

**The Town of Hilton Head Island
Special Meeting/Budget Workshop
Tuesday, May 12, 2015
Benjamin M. Racusin 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. Solicitor’s Office – Drug Court and Career Criminal Program
 - b. Beaufort County Sheriff’s Office
 - c. USCB Event Management and Hospitality Training Program
 - d. Hilton Head Island Economic Development Corporation
 - e. Shore Beach Services, Inc.
 - f. Coastal Discovery Museum
 - g. Island Recreation Association
 - h. Palmetto Breeze (LRTA)
 - i. Community Foundation of the Lowcountry Public Art Exhibition
- 4. Review of General Operating Budget**
- 5. Review of Debt Service**
- 6. Appointments to the Arts and Cultural Strategic Planning Committee**
- 7. Executive Session**
 - a. Consideration of Appointments to Town Boards and Commissions
 - b. Land Acquisition
- 8. Adjournment**

TOWN OF HILTON HEAD ISLAND

Affiliated Agencies

Fiscal Year 2016 Budget

05/12/2015

Town of Hilton Head Island

FY 2016 Budget

Affiliated Agencies

Agency	FY 15 Budget	FY 16 Requested Budget	FY 16 T.M. Proposed Budget	Request Not Included	Increase/ (Decrease) Over Prior Year
a. Solicitor's Office - Drug Court	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -
b. Solicitor's Office - Career Criminal Program	33,500	33,500	33,500	-	-
c. Beaufort County Sheriff's Office	2,914,048	3,898,499	3,048,694	(849,805)	134,646
d. USCB Event Management & Hospitality Training	134,000	145,330	145,330	-	11,330
e. Economic Development Corporation	455,487	436,984	436,984	-	(18,503)
f. Shore Beach Services	232,065	233,322	233,322	-	1,257
g. Coastal Discovery Museum - Capital	67,700	62,700	62,700	-	(5,000)
Coastal Discovery Museum - Management Fee	75,000	75,000	75,000	-	-
Coastal Discovery Museum - Sea Turtle Project	37,300	42,450	42,450	-	5,150
h. Island Recreation Association - General Fund	629,278	657,748	657,748	-	28,470
Island Recreation Association - CIP Funding	240,650	179,500	179,500	-	(61,150)
i. Palmetto Breeze (LRTA)	200,000	175,000	175,000	-	(25,000)
j. Community Foundation of the Lowcountry Public Art	37,500	37,500	37,500	-	-
Total	\$ 5,106,528	\$ 6,027,533	\$ 5,177,728	\$ (849,805)	\$ 71,200

All of the above organizations are included in Townwide - Grants except the two below which are included in Public Safety - Police:

- a. Beaufort County Sheriff's Office (Stipends, granted by the Town and not requested by the Sheriff, are not included in columns above.)
- b. Shore Beach Services

The only grant in Townwide - Grants which is not presented above is the Heritage Classic Foundation support for the tournament. The grant is \$683,722 in total which is a 5% increase. The Town reports \$300,000 in the Hospitality Tax Fund and \$383,722 in the General

Town of Hilton Head Island
FY 2016 Budget
Affiliated Agencies

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STATE OF SOUTH CAROLINA
OFFICE OF THE SOLICITOR
FOURTEENTH JUDICIAL CIRCUIT
Adult Multi-Disciplinary Court

Post Office Box 2226
Beaufort, South Carolina 29901



Telephone: (843) 470-3725
Facsimile: (843) 470-3732

ISAAC MCDUFFIE STONE, III
SOLICITOR

March 3, 2015

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

Dear Ms. Simmons

I am asking that the Town of Hilton Head continue to fund the Solicitor's Office in 2015-2016. I am requesting funds in the amount of \$83,500.00, the same amount as approved by the Town of Hilton Head for Fiscal Year 2014-2015.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read "Isaac M. Stone, III".

