



# The Town of Hilton Head Island Regular Town Council Meeting

Tuesday, January 15, 2013

4:00 P.M.

## AGENDA

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As a Courtesy to Others Please Turn Off 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 mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 5) **Proclamations and Commendations**
- 6) **Approval of Minutes**
  - a. Town Council Workshop – November 29-December 1, 2012
  - b. Town Council Meeting – December 18, 2012
  - c. Town Council Special Meeting – January 3, 2013
- 7) **Report of the Town Manager**
  - a. Semi-Annual Report of the Design Review Board – Scott Sodemann, Chairman
  - b. Semi-Annual Report of the Board of Zoning Appeals – Peter Kristian , Vice-Chairman
  - c. Town Managers Items of Interest
  - d. 2012 Town Council Targets and Goals – year end update
- 8) **Reports from Members of Council**
  - a. General Reports from Council
  - b. Report of the Intergovernmental Relations Committee – George Williams, Chairman
  - c. Report of the Personnel Committee – Lee Edwards, Chairman
  - d. Report of the Planning & Development Standards Committee – John McCann, Chairman
  - e. Report of the Public Facilities Committee – Kim Likins, Chairman
  - f. Report of the Public Safety Committee – Marc Grant, Chairman
  - g. Report of the LMO Rewrite Committee – Kim Likins, Ex-Officio Member
- 9) **Appearance by Citizens**

**10) Unfinished Business**

None.

**11) New Business**

None.

**12) Executive Session**

a. Land Acquisition

**13) Adjournment**

**THE TOWN OF HILTON HEAD ISLAND  
TOWN COUNCIL WORKSHOP**

**Date:** Thursday, November 29, 2012 thru Saturday, December 1, 2012

**Present from Town Council:** Drew A. Laughlin, *Mayor*; George Williams, Bill Harkins, Kim Likins, Lee Edwards, Marc Grant, John McCann *Council Members*.

**Present from Town Staff:** Steve Riley, *Town Manager*; Greg DeLoach, *Assistant Town Manager*; Charles Cousins, *Director of Community Development*; Lavarn Lucas, *Fire Chief, Fire & Rescue*; Scott Liggett, *Director of Public Projects and Facilities*; Susan Simmons, *Finance Director*; Nancy Gasen, *Director of Human Resources*; Tom Fultz, *Director of Administrative Services*; Staff members from various departments at different times during the workshop.

**Present from Media:** Brian Heffernan, Island Packet

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**1) CALL TO ORDER**

**2) FOIA COMPLIANCE** – Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

**3) NEW BUSINESS**

The workshop convened at 10:00 a.m. on Thursday, November 29, 2012 at the Best Western Sea Island Inn, 1015 Bay Street, Beaufort, South Carolina, South Carolina. Mayor Laughlin introduced Mr. Lyle Sumek of Lyle Sumek Associates, Inc., and stated he would be leading the discussion. A summary of discussion can be found in the *Leader's Guide 2012 Working Document* maintained at the Town of Hilton Head Island Town Hall.

**4) ADJOURNMENT**

The workshop adjourned at p.m. on Saturday, December 1, 2012.

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Vicki Pfannenschmidt, Secretary

Approved:

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Drew A. Laughlin, Mayor

**THE TOWN OF HILTON HEAD ISLAND**  
**REGULAR TOWN COUNCIL MEETING**

**Date:** Tuesday, December 18, 2012

**Time:** 4:00 P.M.

**Present from Town Council:** Drew A. Laughlin, *Mayor*; George Williams, Bill Harkins, Kim Likins, Lee Edwards, Marc Grant, John McCann, *Council Members*

**Present from Town Staff:** Steve Riley, *Town Manager*; Greg DeLoach, *Assistant Town Manager*; Scott Liggett, *Director of Public Projects and Facilities/Chief Engineer*; Charles Cousins, *Director of Community Development*; Susan Simmons, *Director of Finance*; Victoria Shanahan, *Accounting Manager*; Brian Hulbert, *Staff Attorney*; Jill Foster, *Deputy Director of Community Development*; Teri Lewis, *LMO Official*; Vicki Pfannenschmidt, *Executive Assistant*

**Present from Media:** Brian Heffernan, *Island Packet*

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**1) CALL TO ORDER**

Mayor Laughlin 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 mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

**5) Proclamations and Commendations**

None.

