



CITY OF HARDEEVILLE

FISCAL YEAR 2015-16

ANNUAL REPORT



Hardeeville
SOUTH CAROLINA

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Office of the Mayor



Harry Williams
Mayor

Your City Council, together with your City Manager and his entire staff, are proud to present this Annual Report for the Fiscal Year 2015-2016. It's been an exciting year for me, being elected to the City Council this past September and then becoming your Mayor in June. I am humbled and privileged to serve. I wanted to acknowledge and thank former Mayor Bronco Bostick for his eight years of service, and former Councilman and Mayor Pro-Tem Scott Ready for his four years of service. Their dedication and commitment fostered many of the successes noted in this report.

Hardeeville has a bright future, and all of us who serve you are committed to making our destiny come true. Last December, we held a daylong retreat to discuss the needs of the City, and adopted a set of goals that have guided our actions for the past year. We have already made great progress in achieving those goals.

Our primary goal is to bring new commerce to our planned development areas, including retail centers such as Okatie Crossing and along Exit 8, light industry to Commerce Park and River Port, and new projects in our residential zones. As we achieve success in attracting these new investments, the City will have new jobs closer to home and new tax revenues for infrastructure projects and expanded services while we continue to reduce tax rates for all our residents.

Among our many achievements this year: we strengthened our Code Enforcement process to keep our City clean; we developed plans for infrastructure needs, such as natural gas lines; and we have written a standardized employee evaluation system that will give our staff clear direction and reward everyone appropriately.

Construction began this year on our new Library, and we all look forward to an early 2017 Grand Opening. The Library will feature a devoted children's section, a teen section, computers for all ages, and meeting rooms. This will truly be a community center for our residents and visitors.

All of us recognize that Hardeeville is part of a larger community. As such, we have all dedicated ourselves to seek stronger lines of communication with our County and State representatives, and to serve on regional boards to project and protect Hardeeville's interests and needs.

Our goals are lofty, but we are stronger than ever. We have a committed City Council, we have an experienced City Manager, we have a professional staff, and we have the determination of the people of Hardeeville.

Let's Make Hardeeville Great – Together!

City Council



Bronco Bostick
Mayor
June 2008 - June 2016



Scott Ready
Mayor Pro-Tem
June 2012 - June 2016



Mike Sweeney
Council Member
December 2011 - Present



David Spisso
Council Member
June 2014 - Present



Harry Williams
Council Member
September 2015 - Present



John Carroll
Council Member
June 2016 - Present



Current Council (from left to right): Carolyn Kassel, Mayor Pro-Tem David Spisso, Mayor Harry Williams, John Carroll, Mike Sweeney

Office of the City Manager



Michael J. Czymbor
City Manager

Hello! My name is Michael J. Czymbor, and I was appointed as City Manager on August 13, 2015 and began my employment with the City on August 31, 2015. I am honored to present the City's Annual Report for the 2015-16 Fiscal Year. This Annual Report is required by the South Carolina Code of Laws Section 5-13-90, and it provides a comprehensive review of the City's achievements and successes for the 2015-16 Fiscal Year.

I hope you enjoy this Annual Report, and I look forward to your comments. You can email me at mczymbor@cityofhardeeville.com with your feedback, stop by City Hall if you would like to meet in person, or call me at (843) 784-2231.

The City Manager is the chief executive officer and head of the administrative branch of the municipal government, and is responsible to the municipal council for the proper administration of all affairs of the municipality. The City Manager appoints employees of the municipality and sets the salaries of such employees and, when necessary for the good of the municipality, removes any appointive employee. The City Manager prepares an annual budget, submits it to the municipal council and is responsible for its administration after adoption. Additionally, at the end of each fiscal year, a complete annual report on the finances and administrative activities of the municipality for the preceding year is prepared and submitted to the council. The City Manager keeps the municipal council advised of the financial condition and future needs of the municipality, and makes recommendations as may seem to him desirable.

Hardeeville continues to grow at an incredible pace, and was named the fastest growing city in SC for both 2013 and 2014! In 2015, Hardeeville grew by 544 residents and by 11.44%, and was the second fastest growing city in SC behind the town of Blythewood. We are maintaining our efforts to grow "smartly" according to the City's Comprehensive Plan, our Land Development Code, and the executed Development Agreements.

The City continues to be financially stable and maintain healthy reserves. The City Council for the fourth year in a row has lowered the City's millage rate from 153 to 130. Despite the millage rate reduction, the City continues to provide a high level of municipal services to our growing population. Collectively, your City employees continue to work hard every day to meet or exceed your service expectations.

The City has a bright future ahead with many exciting projects and developments such as the opening of the new Hardeeville library, Jasper Ocean Terminal, Okatie Crossing Commerce Center, the new exit 3 on I-95, Riverport, and the buildout of the Hardeeville Commerce Park!

My sincerest appreciation to our Administrative Assistant, Alysa Renzelman, for her creative and artistic talents in assembling and editing this document. Thanks, Alysa!"

Office of the City Clerk

The Office of the City Clerk is responsible for providing and facilitating the smooth operation of the City Manager's Office; handling inquiries; preparation of correspondence; attending City Council meetings; taking minutes; and maintaining effective relationships with multiple internal employees and external clients, citizens and community partners.



Lori Pomarico
City Clerk

“Fiscal Year 2015-16 saw many changes and great things happen in the City of Hardeeville. Two municipal elections were held and new members were elected to City Council. As City Clerk, I work closely with our Mayor and City Council and welcome their dedication and determination in making the City of Hardeeville a wonderful place to live, work and visit.”

Responsibilities and Accomplishments

- Worked closely with City Council during City Manager search.
- Attended and assisted at Accommodations Tax Committee Quarterly meetings.
- City of Hardeeville representative for enrollment at MASC Annual Meeting July 16-18, 2015.
- Attended City Council Retreat (December 2015) and assisted in preparation of materials.
- Appointed as agent for the Municipal Election commission and managed the election process from pre-planning to certification for the September 22, 2015 Special Election and the May 10, 2016 General Election, and assisted candidates in meeting their legal responsibilities before, during and after the elections.
- Volunteered at the Annual Tree Lighting.
- Nominated for and received Top Employee Award General Government Division 2015.
- Employee of the Year 2015.

Activites

- 20 Regular City Council Meetings
- 3 Special City Council Meetings
- 7 Workshops
- 3 Budget Workshops
- 15 Ordinances Passed
- 27 Resolutions Adopted
- 8 Proclamations



Human Resources

Human Resources interacts with employees and provides a working knowledge of policies, procedures and practices enforced at the City of Hardeeville. Human Resources conducts Employee Orientations and works with each individual employee to ensure they are properly enrolled in the South Carolina Retirement System, Police Officers Retirement System, as well as all other benefit enrollment.



Events and Accomplishments

- In FY15-16, staffing at the City of Hardeeville has grown to 71 full time employees and 2 part time employees. The City hired 23 new employees, 12 staff separated employment with the City, and 1 employee retired.
- Open Enrollment of Benefits took place during the month of October, and the City held its annual Flu Shot Clinic for employees and their families in November.
- Human Resources assisted the Hardeeville Fire Department in scheduling CPR training for all employees in Spring 2016.



Office of the City Attorney

The City Attorney serves as the chief legal advisor to the City Council, City Manager and all City Departments, offices and agencies. The City Attorney represents the City in all civil lawsuits filed by or against the City, handles a wide range of legal matters on behalf of the City, and participates in all public meetings held annually. This is all done for the residents of Hardeeville and its businesses and visitors, and to ensure that public meetings are properly noticed and conducted in accordance with state law. The City Attorney provides advice on many legal issues including, but not limited to: contracts, ethics and conflicts of interest, Constitutional issues, labor and personnel issues, parliamentary procedure, land-use and environmental law, open meetings laws, public records requests, and also oversees any use of outside counsel.



Prina Maines
City Attorney

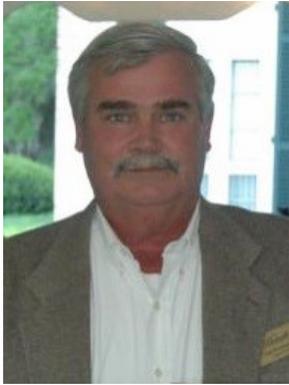
Mrs. Maines became the City Attorney for the City of Hardeeville in June 2014. Prior to that, she served as an Assistant Prosecutor for the Seventh Judicial Circuit of South Carolina, which included Spartanburg and Cherokee County, and as a Staff Attorney for the South Carolina Department of Education's Office of General Counsel. Maines received her Bachelor of Science degree and Doctor of Jurisprudence from the University of South Carolina, and has been licensed to practice law by the State Bar of South Carolina since 2005, and the State Bar of Georgia since 2006. Maines' work has included prosecution, litigation, employment, business, real estate, contracts, and federal and state compliance matters. She was recognized as the 2012 recipient of the C. Bruce Littlejohn Young Lawyer of the Year Award, and was selected for the 2013 South Carolina Bar Leadership Academy.

During 2015, the City Attorney managed numerous civil lawsuits and has obtained and works to obtain dismissals or favorable settlements in civil court cases. The City Attorney also handled numerous public records requests and provided assistance with drafting of many new ordinances and procedures for the City of Hardeeville in order to keep up with and encourage the rapid economic growth occurring in the City.



Police Department

The Hardeeville Police Department is goal oriented, with a mission to prevent crime while working together as a team. Defining our mission will help us maintain organizational capacity and effective team work. The goals of our organization are determined and presented in our annual budget requests. Due to limitations, many of those important goals are not accomplished due to a lack of funds. This is why a five-year plan is a vital necessity to the improvement of our professional organization.



Sam Woodward
Chief of Police

Accomplishments:

- Purchased 5 new vehicles: 2 Chargers, 3 Tahoes.
- Met with Bobbitt Consulting firms on the new patrol officer's space, breathalyzer room, Court room, and finger print lab.
- Special Response team - Officers have been issued rifles and training on the firearms, but are awaiting more training on tactics.
- Dual Purpose K-9 Unit - Initiated the search to hire the right officer and purchase the K-9 for the unit.
- Began the process of filling vacancies left by retiring officers, and hiring additional officers for the joint task force.

