

**The Town of Hilton Head Island
Special Meeting/Budget Workshop
Thursday, May 29, 2014
Council Chambers
4:00 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. **Review of Budgets of Affiliated Agencies**
 - a. USCB Event Management and Hospitality Training Program
 - b. Solicitor’s Office – Drug Court and Career Criminal Program
 - c. Hilton Head Island Economic Development Corporation
 - d. Coastal Discovery Museum
 - e. Community Foundation of the Lowcountry Public Art Exhibition
 - f. Palmetto Breeze (LRTA)
 - g. Island Recreation Association
 - h. Shore Beach Services, Inc.
4. **Consideration of a Resolution for the purchase of land within the Pope Avenue Corridor**
5. **Consideration of Proposed Ordinance 2014-13**

Consideration of Proposed Ordinance 2014-13 of the Town of Hilton Head Island, South Carolina, authorizing the execution of a lease with Choate Construction Company for property owned by the Town of Hilton Head Island, South Carolina, pursuant to the authority of S.C. Code Ann. Section 5-7-40 (Supp. 2011), and Section 2-7-20, *Code of the Town of Hilton Head Island, South Carolina*, (1983); and providing for severability and an effective date.
6. **Consideration of Appointments to Boards and Commissions**
7. **Executive Session**
 - a. **Land Acquisition**
 - b. **Legal Matters**
 - c. **Contractual Matters**
 - d. **Appointments to Boards and Commissions**
8. **Adjournment**

TOWN OF HILTON HEAD ISLAND

Affiliated Agencies

Fiscal Year 2015 Budget

05/29/2014

Town of Hilton Head Island

FY 2015 Budget

Affiliated Agencies

Agency	FY14 Revised Budget	FY15 Requested Budget	FY15 Current Budget
USCB Hospitality Training	\$ 149,844	\$ 134,711	\$ 134,000
Solicitor's Office Drug Court	48,500	50,000	50,000
Solicitor's Office Career Criminal Program	35,000	33,500	33,500
Solicitor's Office - Community Prosecutor (<i>See Note 1</i>)	-	87,600	-
Economic Development Corporation (<i>See Note 2</i>)	156,044	441,012	391,012
Coastal Discovery Museum - Sea Turtle Watch	33,900	37,300	37,300
Coastal Discovery Museum - Management Fee	75,000	75,000	75,000
Coastal Discovery Museum-Capital (<i>See Note 3</i>)	77,000	67,700	67,700
Community Foundation of the Low Country; Public Art (<i>See Note 4</i>)	37,500	37,500	37,500
LRTA Grant (<i>See Note 5</i>)	175,000	225,000	175,000
Island Recreation Association - Operating	629,278	629,278	629,278
Island Recreation Association - Capital (<i>See Note 3</i>)	322,203	240,650	240,650
First Tee		150,000	150,000
Heritage Classic (<i>See Note 6</i>)	320,156	351,154	351,164
	\$ 2,059,425	\$ 2,560,405	\$ 2,372,104
General Fund Other Public safety			
Shore Beach Services (<i>See Note 7</i>)	\$ 205,638	\$ 232,065	\$ 232,065

Note 1: The Solicitor's Office request for a new Community Prosecutor Program is not included in the FY15 Current Budget.

Note 2: The FY15 Current Budget for the Economic Development Corporations is \$50,000 less than requested.

Note 3: The Island Recreation Association and Coastal Discovery Museum's Capital request are now budgeted in the General Fund. These budgets represent facility and equipment (capital or expense) items to be procured by these organizations. Conversely, the Island Recreation Association expansion is in the Town's Capital Projects Fund.

Note 4: The Community Foundation of the Low Country requested \$75,000 to \$100,000 for two years. As the Town has historically done, the FY15 Current Budget is \$37,500.

Note 5: The current Palmetto Breeze (LRTA) FY15 Current Budget is \$50,000 less than requested.

Note 6: The Town will be in year 4 of its 5 year agreement to support the RBC Heritage presented by Boeing. The total budget for FY15 is \$651,154, (per agreement). Of the total \$300,000 will be directly budgeted from the Hospitality Fund and \$351,164 will be budgeted in the General Fund.

Note 7: Last year \$29,900 for the Shore Beach Services recycling program was budgeted in the Facilities Management Division for a FY14 Revised Budget total of \$235,538. The FY15 total Budget is \$3,473 less than FY14.

Town of Hilton Head Island
FY 2015 Budget
Affiliated Agencies

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March 28, 2014

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

We are delighted to present to you our proposed budget for 2014-15 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 third phase of our Island Ambassador Training program titled Island Ecology. This training seminar starts with information about the ocean environment and works inland to the dunes, marshes and ends with high ground ecology. The Center worked closely with Stephen A. Borgianini, Ph.D., Assistant Professor of Ecology and Evolutionary Biology to develop this training program. He has taken the beauty of this island and created an educational and entertaining seminar.

In addition, we have conducted nine Training Seminars on Island Knowledge and three on Island Culture. 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 as well as reaching out to Retail Professionals.

The Center is also putting the finishing touches on its Pocket Guide app. We are trying to give our attendees this valuable Island Information at the touch of a finger.

Update on Event Incubation:

It was an amazing day on the beach on October 5, 2013 as the 350/30 Celebration took place. The Center worked diligently with the 350/30 Planning Committee on the great beach celebration, taking full responsibility for the Sand Castle Competition. The Celebration was a huge success with approximately 5000 people celebrating our amazing island.

The Center is pleased to be working on the first inaugural Charles E. Fraser Sustainable Resort Development Conference set for May 6 and 7 at Sea Pines Resort. The conference mission is to establish an open dialogue among practitioners and academicians that concentrates on current sustainable resort development issues, challenges, and resolutions. The dialogue will include both the positive and negative consequences affiliated with resort sustainable practices. More specifically, the social,

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

environmental, economic consequences related to advancing a community's sustainable efforts will be discussed.

Update on Volunteer Management:

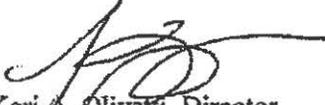
The Center has placed 58 student volunteers at fifteen community festivals and events including Burger and Brew, Winter Wonderland and Hilton Head Wine and Food Festival. A total of over 1150 service learning hours were provided ensuring a quality event experience for all attendees.

