



Town of Hilton Head Island

Community Services and Public Safety Committee Meeting

Monday, April 8, 2024, 10:00 AM

**1 Town Center Court, Hilton Head Island, SC
Benjamin M. Racusin Council Chambers**

The meeting can be viewed on the [Town's YouTube Channel](#), the [Beaufort County Channel](#), and Spectrum Channel 1304.

- 1. Call to Order**
- 2. Pledge to the Flag**
- 3. Adoption of the Agenda**
- 4. Approval of the Minutes**
 - a. Special Meeting Minutes of March 19, 2024
- 5. Appearance by Citizens:** Citizens who wish to speak on the matters being discussed during the meeting may do so by submitting the [Request to Speak form](#) no later than the day prior to the meeting.
- 6. New Business**
 - a. Consideration of a Resolution Adopting a Beach Parking Fee Schedule - Josh Gruber, Deputy Town Manager
 - b. Consideration of a Resolution Adopting Environmentally Friendly Landscaping and Grounds Maintenance Practices/Integrated Pest Management Policy - Bryan McIlwee, Director of Public Projects and Facilities
- 7. Adjournment**

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.

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Town of Hilton Head Island will not discriminate against qualified

individuals with disabilities on the basis of disability in its services, programs, or activities. Auditory accommodations are available. Any person requiring further accommodation should contact the Town of Hilton Head Island ADA Coordinator as soon as possible but no later than 48 hours before the scheduled event.

Municipal Association of South Carolina (MASC) Civility Pledge:

“I pledge to build a stronger and more prosperous community by advocating for civil engagement, respecting others and their viewpoints, and finding solutions for the betterment of my city or town.”



Town of Hilton Head Island
COMMUNITY SERVICES & PUBLIC SAFETY
SPECIAL MEETING
Tuesday, March 19, 2024 – 10:00 AM
Minutes

Call to Order

Chair Becker called the meeting to order at 10:00 a.m.

Committee Members Present: Tamara Becker, Chair, Steve Alfred, Alex Brown, Patsy Brison and David Ames (Alternate)

Adoption of the Agenda

The agenda was approved by unanimous consent by the Committee.

Executive Session

Discussion of Appointment Regarding Boards, Commissions, and Committees (Pursuant to the South Carolina Freedom of Information Act Section 30-4-70(a)(1)) related to:

1. Housing Action Committee

At 10:01 a.m. Ms. Brison moved to enter into Executive Session for the reasons cited above by Chair Becker. Mr. Alfred seconded. Motion carried 5-0.

At 10:23 a.m. Mr. Alfred moved to end Executive Session and returned to the regular meeting. Mr. Brown seconded. Motion carried 5-0.

Action From Executive Session

No action

Adjournment

The meeting was adjourned at 10:25 a.m.

Approved: _____



TOWN OF HILTON HEAD ISLAND

COMMUNITY SERVICES AND PUBLIC SAFETY COMMITTEE

TO: Community Services and Public Safety Committee Members
FROM: Joshua Gruber, *Deputy Town Manager*
CC: Marc Orlando, *Town Manager*
DATE: April 8, 2024
SUBJECT: Consideration of a Resolution Adopting the Town of Hilton Head Island Beach Parking Fee Schedule

RECOMMENDATION:

The Community Services and Public Safety Committee has been discussing the establishment of paid parking for many of the Town's publicly accessible beach parks. At this time, staff is recommending that the Committee review the various policy questions that will need to be addressed within a Resolution setting forth a rate schedule and other related matters that will need to be implemented as part of its Beach Parking Master Plan.

ANALYSIS:

At its December 18th meeting, the Committee reviewed several policy questions and provided feedback to staff. Additional information was requested to continue these discussions and develop additional policy recommendations. This additional information included defining the overall purpose for the program, recommending a maximum daily rate, evaluating both current and future budget implications to refine potential parking rates, address Coligny Beach area employee parking concerns, and evaluate resident beach parking passes.

Beach Parking Program Purposes

In defining the program's purposes, staff has prepared the following items based upon prior discussions with the public, the Committee, and members of Town Council. Those points include the following:

- Control Demand and Influence Beach Parking Decisions.
- Communicate Timely Information on Beach Parking Availability and Alternative Options.
- Provide Parking Areas that are Safe/Secure.
- Provide a Paid Parking Program that is Convenient, User Friendly, and Provides Superior Customer Service.

- Protect Adjoining Neighborhoods and Businesses from Paid Parking/Overflow Impacts.

Policy Questions to be Addressed

The Community Services and Public Safety Committee is being asked to consider several policy questions and provide a recommendation to Town Council for its consideration and ultimately, its adoption of these aspects. Those policy questions involve the following:

1. Establishing a daily paid parking rate.
 - a. This includes identifying which location will or will not charge for public beach parking, the time of year that this charge will be required, and the hours of operation for these locations.
2. Establishing a maximum daily charge for these locations if one is recommended for adoption.
 - a. Depending upon the rate structure that is recommended, this may or may need to be addressed.
3. Considering modifications to the Island Resident Beach Parking Pass rates and its absorption of costs within the Beach Parking Management Program.
 - a. Rate to be charged, if any, and number of passes that can be obtained per household.
4. If paid parking is recommended for Coligny Beach Park, then consider options to address employee parking concerns at this location and the various options that have been presented to address those concerns.

Fiscal Impacts

To commence PCI Municipal Services' (PCI) management of the Town's Beach Parking Program, Town Council approved a Fiscal Year 2024 Budget amendment that included an operational budget of \$366,965 and a Capital budget of \$502,765, for a combined expenditure of \$869,730. A copy of this Ordinance has been enclosed as Attachment 1. For the upcoming Fiscal Year 2025 budget, PCI has submitted a proposed operating budget of \$598,789 and a recurring Capital budget of \$25,000, for a total combined expenditure of \$623,789. A copy of that information is enclosed as Attachment 2.

In addition to these expenses, staff is recommending that the current \$15.00 fee for Island Resident Beach Parking Passes be made free of charge and the revenue that had previously been generated from this fee be replaced with revenues generated exclusively from beach parking fees. This change will add an additional \$115,000 in

yearly expenses to the Beach Parking Management Program.

To financially support these combined expenses, the Town must adopt and implement an updated parking fee rate structure that will generate a sufficient amount of revenue to cover these costs. Staff is therefore recommending two separate options be considered. The first option would charge \$5.00 per hour at all identified beach parking areas that contain publicly available parking spaces except for Chaplin Community Park during the youth recreational sports season, and Coligny Beach Park year-round. The second option would be to charge \$5.00 per hour at all identified beach parking areas that contain publicly available parking spaces except for Chaplin Community Park during the youth recreational sports season, but inclusive of Coligny Beach Park year-round. If this option is preferred, staff would make an additional recommendation that concerns regarding the availability of employee parking within the Coligny Beach area be addressed through the dedication of employee only restricted parking at the site of the former Wild Wing Café.

Additional information regarding both recommendations and the employee parking considerations will be discussed in greater detail as part of the staff's presentation to the Committee. However, if a revised parking rate structure cannot be agreed upon by the Committee and/or Town Council, then staff will be recommending that this contract be suspended or terminated until such time as sufficient revenues are identified to support these ongoing operations.

Beach Parking Rate Data

To support the staff's various recommendations, a survey was conducted of other similar jurisdictions to determine currently prevailing beach parking rates and whether they established a maximum daily charge. A summary of that data, effective as of August 1, 2023, is as follows:

Location		Hourly Rate	Daily Rate/Max	Weekend Rate	Notes
Folly Beach	South Carolina	\$2.00	\$10.00/\$15.00	n/a	One parking location has a maximum daily rate of \$15.00 with no hourly parking offered. All others are \$2 per hour up to a maximum of \$10.00 per day.
Charleston County Beach Park	South Carolina	n/a	\$5.00 - \$15.00	\$20.00	Parking rates are per day and based on the following schedule: January & February: \$5, March & April: \$10, May-Labor Day: \$15 Monday-Friday and \$20 Saturday-Sunday & holidays, September & October: \$10, November & December: \$5
Edisto Beach State Park	South Carolina	n/a	n/a	n/a	Parking is included with admission fee. Rates for admission are \$8/adult; \$5 SC seniors; \$4/ child age 6-15; Free for children 5 and younger.
Isle of Palms	South Carolina	\$2.00	\$10.00	\$15.00	Rate of \$2/hr only available after 4pm. Enforced March - October
Myrtle Beach	South Carolina	\$2.00 - \$3.00	\$10.00 - \$15.00	n/a	The beach access areas have an hourly rate of \$3.00 per hour and a daily maximum rate of \$15.00. The core-business district does not have a daily maximum rate, just an hourly rate of \$2.00 per hour.
Surfside Beach	South Carolina	\$.50 - \$2.00	\$10.00	n/a	Some parking lots have no daily maximum.
Kiawah Island	South Carolina	n/a	\$5.00 - \$15.00	\$20.00	Parking rates are per day and based on the following schedule: January & February: \$5, March & April: \$10, May-Labor Day: \$15 Monday-Friday and \$20 Saturday-Sunday & holidays, September & October: \$10, November & December: \$5
Wrightsville Beach	North Carolina	\$5.00	\$25.00	n/a	Parking fees are enforced March – October.
Tybee Island	Georgia	\$4.00	n/a	n/a	Enforced 8am-8pm, 365 days a year.
Jekyll Island	Georgia	n/a	\$10.00	n/a	Entry/Parking Fee to the island.
St. Augustine Beach	Florida	n/a	\$10.00	n/a	Discounts offered for disabled and active military.
Gulf Shores Beach	Alabama	n/a	\$5.00 - \$15.00	n/a	Parking rates enforced March – November. Two lots offer a 4-hour block for \$5.00 or \$15.00 for the whole day. All other lots are a flat \$15.00 for the whole day.

