



**The Town of Hilton Head Island
Regular Town Council Meeting**

June 17, 2014

4:00 P.M.

AGENDA

**As a Courtesy to Others Please Turn Off/Silence All Mobile Devices During
the Town Council Meeting**

- 1) Call to Order**
- 2) Pledge to the Flag**
- 3) Invocation**
- 4) FOIA Compliance** – Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 5) Proclamations and Commendations**
- 6) Approval of Minutes**
 - a. Town Council Meeting/Public Hearing, June 10, 2014
- 7) Report of the Town Manager**
 - a. Hilton Head Island Airport Safety/Enhancement Projects – Jon Rembold, Airports Director
 - b. Underground Power Line Burial Program Update
 - c. Town Manager’s Items of Interest
- 8) Reports from Members of Council**
 - a. General Reports from Council
 - b. Report of the Intergovernmental Relations Committee – George Williams, Chairman
 - c. Report of the Personnel Committee – Lee Edwards, Chairman
 - d. Report of the Planning & Development Standards Committee – John McCann, Chairman
 - e. Report of the Public Facilities Committee – Kim Likins, Chairman
 - f. Report of the Public Safety Committee – Marc Grant, Chairman
 - g. Report of the LMO Rewrite Committee – Kim Likins, Ex-Officio Member
- 9) Appearance by Citizens**
- 10) Unfinished Business**
 - a. Second Reading of Proposed Ordinance 2014-10**

Second Reading of Proposed Ordinance 2014-10 to raise revenue and adopt a budget for the Town of Hilton Head Island, South Carolina, for the fiscal year ending June 30, 2015; to establish a property tax levy; to establish funds; to establish a policy for acquisition of rights of way and easements; and providing for severability and an effective date.

11) New Business

- a. Consideration of a Request to Amend the Beaufort County Sheriff's Office (BCSO) Contract Dated January 17, 2012**
- b. Consideration of a Recommendation - Traffic Safety Enhancements on Lagoon Road and US 278 (Bus.) at Shipyard Drive**

Consideration of a Recommendation that Town Council approve the dual recommendations of the Public Safety Committee made at their June 2, 2014 meeting to request that the South Carolina Department of Transportation implement safety improvements to Lagoon Road, and to direct staff to perform an engineering study and resulting recommendation for submission to the SCDOT for their approval that signal phasing revisions be implemented at the intersection of William Hilton Parkway with Shipyard Drive and Wexford Drive.

12) Executive Session

- a. Land Acquisition**
- b. Legal Matters**
- c. Contractual Matters**

13) Adjournment

THE TOWN OF HILTON HEAD ISLAND

REGULAR TOWN COUNCIL MEETING/PUBLIC HEARING

Date: Tuesday, June 10, 2014

Time: 5:30 P.M.

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

Present from Town Staff: Steve Riley, *Town Manager*; Greg DeLoach, *Assistant Town Manager*; Lavarn Lucas, *Fire Chief*; Scott Liggett, *Director of Public Projects and Facilities/Chief Engineer*; Bret Martin, *Deputy Director of Finance*; Victoria Shanahan, *Accounting Manager*; Natalie Majorkiewicz, *Systems and Reporting Administrator*; Brad Tadlock, *Deputy Fire Chief of Operations*; Brian Hulbert, *Staff Attorney*; Melissa Cope, *Systems Analyst*; Vicki Pfannenschmidt, *Executive Assistant*

Present from Media: Dan Burley, *Island Packet*

1) CALL TO ORDER

Mayor Laughlin called the meeting to order at 4:00 p.m.

2) PLEDGE TO THE FLAG

3) INVOCATION

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

5) Proclamations and Commendations

a. Hilton Head Island High School Varsity Boys Tennis

The coach and members of the team were present to accept the commendation.

b. Hilton Head Island High School Girls Relay

Coach Bishop was present to accept the commendation.

c. Hilton Head Island High School Boys Relay

Coach Bishop was present to accept the commendation.

d. Hilton Head Island High School Student Carley McGlenn – 1,600 Meter Run

Coach Bishop was present to accept the commendation.

e. Hilton Head Island High School Girls Soccer

Members and coaches of the team were present to accept the commendation.

6) Approval of Minutes

a. Town Council Budget Workshop, May 13, 2014

Mr. Harkins moved to approve. Mr. McCann seconded. The minutes of the May 13, 2014 Town Council Budget Workshop were approved by a vote of 6-0-1. Mr. Edwards abstained as he was not present at the workshop.

b. Town Council Meeting, May 20, 2014

Mr. Harkins moved to approve. Mr. McCann seconded. Mr. Williams moved that Item 7.b. Town Managers Items of Interest be amended as such: *Mr. Riley reported on some items of interest and announced there would be a Public Hearing concerning the FY2014-2015 proposed budget on Tuesday, June 10, 2014 at 6:00 p.m.* Mr. McCann seconded. The motion to amend was approved by a vote of 7-0. The amended minutes of the May 20, 2014 Town Council Budget Workshop were approved by a vote of 7-0.

c. Town Council Budget Workshop, May 21, 2014

Mr. Williams moved to approve. Mrs. Likins seconded. The minutes of the May 21, 2014 Town Council Budget Workshop were approved by a vote of 6-0-1. Mr. Harkins abstained as he was not present at the workshop.

d. Town Council Special Meeting/Budget Workshop, May 29, 2014

Mrs. Likins moved to approve. Mr. McCann seconded. The minutes of the May 29, 2014 Town Council Special Meeting/Budget Workshop were approved by a vote of 5-0-2. Mr. Harkins and Mr. Williams abstained as they were not present at the workshop.

7) Report of the Town Manager

a. Town Manager's Items of Interest

Mr. Riley reported on some items of interest.

8) Reports from Members of Council

a. General Reports from Council

Mr. Harkins referenced the Draft LMO Rewrite and asked if staff could prepare an executive summary of the proposed changes.

Mrs. Likins addressed the lack of parking at Coligny stating Council needs to do everything they can to remedy the problem. Mayor Laughlin stated that as soon as staff can put together the necessary information for Council to make an informed decision they would be able to address the problem.

Mr. Williams stated he attended the Chamber of Commerce Government Affairs Committee meeting the previous week and representatives from South Carolina Connect were present and reviewed the results of a current survey they conducted. He added that Stu Rodman was present at the meeting and he suggested Town Council express some feeling about the list of suggested projects the Capital Project Sales Tax Commission presented. Mr. Williams stated he personally will not support the list as Hilton Head Island will contribute over 50 percent to the tax while the projects slated for the Town only amount to 11 percent.

Mr. McCann suggested that in the budget preparation process for FY2015-2016 that all CIP items include a line item for projected maintenance costs for future years and further requested that the items for FY2014-2015 be addressed at the December workshop for projected maintenance costs for future years.

Mr. Grant stated his constituents have approached him with concerns about road conditions in their community and the budget. He emphasized the need to take care of the taxpayers and the roads they ride and drive on daily.

