

**The Town of Hilton Head Island
Special Meeting/Budget Workshop
Thursday, May 30, 2013
Council Chambers
3:30 P.M.
AGENDA**

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. Consideration of a Resolution - Adoption of Business License Hearing Procedures

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina, adopting rules of evidence and procedure for business license appeal hearings held before the Town Council of the Town of Hilton Head Island, South Carolina, pursuant to town municipal code section 10-1-10 *et seq.*

4. Review of Budgets of Affiliated Agencies

- a. Island Recreation Association
- b. Coastal Discovery Museum
- c. Lowcountry Regional Transportation Authority (LRTA)
- d. Solicitor's Office – Drug Court and Career Criminal Program
- e. Beaufort County Sheriff's Office (BCSO)
- f. Shore Beach Services, Inc
- g. Community Foundation of the Lowcountry Public Art Exhibition
- h. USCB Event Management and Hospitality Training Program

5. Appearance by Citizens

6. Executive Session

- a. Legal Matters pertaining to Business License Hearing Procedures
- b. Contractual Matters

7. Adjournment



MEMORANDUM

TO: Town Council

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

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

DATE: May 24, 2013

RE: **Adoption of Rules of Evidence and Procedure for Appeal Hearings**

Recommendation: In anticipation of an upcoming appeal hearing of a business license assessment pursuant to 10-1-10 *et seq.*, the Town Council should consider a resolution to adopt rules of evidence and procedure for appeal hearings.

Summary: The Town's Municipal Code Section 10-1-160 relating to appeals to Town Council states in part, "The rules of evidence and procedure prescribed by town council shall govern the hearing."

Background: The Town recognizes the need to formalize its rules, policies and procedures related to appeal hearings. These rules, when adopted in writing, will be provided to the appellants when the Town issues the notice of hearing. All parties to the hearing will be more informed and better understand how the Town conducts its appeal hearings.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, ADOPTING RULES OF EVIDENCE AND PROCEDURE FOR BUSINESS LICENSE APPEAL HEARINGS HELD BEFORE THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, PURSUANT TO TOWN MUNICIPAL CODE SECTION 10-1-10 *ET SEQ.*

WHEREAS, Section 10-1-10 et seq. of the Municipal Code of the Town of Hilton Head Island, South Carolina (“Town”) authorizes the establishment and procedure for business license fees and their collection within the Town; and

WHEREAS, Section 10-1-160 of the Municipal Code of the Town provides that in cases of appeals to Town Council related to business licenses, “[t]he rules of evidence and procedure prescribed by town council shall govern the hearing”; and

WHEREAS, the Town Council for the Town desires to adopt rules of evidence and procedure in accordance with the aforementioned provisions of the Town Code.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA:

1. The Rules of Evidence and Procedure for Business License Appeal Hearings Held Before the Town Council of The Town of Hilton Head Island, South Carolina, Pursuant to Town Municipal Code Section 10-1-10 *et seq.*, a copy of which is attached hereto as Exhibit “A”, is hereby adopted as such; and
2. The Mayor and/or Town Manager are hereby authorized to take such other and further action as may be necessary to complete the actions authorized hereby.

**PASSED AND APPROVED BY THE TOWN COUNCIL THIS ____ DAY OF
_____, 2013.**

Drew A. Laughlin, Mayor

ATTEST:

Esther Coulson, Town Clerk

**Approved as to Form: _____
Gregory M. Alford, Town Attorney**

Introduced by Council Member: _____

**RULES OF EVIDENCE AND PROCEDURE FOR
BUSINESS LICENSE APPEAL HEARINGS HELD BEFORE THE TOWN COUNCIL
OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA
PURSUANT TO TOWN MUNICIPAL CODE SECTION 10-1-10 *et seq.***

SECTION 1: PURPOSE AND INTENT.

It is the purpose of the Rules of Evidence and Procedure to establish an orderly, efficient and expeditious process for business license appeal hearings before the Town Council for the Town of Hilton Head Island, South Carolina (the "Town Council") pursuant to Town Municipal Code Section 10-1-10 *et seq.* The provisions of the Rules of Evidence and Procedure shall apply to such hearings held before the Town Council.

SECTION 2: GENERAL.

(a) Record. A record of the entire proceedings shall be made by tape recording or by any other means of permanent recording determined to be appropriate by the Town Council.

(b) Reporting. The proceedings at the hearing may also be reported by a court reporter at the expense of the requesting party.

(c) Continuances. The Town Council may grant continuances for good cause.

(d) Oaths and Affirmations. The Town Council or any member thereof has the power to administer oaths and affirmations.

(e) Reasonable Dispatch. The Town Council and its representatives shall proceed with reasonable dispatch to conclude any matter before it. Due regard shall be shown for the convenience and necessity of any parties or their representatives.

SECTION 3: FORM OF NOTICE OF HEARING.

The notice to parties shall be substantially in the following form, but may include other information:

"You are hereby notified that a hearing will be held before the Town Council of the Town of Hilton Head Island, South Carolina at Town Hall, One Town Center Court, Hilton Head Island, South Carolina 29928 on the _____ day of _____, 20____, at the hour _____. You may be present at the hearing. You may be, but need not be, represented by counsel. You may present any relevant testimony and evidence and will be given full opportunity to cross-examine all witnesses testifying against you."

SECTION 4: CONDUCT OF HEARING.

(a) Rules. Hearings need not be conducted in accordance with the South Carolina Rules of Civil Procedure, South Carolina Rules of Evidence, or any other federal, state, or local rules, other than the rules prescribed herein.

(b) General Procedure. The Mayor, or in his or her absence the Mayor Pro Tem, shall preside over the hearing and the receipt of all evidence. In the event of the Mayor and Mayor Pro Tem's absences, the Town Council may designate a member or members to preside over the hearing and the receipt of evidence. The order of procedure shall be as follows, which order can be modified only by the presiding member(s) and in the presiding member(s) sole discretion:

- (i) Appellant shall be limited to 20 minutes to present its case
- (ii) Respondent shall be limited to 20 minutes to present its case
- (iii) Appellant shall be limited to 5 minutes to rebut the Respondent's case

(b) Oral Testimony or Evidence. Oral testimony or evidence shall be taken only on oath or affirmation.

(c) Hearsay Evidence. Hearsay evidence may be used for the purpose of supplementing or explaining any direct evidence; however, such evidence standing alone shall not be sufficient to support a finding unless it would be admissible over objection in civil actions in courts of competent jurisdiction in South Carolina.

(d) Admissibility of Evidence. Any relevant evidence shall be admitted if it is the type of evidence on which reasonable persons are accustomed to rely upon in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of such evidence over objection in civil actions in courts of competent jurisdiction in South Carolina.

(e) Exclusion of Evidence. Irrelevant and unduly repetitious evidence shall be excluded.

