



# **The Town of Hilton Head Island**

## **Town Council Budget Workshop**

**May 15, 2018**

**BENJAMIN M. RACUSIN COUNCIL CHAMBERS**

## **AGENDA**

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**As a courtesy to others please turn off/silence ALL mobile devices during the Town Council Workshop.  
Thank You!**

- 1. Call to Order**
- 2. FOIA Compliance** - Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
- 3. Review of Budgets of Affiliated Agencies**
  - a. USCB Event Management and Hospitality Training Program
  - b. Island Recreation Association
  - c. Community Foundation of the Lowcountry Public Art Exhibition
  - d. Coastal Discovery Museum
  - e. Shore Beach Services, Inc.
  - f. Palmetto Breeze (LRTA)
  - g. Solicitor's Office – Drug Court and Career Criminal Program
- 4. Adjournment**



## **MEMORANDUM**

**TO:** Town Council

**FROM:** John Troyer, CPA, Director of Finance

**VIA:** Stephen G. Riley, ICMA-CM, Town Manager

**DATE:** May 3, 2018

**RE:** **FY19 Budget Workshops - May 15<sup>th</sup> and May 22<sup>nd</sup>, 2018**

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**Recommendation:** Staff recommends Town Council consider the proposed budget for FY 2019 and direct staff to make any changes as determined necessary.

**Summary:** The Town Manager presented the FY 2019 budget for first reading by title only to Council on May 1, 2018. The Town Manager and staff believe the budget fiscally prudent and maintains the high Town's high level of customer service.

There will be three budget workshops:

1. May 15<sup>th</sup> – Affiliated agencies will present their FY 2019 budget proposals.
2. May 22<sup>nd</sup> – Town staff will present the General Fund, Debt Service Fund, CIP, and Stormwater Fund FY 2019 proposed budgets.
3. June 5<sup>th</sup> – Wrap up; this meeting will only be held if additional time is needed to complete the review of the budget or to address any Town Council issues.

On June 12<sup>th</sup> at 6:00 pm there will be a special public meeting for the revised 1<sup>st</sup> reading of the FY 2019 Budget. The final reading and adoption of the budget will occur on June 19<sup>th</sup> at 5:00 pm as part of the Town Council regular meeting.

**Background:** Town staff spent the last few months crafting the FY 2019 budget proposal. In addition, affiliated agencies were asked to prepare their funding requests for the upcoming fiscal year. The Town Manager along with Town staff and representatives of the affiliated agencies are prepared to discuss the proposed budgets with Town Council.

Copies of the affiliated agency budgets are included with this memorandum.

**FY19 Budget - Summary of Affiliated Agencies**

	<b>FY 19 Agency Requested Budget</b>	<b>FY 18 Approved Budget</b>	<b>FY 19 Town Staff Proposed Budget</b>	<b>Request <u>Not</u> Included in Town Budget</b>	<b>Agency Requested; Increase/ Decrease Over Prior Year</b>	<b>% Change</b>	<b>Notes</b>	
A	USCB Event Management & Hospitality Training	165,648	110,000	165,648	-	55,648	50.6%	
B	Island Recreation Association-General Fund	819,073	707,052	819,073	-	112,021	15.8%	
	Island Recreation Association-Capital	106,000	109,000	-	106,000	(3,000)	-2.8%	Will be funded in Town's CIP budget
	Island Recreation Association-Therapedutic Recreation Leader (PT)	25,000	-	25,000	-	25,000	0.0%	
C	Community Foundation of the Lowcountry-Public Art	50,000	50,000	50,000	-	-	0.0%	
D	Coastal Discovery Museum-Capital	54,500	57,000	54,500	-	(2,500)	-4.4%	
	Coastal Discovery Museum-Management Fee	75,000	75,000	75,000	-	-	0.0%	
	Coastal Discovery Museum-Sea Turtle Project	-	-	-	-	-	0.0%	
	Coastal Discovery Museum-Executive Director (Mitchelville PP)	110,000	110,000	110,000	-	-	0.0%	
E	Shore Beach Services, Inc.	275,235	257,677	275,235	-	17,558	100.0%	Increase due to Coligny Park renovations
G	Palmetto Breeze (LRTA)-Rural Grant	122,546	200,000	122,546	-	(77,454)	-38.7%	
	Palmetto Breeze (LRTA)-Urban Grant	64,813	59,153	64,813	-	5,660	9.6%	
G	Solicitors Office-Multidisciplinary/Career Criminal Program	168,500	168,500	83,500	85,000	-	0.0%	
H	Beaufort County Sheriff's Office (BCSO)	-	3,470,639	3,620,639	(3,620,639)	(3,470,639)	-100.0%	
	<b>Total</b>	<b>\$ 2,036,315</b>	<b>\$ 5,374,021</b>	<b>\$ 5,465,954</b>	<b>\$ (3,429,639)</b>	<b>\$ (3,337,706)</b>	<b>-61.0%</b>	

TOWN OF HILTON HEAD ISLAND

# Affiliated Agencies

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Fiscal Year 2019 Budget

05/15/2018



Town of Hilton Head Island  
FY 2019 Budget  
Affiliated Agencies

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March 2, 2018

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

We are delighted to present to you our proposed budget for 2018-19 and to take this opportunity to inform you of our great successes during this past year. I have prepared my budget in accordance with the Town of Hilton Head Island Municipal Code Section 4-10-100. In accordance with the Code "The town shall set aside five (5) percent of this local accommodations tax for special events production and volunteerism and hospitality training". The 2017-18 budget for the Town of Hilton Head Island set forth projected Local Accommodations Tax income as \$3,312,968. I used this number to calculate the 5% amount of \$165,648.

**Update on Evaluation:**

The Center reached out to several hospitality research institutions and requested proposals to review our program and evaluate it against other Centers providing similar services. After reviewing the proposals, the Center retained the services of Charles Chancellor, PhD, Lauren Duffy, PhD, and Lauren Townson, PhD Candidate of Clemson University. They have been reviewing our program, comparing it against other such programs and have interviewed several of our partners. They will have a report ready for you for our budget presentation.

**Update of Training:**

The Center is delighted to announce that we have certified over **1300 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. To date this year, we have educated 298 individuals in 36 classes. We continue to expand the reach of our program as we have educated Servers, Bartenders, Recreation Directors, Realtors and Spa Professionals. Our evaluations continue to indicate that the Island Ambassador Program is a success.

**Update on Volunteer Management:**

The Center has placed 35 student volunteers at nine community festivals and events including the World Record Setting Meatball Festival. A total of over 490 service learning hours have been provided to date ensuring a quality event experience for all attendees.

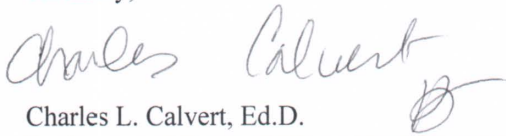
**Update on Event Incubation:**

Sandbox at the Stables once again proved to be a great success for the Sandbox! The event raised over \$12,000 for the Interactive Children's Museum. It is always such fun to ride horses, eat burgers and enjoy water jumpies on Memorial Day.

Burgers and Brew had a new face this year as it added some BBQ and Bacon. Burgers, Bacon and BBQ, a carnivorous event, had a great first year raising over \$4900 while giving our students a great learning experience.

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.  
Professor and Dean of Hilton Head Island Campus  
USCB Hospitality Management Program



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

Cc: Dr. Al M. Panu, Chancellor  
Sean Barth, Ph.D.

**USCB CEMHT  
PROPOSED BUDGET 2018-19**

Personnel Costs	\$	98,200
Training Programs;Curriculum Development	\$	40,000
Office Expense	\$	4,800
Marketing	\$	10,000
Equipment	\$	2,500
Printing and Supplies	\$	10,148
<b>Total</b>	<b>\$</b>	<b>165,648</b>

# Memorandum

Date: February 27, 2018  
TO: Town of Hilton Head Island  
FROM: Hilton Head Island Recreation Association Board of Directors  
RE: FY 19 Funding Request

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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. This year's request takes into account the Association's efforts working with our partner the Town to open a state of the art Recreation Center expansion (Fall 18), along with the remodeling of the 31-year-old current Recreation Center (Spring 18) and the updating of the only public pool in our community.

The Association's budget is built upon an operational history, along with the estimation of increased revenues and expenses with the opening of the new Recreation Center.

The Association's Board approved an operating budget of \$2,793,073 for FY 2019. The general fund support request to the Town is \$ 844,073.

## Town's General Fund Support:

If approved, the Town would fund 31% of the Association's overall revenues for the operations budget in FY 19.

	Proposed FY 19	Current Budget FY 18
GOVERNMENT-General Fund		
Town – Island Recreation Center	\$ 715,852	\$ 605,855
Town-Senior Programs	\$ 103,221	\$ 101,197
Town-New Therapeutic Recreation Leader (PT)	\$ 25,000	
Total	<u>\$ 844,073</u>	<u>\$ 707,052</u>

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.

**CIP Funding:**

The CIP funding request for FY 19 addresses the needs of Recreation Center and pool, along with program equipment at the parks.

**County:**

In FY 18, the Association's Board worked with Hilton Head Island county representatives to increase the level of support to our community. The county's support in FY 18 increased by \$75,000 to pool operations. In FY 19, the Association anticipates funding support of \$80,000 for program support and \$135,000 for pool operations for a total of \$215,000.

The Association working the County's

**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 reviews capital expenditures reimbursed to the Association. The Association provides an annual review of funding and programs to the Town's Parks and Recreation Commission. All financial records are available to the public.

**Other Support Documents include:**

2017 Scholarships

2017 Program participation visit numbers

Listing of current and future program offered by the Island Recreation Association



Island Recreation Association  
FY19  
Funding Request

REVENUES	FY 19	FY 18
Program Revenue	\$ 1,219,500	\$ 1,024,230
Community Events & Fundraising	\$ 464,500	\$ 437,500
	<b>\$ 1,684,000</b>	<b>\$ 1,461,730</b>
Town of HHI Support	\$ 819,073	\$ 707,052
NEW THERAPEUTIC RECREATION	\$ 25,000	
Town of HHI Support-ATAX	\$ 25,000	\$ 20,000
<b>Town Funding subtotal</b>	<b>\$ 869,073</b>	<b>\$ 727,052</b>
County Support	\$ 215,000	\$ 215,000
NEW THERAPEUTIC RECREATION	\$ 25,000	
<b>County Funding Subtotal</b>	<b>\$ 240,000</b>	<b>\$ 215,000</b>
<b>SUB TOTAL INCOME</b>	<b>\$ 2,793,073</b>	<b>\$ 2,403,782</b>
<b>FY 19 CIP BUDGET-REVENUE TOTAL</b>	<b>\$ 291,000</b>	<b>\$ 597,755</b>
<b>FY 19 CIP BUDGET-REVENUE UP FIT TOTAL</b>	<b>\$ -</b>	<b>\$ 184,000</b>
<b>TOTAL INCOME</b>	<b>\$ 3,084,073</b>	<b>\$ 3,185,537</b>
EXPENSES	FY 19	FY 18
Program Expenses	\$ 435,188	\$ 385,919
Community Events & Fundraising	\$ 299,800	\$ 299,800
Program and Admin Payroll	\$ 1,273,053	\$ 1,030,136
Payroll Taxes and Benefits	\$ 242,232	\$ 224,527
General Administration	\$ 242,750	\$ 221,250
Facilities	\$ 263,300	\$ 207,900
Marketing	\$ 36,750	\$ 34,250
<b>SUB TOTAL EXPENSES</b>	<b>\$ 2,793,073</b>	<b>\$ 2,403,782</b>
<b>FY 19 CIP BUDGET-EXPENSES TOTAL</b>	<b>\$ 291,000</b>	<b>\$ 597,755</b>
<b>FY 19 CIP BUDGET-EXPENSES UP FIT TOTAL</b>		<b>\$ 184,000</b>
<b>TOTAL EXPENSES</b>	<b>\$ 3,084,073</b>	<b>\$ 3,185,537</b>