- b. Report of the Intergovernmental Relations Committee – George Williams, Chairman
Mr. Williams stated the meeting scheduled for Monday, June 16, 2014 would be cancelled due to a lack of agenda items.
- c. Report of the Personnel Committee – Lee Edwards, Chairman
Mr. Edwards stated the Committee met previously and have a list of recommendations to share with Council in Executive Session.
- d. Report of the Planning & Development Standards Committee – John McCann, Chairman
No report.
- e. Report of the Public Facilities Committee – Kim Likins, Chairman
No report.
- f. Report of the Public Safety Committee – Marc Grant, Chairman
Mr. Grant stated the Committee met on June 2, 2014 and voted to recommend Town Council review suggested traffic safety enhancements to Lagoon Road and US 278 at Shipyard Drive.
- g. Report of the LMO Rewrite Committee – Kim Likins, Ex-Officio Member
No report.

12) 6:00 p.m.- PUBLIC HEARING ON THE MUNICIPAL BUDGET FOR FY2014-2015

Mayor Laughlin opened the Public Hearing at 6:00 p.m. and invited public comment on the proposed budget for Fiscal Year 2014-2015.

Mr. Jeff Bradley spoke encouraging Council to consider funding the Know2 project. He stated he was available to answer any questions.

Mr. Richard Jackson spoke in support of funding a public road acquisition program.

Mr. Alex Brown spoke concerning increasing funding for paving and maintenance of dirt roads and sewer installation.

After all public comment, Mayor Laughlin closed the Public Hearing at 6:16 p.m.

9) Appearance by Citizens

None.

10) Unfinished Business

a. Second Reading of Proposed Ordinance 2014-12

Second Reading of Proposed Ordinance 2014-12 of the Town of Hilton Head, South Carolina, authorizing the execution of a sanitary sewer easement agreement granting an easement by the Town of Hilton Head Island to South Island Public Service District for the construction, repair, maintenance, and use of a sanitary sewer line through property of the Town of Hilton Head Island, pursuant to the authority of S.C. Code Ann. Sec. 5-7-40 (Supp. 2011), and Sec. 2-7-20, *Code of the Town of Hilton Head Island, South Carolina*, (1983); and providing for severability and an effective date.

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

b. Second Reading of Proposed Ordinance 2014-11

Second Reading of Proposed Ordinance 2014-11 approving the Amended Tax Increment Financing Plan for the Town of Hilton Head Island, Redevelopment Plan, March 2014; and providing for severability and an effective date.

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

c. Second Reading of Proposed Ordinance 2014-13

Second Reading 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.

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

d. Revised First Reading of Proposed Ordinance 2014-10

Revised First Reading of Proposed Ordinance 2014-10 to raise revenue and adopt a budget for the Town of Hilton Head Island, South Carolina, for the fiscal year ending June 30, 2015; to establish a property tax levy; to establish funds; to establish a policy for acquisition of rights of way and easements; and providing for severability and an effective date.

Mayor Laughlin stated Item 10.d. would be addressed after the Item 11.b. Budget Wrap Up.

11) New Business

a. Consideration of a Recommendation

Consideration of a Recommendation from the Accommodations Tax Advisory Committee for the Chamber of Commerce Visitor and Convention Bureau's proposed 2014-2015 "30 Percent" Budget.

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

b. Budget Wrap-Up

Mrs. Gasen approached the dais and explained the proposed FY15 personnel budget increase. Council discussed the proposed increase at length.

Various areas of the budget were discussed.

Mr. Williams requested that USCB Event Management and Hospitality Training Program provide a quarterly report to Town Council.

Mr. Grant emphasized that public safety and quality of public life is a basic fundamental of government and he supported acquiring/repairing and maintenance of private dirt roads and installing water and sewer in areas that have none. Mr. Riley suggested moving funds from the Mathews Drive Power Pedestal to Private Road Acquisition to commit to the program. Council discussed the issue at great length. Mr. Grant said he could not support a budget of \$50,000 for the item and recommended

Council pass on it for this year and revisit it in the future when Town Council is committed to pledging adequate dollars.

Mr. Richard Jackson spoke in support of private road acquisition funding.

Mr. Jeff Bradley offered to meet with Council individually or as a group concerning the Know2 Program.

10) Unfinished Business

d. Revised First Reading of Proposed Ordinance 2014-10

Revised First Reading of Proposed Ordinance 2014-10 to raise revenue and adopt a budget for the Town of Hilton Head Island, South Carolina, for the fiscal year ending June 30, 2015; to establish a property tax levy; to establish funds; to establish a policy for acquisition of rights of way and easements; and providing for severability and an effective date.

Mr. Harkins moved to approve. Mr. Williams seconded.

Mr. William moved to remove the Power Pedestal on Mathews Roundabout from the proposed budget. Mr. Harkins seconded. After lengthy discussion the amendment was approved by a vote of 7-0.

Mr. Harkins moved to endorse a merit increase of 2.5 per cent and fund Private (Dirt) Road Acquisitions at \$100,000. Mrs. Likins seconded. Mr. McCann voiced his support for the 3% merit increase. Mr. Grant also supported the 3% merit increase. Mr. Riley explained that even if he had the funds for the Private (Dirt) Road Acquisition he would not be able to spend them due to the length of the process and staffing constraints. He suggested moving the funds committed to the Power Pedestal to Road Acquisitions to begin the project. The amendment was defeated by a vote of 1-6. (Mayor Laughlin, Mr. Williams, Mrs. Likins, Mr. Edwards, Mr. Grant, and Mr. McCann were opposed.)

Mr. Grant moved to increase the Private (Dirt) Road Acquisition Program to \$100,000. Mrs. Likins seconded. Mr. Edwards emphasized that if the funds were not allocated due to matter of time and staffing resources for the upcoming year, he did not understand why it was being addressed in the budget. Mr. Harkins concurred. He said Council would be funding the item for show rather than a realistic project. Mr. Grant said he would take it back to his community that the project would not be funded this year due to a lack of commitment by Council. Mayor Laughlin stated the commitment was made to make the program a priority by increasing the amount to \$50,000 to start the project.

Mr. Alex Brown suggested redirecting the funds towards a maintenance program rather than an acquisition program.

Mr. Gary Carter asked what would happen next year to make the program possible.

Mr. Riley stated that the Town cannot use tax dollars to maintain private roads. He added that if Council makes the program a priority in the following fiscal year he would shift staffing and resources to address the issue.

The amendment was defeated by a vote of 1-6. (Mayor Laughlin, Mr. Harkins, Mr. Williams, Mrs. Likins, Mr. Edwards and Mr. McCann were opposed.)

Mr. McCann moved to increase the Private (Dirt) Roads Acquisition Program to \$50,000. Mrs. Likins seconded. After further discussion, the amendment was approved by a vote of 6-1. (Mr. Grant was opposed.)

The amended motion was approved by a vote of 6-1. (Mr. Grant was opposed.)

13) Executive Session

Mr. Riley stated he needed an Executive Session for contractual matters pertaining to amendments to the Shelter Cove Town Center Developer Agreement and personnel matters pertaining to appointments to boards and commissions.

At 8:07 p.m. Mr. Harkins moved to go into Executive Session for the reasons given by the Town Manager. Mr. McCann seconded. The motion was approved by a vote of 7-0.

Mayor Laughlin called the meeting back to order at 8:53 p.m. and stated that as a result of Executive Session New Business, Item 11.c. would be addressed.

c. Consideration of Appointments to Boards and Commissions

Mr. Edwards moved to appoint the following persons:

For the Accommodations Tax Committee:

Charles Miner for a 3 year term as the Cultural Organization member (filling the expiring term of Frank Soule).