2016-2017 Goals and Projects

- Hire qualified personnel to replace our retirees.
- New patrol vehicle option, which is a Ford Interceptor with Flex fuel capability. We will test and compare the maintenance cost and upkeep with the Dodge Chargers we have.
- We are in talks with Jasper County Sherriff's office and Ridgeland PD about the Violent Crime Task Force, and we have been in talks with the Bluffton PD about a joint agreement, as well.
- Upgrade all of our officers with patrol rifles from the 1033 program after training and qualifications.
- Add office space for patrol officers, a finger print lab, and a breathalyzer room.
- Implement a Special Response Team and dual purpose K-9 (drug and tracking).

Promotions

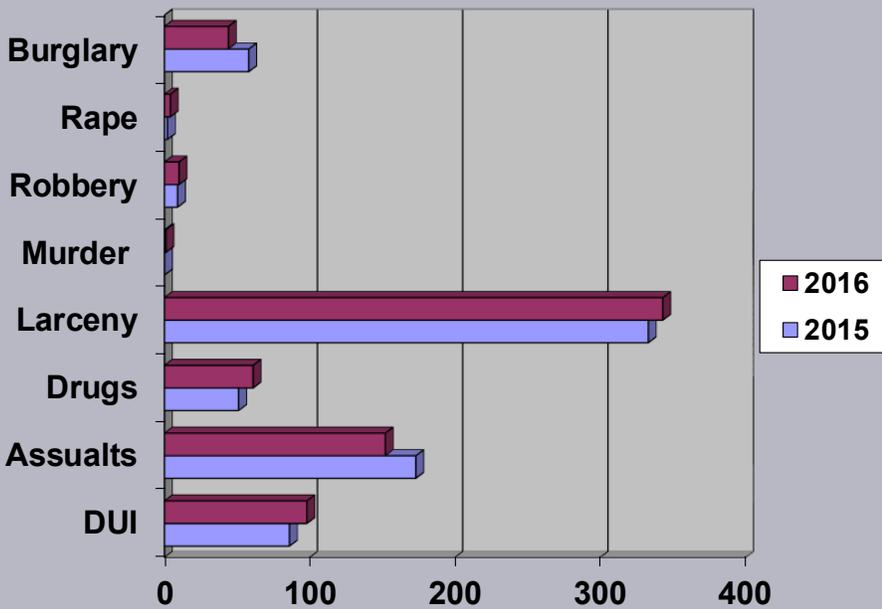
Jonah Jenkins was promoted to a Sergeant from a Patrolman First Class (PFC)

Thomas Hubbard was promoted to a Corporal from a Patrolmen First Class (PFC)

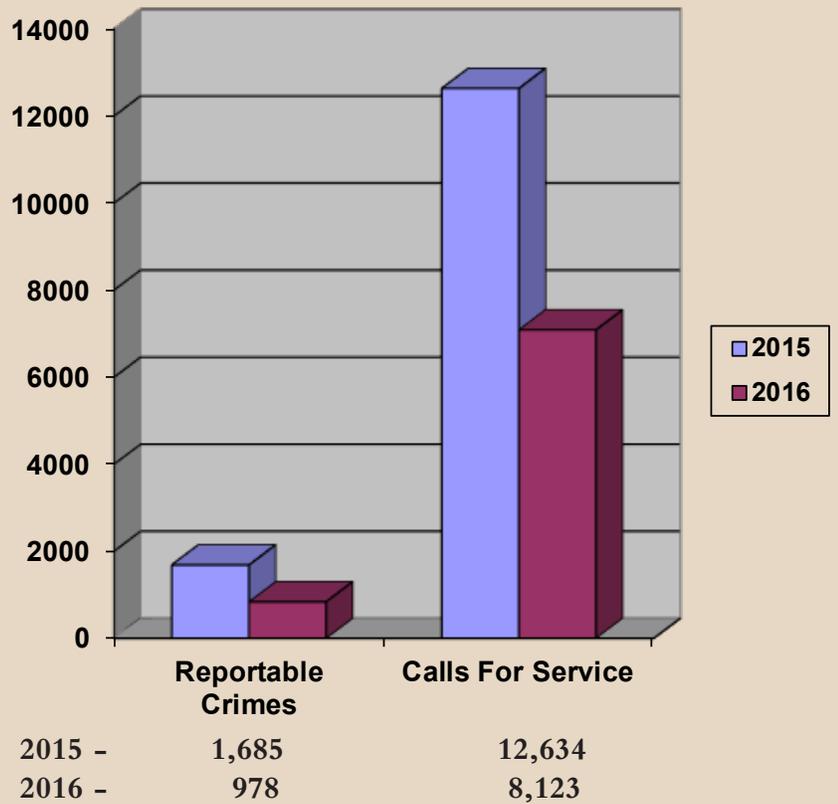
Dustin Creel was promoted to Patrolman First Class (PFC) from a Patrolman



Crime Stats from 2015 - 2016



Call Volume from 2015 - 2016



* 2015 numbers are reported from January 1st, 2015 to December 31st, 2015. 2016 numbers are reported from January 1st, 2016 to end of Fiscal Year June 30th, 2016..

Municipal Court

The mission of the Municipal Court is to treat citizens equally, impartially and fairly in accordance with South Carolina Code of Laws and administrative authority given by South Carolina Court Administration and the City of Hardeeville. It is also to be efficient, and to continue enhancing the Court's operational performances.



Nancy Gutiérrez
Municipal Judge
and Clerk of Court



Atiya Johnson
Municipal Judge
and Clerk of Court

- Total of Traffic and Criminal violations: 4,826
- Traffic and Criminal adjudicated cases: 5,020
- Arrest Warrants / Search Warrants Issued: 218
- Traffic and Criminal Bond Hearings Conducted: 522
- Jury Trials for Traffic and Criminal offenses were conducted from February 22, 2016 through March 4, 2016 disposing a total of 25 cases pending
- \$634,322.71 was collected in fines and fees from traffic and criminal violations, which were later disbursed to the proper agencies.



In March 2016, electronic tickets, also known as e-tickets, were introduced to the court. The purpose of this system is to input and output data electronically from the Hardeeville Police Department's computer system to the court's Case Management system (CMS). E-tickets are to be time-effective and user-friendly during the process for the court as well as the Hardeeville officers.

Form 8-438 Rev. 05/2014		UNIFORM TRAFFIC TICKET	
STATE OF SOUTH CAROLINA VERSUS			
FIRST NAME		MIDDLE NAME	LAST NAME
STREET			
CITY		STATE	ZIP CODE
DL STATE	DRIVER'S LICENSE NO.		CLASS <input type="checkbox"/> CDL <input type="checkbox"/> YES <input type="checkbox"/> NO
RACE	SEX	BIRTH DATE	HGT. WGT. HAIR EYES
VEH. LIC. NO.	STATE	MAKE OF VEH.	YEAR
VEHICLE OWNER FIRST NAME		MIDDLE NAME LAST NAME	
OWNER STREET		CITY STATE ZIP CODE	
YOU ARE SUMMONED TO APPEAR BEFORE THE TRIAL COURT			
NAME OF TRIAL COURT		STREET	
HARDEEVILLE MUNICIPAL		26 MARTIN STREET	
DATE OF TRIAL	TIME OF TRIAL	CITY	STATE ZIP CODE
VIOLATION SECTION NO.		VIOLATION - COURT APPEARANCE REQUIRED YES NO	
DATE OF VIOLATION	TIME OF VIOLATION	SC POINTS	B.A. LEVEL
VIOLATION LOCATION			COUNTY
			JASPER
LAT	LONG	CITY	
			HARDEEVILLE
NAME AND RANK OF ARRESTING OFFICER		SCCJA OFFICER NUMBER	
BAIL DEPOSITED	DATE OF ARREST	BOND AMOUNT REQUESTED	
PRESENT THIS SUMMONS TO THE TRIAL COURT SHOWN ABOVE			
BE SURE YOU UNDERSTAND FROM THE ARRESTING OFFICER THE EXACT TIME AND BEFORE WHOM YOU ARE TO APPEAR. IF THIS TICKET IS WRITTEN FOR A TRAFFIC VIOLATION AND YOU FORFEIT BAIL, PLEAD GUILTY OR NOLO CONTENDERE, OR ARE CONVICTED AFTER A TRIAL, THIS VIOLATION WILL BE PLACED AGAINST YOUR DRIVING RECORD, OR FORWARDED TO YOUR HOME STATE. POINTS FOR OUT OF STATE VIOLATOR WILL BE ASSESSED BY YOUR HOME STATE LICENSING AUTHORITY AND MAY DIFFER FROM STATE TO STATE. FAILURE TO COMPLY WITH THE TERMS OF THIS SUMMONS MAY RESULT IN THE SUSPENSION OF YOUR DRIVER'S LICENSE BY YOUR HOME STATE. YOU ARE REQUIRED BY LAW TO APPEAR IN COURT FOR CERTAIN OFFENSES.			
SEE IMPORTANT INFORMATION ON THE REVERSE SIDE OF THIS TICKET			
VIOLATOR'S COPY		TICKET#	

NOTICE

THE PRIMARY AIM OF TRAFFIC LAW ENFORCEMENT IS TO REDUCE TRAFFIC ACCIDENTS, INJURIES AND DEATHS THROUGH FAIR, IMPARTIAL, AND REASONABLE ENFORCEMENT OF THE LAWS.

You must settle the case hereby made against you in one of the following ways:

- 1) You must appear in court at the appointed time with your South Carolina drivers license if indicated in the violation block on the front side of this summons.
- 2) You may post a cash bond with the appropriate trial court prior to the assigned date of trial. If you decide to mail in your bond rather than go to the office, MAIL MONEY ORDER, CASHIER'S CHECK OR CERTIFIED CHECK DIRECTLY TO THE TRIAL COURT OFFICE BEFORE WHOM YOU ARE SUMMONED TO APPEAR. The trial court name and address are shown on the front side of this summons. DO NOT MAIL CASH OR PERSONAL CHECK. Be sure to enclose with the bond the arresting officer's name and the summons number.
- 3) If a court appearance is not mandatory, you may pay your fine online with a credit card for citations issued in participating counties. Go to <http://sc.gov/OnlineServices/Pages/CourtPayments.aspx> to determine if online payments are available in the county the citation was issued.
- 4) You may appear in court on the assigned date and time and have a trial conducted by the Trial Judge.