Employee Parking Considerations

Town staff also initiated a survey of all businesses that are believed to be located within a radius of 300 feet (100 yards) of the Coligny Beach Parking lot based upon information contained in the Town's emergency addressing database. A copy of this information has been enclosed as Attachment 2. Based upon this information, 146 separate businesses were identified as having active business licenses and being located within this identified boundary. It is difficult to utilize this information to develop an understanding of exactly how many employees may be employed in total by these businesses. However, we are aware that these numbers could vary significantly as some of these businesses may only have one or two employees while others may have substantially more than that.

Additionally, staff surveyed other beachfront communities to identify how these jurisdictions have approached addressing this concern. The results of that survey are as follows:

Jurisdiction	Local Business/Employee Parking Pvisions
Folly Beach	No
Charleston County Beach Park	No
Edisto Beach State Park	No
Isle of Palms	No
Myrtle Beach	Yes, but is limited to specific geographic area, limited to type of parking space that can be occupied, costs \$50.00 per year.
Surfside Beach	Yes* Spaces in certain lots are designated for employee parking.
Kiawah Island	No
Wrightsville Beach	No* Contractor passes are available for \$10/day
Tybee Island	Yes, A discounted parking rate is offered for local businesses to purchase for their employees (\$200 per year)
Jekyll Island	No
St. Augustine, FL	No
Sarasota, FL	Yes, either a \$10/month or \$20/month pass is offered for employee parking depending upon location
Clearwater, FL	Yes, a \$40 monthly pass is offered but parking is limited to certain geographic areas
Gulf Shores, AL	Free parking for all City residents
Beaufort, SC	Yes, a discounted parking pass of \$35 per month

Recreational Sports/Beach Parking Considerations

Based on prior conversations with the Community Services and Public Safety Committee, staff has included in each of its proposed recommendations a suspension of paid parking within the Chaplin Community Park until the conclusion of the recreational sports program season. This would essentially mean that parking at Chaplin Park would require payment from Memorial Day until Labor Day but would be free of charge at any other time due to recreational sports leagues utilizing the property at those times.

CONCLUSION:

The draft Beach Parking Management Ordinance has previously been considered by the Committee and was forwarded to the Town Council with a recommendation that it be adopted. However, to make sure that all issues associated with this program have been addressed at the time of the Ordinance's adoption, the Resolution setting forth the proposed beach parking rates and addressing other ancillary issues should be recommended for adoption as well. This would allow for contemporaneous adoption of both the Ordinance setting for the framework for the beach parking program and the Resolution setting forth the necessary rate structure to fully implement this program. Staff is therefore requesting that the Community Services and Public Safety Committee consider each of the proposed policy considerations that are identified in this Memorandum.

Attachments:

1. FY2024 Budget Amendment Ordinance
2. FY2025 Proposed Parking Management Budget
3. List of Businesses Located Within 300 Feet of Coligny Beach Park
4. Beach Parking Management Ordinance Draft
5. Beach Parking Resolution Draft

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND

ORDINANCE NO. 2023-02

PROPOSED ORDINANCE NO. 2023-03

AN ORDINANCE TO AMEND THE BUDGET FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, FOR THE FISCAL YEAR ENDING JUNE 30, 2023; TO PROVIDE FOR THE EXPENDITURES OF CERTAIN FUNDS; TO ALLOCATE THE SOURCES OF REVENUE FOR THE SAID FUNDS; AND TO PROVIDE FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Section 5-7-260 of the Code of Laws of South Carolina requires that a municipal council act by ordinance to adopt a budget and levy taxes, pursuant to public notice; and

WHEREAS, the Town Council did adopt the budget on June 7, 2022; and

WHEREAS, pursuant to the budget amendment policy as stated in the Town's annual budget document, the Town Council is desirous of amending the budget so as to provide for additional revenues, and the expenditures and certain other commitments from the Fund Balance and other revenue sources; and

WHEREAS, in accordance with Town Council's direction to allocate \$1 million per year to housing as approved during the November 1, 2022 Town Council meeting, this budget amendment includes direction to the Department of Finance to set aside \$1 million in a specially designated portion of the General Fund Balance for said purpose. In order to provide for this designation, Town Council revises the revenue estimate in the General Fund from the transfer in from Accommodation Tax (ATAX) by the same amount in allowable ATAX uses for Town operations including Fire Rescue, Facilities and Beach Services in the General Fund.

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

Section 1 Amendment. The adopted 2023 fiscal year budget is amended to make the following changes as increases and decreases to the funds from prior years and to the projected revenue and expenditure accounts as shown as follows on Supplementary Schedule A.

Section 2 Severability. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

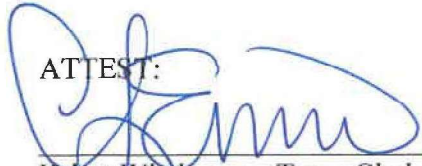
Section 3 Effective Date. This Ordinance shall be effective upon its enactment by the Town Council of the Town of Hilton Head Island.

ORDINANCE NO.

PROPOSED ORDINANCE NO. 2023-03

PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF
HILTON HEAD ISLAND ON THIS 25th DAY OF February, 2023.


Alan Perry, Mayor

ATTEST:

Krista Wiedmeyer, Town Clerk
Proposed Ordinance No. 2023-03

Cindaia L. Ervin, Interim Town Clerk

First Reading: January 17, 2023

Second Reading: February 21, 2023

APPROVED AS TO FORM:


Curtis L. Coltrane
Town Attorney

Introduced by Council Member:

Glenn Stanford

ORDINANCE NO.**PROPOSED ORDINANCE NO. 2023-03****Supplementary Schedule A****Town of Hilton Head Island
List of Proposed Budget Amendments
For Consideration on January 17, 2023****Community Development Corporation**

Regional Housing Trust Dues	156,815
Operating Budget	343,185
State Grant programs/projects	5,000,000
Total proposed spending	<u>5,500,000</u>
Funded by:	
County ARPA funds	500,000
State Grant	5,000,000
Total funding sources	<u>5,500,000</u>

General Fund -- Parking Contract

Parking Operations	366,965
Parking Start-up capital	502,765
Total proposed spending	<u>869,730</u>
Less funding included in the CIP	(200,000)
Net change to the General Fund	<u>669,730</u>
Funded by:	
Parking Fees -- transfer in from HTAX to be possibly reimbursed by future Parking Fees	<u>669,730</u>

Stormwater

Backflow prevention gate project (five gates)	410,000
Lawton basin stormwater pump project (replace two pumps)	570,000
Total proposed spending	<u>980,000</u>
Funded by:	
Stormwater fees	490,000
ATAX collections for utility improvements in tourist areas	490,000
	<u>980,000</u>

General Fund -- Enhanced Code Enforcement start-up and housing coordinator

Code Enforcement Start-up costs	78,478
Code Enforcement supplies and materials	5,656
Subtotal proposed Code Enforcement spending	84,134
Housing Coordinator -- Salary and Benefits for 5 months (salary range \$73,835 - \$94,139)	50,625
	<u>134,759</u>
Funded by:	
Short-Term Rental revenues	84,134
Prior Year General Fund surplus	50,625
	<u>134,759</u>

ORDINANCE NO.

PROPOSED ORDINANCE NO. 2023-03

Supplementary Schedule A, CONT.

The effects of this amendment for fiscal year 2023 are presented below.

	General Fund		Cap Proj Fund		Debt Service		Community Development Corporation Fund	
	Expenditures	Revenues & Transfers In	Expenditures, Transfers Out & Other Uses	Revenues & Transfers In & Other Sources	Expenditures, Transfers Out & Other Uses	Revenues & Transfers In	Expenditures, Transfers Out & Other Uses	Revenues & Transfers In
Original Balance	\$ 48,621,804	\$(48,621,804)	\$ 45,671,933	\$(45,671,933)	\$ 19,374,081	\$(19,374,081)	\$ -	\$ -
Amendment	435,123	(435,123)	-	-	-	-	-	-
Revised Budget	\$ 49,056,927	\$(49,056,927)	\$ 45,671,933	\$(45,671,933)	\$ 19,374,081	\$(19,374,081)	\$ -	\$ -
Amendment	804,489	(1,804,489)	-	-	-	-	5,500,000	(5,500,000)
Revised Budget	49,861,416	(50,861,416)	45,671,933	(45,671,933)	19,374,081	(19,374,081)	5,500,000	(5,500,000)

	Total Governmental Funds		Enterprise Fund Stormwater Fund	
	Expenditures, Transfers Out & Other Uses	Revenues & Transfers In & Other Sources	Expenditures & Transfers Out	Revenues & Transfers In
Original Balance	\$113,667,818	\$(113,667,818)	\$ 5,833,296	\$(5,833,296)
Amendment	435,123	(435,123)	103,818	(103,818)
Revised Budget	\$114,102,941	\$(114,102,941)	\$ 5,937,114	\$(5,937,114)
Amendment	6,304,489	7,304,489	980,000	(980,000)
Revised Budget	120,407,430	121,407,430	6,917,114	\$(6,917,114)