Duffie Stone

Beaufort County Sheriff's Office

	FY2015	FY2016		
	Approved	Budget	FY2016 requests include the	
Personnel Costs	Budget	Requests	following:	
		as of 4/06/15	Variance	
Hilton Head Patrol	\$1,845,354	\$1,928,304	\$82,950	We are including a 3% cost of living adjustment, a 22.5% increase for health insurance, and PORS retirement will increase from 13.41% to 13.74%.
Hilton Head Traffic (as titled in the accounting software)	\$259,612	\$275,880	\$16,268	
Hilton Head Marine & Beach	\$121,457	\$129,330	\$7,873	
Hilton Head Investigations	\$364,440	\$388,059	\$23,619	
Hilton Head Victim's Advocate	\$60,728	\$64,664	\$3,936	
OT Bar Patrol	\$75,000	\$75,000	\$0	
	\$2,726,591	\$2,861,237	\$134,646	
Operating Costs				
Cell Phones 1/2	\$2,300	\$2,300	\$0	
Fuel 1/2	\$90,720	\$90,720	\$0	
	\$93,020	\$93,020	\$0	
Above Items listed billed by BCSO				
Uniforms	\$28,860	\$28,860	\$0	7 body armor replacements
Body Armor	\$5,827	\$5,827	\$0	
Administrative Supplies	\$48,750	\$48,750	\$0	
Radio Repair & Maintenance	\$5,000	\$5,000	\$0	
	\$88,437	\$88,437	\$0	
BCSO will submit invoices for reimbursement from the Town for the items listed below.				
Computers-12098040	\$6,000	\$6,000	\$0	
	\$6,000	\$6,000	\$0	
New Requests:				
Radar Trailer		\$50,000	\$50,000	5 Radars-State Contract
Radars		\$9,805	\$9,805	
4 Patrol Officers		\$575,000	\$575,000	
1 Investigator		\$140,000	\$140,000	
Detention Center Reimbursement		\$75,000	\$75,000	
New Request Total	\$0	\$849,805	\$849,805	
Total	\$2,914,048	\$3,898,499	\$984,451	

33.78%



February 20, 2015

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

We are delighted to present to you our proposed budget for 2015-16 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 that we have certified 217 Island Ambassadors to date. Certified Island Ambassadors have completed our three required courses- Island Knowledge, Island Culture and Island Ecology. Our Ambassadors are experts on Hilton Head Island and provide excellent guest experiences. We have educated 522 individuals in 21 classes so far this year. Our upcoming schedule is quickly filling as the summer approaches. We continue to expand our program as we have educated cab drivers, realtors, library professionals as well as hospitality professionals. Our evaluations indicate that the Island Ambassador Program is a success.

We continue to improve and upgrade our Program even adding drone video. We are currently updating our Island Ambassador Pocket Guide – adding new Island attractions and updated guest information.

Update on Volunteer Management:

The Center has placed 56 student volunteers at fifteen community festivals and events including Burgers and Brew, Wingfest, International Wine Judging and Wild Women’s Tea Party. A total of over 622 service learning hours have been provided to date ensuring a quality event experience for all attendees.

Update on Event Incubation:

Sandbox at the Stables once again proved to be one hot day for the Sandbox! The event raised over \$15,000 for the Interactive Children’s Museum. It is always such fun to ride horses, eat burgers and enjoy water jumpies on Labor Day.

Burgers and Brew was once again a big success. We raised over \$12,000 for scholarship funds and student development.

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

Budget Increases:

We have asked for a budget increase in the amount of \$11,330.00 this year.

Marketing: We have been advertising our Island Ambassador Program locally and congratulating our certified Ambassadors. It has resulted in a large increase in our requested seminars and has truly helped our program reach all industries that interact with our island guests. Due to the success of our marketing – we would like to continue it on a regular basis causing a necessary budgetary increase.

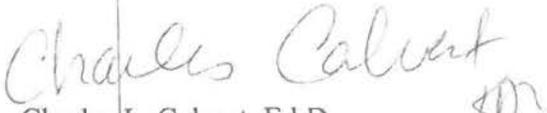
Equipment: As previously mentioned, we have and continue to upgrade our program. In doing so – we need additional equipment such as a microphone, video camera, and upgraded computer.

Printing and Supplies: Each of our attendees receive a packet of information including the Pocket Guide. Due to the increased numbers of attendees – our cost is also increasing in the printing and providing of our packets.

The Center for Event Management and Hospitality Training is requesting funding under Section 4.1.10 of the Town's Municipal Code. Under this Section, the Center is allocated 5% of the local accommodations tax. Although our request is larger than last year- it is still under the allocated amount and due to our increased educational opportunities.

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 2015-16

Directors Salary and Benefits	45750
Training Coordinator	30200
Training Programs;Circulum Development	36380
Office Expense	15500
Marketing	7500
Equipment	5000
Printing and Supplies	5000
Total	145330

Town of Hilton Head Island
General Fund Budget Worksheet
Year Ending June 30, 2016