Brad Marra for a 3 year term as the Lodging member (filling a vacant position with the resignation of Robert Stenhammer).

Re-appoint Trish Heichel to a 3 year term as an At-Large member.

For the Board of Zoning Appeals:

Re-appoint Glen Stanford to a 3 year term as an At-Large member.

For the Construction Board of Adjustments and Appeals:

Re-appoint Chauncey Burtch (At-Large), Randy May (Electrical Industry), Robert Zinn (Building Industry), and Joe Nix (Building Industry) to 4 year terms.

For the Design Review Board:

Dale Strecker for a 3 year term as the Architect member (filling the expiring term of Tom Parker).

Brian Witmer for a 3 year term as the Landscape Architect member (filling the expiring term of Todd Theodore).

Kyle Theodore for an unfilled term to end 6/16 created by the recent resignation of At-Large member Deborah Welch.

Ron Hoffman for a 3 year term (filling the expiring term of Jennifer Moffet).

For the Parks and Recreation Commission:

Re-appoint Peter Keber, Heather Rath, and Mike Weaver to 3 year terms.

For the Planning Commission:

Re-appoint David Bennett for a 3 year term as an At-Large member.

Mr. Likins seconded. The motion was approved by a vote of 7-0.

14) Adjournment

Mr. Williams moved to adjourn. Mr. McCann seconded. The motion was unanimously approved by a vote of 7-0. The meeting was adjourned at 8:56 p.m.

Vicki L. Pfannenschmidt,
Executive Assistant/Town Clerk

Approved:

Drew A. Laughlin, Mayor

DRAFT



Items of Interest

June 17, 2014

1. Town News

The Town of Hilton Head Island Financial Statements for the period ending April 30, 2014 including the Financial Dashboard have been posted on the Town's website. You can view them at www.hiltonheadislandsc.gov

(Contact: Susan Simmons, Director of Finance at 843-341-4645 or susans@hiltonheadislandsc.gov)

2. Noteworthy Events

a) Some of the upcoming meetings at Town Hall:

- Planning Commission Meeting – June 18, 2014, 3:00 p.m.
- Board of Zoning Appeals, June 23, 2014, 2:30 p.m.
- Design Review Board – June 24, 2014, 1:15 p.m.
- Public Facilities Committee – July 1, 2014, 2:00 p.m.
- Planning Commission – July 2, 2014, 9:00 a.m.
- Town Offices Closed in observance of Independence Day– July 4, 2014
- Public Safety Committee – July 7, 2014, 10:00 a.m.
- Design Review Board – July 8, 2014, 1:15 p.m.
- Town Council Workshop – July 8, 2014, 4:00 p.m.
- Parks and Recreation Commission – July 10, 2014, 3:30 p.m.
- Accommodations Tax Advisory Committee – July 15, 2014, 9:00 a.m.
- Town Council – July 15, 2014, 4:00 p.m.

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

2014 Hilton Head Island Events

July 4, 2014 6:00pm-11:00pm	Harbour Town 4 th of July Fireworks	Harbour Town
July 4, 2014 5:00pm-10:00pm	HarbourFest 2014 4 th of July	Shelter Cover Harbour
July 4, 2014 7:00pm-10:00pm	Skull Creek 4 th of July Celebration	Skull Creek Intracoastal Waterway Hudson's Seafood Restaurant



MEMORANDUM

TO: Town Council

FROM: Steven G. Riley

VIA: Susan M. Simmons CPA, Director of Finance

DATE: June 12, 2014

RE: **Second Reading of Proposed Ordinance No. 2014-10**

Recommendation:

Town Council approves second reading of Proposed Ordinance No. 2014-10 to adopt the budget for Fiscal Year 2015.

Summary:

Town Council had First Reading by Title Only on May 6, 2014 and held several workshops on the budget in May and presented a Revised First Reading on June 10, 2014 which Council approved by vote 6-1.

Background:

A draft budget book was distributed to Town Council at the May 6, 2014 meeting. All changes that occurred to the proposed budget during the workshops were accumulated and presented in summary form at the June 10, 2014 meeting. On June 10, 2014 Council directed staff to make two minor adjustments to the Capital Projects Plan. These changes delete the Power Pedestal Installation at the Mathews Drive Roundabout and add some of those funds to the Private (Dirt) Road Acquisition. These changes were deemed to be insignificant to the overall budget. Attached for your ready reference, are the detailed statements for the General Fund, Debt Service Fund, Capital Projects Fund and Schedule which combine for a total expenditure budget of \$67,052,610. Additionally, I have attached the Stormwater Fund statement with FY'15 budgeted expenditures of \$3,549,749.

The following is a recap of the changes made since the May 6, 2014 meeting:

General Fund: The Sheriff's Office budget was reduced by \$21,167 based upon a revised request. A \$150,000 grant for First Tee was added. A \$50,000 increase was added to the grant for the Economic Development Corporation. A \$25,000 increase was added to the grant for LRTA – Palmetto Breeze. A \$200,000 Reserve was adopted in the General Fund for dredging.

Transfers in for Hospitality Tax has been reduced by \$21,167 as a result of the Sherriff's office reduction. The remaining increases are funded with Prior Year Funds, \$225,000. Total Prior Year Funds is now \$1,007,245.

Capital Projects Fund: A \$40,000 reduction was made to remove the Power Pedestal Installation at the Mathews Drive Roundabout budget, placing it on the capital needs assessment plan list. A \$25,000 increase was made to the Private (Dirt) Road Acquisition budget. An \$800,000 increase was made to the Chaplin Linear Park budget.

The removal of the Power Pedestal will result in an increase in the fund balance of the Capital Projects Fund, \$28,000 from property taxes and \$12,000 from lease revenues. The \$25,000 increase for Private (Dirt) Road Acquisition will be funded by property taxes and will reduce the fund balance. The \$800,000 increase to the Chaplin Linear Park will be funded by TIF funds.