**6) Approval of Minutes**

**a. Town Council Meeting – November 20, 2012**

Mr. Harkins moved to approve. Mrs. Likins seconded. The minutes of the November 20, 2012 Town Council meeting were approved by a vote of 5-0-2. Mr. Grant and Mr. McCann abstained as they were not members of Council at that time.

**b. Town Council Meeting – December 4, 2012**

Mrs. Likins moved to approve. Mrs. Williams seconded. The minutes of the December 4, 2012 Town Council meeting were approved unanimously by a vote of 7-0.

**7) Report of the Town Manager**

**a. FY2012 CAFR and Audit Presentation – Gary Cooke, Elliott Davis, LLC**

Mr. Riley invited Gary Cooke to approach the dais for review of the Comprehensive Annual Financial Report for the fiscal year ending June 30, 2012. Mr. Cooke presented and reviewed the FY2012 CAFR and Audit. He thanked Susan Simmons, Victoria Shanahan and the entire Finance Staff for their transparency, cooperation and timeliness during the audit. He referred to the opinion and stated the Town received an Unqualified Opinion

which is the highest opinion indicating the Town financial statements were presented fairly and in compliance with generally accepted accounting principles and that there were no exceptions. Mayor Laughlin thanked staff and Mr. Cooke for their efforts. Mr. Riley informed Council that after they review the document, staff will be available to discuss and answer any questions they may have.

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

Mr. Riley reported on some Items of Interest.

**8) Reports from Members of Council**

**a. General Reports from Council**

Mr. Williams stated he has received requests from constituents concerning Commercial Recycling. He said that after the holidays he will be meeting with them to see if there is a way to get Commercial recycling more widespread without the Town mandating specific carriers. He said he would report back to Council before the end of January.

Mr. Harkins noted the discomfort among Council concerning support of the Flyover with all of the recent findings and changes concerning funding. He asked that the item be placed on a future agenda for discussion and review. After discussion, Mayor Laughlin said he would place the item on a Public Facilities Special Meeting agenda for extensive review and recommendation as soon as possible. All of Council concurred that would be best.

Mayor Laughlin stated that as a result of former Council Member Ken Heitzke's departure from Council, he was making several appointments. Mayor Laughlin appointed John McCann as the Town Council's liaison to the Beaufort County Airports Board and George Williams as the Town Council's representative to the Hilton Head Island-Bluffton Chamber of Commerce's Government Affairs Committee.

**b. Report of the Intergovernmental Relations Committee – George Williams, Chairman**

No Report.

**c. Report of the Personnel Committee – Lee Edwards, Chairman**

No Report.

**d. Report of the Planning & Development Standards Committee – John McCann, Chairman**

No Report.

**e. Report of the Public Facilities Committee – Kim Likins, Chairman**

No Report.

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

No Report.

**g. Report of the LMO Rewrite Committee – Kim Likins, Ex-Officio Member**

No Report.

## 9) Appearance by Citizens

Peter Kristian and Teresa Wade thanked Council for their support of sustainability efforts.

## 10) Unfinished Business

### a. Second Reading of Proposed Ordinance 2012-31

Second Reading of Proposed Ordinance 2012-31 authorizing the execution and delivery of an easement encumbering Town owned real estate, 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. Williams seconded. The motion was approved unanimously by a vote of 7-0.

### b. Second Reading of Proposed Ordinance 2012-36

Second Reading of Proposed Ordinance 2012-36 to amend Title 16 of the Municipal Code of the Town of Hilton Head Island, South Carolina, the Land Management Ordinance, Chapter 4, Article XII. this amendment, commonly referred to as the *LMO Amendment to Allow Community Service Uses in the OL Zoning District*, as noticed in the Island Packet on September 9, 2012, includes a revision to Chapter 4, Article XII, Section IV, Use Table; and providing for severability and an effective date.

