpile. We continue to work with our internal logistics team as well as the emergency services function logistic team within the South Carolina Department of Emergency Management to locate sources for this equipment going forward. Additionally, we have participated in frequent conference calls with Beaufort Memorial Hospital and remain in frequent direct contact with the administration at Hilton Head Hospital. Both entities have outlined and planned for contingency operations if they should ever become necessary.

D. Consideration of a Letter Asking the Hospital to Share Daily Information on Patients Being Treated for COVID-19

1. We have conveyed this request to the Hospital. We are continuing to provide information to the public that is provided to us from the South Carolina Department of Health and Environmental Control.
2. In addition to information from the hospital there was discussion by Town Council concerning when DHEC would make zip code data available. Staff has spoken directly with SCDHEC and they have confirmed that they are the sole entity charged with managing all data related to COVID-19 and the locations of patients. DHEC is subsequently providing this data to the public in two forms.
 - i. The current Statewide Cases Map is current as of the previous day and with updated daily at around 4:00pm. This map provides data on the totality of the event.
 - ii. The County and zip code document show the total cases by county and a list of zip codes that have a positive case. The document does **not** provide specific number of cases in each zip code. This document provides information over a 14 day period.
 - a. Please be advised that per SCDHEC, this data should be viewed as highly inaccurate for a number of different reasons and should not be the bases from which any community or individual basis their plans.

March 30, 2020 Emergency Town Council Meeting

A. Consideration of a Resolution to urge rental agencies, including hotels/motels, to voluntarily stop taking reservations through the month of April. Urge agencies not to target promotional materials to areas hard hit by COVID-19.

1. Following approval of this Resolution, the Town created a communication and distribution plan that will convey this information directly to these identified entities. Through coordination with our Business License staff, we have been able to isolate an electronic database of email addresses associated with particular types of entities. We then utilized this database to distribute Town Council's request directly with the rental agencies, hotels, motels, and other businesses engaged in short-term and long-term rentals. Additionally, we have distributed this message through our primary communication channels, posted the notice on the Town's website and will be purchasing an advertisement in the Island Packet newspaper to be run in this Sunday's edition to convey this messaging. Also, the Chamber of Commerce was requested to push this message out.

B. Consideration of a Resolution to urge residents and guests to limit recreation to walking and biking or to activities that they can walk or bike to. Close town park parking lots. Keep town beach parking lots closed. Urge POAs and private clubs to voluntarily restrict access to their beach facilities to walkers and bikers. To be effective through the end of April.

1. In an effort to further this Resolution, and in keeping with the Governor's Executive Order 2020-17, the Town has closed all parks and park facilities to include both the parking areas and all activities within the parks.
2. The Town Manager reached out to all POAs and private clubs that had beach parking lots and urged them, at Town Council's direction, to close all their beach parking lots. Each of these organizations is either closing these lots or taking other steps to limit the use of their beach parking lots.

C. Consideration of a Resolution urging businesses that are non-essential (per Homeland Security Guidelines), or where the ability to practice social distancing is compromised, to voluntarily close through the month of April.

1. Following adoption of this Resolution, Governor McMaster issued Executive Order 2020-17 which, among other things, required the mandatory closure of non-essential businesses that were identified in such Order until April 30th as well as setting up a review mechanism by which other businesses could contact the South Carolina Department of Commerce to determine if they would be considered "non-essential." This communication has been placed on the Town's webpage along with a request from the Town Council that any other businesses not included on the nonessential list who have the ability to close down, are encouraged to do so until April 30th in order to further these same purposes.

**Topics of Interest
Town Council Emergency Meeting
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Agenda Item #6**

A. Steps Being Taken by the Town to Encourage Social Distancing and Adhere to the Governor's Executive Orders

1. The Town has made direct contact with a number of the Island's larger retail outlets to provide them with suggested steps that they can undertake to help support these measures and each request has been met with receptive subsequent actions. To the extent that businesses may be acting in violation of the Governor's Executive Order, potential violations can be reported to the Beaufort County Sheriff's Office nonemergency number at 843-524-2777.