Department: Townwide
Division: Economic Development Corporation

Org/Object	Description	FY 2015 Budget	FY 2016 Budget	Budget % Change
Personnel:				
18000010-51100	Salaries	168,000	180,250	7%
	Overtime		1,000	
18000010-	Benefits	56,337	55,534	-1%
18000010-51752	Vehicle Allowance	-	7,200	
18000010-51761	Personnel Adjustment	-	-	
	Subtotal	224,337	243,984	9%
Operating:				
18000020-53010	Travel	20,000	10,000	-50%
18000020-53018	Tours/Site Visits	10,000	10,000	0%
18000020-53020	Meetings & Conferences (Incl. Events)	10,000	21,000	110%
18000020-53060	Workshop Training (Prof. Development & Conferences)	-	5,000	New
18000020-53072	Employee Recruitment	14,475	-	-100%
18000020-53080	Professional Dues	2,000	2,000	0%
	Marketing (Including Website)		60,000	New
18000020-53320	Professional Services (Incl. Fundraising)	65,000	10,000	-85%
18000020-53350	Consulting Services	28,000	10,000	-64%
18000020-53355	Technology Services and Support	-	11,000	New
18000020-53410	Printing & Publishing	19,500	15,000	-23%
18000020-53750	Insurance	2,208	5,000	126%
18000020-54010	Books, Subscriptions & Dues	1,075	1,000	-7%
18000020-54270	Research and Resource Materials	-	15,000	New
18000020-54710	Office Supplies	6,000	3,000	-50%
18000020-54740	Postage	2,000	2,000	0%
18000020-54954	Lease Payments	26,592	10,000	-62%
18000020-55345	Utilities	4,800	2,000	-58%
18000020-54953	Furniture/Fixtures	19,500	1,000	-95%
	Subtotal	231,150	193,000	-17%
	TOTAL	455,487	436,984	-4%



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 10, 2015

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, 2016 for the Beach Patrol services called for under our existing Services Agreement with the Town of Hilton Head Island totals \$233,322. This is an increase of \$1,257 or 0.5% over our budget for Fiscal Year Ending June 30, 2015.

Fixed Amount Services are budgeted to increase by \$5,697 or 3.5%, mostly due to higher vehicle and labor related costs.

The proposed decrease of \$440 in Variable Amount Services primarily reflects lowering the estimated number of recycling dumpsters needed.

Annual Costs are budgeted to decrease by \$4,000 due to a reduction in the rates we will pay for trash dumpsters.

Attached is Discussion Of Fiscal Year 2016 Budget For Beach Patrol Services including three schedules showing this budget with comparisons to the budget for Fiscal Year Ending June 30, 2015.

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
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Discussion Of Fiscal Year 2016 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 2016 budget equals \$233,322 compared to \$232,065 for Fiscal Year 2015, which is an increase of \$1,257 or 0.5%.

We are requesting a budget for Fixed Amount Services of \$168,802 for Fiscal Year 2016, which is an increase of \$5,697 or 3.5%, about half of which is due to higher auto insurance and repairs. The remainder is due primarily to higher labor related costs including rates, employee benefits, and providing certain services for a longer period as Labor Day will be 6 days later this year than last.

Our budget request for Variable Amount Services is \$30,520 for Fiscal Year 2016, which is a decrease of \$440. The decrease results from lowering the estimated number of recycling dumpsters to be used, partially offset by an increase in the number of recycling bags used.

The budget for Variable Amount Services reflects our request to increase hourly labor rates from last year's range of \$11.63 to \$23.34 to a range of \$11.98 to \$24.04 for Fiscal Year 2016.

Our rate for Fiscal Year 2016 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 decrease by \$4,000 due to a reduction in the rates we will pay. 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 2015 Budget.

Schedule 2 shows our proposed monthly budget for Fixed Amount Services with comparisons to our Fiscal Year 2015 Budget.

Schedule 3 shows our proposed monthly budget for Variable Amount Services with comparisons to our Fiscal Year 2015 Budget.

Fixed Amount Services performed by the Beach Patrol currently include:

- 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 in designating swimming 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.

Variable Amount Services performed by the Beach Patrol currently include:

- Installing and maintaining beach matting on public beach areas as designated by the Town (now at five locations).
- Installing and maintaining dog litterbag stations on public beach areas as designated by the Town (now at forty-five locations).
- Providing a program for recycling on public beach areas as designated by the Town.

Ralph A. Wagner
Beach Patrol Director
February 10, 2015

Shore Beach Service, Inc.				Schedule 1	
Budget For Beach Patrol Services					
	Fiscal Year Ending June 30		Over (Under) Fiscal		
	2015	2016	Year 2015 Budget		
Fixed Amount Services	\$ 163,105	\$ 168,802	\$ 5,697	3.5%	
Variable Amount Services					
Beach Matting	5,500	5,995	495	9.0%	
Dog Litterbag Stations	660	725	65	9.8%	
Recycling On The Beach	24,800	23,800	(1,000)	-4.0%	
Total Variable Amounts	30,960	30,520	(440)	-1.4%	
Annual Costs	38,000	34,000	(4,000)	-10.5%	
Total	\$ 232,065	\$ 233,322	\$ 1,257	0.5%	

Fees for Fixed Amount Services are set 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 2016 Variable Amounts Budget range from \$11.98 to \$24.04 while these rates used in Fiscal Year 2015 were \$11.63 to \$23.34.