<b>CIP Budget FY 19</b>		
<b>Recreation Center</b>	FY 19	FY 18
Replace Education Equipment	\$ 12,000	\$ 12,000
Rec Center Building	\$ 45,000	\$ 30,000
Utility Vehicle/Trailer for Programs	\$ 17,000	
Basketball Backboard replacement outside (	\$ 10,000	
Playground		\$ 125,000
<b>Total</b>	<b>\$ 84,000</b>	<b>\$ 167,000</b>
<b>Pool</b>	FY 19	FY 18
Dome Replacement	\$ 20,000	\$ 280,000
Windscreens		\$ 8,500
Dome Install	\$ 36,000	\$ 36,000
Pool Equipment Improvements	\$ 30,000	\$ 30,000
Pool Furniture	\$ 5,000	
UltraMax Auto. Cleaner	\$ 5,500	
Lane Lines	\$ 5,500	
Repair Tile in Pool	\$ 15,000	
Pool Sand Filter Improvements	\$ 15,000	
Pool Covers	\$ 10,000	
<b>Total</b>	<b>\$ 142,000</b>	<b>\$ 354,500</b>
<b>PARKS PROGRAMS</b>	FY 19	FY 18
Special Events Park Improvements	\$ 35,000	\$ 33,000
Picnic Tables & Trash Cans		\$ 7,500
Tennis Courts (Chaplin)		\$ 30,000
Soccer Goals	\$ 10,000	\$ 5,755
Kayak Dock (S&R Center)	\$ 20,000	
<b>Total</b>	<b>\$ 65,000</b>	<b>\$ 76,255</b>
<b>OVERALL TOTALS</b>	<b>\$ 291,000</b>	<b>\$ 597,755</b>
<b>Funding</b>		
Green -Rec Operation	\$ 79,000	
Yellow-Town CIP	\$ 185,000	
Red-Rec General CIP	\$ 27,000	
<b>TOTAL</b>	<b>\$ 291,000</b>	



## PRESCHOOL & YOUTH

### YOUTH (0-17)

- Before School Care
- After School Recreation Club
- Middle School After School Rec
- Vacation Club
- Summer Camp
- Teen Camp
- Challenge Camp  
(Special Needs Camp)
- Children's Relief Fund Teen Camp
- Kids Night Out (10 per year)
- Discovery Club Preschool
- Hip Hop Dance

• **11 total**

## YOUTH ATHLETICS YOUTH (0-17)

- Ballet
- Dance and Tumble
- Basketball Clinic (Spring & Fall)
- Football Camp
- Flag Football
- Youth Soccer-Fall
- Girls Soccer-Fall
- 3 year old Soccer-Fall
- Half Day All Sports Camp
- Jr Golf (Summer Camp)
- Jr Golf (After-School)
- Cheerleading Camp
- Cheerleading Clinic (2 per year)
- Lacrosse (Fall)
- Lacrosse (Spring)
- Lacrosse Camp
- War on the Shore Lacrosse
- Roller Hockey Camp
- Roller Hockey Clinic
- Roller Hockey League
- Sailing Camp
- Rowing Camp
- Sailing Camp-Sailing and Rowing
- Youth Soccer-Spring
- Girls Soccer-Spring
- 3 year old Soccer-Spring
- Surf Camp
- Tennis Lessons
- Volleyball Clinic (spring)
- Girls Volleyball League
- Volleyball Camp
- Winter Basketball League
- Girl Basketball Program

## YOUTH ATHLETICS CONT.

- 6-7 yr old Co-Ed Basketball
- Little Hoopsters Basketball
- Senior (HS) Bball League
- Be An Athlete
- Zumbatonic Dance Party
- Fastlane Track Club (training)
- Fastlane Track Club
- Club Volleyball
- Free Play/Outdoor Play (Youth)
- Karate
- Gator Football
- Jr. Academy
- Storm Soccer Academy  
(Spring/Fall)
- Storm Soccer Academy  
(Indoor AM)
- Storm Soccer Academy (Futsal)
- Host various Tennis Tournament
- Paddle Board
- Storm Soccer Academy  
(Indoor AM)
- Storm Soccer Academy (Futsal)
- Team Palmetto

• **53 total**

## ADULT & SENIOR ATHLETICS

### ADULT (18-49)

- Free Play/Outdoor Play -5 groups
- Kayaking
- Sailing
- Paddle Board
- SWEAT Boot Camp
- Rugby
- Hispanic Basketball League
- USTA Tennis League
- Spring Break Tennis
- Spring Tennis Fest
- Wheelchair Tennis Tournament
- Various Tennis Tournament
- Rugby Team
- Adult free play soccer
- 6 v 6 Soccer Coed
- Hispanic Soccer League

### SENIOR (50 & OLDER)

- Pickleball (daily play)
- Pickleball Tournament
- Senior Softball Team
- Morning BB Rental
- Sunday BB Rental

## ADULT & SENIOR ATH. CONT.

- USTA Tennis League
- Misc. Fitness Classes-SC
- Balance Class-SC
- Morning Exercise-SC
- Chain Gang Bike Group-SC
- Bowling-SC
- Golf-SC
- CrossFit Foundations-SC
- Walking Group-SC
- Tennis Group-SC
- Stretch & Weights-SC

• **34 total**

## SENIOR PROGRAMS

### SENIOR (50 & OLDER)

- Stretch & Weights
- Tai Chi
- Line Dancing
- Scrabble
- Mah Jongg
- Craft Club
- Bridge
- Pedicures
- Health Screenings
- Hand & Card Play
- Cribbage
- Painting
- Book Club
- Sunday Brunch Group  
(1 per month)
- Early Bird Dinner Group  
(1 per month)
- Socials (1-2 per month)
- Day Trips (12-15 each year)
- Seminars (1-2 per month)
- Computer Club (4-5 per month)
- Power Squadron
- Educational Classes  
(2-3 per month)
- Retirement Community Tours
- Healthy Cooking Demonstration

• **24 total**

## AQUATICS

### YOUTH (0-17)

- Swim Team H2A
- Swim Team HH PREP
- Swim Team HH Christian Academy
- Swim Team - HH High School
- Swim Meets & Events
- Private Swim Lessons
- Group Swim Lessons
- School Swim Lessons
- Lap Swim
- Rec Swim Club
- Summer Camp Swim
- Kids Night Out
- Discovery Club Preschool Swim
- Pool Parties
- Summer Group Open Swim

### ADULT (18-49)

- Lap Swim
- Lifeguard Classes
- Sheriff Dept & Fire Staff Training
- Scuba Classes
- Masters Swim

### SENIOR (50 & OLDER)

- Water Aerobics
- Lap Swim
- Masters Swim

• **23 total**

## SOAR

### YOUTH (0-17)

- SOAR Equestrian
- SOAR-Young Athlete Program
- SOAR-Basketball
- SOAR-Athletics
- SOAR-Bowling
- SOAR-Tennis

• **6 total**

### ADULT (18-49)

- SOAR Equestrian
- SOAR-Basketball
- SOAR-Athletics
- SOAR-Bowling
- SOAR-Cheerleading
- SOAR-Bocee
- SOAR-Tennis
- SOAR-Golf
- SOAR-Kayaking

• **10 total**

## COMMUNITY EVENTS

- Snow Day
- Daddy Daughter Dance
- Wingfest
- Seafood Festival
- Burger, Bacon and Barbecue
- Summer Jams (10 per year)
- Summer Market (10 per year)
- Jeep Island
- Oyster Festival
- Turkey Trot
- Winter Wonder Festival
- Easter Eggstravaganza
- Pumpkin Patch

• **13 total**

**TOTAL # OF PROGRAMS - 174**

## TOTAL NUMBER OF PARTICIPANTS

- Youth (0-17): 162,839
- Adult (18-49): 35,722
- Senior (50 & Older): 31,359
- **Total: 229,920**

## TOTAL NUMBER OF PARTICIPANTS

- Athletics: 95,231
- Aquatics: 57,454
- Com. Events: 27,790
- Programs, Classes and Child Care: 49,445
- **Total: 229,920**

## PARK RENTALS

- Jarvis Creek: 211
- Shelter Cove Community Park: 22
- Rowing and Sailing Center: 40
- Chaplin Community Park: 99
- Chaplin Tennis Facility: 27
- Barker Field Extension: 30
- Crossings Park: 3



*Proposed list of organized activities for the newly renovated and expanded Island Recreation Center*

YOUTH & ADULTS

TOURNAMENTS/LEAGUES

- Badminton
- Basketball
- Bocce Ball
- Bubble Soccer
- Dodgeball
- Fencing
- Flag Football
- Indoor Bowling
- Indoor Soccer
- Kickball
- Pickleball
- Spikeball
- Triathlons
- Volleyball
- Wiffleball
- Yuki Ball

YOUTH PROGRAMS

- Art
- Birthday Parties
- Drama
- Gardening
- Karaoke/Name that Tune
- Kinder Music & Gym
- Lego Robotics
- Music
- Spelling Bee
- Teen Night Out
- Video Game Tournament

ADULT PROGRAMS

- Art
- ESL (English as a Second Language)
- Improvisation Classes
- Music
- Photography
- Shag/Line Dancing
- AQUATICS
- 3v3 Basketball
- Fitmat Yoga
- Radio-control boat racing
- Treasure Hunting
- Water Polo
- Water Zumba

FITNESS PROGRAMS

- Cardio Kickboxing
- Circuit Training
- Group Training
- Hula Hoop
- Pilates
- Spin
- Step Aerobics
- Tai Chi
- Trampoline
- TRX
- Yoga
- Zumba





**SCHOLARSHIPS 2017**

YOUTH SOCCER	\$2,800
SWIMMING LESSONS	\$3,500
YOUTH BASKETBALL	\$370
ROLLER HOCKEY	\$280
FLAG FOOTBALL	\$150
LACROSSE	\$1,350
SUMMER SPORTS CAMPS	\$150
GATOR FOOTBALL	\$4,200
GATOR CHEER	\$900
<b>TOTAL ATHLETIC PROGRAMS</b>	<b>\$13,700</b>
SUMMER CAMP	\$140,680
CHALLENGE CAMP	\$26,000
AFTER SCHOOL RECREATION & VACATION CLUB	\$46,500
DISCOVERY CLUB PRESCHOOL	\$58,750
<b>TOTAL PRESCHOOL &amp; YOUTH</b>	<b>\$271,930</b>
<b>TOTAL SCHOLARSHIPS FOR 2017</b>	<b>\$285,630</b>

**1 out of 3 children in our programs are on a scholarship**



4 Northridge Drive, Suite A • Post Office Box 23019 • Hilton Head Island, SC 29925  
P: 843.681.9100 • F: 843.681.9101 • cf-lowcountry.org

March 1, 2018

Ms. Cindaia Ervin  
Finance Assistant  
Town of Hilton Head Island  
One Town Center Court  
Hilton Head Island, SC 29928

Dear Ms. Ervin and Town of Hilton Head Island Finance Committee,

In 2016 the Public Art Fund of Community Foundation of the Lowcountry requested \$100,000 from the Town of Hilton Head Island for our 2017 Public Art Exhibition on Hilton Head Island. This is a biennial event, so the funding was to cover a two-year period, 2017 and 2018. The Town approved our request.

Hurricane Matthew resulted in a one year delay of the exhibition. We are set to open the exhibition on September 27, 2018, at Coastal Discovery Museum.

The funding the Town provides has, in the past, applied to a number of expenses including artist stipends and advertising. For past exhibitions we have split the funding, using half in one year and half in the other. We will do the same for this exhibition, applying half of the funding in calendar year 2018 and half in calendar year 2019.

As of today, we have not yet incurred expenses for which to apply the funding. As we move closer to the September 2018 opening of the exhibition, we will begin to incur expenses. We will, as in the past, supply appropriate invoices for \$50,000 of the the funds that will be used in 2018.

By virtue of this letter, we are requesting the second half of the funding – \$50,000 – for 2019.

We truly appreciate the Town’s generous support of the Public Art Exhibition on Hilton Head Island.

Sincerely,

Jean M. Heyduck  
Vice President for Marketing and Communications



## **COASTAL DISCOVERY MUSEUM**

Experience The Lowcountry Up Close

### **Summary of FY 2019 Budget Requests**

In FY 2018, the Town of Hilton Head Island provided a total of \$283,900 to the Coastal Discovery Museum for the following Projects: Museum Management Fee (\$75,000), Capital Maintenance (\$57,000), Mitchelville ED (\$110,000) and Sea Turtle Protection Project (\$41,900).

In FY 2019, The Museum is requesting a total of \$239,500, a reduction of \$44,400. The museum has reduced its Capital Maintenance request and has eliminated the Sea Turtle request. The sea turtle nest beach patrols are going to be continued by the permit holder, Amber Kuehn, on an all-volunteer basis. The Museum will continue to operate its Adopt-A-Nest program which allows us to fund all of our Sea Turtle Protection Project educational programs and lights-out for turtles printed materials. Thus we are no longer requesting Town funding for this program.