USCB remains delighted to have the Center on Hilton Head Island and to continue to work with the Hospitality Industry Professionals to ensure that all Island visitors have a pleasurable time. 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

USCB CEMHT
PROPOSED BUDGET 2014-15

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

State of South Carolina
OFFICE OF THE SOLICITOR
FOURTEENTH JUDICIAL CIRCUIT

ALLENDALE, BEAUFORT
COLLETON, HAMPTON AND
JASPER COUNTIES



POST OFFICE BOX 1880
BLUFFTON, SOUTH CAROLINA 29910
TELEPHONE: (843) 255-5880
FACSIMILE: (843) 255-9512

Isaac McDuffie Stone, III
SOLICITOR

Ms. Erica Madhere
Finance Assistant, Hilton Head Island
One Town Center Court
Hilton Head Island, SC 29928

February 27, 2014

Dear Ms. Madhere,

I would like to thank the Town of Hilton Head Island for its continued support of the Career Criminal Prosecution Team and the Multi-Disciplinary Courts (formerly Drug Court). These two programs are having an appreciable impact on our quality of life. We are quickly and aggressively prosecuting those who cause the most harm to our community, while also working to restore lower-level offenders who have slipped off the tracks.

This year, I am requesting that we expand our collaboration to totally eliminate the backlog of cases that are pending longer than one year. The issue of backlog cases is a problem everywhere in South Carolina, but we find ourselves in the unique position of being able to solve this very difficult challenge.

Since 2009, my office has reduced the circuit-wide backlog of cases by 52 percent, including a 55 percent reduction of cases pending in Beaufort County. On Hilton Head Island, we are averaging 400 new cases a year and 89 cases have been pending for more than one year.

By assigning a senior prosecutor to exclusively work on the Hilton Head Island caseload, we will be able professionally reduce the backlog and put ourselves in the long-term position of having very few cases ever linger for more than a year. This is a tremendous crime deterrent and it is something I believe society owes crime victims.

This new community prosecutor would personally prosecute many of the cases and would also direct and coordinate other lawyers in my office. He or she would be a single point-person for all cases, would be available to brief the town's Public Safety Committee and would amass a wealth of valuable knowledge about the people and places of Hilton Head.

The total cost of the new program is \$87,600. This brings my total FY15 request to \$171,100.

Once again, thank you for your annual support. I look forward being able to showcase that the island not only has an innovative prosecution and rehabilitation program in place, but also is the only community in South Carolina without a case backlog.

Sincerely,

Duffie Stone



State of South Carolina
OFFICE OF THE SOLICITOR
FOURTEENTH JUDICIAL CIRCUIT

HILTON HEAD ISLAND REPORT

HIGHLIGHTS FROM 2013



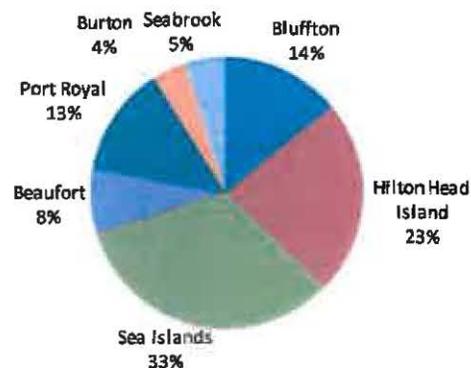


2013 Career Criminal Prosecutions

In 2013, we prosecuted 18 cases against career criminals on Hilton Head Island. Here are some of the highlights:

- Jerry Scantling, 30, received life in prison for the 2010 robbery and murder of 52-year-old Leonard Green at the Pinckney Island boat landing in between Hilton Head Island and Bluffton.
- Stanley Wright, Jr., 31, of Hilton Head Island, was sentenced to 30 years after officers found more than 200 grams of compressed cocaine, 5.5 ounces of marijuana, a loaded handgun and about \$2,500 in cash at his home. The drugs, once cut with other substances, could have fetched up to \$40,000 on the street.
- A brazen bank robber, David Boyd, 51, of Hilton Head Island, was convicted of robbing two local banks on consecutive days in May 2013. He was sentenced to 30 years in prison.
- Rion Beaty, 24, of Hilton Head, was sentenced to 15 years in prison for robbing the South Beach General Store at gunpoint on Labor Day weekend.

Pending Career Criminal Cases



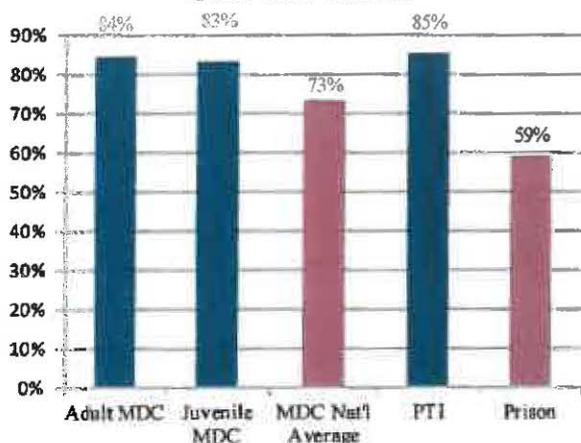


Prevention Services

The Fourteenth Circuit Solicitor's Office offers a full suite of prevention programs designed to address and correct the underlying reasons a person has committed crime. Two such programs use robust, long-term case management and intensive treatment to restore the defendants back into law-abiding and productive members of society, while also holding them accountable for their actions. Thanks to help from the Town of Hilton Head Island and Beaufort County, these comprehensive multi-disciplinary courts serve individuals who have progressed down the wrong path, but have the willingness and ability to commit to many months of regular court appearances and strict oversight.

In 2013, the Multi-Disciplinary Courts provided intensive treatment to 13 people who live or work on Hilton Head Island: including 11 adults and two teenagers. This made up 20 percent of the total population served.

Success Rates



How we measure success

We measure our results primarily utilizing recidivism rates—whether the graduate has been re-arrested—and benchmark the results against national averages and prison re-offense rates.

- Our MDC graduates are 10% more successful than the national average.
- Our PTI graduates are 26% less likely to re-offend than people sent to prison
- For every dollar spent on treatment, society saves an estimated \$3.36 in avoided criminal justice system costs alone.
- The cost savings to society as a whole can be up to \$27 for every dollar spent on treatment.

SOURCES: S.C. Department of Corrections, National Association of Drug Court Professionals

2014 BUDGET GOAL: ELIMINATING ALL HHI BACKLOG

We are within striking distance of being able to eliminate all Hilton Head Island cases that have been pending for more than one year.

Since 2009, our office has sliced the circuit-wide backlog of cases by 52 percent, including a 55 percent reduction in the number of cases pending in Beaufort County. It is important to note that we have accomplished this in a professional manner, without the use of lower sentencing offers or widespread dismissals.

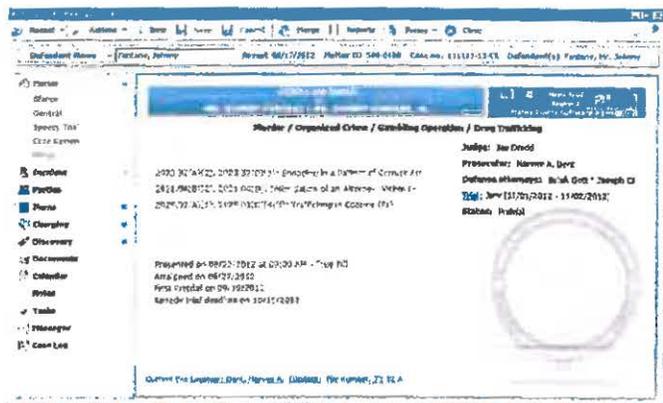
In 2013, we took in 401 cases from Hilton Head Island. We have 89 island cases that have been pending for more than one year.