Debt Service Fund: No change

Stormwater Utility Fund: No change

General Fund

	2011	2012	2013	2014		2015		
				Revised	Estimated	FY 2015 Budget	% change	
				Budget	Actual		FY 2014 Budget	FY 2014 Est. Actual
Revenues								
Property Taxes	10,956,179	11,585,070	11,500,914	11,769,908	11,400,000	11,810,750	0%	4%
ATAX Local 1%	2,416,264	2,420,698	2,499,067	2,694,236	2,750,000	2,833,000	5%	3%
Business Licenses:								
Business Licenses - Town	2,833,347	2,926,327	3,388,636	3,330,079	3,400,000	3,500,000	5%	3%
Business Licenses - MASC	4,067,077	4,217,999	4,385,502	4,200,661	4,400,000	4,532,000	8%	3%
Franchise Fees:								
Cable	691,914	905,811	763,434	750,100	763,434	787,000	5%	3%
Beach Fee	23,200	22,161	21,811	22,000	25,000	25,750	17%	3%
Recycling	18,672	112,081	150,324	130,000	129,750	-	-100%	-100%
Permit Fees:								
Construction	247,415	270,363	481,110	416,900	531,000	547,000	31%	3%
Development	5,526	5,700	13,212	11,899	6,000	6,180	-48%	3%
Other	701,478	676,476	873,844	869,000	869,000	895,000	3%	3%
Intergovernmental	752,988	678,370	800,659	806,234	806,234	800,000	-1%	-1%
Grants:								
Beaufort County - Hazmat	11,677	11,677	11,677	11,680	11,677	11,677	0%	0%
Beaufort County - E911	106,760	109,779	140,328	110,000	140,000	144,200	31%	3%
DHEC	4,710	3,387	4,404	3,400	3,400	4,000	18%	18%
FEMA	25,087	-	-	-	-	-	0%	0%
Red to Green Grant	1,498	-	1,857	-	1,000	1,900	0%	0%
FM Global Grant	2,000	-	-	-	-	-	0%	0%
State Grants	-	-	94,494	-	-	-	-	-
SCMIT Grant	-	-	2,000	-	-	-	-	-
Grants	-	-	-	-	220,091	-	-	-100%
Miscellaneous Revenue:								
Beach Services	206,040	207,182	223,196	210,000	219,000	225,500	7%	3%
Donations	225	450	155	500	275	300	-40%	9%
Municipal Court	361,152	308,708	262,022	300,000	230,000	230,000	-23%	0%
Other	140,335	152,348	228,715	172,120	251,606	259,200	51%	3%
Public Safety - EMS	1,352,088	1,340,787	1,198,868	1,402,787	1,275,925	1,314,000	-6%	3%
Public Safety - County D/T	203,000	54,441	53,758	55,000	55,000	56,500	3%	3%
Town Codes	453	296	246	500	200	250	-50%	25%
Victim's Assistance	57,045	50,142	42,477	45,000	40,000	45,000	0%	13%
Transfers In:								
Beach Preservation Fee Fund	978,080	969,390	981,705	1,111,138	1,111,138	1,111,138	0%	0%
Capital Projects Fund:								
Hospitality Bond	-	-	-	-	-	-	-	-
Ad Valorem Taxes	-	-	-	-	-	654,000	-	-
Lease	-	-	-	-	-	12,000	-	-
Sunday Liquor Fees	37,500	37,500	37,500	359,703	359,703	418,150	16%	16%
Hospitality Tax Fund	2,930,183	2,975,271	2,974,237	3,570,012	3,570,012	4,726,069	32%	32%
Tax Increment Financing Fund	184,330	181,480	182,930	163,775	163,775	169,398	3%	3%
State Accommodations Tax Fund	1,083,671	1,085,776	1,178,148	1,089,414	1,273,000	1,264,324	16%	-1%
Electricity Franchise Fee Fund	78,176	83,602	82,551	85,576	85,576	87,878	3%	3%
Stormwater Utility Fund	389,730	235,330	236,130	74,258	74,258	94,258	27%	27%
Investments	41,785	1,865	2,732	2,512	2,500	2,700	7%	8%
Total Revenues	30,909,586	31,630,467	32,818,642	33,768,392	34,168,553	36,569,122	8%	7%
Increase/Decrease	329,996	720,881	1,188,175	2,137,925	2,538,086	2,400,569		
%	1.08%	2.33%	3.76%	6.76%	8.02%	7.03%		

	2011	2012	2013	2014		2015		
				Revised	Estimated	FY 2015 Budget	% change	
				Budget	Actual		FY 2014 Budget	FY 2014 Est. Actual
Expenditures								
General Government:								
Town Council	484,500	307,269	374,956	500,110	467,448	500,276	0%	7%
Town Manager	635,331	574,842	593,550	642,571	625,481	642,675	0%	3%
Total General Government	1,119,831	882,111	968,506	1,142,681	1,092,929	1,142,951	0%	5%
Management Services:								
Administration/Legal								
Administration/Legal	402,823	424,396	379,630	475,359	462,151	518,974	9%	12%
Administrative Services								
Administrative Support	219,840	209,677	171,548	234,116	199,215	234,752	0%	18%
Municipal Court	400,355	371,047	376,951	413,405	393,884	425,391	3%	8%
Information Technology	1,573,291	1,576,389	1,813,266	2,308,507	2,368,085	2,075,209	-10%	-12%
	2,193,486	2,157,113	2,361,766	2,956,028	2,961,185	2,735,352	-7%	-8%
Finance								
Administration	211,370	247,858	282,117	302,481	302,833	310,398	3%	2%
Accounting	589,795	538,530	546,355	606,582	590,724	626,488	3%	6%
Revenue and Collections	700,325	569,734	677,526	856,137	698,640	830,957	-3%	19%
	1,501,490	1,356,122	1,505,998	1,765,200	1,592,197	1,767,843	0%	11%
Human Resources	495,425	486,729	526,430	589,914	560,828	574,227	-3%	2%
Total Management Services	4,593,225	4,424,359	4,773,823	5,786,501	5,576,360	5,596,396	-3%	0%
Community Services:								
Community Development								
Administration	548,302	593,454	562,958	600,343	586,434	548,286	-9%	-7%
Comprehensive Planning	367,135	347,178	366,297	498,782	500,569	524,929	5%	5%
Development, Review and Zoning	674,375	633,069	625,143	863,512	844,405	680,578	-21%	-19%
Building	603,691	614,999	664,599	636,722	650,615	701,677	10%	8%
CD Services	289,892	268,332	274,914	289,392	283,456	304,500	5%	7%
Total Community Development	2,483,395	2,457,032	2,493,911	2,888,751	2,865,479	2,759,970	-4%	-4%
Public Projects and Facilities								
Administration	232,326	233,415	239,382	249,972	248,764	260,417	4%	5%
Engineering	643,071	654,347	723,367	816,139	799,941	1,291,589	58%	61%
Facilities Management	2,381,406	2,426,994	2,539,756	3,293,788	3,158,394	3,633,324	10%	15%
Total Public Projects and Facilities	3,256,803	3,314,757	3,502,505	4,359,899	4,207,099	5,185,330	19%	23%
Total Community Services	5,740,198	5,771,788	5,996,416	7,248,650	7,072,577	7,945,300	10%	12%