THE POSTING OF BOND BEFORE YOUR ASSIGNED TRIAL DATE IN NO WAY AFFECTS YOUR RIGHT TO HAVE A FAIR TRIAL BY THE JUDGE OR, IF YOU MAKE A WRITTEN REQUEST BEFORE YOUR SCHEDULED TRIAL BY JURY.

However, if you are NOT required to appear in court on the assigned trial date and have previously posted bond and do not appear on the trial date, your bond may be forfeited unless the judge has agreed to have your case heard at another time.

If you fail to post bond or personally appear in court on the assigned trial date, you will be tried in your absence and, if convicted, your home state's Motor Vehicle Division will be notified to suspend your license until you have cleared this matter with the trial court.

Additionally, a willful failure to appear or post bond is punishable as a separate offense by a fine of up to \$200.00 or imprisonment of up to 30 days.

LT

CITY/COUNTY OF: HARDEEVILLE
 INCIDENT NO:
 AGENCY/TROOP: HARDEEVILLE POLICE DEPARTMENT

Noteworthy

In March 2016, Judge Nancy Gutierrez was asked by the South Carolina Access to Justice Commission to be a member of the South Carolina Access to Justice Commission Language Access Task Force to improve the court system and other State agencies in helping the non-English speaking population.



Fire Department

Our Mission is to protect the life and property of the citizens of Hardeeville through education, fire prevention and the response of highly trained emergency personnel.



Steve Camp
Fire Chief

“It is my pleasure to present the Hardeeville Fire Department’s 2016 annual report. This year has been one of the busiest on record. This year, the men and women of HFD responded to 1570 calls for service. As the city grows, so do our number of responses. We strive to meet the demand with highly trained emergency personnel.”



Elliott DeBiase
Assistant Fire Chief

As we strive to meet the public’s demand, we applied for an Assistance to Firefighters Grant. We were granted \$81,515 to train all of our response personnel to the level of Emergency Medical Technicians – Basic (EMT-B). The training is set to begin August 30, 2016, and concludes on November 19, 2016. It is our goal to have a state registered Basic Life Support service by December.

This increase in services will provide assistance to all citizens of Hardeeville and the surrounding contracted area that HFD serves. In the event that an ambulance is not immediately available, our personnel will be your first caregivers on scene.

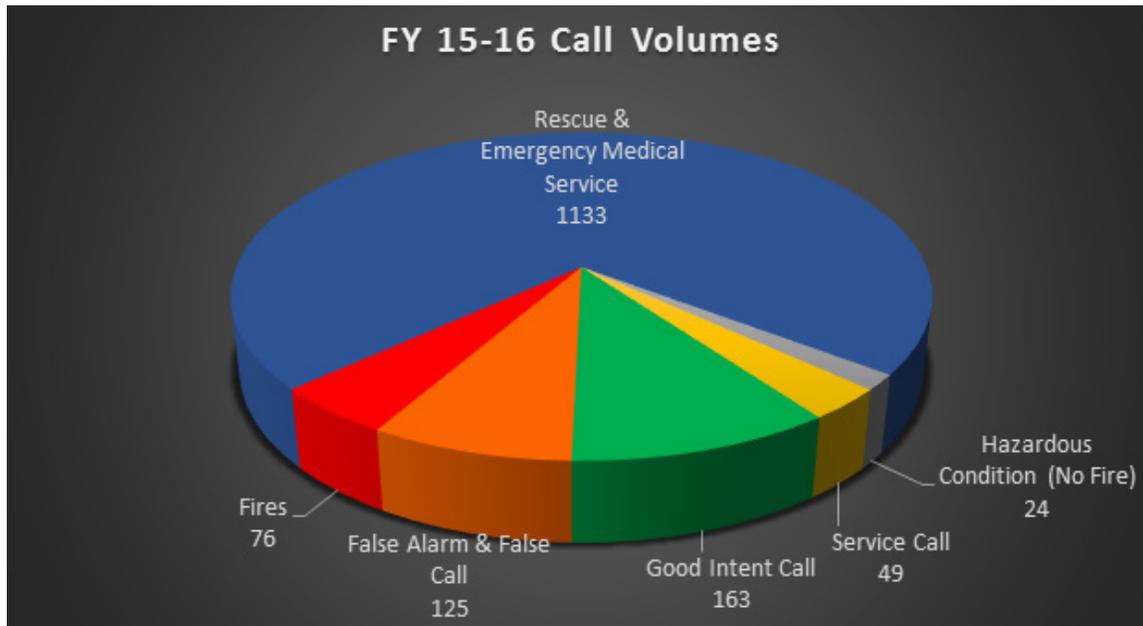
We have been extremely lucky this year, and were able to add personnel to the apparatus to better serve our citizens. Each responding apparatus now has three personnel on it. This is a great boost to the services we are able to provide. In our business, time is the most critical factor to a positive outcome. The additional personnel will allow us to deliver better outcomes for all of the citizens we serve.

As you will see in the next few pages, we have been busy this year. It is my hope that as this city grows, the fire department will grow with it to meet all citizen’s needs. It is my pleasure to lead this department into the future.

None of our accomplishments would have been possible without the support of the Mayor and Council, City Manager, Staff, and Citizens of Hardeeville. I would like to thank each of you for the support you have given to Hardeeville Fire Department. Lastly, I want to thank all the men and women of Hardeeville Fire Department for their hard work and dedication to the citizens of Hardeeville. Without you, none of this is possible!

Hardeeville Awaits,
Steve Camp

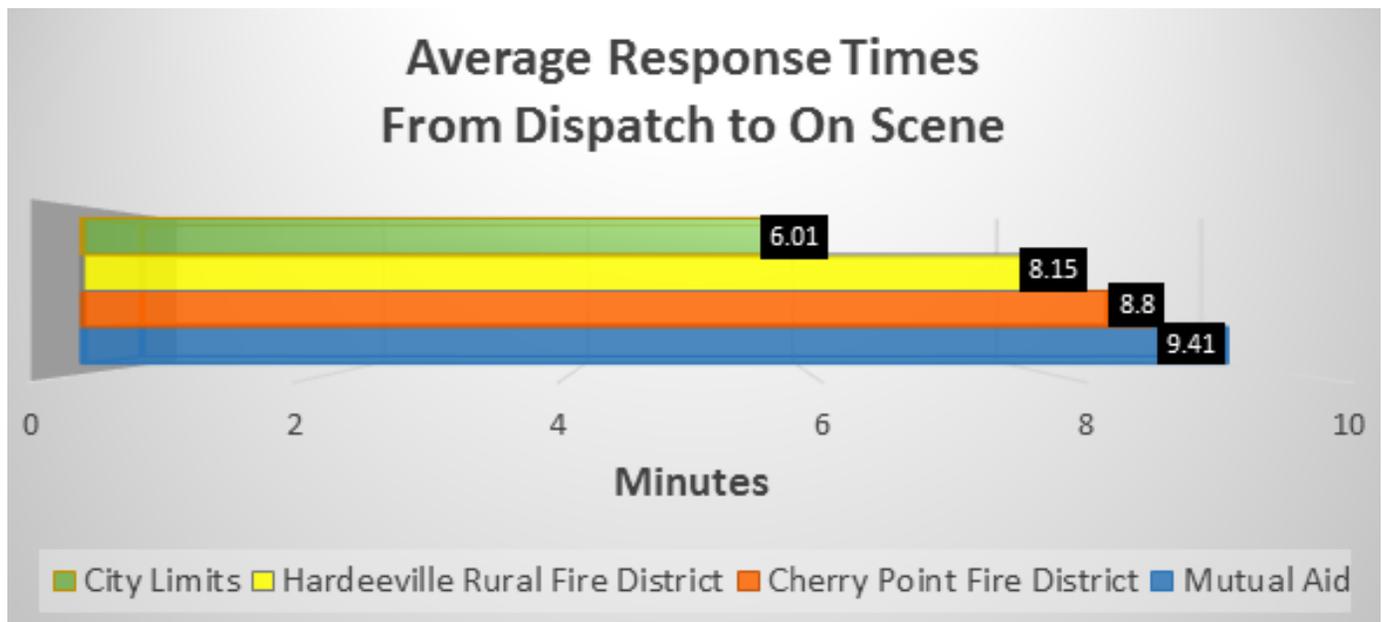




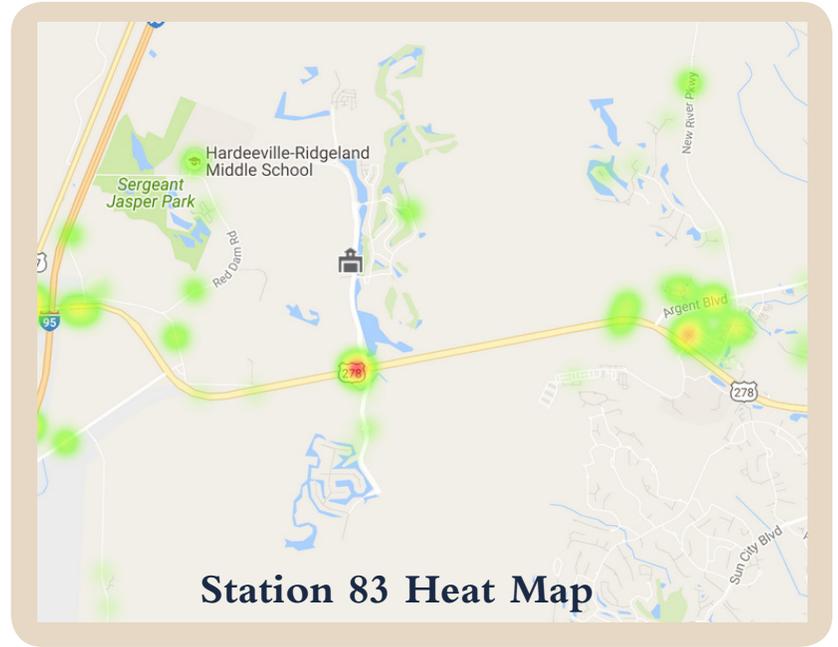
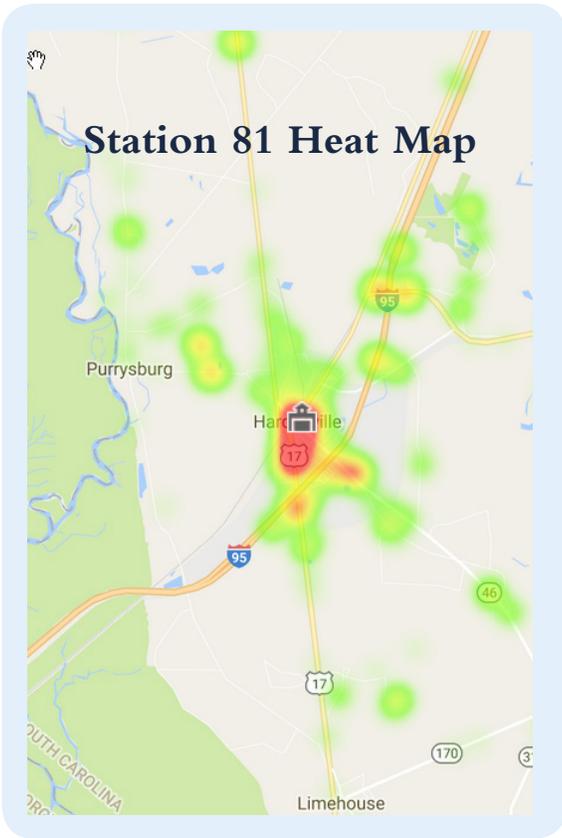
Highlights/Accomplishments:

The Fire Department accomplished many things during the 2015-16 year:

- All personnel trained to the Emergency Medical Responder level
- Created the rank of Assistant Chief to handle all operations and fire training
- Created the rank of Lieutenant - individual company leadership
- Held the first Fire Prevention Day to celebrate Fire Prevention Week
- Instituted “pinning ceremonies” for all ranks
- Raised \$210 for Breast Cancer Awareness month with special pink t-shirts
- Raised \$4,800 in the MDA Boot Drive
- Received two Kenworth Fire Engines to replace faulty International Fire Engines
- Received all new emergency radios – 27 portables, 5 mobiles – at no cost to the tax payers

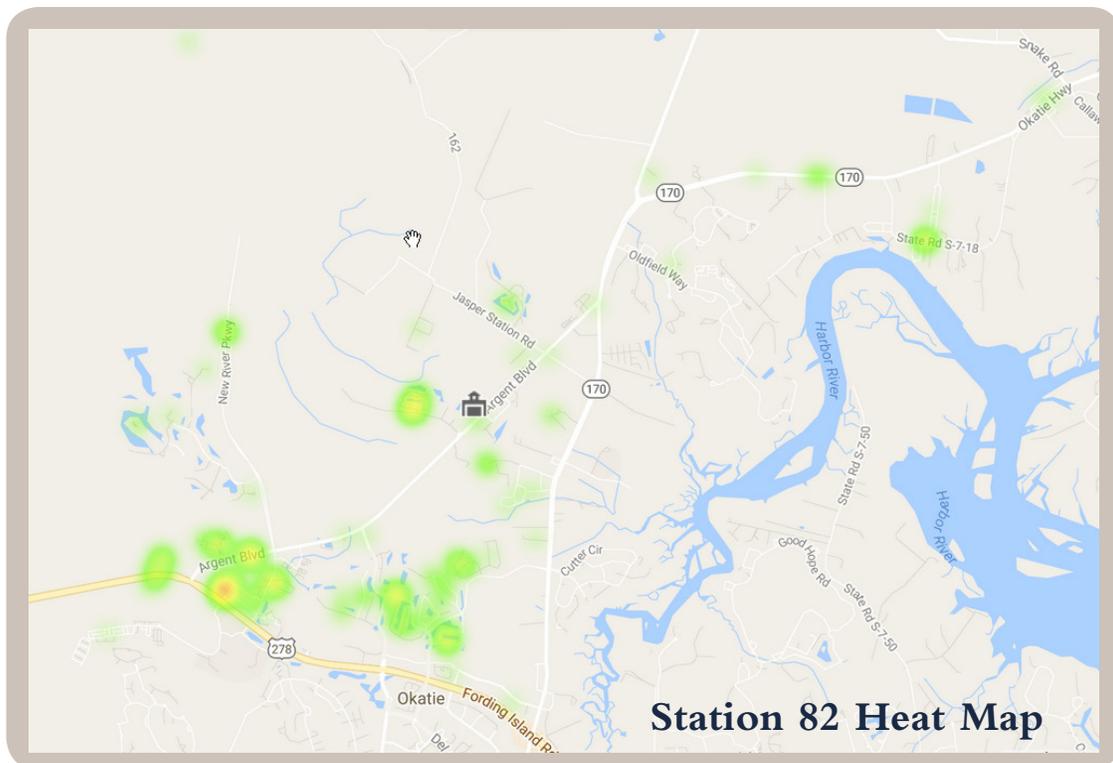


Heat Maps



A heat map is graphical representation of data using colors to indicate the level of activity, usually using darker colors to indicate low activity, and brighter colors to indicate high activity. Our heat maps indicate the number of responses in a geographical area during the last year. The red indicates more responses, while green is fewer.

Coverage area is the area immediately served by a fire station. The coverage area is where that station responds to for any calls in that area.





The Hardeeville Fire Department is comprised of:

- 1 Fire Chief
- 1 Assistant Fire Chief of Operations and Training
- 1 Battalion Chief of Fire Prevention and Public Education
- 3 Shift Captains
- 6 Lieutenants
- 9 Engineers
- 9 Firefighters

Promotions

Elliott DeBiase was promoted from Captain to Assistant Chief
 David Metz was promoted from Engineer to Captain
 Elizabeth Sapp was promoted from Engineer to Lieutenant
 Joseph Fairchild was promoted from Engineer to Lieutenant
 Raymond Smith was promoted from Engineer to Lieutenant
 Jeffery Sapp was promoted from Engineer to Lieutenant
 Dillon Cox was promoted from Engineer to Lieutenant
 Ramon Ramos was promoted from Firefighter to Engineer
 Andrew Kantenwein was promoted from Firefighter to Engineer
 Michael Williams was promoted from Firefighter to Engineer
 Joshua Luman was promoted from Firefighter to Engineer



Public Works

The Public Works Department is dedicated to maintaining and enhancing the appearance and operations of the City to enrich the quality of life for our residents and our visitors, and to encourage investment and growth within the City.



Rhett Lott

Public Works Director

“Over the past year, the Public Works Department has continued to evolve to keep up with the improving economy and growth of the City, and increasing regulatory requirements. The department implemented several new policies and programs during the year to improve employee safety and overall efficiency. We also restructured the department to provide an avenue for department staff to advance and develop. Public Works is looking forward to increasing the quality of services to the residents of Hardeeville and to continue to support continued growth within the City.”

The Hardeeville Public Works Department consists of 10 full time employees and 2 part time seasonal employees within 2 divisions: the Right-of-Way Maintenance division, and the Facilities Maintenance division. The Right-of-Way Maintenance division is responsible for maintaining approximately 30 miles of public right-of-way, drainage canals, and ditches and includes a staff of 9. The Facilities Maintenance division is responsible for maintaining approximately 62,400 square feet of City buildings and 50 acres of City grounds/recreational spaces, and includes a staff of 2. Along with maintenance activities, the Public Works Department also performs grant administration, project management, construction, and mosquito control services for the city.



Mike Pomarico

**Maintenance Supervisor
Right-of-Way**



Bill Setto

**Maintenance Supervisor
Facilities**

Numbers and Statistics

- Right-of-Way maintenance
 - Includes mowing, weed-eating, litter pick-up, ditch and pipe maintenance
 - Approximately 30 miles of roadway
 - 15 miles of arterial roads (i.e. US 17 & 278, SC 46)
 - 7 miles of primary collector roads (i.e. John Smith, Pine Arbor, Frontage Roads)
 - 8 miles of secondary roads
- Storm drainage system maintenance
 - 2 stormwater pump stations
 - 4 stormwater management ponds
 - 20,000 linear feet of drainage canals
- Grounds maintenance
 - All City-owned facilities
 - Jasper County Council on Aging (Senior Center)
 - Jasper County Magistrate Court
 - New Hardeeville library
- Building maintenance - all City-owned buildings
 - HVAC and electrical maintenance and minor repairs
 - Painting
 - Pest control
 - Minor building modifications



Highlights/Accomplishments

This past year has been an extremely busy and productive year for Public Works.

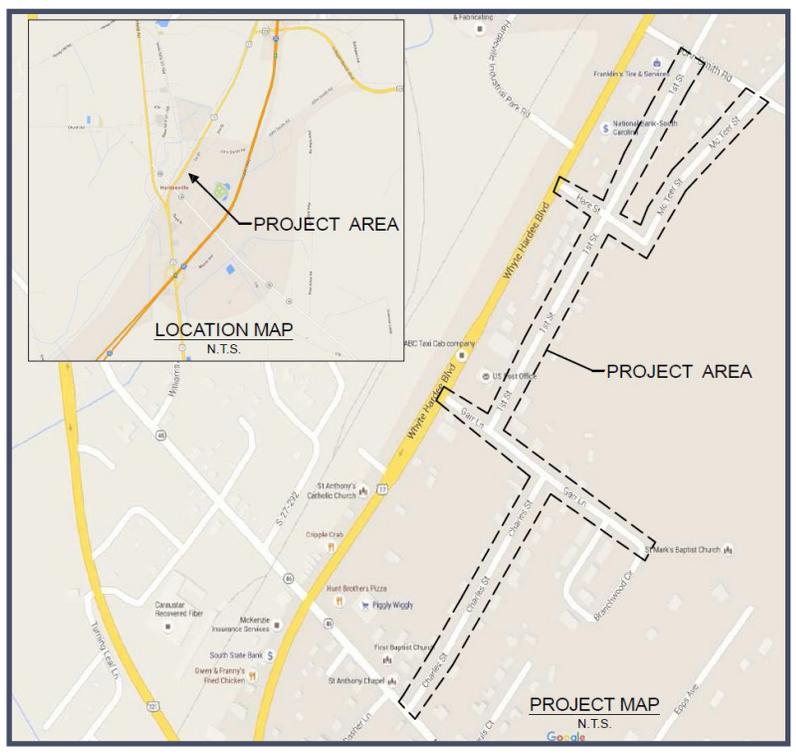
- Began construction of a new Hardeeville library.
- Completion of sidewalk repair and street resurfacing projects.
- Advertised for a new contract for solid waste and recyclables collection for the City.
- Secured a TAP Grant for new sidewalk construction.
- Submitted an RIA Grant application for water and sewer service to the Hardeeville Commerce Park.
- Began the process for completing a citywide drainage system inventory and a stormwater masterplan.
- Continuing design and permitting work on the Focus Area 2 CDBG Grant project.
- Restructured the department, and implementing an employee development and advancement plan.
- Implementing an employee training plan, and completed CPR/AED training for the entire department.
- Implemented a department fleet management system.
- Began the process for development of a new Public Works facility.