Town of Hilton Head Island

Parking Program Annual Operating Expense Budget FY23



Operating Expense		FY23
Labor	\$	151,425
Equipment	\$	13,250
Office Expense	\$	21,600
Uniforms	\$	3,500
Marketing	\$	10,000
License/Permits	\$	1,250
Supplies	\$	6,850
Vehicle Expense	\$	5,700
Software Licenses & Fees	\$	90,975
Professional Services Fees	\$	12,350
Management Fees / Insurance	\$	39,165
Signage	\$	10,900
Subtotal Operations	\$	366,965
Capital Expense	\$	502,765
Total Annual Expense	\$	869,730

Town of Hilton Head Island

Parking Program Capital Expense Budget



Item	Location	Quantity	Unit Cost	Total Cost
Parking Space Sensors	Multiple	153	\$ 305.00	\$ 46,665.00
Fixed LPR Cameras	Chaplin Park/Castnet Overflow	8	\$ 10,475.00	\$ 83,800.00
Fixed LPR Cameras	Coligny Beach Park	4	\$ 10,475.00	\$ 41,900.00
Fixed LPR Cameras	Driessen Beach Park	2	\$ 10,475.00	\$ 20,950.00
Fixed LPR Cameras	Fish Haul Park	2	\$ 10,475.00	\$ 20,950.00
Fixed LPR Cameras	Islanders Beach Park	2	\$ 10,475.00	\$ 20,950.00
Fixed LPR Cameras	Folly Field Beach Park	4	\$ 10,475.00	\$ 41,900.00
Automated Parking Gates	Folly Field Beach Park	6	\$ 10,550.00	\$ 63,300.00
Automated Parking Gates	Coligny Beach Park	4	\$ 10,550.00	\$ 42,200.00
Automated Parking Gates	Driessen Beach Park	1	\$ 10,550.00	\$ 10,550.00
Automated Parking Gates	Fish Haul Park	1	\$ 10,550.00	\$ 10,550.00
Automated Parking Gates	Islanders Beach Park	1	\$ 10,550.00	\$ 10,550.00
Program Vehicles	N/A	2	\$ 30,000.00	\$ 60,000.00
Mobile LPR	N/A	1	\$ 28,500.00	\$ 28,500.00
				\$ 502,765.00

Assumptions

Gate Expense	Concrete Island/Pad	\$ 1,675.00
<i>Exit Gate Only</i>	Electrical	\$ 3,500.00
	Install / Loop	\$ 1,250.00
	Gate Mechanism	\$ 3,750.00
	Gate Arm	\$ 375.00
		<u>\$ 10,550.00</u>
Fixed LPR Camera	Pole / Fixture	\$ 775.00
	Electrical	\$ 2,000.00
	Installation	\$ 795.00
	Camera	\$ 3,750.00
	Software License	\$ 3,155.00
		<u>\$ 10,475.00</u>

Town of Hilton Head Island

Parking Program Annual Operating Expense Budget FY23



Operating Expense										GRAND TOTAL	\$ 869,730
	November	December	January	February	March	April	May	June		FY Total	
Labor										\$ 151,425	
Manager	\$ 4,625	\$ 9,250	\$ 9,250	\$ 9,250	\$ 9,250	\$ 9,250	\$ 9,250	\$ 9,250	\$ 9,250	\$	69,375
Assistant Manager	\$ -	\$ -	\$ 4,725	\$ 4,725	\$ 4,725	\$ 4,725	\$ 4,725	\$ 4,725	\$ 4,725	\$	28,350
Enforcement	\$ -	\$ -	\$ -	\$ -	\$ 5,725	\$ 5,725	\$ 5,725	\$ 5,725	\$ 5,725	\$	22,900
Ambassador	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 7,500	\$ 10,400	\$ 10,400	\$ 10,400	\$	30,800
Equipment										\$ 13,250	
Citation Handhelds	\$ -	\$ -	\$ 5,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	5,250
Citation Printers	\$ -	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	2,000
Equipment Repairs	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$	4,000
Flags & Flashlights	\$ -	\$ -	\$ 500	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$	750
Cones & Barricades	\$ -	\$ -	\$ 1,000	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$	1,250
Office Expense										\$ 21,600	
Rent	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,350	\$ 1,350	\$	10,800
Furniture	\$ -	\$ 4,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	6,000
Utilities	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$	1,600
Telephone & Data	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$	3,200
Uniforms	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	\$ 500	\$ 250	\$ 250	\$ 3,500	
Marketing										\$ 10,000	
Website	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	3,500
Information Flyers	\$ -	\$ 5,000	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$	6,000
Promotional	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$	500
License/Permits	\$ -	\$ 500	\$ -	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250	
Supplies										\$ 6,850	
Office Supplies	\$ -	\$ 1,500	\$ 500	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$	3,250
Citation Paper Rolls	\$ -	\$ -	\$ -	\$ 3,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$	3,600
Vehicle Expense										\$ 5,700	
Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$	1,400
Fuel	\$ -	\$ -	\$ -	\$ -	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$	1,400
Insurance	\$ -	\$ -	\$ -	\$ -	\$ 725	\$ 725	\$ 725	\$ 725	\$ 725	\$	2,900
Software Licenses & Fees										\$ 90,975	
VERGE	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$	17,500
Spot Parking (Wayfinding App)	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$	35,000
Park Loyalty (Citation Software)	\$ -	\$ -	\$ -	\$ -	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$	7,200
Park Lync (Permitting)	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$	2,400
LPR Licenses & Support	\$ -	\$ -	\$ -	\$ -	\$ 26,275	\$ -	\$ -	\$ -	\$ -	\$	26,275
Nwave Sensors	\$ -	\$ -	\$ -	\$ -	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$	2,600
Professional Services Fees										\$ 12,350	
Banking Fees	\$ -	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$	1,750
Credit Card Fees	\$ -	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,000	\$ 3,000	\$ 3,000	\$ 3,000	\$	10,000
Accounting & Legal	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$	600
Management Fees / Insurance										\$ 39,165	
Management Fee	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$	21,000
General Liability Insurance	\$ -	\$ 2,595	\$ 2,595	\$ 2,595	\$ 2,595	\$ 2,595	\$ 2,595	\$ 2,595	\$ 2,595	\$	18,165
Signage	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 500	\$ 200	\$ 200	\$ 200	\$ 10,900	
Capital Expense	\$ -	\$ -	\$ 200,000	\$ 150,000	\$ 152,765	\$ -	\$ -	\$ -	\$ -	\$ 502,765	
Monthly Total	\$ 6,875	\$ 33,345	\$ 233,320	\$ 221,170	\$ 227,110	\$ 47,070	\$ 50,420	\$ 50,420	\$ 50,420	\$ 869,730	



PCI Municipal Services Fiscal Year 2025 Budget

	FY25
Labor	
Salaries & Benefits	\$449,229.53
Total Labor Expenses	\$449,229.53
General Expense	
Licenses	\$2,778.92
Vehicle Expense	\$10,150.00
Equipment	\$2,500.00
Software Licenses & Fees	\$14,820.00
Supplies Lot	\$4,800.00
Tickets	\$0.00
Signs	\$6,000.00
Uniform	\$3,600.00
Dues & Subscriptions	\$0.00
Postage	\$200.00
Office Supplies	\$0.00
Marketing	\$0.00
Professional Service Fees	\$11,550.45
Office Expenses	\$23,740.00
Total General Expenses	\$80,139.37
Management	
Liability Insurance/Management Fee	\$69,420.00
Total Management Expenses	\$69,420.00
Total Operating Expenses	\$598,788.90
Capital Expense	
Capital/Technology Expenses	\$25,000.00
Total Budget	\$623,788.90

Flatbread Grill & Bar	2 N Forest Beach Dr
Funky Beach Surf & Streetwear	2 N Forest Beach Dr
Charter One	2 N Forest Beach Dr
Coastal Timeshare Creations, LLC	2 N Forest Beach Dr
Coconut Republic	2 N Forest Beach Dr
Crave	2 N Forest Beach Dr
Island Time Gifts	2 N Forest Beach Dr
Elements	2 N Forest Beach Dr
Glochella LLC	2 N Forest Beach Dr
Beach Market Common Areas	2 N Forest Beach Dr
Surfs Up/Jaspers Frosty Dog Cafe	8 N Forest Beach Dr
Backyard Beach Bar and Grill	10 N Forest Beach Dr
CVS #5566	10 Pope Ave
C. Kevin Hood Accounting & Tax	10 Pope Ave
Starbucks	16 Pope Ave
The Bank	59 Pope Ave
VACANT - 59 POPE AVE - #200	59 Pope Ave
Aunt Chiladas	69 Pope Ave
Island Liquors	70 Pope Ave
Kenny B's	70 Pope Ave
Super Baked Pizza & Wings	70 Pope Ave
Southern Coney and Breakfast	70 Pope Ave
The Clothes Press	70 Pope Ave
Al's Aloha Kitchen	70 Pope Ave
Amigos Cafe Y Cantina	70 Pope Ave
Hinchey's Chicago Bar & Grill	70 Pope Ave
Golden Nails & Spa	70 Pope Ave
Forest Beach Bikes	70 Pope Ave
Tropic Outfitters	70 Pope Ave
VACANT - 70 POPE AVE (Formerly Bi-Lo)	70 Pope Ave
VACANT - 70 POPE AVE - E	70 Pope Ave
Pedals Bike Rental LLC	71 Pope Ave
Saltaire Plaza (Pope LLC)	71 Pope Ave
The Pelican's Pouch Inc.	71 Pope Ave
Hairitage	71 Pope Ave
Hilton Head Guest Services	71 Pope Ave
Watusi (Island Girl Distrib.)	71 Pope Ave
Sage Room	75 Pope Ave
Beach & Surf Depot	77 Pope Ave
Coast EXP Reality	81 Pope Ave
Coast Repo LLC	81 Pope Ave
New York City Pizza-Pope Ave.	81 Pope Ave
Plantation Cafe & Deli	81 Pope Ave
Club Life	81 Pope Ave
Heritage Plaza	81 Pope Ave
Sharkys Bike and Surf	83 Pope Ave
Nakama Sushi Bar and Grill	85 Pope Ave