We can totally eliminate our backlog with two changes:

- The addition of a senior-level prosecutor assigned exclusively to Hilton Head. This attorney would coordinate all non-career criminal prosecutions on the island and would personally prosecute cases. Aside from eliminating the backlog, the prosecutor would build up a wealth of institutional knowledge about the people and places of Hilton Head, serve as single point-person for all island cases and routinely brief the town's Public Safety Committee and other community groups. The result is more effective prosecution, a better two-way flow of information with the community and the elimination of the backlog.
- We are in the process of upgrading to a cloud-based case management system that will make the office more efficient. It will enable us to electronically: receive the information needed to prosecute cases; file all criminal matters with the Clerk of Court's Office; and distribute all discovery materials from law enforcement agencies, medical providers, scientific labs and any other source to the defense bar. The system also includes intuitive workflows, case timelines and a wide array of analytical tools that will allow us to better monitor workloads, case statuses and outcomes. This purchase is being made with money that has been seized from drug dealers that is available for certain one-time purchases. I am asking all five counties of the circuit to help cover annual maintenance costs.



What a case file looks like now



What a case file will look like six months from now

FY15 BUDGET REQUEST:

	FY14	FY15
Multi-Disciplinary Courts	\$ 50,000.00	\$ 50,000.00
Career Criminal Team	\$ 33,500.00	\$ 33,500.00
Community prosecutor	\$ -	\$ 87,600.00
	<u>\$ 83,500.00</u>	<u>\$ 171,100.00</u>

Economic Development Corporation

Description	FY 2012 Actual	FY 2013 Actual	FY 2014 Budget	FY 2015 Budget
Total Personnel	-	-	108,599	224,337
Travel	-	-	7,800	20,000
Tours/Site Visits	-	-	-	10,000
Meetings & Conferences	-	-	3,570	10,000
Workshop Training	-	-	-	-
Professional Dues	-	-	-	2,000
Professional Services	-	-	25,000	65,000
Consulting Services	-	-	-	28,000
Printing & Publishing	-	-	4,000	19,500
Insurance	-	-	-	2,208
Books, Subscriptions & Dues	-	-	1,075	1,075
Books and Resource Materials	-	-	-	-
Office Supplies	-	-	6,000	6,000
Postage	-	-	-	2,000
Furniture/Fixtures < \$5,000	-	-	-	19,500
Lease	-	-	-	26,592
Utilities	-	-	-	4,800
Subtotal	-	-	47,445	216,675
TOTAL	-	-	156,044	441,012



COASTAL DISCOVERY MUSEUM
Experience The Lowcountry Up Close

MEMO

To: Steve Riley
Town Manager

From: Michael Marks

Re: Sea Turtle Protection Budget FY 2014-15

Date: February 24, 2014

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 2014-2015 sea turtle season in the amount of \$37,300. This represents an 8% increase over the previous year.

The increase is due to the following items:

1. The planned beach renourishment program scheduled for this summer in the Ocean Point area near Port Royal Plantation will require an alteration in how/when the Sea Turtle team will patrol that area. This alteration in the patrol schedule will impact the hours spent on the beach during that timeframe.
2. The Sea Turtle Project team is updating its methods used to record nesting data via the purchase and use of iPads. This real time recording of data will also require internet service connectivity.
3. The previous two years of record breaking nesting results has significantly impacted the condition of the Project's re-usable supplies. These need to be replenished.
4. This will be the second consecutive year without purchasing a new patrol vehicle, hence we anticipate some additional maintenance items to keep the 2 vehicle fleet in good working order.

During the 2013 sea turtle season, Hilton Head Island documented record breaking 339 sea turtle nests, the second consecutive 300+ nest season on record. The Sea Turtle Team also documented 169 false crawls. 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.

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 conservation effort 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

(2) – Final Sea Turtle Summary Report for 2013



HILTON HEAD ISLAND SEA TURTLE PROTECTION PROJECT

SUMMARY REPORT 2013

Introduction

The Hilton Head Island Sea Turtle Protection Project is managed by the Coastal Discovery Museum on Hilton Head Island and funded by the Town of Hilton Head Island. This project operates under the guidance and authorization of the South Carolina Department of Natural Resources (SCDNR), with the objectives of monitoring sea turtle nesting activity on Hilton Head Island, relocating sea turtle nests according to the guidelines set forth by the SCDNR, conducting nest inventories to determine the nest and emergence success of nests laid on Hilton Head Island, and reporting sea turtle stranding activity within Hilton Head Island/Bluffton area.

The Hilton Head Island Sea Turtle Protection Project was funded in 2013 by a generous grant from the Town of Hilton Head Island. The Project and Museum are extremely thankful for the continued support of the Town, without which the Project would not exist.

I. Project Summary Report

Survey S or W Boundary	Mile marker 1 at the south end of Hilton Head Island - the entrance to South Beach Marina		
Survey N or E Boundary	Mile marker 134 at the north end of Hilton Head Island (in Port Royal Plantation); Mitchelville Beach Park, Hilton Head Plantation		
Length of Daily Survey (km) <i>km = miles x 1.6</i>	21.44	Total Kilometers Surveyed	3516.16
Total Days Surveyed	164	Days per Week Surveyed	7
Time of Day Surveyed	5:00 AM	Number of Participants	8
Date Surveys Begin	2013-05-1	Date Surveys End	2013-10-11
Date of First Crawl	2013-05-22	Date of Last Crawl	2013-08-11

Date of First Nest	2013-05-22	Date of Last Nest	2013-08-10
Total Nests	339	Nesting Density (nests/km)	16.14
<i>In Situ</i>	136	Undetected	3
Relocated	203 (59.8%)	Disoriented/Misoriented	15
Hatchery	0	Washed Away Tide/Storm	0
False Crawls	169	Depredated	14
		Unknown	7
Mean Clutch Count	114.3	Incubation Duration (All)	58.5
Hatchlings Produced	28309	Incubation Duration (<i>In situ</i>)	58.5
Hatchlings Emerged	26428	Incubation Duration (Relocated)	58.5

MEAN HATCH SUCCESS		MEAN EMERGENCE SUCCESS		NEST SUCCESS		BEACH SUCCESS	
74.8%		70%		93.6%		66.7%	
69.8%	78.3%	66.5%	72.4%	91.1%	95.4%	339	508
<i>IN SITU</i>	RELOCATED	<i>IN SITU</i>	RELOCATED	<i>IN SITU</i>	RELOCATED	TOTAL NESTS	TOTAL CRAWLS

Eggs Lost (Total Eggs Lost = 723)			
Research	256	Standing Water	0
Dog/Coyote	285	Shallow Nest	16
Probing	37	Broken eggs	108
Ghost Crab	8	Other	1
Finger	12		
Other		Tide/Storm	



COASTAL DISCOVERY MUSEUM
Experience The Lowcountry Up Close

MEMO

To: Steve Riley
Town Manager

From: Michael J. Marks

Re: 2014-15 Management Fee Budget Request

Date: February 24, 2014

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.