The Museum is extremely appreciative of all the support that we receive from the Town of Hilton Head Island. We believe that this support has helped the Museum become a successful and growing organization which serves the entire island. As we continue to become less dependent on the Town for our operational expenses, we hope that this 15% reduction in our budget request this year will also help the Town rebuild their reserves following two challenging hurricane seasons.



**COASTAL DISCOVERY MUSEUM**  
Experience The Lowcountry Up Close

**MEMO**

To: Steve Riley  
Town Manager

From: Rex Garniewicz

Re: 2018-19 Management Fee Budget Request

Date: March 1, 2018

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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, with a minor interruption due to Hurricane Mathew and the ensuing operations of a debris management site at Honey Horn. Last fiscal year we served 88,397 people, down from our record of 123,858 individuals the year prior to Matthew. So far in 2018 we have had strong growth in many programmatic areas, particularly those that serve local residents and Beaufort County schools.

The museum has continued to serve the community through hosting a number of events. This year the Seafood Festival exceeded expectations with approximately 10,000 attending. The museum also hosts the Kiwanis Chili Cookoff and Rib Burnoff; Italian Festival; St. Francis Picnic, and we are working to host a Latino Festival. We assist with other large events on the island, such as Heritage RBC and Concours D'Elegance, by providing parking.

Support from the Town allows us to offer reduced property rental fees to not-for-profit organizations. Other important accomplishments from FY17 include:

- **Education** – 332 school programs, reaching providing 9,559 program experiences.
- **Public Programs** – The Museum offered over 1,200 separate programs for visitors and residents during prior year, impacting 16,171 individuals.
- **Property Work** – Through generous funding from the Town of Hilton Head Island during Hurricane Recovery, the museum has been able to start work on restoring the Loomis and Thorne Garage dating to the 1930s which was seriously damaged during Hurricane Matthew.

Thanks to the continued support of the Town of Hilton Head Island, the finances for the Museum remain stable through Hurricane Matthew recovery. During the previous year the museum was able to raise both total earned revenue and individual contributions. Private support for the museum has shown a significant increase post Hurricane Matthew and this will allow the museum to cover some of the significant uninsured losses to the property. Much of the continued success of the Museum is also 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.

The relationship between the Coastal Discovery Museum and the Town of Hilton Head Island serves as an example of a successful public-private partnership where both parties contribute to, and benefit from, their joint success. As to the Fiscal Year 2019 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 tenth consecutive year.





**COASTAL DISCOVERY MUSEUM**  
Experience The Lowcountry Up Close

**MEMO**

To: Steve Riley

From: Rex Garniewicz

Re: General Fund Budget Request

Date: March 1, 2018

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Please find attached Coastal Discovery Museum's Five Year Property Maintenance Program spreadsheet indicating upcoming property maintenance needs. Also included is the previous fiscal year FY 2018. The FY 2019 *General Fund Budget* request is for \$54,500, a \$2,500 decrease over the previous year. This 5% decrease follows decreases of 8%, 2%, 7.5%, and 12% in the four prior years. This reflects the museum's increased ability to finance property maintenance through other revenue sources and generous ATAX support. 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.

With the opening of the Tom Peebles Discovery Lab in September of 2016, the Museum is now actively utilizing all 10 of the structures on the Honey Horn property. Funding from a variety of public and private sources has allowed us to do this while maintaining our projected decreases in our General Fund request for Property Maintenance.

In ten years of major property improvements at Honey Horn, the Museum has invested over six 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 18 - FY23						
Item	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
<b>Discovery House</b>						
Paint						
Exterior		\$ 7,500				\$ 8,000
Interior		\$ 5,000	\$ 5,000	\$ 4,000	\$ 4,000	\$ 5,000
Floors		\$ 5,000	\$ 5,000	\$ 8,500		
Doors/Hardware		\$ 500	\$ 2,500	\$ 5,000		\$ 2,500
Windows	\$ 5,000			\$ 2,500	\$ 2,500	
Bathroom Fixtures/Repairs				\$ 2,000	\$ 1,500	
Hot Water Heaters					\$ 1,000	
HVAC					\$ 20,000	
Trellis/Service Yard Repairs	\$ 1,500					\$ 1,000
<b>Sub-Total</b>	<b>\$ 6,500</b>	<b>\$ 18,000</b>	<b>\$ 12,500</b>	<b>\$ 22,000</b>	<b>\$ 29,000</b>	<b>\$ 16,500</b>
<b>Armstrong/Hack House</b>						
Paint						
Exterior						\$ 7,000
Interior	\$ 1,500					
Floors	\$ 2,000					
HVAC			\$ 9,500			\$ 1,500
Exterior Repairs		\$ 500			\$ 2,500	
<b>Sub-Total</b>	<b>\$ 3,500</b>	<b>\$ 500</b>	<b>\$ 9,500</b>		<b>\$ 2,500</b>	<b>\$ 8,500</b>
<b>Pavilion</b>						
Floors		\$ 2,500			\$ 2,000	
Electrical				\$ 1,500		
Roof	\$ 1,500					
Treat exposed wood		\$ 8,000				
<b>Sub-Total</b>	<b>\$ 1,500</b>	<b>\$ 10,500</b>		<b>\$ 1,500</b>	<b>\$ 2,000</b>	
<b>Discovery Lab</b>						
Exterior repairs			\$ 3,500			
Interior repairs			\$ 4,500			
<b>Sub-Total</b>			<b>\$ 8,000</b>			
<b>Pavilion Restroom Building</b>						
Paint						
Exterior	\$ 4,000				\$ 5,000	
Interior	\$ 1,500			\$ 1,500		
Bathroom Fixtures	\$ 1,000			\$ 2,000	\$ 1,000	
HVAC						\$ 5,500
Handicap Ramp Repairs		\$ 1,500	\$ 1,500	\$ 1,000		
Porch Repairs	\$ 500			\$ 2,000		
Roof and fascia		\$ 11,000				
Collections shelving						
<b>Sub-Total</b>	<b>\$ 7,000</b>	<b>\$ 12,500</b>	<b>\$ 1,500</b>	<b>\$ 6,500</b>	<b>\$ 6,000</b>	<b>\$ 5,500</b>
<b>Horse Barn</b>						
Paint/Exterior					\$ 5,000	
Paint/Interior		\$ 1,500			\$ 1,000	
Fencing					\$ 1,500	
Interior Repairs/Plumbing				\$ 2,000		
<b>Sub-Total</b>		<b>\$ 1,500</b>		<b>\$ 2,000</b>	<b>\$ 7,500</b>	<b>\$ -</b>
<b>Hay Barn</b>						
Paint/Exterior						
Doors				\$ 4,000		
Roof	\$ 14,500					
<b>Sub-Total</b>	<b>\$ 14,500</b>			<b>\$ 4,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Miscellaneous</b>						
Boardwalks/Repair				\$ 2,000	\$ 2,000	\$ 2,000
Emergency Access Road	\$ 15,500					
Paved Roadway/Repair		\$ 7,500	\$ 8,000	\$ 15,000		
Parking Lot/Driveway		\$ 2,500	\$ 2,500	\$ 2,000	\$ 2,500	
Well/Field Irrigation					\$ 5,000	\$ 5,000
Fencing/Repair		\$ 1,500	\$ 1,500	\$ 1,500		\$ 500
Security Cameras	\$ 8,500			\$ 8,200	\$ 8,200	\$ 6,000
<b>Sub-Total</b>	<b>\$ 24,000</b>	<b>\$ 11,500</b>	<b>\$ 12,000</b>	<b>\$ 28,700</b>	<b>\$ 17,700</b>	<b>\$ 13,500</b>
<b>Totals</b>	<b>\$ 57,000</b>	<b>\$ 54,500</b>	<b>\$ 43,500</b>	<b>\$ 65,200</b>	<b>\$ 64,700</b>	<b>\$ 44,000</b>



**COASTAL DISCOVERY MUSEUM**  
Experience The Lowcountry Up Close

**FY 19 Requested Mitchelville Preservation Project Budget**

The Town of Hilton Head Island has generously supported the Executive Director position at Mitchelville for a period of two years. After a national search, Ahmad Ward was hired and started work on July 1, 2017. Since that time he has made the following accomplishments:

- Established sound financial practices i.e. purchase order, invoice and check request policies
- Coordinated with Mitchelville Board Chair to revamp Board committees and structure
- Coordinated with Mitchelville Board Chair to secure new Board members with requisite background and experience to assist a burgeoning cultural institution
- Presented at two national conferences: Association of African American Museums in Washington D.C. Session: *Visibility and Possibilities: African American Museums and the National Park Service* - August 2, 2017; Southeastern Museums Conference in New Orleans, LA - September 12, 2017, *Civil War to Civil Rights*.
- Participated in National Summit on Teaching Slavery at James Madison's Montpelier – February 9-11, 2018
- Coordinated change of park name from Fish Haul Creek Park to Historic Mitchelville Freedom Park and move the Mitchelville historical marker from corner of Beach City and Dillon Road to entrance of park.
- Secured Town of Hilton Head ATAX funds (\$160,000) to improve programming
- Reached over 22,000 people through public programs, presentations and outreach through February of this year.
- Secured \$15,500 in private donations – (155th Anniversary Campaign)
- Secured \$250,000 from Beaufort County Natural Resources Committee to support master planning process at Mitchelville.

Through these accomplishments, Ahmad has established a trusted relationship with Native Islander community, town staff, and area elected officials. He has developed a strong working rapport with national organizations including the National Park Service. Finally, he has created a strong financial base for the organization to develop a comprehensive master plan for the town-owned property. We hereby request that the funding for this position be continued for the second year at a total cost of \$110,000.



## 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

March 5, 2018

Mr. John Troyer  
Director of Finance  
Town Of Hilton Head Island  
One Center Court  
Hilton Head, SC 29928

Dear Mr. Troyer,

Our budget request for Fiscal Year Ending June 30, 2019 for the Beach Patrol services called for under our existing Services Agreement with the Town of Hilton Head Island totals \$275,235. This is an increase of \$17,558 or 6.8% over our budget for Fiscal Year Ending June 30, 2018.

I would note that this budget is based on the dumpsters currently in the Coligny area will be relocated beginning January 1, 2019 after construction of the Coligny Park begins. Relocating the dumpsters at a different time would cause a change in budgeted expenditures.

Attached is Discussion of Fiscal Year 2019 Budget for Beach Patrol Services including three schedules showing this budget with comparisons to the budget for Fiscal Year Ending June 30, 2018.

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  
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sbeach@hargray.com • www.shorebeach.com

### **Discussion Of Fiscal Year 2019 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 2019 budget equals \$275,235 compared to \$257,677 for Fiscal Year 2018, which is an increase of \$17,558 or 6.8%.

We are requesting a budget for Fixed Amount Services of \$206,675 for Fiscal Year 2019, which is an increase of \$18,058 or 9.6%. The \$3,158 increase for services as we currently provide primarily reflects the higher cost for trash pickup, mostly labor and materials costs, due to an increase in the volume of trash removed from the beach.

The remaining increase of \$14,900 arises because the dumpsters currently located in the Coligny Beach "Boneyard" will be relocated to 139 Arrow Road when the construction of Coligny Park begins. This budget assumes the relocation will occur January 1, 2019. Relocating the dumpsters at a different time would cause a change in budgeted expenditures. The increase in distance to the dumpsters from the beach will require added manpower and vehicles as we will no longer be able to utilize ATV's for transportation of refuse.

Our budget request for Variable Amount Services is \$28,560 for Fiscal Year 2019, which is a decrease of \$1,500 or 5.0%. This decrease results from a lower volume of recycling being collected from the beach.

The budget for Variable Amount Services includes our request to increase hourly labor rates by 3% from last year's range of \$12.77 to \$25.50 to a range of \$13.15 to \$26.75 for Fiscal Year 2019.

Our rate for Fiscal Year 2019 for equipment, primarily our tractor used for maintenance of the beach matting, remains unchanged at \$30.00 per hour.

Annual Costs, which is the cost of waste dumpsters used for the disposal of trash removed from the beach, are budgeted to increase by \$1,000 due to an annual rate increase in our contract for dumpster service. We are reimbursed annually for the actual costs we incur throughout the year.