(f) Rights of Parties. Each party shall have these rights, among others:

- (i) To call and examine witnesses on any matter relevant to the issues of the hearing;
- (ii) To introduce documentary and physical evidence;
- (iii) To cross-examine opposing witnesses on any matter relevant to the issues of the hearing;

Exhibit “A”

- (iv) To impeach any witness regardless of which party first called the witness to testify;
 - (v) To rebut the evidence against the party; and
 - (vi) To self-representation or to be represented by anyone of the party’s choice who is lawfully permitted to do so.
- (g) Official Notice.
- (i) What may be Noticed. In reaching a decision, official notice may be taken, either before or after submission of the case for decision, of any fact which may be judicially noticed by the courts of South Carolina or of official records of the Town or its departments and ordinances of the Town.
 - (ii) Parties to be Notified. Parties present at the hearing shall be informed of the matters to be noticed, and these matters shall be noted in the record, referred to therein, or appended thereto.
 - (iii) Opportunity to Refute. Parties present at the hearing shall be given a reasonable opportunity, on request, to refute the officially noticed matters by evidence or by written or oral presentation of authority, the manner of such refutation to be determined by the Town Council.

SECTION 5: METHOD AND FORM OF DECISION.

- (a) Hearings. In Hearings before the Town Council where a contested case is heard before the Town Council, no member thereof who did not hear the evidence or alternatively has not read or listened to the entire record of the proceedings shall vote on or take part in the decision. The presiding member(s) shall prepare findings of fact for the Town Council.
- (b) Form of Decision. The decision shall be in writing and shall contain findings of fact and a determination of the issues presented. A copy of the decision shall be delivered to the parties personally or sent to them by certified mail, postage prepaid, return receipt requested.
- (c) Effective Date of the Decision. The effective date of the decision shall be stated therein.

TOWN OF HILTON HEAD ISLAND

Affiliated Agencies

Fiscal Year 2014 Budget

05/30/2013

Town of Hilton Head Island

FY 2014 Budget

Affiliated Agencies

	Revised FY		FY 2014
	2013	Budget	Requested
			Budget
General Fund Grant Organizations:			
Island Recreation Association-Operating	\$	629,278	\$ 629,278
Island Recreation Association-Capital (<i>See Note 1</i>)	\$	-	\$ 280,900
Coastal Discovery Museum-Management Fee	\$	75,000	\$ 75,000
Coastal Discovery Museum-Capital (<i>See Note 1</i>)	\$	-	\$ 77,000
Coastal Discovery Museum-Sea Turtle Watch	\$	37,700	\$ 33,900
Palmetto Breeze	\$	175,000	\$ 175,000
Solicitor's Office-Drug Court & Career Criminal Program	\$	83,500	\$ 83,500
Community Foundation of the Lowcountry; Public Art	\$	37,500	\$ 37,500
USCB Event Management & Hospitality Training Program (<i>See Note 2</i>)	\$	133,060	\$ 134,711
Festival and Special Event Annual Tourism Research	\$	-	\$ -
Heritage Classic (<i>See Note 3</i>)	\$	346,761	\$ 320,156
Total	\$	1,517,799	\$ 1,846,945
General Fund Other Public Safety			
Beaufort County Sheriff's Office	\$	2,915,153	\$ 2,850,214
Shore Beach Services, Inc. (<i>See Note 4</i>)	\$	201,825	\$ 235,538
Total	\$	3,116,978	\$ 3,085,752

Note 1: The Island Recreation Association and Coastal Discovery Museum Capital Projects are now in the General Fund under Townwide. Last year's Capital Project Fund expense for the Island Recreation Center was \$193,317.

Note 2: The USCB Event Management & Hospitality Training Program FY 2014 Requested Budget is equal to 5% of the estimated local Accommodations Tax revenues as allowed by the Town Code.

Note 3: The Heritage Classic's Revised FY 2013 Budget is \$346,761 and FY 2014 Requested Budget is \$320,156 from the General Fund. An additional \$243,864 for Revised FY 2013 and \$300,000 for FY 2014 will be directly expended from the Hospitality Tax Fund Advertising Reserve Account. The total Heritage Classic expenditures for Revised FY 2013 are \$590,625 and \$620,156 for FY 2014.

Note 4: Shore Beach Service's traditional ongoing programs request in General Fund Townwide is \$205,638, a \$3,813 increase from last year. Consistent with the prior year, there is an additional \$29,900 in Facilities Management Division budget for recycling on the beach.

Town of Hilton Head Island
FY 2014 Budget
Affiliated Agencies

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Affiliated Agency Funding Requests

Recreation Association

Memorandum

Date: February 25, 2013
TO: Town of Hilton Head Island (Staff)
Parks and Recreation Commission
FROM: Hilton Head Island Recreation Association Board of Directors
RE: FY 2013-14 Funding Request

The Island Recreation Association presents this funding request with one objective in mind; to provide the highest quality and greatest variety of recreational services to the community. The resources requested from the Town will allow the Association to continue the effective management of recreational facilities, as well as the coordination of recreational programs and community events.

The Association's Board approved an operating budget of \$ 1,787,974 for FY 14 which is an increase of 2.2% over FY 2013. The general fund support request of \$629,278 to the Town remains the same as FY 2013. The Association projects a revenue increase in aquatics, athletics and youth programs, which will off-set the increase in the FY 14 budget. These increases are built around a two-year program revenue history. After last year's rain out of Wingfest, we took a conservative approach to community event revenues. Senior programs were also approached conservatively this year. The Board felt it was best to build-up programs at the new senior center location before adding any additional revenues to the budget.

Town's General Fund Support:

	Proposed FY 13-14	Current Budget FY 12-13
GOVERNMENT		
Town - General Fund	\$ 537,899	\$ 537,889
Town-Senior Programs	\$ 91,379	\$ 91,379
Total	\$ 629,278	\$ 629,278

CIP Funding:

The CIP funding request is \$280,000, which is up from \$172,850. The key elements to the request are replacing the SHARE van (\$30,000), remodeling of the Rec. Center lobby (\$15,000) and the replacement of the pool equipment building (\$87,000). This request is already in the Town's CIP budget under parks upgrades.

County:

The Association Board is working with our county representative to increase the level of support to our community. At this time, there is no clear indication from the County as to what level of support we will receive. This is why we only budgeted \$80,000 for program support and \$60,000 for pool operations for a total of \$140,000, which is the funding amount we have received for the last six years. There is always a concern this funding could be reduced. The amount of county support will determine overall impact on the residents of our community and the Association's general services.

A copy of our proposal to the County has been attached to this document.

Affiliated Agency Funding Requests

Recreation Association

Town Support:

The Town's Finance Department prepares, bi-weekly, the Association's payroll and payable checks. The Town supplies us with a monthly financial statement and general ledger report. The Town and the Association work to produce an annual audit. The Town approves capital expenditures reimbursed to the Association. The Association's budget is submitted annually to the Town's Parks and Recreation Commission for review and all financial records are available to the public, Town council and the Parks and Recreation Commission at all times.