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

### c. Second Reading of Proposed Ordinance 2012-39

Second Reading of Proposed Ordinance 2012-39 to amend the budget for the Town of Hilton Head Island, South Carolina, for the Fiscal Year ending June 30, 2013; to provide for the budgeted appropriations of prior year encumbrances and for the expenditures of certain funds; and to allocate the sources of revenue for the said funds.

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

### d. Second Reading of Proposed Ordinance 2012-40

Second Reading of Proposed Ordinance 2012-40 to amend the budget for the Town of Hilton Head Island, South Carolina, for the Fiscal Year ending June 30, 2013; to provide for the budgeted appropriations of prior year budget roll-forwards and the expenditures of certain funds; and to allocate the sources of revenue for the said funds.

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

## 11) New Business

### a. Consideration of a Resolution establishing principles, goals, policy agenda and management agenda

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, establishing the Town of Hilton Head Island Destination 2028 Guiding Principles, the Five Year (2018) Goals, 2013 Policy Agenda/Targets for Action, and 2013 Management Agenda.

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

## 12) Executive Session

Mr. Riley stated he needed an Executive Session for contractual matters pertaining to land acquisition; contractual matters pertaining to proposed master stormwater agreements with Shipyard and Long Cove; legal matters pertaining to possible condemnation of property for the Long Cove Pathway Project; and personnel matters pertaining to the appointment of a Town Attorney.

At 4:25 p.m. Mr. Harkins moved to go into Executive Session for the reasons given by the Town Manager. Mr. Williams seconded. The motion was unanimously approved by a vote of 7-0.

Mayor Laughlin called the meeting back to order at 5:25 p.m. and continued with the items below.

### b. Consideration of a Resolution authorizing Town of Hilton Head Island/Long Cove Master Drainage Agreement

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, authorizing the execution and delivery of an agreement related to drainage infrastructure in the Planned Unit Development known as Long Cove Club.

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

### c. Consideration of a Resolution authorizing Town of Hilton Head Island/Shipyard Master Drainage Agreement

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, authorizing the execution of that certain drainage agreement and access, drainage and maintenance easement with Shipyard Property Owners Association, Inc. across property located in Shipyard Plantation.

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

### d. Consideration of a Resolution authorizing the Commencement of Condemnation Proceedings for the purpose of acquiring easements for the Long Cove Pathway Project

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

- e. **Consideration that the Town Council for the Town of Hilton Head Island authorize the Mayor to execute renewal of a contract of employment with Gregory M. Alford as Town Attorney**

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

**13) Adjournment**

Mr. Williams moved to adjourn. Mr. Harkins seconded. The motion was approved by a vote of 7-0. The meeting was adjourned at 5:28 p.m.

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Vicki Pfannenschmidt  
Executive Assistant

Approved:

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Drew A. Laughlin, Mayor

DRAFT

**THE TOWN OF HILTON HEAD ISLAND**  
**SPECIAL TOWN COUNCIL MEETING**

**Date:** Thursday, January 3, 2013

**Time:** 4:00 P.M.

**Present from Town Council:** Drew A. Laughlin, *Mayor*; Bill Harkins, *Mayor Pro-Tem*; George Williams, Kim Likins, and Lee Edwards, Marc Grant and John McCann, *Council Members*.

**Absent from Town Council:** Council Member Lee Edwards left the meeting at 5:21 p.m.

**Present from Town Staff:** Stephen G. Riley, *Town Manager*; Susan Simmons, *Director of Finance*; Marcy Benson, *Senior Grants Administrator*; Charles Cousins, *Director of Community Development*; Scott Liggett, *Director of Public Projects and Facilities/Chief Engineer*; Erica Madhere, *Finance Assistant*; Vicki Pfannenschmidt, *Executive Assistant*

**Present from Media:** Brian Heffernan, *Island Packet*

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**1. CALL TO ORDER**

**2. PLEDGE TO THE FLAG**

**3. INVOCATION**

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

**5. NEW BUSINESS**

Mr. Riley explained there was a typo discovered in the adopted Town Council Policy Agenda. He stated there were items omitted under High Priority and Moderate Priority and requested a correction be added to this agenda.

Mr. Williams moved to amend the agenda to include approval of the revised Exhibit “A” for the Town of Hilton Head island 2013 Policy Agenda/Targets for Action. Mr. Harkins seconded. The motion was approved unanimously by a vote of 7-0.