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We have attached three schedules summarizing our budget requests with comparisons to our Fiscal Year 2018 Budget.

Schedule 1 shows our proposed annual Budget For Beach Patrol Services.

Schedule 2 shows our proposed monthly budget for Fixed Amount Services.

Schedule 3 shows our proposed monthly budget for Variable Amount Services.

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  
March 5, 2018

<b>Schedule 1</b>				
<b>Shore Beach Service, Inc. Budget For Beach Patrol Services</b>				
	Fiscal Year Ending June 30		Over (Under) Fiscal Year 2019 Budget	
	2018	2019		
Fixed Amount Services				
Services As Currently Provided	\$ 188,617	\$ 191,775	\$ 3,158	1.7%
Added Cost When Coligny Dumpsters Relocated *		14,900	14,900	100.0%
Total Fixed Amounts	\$ 188,617	\$ 206,675	\$ 18,058	9.6%
Variable Amount Services				
Beach Matting	5,400	5,400	-	0.0%
Dog Litterbag Stations	1,160	1,160	-	0.0%
Recycling On The Beach	23,500	22,000	(1,500)	-6.4%
Total Variable Amounts	30,060	28,560	(1,500)	-5.0%
Annual Costs	39,000	40,000	1,000	2.6%
Total	\$ 257,677	\$ 275,235	\$ 17,558	6.8%

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

\* Assumes dumpsters currently in Coligny area will be relocated to 139 Arrow Road as of January 1, 2019 when construction of Coligny Park begins. The amount budgeted is subject to change if the dumpsters are relocated at different time.

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.

The proposed hourly labor rates for Fiscal Year 2019 range from \$13.15 to \$26.25 which is an increase of 3% over the hourly labor rates used in Fiscal Year 2018.

Equipment rate per hour for Fiscal Year 2019 is \$30.00 which is the same rate used in Fiscal Year 2018.

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

Schedule 2									
<b>Shore Beach Service, Inc. Budget For Beach Patrol Services Fixed Amounts Budget</b>									
Fiscal Year Ending June 30, 2018 Fixed Amounts			Fiscal Year Ending June 30, 2019 Fixed Amounts					Over (Under) Fiscal Year 2018 Budget	
Year	Month	Total	Year	Month	Total As Currently Provided	Added Cost When Dumpsters Relocated *	Total	Amount	%
2017	July	\$ 32,449	2018	July	\$ 32,578	\$ -	\$ 32,578	\$ 129	0.4%
2017	August	31,794	2018	August	31,928		31,928	134	0.4%
2017	September	22,633	2018	September	22,109		22,109	(524)	-2.3%
2017	October	3,060	2018	October	3,300		3,300	240	7.8%
2017	November	2,370	2018	November	3,000		3,000	630	26.6%
2017	December	2,860	2018	December	3,400		3,400	540	18.9%
2018	January	2,450	2019	January	3,400		3,400	950	38.8%
2018	February	2,215	2019	February	3,400		3,400	1,185	53.5%
2018	March	3,935	2019	March	3,800	1,080	4,880	945	24.0%
2018	April	21,372	2019	April	21,119	1,480	22,599	1,227	5.7%
2018	May	31,899	2019	May	32,037	3,130	35,167	3,268	10.2%
2018	June	31,580	2019	June	31,704	9,210	40,914	9,334	29.6%
Total For Year		\$ 188,617	Total For Year		\$ 191,775	\$ 14,900	\$ 206,675	\$ 18,058	9.6%

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

\* Assumes dumpsters currently in Coligny area will be relocated to 139 Arrow Road as of January 1, 2019 when construction of Coligny Park begins. The amount budgeted is subject to change if the dumpsters are relocated at different time.



**Schedule 3**

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

Fiscal Year 2018 Variable Amounts						Fiscal Year 2019 Variable Amounts						Over (Under) Fiscal Year 2018 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	%
2017	July	\$ 700	\$ 40	\$ 4,600	\$ 5,340	2018	July	\$ 700	\$ 40	\$ 4,500	\$ 5,240	\$ (100)	-1.9%
2017	August	400	50	3,400	3,850	2018	August	400	50	3,000	3,450	(400)	-10.4%
2017	September	400	85	2,200	2,685	2018	September	400	85	2,000	2,485	(200)	-7.4%
2017	October	500	100	1,100	1,700	2018	October	500	100	900	1,500	(200)	-11.8%
2017	November	400	185	350	935	2018	November	400	185	350	935	-	0.0%
2017	December	400	165	350	915	2018	December	400	165	350	915	-	0.0%
2018	January	400	125	300	825	2019	January	400	125	300	825	-	0.0%
2018	February	400	115	300	815	2019	February	400	115	300	815	-	0.0%
2018	March	400	130	2,800	3,330	2019	March	400	130	2,400	2,930	(400)	-12.0%
2018	April	450	85	1,800	2,335	2019	April	450	85	1,800	2,335	-	0.0%
2018	May	400	45	2,700	3,145	2019	May	400	45	2,500	2,945	(200)	-6.4%
2018	June	550	35	3,600	4,185	2019	June	550	35	3,600	4,185	-	0.0%
<b>Total For Year</b>		<b>\$ 5,400</b>	<b>\$ 1,160</b>	<b>\$ 23,500</b>	<b>\$ 30,060</b>	<b>Total For Year</b>		<b>\$ 5,400</b>	<b>\$ 1,160</b>	<b>\$ 22,000</b>	<b>\$ 28,560</b>	<b>\$ (1,500)</b>	<b>-5.0%</b>

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 2019 range from \$13.15 to \$26.25 which is an increase of 3% over the hourly labor rates used in Fiscal Year 2018.

The proposed hourly equipment rate for Fiscal Year 2019 is \$30.00 which is the same rate used in Fiscal Year 2018.

Fiscal Year 2019 Variable Amounts Budgets are estimated based on past experience.



March 9, 2018

Cindaia Ervin  
Finance Assistant  
Town of Hilton Head Island  
One Town Center Court  
Hilton Head Island, SC 29928

**RE: Fiscal Year 2018-2019 Budget Request Revised**

Dear Ms. Ervin:

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 **\$187,359** (required amount to match the urban and rural grants) for Fiscal Year 2018-2019 for the provision of public transportation throughout the Lowcountry region including service from the rural counties to destinations on Hilton Head Island and the urban services in the Bluffton / Hilton Head area. This request includes **\$64,813** of local match for the rural grant and **\$122,546** local match for the urban grant.

**History**

LRTA has been a rural (5311) transportation provider since its inception. The SCDOT administers the rural grant funding and when combined with fares, state match, and local match accounts for the revenue necessary to operate the system. Historically, the local match has been provided by the counties of Allendale, Beaufort, Colleton, Hampton, and Jasper as well as the Town of Hilton Head Island.

As of February 9, 2017, the LRTA has been approved by the Federal Transit Administration (FTA) as a direct recipient for urban (5307) funds designated for the Hilton Head Island / Bluffton urbanized area.

**Current Local Match Needs**

The rural (5310 and 5311) grants for FY 2018-19 have been allocated by the SCDOT. The SCDOT grant funding has increased from \$1,181,374 in FY 17-18 to \$1,251,409 for FY18-19 requiring \$306,054 in local match. The additional grant funds will ensure that LRTA has the funds needed for vehicle replacement as well as annual operating costs. The chart that follows illustrates the local match responsibilities for the rural grant by percentage of ridership as well the actual amounts contributed last fiscal year by each county.

**5311-Rural Area FY18-19**

	Ridership FY 17	% of ridership	Local Match FY18-19	Actual Match received 17-18	Anticipated Shortfall FY17-18
Beaufort	110,745	41.75%	127,778	117,187	
Jasper	21,166	7.97%	24,393	18,500	5,893
Colleton	20,437	7.70%	23,566	5,000	18,566
Hampton	67,056	25.24%	77,248	27,280	49,968
Allendale	45,845	17.28%	52,886	62,500	(9,614)
Town of Hilton Head				55,910	
Total	265,249	100.00%	306,054	396,377	64,813

**5307-Urban Area FY18-19**

The urban (5307) grant for FY 18-19 is for a total project cost of \$1,438,124 of which the grant pays for \$1,096,196. LRTA will need \$231,263 in local match for this project (the state contributes \$110,665 to the project). This match is provided by the Town of Hilton Head Island and Beaufort County based on the population of the urban area. This grant includes one additional trolley bus as well funds to operate the trolley service and facility renovation funds.


	Population	%	Local match
Town of Hilton Head	37,099	52.99%	\$122,546
Beaufort County	32,908	47.01%	\$108,717
Totals	70,007	100%	\$231,263

**Local Commitment**

Like most public transit systems, Palmetto Breeze relies 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 Hilton Head 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, maintaining capital equipment, parts and supplies as well as the launch of new services in the urbanized area of Bluffton / Hilton Head.

Please contact me at 843-757-5781 or via email at [mfranconi@palmettobreezetransit.com](mailto:mfranconi@palmettobreezetransit.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



State of South Carolina  
OFFICE OF THE SOLICITOR  
FOURTEENTH JUDICIAL CIRCUIT

ALLENDALE, BEAUFORT  
COLLETON, HAMPTON AND  
JASPER COUNTIES



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

Isaac McDuffie Stone, III  
SOLICITOR

March 1, 2018

Cindaia Ervin  
Finance Assistant  
Town of Hilton Head Island  
One Town Center Court

Dear Ms. Ervin,

I would like to thank the Town of Hilton Head Island for its continued support of the 14<sup>th</sup> Circuit Solicitor's Office. The town's funding is essential to our efforts, which include our multi-disciplinary court programs, as well as our Community Prosecution and Career Criminal teams.

The town's \$168,500 allocation for the 2018 fiscal year is being put to good use, and we believe that identical funding for the coming fiscal year will be sufficient to maintain our current service level. As such, we are not requesting an increase for the 2019 fiscal year.

Nonetheless, we want to keep you apprised of our performance. Enclosed is our annual report, which highlights the aforementioned programs and other initiatives of the 14<sup>th</sup> Circuit Solicitor's Office. In particular, I would direct you to Page 10, which details the progress of the Hilton Head Island community prosecution team formed this fiscal year. Its ultimate aim is to eliminate the backlog of Hilton Head Island cases and has been paid for in part with the first funding increase from the town to the Solicitor's Office since the 2010 fiscal year.

Though this partnership is in its nascent stage, early results suggest it is having the intended effect: The number of Town of Hilton Head Island cases on our docket that are one year or older has been reduced 18% in just the first six months.

Once again, thank you for your annual support. I look forward to all we can accomplish in the years ahead.

Yours sincerely,

Duffie Stone

IMS:jk



# 14<sup>th</sup> Circuit Solicitor's Office

2018 ANNUAL REPORT

**Solicitor Duffie Stone**  
108 Traders Cross, Suite 103  
Bluffton, SC 29909  
843 779 8477  
info@scsolicitor14.org  
www.scsolicitor14.org





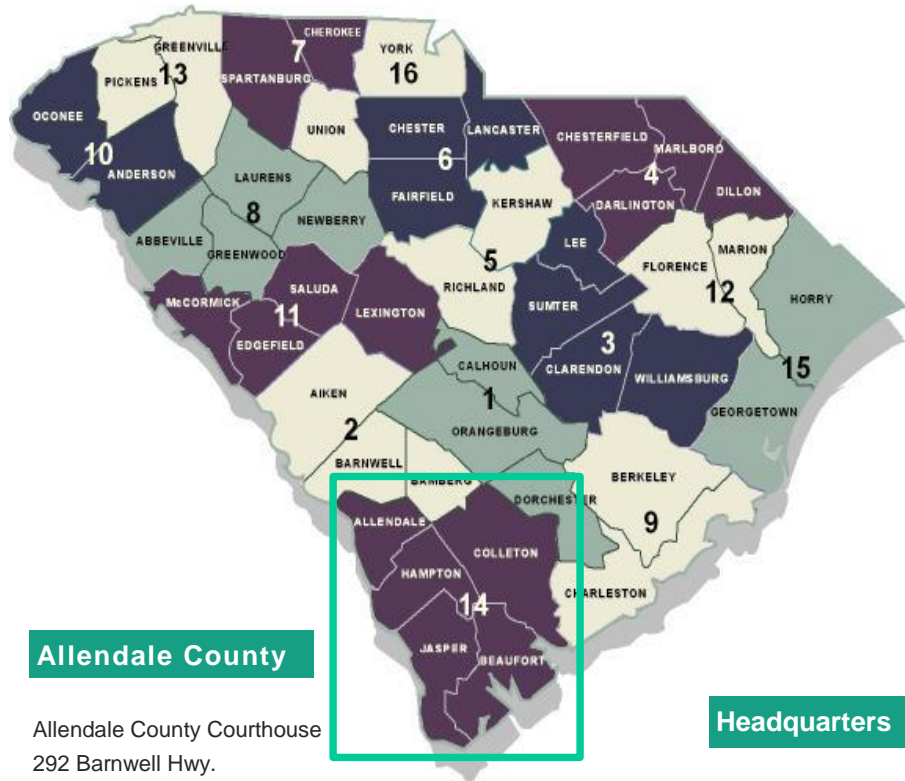


# Office Overview

The 14th Circuit Solicitor's Office is the chief prosecuting agency for Allendale, Beaufort, Colleton, Hampton and Jasper counties. The only five-county circuit in South Carolina, the 14th Circuit encompasses 3,256 square miles — more than one-tenth of the entire state — in the renowned Lowcountry. The circuit is home to more than 278,000 people, according to the latest U.S. Census estimates.