Affiliated Agency Funding Requests

Recreation Association

Island Recreation Association
FY 13-14 Budget
Summary Page

REVENUES	PROPOSED 13-14	FY	FY 12-13
Program Revenue	\$ 710,996.00	\$	677,750.00
Community Events & Fundraising	\$ 307,700.00	\$	302,700.00
	\$ 1,018,696.00	\$	980,450.00
Town of HHI Support	\$ 629,278.00	\$	629,278.00
County Support	\$ 140,000.00	\$	140,000.00
	\$ 769,278.00	\$	769,278.00
SUB TOTAL INCOME	\$ 1,787,974.00	\$	1,749,728.00
CIP Reimbursement	\$ 280,900.00	\$	172,850.00
TOTAL INCOME	\$ 2,068,874.00	\$	1,922,578.00

EXPENSES	PROPOSED 13-14	FY	FY 12-13
Program Expenses	\$ 270,525.00	\$	264,796.00
Community Events & Fundraising	\$ 158,708.00	\$	148,333.00
Program and Admin Payroll	\$ 814,233.00	\$	786,284.00
Payroll Taxes and Benefits	\$ 177,148.00	\$	170,705.00
Gen Admin/Facilities/Marketing	\$ 367,360.00	\$	379,610.00
SUB TOTAL EXPENSES	\$ 1,787,974.00	\$	1,749,728.00
CIP PROJECTS	\$ 280,900.00	\$	172,850.00
TOTAL EXPENSES	\$ 2,068,874.00	\$	1,922,578.00

Affiliated Agency Funding Requests

Recreation Association

Island Recreation Association
FY 13-14 Budget
Capital Improvement Projects

CIP Budget 2013-14

PROJECT		
HVAC	\$	30,000
Security Lighting Improvements	\$	5,000
Replace Tables/Chairs	\$	5,500
Maintenance Cart (2)	\$	16,500
Program Utility Vehicle (SHARE Van)	\$	30,000
Floors Multi-purpose rooms	\$	8,000
Remodel Lobby	\$	15,000
Dome Installation and Take Down	\$	12,000
Replace Pool Equipment Room	\$	87,000
Back Stroke Flags	\$	1,000
Windscreens	\$	3,500
Pool Heaters	\$	25,000
Pool Covers	\$	10,000
Windscreens-Chaplin Tennis Courts	\$	4,000
Sun Shade-Chaplin Tennis Courts	\$	8,400
Fencing at Cordillo/Chaplin Tennis Courts	\$	20,000
TOTAL	\$	280,900

Affiliated Agency Funding Requests

Recreation Association

Hilton Head Island Recreation Association
Beaufort County Funding Request
FY 2014

General Information:

When it comes time to funding recreation on Hilton Head Island, we seem to forget 65% of the school students on Hilton Head Island are part of the free or reduced lunch program. This is why support from the County is so critical to the services we provide to the community.

The Hilton Head Island Recreation Association has not received an increase for operating and maintaining HHI's pool since 2004 when funding was first provided. The last increase for program support was in 2006. The 2012 PALS Budget was \$3,169,698. The Association funding was only 4% of this budget.

The below request is designed to enhance the recreational opportunities provided by the County and implemented by the Hilton Head Island Recreation Association which we have done for the last 35 years.

For FY 2014, the Association is requesting funds for the pool operations **(\$132,000)** and program support **(\$80,000)**, along with CIP funding for installation of a remote lighting system at the Crossings Park for FY 2014 **(\$30,000)**. (Details are on page 2)

In 2013, the County funded 8% of the Association's overall budget. The request for FY 2014 would increase the County's support to 11%. Meanwhile the Association's Board would still raise over 89% of its annual budget through program fees, fundraising, community events and support from the Town.

History of the Island Recreation Association:

The Hilton Head Island Recreation Association is a non-profit organization and is the leading provider of recreation programs and community events to the Town of Hilton Head Island. The Association has now been successfully delivering these services for 35 years.

The Association is led by a 17 member volunteer Board of Directors made up of community leaders and program users. There is an Advisory Board of 35 volunteer members who serve on committees and assist with community events. The Board guides the Association Staff on the implementation of programs, events, and the general administration of the organization.

The Association has a "Memorandum of Understanding" with the Town of Hilton Head Island for the management and operation of the Island Recreation Center along with Barker Field Extension; Chaplin and Cordillo Tennis Courts; Crossing Park; Jarvis Creek Park; Shelter Cove Park and the Bristol Sports Arena.

Programs are broken down into five categories: youth/teen; athletics; aquatics; seniors; and community events. The programs are fee driven; however, there is a scholarship program available to families and individuals in need.

The Association has taken the lead or assisted with the development of the Island Youth Center (Art League Building on Cordillo Parkway); along with funding, construction and operation of the Island Recreation Center, Crossings Park and Bristol Sports Arena, and Shelter Cove and Chaplin Parks.

The Numbers:

Program Numbers

The Association has over 200,000 program and event participant visits annually.

The user percentages are as follows:

17 & under:	69%
18- 49:	21%
50 & older:	10%

Affiliated Agency Funding Requests

Recreation Association

The Numbers Continued: Page -2-

School Numbers

Total public school population in Beaufort County	20,568
Total private school population on Hilton Head Island	1,265
HH Island public school children	4,278 (20.80% of County total)
<hr/>	
HH Island combined public & private school aged children	5,543 (26.94% of Combined total)

Census Numbers

Beaufort County total population (Census 2010)	162,233
Hilton Head Island total population (Census 2010)	37,099 (23% of County's population)

The Town of Hilton Head Island makes up about half of the County's overall tax base with \$948 million in taxable value on Hilton Head - out of a total County tax base of about \$1.8 billion.

Details & Management Request for FY 13-14:

Pool Operations: Support pool operations **\$132,000**

Since 2004, PALS has provided \$60,000 annually to the operation of the pool at the Island Recreation Center. In 2012, PALS spent \$323,284 per County- operated pool. During this same period, the Island Recreation Center spent \$215,112 to operate the pool. In 2012 the income from the Rec Center pool was \$143,043. \$60,000 of this income was from PALS and \$83,043 from program income, which is an operating difference of \$72,069.

The request for FY 13-14 pool support has increased by \$72,000 (from \$60,000 to \$132,000), which is the operating difference for 2012.

Programs: Support senior and youth programs **\$80,000**

Although there has not been an increase in funding since 2006 for program support; through program fees and expense management the request for FY 2013-2014 will remain at \$80,000.

Improved management recommendation:

The Association, along with Town staff, would manage the town-owned park athletic lights. The management would include scheduling the lights with program users through the Control Link System, and routinely checking on the condition of the fields which would be reported to Beaufort County Public Works for maintenance. An earlier agreement between the Town and the County would still have PALS pay for the power at these parks. Beaufort County PALS currently controls the athletic lights and general power at these parks. The Association (working in concert with the Town) wants to manage the athletic lights.

Capital Improvement Project Funding:

Support the installation of a Control Link for the Crossing Park lights. **\$30,000**

Currently, the Crossings Park lights are on a manual system of timers, or Association staff is physically turning on and off the lights. This will allow remote control of the lights which will save power while saving time on staff traveling to and from the park.