Equipment rate per hour for Fiscal Year 2016 is \$30.00 which is the same rate used in Fiscal Year 2015.

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

Schedule 2							
Shore Beach Service, Inc.							
Budget For Beach Patrol Services							
Fixed Amounts Budget							
Fiscal Year Ending June 30, 2015 Fixed Amounts			Fiscal Year Ending June 30, 2016 Fixed Amounts			Over (Under) Fiscal Year 2015 Budget	
Year	Month	Total	Year	Month	Total	Amount	%
2014	July	\$ 27,866	2015	July	\$ 28,573	\$ 707	2.5%
2014	August	27,866	2015	August	28,573	707	2.5%
2014	September	17,185	2015	September	20,121	2,936	17.1%
2014	October	3,621	2015	October	3,063	(558)	-15.4%
2014	November	3,506	2015	November	2,968	(538)	-15.3%
2014	December	3,621	2015	December	3,063	(558)	-15.4%
2015	January	2,667	2016	January	2,883	216	8.1%
2015	February	2,416	2016	February	2,610	194	8.0%
2015	March	2,668	2016	March	2,883	215	8.1%
2015	April	16,848	2016	April	17,821	973	5.8%
2015	May	27,515	2016	May	28,199	684	2.5%
2015	June	27,326	2016	June	28,045	719	2.6%
Total For Year		\$ 163,105	Total For Year		\$ 168,802	\$ 5,697	3.5%

Fees for Fixed Amount Services are set as part of the annual budget process.

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

Fiscal Year 2015 Variable Amounts						Fiscal Year 2016 Variable Amounts						Over (Under) Fiscal Year 2015 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	%
2014	July	\$ 600	\$ 40	\$ 4,100	\$ 4,740	2015	July	\$ 770	\$ 45	\$ 4,100	\$ 4,915	\$ 175	3.7%
2014	August	450	45	3,600	4,095	2015	August	455	50	3,400	3,905	(190)	-4.6%
2014	September	420	45	2,200	2,665	2015	September	400	45	1,700	2,145	(520)	-19.5%
2014	October	425	50	1,100	1,575	2015	October	500	50	1,400	1,950	375	23.8%
2014	November	360	55	900	1,315	2015	November	385	55	700	1,140	(175)	-13.3%
2014	December	300	45	800	1,145	2015	December	350	60	700	1,110	(35)	-3.1%
2015	January	225	50	800	1,075	2016	January	325	60	700	1,085	10	0.9%
2015	February	330	80	800	1,210	2016	February	360	80	700	1,140	(70)	-5.8%
2015	March	500	80	1,100	1,680	2016	March	485	90	900	1,475	(205)	-12.2%
2015	April	600	60	2,400	3,060	2016	April	620	80	2,500	3,200	140	4.6%
2015	May	530	60	3,200	3,790	2016	May	585	60	3,000	3,645	(145)	-3.8%
2015	June	760	50	3,800	4,610	2016	June	760	50	4,000	4,810	200	4.3%
Total For Year		\$ 5,500	\$ 660	\$ 24,800	\$ 30,960	Total For Year		\$ 5,995	\$ 725	\$ 23,800	\$ 30,520	\$ (440)	-1.4%

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 2016 range from \$11.68 to \$24.04 as compared to a range of \$11.63 to \$23.34 used in Fiscal Year 2015.

The proposed hourly equipment rate for Fiscal Year 2016 is \$30.00 which is the same rate used in Fiscal Year 2015.

Fiscal Year 2016 Variable Amounts Budgets are estimated based on past experience.



COASTAL DISCOVERY MUSEUM

Experience The Lowcountry Up Close

MEMO

To: Steve Riley

From: Rex Garniewicz

Re: General Fund Budget Request

Date: February 23, 2015

Please find attached Coastal Discovery Museum's Five (5) Year Property Maintenance Program spreadsheet indicating property maintenance needs. The FY 16 *General Fund Budget* request is for \$62,700, a 7.4% decrease over the previous FY 15 grant. This reduction follows a 12% decrease the previous year and reflects the museum's increased ability to finance property maintenance through other revenue sources. Further cost savings has been made possible through the dedicated work of a core of volunteers who perform minor repair and maintenance at the property, as well as in-kind donations from local area businesses, including lumber, paint, and labor.

Currently the Museum is actively utilizing 9 of the 10 structures on the Honey Horn property. Funding from a variety of public and private sources, including ATAX money allocated by the Town, will allow us to completely renovate the 10th building (the Supervisor's House/Discovery Lab) outside of our normal property maintenance program and open this space to the public in FY 16.