Since opening the property to the public in 2007, attendance has remained on an upward track. This past August the Museum welcomed its 500,000 visitor! Year to date cumulative attendance in the Discovery House for FY 14 is outpacing the FY 13 results by 27%.

Other important 2013-14 accomplishments include:

- **Education** – Nearly 10,000 Beaufort County students participated in Museum programs.
- **Public Programs** – The Museum offered approximately 1400 programs for visitors and residents during the past 12 months.
- **Property Improvements** – The Museum has just recently completed improvements to the *Mary Ann Peeples Pavilion*.
- **New Property Installations** – The Museum is now the site of the *Hilton Head Island Hall of Fame*, sponsored by the Rotary Club of Hilton Head Island. Thus far, six (6) prominent Hilton Head Island residents have been enshrined at Honey Horn with bronze plaques highlighting their service to this community.

Additionally, a new program venue, *The Birds-Eye View Theater*, has opened providing a unique outdoor learning space for youth and adult programs.

And, through support from TOHHI, a new bicycle pathway is now available to residents and visitors for access onto the property.

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 a few percentage points. Much of the continued success of this Museum is due to 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 Hilton Head Island. The Town's elected officials and staff have played a significant role in this accomplishment.

As to the Fiscal Year 2015 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 fifth (5th) consecutive year.

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



COASTAL DISCOVERY MUSEUM

Experience The Lowcountry Up Close

MEMO

To: Susan Simmons

From: Michael Marks

Re: General Fund Budget Request

Date: February 26, 2014

Please find attached Coastal Discovery Museum's Five (5) Year Property Maintenance Program spreadsheet indicating property maintenance needs. The FY 15 *General Fund Budget* request is for \$67,700, a 12% decrease over the FY 14 grant.

Currently the Museum is actively utilizing 8 of the 11 structures on the Honey Horn property. As was noted last year, although the Museum does have a terrific team of weekly volunteers who see to minor maintenance items, certain repair/maintenance actions are above their expertise and capabilities.

The Coastal Discovery Museum is grateful for the Town's support of the major maintenance actions on the property.

Coastal Discovery Museum									
Property Maintenance Program									
FY 15 - FY19									
Item		FY2015	FY2016	FY2017	FY2018	FY2019			
Discovery House									
Paint									
Interior		\$ 4,000	\$ 4,000			\$ 5,000			
Floors		\$ 8,500				\$ 5,000			
Doors/Hardware		\$ 5,000		\$ 2,500		\$ 2,500			
Window Frames		\$ 2,500	\$ 2,500		\$ 5,000				
Bathroom Fixtures/Repairs		\$ 2,000	\$ 1,500						
Hot Water Heaters			\$ 1,000						
HVAC			\$ 20,000	\$ 10,000					
Trellis/Service Yard Repairs		\$ 2,500			\$ 1,500				
	Sub-Total	\$ 24,500	\$ 29,000	\$ 12,500	\$ 6,500	\$ 12,500			
Armstrong/Hack House									
Paint									
Exterior				\$ 8,000					
Interior					\$ 1,500				
Floors					\$ 2,000				
HVAC						\$ 9,500			
Exterior Repairs/Doors			\$ 2,500						
	Sub-Total		\$ 2,500	\$ 8,000	\$ 3,500	\$ 9,500			
Pavillon									
Floors			\$ 2,000	\$ 2,000					
Electrical		\$ 1,500		\$ -	\$ 1,500				
	Sub-Total	\$ 1,500	\$ 2,000	\$ 2,000	\$ 1,500				

Pavilion Restroom Building							
	Paint						
	Exterior			\$ 5,000			
	Interior	\$ 1,500				\$ 1,500	
	Bathroom Fixtures	\$ 2,000	\$ 1,000			\$ 1,000	
	HVAC				\$ 7,500		
	Handicap Ramp Repairs	\$ 1,000					\$ 1,500
	Porch Repairs	\$ 2,000					
	Sub-Total	\$ 6,500	\$ 6,000	\$ 7,500	\$ 2,500	\$ 1,500	
Horse Barn							
	Paint/Exterior			\$ 3,000			
	Paint/Interior			\$ 1,000			
	Fencing			\$ 1,500			
	Interior Repairs/Plumbing	\$ 2,000					
	Sub-Total	\$ 2,000	\$ 5,500	\$ -			
Hay Barn							
	Paint/Exterior					\$ 4,500	
	Doors	\$ 4,000					
	Roof				\$ 14,500		
	Sub-Total	\$ 4,000	\$ -	\$ 14,500			
Miscellaneous							
	Boardwalks/Repair	\$ 2,000	\$ 2,000	\$ 2,000			
	Emergency Access Road					\$ 30,000	
	Paved Roadway/Repair	\$ 15,000					\$ 8,000
	Parking Lot/Driveway	\$ 2,000	\$ 2,500	\$ 15,000			\$ 2,500
	Well/Field Irrigation		\$ 5,000	\$ 5,000			
	Fencing/Repair	\$ 1,500		\$ 2,000			\$ 1,500
	Security Cameras	\$ 8,200	\$ 8,200			\$ 8,500	
	Sub-Total	\$ 28,700	\$ 17,700	\$ 24,000	\$ 38,500	\$ 12,000	
	Totals	\$ 67,700	\$ 62,700	\$ 68,500	\$ 52,500	\$ 35,500	



February 6, 2014

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 2011 and 2013 Public Art Exhibition on Hilton Head Island.

As you know, the public art event is seen as 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 *Caracol* 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 and 2013 events possible. We are already working diligently to seek out funding for the 2015 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 third Public Art Exhibition at Honey Horn to be held in the fall of 2015.

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,

Beth Mayo
Chairman, Public Art Committee
Community Foundation of the Lowcountry

Enclosures

Note: FY 2015 Request is \$37,500-\$50,000



Updates Prepared for the Town of Hilton Head Island

The Public Art Fund received generous contributions from the community and grants that made the work on the 2013 event possible.