Affiliated Agency Funding Requests

Coastal Discovery Museum



MEMO

To: Steve Riley
Town Manager

From: Michael J. Marks

Re: 2013-14 Management Fee Budget Request

Date: February 19, 2013

The Coastal Discovery Museum Board of Directors, Staff, membership, and volunteers are grateful for the continued commitment of the Town of Hilton Head Island in providing support to the operations and maintenance of the Honey Horn property.

I am pleased to report that public visitation to the Museum and Honey Horn remains on an upward track (five consecutive years) with attendance in FY12 reaching over 100,000 people. This was a 13% increase from the previous year. Through the first seven months of FY13, attendance is up 6% over the comparable time last year. During FY14, the Museum and the Honey Horn venue will host its 500,000th visitor since opening in 2007.

Thanks in part to the continued support of the Town of Hilton Head Island, the finances for the Museum remain stable. Earned revenue opportunities for the Museum are experiencing a slight increase each year while contributed dollars have decreased during this sluggish economic period. I also wish to acknowledge the Museum's volunteer force numbering some 150 residents. This dedicated team has helped to reduce/stabilize the annual operating costs of the Museum through community service. And finally, there are a number of Lowcountry businesses that have provided free and/or reduced fees for services rendered to the Museum.

Through the efforts of a diversified group of supporters and funders, the Coastal Discovery Museum has been able to sustain its goal of being a premier cultural attraction for Island's residents and visitors. The Town of Hilton Head Island has played a significant role in this accomplishment.

As to the Fiscal Year 2014 Budget, the Museum Board and Staff respectfully seek a Management Fee in the amount of \$75,000. This request is at level funding for the fourth (4th) consecutive year.

The Board of Directors of the Coastal Discovery Museum gratefully acknowledges the ongoing support of the Town.

Affiliated Agency Funding Requests

Coastal Discovery Museum



MEMO

To: Steve Riley
Town Manager

From: Michael Marks

Re: Sea Turtle Protection Budget FY 2014

Date: February 20, 2013

The Hilton Head Island Sea Turtle Protection Project is committed to providing quality management practices to protect and monitor sea turtle nesting and hatching activity on Hilton Head Island. It is with this letter that we request funding for the 2013-2014 sea turtle season in the amount of \$33,900. This represents a 10% reduction as the Sea Turtle Project over the previous year.

During the 2012 sea turtle season, Hilton Head Island documented 305 sea turtle nests, the second consecutive 300+ nest season on record. We feel the high rate of nests on the Island is an indication of the success of protection efforts that began in the early 1980's and that the high nesting trend will continue to be evident in subsequent years. As a result, our budget reflects an anticipated increase the amount of money needed for staff salaries and provides additional expenditures for project supplies. The staff salary amount accounts for the hours spent monitoring the beach for nesting and hatching activity.

During the 2012 season the Project purchased one new beach patrol vehicle, and we have taken a proactive approach in extending the life of these vehicles through routine care and maintenance. No vehicles will need to be purchased this year.

The Coastal Discovery Museum appreciates the support from the Town of Hilton Head Island in funding the Sea Turtle Protection Project. It is a highly visible environmental activity that constantly receives positive feedback from both residents and tourists. Furthermore, the Hilton Head Island Sea Turtle Protection Project is recognized as one of the most successful programs on the East Coast.

Attachments: (1) – Budget Request Itemization

Affiliated Agency Funding Requests

Coastal Discovery Museum



2013-2014 Requested Sea Turtle Protection Project Budget

Staff Salaries	\$22,500
Museum Administration	5,500
Staff Training	500
Vehicle Maintenance	1800
Supplies	2,500
Equipment	800
Vehicle Purchase	0
Insurance	300
Grand Total	\$33,900

Affiliated Agency Funding Requests

Palmetto Breeze

February 20, 2013

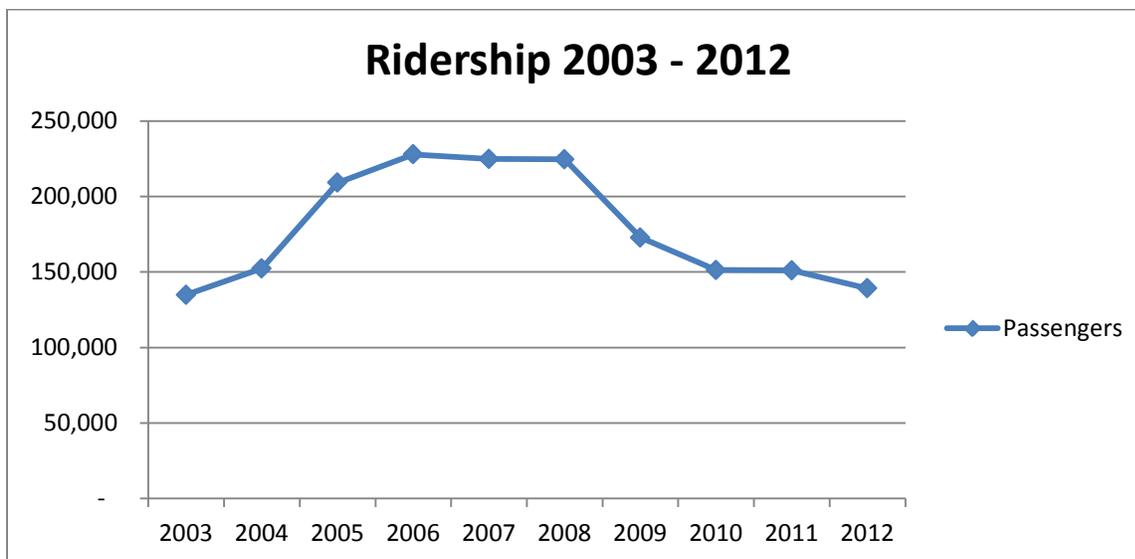
Town of Hilton Head Island
One Town Court
Hilton Head Island, SC 29928

RE: Fiscal Year 2013-2014 Budget Request

The Lowcountry Regional Transportation Authority d.b.a. Palmetto Breeze appreciates the opportunity to submit the following budget request to the Town of Hilton Head Island. Palmetto Breeze respectfully requests **\$175,000** for Fiscal Year 2013-2014 for the provision of public transportation throughout the Lowcountry region including Hilton Head Island. Specifically these funds will be used to leverage state and federal dollars and subsidize the costs of operating the public transportation system.

Palmetto Breeze Commuter Routes

Ridership has increased 12.4% year-to-date versus previous period. Public transportation is a necessary component of economic development for the Lowcountry region. Transportation service to Hilton Head Island is still very much needed as many people depend on the bus for their livelihood and the tourism industry relies on the transit system as a reliable means to get employees to work.



Affiliated Agency Funding Requests

Palmetto Breeze

Contract Services

Numerous human service agencies contract with Palmetto Breeze to provide transportation services to their clients including: Beaufort County Senior Services, Programs for Exceptional People, Hampton County Council on Aging, Jasper County Council on Aging, and Jasper County Disabilities and Special Needs. In addition, Palmetto Breeze has spent the last few years working with the Lowcountry Council of Governments to develop a coordinated transportation system. Diversification of revenue sources to gain financial stability has been an ongoing effort. Palmetto Breeze continues to seek a variety of alternative revenue sources to expand services throughout the region rather than solely relying on government resources.