In eight years of major property improvements at Honey Horn, the Museum has invested nearly five million dollars in assets that are owned by the Town and leased to the museum. The Coastal Discovery Museum wants to be a good steward of these assets for the Town and is grateful for the Town's support of the major maintenance activities on the property.

Coastal Discovery Museum															
Property Maintenance Program															
FY 16 - FY20															
Item		FY2016	FY2017	FY2018	FY2019	FY2019									
Discovery House															
	Paint														
	Exterior														\$17,500
	Interior	\$4,000							\$5,000						
	Floors								\$5,000						
	Doors/Hardware		\$2,500						\$2,500						
	Window Frames	\$2,500		\$5,000											
	Bathroom Fixtures/Repairs	\$1,500													
	Hot Water Heaters	\$1,000													
	HVAC	\$15,000	\$10,000	\$5,000											
	Trellis/Service Yard Repairs			\$1,500											
	Sub-Total	\$24,000	\$12,500	\$11,500	\$12,500	\$17,500									
Armstrong/Hack House															
	Paint														
	Exterior		\$8,000												
	Interior			\$1,500											
	Floors			\$2,000											
	HVAC				\$9,500										
	Exterior Repairs/Doors	\$2,500													
	Storm Windows			\$6,000	\$6,000										
	Sub-Total	\$2,500	\$8,000	\$9,500	\$15,500										
Pavilion															
	Floors	\$2,000	\$2,000												
	Electrical			\$1,500	\$1,500										
	Sub-Total	\$2,000	\$2,000	\$1,500	\$1,500										
Pavilion Restroom Building															
	Paint														
	Exterior	\$5,000													
	Interior			\$1,500											
	Bathroom Fixtures	\$1,000		\$1,000											
	HVAC		\$7,500												
	Handicap Ramp Repairs				\$1,500										
	Porch Repairs														
	Sub-Total	\$6,000	\$7,500	\$2,500	\$1,500										
Horse Barn															
	Paint/Exterior	\$3,000													
	Paint/Interior	\$1,000													
	Fencing/Carpentry	\$1,500													
	Interior Repairs/Plumbing													\$1,000	
	Sub-Total	\$5,500												\$1,000	
Hay Barn															
	Paint/Exterior			\$4,500											
	Doors														
	Roof				\$14,500										
	Sub-Total			\$4,500	\$14,500										
Miscellaneous															
	Boardwalks/Repair	\$2,000	\$3,000		\$1,500	\$8,000									
	Emergency Access Road			\$21,000											
	Paved Roadway/Repair				\$5,000	\$5,000									
	Parking Lot/Driveway	\$2,500	\$15,000		\$2,500	\$2,500									
	Well/Field Irrigation	\$5,000	\$5,000			\$2,000									
	Fencing/Repair		\$2,000		\$1,500										
	Security Cameras	\$8,200		\$8,500		\$8,000									
	Tree Maintenance	\$5,000	\$5,000		\$2,000	\$10,000									
	Sub-Total	\$22,700	\$30,000	\$29,500	\$12,500	\$35,500									
	Totals	\$62,700	\$60,000	\$59,000	\$58,000	\$54,000									



COASTAL DISCOVERY MUSEUM
Experience The Lowcountry Up Close

MEMO

To: Steve Riley
Town Manager

From: Rex Garniewicz

Re: 2015-16 Management Fee Budget Request

Date: February 23, 2015

The Coastal Discovery Museum Board of Directors, Staff, Members, 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 strong. Last fiscal year we served 98,691 individuals and in the first six months of this fiscal year, attendance is up by 25%. If our numbers hold, we expect our total attendance this fiscal year to be at 116,000. This will be the largest attendance total in our history at Honey Horn.

One area where our performance has been extremely strong is in our mission-based programming. Year-to-date cumulative attendance for our Walks, Talks, and Tours is outpacing the FY 14 results by 70%. This indicates that we are reaching more people through our mission and that we have more people using our museum facility, outdoor theatre, pavilion, and grounds.

We are pleased to serve the community through a number of events including: The Gullah Celebration; Symphony under the Stars; Kiwanis Enchanted Forest; Chili Cookoff; Italian Festival; St. Francis Picnic, Relay for Life, and Kiwanis Rib Burnoff. Support from the Town allows us to offer reduced property rental fees to not-for-profit organizations. We assist with other events on the island, such as Heritage RBC and Concours D'Elegance, by providing parking. In September, we served as the location for the Town's dedication of the Charlie Simmons Bridge 9/24/14, and we would like to be considered as a venue for other Town events.

Other important accomplishments in the past year include:

- **Education** – 422 school programs, reaching 5,850 individual students, many of whom participated in multiple programs.