Grant Awards

Project	Amount	Status
Hardeeville Library	\$500,000	Construction
Focus Area 2 CDBG Grant	\$625,000	Engineering
Charles-McTeer TAP Grant Phase 1	\$400,000	Pre-Design
Dawn Street Resurfacing	\$68,000	Completed
Main Street Sidewalk Repair	\$29,000	Completed

Current Projects

Project	Budget	Start	Completion
Hardeeville Library	\$1,500,000	May 2016 (Construction)	February 2017
Focus Area 2 CDBG Grant	\$625,000	July 2015	Fall 2017
Charles-McTeer TAP Grant Phase 1	\$580,000	February 2016	Winter 2018
Dawn Street Resurfacing	\$68,000	December 2015	March 2016
Main Street Sidewalk Repair	\$29,000	December 2015	February 2016



Parks and Recreation

The Parks and Recreation Department is committed to working closely with the citizens of our community to provide the best recreational, sport, and event opportunities possible in order to promote a safe, fun, and entertaining City.



“Parks and Recreation is a key component of any quality community’s livability and standard of living. The Hardeeville Parks and Recreation Department is excited to have completed another great year of programs and events, as well as started the ball rolling on various capital improvement and “long-range” projects in Fiscal Year 2016.”

Addison Jarrell, CPRP

Parks & Recreation Director

Highlights of the past year include: the Department grew our program offerings to provide additional opportunities for leisure pursuits in our City, including Youth Basketball, Youth Soccer, and new Summer programs; the Department received approvals and bids for a massive upgrade to our existing Recreation facility, including the creation of a Synthetic Turf multi-purpose field, which is expected to be completed by the end of January 2017; the Department began the process of searching for a firm to help us create a Bike and Pedestrian Trails Master Plan to prepare for our future growth and allow our citizens to have connectivity opportunities throughout our City that do not involve automotive transportation; and the Department began working with the City’s Long Range Planning Division to look at how we can best meet the needs of Hardeeville’s citizens for years to come. All of this was done as the City continues to lower the taxes of our residents.

As our City continues to grow, the Parks and Recreation Department will continue to lead the way with wellness, recreational, sport, and leisure opportunities for our citizens while growing the City’s attractiveness for Sport Tourism events. There are many new and exciting partnerships, prospects, and opportunities on our horizon. We are thankful to our residents and partners who have shown that they understand the value and importance of Parks and Recreation, and we are also so fortunate to have the opportunity to work and play in a community with as high potential as the City of Hardeeville. We invite you to come out and experience everything the City of Hardeeville Parks and Recreation Department has to offer.

Sincerely,
J. Addison Jarrell
Parks and Recreation Director



Events

July 2015

NFL Youth Football and Cheerleading Camp	60 Participants
Movie in the Park	55 Participants
Youth Baseball Camp	15 Participants

August 2015

Youth Fishing Camp	20 Participants
Fill the Bus Campaign	6 Truck Loads of School Supplies
Back to School Celebration	150 Participants

September 2015

Catfish Festival	5,000 Participants
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October 2015

Fall into Hardeeville Festival	100 Participants
High School Baseball Camp (John Paul II)	30 Participants

December 2015

Christmas Tree Lighting	600 Participants
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January 2016

Youth Basketball League	45 Participants
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February 2016

Youth Basketball League	45 Participants
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March 2016

Easter Egg Hunt	500 Participants
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April 2016

Sun City Pickleball Tournament	
Youth Soccer League	60 Participants

May 2016

Mayor's Bike Ride for a Diabetes Cure	75 Participants
Youth Fishing Rodeo	250 Participants
Youth Soccer League	60 Participants

June 2016

Fireworks and Fun	500 Participants
Youth Photography Camp	15 Participants
Youth Fishing Camp	20 Participants
Youth Soccer League	60 Participants



The City of Hardeeville Parks and Recreation Department has only one full-time staff member: J. Addison Jarrell, Director. Because of this, partnerships and volunteers are vital to the completion of our mission and goals.

With the large expected growth of the City, the Parks and Recreation Department strives to provide new and innovative programming and events to meet the needs of our growing and diverse population.

Parks and Rec is always on the lookout for volunteers for our programs and events. If you have an idea for a new event, thoughts on how we can be better, or simply want to lend a helping hand, we would love to hear from you!

Planning and Development

Our mission is to provide professional advice and technical expertise to elected officials, appointed boards, and commissions, City departments and citizens, to assist in understanding and addressing key community issues and priorities. We strive to continue to focus on a long term commitment to economic vitality, environmental integrity, and development design quality through the highest quality master plans, plan implementation and development review.



Ashley Moody
Permit Tech II



Katie Woodruff
Long Range
Division Manager



Brana Snowden, AICP
Planning Director



Tim Blanchard
Building Official



Dan Gooding
Planning Technician/
Code Enforcement



Development Build-Out Summary

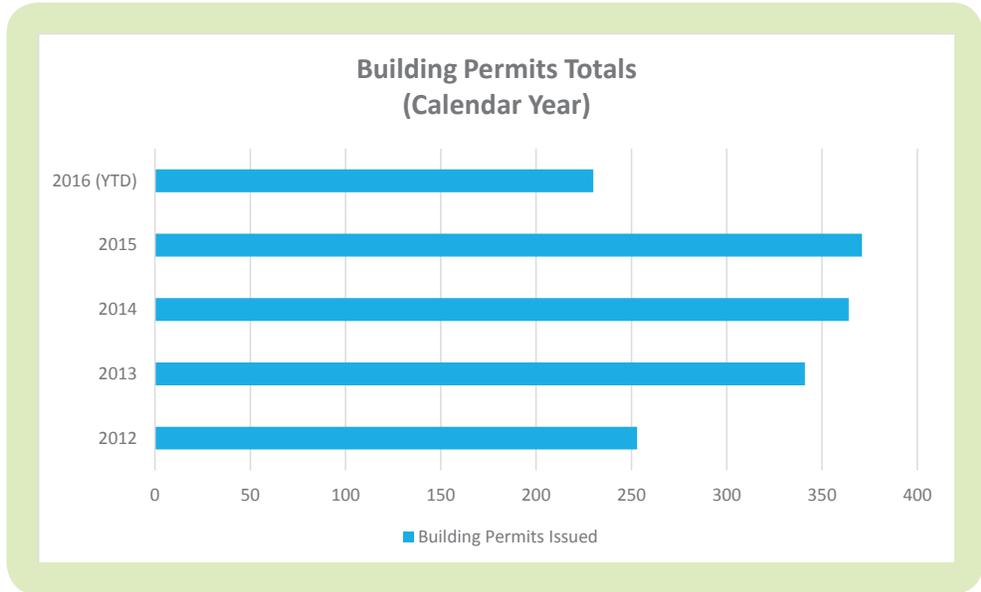
Development	Total Acreage	Residential Units	Com / Ind Acreage
East Argent	139 ac	TBD	121 ac
West Argent	7,351 ac	12,380 units	1,320 ac
Coastal Land Tract	250 ac	1,139 units	27 ac
Hardee Station	46 ac	N/A	46 ac

- Hardeeville Tract
- Hilton Head Lakes
- Morgan Tract
- Okatie Crossings
- RiverPort
- Sherwood Tract
- Shuman Tract
- Sun City North
- West Argent

OTHER AREAS

- Courtney Bend
- Deerfield Village
- Fisherman's Cove
- Hardeeville Industrial Park
- Jenny Greene
- Pine Arbor / Heritage Place

TOTALS



Development Permits

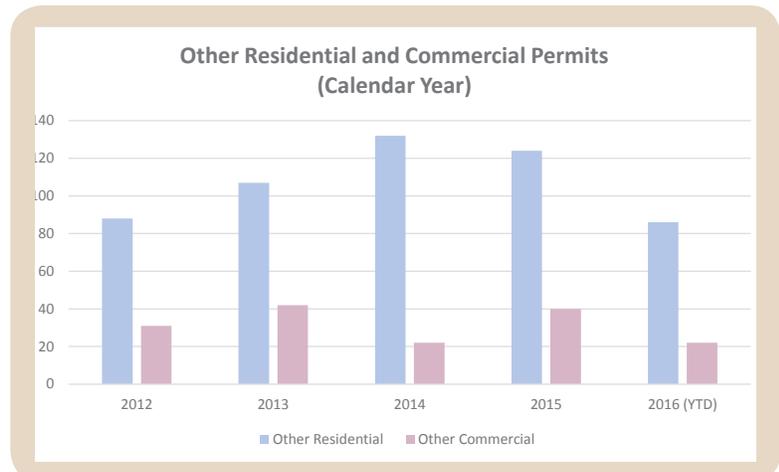
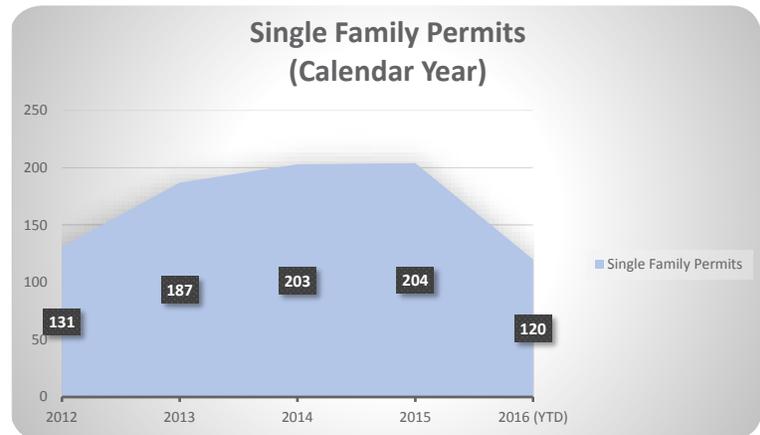
Residential:

- Hilton Head Lakes North – 65 new lots & Golf Clubhouse
- Sun City Block 10C – 45 lots
- Sun City Block 20 – 91 lots
- Sun City Block 21 – 99 lots
- Ardmore New River – 248 multi-family units

Non-Residential:

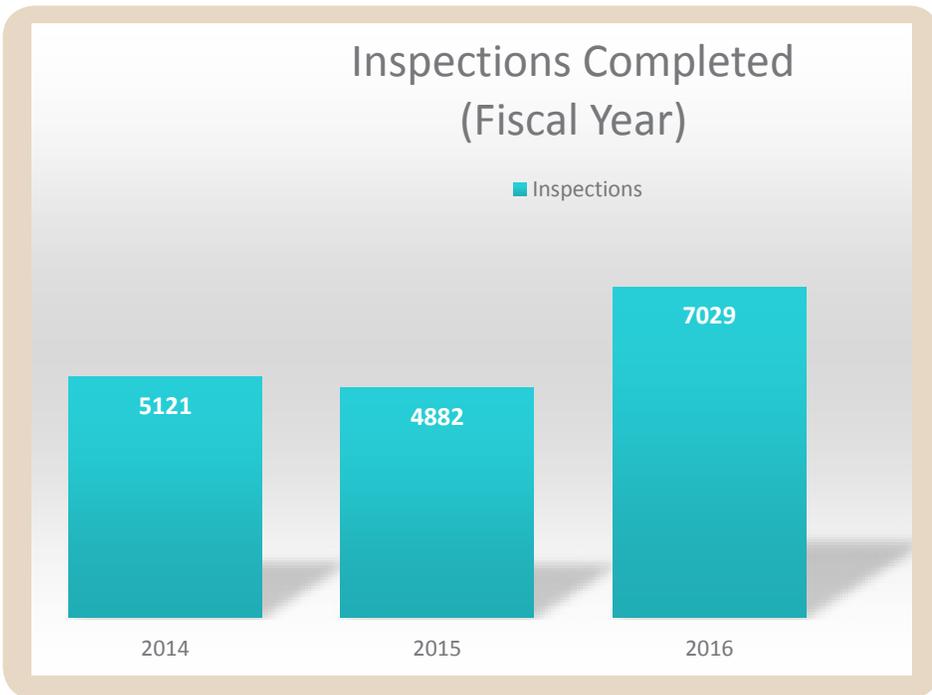
- Canterfield Assisted Living Facility
- Coastal Carolina Hospital MRI addition
- Preferred materials – new office building
- Premier Concrete – new concrete plant
- Elite Concrete – new concrete plant
- R&K Repair - relocation
- BJWSA Water Reclamation Facility - expansion
- Library

Royal Live Oaks Academy and the SCE&G Okatie Electric Substation expansion are currently in review.



Comprehensive Plan Update

- Land Use Survey
 - Exit 8 Traffic Study
- Census Boundary and Annexation Survey Update (BAS)
- Long-Range Transportation Plan
- GIS Update – web access will be available within the month
- Issued RFP for new permitting software and web portal – selected Citizenseve – to come online within next couple of months
- Coordinating with Jasper County Planning Commission and Staff on long-range planning and corridor master plans
- Budgeted and developed Building Inspections in-house (no longer contracted out as of 7-1-16)
- Assisted HFD on RFQ for architect (design-build) for new municipal buildings



Staff Promotions:

Katie Woodruff promoted from Planner I to Long Range Division Manager

It is our mission to encourage:

- Planning principals that promote rational, economical and environmentally efficient use of land, to allow Hardeeville to grow in a manner consistent with the goals of the city and county.
- Protection of the natural environment and the City of Hardeeville’s critical and unique natural resources.
- The utmost quality development and uses of the land through the application of conscientious regulations.
- Both economic growth and the enhancement of Hardeeville’s quality of life, safe and efficient modes of transportation, and identification of land suitable for all types of housing for the City of Hardeeville’s residents.
- To reflect the highest ethical and professional standards, and with enduring respect for our customers and the public trust.

Property Improvement Program

Featured improvements

- 22403 Whyte Hardee Blvd (corner of Main & Whyte Hardee) - new stucco and paint
- 22141 Whyte Hardee Blvd (Gwen & Franny's) - new signage, paint, and awning
- 20750 Whyte Hardee Blvd (Magnolia Motel) - new signs

22403 Whyte Hardee Blvd before



After



22141 Whyte Hardee Blvd before



After



20750 Whyte Hardee Blvd before



After



Media Department

The mission of the Media Department is to freely offer community-related information to Hardeeville citizens and the general public, by way of print, broadcast, and Internet media.



Juan Singleton
Media Director

“The fiscal year 2015–2016 is one that the Media Department will be able to look back on with a sense of a change and accomplishment. We hired a new staff member, and launched a new and improved website at CityOfHardeeville.com. The department also upgraded its camera and recording equipment in Council Chambers, so that viewers at home may experience top-quality meeting broadcasts. Meeting attendees will also enjoy the improved audio and video quality of the new media projection system.

The future holds many opportunities for the Media Department to grow. We anticipate the opportunity to recruit an intern to assist us with day-to-day operations. The aforementioned website also gives us a wealth of new opportunities to connect with citizens and the public, integrating seamlessly with our ever-growing social media platform. An electronic newsletter will be distributed to subscribers to keep them informed of what’s happening in the City of Hardeeville.

The City of Hardeeville’s Media Department will continue to keep you informed and up-to-date on all things Hardeeville. Here’s to another great year!”

The function of the City of Hardeeville’s Media Department is to provide community-related information to the public. The department accomplishes this task in several ways, including (but not limited to): recording and broadcasting community events and meetings, maintaining a comprehensive website and social media presence, and distributing press releases to various other major media and news outlets in the region.

Juan joined the City of Hardeeville in 2009. A native of Beaufort, SC, he has more than 15 years of professional broadcast experience. He is in charge of the overall vision of the Media Department, manages the budget, and lays out plans of action to accomplish the ever-evolving departmental objectives.





Raven Favor
Media Specialist

Raven joined the Media department in 2011. Originally from Columbia, SC, she has a wealth of prior television and radio broadcast experience. Here at the City of Hardeeville, Raven specializes in maintaining the official website CityOfHardeeville.com, as well as the city’s social media presence, which includes Facebook, Twitter, and Instagram.



Ben Smerglia
Media Technician

Ben joined the staff in 2016. Although originally from Cleveland, OH, he’s lived in the south for 15 years. Prior to coming to the City of Hardeeville, Ben worked professionally in the film and television industries for 11 years. Here, he specializes in recording/editing/rebroadcasting community meetings/events and maintaining HTVN, the department-run local government public access television station (Hargray analog channel 9, digital channel 117, and Time Warner channel 1305).



Featured Broadcast Programming

HTVN can be seen on Hargray analog channel 9, digital channel 117, and Time Warner channel 1305. Programs aired on HTVN can also be viewed online by visiting the Media Department page on CityOfHardeeville.com.

HOMETOWN HARDEEVILLE

The format of this 30-minute news program focuses on both special events and human interest stories happening in the City of Hardeeville and surrounding communities. Stories generally relate to subjects including economics, education, health, and recreation.

SPEAKING OF HARDEEVILLE

This interview program is presented in a personal, one-on-one format. Guests from local organizations are invited to speak on charities, services, and upcoming events. Political interviews allow citizens to “meet” candidates running for public offices, including City and County Councils, School Board, and Senate races. City of Hardeeville staff and other local representatives have also appeared on the show to speak about programs, projects, and future goals.

SMALL SCREEN

Featured in-between major programs in the HTVN schedule, our “small screen” is home to a variety of content, including featurettes on community events such as the Easter Egg Hunt, Fireworks and Fun, Mayor’s Bike Ride, and more. Local and national public service announcements are also found here.

Accomplishments

- Hired new Media Technician, Ben Smerglia, on January 4, 2016
- Implemented more up-to-the-minute breaking news broadcasts/videos
- Installed new cameras and TriCaster broadcast system in Council Chambers
- Installed new media projection system in Council Chambers
- Streamlined TV schedule



Noteworthy events covered

- Best Western Plus Grand Opening
- Catfish Festival
- Christmas Parade
- Easter Egg Hunt
- Fireworks and Fun
- Hardeeville Community Library Summer Reading Programs
- Harold S. Pittman Memorial Fishing Rodeo
- Jasper County State House Day
- Looking Back: A Lowcountry History
- Mayor's Bike Ride
- Mayor Bostick Appreciation Gala
- Morris Center Roots Lowcountry Cuisine Exhibit
- Municipal and County Election Candidate Interviews (Speaking of Hardeeville)
- National Night Out
- Native American Pow Wow
- Parks and Recreation Sports Programs
- Parks and Recreation Summer Camps
- Rick's Carolina Pharmacy Grand Opening
- Senator for a Day
- Senator Clementa Pinckney Portrait Unveiling
- South Carolina Welcome Center Groundbreaking
- State of Jasper County Breakfast
- State of Jasper Port, featuring Gov. Nikki Haley

City Meetings recorded and broadcast

- City Council Meetings: 23★
 - City Council Workshops: 7
 - City Council Budget Workshops: 3★
 - Accommodations Tax Committee Meetings: 5
 - Board of Appearances Meetings: 3
 - Board of Zoning Appeals Meetings: 1
 - Municipal Election Commission Meetings: 6
 - Planning Commission Meetings: 7
 - Planning Commission Workshops: 4
 - Ridgeland Town Council Meetings: 22
- ★denotes meetings which were also LIVE-broadcast