Hurricane Evacuation

Palmetto Breeze works closely with Beaufort County Emergency Management and Town of Hilton Head Island officials to provide transportation services to area shelters in the event of a hurricane evacuation or other disaster event.

Local Commitment

Like most public transit systems, Palmetto Breeze relies heavily on local, state, and federal funds to subsidize expenses. Palmetto Breeze appreciates the commitment the Town of Hilton Head Island has made over the years by investing in the regional public transportation system. The funding provided by the Town of Hilton Head Island has played a vital role in the continuation of commuter route services as well as the expansion towards new services. This year's request will go towards the subsidization of public transportation operating and administration expenditures including driver's wages, fuel, maintenance of capital equipment, parts and supplies.

Please contact me at 843-757-5782 or via email at llrta@hargray.com should you have any questions or concerns regarding this request. Thank you for your time and attention to this matter. We look forward to another safe and successful year with the Town of Hilton Head Island as our partner!

Most sincerely,

Rochelle Ferguson
Executive Director

Affiliated Agency Funding Requests

Drug Court / Solicitor's Office

State of South Carolina
OFFICE OF THE SOLICITOR
FOURTEENTH JUDICIAL CIRCUIT

ALLENDALE, BEAUFORT
COLLETON, HAMPTON
AND JASPER COUNTIES



POSTOFFICEBOX1880
BLUFFTON, SOUTH CAROLINA 29910
TELEPHONE: (843) 255-5880
FACSIMILE: (843) 255-9512

Isaac McDuffie Stone, III
SOLICITOR

March 25, 2013

Ms. Susan Simmons
Director of Finance
One Town Center Court
Hilton Head Island, SC 29928

Dear Ms. Simmons:

I am asking that the Town of Hilton Head continue to fund the Solicitor's Career Criminal in Fiscal Year 2013-2014. I am requesting funds in the amount of \$83,500.00 for this program, the same amount as approved by the Town of Hilton Head for Fiscal Year 2012-2013.

I would like to thank you in advance for your help in this matter. The funding provided by the Town of Hilton Head has been and will continue to be essential to our program. It is the support of municipalities, like the Town of Hilton Head, that allow us to maintain programs that help to benefit and serve our community.

Thank you for your consideration.

Yours sincerely,



Duffie Stone

IMS:ld

Affiliated Agency Funding Requests

Beaufort County Sheriff's Office

Beaufort County Sheriff's Office	FY2013	FY2014	FY2014	
	Approved	Budget Requests as of 4/28/13	Budget Requests as of 5/24/13	FY2014 requests include the following:
Personnel Costs				
Hilton Head Patrol	\$1,769,722	\$1,946,694	\$1,802,747	Includes a 2% COLA, a health insurance decrease and a decrease in workers compensation.
Hilton Head Traffic	\$254,546	\$280,001	\$253,626	
Hilton Head Marine & Beach	\$118,985	\$130,884	\$118,070	
Hilton Head Investigations	\$356,956	\$392,652	\$354,280	
Hilton Head Victim's Advocate	\$59,493	\$65,442	\$59,035	
OT Bar Patrol	\$75,000	\$75,000	\$75,000	
	\$2,634,702	\$2,890,672	\$2,662,757	
Operating Costs				
New Office Space	\$70,072	\$0	\$0	
Electric 1/2	\$19,870	\$0	\$0	
Water, Sewer, and Garbage 1/2	\$1,170	\$0	\$0	
Telephone 1/2 + Cell phone for Command, Patrol & Traffic team	\$2,300	\$2,300	\$2,300	
Fuel 1/2	\$90,720	\$90,720	\$90,720	
	\$184,132	\$93,020	\$93,020	
Above items listed billed by BCSO				
Uniforms	\$28,860	\$28,860	\$28,860	7 body armor replacements
Body Armor	\$7,709	\$5,827	\$5,827	
Administrative Supplies	\$48,750	\$48,750	\$48,750	
Radio Repair & Maintenance	\$5,000	\$5,000	\$5,000	
	\$90,319	\$88,437	\$88,437	
BCSO will submit invoices for reimbursement from the Town for the items listed below.				
Computers-12098040-55120	\$6,000	\$6,000	\$6,000	
Radios & MDC's	\$0	\$0	\$0	
Vehicles	\$0	\$37,500	\$0	
	\$6,000	\$43,500	\$6,000	
	\$0	\$0	\$0	
Radars	\$0	\$0	\$0	
Total	\$2,915,153	\$3,115,629	\$2,850,214	
Total	\$2,915,153	\$3,115,629	\$2,850,214	
			-2.23%	
			(\$64,939)	

Affiliated Agency Funding Requests

Shore Beach Services, Inc.



SHORE BEACH SERVICE, INC. HILTON HEAD ISLAND BEACH PATROL

Certified Agency—United States Lifesaving Association
Charter Member—Professional Beach Service Association

116 Arrow Road • Hilton Head, SC 29928
Phone (843)785-3494 • Fax (843)785-2023
sheach@hargray.com • www.shorebeach.com

April 25, 2013

Ms. Susan Simmons
Director Of Finance
Town Of Hilton Head Island
One Center Court
Hilton Head, SC 29928

Dear Susan,

Our budget request for Fiscal Year Ending June 30, 2014 for the Beach Patrol services called for under our existing Services Agreement with the Town of Hilton Head Island totals \$235,538 compared to \$201,825 for Fiscal Year Ending June 30, 2013, which is an increase of \$33,713 or 16.7%.

Fixed Amount Services are budgeted to increase by \$6,658 or 4.3%, mostly due to rising automotive expenses.

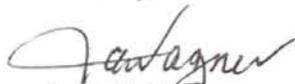
The proposed increase of \$23,925 in Variable Amount Services primarily reflects the expansion of the program for recycling on the beach, which began last September at the request of the Town. The number of recycling containers on the beach will quadruple this season compared to last. The increased recycling costs are partially offset by anticipated reductions in labor and equipment hours for beach matting maintenance.

Annual Costs are budgeted to increase by \$3,130 or 9% due to the higher cost of dumpsters used for trash the disposal of trash removed from the beach.

Attached is Discussion Of Fiscal Year 2014 Budget For Beach Patrol Services including four schedules showing this budget with comparisons to the budget for Fiscal Year Ending June 30, 2013.

Let me know if there is anything else you need. I am available to discuss at your convenience.

Sincerely,


Ralph A. Wagner
President

Affiliated Agency Funding Requests

Shore Beach Services, Inc.



SHORE BEACH SERVICE, INC. HILTON HEAD ISLAND BEACH PATROL

Certified Agency—United States Lifesaving Association
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sbeach@hargray.com • www.shorebeach.com

Discussion Of Fiscal Year 2014 Budget For Beach Patrol Services Under Services Agreement With The Town Of Hilton Head Island

Shore Beach Service, Inc. has a Services Agreement with the Town Of Hilton Head Island expiring in April of 2014, under which we provide a service generally known as the Beach Patrol.