- **Public Programs** – The Museum offered 1,481 separate programs for visitors and residents during the past 12 months.
- **Property Improvements** – Upgrades to the public bathrooms located in the Farmhouse, landscaping of Discovery House.
- **New Property Installations** – Through generous funding from the Town of Hilton Head Island (ATAX), The VanLandingham Rotary, the Community Foundation of the Lowcountry, and over 120 individual donors; the museum has started the process of building our new Discovery Lab!

The museum is proud to be the site of the *Hilton Head Island Hall of Fame*, sponsored by the Rotary Club of Hilton Head Island. Thus far, seven (7) prominent Hilton Head Island residents have been enshrined at Honey Horn with bronze plaques highlighting their service to this community.

The Birds-Eye View Theater, has opened, providing a unique outdoor learning space for youth and adult programs, including Lowcountry Critters with Joe Maffo.

Access to and from the property has improved with the addition of a bicycle pathway, and work starting in March to repave the exit road out to U.S. Route 278. This project will improve site use for larger events, such as parking or the Heritage RBC and Councours D'Elegance events.

Thanks in part to the continued support of the Town of Hilton Head Island, the finances for the Museum remain stable. Over the past few years, earned revenue opportunities for the Museum experienced a slight increase each year while contributed dollars have decreased a slightly. One of my presidents efforts moving forward will be to increase private donations to the museum. Much of the continued success of this Museum is due to the support of a large volunteer force numbering some 150 residents. This dedicated team has helped to reduce/stabilize the annual operating costs of the Museum through their 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. Of all the things to do on Hilton Head Island, it is ranked #6 with a 92% positive rating (<http://www.tripadvisor.com>). The Town's elected officials and staff have played a significant role in this accomplishment.

As to the Fiscal Year 2016 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 sixth (6th) consecutive year.



COASTAL DISCOVERY MUSEUM
Experience The Lowcountry Up Close

2015-2016 Requested Sea Turtle Protection Project Budget

Sea Turtle Season – May 1 Through October 30

Staff Salaries		\$25,500
Museum Administration		5,500
Staff Training	Uniforms	500
Vehicle Maintenance	General maintenance, parts, fuel	1,800
Supplies	Gloves, poles, flagging tape, probes, etc.	500
Equipment	Verizon wireless, tools	600
Vehicle Purchase	John Deere Gator 4x2 TX	7,750
Insurance		300
	Grand Total	\$42,450



COASTAL DISCOVERY MUSEUM
Experience The Lowcountry Up Close

MEMO

To: Steve Riley
Town Manager

From: Rex Garnieiwcz

Re: Sea Turtle Protection Budget FY 2015-16

Date: February 23, 2015

The Hilton Head Island Sea Turtle Protection Project provides professional monitoring and protection of sea turtle nests and hatching activity on Hilton Head Island. I have included a 2014 summary report that demonstrates the high success rate of our Sea Turtle Protection Project which ensures that there is no negative impact of Hilton Head Island's beach renourishment projects on sea turtle hatchling success. Nests relocated by the Sea Turtle Protection Project have increased survivorship when compared to in-situ nests, and overall high hatching and emerging rates suggest that renourishment on Hilton Head Island, when combined with the effort of the Sea Turtle Protection Project, has improved the nesting success rates of loggerhead turtles.

It is with this letter that we request funding for the 2015-2016 sea turtle season in the amount of \$42,450. Although this represents an increase of \$5,400 over the previous year's \$37,050. The total includes the replacement of what will then be a five year old John Deere Gator at a cost of \$7,750 and savings in other areas to partially balance this cost.

The total increase is due to the following budget changes:

1. Vehicle Maintenance: This category has seen an increase of \$50, the bulk of the \$1,800 total is a predicted fuel cost of \$1,440; the remaining \$360 is reserved for minor vehicle repairs.
2. Supplies: This category has seen a decrease of \$1,500. We had a record nesting season in 2013 (339 nests). In 2014, we were expecting to exceed these numbers, but instead experienced a 61.3% decrease in nesting density. We were prepared for more nests by purchasing additional supplies, most of which we have left over for use in 2015.

3. Equipment: This category has seen a decrease of \$900. There were some additional expenses when we moved to entering data on iPads so we could have live updates; now we only have a service charge of \$40/month for both iPads for 6 months (\$240). The remaining expense covers miscellaneous equipment such as a jack for tire changing and new measuring tapes. This budget item may increase in the future when we need to replace our iPads.
4. Vehicle Purchase. Although we were on a schedule to replace one of our two vehicles every two years, we were able to make it an extra year by carefully maintaining and rust-proofing our vehicles. Unfortunately even with careful maintenance and cleaning the beach environment takes a toll on these vehicles and we will need to plan on purchasing a new Gator TX 4x2 for FY16. Current MSRP for the base model is \$8,199, and rust proof treatment adds another \$250. As we did last time, we would like to make this purchase through the town so that we can qualify for a municipal discount. This should bring the total cost down to \$7,750. The success rate of this project and the safety of our staff require dependable vehicles.

