

# TOWN OF HILTON HEAD ISLAND PUBLIC FACILITIES COMMITTEE

Date: March 6, 2012

Time: 2:00 P.M.

Members Present: Kim Likins, George Williams, Bill Harkins

Members Absent: None

Staff Present: Scott Liggett, Jeff Buckalew, Jennifer Lyle, Jill Foster, Tom Fultz, Brian Hulbert, Charles Cousins, Susan Simmons

Others Present: Bill Ferguson, *Councilman*, Frank Soule, *Island Recreation Association*, Ward Kirby, Thomas C. Barnwell, Jr., Ray Faust, *Disaster Recovery Commission*

Media Present: None

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**1. Call to Order.**

The meeting was called to order at 2:00 P.M.

**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. Committee Business:**

**1. Approval of Minutes:**

Councilman Harkins moved to approve the Minutes of February 7, 2012. Chairman Likins seconded. The Minutes of February 7, 2012 were unanimously approved.

**4. Unfinished Business:** None

**5. New Business**

• **Debris Management Plan**

Scott Liggett, Director of Public Projects & Facilities stated it was fair to say that most of what we are going to discuss is somewhat repetitive in nature. Various components of this have come not only to Committee but have made its way to TC in the past. Since the time of your last action in early February of this year, we have returned to the Disaster Recovery Commission (DRC) to garner their approval which this package now comes to you with. The DRC is sufficiently satisfied that they are moving towards dissolution of that Group in the manner which is consistent with their term which runs till the end of this month.

As we move through the program today, staff would request as you have comments or would like changes to be discussed to go ahead and broach them as they come to mind rather than saving them till the end of the presentation. It is our intent and request that you will feel comfortable to make a recommendation today in whatever form it may take to include edits or changes to get this to Town Council.

Jennifer Lyle, Assistant Town Engineer proceeded to give an overview of the Debris Management Plan.

The Plan is written to correspond with Fire and Rescue's Emergency Operation Plan and also to coincide with the Town's Disaster Recovery strategy. We wrote it under the guidelines of FEMA 325, Debris Management Guide. The Plan will be reviewed and revised every two years by the Town's Engineering Division in consultation with Emergency Management Coordinator. There will be a Pre-Season Hurricane Training Meeting for Staff involved with the help of the Town's Contractor's, SAIC/BDR (debris monitoring firm) and Crowder Gulf (debris removal contractor.)

Staff and emergency personnel designated in the Emergency Operations Plan and Debris Management Plan station at the Emergency Operations Center (EOC) and Base Camp (USCB) for a Category 1-3 event. If the event is predicted to be higher than a Category 3 event, all staff and emergency personnel will pre-position to Barnwell High School (approximately 100 miles NW of Hilton Head Island.) We will have a push team for Category 1-3 at Fire Stations 4, 5 and 7 which will include staff from our Contractor which will include one supervisor, one chainsaw crew and a rubber tire or skid steer loader.

For the first 70 hours after the storm, debris will be pushed from the Fire Stations to the Hilton Head Island Airport and major traffic routes to help facilitate search and rescue operations, establish the ability of the ingress/egress of fire/rescue and police, allow Fire and Rescue to complete a windshield survey of the critical facilities to determine how soon critical services can be re-established to determine the need for County, State and Federal assistance and to begin outlining the Town's needs for recovery operations. After the initial 70 hour emergency push, long term recovery operations begin.

Critical facilities were prioritized by Town staff. Access to the critical facilities is key to the debris removal process. These critical facilities include the following:

- o Utilities
- o Pump Stations
- o Public Buildings
- o Debris Management Sites
- o PUD Security Offices

The debris collection can begin once we get finished with the critical facilities. Collection can be picked up on road right-of-way or at collection centers. Debris is to be segregated between vegetative, construction and demolition, recyclable, white goods and hazardous waste.

Councilman Williams stated there was nothing in the critical facilities that talks about Time Warner or cell towers. Ms. Lyle stated that once a year they reach out to the PSD's, Palmetto Electric and Fire & Rescue in an attempt to see what their top priorities are and stated they would be happy to go back to Time Warner and look into the cell tower areas as well to see what their priorities are.

Ms. Lyle reviewed the use of Town owned land which was approved by Town Council in the fall of 2010.

The Private Property Debris Removal (PPDR) is documented in the Plan. If we do want any chance for FEMA reimbursement we will have to document it as much as we can on anything we do. FEMA stated we must demonstrate a legal basis to enter private property to remove debris. The legal basis for this must be established by law, ordinance, or code at the time of the disaster and must be relevant to the post-disaster condition.