The primary role of the Solicitor's Office is to prosecute all cases in General Sessions Court and all criminal cases in Family Court. Additionally, the office operates several prevention and diversionary programs, including pre-trial intervention, worthless check recovery, alcohol education, traffic education, treatment-based courts and juvenile arbitration.

Solicitor Duffie Stone leads the office. He was appointed by the governor in 2006 and re-elected in 2008, 2012 and 2016.



### Allendale County

Allendale County Courthouse  
 292 Barnwell Hwy.  
 Allendale, SC 29810  
 843-779-8665

### Beaufort County

Beaufort County Courthouse  
 102 Ribaut Road  
 Beaufort, SC 29902  
 843-779-8477  
 843-255-9512 (fax)

### Colleton County

Beaufort County Courthouse  
 101 Hampton St.  
 Walterboro, SC 29488  
 843-779-8716  
 843-549-6327 (fax)

### Hampton County

Beaufort County Courthouse  
 80 Elm St. West  
 Hampton, SC 29924  
 843-779-8689  
 803-914-2176 (fax)

### Jasper County

198 2<sup>nd</sup> Ave.  
 Ridgeland, SC 29936  
 843-779-8729  
 843-726-7942 (fax)

### Headquarters

108 Traders Cross  
 Suite 103  
 Bluffton, SC 29909  
 843-779-8477  
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 Bluffton, SC 29910



# What's Inside

## A message from Solicitor Duffie Stone

**S**everal significant accomplishments marked 2017, and 2018 brings the promise of yet more for the 14<sup>th</sup> Circuit Solicitor's Office, including a dramatic expansion of services to crime victims. This annual report has been crafted to recap the past year and offer a glimpse of what is to come.

Our Career Criminal Unit continues to pursue the circuit's most violent and habitual offenders. This team, comprised of our office's most experienced prosecutors, secured convictions against 43 of its 45 defendants in 2017. Among that number are 24 convictions in federal court, the result of a partnership with the U.S. Justice Department to thwart gang activity in Colleton County, and gun and drug violations across the circuit.

In addition, each of the five counties in our circuit now have designated community prosecutors, a strategy that aims to strengthen bonds with our partners in law enforcement and enhance our understanding of the threats to public safety at the most local level.

Looking ahead, we have ambitious plans for a family justice center, which will be the first of its kind in South Carolina. It will allow our partner agencies to better serve victims of domestic violence, sexual assault and child abuse. We also have launched a special victims unit that will specialize in the prosecution of domestic violence cases in Beaufort and Jasper counties and sexual assaults throughout the circuit.

Thank you again for supporting the 14th Judicial Circuit Solicitor's Office. I am grateful to all who have helped us achieve more professional, efficient and effective prosecution. I hope you find this report informative. Please contact me if I can be of service.



Yours sincerely,

**DUFFIE STONE**  
14<sup>TH</sup> CIRCUIT SOLICITOR



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## Recent Innovations

### Federal prosecution: Solicitor's Office takes unique approach to fight guns, gangs, drugs



**Carra Henderson**

Only Solicitor's Office employee to work full time in federal court



Joey Barfield flashes a Gangsta Disciples gang sign in a photo investigators discovered on Facebook. Barfield was among the 24 defendants convicted by 14<sup>th</sup> Circuit Solicitor's Office prosecutors in federal court in 2017.

At one time, Gangsta Disciples returning to Barnwell County from prison received a disturbing welcome-home gift from fellow street-gang member Joey Barfield: He gave them guns.

Incidentally, Barfield has done a little time himself. In the early 2000s, he was convicted of five counts of burglary and received two, 10-year sentences. So in essence, Gangsta Disciples celebrated their homecomings by having a felon rearm other felons.

Outrageous? Perhaps – but not necessarily illegal under South Carolina law.

While federal statutes prohibit any felon from possessing a firearm, state code expressly prohibits only some violent felons from doing so. Further, omissions from the list of crimes

considered “violent” raise an eyebrow. For example, daytime burglaries and some domestic-violence offenses are not included.

As a result, state-level prosecutors can have difficulty securing stiff sentences against habitual offenders ... if they're able to bring a case against them at all.

Barfield and his welcome-home gifts exposed this gap between state and federal law, and the problem was not merely academic. Many Gangsta Disciples used these weapons to commit new crimes – and although Barnwell is in South Carolina's 2nd Judicial Circuit, Gangsta Disciples activity frequently spilled into the neighboring 14th Circuit, particularly Allendale County.

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To rid his circuit of these criminal enterprises, 14th Circuit Solicitor Duffie Stone crafted an inventive solution: Arrange access to federal courts for one of his most experienced prosecutors, Carra Henderson.

In 2015, Henderson became the first state prosecutor in South Carolina to work exclusively alongside the U.S. Attorney's Office. That put at her disposal more robust laws, penalties and investigative tools, such as the federal grand jury. Henderson uses these resources to prosecute gun and drug crimes across the 14th Circuit. She remains employed by the Solicitor's Office but argues her cases in U.S. District Court in Columbia and Charleston, rather than in the 14th Circuit's county General Sessions Courts.

The partnership has worked so well that the U.S. Department of Justice has encouraged other Solicitor's Offices in South Carolina to follow suit. (At the start of 2018, however, Henderson remained the only state prosecutor focused solely on federal prosecution.) Henderson has earned convictions against 12 federal defendants since the collaboration began, including eight in 2017.

Among them was Barfield, who received a 10-year sentence in March 2017 after pleading guilty to charges of felon in possession of firearms, possession of drugs with intent to distribute and firearm possession in furtherance of drug trafficking.

Were it not for Henderson and the partnership with the U.S. Attorney's Office, Barfield might still be doling out guns. Here is how it played out:

Acting on a tip from another of Henderson's defendants in an Allendale case, authorities got a warrant from a federal judge to search Barfield's residence. What they discovered was staggering.

A loaded assault rifle was kept in the closet of a child's bedroom. Nearby, a black bag contained several types of drugs, a loaded pistol, a knife, a stun gun, scales and baggies. Both the bag and loaded AR were within reach of the toddler bed where Barfield's 3-year-old daughter slept. Another pistol – cocked and loaded – was found on a shelf. Several long guns were hidden in the bedroom of Barfield's brother (who was in state prison at the time).

The drug violations, like the gun charges, would have been more difficult to press in state court, Henderson notes. The amount seized wasn't sufficient to support trafficking charges in South Carolina, and with no prior drug convictions, Barfield would have been treated as a first-time offender were he to have been tried in state court.

Because there is no parole in the federal system, Barfield will serve the entirety of his 10-year sentence. That will be followed by three years of supervised release.

## RICO prosecution of gangs nets 17 convictions in 2017

The Cowboys and Wildboys street gangs shared more than a common interest in posting threats, and images of firearms, cash and drugs on social media. They shared common enemies in Colleton County and elsewhere in the Lowcountry.

When they aligned to target rival gang members in a series of shootings, they left in their wake several innocent bystanders who were seriously injured.



**Tameaka Legette**

Prosecutor dealt severe blow to Cowboys, Wildboys gangs in 2017.

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Yellow placards mark evidence at the scene of a gang related shooting in Colleton County. The perpetrators were prosecuted by Department of Justice trial attorney Leshia Lee Dixon, with assistance from Tameaka Legette, a 14<sup>th</sup> Circuit Solicitor's Office Career Criminal prosecutor.

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Attempts to bring the Cowboys and Wildboys to justice using state statutes would likely prove difficult, tedious and ineffective. Instead, Legette and the 14<sup>th</sup> Circuit Solicitor's Office sought to prosecute offenders using the federal Racketeer Influenced and Corrupt Organizations Act. These laws treat gangs for what they are – organized, on-going criminal enterprises.

“What the federal RICO act allows you to do is to take out many of the gang members all at once. That is the only way to dismantle a gang,” Solicitor Duffie Stone said. “If you take a piecemeal approach and go after one at a time, they are replaced by the gangs by the time you get them into bond court.”

To do this, the 14<sup>th</sup> Circuit Solicitor's Office expanded its successful collaboration with the U.S. Department of Justice, which began in 2015 when prosecutor Carra Henderson fully embedded as a special assistant U.S. Attorney. In 2016 and 2017, another Solicitor's Office Career Criminal prosecutor, Tameaka Legette, worked shoulder-to-shoulder with a Washington, D.C.-based Assistant U.S. Attorney who specializes in gang prosecutions. Along with state and local law-enforcement agencies, and the 9<sup>th</sup> Circuit Solicitor's Office, they dealt the Cowboys and Wildboys a serious blow using the RICO Act.

All told, Legette participated in the conviction of 17 defendants – gang members and their associates – in federal District Court in 2017. The offenses

#### Advantages of federal prosecution

Solicitor Duffie Stone noted federal law provides several investigative and prosecutorial tools not available under South Carolina law. Among them:

- The ability to prosecute several members of a criminal enterprise in a single trial, rather than separately.
- Language that makes it a crime in itself to lie to a federal investigator. The possibility of prosecution for that offense often prompts witnesses and suspects to provide useful information.
- An investigative grand jury that allows law enforcement and prosecutors to keep witness testimony under seal longer, making it possible to make roundup arrests before suspects have a chance to go underground or harm witnesses.

included attempted murder and conspiracy.

With the cases against Cowboys and Wildboys now complete, Legette's collaboration on federal RICO prosecutions has concluded. However, Henderson continues to work exclusively on federal cases in the 14<sup>th</sup> Circuit. At the start of 2018, she also remained the only Solicitor's Office employee in the state to be fully embedded with DOJ.

These federal partnerships resulted in the conviction of 24 defendants and a total of more than 147 years in prison sentences in 2017 alone.



# New unit fights domestic violence, criminal sexual assault offenses

The 14<sup>th</sup> Circuit Solicitor's Office new SVU members. The team was launched in late 2017 with a federal Violence Against Women Act grant. The funding allowed the Solicitor's Office to hire three additional prosecutors.



**Career Criminal prosecutor  
 Hunter Swanson leads the SVU.**



**PROSECUTOR  
 Julia Butner**



**PROSECUTOR  
 Rebekah Luttrell**



**PROSECUTOR  
 Brittany Sutton**



**PROSECUTOR  
 Francine Norz**



**ADVOCATE  
 April Winston**



**INVESTIGATOR  
 Tim Carter**

Prosecuting the perpetrators of domestic violence and sexual assault is particularly vital work in a state that regularly ranks among the nation's worst in terms of violence against women. That is why the 14<sup>th</sup> Circuit Solicitor's Office formed a special victims unit in 2017, which is headed by one of its most successful prosecutors.

Funded in part by a \$244,000 grant from the S.C. Attorney General's Office over the next three years, the Special Victims Unit will prosecute domestic violence cases in Beaufort and Jasper counties, and criminal sexual assaults across the 14<sup>th</sup> Circuit.

The Special Victims Unit is led by Hunter Swanson. She has been with the Solicitor's Office since 2007 and is a member of our Career Criminal Unit, which prosecutes the most violent and habitual offenders in the 14<sup>th</sup> Circuit. Entering 2018, Swanson had prosecuted – and won – more Career Criminal cases than any other attorney, past or present. Among those victories was the conviction of Hilton

Head Island's Nick Evangelista, who was found guilty in December 2017 of suffocating his live-in girlfriend with a sheet of bubble wrap. This case, detailed in the Career Criminal summary of this report, was the first tried by the SVU.