	2011	2012	2013	2014		2015			
				Revised	Estimated	FY 2015 Budget	% change		
				Budget	Actual		FY 2014 Budget	Est.	FY 2014 Actual
Public Safety:									
Fire									
Administration	285,915	321,194	308,546	368,491	410,109	368,716	0%	-10%	
Operations	8,964,000	9,068,353	9,138,386	9,135,064	9,533,766	9,496,249	4%	0%	
Fire Prevention	521,577	491,236	540,727	565,001	577,198	610,411	8%	6%	
Logistics/Maintenance	530,085	570,639	504,545	563,954	564,152	572,823	2%	2%	
Communications	1,047,754	1,080,123	1,136,446	1,133,177	1,112,699	1,148,716	1%	3%	
Training	625,232	683,782	701,681	715,508	691,366	718,481	0%	4%	
Emergency Management	218,785	160,819	122,290	135,524	127,487	141,204	4%	11%	
E911 Communications	232,346	232,094	238,152	273,705	245,414	283,313	4%	15%	
Support Services	716,225	737,171	760,131	1,102,664	1,102,658	1,787,631	62%	62%	
Total Fire & Rescue	13,141,918	13,345,409	13,450,904	13,993,088	14,364,849	15,127,544	8%	5%	
Sheriff/Other Public Safety									
Police Services Contract	2,731,804	2,763,629	2,806,908	2,801,438	2,801,438	2,853,320	2%	2%	
Beach Services	212,568	192,058	203,339	205,638	205,638	232,065	13%	13%	
Stipend	121,800	111,300	112,000	115,000	115,000	118,000	3%	3%	
Victims' Rights	53,010	57,640	59,492	59,035	59,035	60,728	3%	3%	
New Position Request						-			
Total Sheriff/Other Public Safety	3,119,183	3,124,627	3,181,739	3,181,111	3,181,111	3,264,113	3%	3%	
Total Public Safety	16,261,101	16,470,036	16,632,643	17,174,199	17,545,960	18,391,657	7%	5%	
Townwide (non-departmental):									
Personnel	151,953	185,616	123,581	178,024	147,255	355,960	100%	142%	
Operating	1,466,716	1,356,868	1,364,557	1,652,955	1,494,591	1,662,000	1%	11%	
Capital	-	-	-	35,000	35,000	35,000	0%	0%	
Grants	2,454,261	1,612,417	1,528,899	2,082,425	2,306,425	2,447,104	18%	6%	
Total Townwide (non-departmental)	4,072,931	3,154,901	3,017,037	3,948,404	3,983,271	4,500,064	14%	13%	
Total Expenditures	31,787,285	30,703,197	31,388,425	35,300,433	35,271,098	37,576,368	6%	7%	
Net change in fund balances	(877,699)	927,270	1,430,217	(1,532,041)	(1,102,545)	(1,007,245)			
Fund balance - beginning	15,763,985	14,886,286	15,813,556	17,243,773	17,243,773	16,141,228			
Fund balance - ending	14,886,286	15,813,556	17,243,773	15,711,732	16,141,228	15,133,982		*	

*The amount proposed for dredging is not a FY15 budgeted expenditure. The proposal is to set aside \$200,000 each year from Local Accommodations Tax (Local ATAX) to be available for future dredging needs. Future Town Councils would have the authority to adopt the future annual set-aside amounts as well as budget expenditures as the needs arise.

Town of Hilton Head Island
 Budget Workbook for Debt Service Fund
 Year Ending June 30, 2015

	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Revised Budget	FY 2014 Estimated Actual	FY 2015 Budget	% change	
							FY 2014 Budget	FY 2014 Est. Actual
Revenues:								
Ad Valorem Property Taxes	5,583,395	5,548,641	5,493,152	5,235,138	5,235,138	5,047,962	-3.58%	-3.58%
Issuance of Bonds	-	20,635,000	-	-	-	-		
Bond Premium	-	228,064	-	-	-	-		
BABS Subsidy	207,868	191,713	189,634	185,938	171,155	164,880	-11.33%	-3.67%
Investment Income	82,349	114,656	76,527	76,000	76,000	36,905	-51.44%	-51.44%
						-		
						-		
Transfers In:								
Beach Preservation Fees	2,785,750	2,853,015	3,113,645	3,103,968	3,103,968	4,378,838	41.07%	41.07%
Hospitality Fees	760,133	2,115,452	1,637,313	1,631,213	1,631,213	1,629,813	-0.09%	-0.09%
Tax Increment Financing	4,011,252	4,040,446	4,064,432	4,094,121	4,094,121	4,122,960	0.70%	0.70%
Real Estate Transfer Fees	2,469,965	1,863,828	2,152,296	2,169,796	2,169,796	2,268,727	4.56%	4.56%
Capital Projects Fund	-	1,100,000	-	-	-	-		
Series 2011 Hospitality Bond	-	-	1,061,140	-	-	-		
Series 2013 General Obligation Bonds	-	-	664,056	-	-	-		
Lease Revenue	-	-	-	-	119,782	65,336	0.00%	-45.45%
Total Revenue	15,900,711	38,690,814	18,452,194	16,496,174	16,601,173	17,715,421	7.39%	6.71%
Expenditures:								
Administrative	17,300	20,575	23,625	19,000	19,000	19,000	0.00%	0.00%
Payment to Escrow Agent	-	21,675,878	-	-	-	-		
Debt Issue Costs	27,090	387,940	-	-	-	-		
Principal	12,305,000	12,105,000	11,645,000	12,950,000	12,950,000	12,995,000	0.35%	0.35%
Interest	4,524,266	3,914,974	4,265,011	4,081,403	4,081,403	3,702,756	-9.28%	-9.28%
Total Expenditures	16,873,656	38,104,367	15,933,636	17,050,403	17,050,403	16,716,756	-1.96%	-1.96%
Net Change in Fund Balance	(972,945)	586,448	2,518,559	(554,229)	(449,230)	998,665		
Beginning Fund Balance	6,974,490	6,001,545	6,587,993	9,106,552	9,106,552	8,657,322		
Ending Fund Balance	6,001,545	6,587,993	9,106,552	8,552,323	8,657,322	9,655,986		

Town of Hilton Head Island
 Budget Workbook for Capital Projects Fund
 Year Ending June 30, 2015