Ms. Lyle stated they revisited the proposed Policy that was brought to the Committee in February. We kept the sentence saying that the Town will remove disaster debris generated from multi-family developments if it meets the criteria above and is placed in a road right of way or access easement in which the Town has a legal interest or is delivered to a citizen drop off center. We added a sentence

stating “The Town may also enter onto private property to remove storm generated debris in accordance with the Town Code, Title 9, Chapter 1, (Public Nuisances and abatement thereof) and Section 9-5-211 (Post-disaster Debris Collection.) Councilman Williams wanted clarification that this sentence would allow the Town to go into areas such as complexes and remove debris to the roadside. Scott Liggett stated he believes what it does is puts in place a process where the Town Manager can authorize or direct us to go into those developments and take action. Ms. Lyle advised they also removed the sentence regarding the standard procedure shall be to make two passes along each road designated for eligible debris pick up and that the Disaster Recovery Commission approved the changes. Scott Liggett asked the Committee to reconsider deletion of that sentence as in part from the Town’s and staff’s perspective it begins to tell the tale or position ourselves that the debris mission isn’t never ending – that it is a finite initiative on our part. We are trying to instill some sort of urgency to folks to remove the debris and that it isn’t an open ended job as far as the Town is concerned. Councilman Williams stated part of his concern regarding the two passes was that down the road there may be a time where it is said we’ve done two passes and we aren’t going to do any more. That is why he wanted to leave it on an as needed basis.

Councilman Williams stated this is a great example of staff’s effort and time spent to develop a document like this which I don’t think that anyone realizes how much work goes into making our Town safer especially after a disaster.

Ms. Lyle stated that once this Policy has been approved by Town Council, we will start updating the current MOA’s and adding MOA’s with more of the POA’s that we actually don’t have on file.

Ms. Lyle proceeded to review Public Information and advised that pre-scripted information has been prepared for:

- 48-72 hours prior to the event
- 0-72 hours following the event
- 72 hours prior to final pass of debris removal

Press Releases will be placed in local newspapers (Island Packer and Beaufort Gazette), on the Town’s web page, Town’s emergency notification service, local radio and TV stations, private community managers and BDR hotline. BDR/SAIC (Debris Monitoring Firm) has a 24 hour call center/hotline operations plan to assist the Town with re-entry status, contact information, roadway debris, clearance and damage claims.

We will not be picking up household garbage. Our Contractors will only be picking up disaster generated debris from the collection passes. We will also show a map where the collection centers are and give hours and operations of the Collection Centers. Regular household trash would be picked up on their normal trash cycle or they can bring it to the Beaufort County Convenience Center. Councilman Williams asked what kind of commitment we have from Republic Waste and Waste Management to ensure they are up and running as soon as possible. Jennifer Lyle stated she knows with Republic that in their Contract they are to resume as quickly as possible on their normal trash pick-up cycle.

Councilman Harkins thanked staff for their tremendous effort and thorough presentation.

Ward Kirby, Chairman of the Disaster Recovery Commission stated the Commission supports the plan as presented today. Chairman Likins thanked Mr. Kirby and the entire Disaster Recovery Commission for all their work and effort.

After discussion, Councilman Harkins moved that the Public Facilities Committee endorse the plan as presented and move it up to Town Council. Councilman Williams seconded. The motion passed unanimously.

- **Proposed Island Recreation Association Memorandum of Understanding**

Scott Liggett advised the Committee that the Parks and Recreation Commission and staff recommends that the Memorandum of Understanding (MOU) and Agreement between the Town of Hilton Head Island and the Island Recreation Association be approved for renewal and forwarded to Town Council recommending that they approve them.

The Memorandum of Understanding is between the Town and the Association regarding the management and operation of the Hilton Head Island Recreation Center, Jarvis Creek Park, Crossings Park, Shelter Cove Community Park, and the Chaplin Community Park Tennis Courts and Cordillo Parkway Tennis Courts. The Town currently has an MOU with the Association that will expire on March 31, 2012. This proposed MOU would renew the relationship with the Association for another five year period.

The proposed MOU incorporates as Exhibit A the separate Agreement between the Town and the Association which relates to the Association managing the Shelter Cove Community Park, Jarvis Creek Park, Chaplin Community Park Tennis Courts and Cordillo Parkway Tennis Courts. The proposed MOU also incorporates the applicable site plans, covenants and restrictions, agreements, operational plans and fee schedules as Exhibits B through G.