The Shell Shop	1 N Forest Beach Dr
The Tee Hut	1 N Forest Beach Dr
Temporary Henna Tattoos	1 N Forest Beach Dr
The Cutting Room	1 N Forest Beach Dr
Steamers Raw Bar	1 N Forest Beach Dr
What The Fish	1 N Forest Beach Dr
Stone Temple Jewelry	1 N Forest Beach Dr
Stu's Surfside	1 N Forest Beach Dr
Sun & Sand	1 N Forest Beach Dr
Sweet Carolina Cupcakes	1 N Forest Beach Dr
HHI State of Mind	1 N Forest Beach Dr
HHI Sunglasses	1 N Forest Beach Dr
Haskins & Co.	1 N Forest Beach Dr
Gringo's Diner LLC	1 N Forest Beach Dr
House of Honey	1 N Forest Beach Dr
Hot Daddy's of Hilton Head LLC	1 N Forest Beach Dr
Ice Cream Cone/Deli	1 N Forest Beach Dr
Ice Wave Creamery	1 N Forest Beach Dr
Hilton Head Toys LLC	1 N Forest Beach Dr
Lowcountry House of Jerky and Popcorn	1 N Forest Beach Dr
Earle of Sandwich Pub	1 N Forest Beach Dr
Sweet Als	1 N Forest Beach Dr
Francesca's Collections	1 N Forest Beach Dr
Fish Restaurant	1 N Forest Beach Dr
Forest Fire BBQ	1 N Forest Beach Dr
Go Fish Clothing & Jewelry	1 N Forest Beach Dr
Fresh Produce	1 N Forest Beach Dr
Hilton Head Phone Repair 2nd Location	1 N Forest Beach Dr
Frozen Moo	1 N Forest Beach Dr
Frosty Frog Cafe	1 N Forest Beach Dr
Frosty's Closet	1 N Forest Beach Dr
A & A PRINTS OF TIDES LLC - KIOSK #11	1 N Forest Beach Dr
American Beauty	1 N Forest Beach Dr
ALTOS HOT DOGS	1 N Forest Beach Dr
Bennali's	1 N Forest Beach Dr
Bennali's Coastal Wear	1 N Forest Beach Dr
Black Market Minerals	1 N Forest Beach Dr
Big Bamboo Cafe	1 N Forest Beach Dr
Blue Moon	1 N Forest Beach Dr
Sea Bags	1 N Forest Beach Dr
Camp Hilton Head	1 N Forest Beach Dr
Chico's	1 N Forest Beach Dr
VACANT - 1 NORTH FOREST BEACH DR - K1-3	1 N Forest Beach Dr
Coligny Management Office	1 N Forest Beach Dr
Coligny Plaza Theater	1 N Forest Beach Dr
Coastal Sunglasses Carolina Room	1 N Forest Beach Dr
Hilton Head Beach Company	2 N Forest Beach Dr

Property Description	Number	Street
Storage for Bayberry Inc.	1	Lagoon Rd
Circle K 1650	2	Lagoon Rd
Coligny Hardware & Beach Supplies Inc.	3	Lagoon Rd
Rockfish Seafood & Steaks @ Bomboras	5	Lagoon Rd
The Art Cafe	5	Lagoon Rd
Vacant Space	6	Lagoon Rd
ERA Evergreen Real Estate Co.	6	Lagoon Rd
Rollers ABC & Party Store	6	Lagoon Rd
Hilton Head Symphony Orchestra	7	Lagoon Rd
Paint Shop	9	Lagoon Rd
It's Greek To Me II	11	Lagoon Rd
Altos Churros	1	N Forest Beach Dr
Billy's Beach Club	1	N Forest Beach Dr
Hair Braiding Nat	1	N Forest Beach Dr
Carolina Tasting Room	1	N Forest Beach Dr
Vacant	1	N Forest Beach Dr
Tropical Styles	1	N Forest Beach Dr
Tropical Republic	1	N Forest Beach Dr
VACANT - 1 NORTH FOREST BEACH DR - B1	1	N Forest Beach Dr
Vacant - Bldg B	1	N Forest Beach Dr
Wax & Beyond LLC	1	N Forest Beach Dr
Vine	1	N Forest Beach Dr
Mingles	1	N Forest Beach Dr
MTR Inc. (Tremarelli's)	1	N Forest Beach Dr
Not Totally Nuts	1	N Forest Beach Dr
Nood	1	N Forest Beach Dr
Piggly Wiggly #101	1	N Forest Beach Dr
Pops of Hilton Head Island Corporation	1	N Forest Beach Dr
Lucky Rooster Market Street	1	N Forest Beach Dr
Magnolia	1	N Forest Beach Dr
Main Squeeze Shakeups LLC	1	N Forest Beach Dr
Just Pasta	1	N Forest Beach Dr
Koalaty Trading Office	1	N Forest Beach Dr
Jake's Shore Thing	1	N Forest Beach Dr
Jamaican Me Crazy	1	N Forest Beach Dr
Island Girl	1	N Forest Beach Dr
Island Fudge Shoppe Inc.	1	N Forest Beach Dr
Quiet Storm	1	N Forest Beach Dr
Rita's Barber Stylist	1	N Forest Beach Dr
Ritas Real Italian Ices KIOSK	1	N Forest Beach Dr
T-Shirt Designs	1	N Forest Beach Dr
Sea Side Jewelry LLC	1	N Forest Beach Dr
Soma Intimates	1	N Forest Beach Dr
Skillets	1	N Forest Beach Dr
Coastal Provisions	1	N Forest Beach Dr
The Spice & Tea Exchange	1	N Forest Beach Dr

ARTICLE 6 - Beach Parking Management**Sec. 12-5-511. - Purpose and Intent.**

The purpose of this Article is to establish regulations for the management of paid parking areas for public beach access within the jurisdiction of the Town of Hilton Head Island. The intent of this Article is to promote the effective use of parking resources and ensure the public safety, accessibility, and convenience of beachgoers, while minimizing adverse effects on the neighboring environment.

Sec. 12-5-512. - Definitions.

Paid parking area. Any area designated by the Town for public beach access parking that requires payment.

Parking authority. The Town or its designee.

Resident. For purposes of this Article, resident shall mean:

- (a) Any person who owns any single or multi-family residence in the municipal limits of the Town, irrespective of whether the person qualifies for the 4% special assessment ratio; except:
 - 1. The owner of a property that is offered for leases of any term of more than 183 days in any calendar year is not deemed a “resident” eligible for a beach parking pass based on the ownership of that property.
- (b) Any person who is a tenant under a lease for a single or multi-family residence for a period of 183 days or more in any calendar year.
- (c) Any person who owns time-share interests totaling more than 183 days per year.

Sec. 12-5-513. – Designation of paid parking areas.

The following areas are designated as paid parking areas:

- (a) Fish Haul Beach Park
- (b) Castnet Drive Beach Park
- (c) Chaplin Park Beach
- (d) Driessen Beach
- (e) Folly Field Beach
- (f) Islanders Beach
- (g) Alder Lane Beach
- (h) Coligny Beach

The Town shall determine the appropriate rates for the paid parking areas by resolution.

The parking authority shall install and maintain appropriate signs indicating the boundaries of the paid parking areas and the parking rates established therefor

Sec. 12-5-514. – Fees, payment, and enforcement.

- (a) The parking fees for any paid parking area shall be established by a resolution of the Town Council.
- (b) Any person who parks a vehicle in a paid parking area must pay the appropriate fee as specified by the parking authority.
- (c) Payment shall be made through the designated payment mechanism installed by the parking authority.
- (d) The parking authority shall enforce the payment of parking fees and may issue administrative citations or take other appropriate measures to ensure compliance, including but not limited to vehicle immobilization and towing.

Sec. 12-5-515. - Exemptions.

- (a) The following vehicles shall be exempt from payment of parking fees:
 - 1. Vehicles of emergency responders while engaged in official duties;
 - 2. Vehicles of disabled persons displaying appropriate placards or license plates; and
 - 3. Vehicles of authorized Town employees engaged in official duties.
- (b) The Town Manager may establish additional exemptions during permitted special events.

Sec. 12-5-516. – Resident beach pass.

- (a) The Town shall issue resident beach parking passes to individuals who can prove primary residency within the Town of Hilton Head Island. Resident beach parking passes will allow residents to park within the paid parking areas during the hours of operation without paying the daily parking fees as designated by the Town Council.
- (b) The Town may establish a yearly fee for resident beach parking passes not to exceed \$15.00.
- (c) Residents who receive a beach parking pass are subject to the parking regulations of this Article.
- (d) The Town may revoke or refuse to issue resident beach passes for individuals who violate this Article.
- (e) No more than two resident beach passes will be issued to a qualified residence.

Sec. 12-5-517. – Defrauding, opening, impairing, or damaging paid parking devices.

It shall be unlawful for any person to defraud, open, impair, or damage a paid parking device or related equipment. Violations of this section shall be punishable as set forth in Section 1-5-10 of the Municipal Code of the Town of Hilton Head Island.

Sec. 12-5-518. – Rules and regulations.