Notes for FY16

The planned beach renourishment program from Oct. 1, 2015 to April 30, 2016 involves placing 2 million cubic yards of sand along 40,000 feet of shoreline on Hilton Head Island. We feel that it is important that the Sea Turtle Protection Project has a high success rate both before and after this project. Funding at the level requested will ensure that we have a high nesting success rate even if we have numbers similar to the 2013 sea turtle season. In that year Hilton Head Island documented record breaking 339 sea turtle nests, the second consecutive 300+ nest season on record.

In FY17, we will not need to purchase a new vehicle and we expect the total project budget to be at or below the \$37,050 level of FY15.

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 2014

Memorandum

Date: February 23, 2015
TO: Town of Hilton Head Island
FROM: Hilton Head Island Recreation Association Board of Directors
RE: FY 2015-16 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 \$ 2,079,028 for FY 2016 which is an increase of 4.87% over FY 2015. The general fund support request to the Town is **\$657,748**, which is an increase of \$28,470 from FY 15. This is first request for an increase in three (3) years.

The Association's budget is built on three years of revenue and expense history. We have taken into account the new opportunities which are in front of us with the new parks. The Association estimates additional increases in revenues from programs and events, which will balance out the FY 16 budget.

Town's General Fund Support:

The Town will fund 32% of the Association's overall revenues for the operations budget in FY 16.

	Proposed FY 15-16	Current Budget FY 14-15
GOVERNMENT		
Town - General Fund	\$ 561,369	\$ 537,889
Town-Senior Programs	\$ 96,379	\$ 91,379
Total	<u>\$ 657,748</u>	<u>\$ 629,278</u>

CIP Funding:

The CIP funding request is \$179,500 which is down from \$231,650. 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 continues to work with Hilton Head Island county representatives 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 \$60,000 for pool operations for a total of \$140,000. 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 15-16 Budget
 Summary Page

REVENUES	PROPOSED 15-16	FY 14-15	FY 14-15 Actual 12-31-14	Percentage of Increase
Program Revenue	\$ 935,030	\$ 903,430	\$ 671,098	3.50%
Community Events & Fundraising	\$ 346,250	\$ 310,000	\$ 173,210	11.69%
	\$ 1,281,280	\$ 1,213,430	\$ 844,308	5.59%
Town of HHI Support	\$ 657,748	\$ 629,278	\$ 314,640	4.52%
County Support	\$ 140,000	\$ 140,000	\$ 100,000	0.00%
	\$ 797,748	\$ 769,278	\$ 414,640	3.70%
SUB TOTAL INCOME	\$ 2,079,028	\$ 1,982,708	\$ 1,258,948	4.86%
FY 15-16 CIP BUDGET-REVENUE TOTAL	\$ 179,500	\$ 240,650	\$ 77,651	-25.41%
TOTAL INCOME	\$ 2,258,528	\$ 2,223,358	\$ 1,336,599	1.58%

EXPENSES	PROPOSED Amended 14-15	FY 14-15	FY 14-15 Actual 12-31-14	Percentage of Increase
Program Expenses	\$ 378,725	\$ 365,525	\$ 203,850	3.61%
Community Events & Fundraising	\$ 183,875	\$ 158,708	\$ 113,256	15.86%
Program and Admin Payroll	\$ 916,991	\$ 878,235	\$ 477,382	4.41%
Payroll Taxes and Benefits	\$ 187,487	\$ 178,760	\$ 81,033	4.88%
Gen Admin/Facilities/Marketing	\$ 411,950	\$ 401,200	\$ 180,266	2.68%
SUB TOTAL EXPENSES	\$ 2,079,028	\$ 1,982,428	\$ 1,055,787	4.87%
FY 15-16 CIP BUDGET-EXPENSES TOTAL	\$ 179,500	\$ 240,650	\$ 77,651	-25.41%
TOTAL EXPENSES	\$ 2,258,528	\$ 2,223,078	\$ 1,133,438	1.59%

CIP Budget 2015-16

PROJECT

Program Utility Vehicle (Truck)	\$	24,000
Replace Education Equipment	\$	10,000
Solar Hot Water System (Rec Center)	\$	7,500
Portable Scoreboards	\$	6,500
Dome Equipment Update	\$	18,000
Pool Heater	\$	10,000
UltraMax Auto. Cleaner	\$	5,000
Back Stroke Flags	\$	1,000
Dome Inflation/heater/generator	\$	50,000
Lane Lines	\$	5,500
Windscreens	\$	10,000
Soccer Goals	\$	15,000
Picnic Tables & Trash Cans	\$	10,000
Tennis Nets	\$	2,000
Wind Screens/Chaplin	\$	5,000
Total	\$	179,500



February 23, 2015

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

RE: Fiscal Year 2015-2016 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 **\$175,000** for Fiscal Year 2015-2016 for the provision of public transportation throughout the Lowcountry region including Hilton Head Island. Specifically these funds will be used to leverage state and federal dollars and subsidize the costs of operating the public transportation system.