The Agreement provides that services will be billed in two ways:

- 1) Fixed Amount Services, with the fee amounts to be determined during the annual budget process, and
- 2) Variable Amount Services with the fee amounts based on monthly time spent and materials & equipment used, with the hourly rates to be determined during the annual budget process.

Our total request for the Fiscal Year 2014 budget equals \$235,538 compared to \$201,825 for Fiscal Year 2013, which is an increase of \$33,713 or 16.7%.

We are requesting a budget for Fixed Amount Services of \$161,638 for Fiscal Year 2014, which is an increase of \$6,658 or 4.3%. Over 85% or about \$5,690 of this increase results from rising automotive expenses, including gas prices, repair costs, and replacement costs. The remaining 15% or \$968 results primarily from higher labor related costs, including wages and health insurance.

We are requesting a budget for Variable Amount Services of \$35,900 for Fiscal Year 2014, which is an increase of \$23,925. This proposed increase, primarily reflects the expansion of the program for recycling on the beach, which began last September at the request of the Town. The number of recycling containers on the beach will quadruple this season compared to last. The increased recycling costs are partially offset by anticipated reductions in labor and equipment hours for beach matting maintenance.

The budget for Variable Amount Services also reflects our request to increase hourly labor rates from last year's range of \$11.43 to \$21.55 to a range of \$11.63 to \$22.87 for Fiscal Year 2014.

Our rate for Fiscal Year 2014 for equipment used remains unchanged at \$30.00 per hour.

Annual Costs are budgeted to increase by \$3,130 or 9% due to the higher cost of dumpsters used for the disposal of trash removed from the beach. We are reimbursed annually for the actual costs we incur throughout the year.

We have attached four schedules summarizing our budget requests.

Schedule 1 shows our proposed annual Budget For Beach Patrol Services with comparisons to our Fiscal Year 2013 Budget.

Affiliated Agency Funding Requests

Shore Beach Services, Inc.

Discussion Of Fiscal Year 2013 Budget For Beach Patrol Services

Page Two

Schedule 2 shows our proposed monthly budget for Fixed Amount Services with comparisons to our Fiscal Year 2013 Budget.

Schedule 3 shows a breakdown by type of the Basic Services included on Schedule 2 with comparisons to our Fiscal Year 2013 Budget.

Schedule 4 shows our proposed monthly budget for Variable Amount Services with comparisons to our Fiscal Year 2013 Budget.

The responsibilities of the Beach Patrol currently include the following:

- Patrolling over thirteen miles of beach front (from Braddock Cove to Fish Haul Creek) in marked vehicles for the purpose of rendering assistance to members of the public in need of assistance in the water or on the beach.
- Assisting in off shore rescue, maintaining buoys designating swimming only areas, effecting contact with private boat operators to keep clear of swimming areas and assisting in beach ordinance enforcement. Two personal watercraft ("PWC") are provided for this purpose and a third PWC is used as backup.
- Placing trash collection barrels on the beach, collecting trash and debris from these barrels, and picking up loose trash and debris.
- Advising beachgoers of beach ordinance violations.
- Notifying and coordinating with law enforcement authorities regarding any continuing unlawful activities on the beach
- Administering first aid to beachgoers who sustain injuries on the beach.
- Notifying and cooperating with EMS when emergency medical services are required on the beach.
- Providing a program for animal control.
- Providing a program for recycling on public beach areas as designated by the Town.
- Installing and maintaining beach matting on public beach areas as designated by the Town (now at six locations).
- Installing and maintaining dog litterbag stations on public beach areas as designated by the Town (now at forty-five locations).

Ralph A. Wagner
Beach Patrol Director
April 25, 2013

Affiliated Agency Funding Requests
Shore Beach Services, Inc.

Schedule 1				
Shore Beach Service, Inc.				
Budget For Beach Patrol Services				
	Fiscal Year Ending June 30		Over (Under) Fiscal Year 2013 Budget	
	2013	2014		
Basic Beach Patrol Services	\$ 102,348	\$ 106,314	\$ 3,966	3.9%
Expanded Trash Patrol	25,935	28,848	2,913	11.2%
Expanded Beach Patrol	26,697	26,476	(221)	-0.8%
Total Fixed Amounts	154,980	161,638	6,658	4.3%
Beach Matting	7,000	5,500	(1,500)	-21.4%
Dog Litterbag Stations	475	500	25	5.3%
Recycling On The Beach	4,500	29,900	25,400	564.4%
Total Variable Amounts	11,975	35,900	23,925	199.8%
Annual Costs	34,870	38,000	3,130	9.0%
Total	\$ 201,825	\$ 235,538	\$ 33,713	16.7%

Fees for Basic Beach Patrol Services, Expanded Trash Patrol, and Expanded Beach Patrol are set as fixed amounts as part of the annual budget process.

Fees for installation and maintenance of Beach Matting, Dog Litterbag Stations, and Recycling On The Beach are determined monthly based on time spent, equipment used and materials purchased.

Labor rates per hour for Fiscal Year 2014 Variable Amounts Budget range from \$11.63 to \$22.87 while these rates used in Fiscal Year 2013 were \$11.43 to \$21.55.

Equipment rate per hour for Fiscal Year 2014 is \$30.00 which is the same rate used in Fiscal Year 2013.

Fees for annual costs, primarily for dumpsters for trash disposal, are actual costs incurred.

Affiliated Agency Funding Requests
Shore Beach Services, Inc.

Shore Beach Service, Inc. Fixed Amounts Budget												Schedule 2	
Fiscal Year Ending June 30, 2013 Fixed Amounts						Fiscal Year Ending June 30, 2014 Fixed Amounts						Over (Under) Fiscal Year 2013 Budget	
Year	Month	Basic Services	Expanded Trash Patrol	Expanded Beach Patrol	Total	Year	Month	Basic Services	Expanded Trash Patrol	Expanded Beach Patrol	Total	Amount	%
2012	July	\$ 15,866	\$ 4,395	\$ 6,466	\$ 26,727	2013	July	\$ 16,196	\$ 4,887	\$ 6,566	\$ 27,649	\$ 922	3.5%
2012	August	15,866	4,395	6,466	26,727	2013	August	16,196	4,887	6,566	27,649	922	3.5%
2012	September	11,784	4,250	1,043	17,077	2013	September	12,153	4,729	424	17,306	229	1.3%
2012	October	3,433			3,433	2013	October	3,484			3,484	51	1.5%
2012	November	3,324			3,324	2013	November	3,374			3,374	50	1.5%
2012	December	3,433			3,433	2013	December	3,484			3,484	51	1.5%
2013	January	2,184			2,184	2014	January	2,631			2,631	447	20.5%
2013	February	1,979			1,979	2014	February	2,383			2,383	404	20.4%
2013	March	2,183			2,183	2014	March	2,631			2,631	448	20.5%
2013	April	11,069	4,250		15,319	2014	April	11,901	4,729		16,630	1,311	8.6%
2013	May	15,543	4,395	6,466	26,404	2014	May	15,851	4,887	6,566	27,304	900	3.4%
2013	June	15,684	4,250	6,256	26,190	2014	June	16,025	4,729	6,354	27,108	918	3.5%
Total For Year		\$ 102,348	\$ 25,935	\$ 26,697	\$ 154,980	Total For Year		\$ 106,314	\$ 28,848	\$ 26,476	\$ 161,638	\$ 6,658	4.3%

Fees for Basic Services, Expanded Trash Patrol, and Expanded Beach Patrol are set as fixed amounts as part of the annual budget process.