A material change within Exhibit A, Section 2.05 *Operational Plan* is an added requirement to more equitably address demands made upon our public tennis facilities during the month of March. Staff recommends that a formal solicitation process (Request for Proposals – RFP) consistent with our procurement code be conducted in order to schedule play during this time of high demand. “Blocks” of time are envisioned to be competed for by sponsors desiring to hold multi-day tournaments. The RFP shall at a minimum require a fee for court usage, an on-site representative during all tournament play, insurance, demonstrated ability to manage similar events, ability to provide for the health, safety and welfare of players and spectators and provision of temporary restroom facilities for tournament play at the Cordillo Tennis Courts.

The Town and Island Rec. have a long standing relationship which heretofore has been codified in a series of individual documents pertaining to Town owned properties developed as recreational and special event facilities and managed as such by Island Rec. The Town staff recommends that the MOU and Agreements be renewed in the consolidated format by which the three separate Agreements become one exhibit to the MOU. This will continue to make it convenient for maintenance and supervision of the MOU and Agreements. The documents reflect a continued refinement with a focus on process improvement regarding the provision of recreational services and facilities within the Town.

Councilman Williams stated it appeared to him if we go forward with this RFP we are setting up several organizations to be bidding for the use of the Courts and stated he has difficulty coming up with a scheme where one Association could monopolize the Courts for 2, 3 or 4 weeks at a time at the detriment of another equally qualified organization.

Chairman Likins stated her concern is having it be exclusive as at this time we have two Organizations on the Island who bring tennis groups to play. If it becomes a one person wins all then we lose the entire opportunity of the second organization bringing kids to the Island as well. Chairman Likins mentioned that she spoke with Frank Soule before the meeting and he advised that this year the two organizations have worked it out so both of them are able to use the Court. I would not like us to set this policy so that that something like this couldn't be done in the future. If two organizations can meet those requirements I

would hate for the policy to be that basically you pick the one who can pay the most money. Mr. Liggett said that perhaps we consider your comments here and when we work with Island Rec. to develop the solicitation, attempt to address them in a way that ultimately pleases Council.

Brian Hulbert, Staff Attorney stated that everyone is focusing price and who is going to win but the criteria hasn't been developed yet. It may be that price is not the major factor. It is still in its initial phase as far as developing the criteria. The plan is to make it as fair and open as possible for them so we do not have the disputes we have had this year and in the past.

After additional discussion, Councilman Williams moved the Public Facilities Committee accept the proposed Memorandum of Understanding and forward it to Town Council for approval. Councilman Harkins seconded. The motion passed unanimously.

• **Fiscal Year 2012 Capital Improvement Program Mid Year Update**

Scott Liggett advised that no formal action is requested on this item. Through our monthly update to Council, staff provides a simple, periodic report regarding the progress being made on a variety of CIP projects as funded during the current fiscal year. The primary purpose of this memo is to summarize the financial implications of our mid-year progress.

Mr. Liggett advised the Committee that the consolidated municipal budget for FY12 includes a Capital Improvements Program funded at approximately \$35 million. Of this amount, approximately \$11 million was an allocation of current year revenues, with the remainder of \$24 million being rolled forward from FY11. Thus far, through progress we have made, approximately \$18 million of the \$35 million has been obligated. Additionally, approximately \$2 million worth of projects not yet committed are expected to proceed before the end of the fiscal year. There appears to be approximately \$12 million worth of projects which are "active" but whose progress appears insufficient to fully obligate the budgeted funds. Lastly, there is a small list of projects, which cumulatively appear to present a \$3 million surplus and the potential for the reallocation of funds.

In accordance with law and accepted accounting practices full funding is provided to satisfy all project related contractual obligations at the time of contract execution, irrespective of contract duration and the timing of actual payments. As mentioned before, it appears that funding for several key projects must be rolled forward if those projects are to be fully implemented. Notable projects and their FY12 funding level area:

Fire Station 6 (Palmetto Dunes)	\$3.5 million
Mathews Drove/Marshland Road Roundabout	\$1.0 million
Mainland Transportation Projects	\$1.9 million
Mathews Drive – Chaplin area connectivity	\$500,000
US 278 Gateway Improvements	\$185,000
Yacht Cove Community Park	\$50,000
Chaplin Pak Tennis Courts	\$117,000
Island Rec. Center Enhancements	\$200,000

After a brief discussion, the Committee thanked Mr. Liggett for the update.

**6. Adjournment:**

Councilman Williams moved to adjourn. Councilman Harkins seconded the motion. The meeting was adjourned at 3:20 p.m.

Respectfully Submitted,

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**Karen D. Knox**  
**Senior Administrative Assistant**

**Approved:** 5/1/2012