	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Budget	FY 2014		% change	
					Estimated Actual	FY 2015 Budget	FY 2014 Budget	FY 2014 Est. Actual
Revenues:								
Ad Valorem Property Taxes	696,763	692,418	685,501	716,161	656,689	689,244	-3.76%	4.96%
Investment Income	23,751	3,378	3,269	0	0	0		
Grants	0	944,854	27,622	0	0	0		
Contributions	7,500	100,000	20,000	0	0	0		
Sunday Permit Fees	356,900	332,230	381,015	480,936	380,700	478,150	-0.58%	25.60%
Traffic Impact Fees	79,254	151,989	100,572	840,594	162,700	0	-100.00%	-100.00%
Park Impact Fees	26,334	36,366	63,160	0	113,800	0		-100.00%
Beaufort County Bond	275,000	0	0	0	0	0		
Refund of Prior Year Expenditure	0	0	0	0	458,479	0		-100.00%
Bond Premium	0	742,422	664,056	0	0	0		
Bond Proceeds (Beach Preservation)	0	11,000,000	0	0	0	0		
Bond Proceeds (Hospitality)	0	15,250,000	0	4,597,228	0	1,870,000	-59.32%	
Bond Proceeds (TIF)	0	0	0	0	0	3,075,000		
Bond Proceeds (2013 General Obligation)	0	0	9,000,000	1,329,237	0	0	-100.00%	
Bond Proceeds (2014 General Obligation)	0	0	0	2,500,000	0	1,375,000	-45.00%	
Lease Revenue	19,200	46,978	208,998	12,000	125,700	89,336	644.47%	-28.93%
Sale of Property & Equipment	247,712	264,930	266,622	0	175,000	0		-100.00%
Transfers In:								
Beach Preservation Fees	606,267	608,882	642,078	2,800,837	2,800,838	1,250,000	-55.37%	-55.37%
Hospitality Fees	1,543,734	888,292	273,575	3,201,023	3,201,023	600,000	-81.26%	-81.26%
Tax Increment Financing	376,744	3,436,996	1,594,527	9,563,200	9,563,200	3,300,000	-65.49%	-65.49%
Real Estate Transfer Fees	33,081	821	0	0	0	0		
Total Revenue	4,292,240	34,500,556	13,930,996	26,041,216	17,638,129	12,726,730	-51.13%	-27.85%
Expenditures:								
Beach Maintenance	568,575	11,357,778	711,633	2,800,837	2,800,837	1,250,000	-55.37%	-55.37%
Existing Facilities	2,997,297	1,853,681	1,220,282	4,470,518	4,470,518	300,000	-93.29%	-93.29%
Park Development	257,991	849,815	765,810	2,241,957	2,241,957	2,810,000	25.34%	25.34%
New Facilities	354,643	1,426,276	1,340,994	5,742,528	5,742,528	3,100,000	-46.02%	-46.02%
Pathway Improvements	548,127	510,075	1,354,268	1,836,133	1,836,133	1,720,000	-6.32%	-6.32%
Roadway Improvements	1,154,475	1,297,643	1,669,550	6,145,846	6,145,846	2,180,000	-64.53%	-64.53%
Land Acquisition	2,917,122	8,909,874	6,080,116	2,500,000	15,227	0	-100.00%	-100.00%
Bond Issue Costs	0	525,364	127,167	108,500	108,500	250,000	130.41%	130.41%
Transfers Out	37,500	1,137,500	4,215,828	318,400	438,182	1,149,486	261.02%	162.33%
Total Expenditures	8,835,731	27,868,005	17,485,649	26,164,720	23,799,728	12,759,486	-51.23%	-46.39%
Other Financing Sources:								
Bond Proceeds Previously Recognized	-	-	-	(4,597,228)	-	(1,870,000)	-59.32%	
Net Change in Fund Balance	(4,543,492)	6,632,552	(3,554,653)	(4,720,732)	(6,161,599)	(1,902,756)		
Beginning Fund Balance	18,385,008	13,841,516	20,474,068	16,919,415	16,919,415	10,757,816		
Ending Fund Balance	13,841,516	20,474,068	16,919,415	12,198,683	10,757,816	8,855,060		

* - For actual reporting purposes, all bond proceeds are recognized at the time of issuance and are therefore reflected in the beginning fund balance. For budgetary reporting purposes, bond proceeds are recognized to the extent the proceeds are utilized for capital projects. Therefore to reconcile between the two presentations it is necessary to adjust the Fund Balance by the previously recognized Bond Proceeds.

Capital Projects Fund (CIP) Expenditures by Funding Source - FY 2015

THOUSANDS OF DOLLARS

Estimated FY 2014 Funding (Enc./Roll)	FY 2015 Budget	FY 2015 Property Taxes	Beach Fee	Hospitality Bond	Hospitality Tax	TIF Bond	TIF	Sunday Liquor Permit Fees	Lease	GO Bond
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BEACH MAINTENANCE

Beach Management & Monitoring	272	500		500						
Beach Renourishment - FY 2016	323	750		750						
Beach Renourishment - Ocean Point	302	-		-						
TOTAL	897	1,250	-	1,250	-	-	-	-	-	-

EXISTING FACILITIES & INFRASTRUCTURE

Fire Station 2 Replacement	-	150			150					
Town Hall Office Space Reconfiguration		150				150				
Town Hall Renovations	26	-								
Fire Station 6 Replacement	367	-								
TOTAL	393	300	-	-	150	150	-	-	-	-

PARK DEVELOPMENT

Park Upgrades	30	60						60		
Chaplin Linear Park	515	2,000					2,000			
Recreation Center Expansion	16	750								750
Rowing and Sailing Center	1,149									
TOTAL	1,710	2,810	-	-	-	-	-	2,000	60	750

NEW FACILITIES & INFRASTRUCTURE

USCB Hospitality Management Program Building	4,020	2,600					2,600			
Sewer Service Projects		500								500
58 Shelter Cove Lane - Tenant Upfit (BCSO)	179	-								
Tenant Upfit Project at 58 Shelter cove	59									
Coligny/Pope Avenue Area Initiative	143	-								
TOTAL	4,401	3,100	-	-	-	-	2,600	-	-	500

Capital Projects Fund (CIP) Expenditures by Funding Source - FY 2015

THOUSANDS OF DOLLARS										
Estimated FY 2014 Funding (Enc./Roll)	FY 2015 Budget	FY 2015 Property Taxes	Beach Fee	Hospitality Bond	Hospitality Tax	TIF Bond	TIF	Sunday Liquor Permit Fees	Lease	GO Bond

Capital Projects Fund (CIP) Expenditures by Funding Source - FY 2015

THOUSANDS OF DOLLARS										
Estimated FY 2014 Funding (Enc./Roll)	FY 2015 Budget	FY 2015 Property Taxes	Beach Fee	Hospitality Bond	Hospitality Tax	TIF Bond	TIF	Sunday Liquor Permit Fees	Lease	GO Bond

PATHWAYS

US 278 (Shelter Cove/Chaplin to Mathews North)	89	-								
US 278 (Gardner Drive to Jarvis Park / Honey Horn)	119	-								
US 278 (Gum Tree Road to Squire Pope Road)	54	-								
US 278 (Village at Wexford to Arrow Road)	46	-								
US 278 (Fresh Market Shoppes to Shelter Cove/Chaplin)	93	1,320		1,320						
Pathway Safety Improvements		400		400						
TOTAL	401	1,720	-	-	1,720	-	-	-	-	-

ROADWAY IMPROVEMENTS

Mathews Dr/Marshland Rd Roundabout		1,000					1,000			
Office Park Rd Intersection Improvements		150					150			
Heritage Plaza Road Extension	2,509	350				350				
Intersection Improvements at Shelter Cove Town Center		TBD								
Bluffton Parkway - Phase 5A Beautification		250			250					
Traffic Signal Mast Arms		150					150			
Private (Dirt) Road Acquisition	73	50	50							
WM. Hilton Parkway Intersection Improvements at Squire Pope Road- westbound third lane		30	30							
Honey Horn Drive Apron and Access Aisle Improvements (facilitate special events parking)		200			200					
Lemoyne Road Reconstruction & Extension	82	-								
Traffic Signal System Pre-emption	375	-								
F&R Emergency Access Points	96	-								
Mathews Dr./Chaplin Area Connectivity	897	-								
Leamington Fresh Market Shoppes	25	-								
TOTAL	4,057	2,180	80	-	-	450	350	1,300	-	-
TOTAL FY 2015 BUDGET	11,859	11,360	80	1,250	1,870	600	2,950	3,300	60	-

Town of Hilton Head Island
 Budget Workbook for Stormwater Fund
 Year Ending June 30, 2015