- (a) The following rules and regulations are applicable in the paid parking area and shall be enforced by the parking authority, Community Code Enforcement Officers or the Beaufort County Sheriff's Office:
 - 1. No parking outside of the hours of operation of the paid parking area;
 - 2. No parking in areas designated as no parking zones;
 - 3. No parking in areas marked for emergency vehicles;

Sec. 12-5-519. – Hours of operation.

- (a) The paid parking area shall be open for public use during the hours designated by the Town Manager with the consent of the Town Council, which shall be formalized through the adoption of a resolution by the Town Council.
- (b) The hours of operation shall be posted on appropriate signs and may be adjusted by the Town as necessary.

Sec. 12-5-520. – Penalties and fines.

- (a) Unless otherwise stated in this Article, any person who violates any provision of this Article shall be subject to fines and vehicle tow or immobilization. The fine schedule shall be on a graduated basis based on the number of violations within a 12-month period as follows:
 - 1. First violation: a written warning and/or a fine of \$50 and reminder of parking regulations.
 - 2. Second violation: a fine of \$100 and notification of potential vehicle tow or immobilization.
 - 3. Third and subsequent violations: a fine of \$150 and towing or immobilization of vehicle at owner's expense.
- (b) A \$25 late fee shall be applied to any original fine not paid within 30 days of being issued.
- (c) The parking authority may also immobilize, tow or impound any vehicle parked in violation of this Article if, in its sole discretion, deems it necessary for public safety.

Sec. 12-5-521. – Appeals of administrative citation.

- (a) Any person who receives an administrative citation related to paid parking in the beach area may appeal the citation by submitting a written appeal to the parking authority within 30 days of the citation.
- (b) The parking authority shall review the appeal and issue a written decision within 30 days of receiving the appeal.
- (c) If the person appealing the citation disagrees with the decision of the parking authority, he or she may appeal to the Town Manager or his or her designee within 30 days of receiving the decision of the parking authority. An appeal to the Town Manager or his or her designee shall include statements of fact and conclusions of law to support the appeal.
- (d) The decision of the Town Manager or his or her designee shall be final. Any subsequent appeals may be made to a court of competent jurisdiction within 30 days of receiving the Town Manager's final decision.
- (e) This section does not apply to violations issued in accordance with Section 12-5-517 of this Article.

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA ESTABLISHING PARKING FEES UNDER THE BEACH PARKING MANAGEMENT ORDINANCE IN ACCORDANCE WITH SECTION 12-5-511 et seq., THE *BEACH PARKING MANAGEMENT ORDINANCE*, OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND

WHEREAS, the Town Council of the Town of Hilton Head Island has authority to establish parking fees within paid parking areas pursuant to Section 12-5-514 of the Beach Parking Management Ordinance; and

WHEREAS, the Town Council now desires to establish such fees in accordance with this Resolution.

NOW, THEREFORE, BE IT, AND IT HEREBY IS, RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT:

Section 1: Parking Fees. The fee for parking within the paid parking areas as designated by the Beach Parking Management Ordinance of the Town of Hilton Head Island shall be \$5.00 per hour with the exception of the Coligny Beach Park which shall remain free of charge for use by the public.

Section 2: Daily Maximum Fee. Regardless of the hourly rate charged, any individual parking a vehicle shall be given the option to pay a maximum daily rate of \$30.00 for all-day parking within any individual designated paid space on any single calendar day.

Section 3: Hours of Operations. The Town's Beach Parks designated in the Beach Parking Management Ordinance shall be open from 6:00AM to 10:00PM daily unless otherwise modified or closed by action of the Town Manager.

Section 4: Chaplin Park The Town shall implement collection of beach parking fees at Chaplin Park in such a manner so as to not conflict with the regular youth recreational sports schedules that are hosted at Chaplin Park with such parking provisions beginning the first Saturday following the conclusion of all programmed recreational activities scheduled to occur at Chaplin Park.

Section 4: Implementation and Collection. The Town Manager, or their designee, shall take all necessary steps to implement and collect the fees as provided for in this Resolution, consistent with the procedures and provisions of the Beach Parking Management Ordinance.

Section 5: Resident Beach Parking Passes. Residents of the Town of Hilton Head Island as identified in Section 12-5-516 of the Beach Parking Management Ordinance shall be authorized to register two (2) vehicles per household free of charge upon the submission of appropriate documentation to the Town's parking management authority demonstrating compliance the required residency qualifications. The registration of such vehicle will

entitle such vehicle to park for free within any publicly available beach parking space that is not otherwise reserved for handicapped individuals (unless also displaying an approved handicapped placard) or are otherwise restricted by posted signage.

Section 5: Effective Date. This Resolution shall take effect immediately upon its adoption.

MOVED, APPROVED, AND ADOPTED THIS ____ DAY OF _____, 2024.

Alan R. Perry, Mayor

ATTEST:

Kimberly Gammon, Town Clerk

APPROVED AS TO FORM:

Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____



TOWN OF HILTON HEAD ISLAND

Community Services and Public Safety Committee

TO: Community Services and Public Safety Committee
FROM: Bryan McIlwee, Director of Public Projects and Facilities
VIA: Shawn Colin, Assistant Town Manager – Community Development
CC: Marc Orlando, Town Manager
Josh Gruber, Deputy Town Manager
DATE: April 8, 2024
SUBJECT: Consideration of a Resolution Adopting Environmentally Friendly Landscaping and Grounds Maintenance Practices/Integrated Pest Management Policy

RECOMMENDATION:

Consideration of a Resolution Adopting Environmentally Friendly Landscaping and Grounds Maintenance Practices/Integrated Pest Management Policy (Attachment 1).

BACKGROUND:

Environmental Sustainability is identified in the Town Council approved 2023-2025 Strategic Action Plan and includes Assessment and Implementation of an Environmentally Friendly Landscape and Grounds Maintenance Best Practices Program.

Town Staff assessed current Town practices along with other environmentally conscious landscaping practices relating to pest and weed control management practices and products. Staff discussed environmental best practices with certified professionals, other municipalities, local, state and national leaders in this field, as well as our landscaping business partners to determine how to implement these strategies and best practices.

The need for an Integrated Pest Management (IPM) program was identified as a necessary component of the Town's Environmental Best Practices that will allow Staff and Town contractors to focus on long-term prevention or suppression of pest problems with minimum impact on human health, the environment, and non-target organisms with the reduced use of pesticides in accordance with direction provided by Town Council.

IPM is a system of managing pests using careful consideration and integration of all available pest control tools and techniques. The IPM will present a balanced approach between proper biological, cultural, physical and chemical practices. The goal is to identify the appropriate method of pest management and minimize the use of chemicals on Town

owned and maintained grounds. Environmental practices at Town maintained properties will follow the principles of this Integrated Pest Management policy.

SUMMARY:

At the November 13, 2023, meeting, the Community Services and Public Safety Committee provided direction to Staff to move forward with development of an IPM policy as well as develop a trial study to assess the efficacy and cost of various herbicidal treatments.

At the January 8, 2024, meeting, the Community Services and Public Safety Committee reviewed a draft IPM policy and provided direction and recommendations to Staff to make the following revisions to the proposed policy:

- Clarify the proposed policy is for facilities and properties the Town is responsible for maintaining.
- Confirm there is adequate staff to coordinate this effort with the contractors.
- Confirm the policy will be reviewed and evaluated periodically for any potential changes.
- Reorganize the wording in the purpose to “the purpose is to minimize the risk associated with pest control measures to human health environment and on-target organisms by outlining the sustainable, effective and environmentally responsible approach”.

Additionally, Staff presented an outline, scope, and schedule for a trial study conducted by Clemson University located at one or more Town facilities to test and compare the efficacy of synthetic and organic pesticides. Based on Committee feedback and lack of consensus, we are not advancing the trial study.

At the February 12, 2024, meeting, the Community Services and Public Safety Committee reviewed the edits to the draft IPM policy that were derived from the January 8 meeting. The Committee also received comments and recommendations from a Committee member prior to the meeting that included additional edits.

The proposed IPM policy (Attachment 2) includes revisions and recommendations provided during the February 12th CSPA meeting. The IPM policy sets clear direction for the Town’s landscape practices.

Next Steps are as follows:

- Recommend Town Council adoption of a Resolution to approve the IPM policy.
- May 7, 2024, Town Council meeting – Brief from Committee chair to Town Council on this item.
- May 21, 2024, Town Council meeting – Consideration of a Resolution to adopt IPM policy.

ATTACHMENTS:

1. Resolution
2. Integrated Pest Management policy
3. Draft Integrated Pest Management policy with tracked changes

TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, ADOPTING AN INTEGRATED PEST MANAGEMENT POLICY FOR USE WITHIN TOWN PARKS AND PROPERTIES

WHEREAS, the Town considers the protection of its natural environment to be one of its highest priorities and is a core value for all Town landscaping and grounds maintenance practices; and

WHEREAS, the Town's Strategic Action Plan includes a strategy of developing an environmental sustainability initiative that proposes to assess and implement an Environmentally Friendly Landscape and Grounds Maintenance Best Practices Program; and

WHEREAS, staff has gathered data from other similarly situated communities and has utilized this data to craft a proposed policy for Town Council's consideration; and

WHEREAS, the proposed Integrated Pest Management Policy as described in Exhibit A provides a framework for immediate and future adjustments to the Town's landscape practices while ensuring that it is upholding our goals of protecting our natural environment.

NOW, THEREFORE, BE IT RESOLVED, AND IT HEREBY IS RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT:

The Town Council for the Town of Hilton Head Island endorses and adopts the proposed Integrated Pest Management Policy for Environmentally Friendly Landscaping and Grounds Maintenance Practices for Hilton Head Island. The adopted Integrated Pest Management Policy supersedes any previous or conflicting policies that relate to Integrated Pest Management. The Town Manager is hereby authorized to take such actions as may be necessary to implement the Integrated Pest Management Policy for Environmentally Friendly Landscaping and Grounds Maintenance Practices.