Joining Swanson's team are Rebekah Luttrell, Julia Butner and Brittany Sutton, who will prosecute domestic violence cases in Beaufort and Jasper counties. Each is new to the Solicitor's Office but brings pertinent expertise. Luttrell comes to the 14<sup>th</sup> Circuit after a four-year stint in Sarasota, Fla., where her work in the 12<sup>th</sup> Judicial Circuit included prosecution of sex-related crimes committed by juveniles. Butner has worked previously at the American Bar Association Center on Children and the Law, and at the Children's Law Center of Massachusetts. Sutton is a recent Charleston Law School graduate, who interned for the 9<sup>th</sup> Circuit

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Solicitor's Office and the U.S. Air Force Judge Advocate Office.

Additionally, Assistant Solicitor Francine Norz, an attorney with 28 years of experience, will assist the team by prosecuting financial crimes committed against vulnerable adults.

Investigator Tim Carter, a retired Marine military police officer, has been assigned to this team, as well. A sworn law-enforcement officer, Carter helps prepare cases for trial by working with more than 20 law-enforcement agencies in our circuit, many of which are small and have limited manpower and training opportunities.

Also joining the team is victims' advocate April Winston, who has worked for the Solicitor's Office since 2013. Winston is the office's liaison to the victims of crimes prosecuted by the SVU. In addition to keeping them apprised of developments in their cases, she helps victims and their families find other, non-legal services they might need. Winston previously worked for the Beaufort County Clerk of Court Office and has both undergraduate and masters' degrees from Winthrop University.



*South Carolina had the fifth-highest rate of females killed by males, according to a 2017 report by the Violence Policy. The study examined FBI statistics from each state in 2015, the most recent year for which data was available. South Carolina has ranked in the top 10 for the rate of women killed by men in each of the 20 years the report has been issued and among the top five in each of the past six years.*

## Stone continues to break ground in battle against domestic, sexual violence



**Solicitor  
Duffie  
Stone**

The Special Victims Unit marks an advance in Solicitor Duffie Stone's years-long effort to curb domestic violence and assist its victims. On the horizon is another – a family-justice and children's advocacy center that opens in 2018. This first-in-the-state venture is described in further detail in the "What's Next" section of this report. Stone's work on this front also includes:

- The current chairmanship of the State Domestic Violence Advisory Committee, which works to decrease the incidence of domestic violence in South Carolina.
- Membership on that body's predecessor, Gov. Nikki Haley's task force that guided the General Assembly's 2015 overhaul of domestic-violence laws.

A provision of the new law was modeled after a pilot program Stone created, in which his prosecutors handle misdemeanor-level domestic violence cases that once were prosecuted by arresting officers or city attorneys. Now, all of the state's solicitors can take on these cases, so that domestic violence offenses are no longer treated in the same manner as speeding tickets.





# Community prosecution concept now covers entire 14<sup>th</sup> Circuit. Why that's a good thing

## Community prosecution team leaders

### BEAUFORT COUNTY



**Mary Jordan Lempesis**  
 heads the community  
 prosecution teams.



**ALLENDALE CO.**  
 Korey Williams



**COLLETON CO.**  
 Ceth Utsey



**HAMPTON CO.**  
 Nicole Bonine



**JASPER CO.**  
 Patrick Hall



**BLUFFTON**  
 Dustin Whetsel



**HILTON HEAD**  
 Leigh Staggs

Solicitor Duffie Stone first became intrigued with “community prosecution” after learning about it through his membership in the National District Attorneys Association, of which he is a board member. Since then, he has incorporated its principles in his office’s defendant-based, “vertical” prosecution system, in which a single attorney handles all charges against a particular defendant, from arrest through disposition.

With new funding from state and municipal sources, the Solicitor’s Office significantly expanded the community prosecution concept in 2017.

What are the benefits?

A key feature of community prosecution is that it improves communication among the prosecutor, law enforcement and victims. It also increases accountability because a single prosecutor is responsible for the outcome of each case. Further,

this arrangement imbues our attorneys with a feel for their community’s needs and the trends within it.

In the 14<sup>th</sup> Circuit Solicitor’s Office, prosecutors who do not belong to the Career Criminal or Special Victims units are assigned to a geographical region. When a new arrest is made there, the matter is assigned to an attorney who will work the case from beginning to end.

In its fiscal 2018 budget, the General Assembly provided new funding to assure each South Carolina county has at least one prosecutor and that Solicitor’s Offices are better-equipped to reduce attorney caseload. We used our appropriation to expand community prosecution in a big way.

First, we devoted a prosecutor to cases in Allendale County, which previously shared a prosecutor position with Hampton County.

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County	Population	Population as percentage of circuit total	Cases disposed during 2017	Pending cases, end of 2017	Pending caseload as percentage of circuit total
Allendale County	9,045	3.2%	171	301	5.8%
Beaufort County	183,149	65.8%	2,150	1,970	38.2%
Colleton County	37,923	13.6%	1,097	1,116	21.6%
Hampton County	19,922	7.2%	323	908	17.6%
Jasper County	28,465	10.2%	601	860	16.7%
<b>14<sup>th</sup> Circuit total</b>	<b>278,504</b>	<b>100%</b>	<b>4,342</b>	<b>5,155</b>	<b>100%</b>

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Second, the towns of Hilton Head Island and Bluffton matched a portion of the state funding to create their own community teams. Now, the Solicitor's Office has four prosecutors – two for each municipality – devoted entirely to cases arising on Hilton Head and in Bluffton.

Though this partnership is in its nascent stage, early results suggest it is having the intended effect. (See the tables at right.) The number of cases on our docket that are one year or older has been reduced 18% on Hilton Head Island and 22% in Bluffton in the first six months after the teams were initially funded.

This means swifter justice for these communities.

*A look at the decline in the number of aging cases on Hilton Head Island and the Town of Bluffton after the implementation of the special Community Prosecution teams in July 2017.*

**Hilton Head pending caseload**

DATE	365-544 days old	545 days, older	TOTAL
July 2017	66	56	122
Aug. 2017	59	63	122
Sept. 2017	66	60	126
Oct. 2017	54	50	104
Nov. 2017	54	50	104
Dec. 2017	48	51	99

**Bluffton pending caseload**

DATE	365-544 days old	545 days, older	TOTAL
July 2017	87	55	142
Aug. 2017	85	62	147
Sept. 2017	90	61	151
Oct. 2017	66	54	120
Nov. 2017	66	54	120
Dec. 2017	51	59	110



# Continuing Programs

## Career Criminal Unit continues success prosecuting worst of circuit's offenders

The Career Criminal Unit is one of the 14th Circuit Solicitor's Office overwhelming success stories because it is predicated upon two unassailable truths. First, a large percentage of crimes are committed by a disproportionately small number of criminals. Second, these criminals do not typically specialize in any particular crime, nor do they confine their activity to any particular political or geographical jurisdiction.

As Solicitor Duffie Stone is fond of noting, "often, what many describe as a 'crime' problem is actually a criminal problem."

COUNTY	Wins	Cases	Win percentage
Allendale	10	10	1.000
Barnwell	1	1	1.000
Beaufort	7	8	.875
Colleton	16	16	1.000
Hampton	3	3	1.000
Jasper	6	7	.857
<b>TOTAL</b>	<b>43</b>	<b>45</b>	<b>.956</b>

A team of six attorneys, plus Stone and Deputy Solicitor Sean Thornton, are devoted exclusively to the prosecution of the circuit's most serious and habitual offenders. The idea is that by focusing these resources on the prosecution of the most dangerous criminals – and keeping them in jail without bond whenever possible – can reduce the region's crime rate.

From the team's inception in late 2008 through the end of 2017, the Career Criminal Unit earned convictions against 294 of the 305 defendants it prosecuted.

In 2017, the Career Criminal Unit enjoyed another successful year, with convictions against 43 of the 45 offenders it prosecuted. Defendants received more than 640 years in prison sentences, not including nine life-without-parole penalties. Offenses included murder (14 counts), attempted murder (12 counts), racketeering (14 counts), various drug violations (11 counts) and first-degree criminal sexual assault (1 count).

The success of the 14th Circuit Solicitor's Office career-criminal approach is now being replicated elsewhere, including the neighboring 9th Circuit, which encompasses Charleston and Berkeley counties.

### What qualifies as a Career Criminal case?

To be prosecuted by our Career Criminal Unit, a defendant must meet at least one of the following criteria, although exceptions and exclusions may be made by Solicitor Duffie Stone:

- **Defendant charged with a Class C felony or above.**
- **Faces the possibility of life in prison without parole (with the state's two- or three-strikes law).**
- **Has an extensive criminal history.**
- **Shows a significant degree of violence.**



## Notable Career Criminal Unit cases of 2017



**Malcolm Orr, 29**  
Hampton County, Town of Estill

**Sentence:** 35 years, the maximum for his offense

### ‘Dispatcher, tell my family I love them’

Malcolm Orr of Estill is shown moments before firing the first of several shots from a 9 mm handgun at Estill Police Officer Quincy Smith in an incident New Year's Day 2016. The shooting was captured by a camera mounted on Smith's eyeglasses. The video was a key in convicting Orr of attempted murder.

**Prosecutor:** Solicitor Duffie Stone

**Charge:** Attempted murder, possession of a weapon during commission of a violent crime

**Crime:** His stun gun drawn, Estill Police Officer Quincy Smith followed the man in the heavy jacket several hundred feet. Despite Smith's repeated demands that he stop, the man continued walking, pressing a cellphone to his ear with one hand and clutching in his jacket pocket with the other. "Let me see your hands! Let me see your hands!" Smith implored. Finally, Malcolm Orr of Hampton County stopped and turned.

Then he shot Smith four times with a 9 mm handgun ... never taking the cellphone from his ear.

The harrowing interaction on New Year's Day 2016 was captured by the camera-glasses Smith had recently purchased for himself on Amazon. Smith's voice can be heard in the recording as he scurried

back to his patrol car. Bleeding and fearful he might die, he tells the emergency dispatcher, "Tell my family that I love them."

"If but not for the grace of God and some very good doctors, this would not only have been a murder case, but a death penalty case," Solicitor Stone told jurors in his compelling closing argument. (See more online at [http://bit.ly/Orr\\_closing](http://bit.ly/Orr_closing).)

Smith encountered Orr after answering a call for service from an employee at an Estill convenience store, who reported a man outside harassing customers and trying to steal their groceries.

The case – and Smith's recording – drew worldwide attention after a Hampton County jury found Orr guilty after just 45 minutes of deliberation. Smith's video was picked up by news outlets across the country. In addition, it was viewed more than 4 million times on the Solicitor's Office Facebook page and another 1 million times on its YouTube channel.



## Notable Career Criminal cases of 2017



**Jaycoby Williams, 30**  
Allendale County, Town of Allendale

**Prosecutor:** Assistant Solicitor Brian Hollen

**Charge:** Murder

**Crime:** James Spellman, 29, was standing outside of his girlfriend's unit in Allendale's Pinewood Apartments, talking to a cousin, when Williams approached and fired without warning. The defendant and victim had been feuding over a common love interest. "Despite the fact it was broad daylight and despite the fact there were multiple witnesses standing around, Williams walked up and, without saying a word, fired a single shot," Hollen noted.

Williams' criminal history includes a 2015 conviction for misdemeanor marijuana possession in Allendale, and three 2010 felony convictions in Florida on drug possession and distribution charges.

**Sentence:** 35 years



**Jerry Lee Manigault, 57**  
Beaufort County, Town of Bluffton

**Prosecutor:** Deputy Solicitor Sean Thornton

**Charge:** Murder, first-degree criminal sexual conduct, first-degree burglary

**Crime:** When U.S. Marshals Service and Bluffton Police officers spotted Jerry Lee Manigault riding a bike near Buck Island Road, they arrested him because he had failed to register as a sex offender and because he was a suspect in a Charleston-area murder a few days earlier. Little did they know, Manigault he had committed a second murder a few hours earlier. He broke into the home of Polly Ann Mitchell, 70, shortly after she returned from a community Mother's Day celebration. He strangled her with a television power cord, sexually assaulted her, then stole items from her home.

Manigault pleaded guilty in Beaufort County General Sessions Court to charges related to Mitchell's death and the murder of Charleston's Julia Mudgett, 77.

