



The Town of Hilton Head Island Finance & Administrative Committee Meeting

**Tuesday, June 19, 2018
2:00 PM – Conference Room 3**

AGENDA

As a Courtesy to Others Please Turn Off All Cell Phones and Pagers during the Meeting

- 1. Call to Order**
- 2. Freedom of Information Act 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**
 - a. Finance and Administrative Committee Meeting, June 5, 2018.
- 4. Unfinished Business**
None
- 5. New Business**
 - a. General Discussion Regarding Fiscal Year End-Storm Water Utility Update.
 - b. General Discussion Regarding Business License SIC to NAICS Conversion and Proposed Changes to the Municipal Code.
- 6. Executive Session**
Employment Matters:
 - a. Discussion of the Town Manager's Compensation.
- 7. Adjournment**

Please note that a quorum of Town Council may result if four (4) or more of Town Council members attend this meeting.

TOWN OF HILTON HEAD ISLAND

FINANCE AND ADMINISTRATIVE COMMITTEE MEETING

Date: June 5, 2018 **Time:** 2:00 p.m.

Members Present: John McCann, *Chairman*; Kim Likins and Tom Lennox, *Council Members*

Members Absent: None

Staff Present: John Troyer, *Director of Finance*; Brian Hulbert, *Staff Attorney*; Nancy Gasen, *Director of Human Resources*; Jennifer McEwen, *Director of Cultural Affairs*; Chloe Li, *Finance Intern* and Cindaia Ervin, *Finance Assistant*

Others Present: David Ames and Bill Harkins, *Council Members*; Ray Deal, *HHI-Bluffton Chamber of Commerce-Controller*; Jane Joseph, *Culture & Arts Advisory Committee-Chairman*; Eleanor Lightsey, *Lowcountry Inside Track*; and other members of the community.

Media: Alex Kincaid, *Island Packet*

1. Call to Order:

The meeting was called to order at 2:00 p.m.

2. FOIA Compliance:

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

3. Approval of Minutes:

- a. Mr. Lennox moved to approve the minutes from the Finance and Administrative Committee Meeting on May 15, 2018 at 2:00 p.m. Mrs. Likins seconded, and the motion passed unanimously.

4. Unfinished Business:

None

5. New Business

- a. **General Discussion of Current Destination Marketing Organization Metrics.**

John McCann, Chairman, stated that the Finance & Administrative Committee was asked by the Mayor to review the current Destination Marketing Organizations (DMO) metrics that were included in the Hilton Head Island-Bluffton Chamber of Commerce's (HHIBCC) contract with the Town. Mr. McCann felt that this could be an opportunity for the Committee to understand how the metrics are measured, what they mean and what role the HHIBCC plays. During the negotiation process for the contract, Mr. McCann stated that the Standard DMO Performance Reporting handbook was used to identify what metrics were pertinent to the Town for measuring. The contract currently goes through November 30, 2020. Brian Hulbert, Staff Attorney stated that the 5-year term will automatically renew if written notice is not given by either party one year prior to the term expiration date. Kim Likins, Committee Member asked, if a modification or change in the terms was needed could that be done and Mr. Hulbert stated that the contract could be amended if needed. Mr. McCann stated that he wanted the Finance &

Administrative Committee to work together with the HHIBCC in the upcoming months in order to gain a better understanding of the metrics and decide if any amendments to the current metrics measured needs to be changed.

b. Discussion of Town Manager's Annual Performance Review and Compensation.

At 2:12 p.m. Mr. Lennox moved to enter into Executive Session for the purpose of discussion of the Town Manager's annual performance review and compensation. Mrs. Likins seconded and the motion and it was approved by a vote of 3-0.

Mr. McCann called the meeting back to order at 3:38 p.m. and announced there was no action taken as a result of the executive session.

6. Adjournment:

Mrs. Likins made a motion to adjourn and Mr. Lennox seconded. The motion passed with a vote of 3-0 and the meeting was adjourned at 3:39 p.m.

Approved:

John McCann, Chairman

Respectfully submitted:

Cindaia Ervin, Secretary