



**Town of Hilton Head Island
Community Services Committee Meeting
January 9, 2017 - 9:00a.m.
Conference Room Four
AGENDA**

As a Courtesy to Others Please Turn Off/Silence All Mobile Devices During
the Town Meeting

- 1) **Call to Order**
- 2) **FOIA Compliance** Public notification of this meeting has been published, posted, and mailed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.
- 3) **Approval of Minutes** – September 27, 2016 Special Meeting
- 4) **Unfinished Business**
None
- 5) **New Business**
 - a) **Discussion and possible recommendation regarding format of an Advisory Board for the newly created HHICAN (Hilton Head Island Cultural Arts Network) position.**
- 6) **Adjournment**

*Please note that a quorum of Town Council may result if a majority of their
members attend this meeting.*

TOWN OF HILTON HEAD ISLAND
Community Services Committee Special Meeting
Tuesday, September 27, 2016 at 9:30a.m.
Benjamin M. Racusin Council Chambers

Members Present: Chairman Kim Likins and David Ames
Members Absent: Marc Grant
Town Council Present: None
Town Staff Present: Charles Cousins, Director of Community Development; Jennifer Ray, Planning & Special Projects Manager; Tom Fultz, Director of Administrative Services; Jayme Lopko, Senior Planner; Teresa Haley, Administrative Assistant

1. Call to Order

Chairman Likins called the meeting to order at 9:40a.m.

2. Freedom of Information Act Compliance

Public notification of this meeting has been published and posted in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

3. Approval of Minutes

The Committee **approved** the minutes of the April 11, 2016 meeting as submitted.

4. Unfinished Business

None

5. New Business

a) Recommendation for Contract Negotiations for RFQ 2016-0016 Venue Committee Consultant

Mr. Fultz stated that in July 2016, the RFQ was advertised and distributed to numerous arts/culture/history firms who were known to have experience in this field. The Town received five responses to the RFQ and those responses were reviewed and ranked with set objective criteria by the Venue Committee Selection Team. At least three reference checks for each firm were completed. At the conclusion of the review, a scoring matrix was compiled with the selection team's individual scores. The scoring matrix revealed that all team members reached a consensus on the three most qualified firms. In September, each firm participated in an on-site interview. After the interviews, the selection team discussed and evaluated the proposals and firms against the project requirements and expectations. The selection team reached consensus on Webb Management Services as the firm whose proposal most closely met the needs of the project and Town expectations. There were several areas where their presentation highlighted features of their process that were both unique and exceeded those of the other two firms.

- Their methodology, which is highly focused on a scientific approach, was compelling. It provides a structured, integrated, data-driven decision making system.
- Their clearly defined process provides for full transparency, open and inclusive input options

and also provides flexibility in the outreach effort.

- This process facilitates a policy framework for a venue recommendation that is much easier to understand, and ultimate actions and decisions are more easily defined, supported and defensible.

Cindy Creamer, Chairman of the Venue Committee, introduced herself and thanked the Committee for their time. Ms. Creamer expressed the ongoing efforts and dedication of the Venue Committee. Ms. Creamer stated that the Venue Committee requests to receive assistance from Webb Management Services in the following goals:

- Recommend if substantiated, the Structure, Cost and Funding of Venue(s) and operational sustainability, which satisfy the needs of the Community and the Arts, Cultural and History organizations, maximizing the return on investment for the Town and its citizens, and fulfilling the Capital Sales Tax requirements, if so available. This should include specific recommendations regarding the Arts Center of Coastal Carolina's venue requirements.
- Recommend the role, if any, of Town Government and other supporting entities in supporting the Venue(s) recommendation.

Ms. Creamer stated that the Venue Committee recommends to the Community Services Committee that Town Council authorize the Town Manager to enter into contract negotiations with Webb Management Services to fulfill the Scope of Services outlined in RFQ 2016-0016 Venue Consultant, Exhibit 1, as provided to the Committee.

Jane Joseph, Vice Chairman of the Venue Committee, presented statements to expand upon the consultant interviews. Ms. Joseph stated that while the Venue Committee is comprised of intelligent individuals with diverse backgrounds – there is a lot that we don't know. The consultant agreed to use the committee's work products in putting together a coherent plan.

The Committee, Mr. Fultz, Ms. Creamer, and Ms. Joseph discussed the following: the timeline of the Venue Committee and consultant work; communication and education of the process to the public; the importance of the consultant's understanding of not just the arts, but history and culture of the Island; the consultant's proposal to address regional issues and future trends; and the budgeted amount for the consultant and contract phases.

Chairman Likins asked for public comment. One member of the public thanked both committees for their hard work. He stated he has many years of experience in contract law and volunteered to help with the consultant contract. He also presented statements regarding the lack of public attendance at public meetings and that he will continue to inform the community to attend and participate. One member of the public said he is happy to hear that various studies will be reviewed by the consultant, including the history of Mitchelville. He agreed that long range planning is critical for the Island and Bluffton. The Committee thanked the citizens for continuing to be involved and raise important issues.

Mr. Ames made a motion to **approve** the recommendation that Town Council authorize the Town Manager to enter into contract negotiations with Webb Management Services to fulfill phase one: needs assessment outlined in the consultant's proposed work plan with a budget not to exceed \$75,000. Chairman Likins **seconded** and the motion **passed** by a vote of 2-0-0.

b) Adoption of 2017 CSC Meeting Schedule

Mr. Ames moved to **approve**. Chairman Likins **seconded** and the 2017 Regular Meeting Schedule was **approved** by a vote of 2-0-0.

6. Adjournment

The meeting was adjourned at 10:40a.m.

Submitted by:

Approved by:

Teresa Haley
Administrative Assistant

Kim Likins
Chairman

DRAFT