MOVED, APPROVED, AND ADOPTED ON THIS ____ DAY OF MAY, 2024.

Alan R. Perry, Mayor
Town of Hilton Head Island

ATTEST:

Kimberly Gammon, Town Clerk

APPROVED AS TO FORM

Curtis L. Coltrane, Town Attorney

Introduced by Council Member: _____

Town of Hilton Head Island

INTEGRATED PEST MANAGEMENT PROGRAM

Purpose:

The purpose of this Integrated Pest Management (IPM) program is to minimize risks associated with pest control measures to human and animal health, the environment, and non-target organisms by outlining a sustainable, effective, and environmentally responsible approach to managing pests and maintaining facilities in the Town of Hilton Head Island.

Policy:

The Town of Hilton Head Island will implement a least-toxic IPM strategy to manage pests on its properties and facilities in a manner that is environmentally responsible, protective of human and animal health, economically viable, and aesthetically accepted. This policy applies to all properties, road right-of-ways, facilities owned, operated, or managed by the Town of Hilton Head Island. This policy does not apply to residential or commercial properties within the Town.

Pest Management Guiding Principles:

1. Pest management decisions shall be made by Town staff and will be based on monitoring data, pest population thresholds, potential risks to human and animal health, the environment, and benefits and risks of available control methods.
2. Pest management actions shall be based on a least-toxic approach by prioritizing preventative measures and the use of cultural, physical, and/or biological controls before chemical controls are employed.
3. Limit use of pesticides where children and the general public congregate and in environmentally sensitive areas such as along water/marsh edges, including buffers, on Town property.
Limitations include:
 - a. Restricting the use of pesticides in Town playgrounds, dog parks, parks, and fields.
 - b. Glyphosate (i.e. Roundup TM) is prohibited in Town playgrounds, dog parks, active playing fields, turf grass, or along water/marsh edges, including buffers, on Town property.
 - c. Chemical application must strictly follow the label of the product as required by South Carolina regulation, including restrictions on use in environmentally sensitive areas as identified by the label of the product.
4. The Town will partner with all landscape and pest control contractors that work with the Town of Hilton Head Island to maintain its properties. The Town will ensure contractors are educated and capable of compliance with the Town's policy.
5. The application of chemicals is to be completed by a licensed commercial applicator or under the supervision of licensed commercial applicator as required by South Carolina Regulation.
6. Any contracted services for the Town are required to comply with this policy as part of the contracted work on Town managed properties or facilities.
7. Upon adoption of this policy, this IPM shall be in effect and apply to all new contracts or as contracts are due for renewal or to be amended.

Procedures:

Prevention

1. Prevention begins in the design phase of projects, where Staff shall review all new development and rehabilitation Town project plans to verify compatibility with the site's environment.
2. Other preventative measures include utilizing Best Maintenance Practices (BMPs) by Town staff and contracted parties to reduce the need for pesticide control in public parks and facilities. This includes, but is not limited to, proper watering schedules, proper maintenance heights of plants, solid waste removal and control, and following a preventative maintenance schedule for buildings.

Monitoring

1. Town contractors shall provide regular monitoring services for all the Town's properties and report pest concerns to Town staff.
2. Town contractors shall report if pest populations are increasing, decreasing, or staying the same and, through collaboration with Town staff, recommend the type of control to manage the pest. Town staff shall have final approval of pest control measures.

Non-Chemical Control Measures

1. The Landscape contractors shall utilize cultural controls, which are modifications of normal plant care activities that reduce or prevent pests. These methods include adjusting the frequency and amount of irrigation, fertilization, and mowing height.
2. Landscape or maintenance contractors shall utilize mechanical control tactics involving the use of manual labor and machinery to reduce or eliminate pest problems using methods such as handpicking, physical barriers, or machinery to reduce pest abundance indirectly.
3. Landscape or maintenance contractors shall consider a biological control practice that uses living organisms to reduce pest populations. These organisms, also referred to as beneficials, natural enemies, or bio-controls, act to keep pest populations low enough to prevent significant economic damage. Bio-controls include pathogens, parasites, predators, competitive species, and antagonistic organisms. Beneficial organisms can occur naturally or can be purchased and released. The most common organisms used for biological control in landscapes are predators, parasites, pathogens, and herbivores.

Chemical Control Measures

1. Pesticides are to be utilized only after other control methods have been determined by Town staff to be ineffective in the acceptable control of the pest problem.
2. Selection of chemical control shall be based on a least-toxic approach:
 - a. Toxicity is identified on the label of the product using EPA signal words.
 - b. Prioritize use of organic pesticides, considering safety to the applicator, efficacy of the product, and EPA signal word.
 - c. Use EPA Level pesticides in a targeted manner
 - d. EPA level I "Danger" pesticides shall not be used on Town managed properties.
3. Pesticides are to be utilized as approved by Town staff, in a prioritized approach on Town properties as follows:

Parks and Fields:

Glyphosate (i.e. Roundup TM) is prohibited on any turf grass or active playing field to prevent exposure to the public or pets.

ATTACHMENT 2

- a. Organic pesticides (based on safety to applicators, the efficacy of the product, and EPA signal word)
- b. EPA Level III "caution" label pesticides
- c. EPA Level II "warning" label pesticides

Playgrounds and Dog Parks:

Glyphosate (i.e. Roundup TM) is prohibited within any playground or dog park to prevent exposure to the public or pets.

- a. Organic pesticides (based on safety to applicators, the efficacy of the product, and EPA signal word)
- b. EPA Level III "caution" label pesticides

Rights of Way (Street medians/parkways):

- a. Organic pesticides (based on safety to applicators, the efficacy of the product, and EPA signal word)
- b. EPA Level III "caution" label pesticides
- c. EPA Level II "warning" label pesticides

Facilities/Buildings:

- a. Organic pesticides (based on safety to applicators, the efficacy of the product, and EPA signal word)
- b. Bait formulations of insecticides will be used where appropriate
- c. EPA Level III "caution" label pesticides
- d. EPA Level II "warning" label pesticides

Other Town Properties:

- a. Organic pesticides (based on safety to applicators, the efficacy of the product, and EPA signal word)
- b. EPA Level III "caution" label pesticides
- c. EPA Level II "warning" label pesticides

Approvals and Application of Chemical Pesticides

1. A written recommendation of proposed pesticide, including commercial name, concentrations, allocation rates, usage and reentry time shall be prepared by a licensed South Carolina commercial applicator and site-specific schedule submitted for approval by the Town's Public Services Program Manager or Facilities Maintenance Program Manager. Copies of Safety Data Sheets and specimen labels shall be given to the Town prior to pesticide use on Town property. Any pesticide use must be approved by the Town's Public Service Manager or Facilities Maintenance Program Manager prior to its use.
2. For Facilities and Building Maintenance, the referenced responsibilities of a licensed pest control applicator presented throughout this policy are to be performed by a licensed South Carolina commercial applicator.
3. Chemicals shall only be applied by those persons possessing a valid South Carolina commercial applicator license; or supervised by a person possessing a valid South Carolina commercial applicator license as required by South Carolina regulation. Application shall be in strict accordance with all governing regulations. Records of all applications shall be kept in accordance with South Carolina Department of Pesticide Regulation (DPR), Rules and

ATTACHMENT 2

Regulations for the Enforcement of the South Carolina Pesticide Control Act ("Rules and Regs"), Section 27-1083, and shall be available to the Town upon request.

4. Pesticides shall be applied in a manner to avoid contamination of non-target areas.

Notification Requirements

1. Precautionary measures shall be employed to keep the public from entering the spray zone until it is safe through the posting of signage. Posting of signs shall be required at all park facilities when broadcast application of pesticides is performed. Specific requirements for posting are as follows:
 - a. Post signs in conspicuous locations at area of application: high traffic areas, defined and undefined entrances, and at park kiosks at least 48 hours prior to spraying applications.
 - b. Signage must include a link to the Town's website (link directs to IPM Program and a list of all approved pesticides). Signage, at a minimum, must contain the chemical name of the active ingredients, product name, date of the application, and Re-entry Interval of the product.
 - c. Spray notices must utilize weatherproof signage.
 - d. Leave signs up for a minimum of 24 hours after the applications are completed.
 - e. Emergency pesticide application may be required for pest control. In this rare event, there may not be adequate time to post signage within 48 hours of application. Town staff must be notified immediately prior to pesticide application. Notification of application of pesticides shall be posted as soon as possible after the pesticide application.

Records and Reporting:

Records of all pesticides used by contractors on Town property shall be retained by the contractors and available to the Town in accordance with the SC Department of Pesticide Regulations, as defined in the Rules and Regulations for the Enforcement of the South Carolina Pesticide Control Act ("Rules and Regs"), Section 27-1083. Records include information such as the quantity of each pesticide used, the common chemical name of the active ingredient(s), the product name, the pest or purpose for which the pesticide was applied, and the date and place of application.

Public Education and Outreach:

1. The Town of Hilton Head Island will develop and implement public education and outreach programs to inform residents, businesses, and visitors about IPM principles, practices, and benefits.
2. Collaboration with community organizations, schools, and other stakeholders will be encouraged to promote IPM adoption and awareness within the community.

Review and Evaluation

1. This policy will be reviewed and evaluated periodically to assess its effectiveness in achieving the desired pest management outcomes and to identify opportunities for improvement.
2. Updates or revisions to the policy may be made as necessary to address changing conditions, new information, or advancements in pest management technologies.