**Sentence:** Four life sentences, plus 45 years

**More online:** <http://bit.ly/Manigault>



## Notable Career Criminal cases of 2017



**Nick Evangelista, 56**

Beaufort County, Town of Hilton Head Island

**Prosecutor:** Assistant Solicitor Hunter Swanson

**Charge:** Murder

**Crime:** Rebecca Melton's body was discovered Sept. 4, 2014, in the bedroom of the Palmetto Dunes condo she shared with her boyfriend. She had been dead for a week, suffocated with bubble wrap that was found strewn around the room. Melton's boyfriend, Nick Evangelista, was nowhere to be found and remained on the lam five weeks, until Florida authorities spotted him driving Melton's Jeep Wrangler. After his arrest, he described a turbulent relationship with Melton and, in detail, how he killed her.

"It takes three minutes to five minutes to make someone stop breathing with bubble wrap," Swanson noted. "The sheer violence of the act and the vulnerability of the victim in her naked and unarmed state made it a horrible act and a nightmare scenario."

A Beaufort County jury found Evangelista guilty Dec. 14, 2017.

**Sentence:** 45 years

**More online:** [http://bit.ly/Evangelista\\_trial](http://bit.ly/Evangelista_trial)



**Joshua Poacher, 22**

Jasper County

**Prosecutor:** Solicitor Duffie Stone, Assistant Solicitor Mary Jones

**Charge:** Two counts of murder, one count each of armed robbery and possession of a weapon during commission of a violent crime

**Crime:** Kantibhai Patel, 72, and his 67-year-old wife, Hansaben Patel, dressed for work one morning in 2015 in their room at the Best Western motel in Point South, where they were house-keepers. Joshua Poacher of Yemassee entered their room, shot and killed the couple, then stole several items. Among the items taken was a debit card that Poacher attempted to use 15 times before his arrest later that day. Solicitor Stone called the Patels' deaths "a cold-blooded execution." "They were cowering in the back of their own home when they were shot and killed by the defendant," Stone added. "Mrs. Patel was bending over her dead husband when Poacher shot her in the back."

A Jasper County jury found Poacher guilty on all counts in a trial in April 2017.

**Sentence:** Two life sentences, plus 30 years.





# Intel team uses technology to gather evidence, insight into gang activity

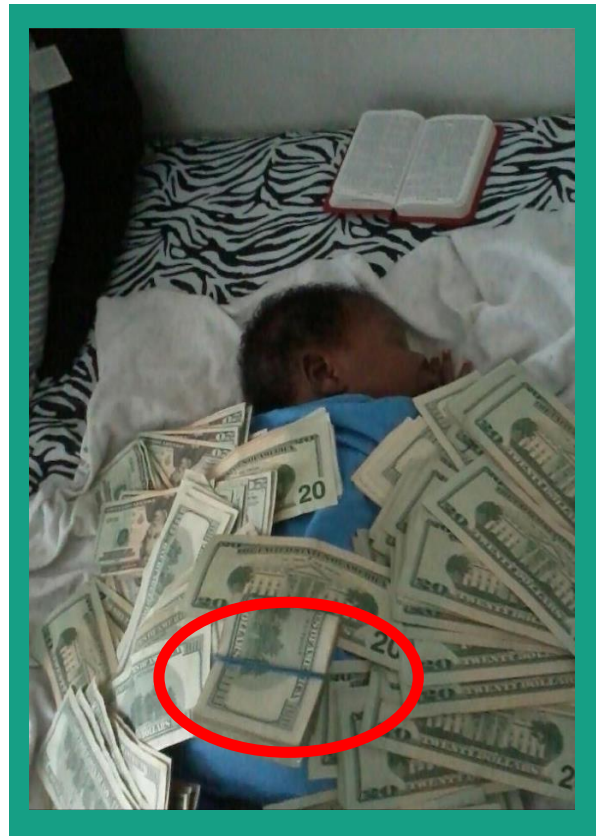
The convenience store clerk was barely out the door with the bank deposit bag when a car rolled up. Bursting from the vehicle were two men with shotguns and another with an assault rifle. Terrified, the clerk handed over the deposit bag full of large bills. Then, as quickly as they arrived, the armed robbers were gone again.

The stolen money was never recovered, but that was not the last that was seen of it by authorities.

Acting on a tip from the U.S. Department of Justice, Solicitor's Office Investigator Dylan Hightower scoured social media. For several hours, he combed public posts and tracked networks of friends. Finally, he found what he was looking for – a photo of a baby blanketed in \$100 and \$20 bills. It contained one small but important detail – a blue band that the convenience store uses when counting its cash. The photo, seen at right with the band circled in red, was posted by the sister of a suspect, who later told investigators her brother gave her the money and ordered her to arrange and post the picture.

This confirmation of his involvement in the robbery helped the Solicitor's Office qualify the defendant and his associates for prosecution under the federal Racketeer Influenced and Corrupt Organizations Act. (RICO cases against the Cowboys and Wildboys gangs of Colleton County were described in the "Recent innovations" section of this report.)

Hightower's social media research helped advance



the RICO case at other junctures. As with any organized crime syndicate, street gangs often create a front to make their activities appear legitimate and

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## The three pillars of our intelligence led prosecution

Intelligence-led prosecution is a strategy rooted in the collection of background information about people, places and problems driving crime in specific neighborhoods. The 14<sup>th</sup> Circuit Solicitor's Office intel unit serves three primary functions:

- 1 Gathering information** from social media, databases and other online resources.
- 2 Intake analysis** as arrests are made. Ascertaining criminal histories, gang affiliations, etc., helps us assign cases to appropriate prosecution team, argue for appropriate bond.
- 3 Trial preparation.** Our intel team prepares court exhibits that help prosecutors present evidence effectively.



*This Facebook post, made by a defendant prosecuted by the 14<sup>th</sup> Circuit Solicitor's Office, was used at a hearing at which the defendant was denied bond. That's a real Glock handgun tucked in the waistband of the defendant's son.*

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launder the money they make from their illegal activities. In this case, that front was a hip-hop group that posted several videos to YouTube. Using his own knowledge of suspected gang members, as well as facial-recognition software available from the S.C. State Law Enforcement Division, he was able to identify several people involved in gang activity and use the social-media posts to prove their affiliation in federal court.

Photos like the one on the right, which also was gleaned from social media, can serve the same purpose.

"The biggest change in the criminal justice system over the past 10 years has been the use of technology by criminals," Solicitor Duffie Stone said.

**Continued on the next page**







### The bird's eye view

Investigator Dylan Hightower (far left) demonstrates the flight of the Solicitor's Office drone during the Bluffton Police Department's National Night Out celebration at Eagles Field. Hightower uses the drone primarily to photograph crime scenes, such as the one shown in the inset, where an Estill police officer was shot. These photos often are used at trial to show juries a unique perspective. Though aerial imagery is available from sources such as Google Earth, drones allow us to depict a scene as it looked soon after a crime and, sometimes, to maneuver below tree cover that might obscure satellites.

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The lyrics, displays of gang colors and flashing of gang hand signs in posted music videos can also be useful in proving an individual's association with a "continuing criminal enterprise," one of the requirements for bringing a RICO case.

Hightower leads an intelligence team composed of analysts and duly-sworn law-enforcement investigators. They serve important functions from the time we receive a new case until it is adjudicated in court.

Each morning, analysts arrive early to review the previous day's arrests made across the circuit.

They research each new detention-center detainee's criminal history, check their identifications against a national gang database and determine if the defendant has other charges pending. The results are relayed to our attorneys before the start of bond court, arming them with the information they need to argue, when appropriate, for higher bond amounts, revocation of earlier bonds or denial of bonds. The analysts also assign incoming cases to the appropriate community-prosecution team or one of our Career Criminal Unit attorneys.

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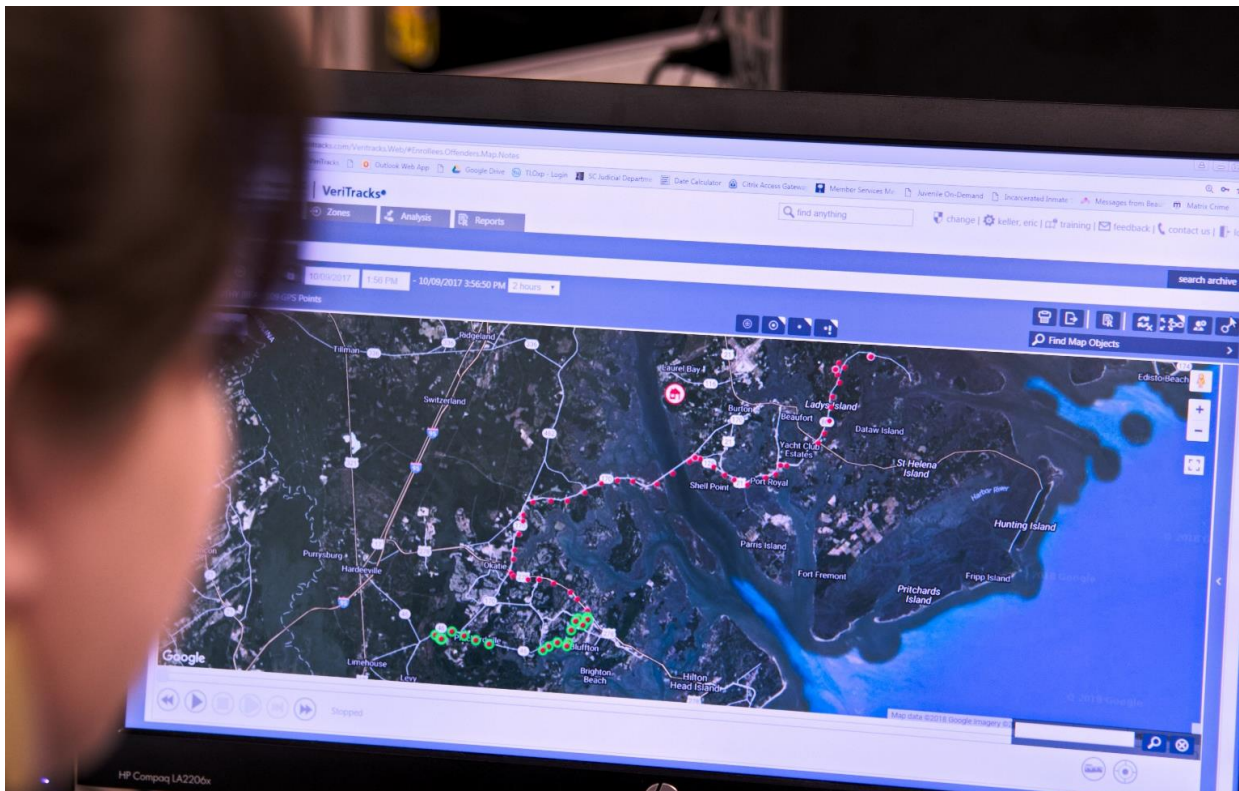


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The research continues well after intake. Analysts and investigators pore over social media for clues that might be relevant to our pending cases. Along with a team of community volunteers, they monitor defendants' jailhouse phone calls. They might also review data from offenders' cellphones and track down geolocation information from service providers that can tell us where the offender was at the time of the crime. They might fly the Solicitor's Office drone to photograph crime scenes. Defendants ordered to wear ankle monitors as a condition of their bond are also tracked in real time.

Our intelligence team also helps prepare cases for trial. They create maps and print crime-scene photos and other displays that will be shown to the jury. They also edit audio and video evidence from law enforcement.

Even after cases are over, our intelligence team is still hard at work, coordinating with our communications department to compile data and review S.C. Court Administration records that tell us if our prosecution strategies are having the intended effect. Among the information they track is the number of cases we are prosecuting, how quickly we get new cases to court and recidivism rates for our multidisciplinary court programs.



### Keeping track of defendants

Intelligence analyst Ashley Collins monitors VeriTracks, an online program that allows the Solicitor's Office and law enforcement to track the whereabouts of those wearing monitoring devices, for instance, as a condition of their bond or who are under house arrest. The information is presented in real time.





## Prevention programs offer offenders second chance, at a high success rate



### Veterans Court helps keep service members lives on track

As Judge Erin Dean looks on, German Batista of Hilton Head Island addresses the gallery in Veterans Court after completing the treatment program. Batista, a Bronze Star recipient who once repaired Blackhawk helicopters for the U.S. Army, suffered psychological and physical wounds as a result of his service. He was battling alcohol dependency when he was arrested for DUI and drug possession. Instead of prison, Batista was enrolled in the Solicitor's Office Veterans Court and became the program's first graduate in late 2016.