						<u>% change</u>		
		FY 2012	FY 2013	FY 2014	FY 2014	FY 2015	FY 2014	FY 2014
		Actual	Actual	Budget	Estimated	Budget	Budget	Est. Actual
Revenues:	Revenues:							
61001-40100	Stormwater Fees	3,491,879	3,574,933	3,587,573	3,587,573	3,564,900	-0.63%	-0.63%
61001-40401	Miscellaneous Income	-	5,512	-	-	-		
61001-44100	Investment Income	-	253	-	-	-		
	Total Revenue	3,491,879	3,580,698	3,587,573	3,587,573	3,564,900	-0.63%	-0.63%
Expenditures:	Expenditures:							
Personnel:	Personnel:							
	Total Personnel	152,974	154,099	256,588	268,712	357,399	39.29%	33.00%
Operating:	Operating:							
61000020-53041	Public Education	-	6,507	44,955	19,954	15,000	-66.63%	-24.83%
61000020-53045	Mapping Update	-	-	88,470	88,470	-	-100.00%	-100.00%
61000020-53320	Professional Services	-	-	40,000	40,000	-	-100.00%	-100.00%
	General Operating Expense	-	3,201	17,800	16,300	38,100		
61000020-55601	Beaufort County SWU Admin Fees	14,179	90,039	92,109	92,109	91,992	-0.13%	-0.13%
61000020-55603	Permitting	-	-	-	-	25,000		
61000020-55605	Water Quality Monitoring	34,359	42,353	90,002	41,172	120,000	33.33%	191.46%
	Total Operating	48,538	142,100	373,336	298,005	290,092	-22.30%	-2.66%
Projects:	Projects:							
	Infrastructure and Capital	1,262,727	662,236	1,139,836	621,825	440,000	-61.40%	-29.24%
	Inventory and Modeling	86,382	522,127	626,533	356,076	264,000	-57.86%	-25.86%
	Maintenance and Repairs	307,957	264,092	991,914	408,830	753,000	-24.09%	84.18%
	Pump Station Costs	174,183	249,884	538,370	457,052	201,000	-62.67%	-56.02%
	Total Project Costs	1,831,249	1,698,339	3,296,653	1,843,783	1,658,000	-49.71%	-10.08%
Debt Service:	Debt Service:							
61000041-57121	Principal	605,000	780,000	805,000	805,000	825,000	2.48%	2.48%
61000041-57122	Interest	379,470	366,077	344,000	344,261	322,000	-6.40%	-6.47%
61000041-57123	Other Charges	105,258	2,500	3,000	2,500	3,000	0.00%	20.00%
	Total Debt Service	1,089,728	1,148,577	1,152,000	1,151,761	1,150,000	-0.17%	-0.15%
	Total Expenditures	3,122,488	3,143,114	5,078,577	3,562,261	3,455,491	-31.96%	-3.00%
61006-62110	Transfer to General Fund	235,330	236,130	74,258	74,258	94,258	26.93%	26.93%
	Total Expenditures and Transfers Out	3,357,818	3,379,244	5,152,835	3,636,519	3,549,749	-31.11%	-2.39%
	Net Change in Fund Balance	134,062	201,454	(1,565,262)	(48,946)	15,151		
	Beginning Fund Balance	3,557,718	3,691,780	3,893,233	3,893,233	3,844,287		
	Ending Fund Balance	3,691,780	3,893,233	2,327,971	3,844,287	3,859,438		

ORDINANCE NO. _____

PROPOSED ORDINANCE NO. 2014-10

AN ORDINANCE TO RAISE REVENUE AND ADOPT A BUDGET FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, FOR THE FISCAL YEAR ENDING JUNE 30, 2015; TO ESTABLISH A PROPERTY TAX LEVY; TO ESTABLISH FUNDS; TO ESTABLISH A POLICY FOR ACQUISITION OF RIGHTS OF WAY AND EASEMENTS; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Section 5-7-260(3) of the Code of Laws for South Carolina 1976, as amended, and Section 2-7-20 of the Municipal Code of the Town of Hilton Head Island, South Carolina, require that the Town Council act by ordinance to adopt a budget and levy taxes, pursuant to public notice; and

WHEREAS, Town Council also desires to set aside funds for an Operating Reserve to provide for emergency-related expenditures and to offset fiscal year tax revenue income stream deficiency; and

WHEREAS, Town Council finds that it would be more economical and efficient to authorize the Town Manager to move forward with construction contract modifications, change orders, contract price adjustments, and execution of contracts for supplies, services, and construction where the contract amount involved does not exceed the budget line item or project budget as approved by Town Council in the Consolidated Municipal Budget.

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

NOTE: Underlined and bold-face typed portions indicate additions to the Ordinance. ~~Stricken~~ Portions indicate deletions to the Ordinance.

Section 1. Adoption of the Budget. The prepared budget of estimated revenues and expenses, a copy of which is attached hereto and incorporated herein, is hereby adopted as the budget for the Town of Hilton Head Island for the fiscal year ending June 30, 2015.

Section 2. Establishment of Property Tax Levy. A tax to cover the period from July 1, 2014 through June 30, 2015, inclusive, for the sums and in the manner hereinafter mentioned, is and shall be, levied, collected and paid into the treasury of the Town of Hilton Head Island for its uses at a rate of mills on assessed value of real estate and personal property of every description owned in the Town of Hilton Head Island, except such property as is exempt from taxation under the Constitution and laws of the State of South Carolina. Said tax levy shall be paid into the Town Treasury for the credit of the Town of Hilton Head Island for its corporate purposes, for the purpose of paying current operational expenses of the said municipality 14.37 mills, Debt Service 6.14 mills, and Capital Projects Fund .84 mills making the total levy of 21.35 mills.

Section 3. Establishment of Funds. To facilitate operations, there shall be established and maintained a General Fund, a Capital Projects Fund, a Debt Service Fund, a Stormwater Fund and other appropriate funds in such amounts as are provided for in the aforesaid Budget, as hereby adopted or as hereafter modified pursuant to law.

Section 4. Acquisition of Rights of Way and Easements. The Town Manager is charged with the duty of executing all necessary documents to obtain rights of way, easements, and other property interests necessary to complete duly authorized Capital Improvement Projects. Capital Improvement Projects based on the ownership and life expectancy of the assets or improvements or based on the funding source authorized may be budgeted in the General, Capital Projects or Stormwater Funds. If expenditures are expressly authorized for an approved Capital Improvement Project in any of the budgeted funds, then the Town Manager is hereby authorized to execute all necessary documents and to expend such funds as are approved pursuant to the Capital Improvement budgets. Provided, however, in the event that the costs of an acquisition of such real property interests materially exceeds the amount budgeted in the approved Capital Improvement Project and the Town Manager is unable to shift additional funds from other authorized sources, the Town Manager shall be required to obtain the approval of Town Council for such additional expenditures. Nothing herein shall obviate the requirement that no condemnations shall be commenced without the appropriate approval of the Town Council for the Town of Hilton Head Island.

Section 5 Severability. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 6. Effective Date. This Ordinance shall be effective upon its enactment by the Town Council for the Town of Hilton Head Island.

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

Drew A. Laughlin, Mayor

ATTEST:

Victoria L. Pfannenschmidt, Town Clerk

First Reading: _____

Public Hearing: _____

Revised First Reading: _____

Second Reading: _____

APPROVED AS TO FORM:

Gregory M. Alford, Town Attorney

Introduced by Council Member: _____



Town of Hilton Head Island

One Town Center Court
Hilton Head Island, SC 29928

MEMORANDUM

June 3, 2014

FROM: Staff Attorney
TO: Town Council
Via: Town Manager

RE: Request for Authorization to Amend the Beaufort County Sheriff's Office (BCSO) Contract Dated January 17, 2012

Staff requests Town Council authorize the Town Manager to execute an amendment to the Beaufort County Sheriff's Office (BCSO) contract. This amendment would remove the requirement to have a four person traffic team operating on Hilton Head Island as part of the contract.