Funding highlights:

- Sponsors of the 2013 Exhibition include:
 - Purchase Prize Sponsor – The Kroger Company
 - Named Sponsor for People’s Choice Award - Alston + Bird
 - Platinum Level - Beaufort County, Park Lane Hotels & Suites (Dwight and Judy Trew), The Greenery, Town of Hilton Head Island
 - Gold Level - CareCore National, Hilton Head Island-Bluffton Chamber of Commerce
 - Silver Level - Morris & Whiteside Galleries, Hilton Head Monthly, Island School Council for the Arts, Lori Craven Catering
 - Bronze Level - Hargray Communications, Sea Pines Resort, Wood + Partners, World Design Marketing, On-Site Concrete

- A “Fund the Bus” drive to underwrite local field trips yielded \$1,500 in individual contributions

- Town of Hilton Head Island investment:
The generous \$75,000 two-year grant from the Town of Hilton Head Island was expended in the following ways:
 - Payment of Public Art Program Manager contract
 - Payment of Call for Entry site listing
 - Design of collateral material including brochures, advertisements and banners
 - A portion of stipend payments for participating artists

Measurements of Success:

- People’s Choice Award - More than 1,000 votes online and more than 350 paper ballots. This was a 50% increase over 2011.

- Guide by Cell
 - Total of 618 calls averaging 6.7 calls per day during timeframe, low of 0, high of 42.
 - Average number of items heard – 4.9, low of 1 high of 15
 - Average time on call 11 minutes, low of <1 minute high of 56 minutes

- Google Analytics on Public Art Website – 8,293 unique visitors, percentage of new visitors from 2011 was 73%, average duration on site 2.41 minutes, 92% of visitors from the US

-over-

- Coastal Discovery Museum attendance - Attendance in the Discovery House in October and November was up over 50% versus 2012 (a non-Exhibition year).
- Student visits – Total of 1,515 students on site during this year’s exhibition [2011 total: 924]
 - Sept – 233 (includes 159 girl scouts who camped overnight) [2011 figure was 68.]
 - Oct- 857 (of those, 150 were self-guided property tours as part of the River of Words project and an additional 67 from Bluffton High School specifically to see the sculptures) [2011 figure was 465.]
 - Nov – 584 (of those, 130 were specific sculpture tours) [2011 figure was 391.]

Educational outreach was an important component of this year’s exhibition and one we really tried to expand over our 2011 Exhibition. Exhibition artists Megan Mosholder, Jerome Meadows and Allison Luce presented in local classrooms and allowed students to assist with individual installations. This would not have been possible without our partnership with the Island School Council for the Arts.

Other highlights:

- The Call for Entry was issued in October 2012. We received 539 entries into this year’s Exhibition, up from 330 in 2011.
- The jury completed its selection of the 20 pieces that were featured in the Exhibition. This was our first Exhibition with international representation (England)
- Our curators for the 2013 Exhibition were Lisa Jaye Young and Melissa Messina. Both are with the Savannah College of Art and Design.

Please contact Carolyn Torgersen, VP for Marketing and Communications, Community Foundation of the Lowcountry at 843.681.9100 or ctorgersen@cf-lowcountry.org if you have any questions or would like additional information.



February 20, 2014

Erica Madhere
Finance Assistant
Town of Hilton Head Island
One Town Court
Hilton Head Island, SC 29928

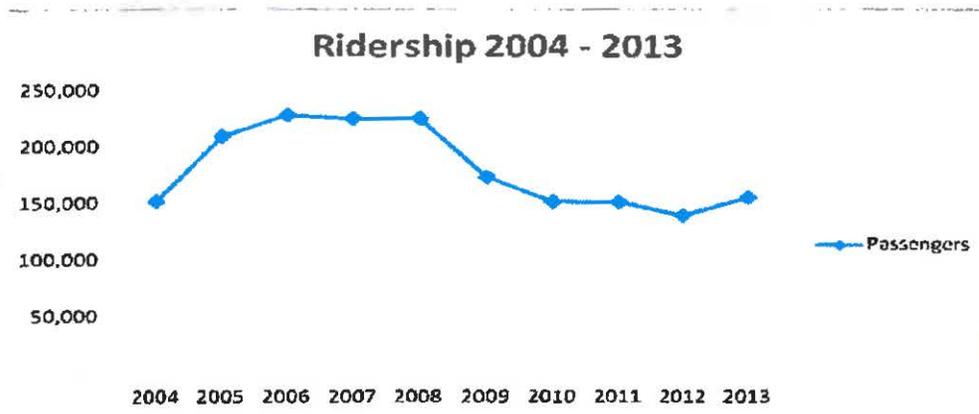
RE: Fiscal Year 2014-2015 Budget Request

Dear Ms. Madhere:

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 **\$225,000** for Fiscal Year 2014-2015 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. Additional funds are requested to support the transit system in increasing vehicle operator wages and offset increased expenses such as fuel, as well as growth and expansion expense increases. If the funds are not provided, Palmetto Breeze will continue to be faced with a challenge in filling open positions and growth and expansion efforts will be stymied.

Palmetto Breeze Commuter Routes

Ridership has increased 28% year-to-date versus the 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.



Contract Services

Numerous human service agencies contract with Palmetto Breeze to provide transportation services to their clients including: Lowcountry Council of Governments for the provision of two (2) routes to Hampton County Congregate Meal Sites, Beaufort County Senior Services, Programs for Exceptional People, Beaufort County Adult Education, Technical College of the Lowcountry, 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 in Beaufort, Colleton, Hampton, and Jasper counties. Diversification of revenue sources to gain financial stability has been an ongoing effort. Palmetto Breeze continues to seek a variety of alternative revenue sources often through transportation contracts to expand services throughout the region and diversify funding streams 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 vehicle operator's wages, fuel, maintenance of capital equipment, parts and supplies.

Small Urbanized Area

In the future, Palmetto Breeze may seek additional local match funds to support the new funding (Section 5307) available to us as a result of the creation of the Small Urbanized Area in the Hilton Head Island-Bluffton area.

Please contact me at 843-757-5782 or via email at lirta@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

Memorandum

Date: March 10, 2014
TO: Town of Hilton Head Island
FROM: Hilton Head Island Recreation Association Board of Directors
RE: FY 2014-15 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 \$ 1,908,428 for FY 2015 which is an increase of 2.5% over FY 2014. The general fund support request of \$629,278 to the Town remains the same as FY 2013 and 2014. The Association projects a revenue increase in programs, which will off-set the increase in the FY 15 budget. The increase is built around a three-year program revenue history. After the second rain-out in a row of Wingfest, we took a conservative approach to community event revenues. Additionally, we felt it would be best to budget conservatively this year for senior programs, even with the new location. 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	Current Budget
	FY 14-15	FY 13-14
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 \$240,650, which is down from \$280,900. Projects in the CIP request take into account the enhancement and expansion of the Recreation Center. This request is in the Town's CIP budget under parks upgrades and the general fund.