Much of our prosecutors' time is spent trying to put criminals in prison. However, prison is not where every law-breaker belongs. Some convicted of non-violent crimes are first-time offenders. Addiction or mental health problems might underlie their offenses. Or the offender might be a military veteran grappling with post-traumatic stress disorder that resulted from their service.

Such people often benefit more from an intensive treatment program than from jail or prison time. Their communities benefit from alternative programs, too, because graduates again become productive citizens. The community and state save money, to boot, since these programs are far less expensive than incarceration.

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Program	2017 participants
Juvenile MDC	15
Veterans Court	2
Domestic Abuse Track	3
Other Adult MDC programs	34
<b>MDC TOTAL</b>	<b>55</b>
Juvenile PTI	55
Adult PTI	213
<b>PTI TOTAL</b>	<b>268</b>
<b>PTI/MDC GRAND TOTAL</b>	<b>323</b>



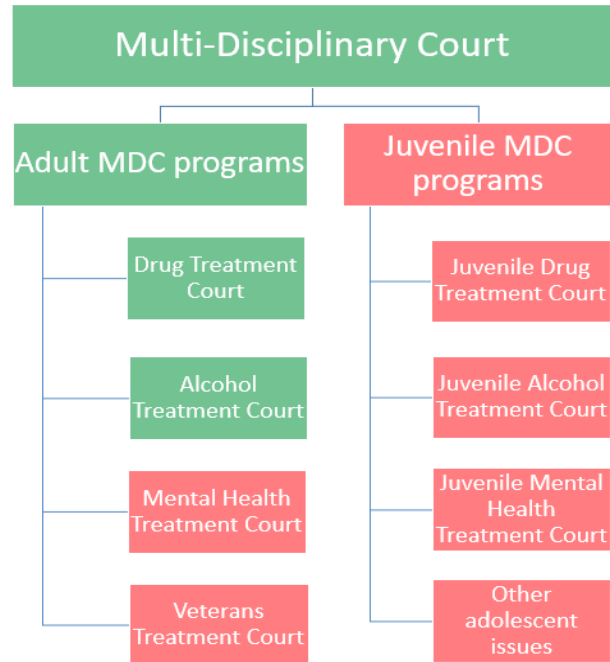


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The 14<sup>th</sup> Circuit Solicitor's Office began running "multidisciplinary courts" in 2010, when it took over a failing Drug Court in Beaufort County. Since then, we have added programs for other sorts of treatment and for juvenile offenders. The additions are denoted in red in the chart at right.

Although these programs offer an alternative to prison and give offenders a chance to wipe their records clean, they are no free pass. Participants are carefully selected and assigned a mentor with whom they meet regularly. They must also:

- Undergo substance-abuse or mental-health abuse treatment. This often includes group therapy, as well.
- Submit to random drug testing and unscheduled home visits.
- Pay restitution and perform community service.
- Report progress and answer questions from a judge at weekly court sessions.



Participants who, in the judge's estimation, have failed to follow the program's protocols can be sent to the county detention center until their next court session. If a participant's failures persist, they are dropped from the program and a sentence is imposed. Only those who complete the program can have their charges expunged.

The multidisciplinary courts are conducted only in Beaufort County, where there is adequate access to treatment programs. However, defendants from other 14th Circuit counties can be admitted if they have the transportation and other accommodations necessary to travel to Beaufort County and participate as any other enrollee would.

If the Solicitor's Office is tough on the defendants referred to our treatment courts, we're equally tough in our assessment of those courts' performance. To figure our recidivism rate, we run national checks each quarter and note if any of our past participants have been re-arrested on any charge within two years of their successful completion. Those rates – 32% for graduates of our adult programs and 36% for our juvenile programs in 2017 – have not varied more than one or two percentage points since 2010.

We believe these numbers represent a significant success story. By way of comparison, the S.C. Department of Corrections calculates its two-year recidivism rate at 16% to 18%, and jumping to well over 30% after five years. However, the state considers only whether its former inmates are re-incarcerated, while our recidivism figure is based on a mere arrest.

And there's no question the recidivism rate for our juvenile programs is vastly better than that for the S.C. Department of Juvenile Justice. A 2011 study commissioned by DJJ estimated a three-year recidivism rate of at least 80.2%. More recently, a 2014 DJJ report indicated 15% of children on probation or parole or in arbitration programs reoffended *while still under DJJ supervision*, suggesting a much higher recidivism rate among those who completed programs.



**Michael Lee**  
 Former City of Beaufort Police officer now multidisciplinary Courts administrator, overseeing several treatment-court programs.



## Prison visit key component of 14<sup>th</sup> Circuit's PTI program

Participants in the Pretrial Intervention program run by the 14<sup>th</sup> Circuit Solicitor's Office hold hands as they walk through the prison yard at Allendale Correctional Institute. The prison trip exposes participants to the realities of life in incarceration. The circuit is one of the few in South Carolina that make such a prison trip mandatory for PTI enrollees.



Pretrial Intervention is a "diversionary" program available across South Carolina for first-time offenders charged with non-violent offenses (e.g.: various driving offenses, shoplifting, and possession of marijuana). Participants can take PTI only once in South Carolina and are required to perform community service and other programs specific to the criminal charge, such as alcohol education.

In the program run by the 14th Circuit Solicitor's Office, participants also must tour Allendale Correctional Institute. Holding hands for their own protection as they move through the prison yard, they see and speak with inmates who provide sobering accounts of life inside one of the state's 23 prisons.

"You can't describe this particular prison tour experience. It's something that has been seen and heard first hand," Solicitor Duffie Stone said. While each of the state's 16 judicial circuits has a PTI program, Stone's added the prison tour component in 2006 and remains one of the few to require it. He

### By the numbers

# 18%

**Recidivism rate for the 14<sup>th</sup> Circuit's adult pretrial intervention programs. In addition, 284 adult enrollees successfully completed PTI in 2017.**

# 22%

**Recidivism rate for the 14<sup>th</sup> Circuit's juvenile pretrial intervention programs. In addition, 64 juvenile enrollees successfully completed PTI in 2017.**

says the tour contributes to the low recidivism rate in the 14th Circuit – 18% among adult enrollees and 22% in the juvenile program. "Our goal is to prevent the next generation of career criminals."



## What's Next



### 14<sup>th</sup> Circuit's victim-services center to help protect vulnerable, train next generation of professionals

#### *Why doesn't she just leave?*

It's a question asked time and again about victims of domestic violence. On average, a battered victim is harmed seven times before deciding to flee the abuser for good. Most contemplate leaving much sooner. However, leaving requires planning and, often, assistance with legal, financial, medical and childcare matters.

Many nonprofit groups and government agencies in the 14<sup>th</sup> Judicial Circuit provide such assistance. Unfortunately, heretofore, those providers seldom resided under one roof. Victims might be forced to crisscross their community to arrange shelter at one stop, financial assistance at another and childcare at yet another.

Those fleeing domestic violence aren't the only victims who face this challenge. Did you know children in the 14<sup>th</sup> Circuit who are sexually abused typically must travel all the way to Charleston for a physical examination?

Wouldn't it be better if that child received a forensic interview and a physical exam in one place, much closer to home? And wouldn't it be better if a domestic abuse victim, instead of receiving a stack of brochures, was escorted down the hall by the prosecutor handling her case, to meet people who can tend to her other needs?

Solicitor Stone has long believed in removing obstacles for those fleeing dangerous situations, and his office is now poised to do just that.

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In December 2017, a nonprofit organization formed by the Solicitor's Office purchased a 4.85-acre property in Okatie that includes two office buildings and 44,000 square feet of floor space. Not only will this property serve as a modern headquarters for the Solicitor's Office, it will house a Justice Institute to provide many different types of assistance under one roof. There are about 100 such centers around the country, but this will be the first of its kind in South Carolina.

**WORKING WITH PARTNERS**

The institute won't duplicate services that already exist. Rather, we're bringing together partners such as Hopeful Horizons and the Child Abuse Prevention Association to work collaboratively and make full use of the expertise that already exists across the 14th Circuit. However, we'll bolster them with



facilities and training so that value is added to their already invaluable work. Because of their proximity to the new center, residents of Beaufort and Jasper counties are likely to enjoy the greatest benefit. However, we are confident this center will help people across the judicial circuit.

We'll start with a children's advocacy center, where forensic interviews and physical examinations can be performed in a child-friendly environment and within a few hours of arrival.

No longer will young victims have to be carted around the Lowcountry, recounting again and again the worst day of their lives for new sets of strangers.

Soon thereafter, we will include assistance for battered partners and vulnerable adults. In one location, victims will be able to meet with a prosecutor, a victim advocate and service providers.

Victims assistance is just one aspect of our plans for a multidimensional Justice Institute, however. We also will develop a substantial educational component, applying the model of our nation's finest teaching hospitals to law enforcement, social services and legal professions. Among the first services will be training for pediatric sexual assault nurse examiners. What a value that will provide – at the start of 2018, there were none in the 14<sup>th</sup> Circuit! We also are outfitting a mock courtroom and classrooms, which will allow us to partner with local higher-education providers to train the next generation of criminal-justice professionals.





# By the Numbers

# 43

Defendants convicted in 2017 by our Career Criminal Unit, which prosecutes the circuit's most serious and habitual offenders. Learn more about how this team has been keeping our citizens safe since 2009 on pages 9 to 12 of this report.

**41,369**  
cases  
added  
2010-17

**37,604**  
cases  
added  
2002-09

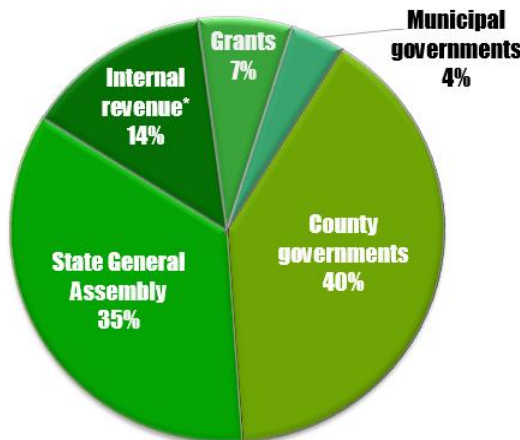
10% increase

County	2010 population	2016 population*	% change
Allendale	10,619	9,045	-14.8%
Beaufort	159,737	183,149	+14.6%
Colleton	38,864	37,923	-2.4%
Hampton	21,205	19,922	-6.1%
Jasper	24,234	28,465	+17.3%
<b>14<sup>th</sup> Circuit</b>	<b>254,659</b>	<b>278,504</b>	<b>+9.36%</b>

\* Latest year for which U.S. Census figures are available

## Where our funding comes from

The 14<sup>th</sup> Circuit Solicitor's Office had a \$4.44 million budget for fiscal 2017. This is where our funding comes from.



# 5,117

Cases pending at the end of 2017. That's a 43% reduction since the Career Criminal Unit was formed in 2009. The 14<sup>th</sup> Circuit's population grew 9.36% during those eight years.

\* "Internal revenue" includes proceeds from programs such as Pretrial Intervention





## Convictions

# 1,453

Convictions earned by our prosecutors in 2017, either by guilty pleas or jury verdicts. Here's a partial breakdown by offense:

**17** Murder and manslaughter

**262** Domestic violence

**143** Burglary

**154** Assault & battery

**31** Criminal sexual conduct, attempted CSC, and sexual exploitation

**262** Armed robbery and attempted armed robbery

COUNTY	Worthless check cases
Allendale	32
Beaufort	149
Colleton	117
Hampton	172
Jasper	90
<b>TOTAL</b>	<b>560</b>

# \$215,708

Collected and disbursed from our worthless check program in 2017. The Worthless Check Unit helps businesses and individuals recoup financial losses resulting from bad checks. It is offered free of charge to victims of bad checks. Additional fees collected from offenders fund the program.

## Our office

# 62

FTEs employed by the 14<sup>th</sup> Circuit Solicitor's Office, including attorneys, victim advocates, investigators and support staff. The employees are spread across five counties.

# 30

Prosecutors working for our office.

# 189.5

Fulltime attorneys per pending case entering 2018. That's about half the state average and down 45% since FY 2015. High caseloads are problematic. They mean prosecutors have less time to devote to each case and seek the proper outcome, and they mean justice delayed for crime victims and the communities where they live.