Website Statistics

Web content/social media accomplishments

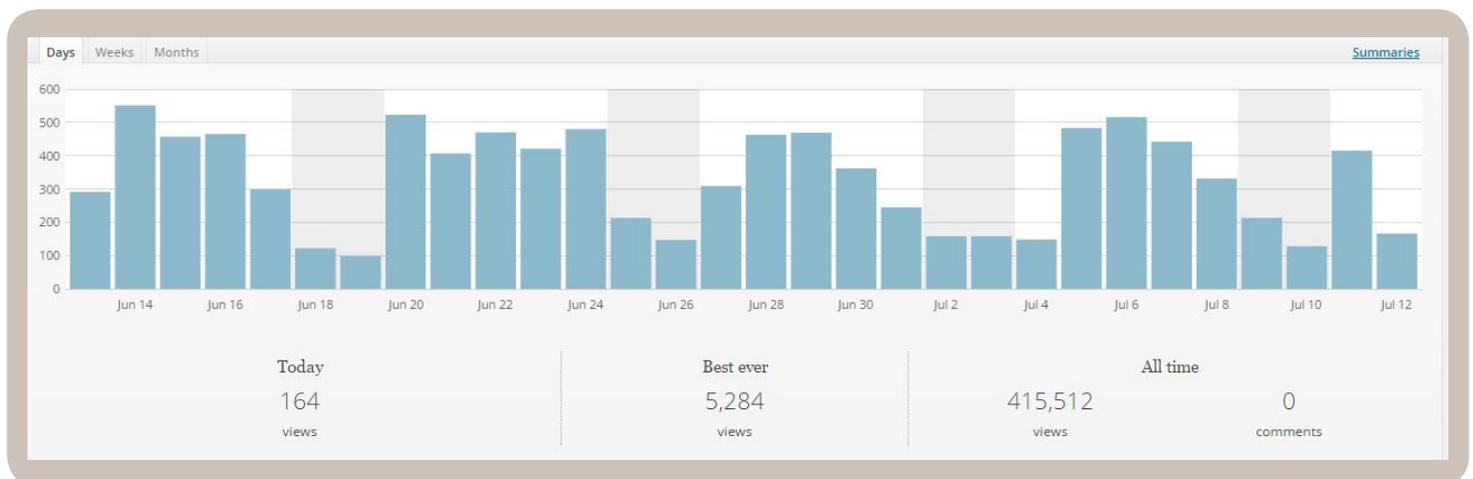
- Launched new website, hosted and redesigned by CivicPlus, which features new capabilities “Notify Me” and “Fix it Form”
- Implemented a Twitter page
- Distributed promotional items to the public to advertise social media pages and increase traffic
- Created #IamYourHardeeville videos to promote transparency and unity between City staff and Hardeeville citizens



Top Posts for 365 days ending 2016-07-12 (Summarized)

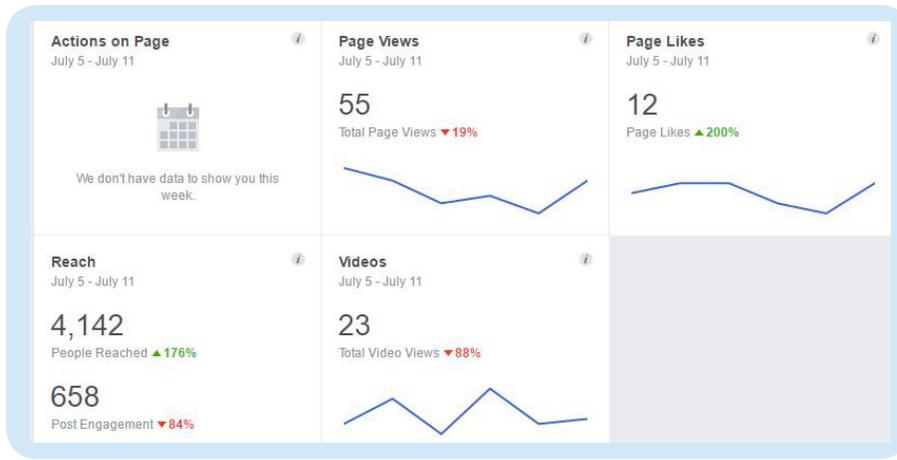
[7 Days](#) | [30 Days](#) | [Quarter](#) | [Year](#) | [All time](#)

2015-07-13 to Today	
Title	Views
Home page / Archives	32,749
City Employment	5,930
Police Department	5,597
Top 10 Most Wanted	5,104
Fire Department	4,074
Planning & Development	3,104
Municipal Court	2,801
Parks & Recreation	1,906
City Council Meetings & Agendas	1,766
Finance Department	1,536
City Employee Resources	1,407
Community Information	1,364
Recruitment	1,359
City Manager Page	1,276
Council Members	1,264
Hardeeville Community Calendar	1,252



Social Media Statistics

A key function of the Media Department is to manage and oversee content presented on the City website and social media platforms. We also monitor website traffic, make sure the website is working properly, and respond to feedback. We work with the site's content host, determining the type, quality and quantity of content needed for the website. Visit CityOfHardeeville.com for more information.

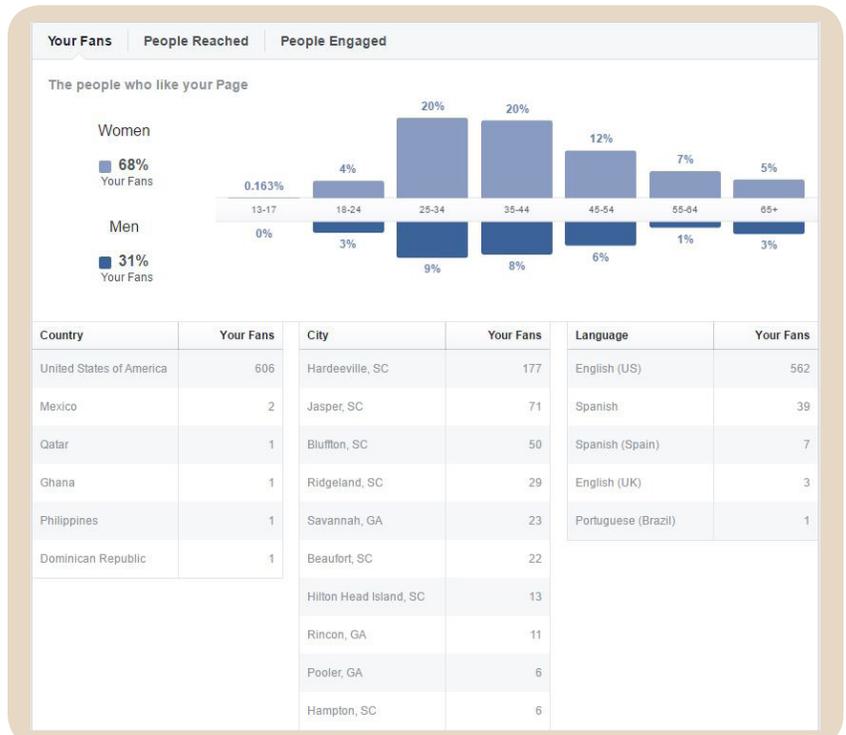


Referrers for 365 days ending 2016-07-12 (Summarized)

7 Days | 30 Days | Quarter | Year | All time

2015-07-13 to Today

Referrer	Views
Search Engines	30,754
Facebook	5,579
discoversouthcarolina.com	386
sconfire.com/south-carolina-employment/	272
android-app	244
bcgov.net	99
hardeevillechamber.net	97
911hccjobs.com/certified-firefighter-hardeeville-south-carolina/	90
editorial	59
jaspercountychamber.com	43
publicrecords.onlinesearches.com/view/lid/133499	42



Finance Department

The Finance Department is comprised of professionals dedicated to serving as good stewards of the City of Hardeeville's finances. We strive to provide fiduciary service to constituents, community partners and neighbors of the City.



Niema Gantt, MPA
Finance Director

“We are excited about the future for the City of Hardeeville. We are dedicated to improving our practices and updating our policies to allow for transparent functions within the Finance Department. A few of our goals for the next year are to improve our municipal bond rating with Moody’s Investment Services, conservatively monitor expenses citywide, maintain a 25% budget stabilization fund and strengthen our business relationships as we seek resources to expand the level of services that we provide to our community.”



Cynthia Oliver, MBL
Business License Coordinator

“I process all Business License applications, ensure compliance with local and state laws, and maintain consistency and fairness for collection of all business taxes. I ensure all City revenue is deposited in a timely manner, and provide weekly reports to the Finance Director. I provide administrative support to all department directors.”