Definitions:

- A. **Pest:** Any organism that causes damage, poses a threat to human or animal health, or negatively impacts the aesthetic, functional, or economic value of a property or facility.
- B. **Integrated Pest Management (IPM):** A comprehensive, science-based approach to managing pests by integrating biological, cultural, physical, and chemical control methods to reduce pest populations to acceptable levels while minimizing risks to human health, the environment, and non-target organisms.
- C. **Biological control:** The use of active manipulation of living natural enemies to control pest population densities.
- D. **Cultural control:** Practices that reduce pest establishment, reproduction, and dispersal. Practices can include but not limited to, the use of selecting pest resistant variety of plants, selecting native plant species, or optimizing irrigation practices.
- E. **Physical control:** Also referred to as mechanical control can include methods such as sanitation, use of physical barriers or traps, hand destruction, or spraying water to remove pests.
- F. **Chemical control:** The use of pesticides to control pest populations. Pesticides include synthetic or organic formulations of the chemical.
- G. **Pesticides:** Any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any pest. Any substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant, and any nitrogen stabilizer (U.S.C. Title § 7). Pesticides include herbicides, insecticides, and rodenticides.
- H. **Herbicides:** Chemicals used to manipulate or control undesirable vegetation.
- I. **Insecticides:** Chemicals used to control insects by killing them or preventing them from engaging in undesirable or destructive behaviors. They are classified based on their structure and mode of action. Many insecticides act upon the insect's nervous system (e.g., cholinesterase inhibition), while others act as growth regulators or endotoxins.
- J. **Rodenticides:** Chemicals that target rodents. Rodents include rats, mice, and squirrels. Rodenticides can affect other mammals as well.

Town of Hilton Head Island INTEGRATED PEST MANAGEMENT PROGRAM

Purpose:

The purpose of this Integrated Pest Management (IPM) program is to minimize risks associated with pest control measures to human and animal health, the environment, and non-target organisms by outlining a sustainable, effective, and environmentally responsible approach to managing pests and maintaining facilities in the Town of Hilton Head Island. ~~while minimizing the risks associated with pest control measures to human health, the environment, and non-target organisms.~~

Policy:

The Town of Hilton Head Island will implement a least-toxic IPM strategy to manage pests on its properties and facilities in a manner that is environmentally responsible, protective of human and animal health, economically viable, and aesthetically accepted ~~aesthetically~~.

This policy applies to all properties, road right-of-ways, facilities owned, operated, or managed by the Town of Hilton Head Island. This policy does not apply to residential or commercial properties within the Town.

Town-wide Pest Management Guiding Principles:

1. Pest management decisions ~~shall~~will be made by Town staff and will be based on monitoring data, pest population thresholds, ~~and the~~ potential risks to human and animal health, the environment, and benefits and risks of available control methods.

~~A.~~

- ~~B.~~2. Pest management actions ~~shall~~will be based on a least-toxic approach by prioritizing using preventative measures and the use of cultural, physical, and/or biological controls before chemical controls are employed.

~~a. Prevention of pests is an essential part of reducing the need for pesticides. Preventative measures include utilizing Best Maintenance Practices (BMPs) by Town staff and contracted parties to reduce the need for pesticide control in public parks and facilities. This includes but is not limited to, proper watering schedules, proper maintenance heights of plants, proper solid waste removal and control, and following a Preventative Maintenance schedule for buildings.~~

- ~~C. The use of least toxic chemical control methods will be considered as a last resort, only when other control methods have been deemed ineffective or impractical.~~

~~a. Least toxic chemicals may include organic pesticides~~

- ~~1. Use EPA Level pesticides in a targeted manner, and only if deemed necessary to protect public health and economic loss by a licensed pesticide applicator when pests cannot be managed by other controls.~~

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ATTACHMENT 3

3. Limit use of pesticides where children and the general public congregate and in environmentally sensitive areas such as along water/marsh edges, including buffers, on Town property. Limitations include:

a. ~~i.e. at~~ Restricting the use of pesticides in Town playgrounds, and dog parks, parks, and fields.

b. Glyphosate (i.e. Roundup TM) is prohibited in Town playgrounds, dog parks, active playing fields, turf grass, or along water/marsh edges, including buffers, on Town property.

~~D.~~ Chemical application must strictly follow the label of the product as required by South Carolina regulation, including restrictions on use in environmentally sensitive areas as identified by the label of the product.

a. Limit use of pesticides in environmentally sensitive areas such as along water/marsh edges, including buffers, on Town property.

2. ~~Glyphosate (i.e. RoundupTM) is not to be used at Town playgrounds, dog parks, or along water/marsh edges, including buffers, on Town property.~~

c.

4. The Town will partner with all landscape and pest control contractors that work with the Town of Hilton Head Island to maintain its properties. The Town will ensure contractors are educated and capable of compliance with the Town's policy.

~~E.~~ 5. The application of chemicals is to be completed by a licensed commercial applicator or under the supervision of licensed commercial applicator as required by South Carolina Regulation.

~~F.~~ The Town of Hilton Head Island will prioritize preventative measures and education efforts to reduce the occurrence of pest problems.

6. Pesticide applicators will be required to notify Town staff of work in the areas where pesticides are scheduled to be applied prior to the application of any pesticides. Any contracted services for the Town are required to comply with this policy as part of the contracted work on Town managed properties or facilities.

~~G.~~ 7. Upon adoption of this policy, this IPM shall be in effect and apply to all new contracts or as contracts are due for renewal or to be amended.

ProceduresPROCEDURES:

Prevention

1. Prevention begins in the design phase of projects, where Town Staff shall review all new development and rehabilitation Town project plans to verify compatibility with the site's environment.
- ~~1.~~ 2. Other preventative measures include utilizing Best Maintenance Practices (BMPs) by Town staff and contracted parties to reduce the need for pesticide control in public parks and facilities. This includes, but is not limited to, proper watering schedules, proper maintenance heights of plants, solid waste removal and control, and following a preventative maintenance schedule for buildings.

Monitoring

1. Town contractors shall provide regular monitoring services for all the Town's properties and report pest concerns to Town staff. Town staff and Town contractors will provide regular monitoring services for all the Town's properties.

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ATTACHMENT 3

2. Town staff and Town contractors shall determine report if pest populations are increasing, decreasing, or staying the same and, through collaboration with Town staff, recommend the type of control to manage the pest. Town staff shall have final approval of pest control measures. ~~determine when to use a control tactic.~~

2.

3. ~~Upon request, Town contractors shall provide application records as defined in the Rules and Regulations for the Enforcement of the South Carolina Pesticide Control Act ("Rules and Regs"), Section 27-1083. Records include information such as the quantity of each pesticide used, the common chemical name of the active ingredient(s) (not the product name), the pest or purpose for which the pesticide was applied, and the date and place of application.~~

Non-Chemical Control Measures

1. The Landscape contractors shall utilize cultural controls, which are modifications of normal plant care activities that reduce or prevent pests. These methods ~~in addition to those methods used in pest prevention, other cultural control methods~~ include adjusting the frequency and amount of irrigation, fertilization, and mowing height.
2. ~~The~~ Landscape or maintenance contractors shall utilize mechanical control tactics involving the use of manual labor and machinery to reduce or eliminate pest problems using methods such as handpicking, physical barriers, or machinery to reduce pest abundance indirectly.
3. ~~The~~ Landscape or maintenance contractors shall ~~may~~ consider a biological control practice ~~that~~ which uses living organisms to reduce pest populations. These organisms, ~~are often~~ also referred to as beneficials, natural enemies, or bio-controls. ~~They~~ act to keep pest populations low enough to prevent significant economic damage. Bio-controls include pathogens, parasites, predators, competitive species, and antagonistic organisms. Beneficial organisms can occur naturally or can be purchased and released. The most common organisms used for biological control in landscapes are predators, parasites, pathogens, and herbivores.

3.

Chemical Pesticide Control Measures

1. Pesticides are to be utilized only after other control methods have been determined by Town staff to be ineffective in the acceptable control of the pest problem.
2. ~~Organic pesticides will be considered before synthetic pesticides that will have the least toxic impact and effective control of the pest problem.~~ Selection of chemical control shall be based on a least-toxic approach:
 - a. Toxicity is identified on the label of the product using EPA signal words.
 - b. Prioritize use of organic pesticides, considering safety to the applicator, efficacy of the product, and EPA signal word.
 - c. Use EPA Level pesticides in a targeted manner
 - d. EPA level I "Danger" pesticides shall not be used on Town managed properties.
3. Pesticides are to be utilized as approved by Town staff, in a prioritized approach on Town properties as follows:

Parks and Fields:

Glyphosate (i.e. Roundup TM) is prohibited on any turf grass or active playing field to prevent exposure to the public or pets.

- a. Organic pesticides (based on safety to applicators, the efficacy of the product, and EPA signal word)
- b. EPA Level III "caution" label pesticides

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ATTACHMENT 3

c. EPA Level II “warning” label pesticides

When pesticides are needed, use the following prioritized approach: (1) organic pesticides may be considered based on safety to applicators and efficacy of the product; (2) EPA Level III “caution” labeled pesticides only when deemed necessary to protect public health and economic impact by a licensed pest control applicator.