Affiliated Agency Funding Requests
Shore Beach Services, Inc.

Shore Beach Service, Inc. Fixed Amounts Budget - Basic Services By Type																		Schedule 3	
Fiscal Year Ending June 30, 2013 Fixed Amounts									Fiscal Year Ending June 30, 2014 Fixed Amounts									Over (Under) Fiscal Year 2013 Budget	
Year	Month	Office Services	Beach Patrol	PWC	Trash Patrol	Trash Cans	Night Patrol	Total	Year	Month	Office Services	Beach Patrol	PWC	Trash Patrol	Trash Cans	Night Patrol	Total	Amount	%
2012	July	\$ 63	\$ 6,564	\$ 4,434	\$ 3,470	\$ 140	\$ 1,195	\$ 15,866	2013	July	\$ 65	\$ 6,991	\$ 3,907	\$ 3,695	\$ 150	\$ 1,388	\$ 16,196	\$ 330	2.1%
2012	August	63	6,564	4,434	3,470	140	1,195	15,866	2013	August	65	6,991	3,907	3,695	150	1,388	16,196	330	2.1%
2012	September	63	6,353	715	3,358	140	1,155	11,784	2013	September	65	6,765	252	3,577	150	1,344	12,153	369	3.1%
2012	October	63	3,370					3,433	2013	October	65	3,419					3,484	51	1.5%
2012	November	63	3,261					3,324	2013	November	65	3,309					3,374	50	1.5%
2012	December	63	3,370					3,433	2013	December	65	3,419					3,484	51	1.5%
2013	January	63	2,121					2,184	2014	January	65	2,566					2,631	447	20.5%
2013	February	63	1,916					1,979	2014	February	65	2,318					2,383	404	20.4%
2013	March	63	2,120					2,183	2014	March	65	2,566					2,631	448	20.5%
2013	April	63	6,353		3,358	140	1,155	11,069	2014	April	65	6,765		3,577	150	1,344	11,901	832	7.5%
2013	May	63	6,353	4,434	3,358	140	1,195	15,543	2014	May	65	6,765	3,907	3,576	150	1,388	15,851	308	2.0%
2013	June	63	6,564	4,292	3,470	140	1,155	15,684	2014	June	65	6,991	3,780	3,695	150	1,344	16,025	341	2.2%
Total For Year		\$ 756	\$54,909	\$18,309	\$20,484	\$ 840	\$ 7,050	\$102,348	Total For Year	\$ 785	\$58,865	\$15,753	\$21,815	\$ 900	\$ 8,196	\$106,314	\$ 3,966	3.9%	

Affiliated Agency Funding Requests
Shore Beach Services, Inc.

Shore Beach Service, Inc. Variable Amounts Budget													Schedule 4	
Fiscal Year 2013 Variable Amounts						Fiscal Year 2014 Variable Amounts						Over (Under) Fiscal Year 2013 Budget		
Year	Month	Beach Matting	Dog Litterbag Stations	Recycling On The Beach	Total	Year	Month	Beach Matting	Dog Litterbag Stations	Recycling On The Beach	Total	Amount	%	
2012	July	\$ 900	\$ 40	\$ 425	\$ 1,365	2013	July	\$ 600	\$ 30	\$ 4,210	\$ 4,840	\$ 3,475	254.6%	
2012	August	700	35	325	1,060	2013	August	450	30	3,230	3,710	2,650	250.0%	
2012	September	600	30	325	955	2013	September	420	35	2,260	2,715	1,760	184.3%	
2012	October	600	45	260	905	2013	October	425	50	1,300	1,775	870	96.1%	
2012	November	300	40	265	605	2013	November	360	45	1,350	1,755	1,150	190.1%	
2012	December	300	35	235	570	2013	December	300	40	1,230	1,570	1,000	175.4%	
2013	January	300	45	240	585	2014	January	225	45	1,260	1,530	945	161.5%	
2013	February	300	40	300	640	2014	February	330	45	1,300	1,675	1,035	161.7%	
2013	March	600	45	325	970	2014	March	500	55	1,330	1,885	915	94.3%	
2013	April	700	45	1,000	1,745	2014	April	600	55	5,025	5,680	3,935	225.5%	
2013	May	800	45	400	1,245	2014	May	530	35	3,140	3,705	2,460	197.6%	
2013	June	900	30	400	1,330	2014	June	760	35	4,265	5,060	3,730	280.5%	
Total For Year		\$ 7,000	\$ 475	\$ 4,500	\$ 11,975	Total For Year		\$ 5,500	\$ 500	\$ 29,900	\$ 35,900	\$ 23,925	199.8%	

Fees for installation and maintenance of Beach Matting, Dog Litterbag Stations, and Recycling On The Beach are determined monthly based on time spent, equipment used and materials purchased.

Hourly rates for labor and equipment are set during the annual budget process.

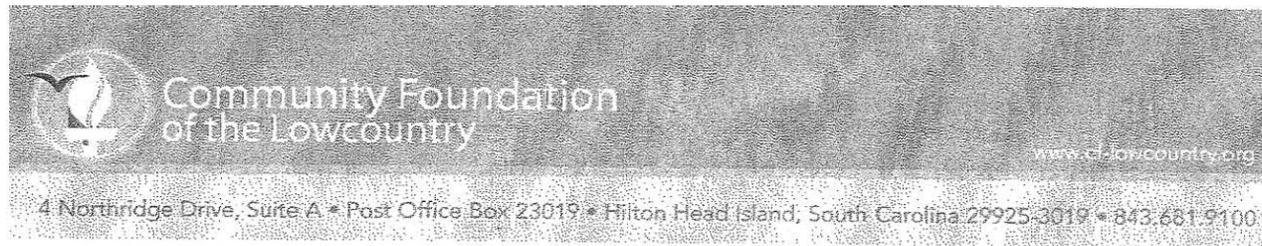
The proposed hourly labor rates for Fiscal Year 2014 range from \$11.63 to \$22.87 as compared to a range of \$11.43 to \$21.55 used in Fiscal Year 2013.

The proposed hourly equipment rate for Fiscal Year 2014 is \$30.00 which is the same rate used in Fiscal Year 2013.

Fiscal Year 2014 Variable Amounts are estimated based on past experience.

Affiliated Agency Funding Requests

Community Foundation of the Lowcountry Public Art Exhibition



February 6, 2012

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

Dear Steve:

The Town of Hilton Head Island has expressed support for public art in its Comprehensive Plan and has recognized the importance of this program through its significant support of the Charles Fraser statue installation and the first Public Art Exhibition on Hilton Head Island this past fall.