Mr. Williams moved to approve and adopt the revised Exhibit “A” for the Town of Hilton Head island 2013 Policy Agenda/Targets for Action. Mrs. Likins seconded. The motion was approved unanimously by a vote of 7-0.

**a. Consideration of a Recommendation – SCDOT Fiscal Year 2013 Federal Match Program Grant Agreement**

Consideration of a Recommendation that Town Council authorize the Town Manager to execute the South Carolina Department of Transportation (SCDOT) Fiscal Year 2013 Federal Match program Grant Agreement and direct staff to amend the Fiscal Year 2013 Consolidated Municipal Budget in order to provide the 50% match requirement of \$771,132.50 to SCDOT. Funds are available in the form of unallocated Hospitality Tax Revenues or bond proceeds.

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

**b. Consideration of recommendations of the Accommodations Tax Advisory (ATAX) Committee for the purpose of allocating the proceeds of the Accommodations Tax Funds.**

Mr. Williams moved to approve. Mr. McCann seconded.

Susan Simmons explained reviewed the amount of available funds and the timeline involved.

Mr. Riley noted that a Council member asked a question about some of the grants which go to benefit some fundraising activities of some of the applicants. He said Town Council was provided a memo summarizing State Code and past TERC opinions suggesting that if the money is going to indirectly end up in a fundraising organization and distributed for their charitable purposes, it is probably not appropriate use of the grant money. Mr. Riley stated that is consistent with past opinions but it was an updated request so a new memo was provided to Council.

Mayor Laughlin suggested Council discuss each application individually and the changes they would like to make, if any, and after in agreement that an amended motion be made to include all changes. All Council members were in agreement with the suggestion. He added that there are many more worthy applicants than funds available.

Mayor Laughlin invited Bret Martin, Chair of the Accommodations Tax Advisory Committee to speak concerning the recommendations before Town Council. Mr. Martin reviewed the process that took place and how they arrived at their recommendations.

During review of the applicants, Mr. Grant suggested Town Council develop a specific criteria, communicate it to the public and have more of a consistency in awarding grants. After thorough discussion, comments and review of the Accommodations Tax Advisory Committee recommendations, Town Council made the following grant awards:

	<b>ATAC</b>	<b>Town</b>
	<b>Recommendation</b>	<b>Council</b>
		<b>Award</b>
Art League of Hilton Head	45,000	40,000
Beaufort County Black Chamber of Commerce	4,000	0
David M. Carmines Memorial Foundation	2,500	0
Harbour Town Merchants Assoc.-(July 4th fireworks)	8,500	8,000
Harbour Town Merchants Assoc.-(Harbour Town Lights)	2,500	0
Hilton Head Choral Society	17,000	12,000
Hilton Head Concours d'Elegance (advertising only)	115,000	115,000
Hilton Head Dance Theater	8,000	12,000
HH Area Hospitality Association (culinary advertising)	47,000	40,000
Hilton Head Island Airport	0	0
Hilton Head Island Institute	0	25,000
HHI St. Patrick's Day Parade (band & refreshments only)CY12 inc. LEO	8,500	8,000
Hilton Head Island-Bluffton Chamber of	250,000	250,000

Commerce VCB		
Hilton Head Symphony Orchestra	142,000	175,000
Italian American Club of Hilton Head	10,000	0
LoCo Motion	10,000	0
Lowcountry Golf Course Owners Association	55,000	50,000
Main Street Youth Theater	20,000	12,000
Mitchelville Preservation Project	10,000	15,000
Penn Center	0	0
SC Lowcountry & Resort Islands Tourism	0	0
SCWatercolor Society dba SC Watermedia Society	1,000	0
Shelter Cove Harbour Company-(July 4th fireworks)	8,500	8,000
Skull Creek July 4th Celebration	8,500	8,000
South Carolina Repertory Company	10,000	12,000
The Coastal Discovery Museum	168,000	168,000
The Heritage Library	10,000	10,000
The Heritage Library - Encyclopedia Hilton Head	0	0
The Sandbox	55,000	50,000
<b>Totals</b>	<b>1,016,000</b>	<b>1,018,000</b>
<b>Total Funds Available</b>	<b>1,018,023</b>	<b>1,018,023</b>
<b>Balance</b>	<b>2,023</b>	<b>23</b>

Mayor Laughlin asked members of Town Council if anyone needed to abstain from voting on any specific awards to applicants. There were no abstentions.