County:

The Association's 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. We have budgeted \$80,000 for program support and \$135,000 for pool operations for a total of \$215,000. There is always a concern this funding could be reduced. The amount of county support will determine the overall impact on the residents of our community and the Association's general services.

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 provides annual review of funding and programs to the Town's Parks and Recreation Commission. All financial records are available to the public.

Island Recreation Association
 FY 13-14 Budget
 Summary Page

REVENUES	PROPOSED FY 13-14	FY 12-13	
Program Revenue	\$ 756,450.00	\$ 709,996.00	
Community Events & Fundraising	\$ 307,700.00	\$ 307,700.00	
	\$ 1,064,150.00	\$ 1,017,696.00	4.56%
Town of HHI Support	\$ 629,278.00	\$ 629,278.00	
County Support	\$ 215,000.00	\$ 215,000.00	
	\$ 844,278.00	\$ 844,278.00	
SUB TOTAL INCOME	\$ 1,908,428.00	\$ 1,861,974.00	2.49%
CIP Reimbursement	\$ 240,650.00	\$ 280,900.00	
TOTAL INCOME	\$ 2,149,078.00	\$ 2,142,874.00	0.29%

EXPENSES	PROPOSED FY 13-14	FY 12-13	
Program Expenses	\$ 268,125.00	\$ 280,025.00	
Community Events & Fundraising	\$ 158,708.00	\$ 158,708.00	
Program and Admin Payroll	\$ 879,735.00	\$ 841,733.00	
Payroll Taxes and Benefits	\$ 186,760.00	\$ 185,048.00	
Gen Admin/Facilities/Marketing	\$ 415,100.00	\$ 396,460.00	
SUB TOTAL EXPENSES	\$ 1,908,428.00	\$ 1,861,974.00	2.49%
CIP PROJECTS	\$ 240,650.00	\$ 280,900.00	
TOTAL EXPENSES	\$ 2,149,078.00	\$ 2,142,874.00	0.29%



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
sbeach@hargray.com • www.shorebeach.com

February 27, 2014

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, 2015 for the Beach Patrol services called for under our existing Services Agreement with the Town of Hilton Head Island totals \$232,065 compared to \$235,538 for Fiscal Year Ending June 30, 2014, which is an decrease of \$3,473 or 1.5%.

Fixed Amount Services are budgeted to increase by \$1,467 or .9%, mostly due to higher labor related costs and for first aid equipment and other supplies.

The proposed decrease of \$4,940 in Variable Amount Services primarily reflects start up costs incurred in Fiscal Year 2014 for the expansion of the program for recycling on the beach coupled with a reduction for dumpster costs.

Attached is Discussion Of Fiscal Year 2015 Budget For Beach Patrol Services including three schedules showing this budget with comparisons to the budget for Fiscal Year Ending June 30, 2014.

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

Sincerely,

Ralph A. Wagner
President



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
sbeach@hargray.com • www.shorebeach.com

Discussion Of Fiscal Year 2015 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 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 2015 budget equals \$232,065 compared to \$235,538 for Fiscal Year 2014, which is an decrease of \$3,473 or 1.5%.

We are requesting a budget for Fixed Amount Services of \$1623,105 for Fiscal Year 2015, which is an increase of \$1,467 or .9%, mostly due to higher labor related costs and for first aid equipment and other supplies.

We are requesting a budget for Variable Amount Services of \$30,960 for Fiscal Year 2015, which is and decrease of \$4,940. About half of this decrease reflects start up cost incurred with the expansion of the program for recycling on the beach in 2014. The other half results from a reduction for the cost of recycling dumpsters.

The budget for Variable Amount Services reflects our request to increase hourly labor rates from last year's range of \$11.63 to \$22.87 to a range of & \$11.63 to \$23.34 for Fiscal Year 2015.

Our rate for Fiscal Year 2015 for equipment used, primarily our tractor used for maintenance of beach matting, remains unchanged at \$30.00 per hour.

Annual Costs, primarily for the cost of waste dumpsters used for the disposal of trash removed from the beach, are budgeted to remain unchanged. We are reimbursed annually for the actual costs we incur throughout the year.

We have attached three schedules summarizing our budget requests.

Schedule 1 shows our proposed annual Budget For Beach Patrol Services with comparisons to our Fiscal Year 2014 Budget.

Schedule 2 shows our proposed monthly budget for Fixed Amount Services with comparisons to our Fiscal Year 2014 Budget.

Schedule 3 shows our proposed monthly budget for Variable Amount Services with comparisons to our Fiscal Year 2014 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
February 27, 2014

**Shore Beach Service, Inc.
Budget For Beach Patrol Services**

Schedule 1

	Fiscal Year Ending June 30		Over (Under) Fiscal	
	2014	2015	Year 2014 Budget	
Basic Beach Patrol Services	\$ 106,314	\$ 107,993	\$ 1,679	1.6%
Expanded Trash Patrol	28,848	28,848	-	0.0%
Expanded Beach Patrol	26,476	26,264	(212)	-0.8%
Total Fixed Amounts	161,638	163,105	1,467	0.9%
Beach Matting	5,500	5,500	-	0.0%
Dog Litterbag Stations	500	660	160	32.0%
Recycling On The Beach	29,900	24,800	(5,100)	-17.1%
Total Variable Amounts	35,900	30,960	(4,940)	-13.8%
Annual Costs	38,000	38,000	-	0.0%
Total	\$ 235,538	\$ 232,065	\$ (3,473)	-1.5%

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 2015 Variable Amounts Budget range from \$11.63 to \$23.34 while these rates used in Fiscal Year 2014 were \$11.63 to \$22.87.

Equipment rate per hour for Fiscal Year 2015 is \$30.00 which is the same rate used in Fiscal Year 2014.

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

Shore Beach Service, Inc. Fixed Amounts Budget													Schedule 2	
Fiscal Year Ending June 30, 2014 Fixed Amounts						Fiscal Year Ending June 30, 2015 Fixed Amounts						Over (Under) Fiscal Year 2014 Budget		
Year	Month	Basic Services	Expanded Trash Patrol	Expanded Beach Patrol	Total	Year	Month	Basic Services	Expanded Trash Patrol	Expanded Beach Patrol	Total	Amount	%	
2013	July	\$ 16,196	\$ 4,887	\$ 6,566	\$ 27,649	2014	July	\$ 16,413	\$ 4,887	\$ 6,566	\$ 27,866	\$ 217	0.8%	
2013	August	16,196	4,887	6,566	27,649	2014	August	16,413	4,887	6,566	27,866	217	0.8%	
2013	September	12,153	4,729	424	17,306	2014	September	12,244	4,729	212	17,185	(121)	-0.7%	
2013	October	3,484			3,484	2014	October	3,621			3,621	137	3.9%	
2013	November	3,374			3,374	2014	November	3,506			3,506	132	3.9%	
2013	December	3,484			3,484	2014	December	3,621			3,621	137	3.9%	
2014	January	2,631			2,631	2015	January	2,667			2,667	38	1.4%	
2014	February	2,384			2,384	2015	February	2,416			2,416	32	1.3%	
2014	March	2,632			2,632	2015	March	2,668			2,668	38	1.4%	
2014	April	11,902	4,729		16,631	2015	April	12,119	4,729		16,848	217	1.3%	
2014	May	15,852	4,887	6,566	27,305	2015	May	16,062	4,887	6,566	27,515	210	0.8%	
2014	June	16,026	4,729	6,354	27,109	2015	June	16,243	4,729	6,354	27,326	217	0.8%	
Total For Year		\$ 106,314	\$ 28,848	\$ 26,476	\$ 161,638	Total For Year		\$ 107,993	\$ 28,848	\$ 26,264	\$ 163,105	\$ 1,467	0.9%	