As you know, the public art event was an opportunity to honor and embrace Hilton Head Island's rich history and cultural influences. The presence of public art at the selected event location of Honey Horn was viewed as a means to engage and involve those who visit for the first time as well as those who experience Hilton Head Island daily. This past fall, for a period of twelve weeks, residents and visitors had the opportunity to interact with sculptures crafted by regional and national artists. The selected piece of *Family* from this and other pieces from future events will become part of the identity of Hilton Head Island and part of the asset base of the Town.

The Public Art Fund has received generous contributions from the community and grants that has made the work on the 2011 event possible. We are already working diligently to seek out funding for the 2013 event through grants, support from the business community and private contributions.

The Public Art Committee would like to respectfully request an amount in the range of \$75,000-\$100,000 to be paid over two years for the second Public Art Exhibition at Honey Horn to be held in the fall of 2013.

Thank you for your consideration of the Town of Hilton Head Island's support for the Public Art Fund which is an endeavor that will serve as a lasting legacy to Hilton Head Island and to all those who live here or visit our Island. Members of our committee would welcome the opportunity to meet with you or others with the Town to discuss this further or to provide additional information.

Sincerely,

Chairman, Public Art Committee
Community Foundation of the Lowcountry

NOTE: FY 2014 Budget Request \$37,500

Affiliated Agency Funding Requests

USCB Event Management and Hospitality Training Program



March 28, 2012

Dear Mayor Laughlin, Honorable Members of Town Council and Manager Riley:

We are delighted to present to you our proposed budget for 2013-14 and to take this opportunity to inform you of our great successes during this past year.

Update of Training:

The Center is delighted to announce the second phase of our Island Ambassador Training program titled Island Culture. This training seminar informs attendees on the topics of the Gullah Culture, Charles Fraser's Vision for the Island, Island Flora and Fauna from the Beach to the Forest Preserves and ends with the Vision for the Island's Future. The Center has consulted with experts in each topic covered and woven the material into an entertaining and educational seminar. We have hosted two Island Culture Seminars and received great reviews.

In addition, we have conducted nine Training Seminars on Island Knowledge. I am attaching the Evaluation Summary for your review. We currently have 10 additional seminars pending and continue to schedule daily. The Center is also expanding its target market with Training Seminars scheduled with Restaurant Professionals and Club Professionals.

We are so pleased to inform you that this year we will begin working with the RBC Heritage and training their Ambassadors and Caterers. We are designing a specific training seminar that focuses on the needs of these volunteers. In addition, we will be hosting both an Island Knowledge Seminar and an Island Culture Seminar for the Ambassadors. We are looking forward to working with the RBC Heritage Volunteers and hope our involvement expands in the upcoming years.

The Center completed its Island Ambassador Pocket Guide. This informative guide will be given to each Island Ambassador Seminar attendee providing them with valuable Island Information at their finger tips. We are enclosing a copy for each of you.

Update on Event Incubation:

The Center worked with the Island Recreation Association on its inaugural event – Burgers and Brew. This event was a huge success. As a first time event on Hilton Head

Affiliated Agency Funding Requests

USCB Event Management and Hospitality Training Program

Island, we exceeded our attendance expectations with over 1900 attendees. The Event featured 12 restaurants serving their finest "burgers" including shrimp burgers, mahi mahi burgers and good ole American bacon cheeseburgers. The festival featured a Beer Garden with 19 craft beer selections. It was a fantastic event; however, we are working on several improvements and additions for the 2013 event. In addition, the Center has been working with the 350/30 Committee in planning the celebration of the 350th Sighting by William Hilton of Hilton Head Island and the 30th Anniversary of the Town. The Center was also contacted in June by the Board of Directors for The Sandbox. They were planning their inaugural Sandbox at the Stables for Labor Day and requested assistance. The Center worked with the Board all summer and helped with onsite management on Labor Day. The event was a big success raising over \$10,000 for the non-profit. The Center also conducted an evaluation meeting with the Board to assist them in improving the event for 2013.

Update on Volunteer Management:

The Center has placed 61 student volunteers at twelve community festivals and events including The Oyster Roast, Concours d'Elegance and Wingfest. A total of over 1050 service learning hours were provided ensuring a quality event experience for all attendees

Speaker Series:

The Center sponsored a two part speaker's series Destination Hilton Head. Todd Ballantine and Emory Campbell were the featured speakers. Both speakers provided educational and entertaining presentation to USCB students and the Island General Public covering relevant topics in Island History and Tourism.

USCB is delighted to have the Center on Hilton Head Island and to continue to work with the Hospitality Industry Professionals to make ensure that all Island visitors have a pleasurable visit. We again thank you for this opportunity and look forward to keeping you apprised of our progress.

Sincerely,



Charles L. Calvert, Ed.D.
Department Chair and Professor of Hospitality Management



Keri A. Olivetti, Director
USCB Center for Event Management and Hospitality Training

Cc: Dr. Jane Upshaw, Chancellor

One University Boulevard* Bluffton, South Carolina 29909 * 843/208-8230

Affiliated Agency Funding Requests

USCB Event Management and Hospitality Training Program

USCB CEMHT
PROPOSED BUDGET 2013-2014

Directors Salary and Benefits	\$ 42,500
Office Expenses	\$ 15,000
Special Events Coordinator	\$ 8,000
Marketing and Equipment	\$ 5,000
Coordinators of Training Programs	\$ 20,000
Training Programs; Curriculum Development	\$ 44,211
Total	\$ 134,711

Affiliated Agency Funding Requests

USCB Event Management and Hospitality Training Program

Island Ambassador Seminars

Evaluation Summary from 10/9/12 through 3/21/13

108

Number of Participants who responded to evaluation questions

Course Evaluation	(Percentages)				
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
This seminar met my personal learning objective & expectation.	71%	19%	3%	5%	1%
This seminar was well organized and easy to follow.	84%	7%	4%	0%	1%
The facilitator communicated clearly.	84%	8%	3%	1%	0%
The facilitator is knowledgeable about the subject matter.	85%	6%	4%	0%	0%
The facilitator was open to questions and discussion.	80%	8%	8%	0%	1%
The technology in the classroom enhanced the learning experience.	76%	10%	8%	1%	1%
The course description matched what I expected from this course.	76%	13%	5%	1%	1%
*The handouts(if available) were relevant and informative.	81%	31%	0%	0%	3%

*Handout question (Pocket Guide) added on 3/6/13. Possible responses=37

Course Evaluation	(Raw Data)				
	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
This seminar met my personal learning objective & expectation.	77	20	3	5	1
This seminar was well organized and easy to follow.	91	8	4	0	1
The facilitator communicated clearly.	91	9	3	1	0
The facilitator is knowledgeable about the subject matter.	92	7	4	0	0
The facilitator was open to questions and discussion.	86	9	9	0	1
The technology in the classroom enhanced the learning experience.	82	11	9	1	1
The course description matched what I expected from this course.	82	14	5	1	1
*The handouts (if available) were relevant and informative.	26	10	0	0	1

*Handout question (Pocket Guide) added on 3/6/13. Possible responses=37