Mr. Williams moved to amend the motion to approve the recommendations of the Accommodations Tax Advisory Committee reflecting the changes made by Town Council as stated above. Mr. Harkins seconded. The amended motion was approved by a vote of 6-0.

Mr. Harkins stated he felt it would be appropriate for Town Council to consider approval of a resolution in support of the Hilton Head Island Institute. Copies were distributed to Town Council, the media and placed on the back table for the public and Mr. Harkins read the resolution and moved to approve. Mr. Williams seconded. The motion was approved by a vote of 6-0.

All applicants were afforded the opportunity to speak concerning their requests and respond to any comments or questions Council members posed during discussion of their applications. Members of the public were also invited to speak.

The total amount awarded by Town Council for new grant applicants was \$1,018,000.

Mayor Laughlin thanked the Accommodations Tax Advisory Committee for their hard work.

**6. ADJOURNMENT**

Mr. Williams moved to adjourn the meeting at 7:05 p.m. Mrs. Likins seconded. The motion was approved by a vote of 6-0.

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Vicki Pfannenschmidt, Executive Assistant

Approved:

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Drew A. Laughlin, Mayor

DRAFT



# Items of Interest

## January 15, 2013

### 1. Town News

As part of the Beaufort County Marine Debris project, and in response to residents' complaints, the Town of Hilton Head Island helped organize a clean-up of the marsh under the 278 bridge near Blue Heron Point on December 12, 2012. Volunteers from Beaufort Kayak and residents of Blue Heron Point cleaned approximately 2 acres of marsh. The debris collected included:

- Tires, buckets, plastic, Styrofoam, and other litter (approx. 30 large bags of items for a total weight of about 750 lbs.)
- 2.77 ton piece of metal and wood bridge fender removed by Beaufort County Public Works; Public Works also hauled the litter collected to the landfill.

**(Contact: Sally Krebs, Sustainable Practices Coordinator – 341-4690)**

The Town recently received its 2013 premium renewal quote for Workers' Compensation coverage provided through the South Carolina Municipal Insurance Trust (SCMIT). As part of a program participation credit approved by the SCMIT Board of Trustees, the Town has qualified for an additional \$82,491 annual premium credit.

This significant cost reduction reflects the Town's participation in a rigorous annual safety and loss control guidelines review conducted by SCMIT and favorable SCMIT program experience resulting in no overall rate increase for the last six years. The Town's continued focus on workplace safety and efforts by our employees to minimize work-related injuries also contributed to these positive results.

**(Contact: Lisa Stauffer, Senior HR Administrator – phone 341-4624)**

The Christmas Light display at Fire Station 3 was visited by 11,153 cars from Thanksgiving Night through January 1<sup>st</sup>. Average cars per night was 272 cars. Christmas Eve was the busiest night with 522 cars and 1 sleigh pull pulled by reindeer.

**(Contact: Lavarn Lucas, Fire Chief – 682-5153)**

Firefighter Adam Frink attended the *Fire/Arson Origin and Cause Investigations* class at the National Fire Academy in Emmitsburg, MD from December 10 through December 21, 2012. This course provides an in-depth study of best practices for conducting fire cause investigations and for collecting and preserving fire cause evidence.

**(Contact: Lavarn Lucas, Fire Chief – 682-5153)**

Fire & Rescue recently hosted seminars sponsored by the Public Agency Training Council of Indianapolis, IN. These seminars were held at Fire & Rescue Headquarters on December 5 through December 7, 2012. They included a two-day seminar on *Fire Department Administrative Investigations*, and a one-day seminar on *Strategies for Managing Fire Departments in the Digital Age*. The instructor was Curt Varone, JD, a practicing attorney and author. Mr. Varone is also a retired Deputy Chief from the Providence, Rhode Island Fire Department. Mr. Varone is nationally known for his expertise on fire department legal issues and best practices. The seminar was attended by seven Fire & Rescue personnel and approximately thirty fire officers and human resources administrators from as far away as Washington, D.C. and central Florida.