B. Explaining the Governor's Executive Order Concerning Out of State Visitors Quarantining

1. The definition of quarantine has been set forth by SCDHEC as separating people who were exposed to a contagious disease, like COVID-19, to see if they become sick and prevent spread of disease. For COVID-19, the quarantine period is 14 days. If you are or a person in your house is subject to a quarantine requirement, those individuals must remain within their home, residence, or other such place where they are residing as much as possible to keep their distance from the others in the house.
 - i. For a document explaining the differences between isolation and quarantine, see the SCDHEC document located here: <https://www.scdhec.gov/sites/default/files/Library/CR-012593.pdf>
 - ii. Beginning on March 27, 2020, any individual who enters the State of South Carolina from an area with substantial community spread, to include the Tri-State Area (consisting of the States of New York, New Jersey, and Connecticut) and the City of New Orleans, Louisiana, shall isolate or self-quarantine for a period of fourteen (14) days from the time of entry into the State of South Carolina or the duration of the individual's presence in South Carolina, whichever period is shorter. This Order does not apply to individuals employed by airlines and individuals performing or assisting with military, healthcare, or emergency response operations. Any individual required by this Order, or any directives issued in connection therewith, to isolate or self-quarantine shall be responsible for any and all costs associated with such isolation or self-quarantine, including transportation, lodging, food, and medical care.
 - iii. Any potential violations of this order can be reported to the Beaufort County Sheriff's Office non-emergency line at 843-524-2777.

C. Explaining the South Carolina Attorney General's Recent Opinions Related to Enacting Local Ordinances

The Governor and the Attorney General have made clear that only the Governor is vested with the legal authority to exercise extraordinary emergency powers under South Carolina Code 25-1-440. The Governor and the Attorney General have made clear that local governments have no legal authority to exercise the emergency powers delegated to the Governor by the General Assembly. The Sheriff of Beaufort County, who is a constitutional officer, has said that he can only enforce executive orders made by the Governor while the state of emergency exists. The Town Attorney agrees that the Governor and Attorney General are correct. The Attorney General's March 29, 2020, letter did not change any of this.

Because of this, Town Council has not attempted to exercise emergency powers, but has taken those actions that it can, such as closing Town owned parks and encouraging residents and businesses to take steps to curb the spread of coronavirus locally

D. Calls for Local Pandemic Response Team

1. We have a team. It's my Emergency Management Team. Just as the President and Governor have drawn their teams from senior management. It's the team that brought this community through hurricanes and ice storms. It's the team that practiced a "flu pandemic" drill back in February and learned a lot of lessons we have already applied.
2. This is not a team working in isolation. We interface with DHEC, the county EOC, the sheriff, the hospital, the chamber, other economic recovery resources, FEMA, SCEMD, and myriad others. We tap into our professional associations and our informal networks across the county, state and nation.
3. The Town has created an all-hazards comprehensive emergency management program to respond to and recovery from disasters of any type, size and duration. The Town's program provides guidance and strategic direction to all town departments and staff in order to effectively prepare, through our planning, training and resource development efforts, for emergencies and disasters focusing on all of the hazards faced by our community. Each department within the Town has been assigned specific responsibilities for planning, response and recovery. This ensures the Town has a comprehensive emergency management program that has been tested with numerous exercises and hurricane responses.
4. The middle of the battle is no time to add complications to the decision-making process. We need to push decision-making down to the competent people who are ready and able to get the job done; not create more layers of oversight and second guessing.
5. Our team members are too busy dealing with an ever changing landscape to service a new public body. Managing a citizen committee is a staff-intensive undertaking in the best of times.
6. Many of the tasks suggested for this group are beyond the legal and constitutional capacity of this Town to address; and all are being addressed by appropriate state and federal agencies that have the mandate and the resources.
7. There will be time, once this storm is over, for after-action reports and lessons-learned. We can discuss a Task Force at that time.