The Town currently contracts with BCSO for the provision of Police Services. As part of the Agreement, BCSO provides a four person traffic team to operate within the Town's boundaries. At the Town Council Budget Meeting on May 21, Sheriff P. J. Tanner made a request for funding for a Special Enforcement Unit which would consist of three deputies. This unit would operate on special assignments related to law enforcement and be assigned as needed throughout the year.

While discussing the Sheriff's request, Town Council indicated that they would remove the contractual requirement for BCSO to provide a four person traffic team. This amendment will remove the contractual requirement for a four person traffic team and allow the Sheriff to utilize the four positions in any manner he deems appropriate on Hilton Head Island.

STATE OF SOUTH CAROLINA)
)
BEAUFORT COUNTY) **ADDENDUM #1 TO TOWN/
BEAUFORT COUNTY/SHERIFF'S
OFFICE AGREEMENT**

WHEREAS, an Agreement (C01-2012) was made and entered into on the 17th day of January 2012 between the Town of Hilton Head Island (hereinafter the "Town"), Beaufort County (hereinafter the "County"), and the Beaufort County Sheriff's Office (hereinafter "BCSO"); and

WHEREAS, the County and BCSO entered into an Agreement with the Town for the purpose of providing police services; and

WHEREAS, the Town, County, and the BCSO desire to amend the Agreement to remove the requirement for BCSO to provide a four member traffic enforcement team; and

NOW THEREFORE, the "Town," "County," and "BCSO" hereby mutually agree that Schedule 1 paragraph 3 shall be deleted in its entirety.

All other terms and conditions as set forth in the original Agreement remain binding upon all parties.

IN WITNESS WHEREOF, the parties hereto have caused the within Addendum to be executed this _____ day of _____, 2014.

WITNESSES

BEAUFORT COUNTY

Gary Kubic, Beaufort County Administrator

BEAUFORT COUNTY SHERIFF'S OFFICE

P. J. Tanner, Beaufort County Sheriff

TOWN OF HILTON HEAD ISLAND

Stephen G. Riley, ICMA-CM, Town Manager

AGREEMENT FOR POLICE SERVICES

SCHEDULE "1"

BASIC LAW ENFORCEMENT SERVICES

1. **SHERIFFS PATROL.** The BCSO shall provide a minimum of four (4) staffed patrol units on duty 24 hours a day, seven days a week to provide basic sheriffs patrol within the Town Boundaries.
2. **PATROL UNIT SUPERVISOR.** In addition to the minimum staffing requirements above, staffing shall consist of not less than one (1) "Patrol Unit Supervisor" on duty at all times, responsible for basic law enforcement patrol activities within the Town boundaries 24 hours per day, seven days a week.
3. **TRAFFIC ENFORCEMENT TEAM.** ~~The BCSO shall provide a four (4) person, two (2) unit Traffic Enforcement Team to work traffic during the hours of 0700—1900 within the Town Boundaries.~~
3. **MARINE/BEACH PATROL.** The BCSO shall provide and maintain a Marine/Beach Patrol Team consisting of at least two (2) designated uniformed deputy sheriffs. The Marine/Beach patrol shall patrol as deemed necessary to provide specialized enforcement on the beaches and waterways within the Town Boundaries.
4. **EVIDENCE TECHNICIAN.** The BCSO shall provide one deputy sheriff whom is tasked primarily with the collection, cataloging, custody and preservation of evidence collected at crime scenes within the Town Boundaries.
5. **CRIMINAL INVESTIGATORS.** The BCSO shall provide three (3) deputy sheriffs assigned to investigate major criminal incidents occurring within the Town Boundaries.
6. **DRUG INVESTIGATORS.** The BCSO shall provide two (2) deputy sheriffs assigned to enforce narcotics laws within the Town Boundaries.
7. **CLERK.** The BCSO shall provide three (3) clerks assigned to the Sheriff's Substation on Hilton Head Island for the purpose of performing administrative duties such as correspondence and record keeping.
8. **VICTIM'S ADVOCATE.** The BCSO shall provide one deputy sheriff who is assigned as the Victim's Advocate to work with victims of crimes occurring within the Town Boundaries in compliance with state statutes.
9. **COMMAND OFFICER.** At all times during the Term, BCSO shall employ a Command Officer to exercise authority over the Southern Enforcement Branch of the Enforcement Division. The Command Officer shall meet and confer with the Town Manager or his designee as needed, for the purpose of maintaining the viability and vitality of this Agreement.

Memo

To: Stephen G. Riley, ICMA-CM, Town Manager
From: Darrin Shoemaker, Traffic and Transportation Engineer
Via: Jeff Buckalew, Town Engineer
Scott Liggett, Director of Public Projects & Facilities/Chief Engineer
Date: June 2, 2014
Re: Traffic Safety Enhancements on Lagoon Road and US 278 (Bus.) at Shipyard Drive

Recommendation: Staff recommends that Town Council approve the dual recommendations of the Public Safety Committee made at their June 2, 2014 meeting to request that the South Carolina Department of Transportation implement safety improvements to Lagoon Road, and to direct staff to perform an engineering study and resulting recommendation for submission to the SCDOT for their approval that signal phasing revisions be implemented at the intersection of William Hilton Parkway with Shipyard Drive and Wexford Drive.

Summary: At their June 2, 2014 meeting, the Public Safety Committee approved a motion to recommend that staff ask the SCDOT to install “Speed Limit 30” signs on eastbound Lagoon Road just beyond the Coligny Exxon driveway near Pope Avenue and a short distance in advance of the Bittern Street intersection and refurbish the double solid yellow centerline marking on Lagoon Road and Ibis Street and add bi-directional raised reflective pavement markers along the centerline. Lastly, it was recommended that staff install a pathway guide sign on eastbound Lagoon Road at Avocet Road directing pathway users to the North Forest Beach Drive pathway via Avocet Road. A second motion was made to recommend staff to proceed with the requisite engineering study for submission to the SCDOT for their approval of a signal phasing revision at the intersection of William Hilton Parkway with Shipyard Drive and Wexford Drive, resulting in the two side streets being provided with protected-only left turn signals and taking turns as opposed to proceeding concurrently as is now the case. The pedestrian signals serving the William Hilton Parkway crosswalk would be activated concurrently with green signals displayed to Shipyard Drive rather than with green signals displayed to both Shipyard Drive and Wexford Drive as is now the case.

Background: At their May 5, 2014 meeting, the Public Safety Committee heard concerns during the public comment period regarding bicycle and pedestrian safety conditions in the residential area of Lagoon Road following a pedestrian fatality that occurred on February 14, 2014, and regarding the display of a walk signal to the pedestrian crosswalk on William Hilton Parkway at Shipyard Drive and Wexford Drive that occurs simultaneous with the display of green signals to both side streets. The committee passed a motion requesting the Traffic and Transportation Engineer to appear at their June 2, 2014 meeting to address these concerns, an appearance that resulted in the committee’s recommendations for consideration by Town Council.