Playgrounds and Dog Parks:

Glyphosate (i.e. Roundup TM) is prohibited within any playground or dog park to prevent exposure to the public or pets.

a. Organic pesticides (based on safety to applicators, the efficacy of the product, and EPA signal word)

b. EPA Level III “caution” label pesticides

When pesticides are needed, consider the following prioritized approach: (1) organic pesticides may be considered based on safety to applicators and efficacy of the product; (2) EPA Level III “caution” labeled pesticides only when deemed necessary to protect public health and economic impact by a licensed pest control applicator.

Rights of Way (Street medians/parkways):

- Or ~~Consider~~ organic pesticides first (based on safety to applicators, the efficacy of the product, and EPA signal word) (based on safety to applicators and the efficacy of the product), when pesticides are needed.
- EPA Level III “caution” label pesticides only if deemed necessary to protect public health and economic impact by a licensed pest control applicator.
- EPA Level II “warning” label pesticides, only if deemed necessary to protect public health and economic loss by a licensed pest control applicator, when other methods do not adequately control the pest.
- EPA Level I “danger” label pesticides, only if deemed necessary to protect public health and economic loss by a licensed pest control applicator, when other methods do not adequately control the pest.

Facilities/Buildings:

- Use organic pesticides first (based on safety to applicators, the efficacy of the product, and EPA signal word) (based on safety to applicators and the efficacy of the product), when pesticides are needed.
- Bait formulations of insecticides will be used where appropriate.
- EPA Level III “caution” label pesticides only if deemed necessary to protect public health and economic impact by a licensed pest control applicator.
- EPA Level II “warning” label pesticides, only if deemed necessary to protect public health and economic loss by a licensed pest control applicator, when other methods do not adequately control the pest.
- EPA Level I “danger” label pesticides, only if deemed necessary to protect public health and economic loss by a licensed pest control applicator, when other methods do not adequately control the pest.

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Commented [TJ45]: Maybe add language that organic pesticides will be considered before synthetic pesticides that will have the least toxic impact and effective control of pest problem. This can be applied to all sections regarding organic pesticides.

Commented [TJ46R45]: This language was added to the top section as it applies to all areas. This way it is not listed...

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Commented [TJ63]: Committee recommends changing...

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ATTACHMENT 3

Other Town Properties:

- a. ~~Use organic pesticides first (based on safety to applicators, the efficacy of the product, and EPA signal word) (based on safety to applicators and the efficacy of the product), when pesticides are needed.~~
- b. EPA Level III "caution" label pesticides ~~only if deemed necessary to protect public health and economic impact by a licensed pest control applicator.~~
- c. EPA Level II "warning" label pesticides ~~only if deemed necessary to protect public health and economic loss by a licensed pest control applicator, when other methods do not adequately control the pest.~~
- d. EPA Level I "danger" label pesticides ~~only if deemed necessary to protect public health and economic loss by a licensed pest control applicator, when other methods do not adequately control the pest. Pesticides should only be used when other methods fail to provide adequate control of pests and just before pest populations cause an unacceptable damage, since the overuse of pesticides can cause beneficial organisms to be killed and pest resistance to develop.~~

C.

Approvals and Application of Chemical Pesticides

1. A written recommendation of proposed pesticide, including commercial name, concentrations, allocation rates, usage and reentry time shall be prepared by a licensed South Carolina ~~c~~Commercial Pest Control ~~a~~Applicator and site-specific schedule submitted for approval by ~~the~~ Town's Public Services Program Manager or Facilities Maintenance Program Manager ~~Town Staff~~. Copies of Safety Data Sheets and specimen labels shall be given to the Town prior to pesticide use on Town property. Any pesticide use must be approved by the Town's Public Service Manager or Facilities Maintenance Program Manager prior to its use.
2. For Facilities and Building Maintenance, the referenced responsibilities of a licensed pest control applicator presented throughout this policy are to be performed by a ~~l~~icensed South Carolina ~~c~~Commercial ~~a~~Applicator.
3. Chemicals shall only be ~~applied~~ by those persons possessing a valid South Carolina ~~c~~Commercial ~~a~~Applicator license; or supervised by a person possessing a valid South Carolina ~~c~~Commercial ~~a~~Applicator license as required by South Carolina ~~c~~regulation. Application shall be in strict accordance with all governing regulations. Records of all applications ~~operations~~ shall be kept in accordance with ~~per~~ South Carolina ~~Department~~ of Pesticide Regulation (DPR), Rules and Regulations for the Enforcement of the South Carolina Pesticide Control Act ("Rules and Regs"), Section 27-1083, and shall be available to the Town upon request.
4. Pesticides shall be applied in a manner to avoid contamination of non-target areas. ~~Precautionary measures shall be employed to keep the public from entering the spray zone until it is safe. Posting of signs shall be required at all park facilities when application of pesticides is performed.~~

4.

Specific requirements for posting are as follows:

- ~~Post signs at areas of application, all park entrances, and at park kiosks at least 24 hours prior to spraying applications. A link to the Town's website (link directs to IPM Program and a list of all approved pesticides) and application date must be listed.~~

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Commented [TJ71]: Who will be responsible for this?

Commented [TJ72R71]: This should be changed to the IPM Coordinator. The IPM coordinator shall be identified by the Director of Public Works.

Commented [TJ73R71]: Updated by Bryan

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Commented [TJ74]: This can be amended to IPM coordinator or administrator that is designated by the Town after an implementation plan is approved.

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Commented [TJ75]: This language was added to address council concern for "no work" to be completed without Town approval. This specific language was not added since the pest controller may have other alternatives available until a preferred chemical is approved.

Commented [TJ76]: Some chemicals may be applied without the direct supervision of a licensed applicator but ...

Commented [TJ77R76]: Language updated to reflect t ...

Commented [TJ78]: Need to verify regulation ...

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Commented [TJ80R78]: Updated with the reference to ...

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ATTACHMENT 3

- ~~Spray notices must utilize weatherproof signage.~~
- ~~Leave the same signs up for a minimum of 24 hours after the applications are completed.~~
- ~~Emergency pesticide application may be required for a pest control emergency. In this rare event, there may not be adequate time to post signage within 24 hours of application. Notification of application of pesticides shall be posted as soon as possible after the pesticide application.~~

Notification Requirements

1. Precautionary measures shall be employed to keep the public from entering the spray zone until it is safe through the posting of signage. Posting of signs shall be required at all park facilities when broadcast application of pesticides is performed. Specific requirements for posting are as follows:
 - a. Post signs in conspicuous locations at area of application: high traffic areas, defined and undefined entrances, and at park kiosks at least 48 hours prior to spraying applications.
 - b. Signage must include a link to the Town's website (link directs to IPM Program and a list of all approved pesticides). Signage, at a minimum, must contain the chemical name of the active ingredients, product name, date of the application, and Re-entry Interval of the product.
 - c. Spray notices must utilize weatherproof signage.
 - d. Leave signs up for a minimum of 24 hours after the applications are completed.
 - e. Emergency pesticide application may be required for pest control. In this rare event, there may not be adequate time to post signage within 48 hours of application. Town staff must be notified immediately prior to pesticide application. Notification of application of pesticides shall be posted as soon as possible after the pesticide application.

Records and Reporting:

Records of all pesticides used by ~~the Contractor~~ contractors on Town property shall be retained by the contractors and available to the Town ~~accessible~~ in accordance with the SC Department of Pesticide Regulations, as defined in the Rules and Regulations for the Enforcement of the South Carolina Pesticide Control Act ("Rules and Regs"), Section 27-1083. Records include information such as the quantity of each pesticide used, the common chemical name of the active ingredient(s), the product name, the pest or purpose for which the pesticide was applied, and the date and place of application.

Public Education and Outreach:

- A.1. The Town of Hilton Head Island will develop and implement public education and outreach programs to inform residents, ~~and~~ businesses, and visitors about IPM principles, practices, and benefits.
- B.2. Collaboration with community organizations, schools, and other stakeholders will be encouraged to promote IPM adoption and awareness within the community.

Review and Evaluation

- A.1. This policy will be reviewed and evaluated periodically to assess its effectiveness in achieving the desired pest management outcomes and to identify opportunities for improvement.

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Commented [TJ88R87]: Further comment from Ryan:

Commented [TJ89R87]: After council review, it was requested this information be updated to 72 hours. With

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C. Applicator **records** maintain
(1) **Records** must be maintained by the noncommercial pesticide applicator employer of each licensed noncommercial applicator.
(2) The **record** must include the chemical name of the active ingredient, the pesticide was applied, and the date of application for general household insect control establishments. In these cases, the record must be maintained for a minimum of two (2) years from the date of application.

(3) **Records** of pesticide application for commercial or noncommercial applicators.
(a) For pre-construction applications, records must be maintained for a period of five (5) years or as long as the applicator is employed by the contractor, at the expense of the Department.

(b) For post-construction applications, records must be maintained for two (2) years from the date of application, whichever is longer, and must be made available to the Department upon request at the expense of the contractor.

(c) **Records** of pesticide application for residential applicators must be maintained for two (2) years from the date of application.

(4) The Director may require the applicator to maintain **records** as well as the applicator. The expense of maintaining records shall vary according to the nature of the application.

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ATTACHMENT 3

2. Updates or revisions to the policy may be made as necessary to address changing conditions, new information, or advancements in pest management technologies.

Definitions:

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- D. **Cultural control:** Practices that reduce pest establishment, reproduction, and dispersal. Practices can include but not limited to, the use of selecting pest resistant variety of plants, selecting native plant species, or optimizing irrigation practices.
- E. **Physical control:** Also referred to as mechanical control can include methods such as sanitation, use of physical barriers or traps, hand destruction, or spraying water to remove pests.
- F. **Chemical control:** The use of pesticides to control pest populations. Pesticides include synthetic or organic formulations of the chemical.
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