**(Contact: Lavarn Lucas, Fire Chief – 682-5153)**

## 2. Noteworthy Events

a) Some of the upcoming meetings at Town Hall:

- Planning Commission – January 16, 2012, 3:00 p.m.
- Monday, January 21, 2013 – Martin Luther King Day – Town Offices Closed
- Design Review Board – January 22, 2013, 1:15 p.m.
- Special Public Facilities Meeting – January 23, 2013, 2:00 p.m.
- Special Planning & Development Standards Committee – January 23, 2013, 4:00 p.m.
- Public Safety Committee – February 4, 2013, 10:00 a.m.
- Public Facilities Committee – February 5, 2013, 2:00 p.m.
- Town Council – February 5, 2013 – 4:00 p.m.

**(Meetings subject to change and/or cancellation. Please visit the Town of Hilton Head Island website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov) for meeting agendas**

## 2012 Hilton Head Island Events

<p>January 26, 2013 11:00am-5:00pm</p>	<p>Hilton Head Snow Day</p>	<p>Shelter Cove Community Park</p>
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**2012 Policy Agenda  
Year End Recap**

**Top Priority**

<b>Target</b>	<b>Chief Contact</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>Economic Development: Assessment and Organization</li> </ul>	Shawn Colin	ED Citizen Committee completed report and presented recommendations to Town Council. Staff is currently working to development statement of qualifications for Board candidates and generating documentation required to create and operate the ED Corp.
<ul style="list-style-type: none"> <li>Coligny Area Redevelopment: Economic Analysis, Town's Role, and Approve a Plan</li> </ul>	Shawn Colin	Concept Plan was approved in august. Town has issued an RFQ for design services and continues to work with area property owners.
<ul style="list-style-type: none"> <li>Shelter Cove Area Redevelopment: Determine Town's Role and Develop and Approve a Plan</li> </ul>	Charles Cousins	Development agreement entered into with owners to redevelop the mall, create apartments along the marsh and a new community park.
<ul style="list-style-type: none"> <li>Chaplin Linear Park: Develop Detailed Plans and Funding</li> </ul>	Charles Cousins	Concept plan approved by Town Council. RFQ process begun to select park designers.

**High Priority**

<b>Target</b>	<b>Chief Contact</b>	<b>Comments</b>
<ul style="list-style-type: none"> <li>LMO Re-Write: Complete Draft Amendments and Seek Review and Approval</li> </ul>	Teri Lewis	The consultant has completed the drafts of four chapters. These chapters are currently being reviewed by the LMO Rewrite Committee. They are still working on the remainder of the document including zoning districts, use standards, natural resources and nonconformities. Staff hopes to be able to start bringing the amendments forward for Planning Commission and Town Council review in the fall.
<ul style="list-style-type: none"> <li>Recreation Center Expansion: Phase I</li> </ul>	Scott Liggett	Funding for project included in the approved FY 13 budget. Necessary survey work has been completed; in-house design underway. Coordination and discussions with Island Recreation Association and Beaufort County School District (BCSD) representatives ongoing. Property lease agreement prepared by BCSD and provided to Town for consideration. Construction targeted to commence in May 2013.
<ul style="list-style-type: none"> <li>South Island Marina Dredging: Permitting and Determine Town's Long-Term Role</li> </ul>	Scott Liggett	Town Council provided letter of endorsement to permit application filed by South Island Dredging Association with State and Federal Regulators in September 2012. Long-Term role determination discussions on-going.
<ul style="list-style-type: none"> <li>Aquatic Center: Direction, Location, and Funding</li> </ul>	Nicole Dixon	Consultants did a study to determine best location for a new Aquatics Facility. Chaplin Park was identified as ideal location and Town Council endorsed those findings in their study.