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

**Shore Beach Service, Inc.
Variable Amounts Budget**

Fiscal Year 2014 Variable Amounts						Fiscal Year 2015 Variable Amounts						Over (Under) Fiscal Year 2014 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	%
2013	July	\$ 600	\$ 30	\$ 4,210	\$ 4,840	2014	July	\$ 600	\$ 40	\$ 4,100	\$ 4,740	\$ (100)	-2.1%
2013	August	450	30	3,230	3,710	2014	August	450	45	3,600	4,095	385	10.4%
2013	September	420	35	2,260	2,715	2014	September	420	45	2,200	2,665	(50)	-1.8%
2013	October	425	50	1,300	1,775	2014	October	425	50	1,100	1,575	(200)	-11.3%
2013	November	360	45	1,350	1,755	2014	November	360	55	900	1,315	(440)	-25.1%
2013	December	300	40	1,230	1,570	2014	December	300	45	800	1,145	(425)	-27.1%
2014	January	225	45	1,260	1,530	2015	January	225	50	800	1,075	(455)	-29.7%
2014	February	330	45	1,300	1,675	2015	February	330	80	800	1,210	(465)	-27.8%
2014	March	500	55	1,330	1,885	2015	March	500	80	1,100	1,680	(205)	-10.9%
2014	April	600	55	5,025	5,680	2015	April	600	60	2,400	3,060	(2,620)	-46.1%
2014	May	530	35	3,140	3,705	2015	May	530	60	3,200	3,790	85	2.3%
2014	June	760	35	4,265	5,060	2015	June	760	50	3,800	4,610	(450)	-8.9%
Total For Year		\$ 5,500	\$ 500	\$ 29,900	\$ 35,900	Total For Year		\$ 5,500	\$ 660	\$ 24,800	\$ 30,960	\$ (4,940)	-13.8%

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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 2015 range from \$11.63 to \$23.34 as compared to a range of \$11.63 to \$22.87 used in Fiscal Year 2014.

The proposed hourly equipment rate for Fiscal Year 2015 is \$30.00 which is the same rate used in Fiscal Year 2014.

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



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Stephen G. Riley, ICMA~CM, *Town Manager*
FROM: Charles Cousins, AICP, *Director of Community Development*
DATE: May 27, 2014
SUBJECT: First Reading of Proposed Ordinance 2014-13 to Lease Town Property at 139 Arrow Road

Recommendation: Staff recommends Town Council consider approval of Proposed Ordinance 2014-13 authorizing the execution of a lease of Town property at 139 Arrow Road to Choate Construction Company.

Summary: The Sea Pines Company is in the process of redeveloping the Harbour Town Clubhouse. They, along with their contractor Choate Construction, have contacted the Town inquiring about the possibility of leasing Town land for storage of materials and to perform some pre-assembly of building components. The Town property under consideration is located at 139 Arrow Road. A proposal from Choate Construction and a location map for the 139 Arrow Road are attached.

Background: The Sea Pines Company and their contractor Choate Construction are in the process of redeveloping the Harbour Town Clubhouse. They are in need of an off-site location for materials storage and some pre-assembly of building components due to the tight constraints they have with their site. Discussions with the Town have identified the Town's property at 139 Arrow Road as a potential site for this endeavor. A proposed lease has been drafted for Town Council's consideration.

The lease would allow for the storage of building materials both outside and in storage containers to be placed on the property. The lease would also allow for the assembly and disassembly of construction materials. Hours of operation would be limited to between 7:00 AM and 6:00 PM. The lease would end May 30, 2015. The lessee would pay the Town \$1,000 per month for rent. Choate construction would be required to stabilize the site with grass at the end of the lease.

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, AUTHORIZING THE EXECUTION OF A LEASE WITH CHOATE CONSTRUCTION COMPANY FOR PROPERTY OWNED BY THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, 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.

LEGISLATIVE FINDINGS

WHEREAS, the Town of Hilton Head Island (hereinafter “Town”) owns a parcel of real property known as R552-015-000-0255-0000 and located at 139 Arrow Road, Hilton Head Island, South Carolina (hereinafter, the “Property”); and,

WHEREAS, Choate Construction Company desires to lease the Property for purposes of staging and/or temporary storage of construction materials and related items; and,

WHEREAS, the Town Council for the Town of Hilton Head Island, South Carolina, has determined that it is in the best interests of the Town to enter into a Lease Agreement with Choate Construction Company for the above purposes pursuant to the terms and conditions set forth in that certain Lease, a copy of which is attached hereto as Exhibit “A”; and,

WHEREAS, under the provisions 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), the conveyance or granting of an interest in real property owned by the Town of Hilton Head Island must be authorized by Ordinance.

NOW THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA; AND IT IS ORDAINED BY THE AUTHORITY OF THE SAID TOWN COUNCIL, AS FOLLOWS:

Section 1. Execution of Lease.

- (a) The Mayor and/or Town Manager are hereby authorized to execute and deliver the Lease in a substantially similar form to that attached hereto as Exhibit "A"; and

(b) The Mayor and/or Town Manager are hereby authorized to take such other and further actions as may be necessary to complete the transactions contemplated in the Lease and as authorized hereby.

Section 2. Severability.

If any section, phrase, sentence or portion of this Ordinance is, for any reason, held or deemed to be invalid or unconstitutional by any court of competent jurisdiction, then such section, phrase, sentence or portion shall be deemed a separate, distinct and independent provision and shall not affect the remaining portion thereof.

Section 3. Effective Date.

This Ordinance shall become effective upon adoption thereof by the Town Council for the Town of Hilton Head Island, South Carolina.

PASSED, APPROVED AND ADOPTED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, ON THIS _____ DAY OF _____, 2014.