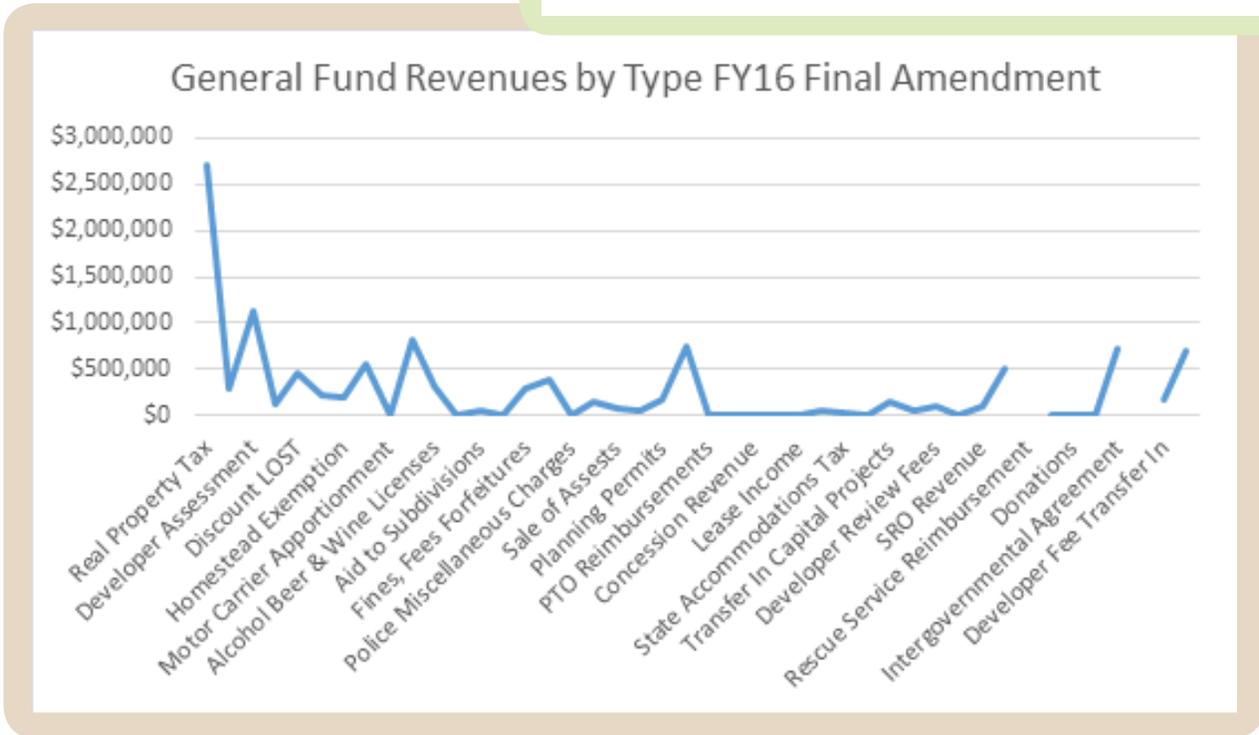
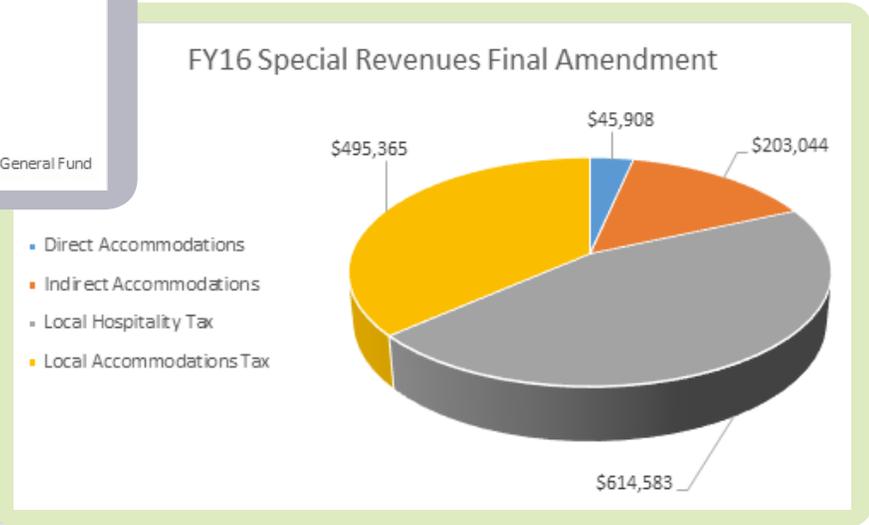
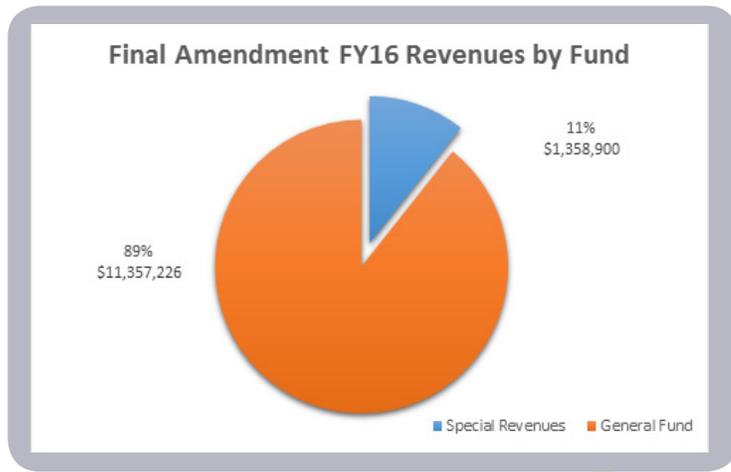


Heather Crider
Accounts Payable Clerk

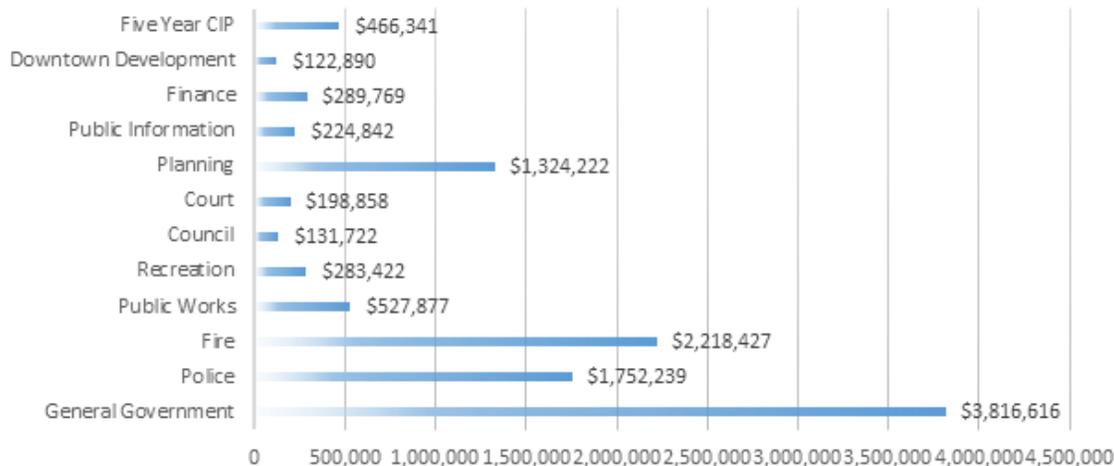
“I process all payables for the City. I follow all procedures to ensure there is proper documentation before a payment is made and ensure all payments are made in a timely manner. I follow up to make sure that we receive payment for reimbursable expenses. I assist all department directors in posting their invoices to the right expense account.”

Objectives

- Continually improve operating procedures and communication
- Maintain an open door policy
 - Avoid conflicts of interest
- Attend continuing education and professional training programs
 - Provide oversight to assure that all City business is transacted legally
- Develop citywide team-oriented morale
 - Conduct ourselves in a manner centered around the best interest of the City rather than any individual



FY16 FINAL AMENDMENT EXPENSE BY DEPARTMENT



Stats

- 185 In-City Business License Renewals
- 236 new business licenses were processed, which produced \$104,644 in revenue
- Collected \$309,769 in Hospitality taxes
- Collected \$298,792 in Accommodation taxes
- 400+ active vendors with which the City conducts business

Highlights and Accomplishments

- Awarded GFOA's Certificate of Achievement for Excellence in Financial Reporting for Fiscal Years 2012, 2013, 2014 & 2015.
- Millage reduced by twenty-three (23) points from 153 to 130.
- As per March 3, 2016 FY16 Budget Amendment: General Fund Balance is \$9,222,096, and Special Revenue Fund Balances total \$599,500.
- Expanded personnel to include an Accounts Payable Clerk.
- Upgraded the existing financial software.
- Consolidated unrestricted funds for greater yield.
- Converted the financial program to eliminate manual entries.
- Secured a Financial Advisory firm for investment and improved bond rating support.
- Established a purchase card program.
- Revitalized and developed policies and procedures to improve efficient management of finances.
- Reorganized the finance department's filing system to increase accessibility of City documents.
- Spent 40+ hours sorting, archiving and storing files in accordance with the SC Department of Archives and History retention schedules for municipal records.
- Actively progressing with the Exit 3 grant project.
- Granted an extension to utilize funds awarded from the US Department of Justice COPS grant.

Contact Information by Department

City Hall – 205 Main St., Hardeeville, SC 29927 (843) 784-2231 fax (843) 784-6384

Mayor

Harry Williams

hwilliams@Cityofhardeeville.com (201) 788-4102

City Council

David Spisso - Mayor Pro-Tem

dspisso@Cityofhardeeville.com (843) 540-9003

Mike Sweeney - Council Member

msweeney@Cityofhardeeville.com (843) 226-0403

John Carroll - Council Member

jcarroll@Cityofhardeeville.com (843) 226-5022

Carolyn Kassell - Council Member

ckassel@Cityofhardeeville.com (703) 244-8355

City Manager (843) 784-2231

Michael Czymbor

mczymbor@Cityofhardeeville.com

City Clerk and Human Resources

Lori Pomarico

lpomarico@Cityofhardeeville.com

City Attorney

Prina Maines

pmaines@cityofhardeeville.com

Police Department (843) 784-2233

Sam Woodward - Police Chief

swoodward@Cityofhardeeville.com

Court (843) 784-3366

Nancy Gutiérrez - Municipal Judge and Clerk of Court

ngutierrez@Cityofhardeeville.com

Atiya Johnson - Municipal Judge and Clerk of Court

ajohnson@Cityofhardeeville.com

Fire Department

Steve Camp - Fire Chief

scamp@Cityofhardeeville.com

Elliott DeBiase - Assistant Fire Chief

edebiase@Cityofhardeeville.com

Public Works Department

Rhett Lott - Public Works Director

rlott@Cityofhardeeville.com 843-368-0474

Bill Setto - Maintenance Supervisor, Facilities

bsetto@Cityofhardeeville.com 843-247-1939

Mike Pomarico - Maintenance Supervisor, Right-of-Way

mpomarico@Cityofhardeeville.com 843-368-8041

Parks and Recreation

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ajarrell1@cityofhardeeville.com

Planning Department

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Katie Woodruff - Long Range Division Planner

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Ashley Moody - Permit Technician II

amoody@Cityofhardeeville.com

Dan Gooding - Planning Technician/Code Enforcement

dgooding@Cityofhardeeville.com

Tim Blanchard - Building Official

tblanchard@Cityofhardeeville.com

Media

Juan Singleton - Media Director

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Raven Favor - Media Specialist

rfavor@Cityofhardeeville.com

Ben Smerglia - Media Technician

bsmerglia@Cityofhardeeville.com

Finance

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ngantt@Cityofhardeeville.com

Cynthia Oliver - Business License Coordinator

coliver@Cityofhardeeville.com

Heather Crider - Accounts Payable Clerk

hcrider@Cityofhardeeville.com