Moderate Priority		
Target	Chief Contact	Comments
<ul style="list-style-type: none"> <li>Promotion and Marketing to Businesses and Investors: Develop Program and Marketing Materials</li> </ul>	Shawn Colin	This function will be addressed as part of the work for Economic Development and newly proposed ED Corp.
<ul style="list-style-type: none"> <li>Commercial Recycling: Evaluation and Direction</li> </ul>	Sally Krebs	Met with hotels and restaurants to get feedback on what they would require in a commercial recycling program. Met with haulers to get their input on the feasibility of a commercial recycling program on the island.
2012 Management Agenda Year End Recap		
Target	Chief Contact	Comments
<ul style="list-style-type: none"> <li>RBC Heritage Golf Tournament: Identify Town's Funding Source and Assist Tournament with Securing Long-Term Commitment</li> </ul>	Steve Riley	Ongoing.
<ul style="list-style-type: none"> <li>Town Local Business Retention and Growth Program: Evaluation and Direction</li> </ul>	Steve Riley	Ongoing.
<ul style="list-style-type: none"> <li>Town Marketing and Public Information Plan: Evaluation, Application (Best Practices) to Town, and Direction</li> </ul>	Greg DeLoach	Presented to Town Council on November 20, 2012. Direction given and staff to implement.
<ul style="list-style-type: none"> <li>Airport Masterplan: Implementation</li> </ul>	Charles Cousins	Ongoing.
<ul style="list-style-type: none"> <li>Island Recreation Memorandum of Understanding: Draft Renewal and Seek Review and Approval</li> </ul>	Scott Liggett/Brian Hulbert	Complete
<ul style="list-style-type: none"> <li>Fire and Rescue Masterplan: Revise Current Plan and Adopt Revisions</li> </ul>	Chief Lucas	The Strategic Plan has been provided to the Public Safety Committee for review.
<ul style="list-style-type: none"> <li>Beaufort County Sheriff's Contract for Police Services: Review for Renewal and Approve</li> </ul>	Greg DeLoach	A new 3 year agreement for police services was executed on January 17, 2012.
<ul style="list-style-type: none"> <li>Cell Phone E-911 Errors: Reduction</li> </ul>	Chief Lucas	Work continues on resolving and reduces errors. Total errors have been reduced from Sep (114), Oct (122) to Nov (96). However, no ALI (automatic Location Indicator) errors have increased in the past month. Working with Hargray to resolve.

**CIP Monthly Report  
Year End Recap**

Project	Chief Contact	Comments
<ol style="list-style-type: none"> <li>1. Port Royal Terminal Groin</li> <li>2. Port Royal Beach Renourishment</li> <li>3. Miller's Pond Drainage Project</li> <li>4. William Hilton Parkway Multi-use pathway (Gardner Drive to Mathews Drive)</li> <li>5. William Hilton Parkway Crosswalks at Shipyard Drive and New Orleans Road</li> <li>6. William Hilton Parkway WB turn lane at New Orleans Road</li> <li>7. Crossings Park Batting Cages</li> <li>8. Jarvis Creek Park Picnic Shelter</li> <li>9. Site Infrastructure – emergency Town Hall at Fire/Rescue Training Center</li> <li>10. Children's Center Demolition</li> <li>11. Smokehouse Demolition</li> <li>12. Jones Property Clean-up</li> <li>13. Dunnagan's Alley Pathway</li> <li>14. William Hilton Parkway/Festival Centre Median Improvements</li> <li>15. Fire Station #6</li> <li>16. Mathews-Marshland Roundabout</li> <li>17. Mathews Side Streets</li> <li>18. William Hilton Parkway/Leamington Intersection Improvements</li> <li>19. Turn lane at Yacht Cove Drive</li> </ol>	<p>Scott Liggett</p>	<ol style="list-style-type: none"> <li>1. Project Complete</li> <li>2. Project Complete</li> <li>3. Project Complete</li> <li>4. Project Complete</li> <li>5. Project Complete</li> <li>6. Project Complete</li> <li>7. Project Complete</li> <li>8. Project Complete</li> <li>9. Project Complete</li> <li>10. Project Complete</li> <li>11. Project Complete</li> <li>12. Project Complete</li> <li>13. Project Complete</li> <li>14. Project Complete</li> <li>15. Project On-going</li> <li>16. Project On-going</li> <li>17. Project On-going</li> <li>18. Project On-going</li> <li>19. Project On-going</li> </ol>