Drew A. Laughlin, Mayor

ATTEST:

Victoria L. Pfannenschmidt, Town Clerk

First Reading: _____

Second Reading: _____

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

Introduced by Council Member: _____



May 23, 2014

Mr. Charles Cousins
Director of Community Development
Town of Hilton Head
One Town Center Court
Hilton Head Island, SC 29928

Via: Electronic Mail

RE: Harbour Town Clubhouse – Staging Site
139 Arrow Road
Hilton Head Island, SC

Dear Mr. Cousins,

Choate Construction Company is performing the construction of the new Harbour Town Clubhouse in Sea Pines. Due to the tight constraints of the project site, we are in need of a parcel of land where we can store building materials and perform some pre-assembly of building components prior to delivery to the project site. As such, I am writing to request approval for the use of 139 Arrow Road as this staging site and am submitting this proposal to you for consideration.

1. Intended Use – Please reference attached Exhibit “A” – Layout Plan. We would store building materials in both enclosed containers and openly on dunnage until needed for installation. The storage containers would hold materials to be used by Mechanical, Electrical, Plumbing, and Fire Protection trades and examples of materials to be stored openly are reinforcing, cast stone, steel, metal framing, wood products, etc. We would also have an area designated for pre-assembly of building components such as tying rebar cages and connecting metal truss components together.
2. Duration – We would like to begin using the property as soon as possible following execution of Lease Agreement with the Town of Hilton Head extending through May 30, 2015.
3. Times for Daily Use – Workmen would propose to access the property between 7 AM and 6 PM. There would be an access gate set back from Arrow Road, locked daily.
4. Property Improvements & Lease Payments – We will perform minor grading activity to level existing piles of sand and bush hog the high grass to create a clean and level storage area. No trees will be removed. Upon completion, we will hydro-seed all disturbed areas of the property with temporary/permanent seed mix and remove silt fencing once grass is established. Security fencing will be screened for decreased visibility and removed upon demobilization. We anticipate a value of \$7,500 for in kind improvements to the property. In addition, we propose to make monthly payments to the Town of Hilton Head in the amount of \$1,000/Month for the duration of use.

We appreciate your consideration of this request and look forward to receiving your response. If I can answer any questions, I am available at (912) 429-0691 and via email at rparrish@choateco.com.

Sincerely,
CHOATE CONSTRUCTION COMPANY



M. Rick Parrish
Project Manager

Attachments: Exhibit "A" – Property Use Plan

cc: file
Cliff McMackin – Director of Resort Development, Sea Pines

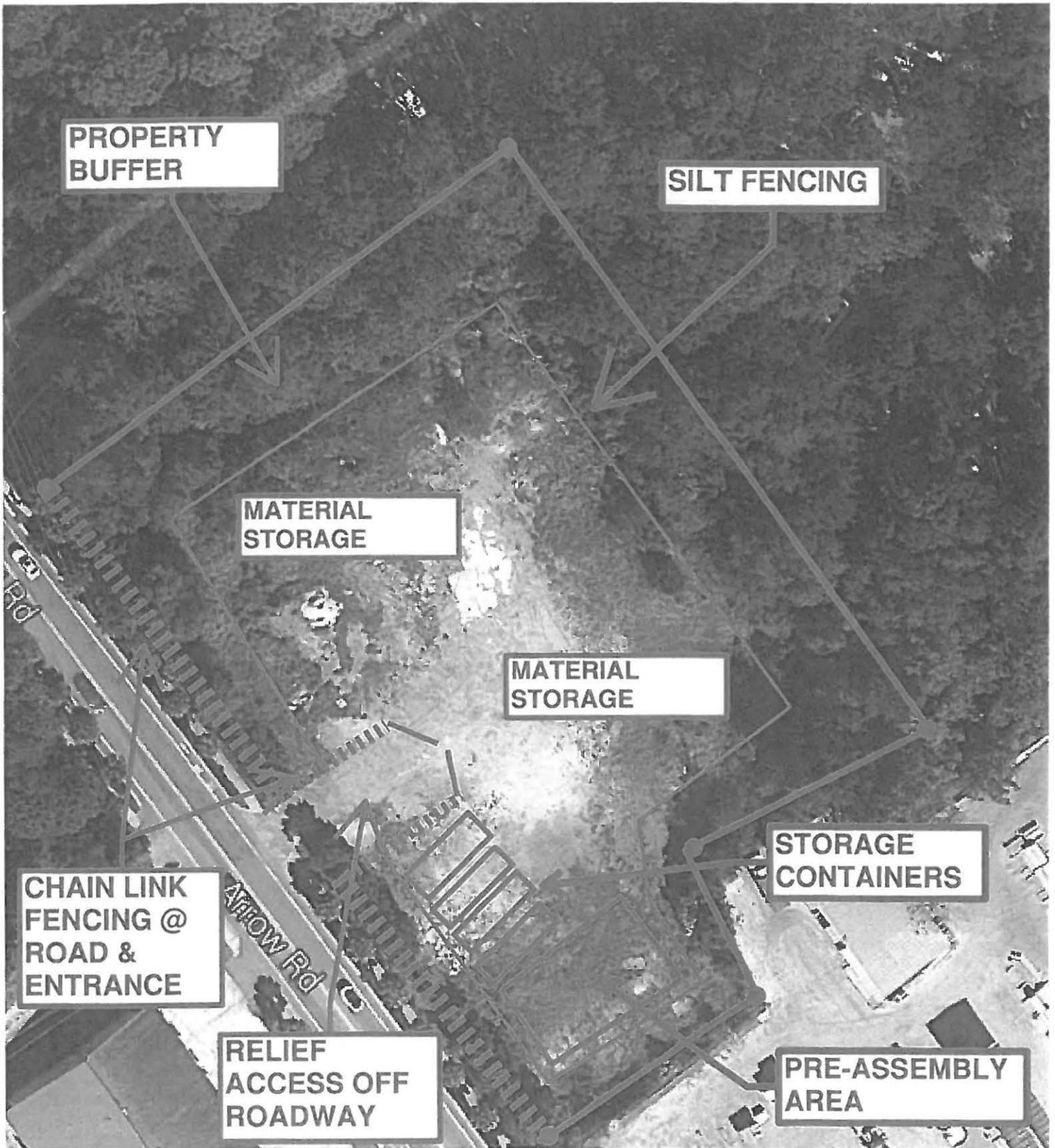


EXHIBIT A
139 ARROW ROAD



Arrow Road Tract (Town owned)

Legend

-  Arrow Road Tract (Town owned)
-  Town Owned Property


TOWN OF HILTON HEAD ISLAND
 ONE TOWN CENTER COURT
 HILTON HEAD ISLAND, S.C. 29928
 PHONE (843) 341-4600
 May 23, 2014

Town of Hilton Head Island
 Arrow Road Tract

 1 inch = 150 feet



This information has been compiled from a variety of unverified general sources at various times and as such is intended to be used only as a guide. The Town of Hilton Head Island assumes no liability for its accuracy or state of completion.