Palmetto Breeze Commuter Routes

Ridership has increased 10% for the first 6 months of the fiscal year versus the first 6 months of the previous fiscal year. 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 and 1 route for Jasper County Council on Aging, 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

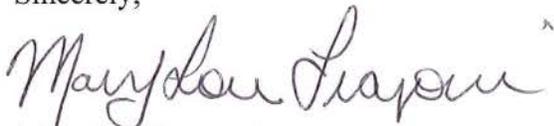
Like most public transit systems, Palmetto Breeze relies heavily on local, state, and federal funds to subsidize expenses. Palmetto Breeze appreciates the commitment the Town of Hilton Head Island has made over the years by investing in the regional public transportation system. The funding provided 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 will be seeking 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 843-757-5781 or via email at llrta@hargray.com should you have any questions or concerns regarding this request. Thank you for your time and attention to this matter. We look forward to another safe and successful year with the Town of Hilton Head Island as our partner!

Sincerely,



Mary Lou Franzoni
Executive Director



February 11, 2015

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

Dear Mr. Riley,

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 was an opportunity to honor and embrace Hilton Head Island's rich history and cultural influences. The presence of public art at the selected event location of Honey Horn was viewed as a means to engage and involve those who visit for the first time as well as those who experience Hilton Head Island daily. In the fall of 2013, 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 *Carocol* 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 have made the work on the 2011 and 2013 event possible. We are currently working diligently to seek out funding for the 2015 event through grants, support from the business community and private contributions.

In 2014, the Town of Hilton Head Island approved our request of \$75,000 to be paid over two years for the third Public Art Exhibition at Honey Horn to be held in the fall of 2015. The Public Art committee would like to respectfully request the second year of funding from this request to total \$37,500, which will be used for the Public Art Exhibition 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



Updates Prepared for the Town of Hilton Head Island

Since the 2013 Exhibition, the Public Art Fund committee is preparing for the 2015 Exhibition which will be October 1 – December 31, 2015.

Funding Highlights:

- Confirmed sponsors for the 2015 Exhibition include:
 - Platinum Level: Beaufort County, The Greenery, Town of Hilton Head Island
 - Silver Level: Island School Council for the Arts, Hilton Head Monthly
 - Bronze Level: Wood + Partners, World Design Marketing, On-Site Concrete, Kinghorn Insurance
 - We have also received \$5,000 funding from a private anonymous donor
 - The committee is continuing to work on confirming additional sponsors for the Purchase Prize Award, the People’s Choice award and a Fund the Bus sponsorship.
- Town of Hilton Head Island investment:
 - The Town of Hilton Head Island generously approved a \$75,000 two-year grant to be used for FY 2015 and FY 2016. We are currently going through the process of approval for the second year of our funding (\$37,500). For FY 2015, we plan to expend the money in the following ways:
 - A portion of artist stipends
 - Payment for program coordinator contract
 - Development of marketing materials for the 2015 Exhibition

2014 Public Art Installations

- Since the 2013 Exhibition, the Public Art Committee has installed two donated pieces around the Town of Hilton Head Island.
 - “Sail” was donated to Beaufort County and installed at the Hilton Head Island Regional Airport in August 2014. “Sail” was donated to the Public Art Fund from a private collector.
 - “Sail Around” was donated to the Town of Hilton Head Island and installed in the green space at the corner of Arrow Road and 278 in June 2014.

Other Highlights

- The Call for Entry was issued in October 2014. The deadline for artist’s to submit their work is March 6, 2015, and we plan to have 20 sculptures selected for the 2015 Exhibition by May 2015.
- Our curators for the 2015 Exhibition will be Lisa Jaye Young and Melissa Messina. Both are with the Savannah College of Art and Design and also served as our curators for the 2013 exhibition.

Highlights from 2013 Exhibition

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

- 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 the 2013 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 the 2013 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 Lindsay Dodge, Community Outreach Associate, Community Foundation of the Lowcountry at 843.681.9100 or ldodge@cf-lowcountry.org if you have any questions or would like additional information.